

LEMAY AERO CLUB (LAC) and FLIGHT TRAINING CENTER (FTC)
STANDARD OPERATING PROCEDURES (SOP)
Offutt AFB, Nebraska
September 2023

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This Standard Operating Procedure document, required by DAFI 34-101 and AFMAN 34-152, provides a consolidated information source for membership responsibilities and local airfield procedures, operational restrictions, and requirements to ensure LAC / FTC members have the information necessary to safely operate Club aircraft.

Chapter 1 Administration

1.1. Membership application, resignation, and expulsion procedures:

1.1.1. The LAC Manager or designated LAC staff member will process all membership applications, establish member folders, and create initial member access to the Automated Dispatch Program (ADP) and Flight Schedule Pro (FSP) scheduling program.

1.1.2. Personnel eligible for membership will become members upon application submission unless their name appears on a permanent bar letter from AFSVA or 55 WG/JA. Answering “yes” to any membership application (AF Form 1710) question(s) B through G will require investigation prior to membership approval or disapproval.

1.1.3. New members will schedule ground instruction for one hour to complete the “New Member Orientation Checklist” with an instructor at the prevailing ground instruction rate prior to flying.

1.1.3.1. This checklist, designed to ensure new members have the necessary information to operate in this flying area and to provide familiarity with the hangar equipment and environment, will be signed before the first flight and permanently filed in the member’s record.

1.1.4. Club members on official Temporary Duty (TDY) to an area without access to an aero club, flight training center, or military flying club for more than one complete month are entitled to have their membership dues put on a “hold” status for that month. A copy of the approved TDY order must be presented to the LAC Manager or office staff member before departing on the TDY.

1.1.4.1. Members may request approval from the Manager to voluntarily change to “inactive” status for “remote” assignment (Permanent Change of Station (PCS) orders for one year duration), Temporary Duty (TDY), deployment, attending college out of the local area, or similar circumstances. Members so approved must resume paying dues when they return.

1.1.5. Members must resign from the LAC / FTC in writing or via email to the Manager or Operations Clerk / Assistant. Members who are in good standing (both financially and operationally) when they resign, may request a letter of good standing (if transferring to another aero club) that can be e-mailed or sent with a forwarding address.

1.1.5.1. Members who have not paid membership dues for 6 months or more without requesting “inactive” status or who have not signaled intent to return to active status for an extended period of time will be terminated in the FSP and ADP at the discretion of manager.

1.1.6. Any member suspected of inappropriate action involving an LAC or other aircraft will be grounded immediately and may be expelled from the LAC. The Safety Officer and/or Operations Officer will investigate all such allegations and the LAC Standardization Board will consider possible actions. Standardization Board findings and recommendations will be forwarded from the LAC Manager to the 55th Force Support Squadron Commander, 55th Mission Support Group Commander, and the 55th Wing Commander. The Wing Commander’s decision is final.

1.2. LAC Physical Orientation:

1.2.1. The LAC is in Hangar 1 of Building 306, facing Kilo Ramp inside the Offutt AFB Airfield Controlled Area. It is divided into 5 main parts:

1.2.1.1. The hangar floor houses the Aero Club aircraft. Each aircraft has an assigned parking spot with painted solid lines for main landing gear and dashed lines for nose gear. There are 4 spots for the 3 C-172's, so that they can be moved around when needed with less likelihood of accidental damage.

1.2.1.2. The hangar's North corner provides secure maintenance, tool storage and spare parts inventory areas, for the Aero Club's Airframe & Power plant (A&P)-certificated mechanic(s).

1.2.1.3. The office adjacent to the maintenance area contains more maintenance storage, inventory storage, the business office and pilot shop. Normal business office hours are M-F 1100-1500, (unless otherwise noted) or by appointment around posted times. The ADP master computer and the membership records are securely stored in the business office area. Records are stored IAC with AFI 33-332, PDP Act of 1974, 5 U.S.C. 552a and applicable HIPAA directives. Individuals authorized access to the business office after hours are noted on ECL.

1.2.1.4. Across from the business office is a separate enclosed area known as the schoolhouse area containing a section for pilot flight planning, with dispatch terminals, flight-planning computers (login with the applicable username/ password) and required forms. The central section houses the ground school classroom and training area with training computer (login with the applicable username/password) which contains folders holding digital copies of aircraft-specific tests and pilot guides. A separate room contains instructor cubicles, storage cabinets for student records and ground training device simulator.

1.2.1.5. Aero Club fuel tank is no longer available, as of the date of this document pending replacement.

1.3. Quorums and Meetings:

1.3.1. Safety meeting attendance requirements are governed by DAFI 34-101 & AFMAN 34-152. The LAC Safety Officer conducts the meeting on the second Wednesday of each month at 1730. [NOTE: Safety meeting are conducted via Zoom until further notice.] Backup safety meeting credit can be obtained by viewing the recorded meeting or by requesting from business office and viewing meeting slides. Viewing the slides is counted at "Briefed". Recordings are located on the training computer in the Aero Club classroom, accessible via link, or located in the club training share drive. The link to the recording will be uploaded the month the safety meeting was conducted by the end of the month. No quorum is required to hold these meetings. Attendance is logged into and tracked in ADP by the Manager or designated representative. All meetings are recorded and archived per applicable Airforce regulations.

1.3.1.1 Members must physically participate in at least one safety meeting every three months to retain Pilot-in Command (PIC) privileges. Viewing the video recording counts as attendance (when ADP is updated by a staff member who verifies the viewing). *If a member is unable to attend these meetings for an extended period of time, the Manager will evaluate the circumstances and determine the required actions necessary to restore the member's PIC privileges.*

1.3.2. The Standardization Board (comprised of the Manager, all contracted flight instructors, the Safety Officer and (when possible) the Safety/Operations Advisors) will normally meet at 1645 prior to the monthly safety meeting, the first month of each quarter. The Chief Flight Instructor will chair this meeting. A quorum is a minimum of 60% of active instructors.

1.3.3. The Chief Flight Instructor may call flight instructor meetings when necessary. Minutes from those meetings will be forwarded to the Manager. There is no quorum required for flight instructor meetings. The Chief Flight Instructor must brief contracted flight instructors not in attendance at flight instructor meetings before the flight instructor gives any flight instruction at the LAC.

1.3.4. Installation advisors: Operations Advisor, Safety Advisor, Maintenance Advisor; required duties as described in AFMAN 34-152 2.7,2.8,2.9:

AFMAN 34-152, 2.7-2.9

2.7. Installation Operations Advisor is responsible for the operations of the aero club. The advisor must be a rated military pilot actively flying at the installation (if installation has a flying mission), and if practical, a qualified supervisor of flying. (T-1).

2.7.1. This individual is highly experienced in general aviation and must hold a valid FAA Airman's Certificate. (T-1).

2.7.2. Ensures safety and maintenance advisors to attendance safety and standardization meetings.

2.7.3. Advises the manager on operational issues.

2.7.4. Assists club operations officer monitor flight operations and coordinate with installation agencies through spot inspections as required.

2.8. Installation Safety Advisor is responsible for overseeing the aero club safety program. The installation safety advisor is a rated flight safety officer from the servicing safety office (if installation has a flying mission). This individual should be highly experienced in general aviation and should hold a valid FAA Airman's Certificate.

2.8.1. Assists the club safety officer develop an aggressive mishap prevention program.

2.8.2. Provides the club safety officer with mishap prevention information and serves as a link to major command safety Staff and Air Force Sustainment Center.

2.8.3. Conducts mishap investigations in coordination with the NTSB if they are also investigating the mishap.

2.8.4. Participates in the annual activity inspection and follows up on any safety discrepancies found.

2.8.5. Conducts spot inspections.

2.9. Installation Maintenance Advisor is responsible for overseeing aircraft maintenance on the installation. Installation maintenance advisor is a senior maintenance manager familiar

with FAA maintenance procedures. This individual should be highly experienced in general aviation and should hold a valid FAA Airframe and Power-plant Certificate.

2.9.1. Helps the maintenance officer to use installation maintenance facilities and equipment.

2.9.2. Coordinates with operation and safety advisor to ensure attendance at each safety meeting and advises the manager on:

2.9.2.1. Overall condition of the aircraft and maintenance facilities.

2.9.2.2. Aircraft maintenance procedures.

2.9.2.3. Fuels quality assurance program.

2.9.2.4. Corrosion control program.

2.9.3. Conducts documented quarterly spot inspections or as required.

1.3.5. The Manager may call other meetings at his / her discretion.

1.4. Pilot Information File (PIF):

1.4.1. The PIF is in the Flight Planning area. It is a single binder of recent flight safety information not yet covered by the SOP. All members, including student pilots, must read and acknowledge all PIF items by self-updating this accomplishment in the ADP, which tracks this requirement. If a PIF item becomes permanent information or direction, it will be incorporated into the SOP.

1.5. Automated Dispatch Program (ADP):

1.5.1. ADP is a computer-based qualification and currency confirmation tool developed and issued by AFSVA/SVPCR for use by Aero Club programs. It is used to ensure PICs have met the currency and qualification requirements to dispatch LAC aircraft. Paragraph 3.4.4 describes its operational use.

1.5.2. The LAC office staff establishes each new member identification number in ADP, and enters the Pilot certification information, AF Form 1585 date, and membership and contact information. All members must then logon to the computer and establish a password. For initial logon, members use their membership number and type in "PASSWORD." They will then be prompted to establish an individual unique password.

1.5.2.1. A current (within the previous 12 months) military medical examination documented on an AF IMT 1042, specifying "PILOT" or "NAVAL AVIATOR" in the rating block and listing any restrictions, meets the requirement of AFMAN 34-152 para 6.5. ('PICs must possess a valid FAA medical certification') and the intent of 14 CFR Part 61.23 (b) 9. An AF IMT Form 1042 specifying any rating other than "pilot", or "naval aviator" does not meet the requirements of these regulations and cannot be used in lieu of an FAA Aviation Medical Certificate issued by an Aviation Medical Examiner (AME). The LAC keeps an updated list of local AMEs in the business office.

1.5.2.2. All LeMay Aero Club aircraft are considered covered by the provisions of 14 CFR Part 61.3 and 61.23 that permit student pilots, private pilots, and flight instructors to act as PIC of operations conducted under the conditions and limitations of Part 61.113 that include possession of a state-issued driver's license in lieu of a third-class medical certificate (known as "Basic Med").

1.5.3. During the New Member Hangar Orientation or upon completion of aircraft checkout, the assigned certificated flight instructor (CFI) will add any required additional information, such as flight review, written test and check ride dates, flight times, etc.

1.5.4. ADP allows PICs to enter PIF acknowledgments, and “Briefed” or “Missed” Safety Meetings. “Attended” Safety Meeting status may only be made by LAC office staff. “Attended” meeting is defined by attending the live meeting or viewing the make-up recording of the live meeting. Recording of the live meeting will be posted on the FSP dashboard. Cumulative pilot flight times are automatically entered as part of the pilot record in ADP upon entry of aircraft Hobbs Meter time during completion of a “Flight Log”.

1.6. Aircraft Scheduling Procedures:

1.6.1. All aircraft are scheduled on a “first come, first served” basis using Flight Schedule Pro (FSP). However, except for accomplishing training with an Aero Club instructor, a pilot may not reserve an aircraft in which he/she has not completed the required checkout and a Form 1584 on file for that aircraft. This is to prevent members from reserving airplanes they are not qualified to fly, a practice that blocks other members from using aircraft in which they are qualified.

1.6.2. FAA check flights have priority. Members needing an aircraft for a check flight are encouraged to call other members and coordinate schedule changes if required.

1.6.2.1. Members are encouraged to contact other members and make special arrangements when a scheduling conflict exists. If they agree to a schedule change then they may change the schedule.

1.6.3. Members are expected to be in the LAC hangar 20 minutes before their scheduled aircraft time. Failure to show for an aircraft or instructor appointment may result in the member being charged one-hour dry rate time for the aircraft and one hour ground instruction. Any aircraft not in use 20 minutes after the scheduled time will be released to any other member desiring to use it.

1.6.4. To efficiently utilize all aircraft, any LAC staff member may change the schedule from one Cessna C-172 to another (attention must be made to the fact that one Cessna C-172 has two seats).

1.6.5. Individuals desiring introductory flights will contact the business office for scheduling of aircraft and instructor. The Cessna-172F/H aircraft is normally used. All passengers must complete an AF Form 1585 (Covenant-Not-To-Sue) prior to the flight. The primary passenger’s name will be entered as “TEMPORARY, TEMPORARY” account number “6023” in ADP by the CFI during the dispatch process. Flight payment must be given to a LAC staff member or placed in the invoice lock box in the Dispatch Room. A special rate is charged for these flights, and they are normally ½ hour long unless prior arrangements have been made by the staff for longer flights.

1.6.6. Cross-country flights are scheduled the same as all other flights except a Cross Country Request Form must be submitted for review 3 business days prior to planned departure (See paragraph 3.4.9). NOTE: Electronic submission is acceptable. These forms are not required for training flights.

1.6.7. Members utilizing club aircraft for extended time periods may affect club income. As a guideline, the minimum hours suggested for long-term aircraft usage (defined as the member

scheduling the aircraft for 1 day or more) are listed in the table below.

Aircraft	Minimum Hours per Day	Dry Rate
Cessna 172F/H	2.25	\$57.50
Cessna 172M	2	TBD
Cessna 182	2	\$87.50
Warrior	2.25	\$67.50
Arrow	2.5	\$80.00

1.6.7.1. NOTE: dry rates are subject to change. Consult the LAC Manager for current dry rates and the planned trip length / planned hours to be flown. The Manager may apply the greater of the dry rate or wet rate; however, if sufficient usage is projected, the Manager may waive the dry rate.

1.7. Pilot Checkouts:

1.7.1. Pilot checkouts and annual standardization flights are accomplished using, and must meet the minimum requirements listed in, the USAF AERO CLUB INSTRUCTOR STANDARDIZATION GUIDE and AFMAN 34-152, Attachment 4, with the following additional guidance:

1.7.1.1. New member pilot checkouts will include accomplishment of the New Member Orientation Checklist, the open-book Annual Standardization Exam, the open-book Annual Instrument Exam (for Instrument-Airplane-rated pilots wishing to exercise IFR privileges), and the aircraft-specific open / closed-book Exam for each aircraft in which he / she wishes to act as PIC.

1.7.1.2. LAC PICs seeking to operate LAC aircraft over or into Designated Mountainous Areas, depicted in Aeronautical Information Manual (AIM) figure 5.6.3 and on the wall chart in the LAC classroom must complete the club's Mountainous Flying Training (video and written test). Once complete, a LAC staff member will update ADP and the test will be filed in the member's folder.

1.7.1.3. Sod field checkout procedures: Minimum runway requirement – 2500' length x 50' width. Per AFMAN 34-152 para 6.18.2 the airport must be listed in FAA or DoD flight information publications.

NOTE: There is no additional currency requirement for sod field landing, but common sense applies. Qualified pilots should practice soft field procedures on a hard surface runway prior to attempting to land on a sod field. Pilots checked out in sod field procedures should make every effort to accomplish landings at such fields periodically.

1.7.1.3.1. Prior to landing at a sod field, the pilot will check condition of the field by: Contacting

the airport manager directly for current conditions (and/or), conducting a visual inspection of the surface using an offset flyover to assess the field condition. If there is any question about surface condition the pilot will not attempt to land.

1.7.1.3.2. Pilot will use soft field procedures for all takeoffs and landings from any unimproved surfaces (anything other than hard surfaced runways as listed in the airfield directory).

1.7.1.3.3. Based on average soft field runway lengths expect to taxi back for subsequent takeoff, but if runway length is sufficient (pilot judgement) touch and go landings are permitted.

1.7.1.3.4. Sod field checkout requirements: One flight consisting of the following activity (all numbers are minimum required, and the certifying instructor can require more if they feel it necessary): 1) Instructor briefing including a review of POH procedures for soft field takeoffs and landings prior to flight. 2) Three soft field takeoffs and landings. 3) All landings will be to a full stop. 4) After the flight complete a 1584 and annotate "Sod Field Checkout" in the other category and sign.

1.7.2. After any checkout or pilot certificate qualification, the assigned instructor will update ADP with any new test or qualification date(s). LAC staff will file all examinations and AF Forms 1584 in the appropriate records. No items may be removed from a member's record without the LAC Manager's or the member's permission. All member administrative folders and training folders are LAC property and materials in these folders may not be destroyed except by the LAC Manager or Operations Clerk. All records in member folders will be maintained IAW AFMAN 34-152.

1.7.3. Current and qualified members of other USAF Aero Clubs are authorized to exercise PIC privileges in LAC aircraft provided a local area checkout flight is accomplished with a LAC CFI.

1.8. Pilot Training:

1.8.1. The LAC / FTC is a 14 CFR FAR Part 61 approved training school using Jeppesen-produced Ground and Flight training curricula. Jeppesen kits, and other training aids are available for sale or by order in the business office. Students enrolled in other than Private Pilot training are required to purchase and use the corresponding Jeppesen Pilot Record Folder for documenting the training program they are undertaking. Private Pilot student training will use the AFMC Form 1580.

1.8.1.1. The Chief Flight Instructor will document the enrollment and graduation of any student and build the required Private Pilot training folders.

1.8.2. All members requesting training towards a Private Pilot rating will verify their citizenship prior to their first flight. Any members who are non-US citizens must have a Transportation Security Administration (TSA) waiver prior to starting their training.

Chapter 2

Pilot Currency Requirements

2.1. Pilot currency requirements are defined in AFMAN 34-152 paragraph 6.8 as is defined as follows:

AFMAN 34-152 6.8:

6.8. Pilot Currency. Pilots record all applicable currency items in their personal logbook and provide the data to the manager for entry into automatic dispatch system. (T-0). Computerized logbooks are authorized in lieu of handwritten logbook entries, provided they contain all applicable currency information. Managers may, when deemed in the best interest of the aero club and not specifically prohibited by this manual, may accept currency items achieved via nonstandard means as long as the pilot is in compliance with FAA requirements.

6.8.1. Managers or chief flight instructors may credit pilot activities performed in other than club aircraft to satisfy currency requirements if activity is in the same make and similar model aircraft (e.g., Cessna 182RG could count toward aero club Cessna 182 currency; but Boeing KC-135 will not count toward Piper Seneca currency).

6.8.2. Pilots must fly with and receive a logbook endorsement from a flight instructor to regain any currency. (T-0). The flight instructor will complete an AF Form 1584, USAF Aero Club Standardization Record, and update automatic dispatch system. (T-3).

6.8.3. To act as pilot-in-command, pilots with less than 200 pilot hours must have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly. (T-0). Pilots with at least 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 90 days in each category and class aircraft they wish to fly. (T-0).

6.8.4. Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 180 days must accomplish a re-currency check and closed book exam for that make and model aircraft. (T-0).

6.8.5. To exercise pilot-in-command privileges in club aircraft at night, pilots must have accomplished at least three takeoffs and three landings to a full stop, at night, within the preceding 90 days, in each aircraft category and class they wish to fly. (T-0). If night currency is lost, the pilot must make three takeoffs and landings to a full stop, at night, in each aircraft category and class they wish to fly, with a current and qualified club certified flight instructor. (T-0).

Chapter 3

Operational Restrictions and Local Area Procedures

3.1. General Restrictions and Requirements:

3.1.3. Any LAC flight or transient aero club flight may be stopped when a club official feels the flight is unsafe for any reason. The LAC manager or Chief Flight Instructor will be contacted immediately.

3.1.4. Only LAC / FTC CFIs may waive wake turbulence delays EXCEPT for behind a heavy aircraft.

3.1.5. Equipment required and restrictions for night flights include all required aircraft lights must be operational and used, a working flashlight must be available in the aircraft, and no takeoffs or landings at unlit airports or runways. No student pilots are allowed solo night flight privileges.

3.1.6. Lengthy delays in the air or on the ground caused by Air Traffic Control (ATC) are considered beyond the LAC's control and therefore, members are responsible for flight costs incurred.

3.1.7. To act as a Safety Pilot for simulated instrument flight in a LAC airplane, the pilot must be an Aero Club member who meets the requirements of 14 CFR Parts 61.3(c) and 91.109(c). To act as pilot-in-command, the safety pilot must be checked out in the airplane and meet the currency requirements of AFMAN 34-152, para 6.8.3 thru 5.

3.2. Takeoff and Landing Restrictions:

3.2.1. All aircraft must touch down in the first 1000 feet of the runway during touch and go, stop, and go and full stop landings at an airport other than Offutt AFB or a go around will be initiated. Pilots will land at Offutt with at least 3,000 feet of runway remaining.

3.2.2. A pilot suspecting or concerned about a rough or hard landing will terminate the flight and the aircraft will be inspected by a certified airframe or Club mechanic. This must be documented in the aircraft maintenance records prior to further flight. This rule applies both on and off station.

3.2.3. A suspected propeller strike on the ground requires immediate flight termination. Park the aircraft and contact LAC. Do not fly the aircraft.

3.2.4. Any unintentional departure from the runway surface requires flight termination. The aircraft will be grounded until aircraft maintenance has inspected the aircraft and returned it to service as airworthy. This applies both on and off station.

3.2.5. Additional landing restrictions appear in Chapter 4: "Student Pilot Procedures" and Chapter 7: "Flight Instructor Responsibilities".

3.2.6. Only LAC fixed-gear aircraft will be used on sod, unpaved, or unimproved runways.

3.2.7. No LAC aircraft will be operated with a Runway Condition Reading (RCR) of **12** or lower OR braking action POOR or worse, without permission from the LAC Manager or Chief Flight Instructor.

3.2.8. During simulated forced landing training, a LAC flight instructor must be on board the aircraft and must be familiar with the area and terrain over which the maneuver(s) is/are to be practiced. Both the student and the LAC flight instructor must visually and orally identify chosen emergency landing sites and obstructions such as wires, trees, populated areas, etc.

3.2.8.1. No simulated forced landing will be continued below 500 feet AGL except to an approved runway. For maneuvers away from an approved runway, the LAC flight instructor will orally announce the minimum altitude in feet MSL. Never allow airspeed to decrease below final approach speed.

3.2.8.2. Carbureted engines in Cessna aircraft will have carburetor heat turned on prior to the throttle reduction and the engine will be cleared with the throttle every 20 to 30 seconds.

3.2.9. Pilots will not attempt takeoffs or landings when winds (total wind velocity, including gust, or the gust factor, or the crosswind component, including gust) exceed the SOP wind restriction chart below. **All PIC times are for single engine aircraft weighing less than 6000 lbs.** If airborne, they will land at an airport where the crosswinds are within the limits imposed by these SOPs. Should no suitable runway be available where the crosswinds are within limits, the PIC will choose the most favorable runway for the wind condition and report to the LAC Manager or Chief Flight Instructor as soon as possible after landing. NOTE: a copy of this chart is in each aircraft checklist.

3.2.9.1. Wind restriction chart:

Rating & PIC time	wind velocity	gust factor	crosswind component
Private, more than 200 hours Commercial/ATP, more than 100 hours LAC CFI	30 Knots	15 Knots	20 Knots
Private, between 75 and 200 hours Commercial/ATP, between 25 and 100 hours	25 Knots	10 Knots	15 Knots
all others	20 Knots	10 Knots	10 Knots

3.2.9.2. All pilots will consult the Pilot's Operating Handbook (POH) or aircraft checklist to determine the manufacturer's demonstrated cross wind component. However, the maximum allowable cross wind for a specific aircraft is the demonstrated cross wind component from the appropriate POH or what is stated in the SOP cross wind chart, whichever is more restrictive.

3.2.9.3. In case Offutt AFB experiences high crosswinds while LAC aircraft are airborne, the

designated crosswind airports are Plattsmouth (PMV), Council Bluffs (CBF), Red Oak (RDK), Wahoo (AHQ), and Shenandoah (SDA). Each student pilot will be taken to one of these airfields for familiarization prior to being cleared for solo flight.

3.3. Spin Training and Aerobatics Restrictions:

3.3.1. All spin training will be conducted in the Cessna-172F/H. No passengers may be on board the aircraft during spin training. All spin training must be initiated at / above 6,000 feet AGL and terminated above 3,000 feet AGL.

3.3.1.1. For all Cessna C-172F/H spins, a LAC flight instructor must be on board and at a control station.

3.4. Local Area Procedures:

3.4.1. Local Airspace:

3.4.1.1. Offutt AFB Class C airspace, with a control tower operating 24/7, is from the surface up to and including 5000' MSL within a 5 NM radius of Offutt; and is controlled by Omaha Approach Control (OAC) and consists of airspace from 2500' MSL up to and including 5000' MSL within a 10-mile radius.

3.4.1.2. The LAC/FTC local flying area for non-student pilots is defined as a 50 NM radius from Offutt AFB—see area map located in the pilot planning area. The student pilot local flying area is defined in Chapter 4. LAC aircraft will be positively controlled by Offutt AFB ATC by Omaha Approach Control (OAC), and either positively controlled under IFR, or flight followed under VFR.

3.4.1.3. Within this local area are four training locations - a map of these areas is in the mission planning area: our primary training location is the South Practice Area (S.P.A) (described below). Others include the West Practice Area (West of Lake Zorinski, North of Highway 370, South of Fremont, NE and Highway 275), the North Practice Area (loosely defined as North of Missouri Valley IA, East and South of Tekamah, NE, and West of Harlan IA), and the East Practice Area (East of Treynor, IA, North of Highway 34 and West of Red Oak, IA). Altitudes associated with these areas are normally from 500 feet AGL to 4,500 feet MSL, but upon request can be up to 10000 feet MSL. Flight following in these areas will be provided by OAC.

3.4.2. The South Practice Area is divided into three separate airspaces. Areas 1 and 2 are separated by Highway 1 which travels east and west between the towns of Manley and Murray. Area 3 is to the east of Highway 75 extending roughly from Pacific Junction IA in the northeast to Thurman IA in the southeast (see description below and graphic for specifics).

3.4.2.1 Use of Area 2 may be limited by parachute activity in the vicinity of the Weeping Water airport. Parachute activity is normally limited to late afternoons on weekdays and all day on weekends, weather permitting. There is no NOTAM published so there is no way prior to contacting Omaha Approach to determine if parachute activity is occurring.

3.4.2.2. Scheduling procedures and area usage. Areas 1 and 3 are the primary training areas. Area 2 will only be used when both others are occupied, or weather or other circumstances prevent using areas 1 or 3. There is a scheduling board depicting the South Practice Area located in the mission planning area. Pilots will place the designated aircraft marker in their planned area of use and write expected times of use in dry erase marker. Omaha Approach does NOT assign an area, so it is the members responsibility to determine which area is available and which they intend to use. After takeoff make the normal contact with Omaha Approach and tell them the area of intended use. Omaha will clear the aircraft per usual (squawk, altitudes, and navigation) now including area assignment. If the area is unavailable for any reason crews will coordinate with other Aero Club aircraft on interplane frequency (see para 3.4.10.1) and advise Omaha Approach of their intentions.

3.4.2.3. To reduce congestion and simplify instructions for VFR aircraft transitioning to/from Offutt AFB to/from the practice areas south of OFF, unpublished transition routes and practice areas have been developed by the Offutt Aero Club. This procedure will only be used when weather conditions meet or exceed 3000' AGL and 5 miles (flight category VFR).

3.4.2.4. The transition routes and practice areas described are not to be interpreted as protected airspace. The description is for mutual understanding of the practice area dimensions. The defined areas are not free from obstacles, and it is solely the pilot's responsibility to comply with 14 CFR 91.119 Minimum Safe Altitudes: General. Application of these procedures or any action taken by Air Traffic Control to avoid conflicts does not relieve pilots of their responsibilities to comply with 14 CFR 91.113 Right-of-way rules.

NOTE: All references to the Plattsmouth Municipal Airport below are listed as KPMV. All references to Plattsmouth refer to the community itself.

NOTE: Use a minimum altitude of 2200' MSL for any overflight of Plattsmouth.

3.4.2.5. Outbound route is as follows:

3.4.2.5.1. Depart KOFF direct to the Highway 75 bridge over the Platte River and cross the bridge \geq 2500' MSL. Continue climb to 3,500' MSL prior to Plattsmouth.

3.4.2.5.2. For S1 follow Highway 75 to the intersection of Highways 75 & 66, then turn southwest to enter the area. At or below 4,500' MSL.

3.4.2.5.3. For S2 follow Highway 75 to the intersection of Highways 75 & 1 (Murray) then turn southwest to enter the area. At or below 3,500' MSL.

3.4.2.5.4. For S3 follow Highway 75 to the intersection of Highways 75 & 66, then turn southeast to enter the area. At or below 4,500' MSL.

3.4.2.6. When proceeding to KPMV for pattern operations, follow Highway 75 to a normal descent point for pattern entry. Request frequency change from Omaha Approach just prior to initiating descent.

3.4.2.7. Inbound routes:

3.4.2.7.1. Recovering from the area fly reverse transition at 3000' MSL until north of KPMV airport. Descend to 2,000' MSL no later than the Platte River.

3.4.2.7.2. Recovering from KPMV:

NOTE: Aircraft recovering to Offutt AFB will remain below 2500' MSL. This precludes the need to contact Omaha Approach on recovery as the aircraft stays below the outer ring of the Class C airspace shelf. Contact Offutt Tower NLT 5 miles south of the field (1 mile south of the Platte River) to establish radio contact prior to entering the inner ring of the Offutt Class C airspace.

3.4.2.7.2.1 Departing runway 34 climb to 2000' MSL remaining over Highway 75 and clear of the town of Plattsmouth contact Offutt tower NLT 5 miles from the base (1 mile south of the Platte River).

3.4.2.7.2.2. Departing runway 16 make a left turn out of traffic, remain clear of the pattern, and climb to at least 2,200' MSL prior to Plattsmouth proceeding direct to the Highway 75/66 intersection. Descend to 2,000' MSL no later than the Platte River. Remain below 2500' MSL and contact Offutt tower NLT 5 miles from the base (1 mile south of the Platte River).

3.4.2.8. Area dimensions:

S1

Northwest corner: intersection of Highways 66 & 50 west of Louisville NE

Northeast corner: intersection of Highways 75 & 66 west of Plattsmouth NE

Southeast corner: the intersection of Highways 75 & 1, ½ mile east of Murray NE

Southwest corner: the intersection of Highways 50 & 1, ½ west of Manley NE (not depicted on sectional)

S2

Northwest corner: intersection of Highways 50 & 1, ½ west of Manley NE (not depicted on sectional)

Northeast corner: intersection of Highways 75 & 1, ½ mile east of Murray NE

Southeast corner: intersection of Highways 75 & 34, ½ mile east of Union NE

Southwest corner: intersection of Highways 50 & 34, 3 miles southwest of Weeping Water NE

S3

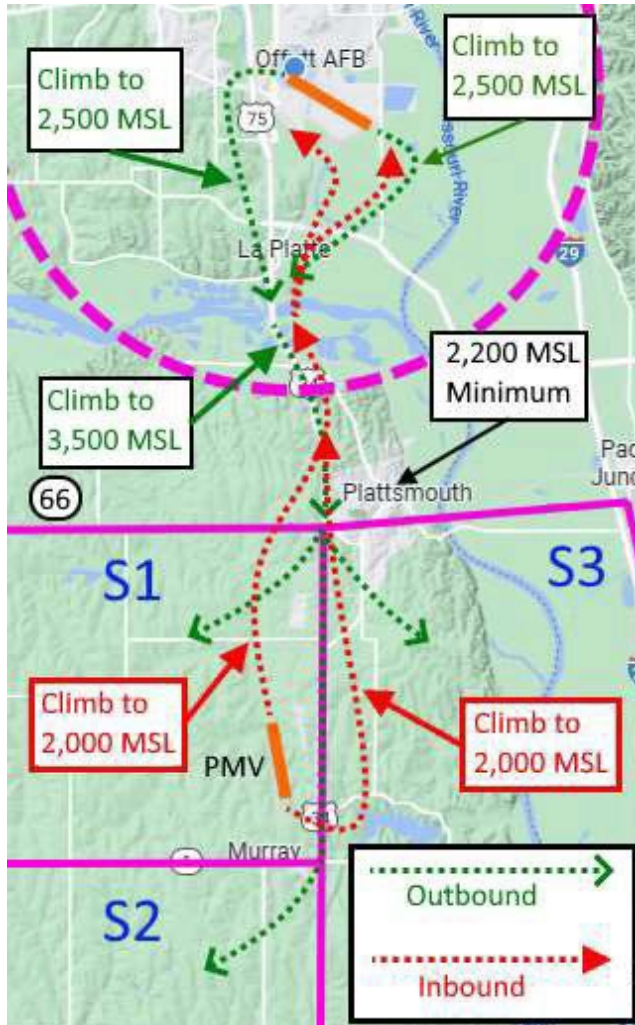
Northwest corner: intersection of Highways 75 & 66 west of Plattsmouth NE

Northeast corner: I29 interchange with Hwy 34, south of Pacific Junction

Southeast corner: Thurman IA

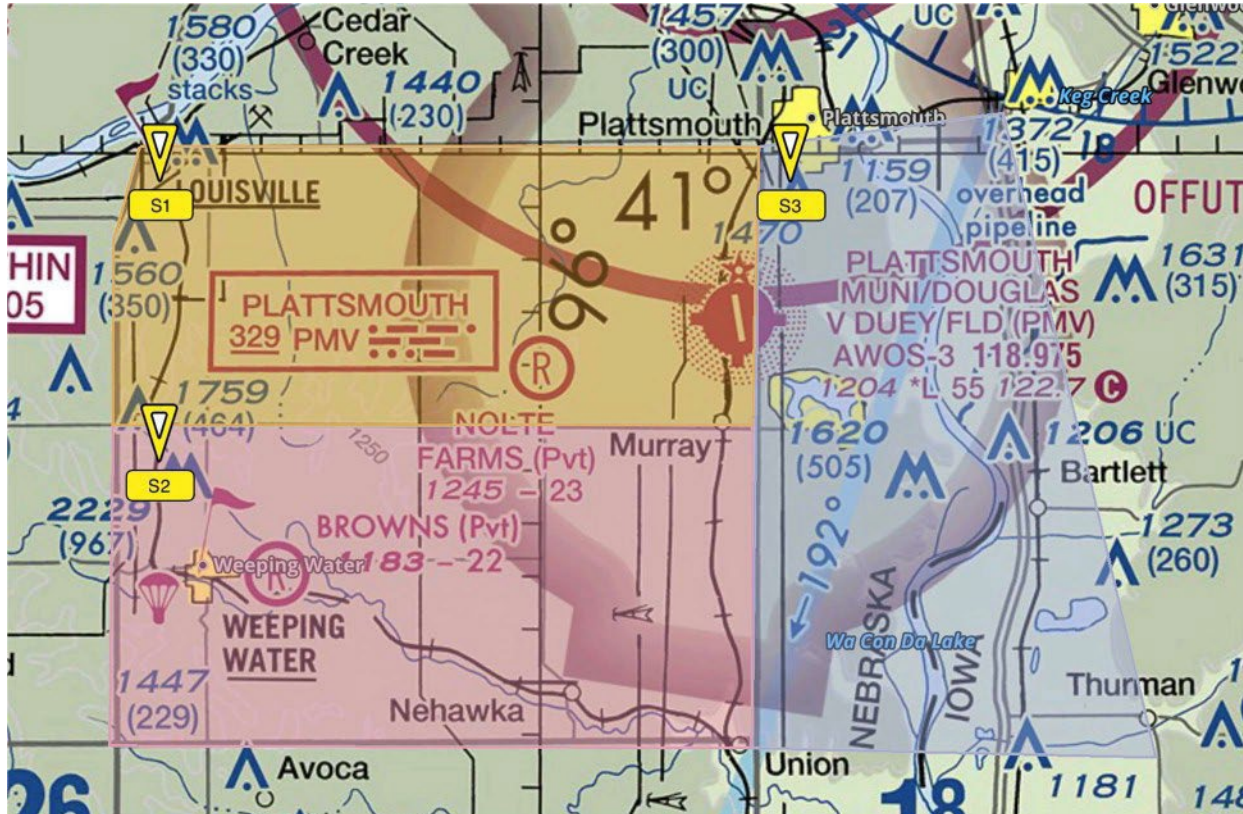
Southwest corner: intersection of Highways 75 & 34, ½ mile east of Union NE

TRANSIT ROUTES TO AND FROM THE SOUTH PRACTICE AREAS



(Image for reference example training only)

SOUTH PRACTICE AREAS



(Image for reference example training only)

Whenever operating northwest of Offutt AFB (runway 31 pattern downwind, base to final), use special caution to see and avoid potential conflicts with emergency medical helicopter operations in and out of the Bellevue Medical Center Helipad. When these helicopters use the “Lifeguard” call sign, they have priority over ALL other traffic.

3.4.3. Flight Plans:

3.4.3.1. A paper copy of ANY flight plan MUST remain at the LAC.

3.4.3.2. Within the Local Flying Area, round-robin VFR flights (KOFF to KOFF, including any flight that shuts down at KPMV for refueling) may file their flight plan via the Base Ops Hotline. Only qualified pilots (no solo student pilots) are authorized to use the HOT LINE--solo student pilots will have their flight plan called in by their instructor. Relay the following information:

3.4.3.2.1. Aircraft Call Sign, Aircraft Type Designation, Proposed Takeoff Time, and Estimated Time Enroute (time from takeoff at Offutt AFB to landing at Offutt AFB including known or pre-planned enroute delays).

3.4.3.2.2. In the ROUTE block you document your intended route of flight. For example, if you are going direct to the South Practice Area followed by patterns at Plattsmouth airport, you would enter: DCT S.P.A DCT KPMV. Similarly for flights to other airports. Place the Base Operations person’s initials and time of the call in the flight plan form Remarks Section.

3.4.3.2.3. NOTE: Local Flight Plan Route of Flight information is not passed to Offutt Ground Control, Offutt Tower, or Omaha Approach/Departure; tell Ground Control your first point of travel (e.g., “going to the South Practice Area,” “...Omaha VOR,” “.... Millard Airport,” etc. when requesting taxi clearance.

3.4.3.3. All other VFR flights, and all IFR flights will file their flight plans with Base Operations. NOTE: Non-Local VFR flight plans, if filed via Foreflight, can be activated using that program. Otherwise, they must be activated with FSS once airborne.

3.4.3.4. If a ground delay is planned (i.e., stop and disembark the aircraft, except for fuel stops at KPMV), file to that airport as your destination, close the flight plan via ATC or Flight Service Station (FSS), and file a new flight plan to return to Offutt AFB. Include “NOTIFY KOFF BASE OPS” in the flight plan remarks section.

3.4.4. Dispatching and Returning Procedures:

3.4.4.1. All flights must be dispatched then returned through the ADP computer. The PIC will log into ADP and “checkout” the aircraft, producing the DISPATCH/PILOT slips once all currencies and other required preflight items are confirmed. When an instructor is present on a flight, the flight will be logged out and logged back in under the instructor’s account and password as an instructional flight.

3.4.4.2. During the ‘currency’ check, ADP may show a member non-current for PIF or Safety Meeting. As described in Para 1.5.4, members can (a) self-update PIF currency after reading said

PIF, and/or (b) self-update Safety Meeting attendance, but only as “Missed” or “Briefed” (when that month’s video recording is viewed).

3.4.4.3. PICs will attach the DISPATCH slip (proof of currency) to the flight plan copy left at the LAC.

3.4.4.4. The “PILOT SLIP” is used by the PIC to verify hour meter and tachometer readings, aero club fuel, and collect data for entering into the computer under the “FLIGHT LOG” part of the program. PICs must make sure to check the departure TACH and HOBBS Meter readings prior to the flight. An LAC staff member or a flight instructor must verify any errors on these meter readings. The staff member verifying the error must initial the dispatch slips with correct times, hours, and tachometer readings. An adjustment will be made to the previous member’s dispatch ticket, and they will be charged for the difference. Failure to have the error verified and initialed prior to the flight will negate any claims against other members or the LAC.

3.4.4.5. To ‘return’ the aircraft and invoice the charges, ADP will generate a “FLIGHT LOG.” PICs will enter end-TACH and HOBBS Meter readings, fuel and oil quantities, and any aircraft discrepancies.

3.4.4.5.1. Ensure LAC fuel and oil are entered appropriately. Fuel and oil purchased off station are entered in “other fuel and oil.” See Para 3.4.9.7. for more details.

3.4.4.6. Computer system/program discrepancies must be written in detail and attached to the ticket when turned in after the flight. Use paper charge tickets only if there is a computer problem.

3.4.4.7. Only LAC staff and flight instructors will enter dates into the ADP computer for testing; aircraft checkouts and information; and updated covenant-not-to-sue dates, etc.

3.4.4.8. LAC flight instructors will issue aircraft keys to solo student pilots after dispatching them via ADP.

3.4.5. Hangar Operations:

3.4.5.1. LAC aircraft are to be parked in their designated location(s) with each propeller oriented parallel to the ground, orange chocks placed into one of the three landing gear tires, tow bar laid on the floor next to the nose gear and doors locked.

3.4.5.2. During aircraft preflight in the hangar, pilots will ensure each engine oil quantity for the C182, and Pipers is within one quart of full for training flights and 6-7 quarts for the C172, and full for cross-country flights. For IFR flights, the PIC will also check the 30-day VOR log for currency and accomplish and document a dual VOR check if needed.

3.4.5.3. The orange chocks remain at the parking spot when the aircraft is moved for flight.

3.4.5.4. Members receive hangar door operation training during “New Member Orientation”—(a) always look and clear outside for obstacles prior to opening the hangar door, and (b) remember that there are two OPEN positions, full-up or partially-up for temporary use. The door must remain

closed when winds exceed 45 MPH.

3.4.5.4.1. The hangar door will be either fully OPEN or CLOSED during extended periods. In warm weather, the hangar door is usually left full-open when LAC are operating. In cold weather with the hangar heaters working, open the hangar door only halfway up to expedite aircraft movement into or out of the hangar. This is done by opening the door until the red stripe on the counterweight arm aligns with the red stripe on the door frame, moving the aircraft, then closing the door. This is a temporary position--DO NOT LEAVE THE HANGAR DOOR HALFWAY OPEN! If the hangar heaters are operating, CLOSE THE HANGAR DOOR.

3.4.5.5. If an aircraft is left unattended outside, the spare chocks located at the entry door will be used, then replaced.

3.4.5.6. Upon aircraft return to the hangar, PICs will ensure the plane is parked correctly, locked, windshield cleaned, and any maintenance write-ups documented in ADP.

3.4.6. Engine start procedures:

3.4.6.1. The PIC will ensure: the tow bar is removed and stowed in the aircraft, that there is adequate clearance in front of the aircraft (i.e., 50 feet), and that the parking brake is set, and feet are on the brake pedals guarding the brakes prior to start.

3.4.6.2. When starting aircraft or running aircraft engine with the hangar door open, ensure that tail is not pointing toward the open hangar. Prop wash creates debris damage inside the hangar to parked aircraft and crew members conducting maintenance.

3.4.7. Taxi / Ground Ops procedures:

3.4.7.1. The PIC will ensure pilots watch for vehicles and equipment in the refueling area and in front of building 306 (Aero Club hangar), aircraft are in contact with ground control (at a controlled field like KOFF) or on CTAF prior to aircraft movement.

3.4.7.2. At KOFF, the typical clearance from Ground Control is "taxi to run-up". The usual run-up area is HOTEL taxiway, between J1 and J2 intersections, but may be elsewhere (such as MIKE SOUTH if no traffic) with coordination. The preferred taxiway to use after landing is MIKE unless tower directs otherwise.

3.4.7.3. Prior to taxiing behind a jet aircraft parked on any Offutt ramp, the PIC must confirm either the jet's engines are not running, or they appear to be at idle thrust.

3.4.8. Aircraft fueling procedures:

NOTE: The Aero Club fuel tank at Offutt is condemned therefore until further notice conduct all routine refueling at KPMV at the end of the training portion of the flight. After refueling recover direct to Offutt and full stop. Fuel the aircraft as outlined below.

3.4.8.1. LAC aircraft are usually refueled after a flight as follows:

3.4.8.1.1. Refuel all aircraft to the tabs (except the 172s) or if not equipped with tabs, then fill to approximately ½ inch below the filler neck, unless the next flight requires full tanks. Fill the 172s to full tanks.

3.4.8.2. When fueling, the PIC will ensure: the aircraft is empty (no one on board), the aircraft is chocked with the yellow chocks provided, both the tank and fuel nozzle are grounded to the aircraft and cell phones are not used within 50 feet of the aircraft.

3.4.8.3. Record the number of gallons pumped into the aircraft for input into the ADP computer when checking the aircraft back in after a flight.

3.4.8.4. All aircraft departing for overnight or cross-country flights will be fueled to the maximum allowable fuel quantity based on a weight and balance computation prior to departing.

3.4.8.5. Failure to refuel an aircraft must be entered on the computer invoice remarks and a note left with the keys for the next pilot. A valid reason for not fueling must be provided. Examples are lightning within 5 miles, excessive rain, frozen ramp, vehicles, or military equipment blocking access to the fuel pump or fuel pump failure. Failure to provide a valid reason for not refueling will result in a \$5.00 charge or a .1 of an hour hourly cost for the aircraft, whichever is greater, to refuel the aircraft.

3.4.9. Cross-country procedures:

3.4.9.1. Cross-country request forms will be turned in three business days prior to the planned departure date. The LAC Manager and the Chief Flight Instructor must both agree to approve the request. The Aero Club Operations Officer's review can substitute for either of the above. When the Manager and Chief Flight Instructor do not both agree to approve the request, the Aero Club Safety Officer will decide whether the cross-country should be accomplished. At the Manager's discretion, exceptions to the three-day rule may be made for student training or short notice scheduling. Cross-country request forms are not required for club (group) fly-ins.

3.4.9.1.1. Cross-country request forms may be turned in by placing them on the clip board in the Dispatch Room, or sent electronically by fax (402-294-2836), or e-mail to the manager, the operations assistant, the chief flight instructor, or assistant chief flight instructor.

3.4.9.1.2. All cross-country request forms will contain accurate contact information and telephone numbers. PICs will contact the LAC office with any destination or aircraft status changes occurring while enroute.

3.4.9.2. Cross-country kits for each aircraft and cockpit covers for the Piper Arrow are available for overnight trips. The kits contain tie downs and cowl plugs (will be used when aircraft are left outside overnight) and space for spare oil quarts. The cockpit covers will minimize water entry into the cabin. Members will obtain the kit for the specific aircraft being used prior to departure. Engine oil quart containers will be obtained from the maintenance department.

3.4.9.3. It is the responsibility of the PIC to protect the aircraft while it is away from Offutt AFB. If severe weather threatens, the PIC should arrange for the aircraft to be hangered. If left outside

in cold or inclement weather, the PIC is responsible for following the manufacturer's procedures or recommendations for pre-heating the aircraft and / or engine prior to starting.

3.4.9.4. Contact LAC regarding aircraft maintenance problems. Do not authorize repairs to a LAC aircraft without approval. Do not attempt to repair the aircraft. Pilots whose aircraft are repaired off station must insure they are provided properly signed airframe, engine, or propeller documentation from the facility performing the maintenance. Such documentation may be stickers or written documents that will be attached to the aircraft logbook. LAC will arrange payment for aircraft repairs.

3.4.9.5. LAC does not have a responsibility to provide member transportation when a flight away from Offutt cancels for maintenance problems. Members must arrange their own transportation.

3.4.9.6. LAC will arrange aircraft return to Offutt KPMV or other location if lengthy repairs are required. This will be at no expense to the member.

3.4.9.7. Members who purchase fuel and oil away from Offutt AFB will be reimbursed for costs at a maximum rate equal to the price charged to the LAC by others for fuel and oil (per gallon for fuel and per quart for oil). To receive this reimbursement, members must provide a copy of the invoices for the fuel and oil purchased showing the gallons or quarts purchased along with the aircraft registration number. Attach this information to the flight ticket.

3.4.9.7.1. Members will only be reimbursed for fuel and oil purchased over 100 nautical miles away from Offutt AFB. There will be an exception for student pilots purchasing 10.0 gallons of fuel during cross-country training. The amount of fuel purchased must be consistent with the aircraft time flown.

3.4.10. Weather Recall and Aircraft Evacuation Procedures:

3.4.10.1. When a weather recall is required, the ATC elements serving Offutt AFB and the Omaha area will be notified to direct all LAC aircraft to return to base or to proceed as directed in the recall information.

3.4.10.2. LAC aircraft are normally hangered and do not require evacuation for weather.

3.4.11. Communications Procedures

3.4.11.1. Lost Communications Procedures:

3.4.11.1.1. Lost communications procedures will be IAW FAA guidance, and the checklist provided in each LAC aircraft. Generally, if VFR, remain so, land at the nearest suitable airport, and call the LAC. If experiencing lost comm while operating in the SPA, recover at KPMV and contact the LAC to coordinate for securing the aircraft, maintenance, and transportation back to Offutt.

3.4.12. Lost and Alternate Airfield Procedures:

3.4.12.1. If lost, follow guidance provided by the FAA publications and the LAC checklists.

Chapter 4

Student Pilot Procedures

4.1. Any pilot not rated for the aircraft being flown is defined as a student pilot (e.g., an AF pilot not having single engine on his/her license). A flight instructor's computer account must be used to dispatch the aircraft for both dual instructional flights and solos.

4.2. Each student will have a written training record, regardless of training course. Each training flight will be documented in the training record. All records will be maintained as directed by the FAA and the Air Force. All training records are LAC property and will not be removed from the premises. If requested, copies will be provided for transfers to other flying schools or for Permanent Change of Station (PCS) moves if the trainee was eligible for a Letter of Good Standing. Training records with TSA endorsements will be kept for 5 years minimum.

4.3. AFSVC Director of Operations and Safety have approved operations without waiver per AFMAN that is pending publishment to conduct flight training under 14 CFR Part 61 instead of 14 CFR Part 141, as required by AFMAN 34-152. Training for initial issuance of Private Pilot, Instrument Rating, or Commercial Pilot certificates, and other courses of training will continue to be conducted under Part 141 to the greatest extent practical. Each student will have a syllabus covering the instruction for which they are enrolled, including training courses conducted under Part 61. If no syllabus exists for the desired course of instruction, the Chief Flight Instructor will establish a syllabus.

4.4. Prior to a student pilot's initial solo, the aircraft-specific open / closed book AND FTC Pre-Solo tests must be successfully completed and logged in ADP. Prior to a student pilot's first solo cross-country flight, he / she will have completed the LAC Annual Standardization written test. Student pilot cross-country flights are for training purposes only and will not include activities unrelated to training at intermediate landing points. No overnight student pilot cross-country flights are allowed.

4.5. Student pilots will fly LAC aircraft solo only to complete specific syllabus lessons or practice maneuvers and gain or maintain proficiency as directed by the student's flight instructor.

4.5.1. The LAC / FTC local flying area for student pilots is defined as a 25 NM radius from Offutt AFB.

4.6. To dispatch a solo student pilot:

4.6.1. Solo student pilots must comply with all requirements for all other solo pilots except they do not possess an Annual Check Ride date nor BFR as required by the ADP. The last dual instructional flight date will be used as these required entries.

4.6.2. Solo student pilots must be cleared (dispatched) by an LAC flight instructor familiar with their training. The instructor must be present in the LAC. The flight instructor must dispatch the student solo under his or her instructor identification number. Only the flight instructor who clears the student may provide the student with the aircraft key. The solo student pilot will be able to log the flight back into the computer under their own identification number without the flight instructor

present.

4.7. Solo student pilots are not authorized to perform touch and go landings. They must make full stop landings in the first 1/3 of the runway. Go arounds will be accomplished during the dual flight portion prior to all supervised student pilot solo flights and emphasized by the CFI.

4.8. Student pilots may not fly solo after failing a syllabus stage check or an FAA check flight until cleared by their assigned flight instructor or the Chief Flight Instructor.

Chapter 5

Safety

5.1. Flight Accident/Incident Reporting procedures:

5.1.1. Report all aircraft incidents or bird strikes to the LAC Manager and on an OAFB Form 3404, 55th Wing Aircraft Incident Worksheet located in the form's cabinet. If in doubt, notify the LAC Manager, a Flight Instructor, or Wing Flight Safety for guidance. The manager will forward all reports to Wing Flight Safety. Flight safety-reportable incidents include but are not limited to:

5.1.1.1. Any incident involving aircraft damage.

5.1.1.2. An in-flight fire.

5.1.1.3. Fuel leak resulting in an in-flight emergency or forced landing.

5.1.1.4. Wire strikes.

5.1.1.5. Thrust loss sufficient to prevent level flight at a safe altitude.

5.1.1.6. Emergency or precautionary landing with imminent engine failure confirmed after landing.

5.1.1.7. Any engine failure or emergency shutdown from after engine start is initiated until engine stop.

5.1.1.8. Unintended departure from takeoff or landing surface.

5.1.1.9. Flight control malfunction resulting in unexpected attitude, altitude, or heading change.

5.1.1.10. In-flight loss of all pitot-static instrument indications.

5.1.1.11. In-flight loss of both primary and standby attitude indicators.

5.1.1.12. Any physiological episode, e.g., hypoxia, incapacitation, symptoms caused by smoke/fumes.

5.1.1.13. All bird strikes.

5.2. Ground Safety Reporting Procedures:

5.2.1. The LAC Ground Safety Program will be administered through 55th Wing Ground Safety, 55th Force Support Squadron Unit Safety Representatives, and the LAC Ground Safety Book. Ground safety mishap reporting procedures are posted on the LAC Ground Safety Bulletin Board (next to the maintenance cage). Report all mishaps to the LAC Manager immediately.

Chapter 6

Maintenance Procedures

6.1. Maintenance logbooks have been removed from the aircraft and are kept in the maintenance shop. Access to these logbooks will be during normal duty hours only. The Chief Flight Instructor may access the logbooks in the event a check flight occurs during non-duty hours. Do not write, circle inspections, or tape notes in the maintenance logbooks. A “sticky note” may be used to mark a page, but it must be removed after the check flight. Failure to do so will result in a \$25 charge applied to the member’s account to cover the additional staff work. Under no circumstances are maintenance logs to be carried in the aircraft during flights.

6.2. Maintenance will be performed on a priority basis as established by the LAC Manager. All aircraft maintenance will be conducted IAW all directives, regulations, and rules pertaining to the repair. Required inspections will be conducted using the manufacturer’s inspection guide (if published). All mandatory aircraft service bulletins will be complied with unless a waiver has been obtained from the 55 Force Support Squadron Commander in coordination with 55 Wing Flight Safety.

6.2.1. Aircraft cowl removal and re-installation is a maintenance function, and may be performed ONLY by a licensed A & P.

6.3. Maintenance cancellations prior to takeoff from Offutt are considered to be beyond the member’s responsibility and no charge or penalty will be assessed. After takeoff, the member is responsible for paying flight costs incurred even if it is curtailed for maintenance problems.

6.4. Tool control will be maintained by a tool sweep and a tools inventory. The tool sweep will be accomplished by another individual not performing the maintenance. This individual will have their name entered into the maintenance forms and/or computer as “FOD/CTK Chk.”

6.5. All spare parts located in the LAC will be labeled as to their condition. This may be done by labeling the storage area with a tag stating the condition for all contained parts.

6.6. Members who wish to check aircraft maintenance status can view existing discrepancies and related inspection dates via the ADP computers as follows:

6.6.1. Log into the dispatch computer with user identification and password. Click on the “Dispatch” button and select desired “N” number from the aircraft drop down box. Click on the “Aircraft” button and the following information will be displayed:

6.6.1.1. Current HOBBS/TACH, 50 Hour inspection due TACH, 100 Hour inspection due TACH, Total Time on the Airframe, Annual inspection expiration date, ELT battery expiration date, Transponder Check due date, and Altimeter/Pitot Static check due date.

6.6.1.2. To review Airworthiness Directives and Service Bulletin status, click on the “AD/SB” tab. All applicable Airworthiness Directives and Service Bulletins with due date and/or due at Total Time Airframe are displayed.

6.7. If there is something wrong with the aircraft during use, maintenance discrepancies are entered into the ADP computer when the aircraft is logged back in after a flight. The PIC must decide whether this issue is grounding or not (consider discussing with a knowledgeable individual); if the member would not fly that aircraft again, ground it and inform either the LAC Manager or Mechanic. Do not log refueling problems as maintenance discrepancies--contact a staff member or leave a note about the fuel issue for other members on the key box.

6.7.1. All LAC aircraft grounded for any reason remain grounded until released by an Aero Club mechanic. Grounded aircraft keys will be given to the mechanic, a staff member, or placed in the maintenance shop red metal grounding drop box. The red grounding key drop box is located on the maintenance room door behind the business office. The aircraft will be plainly marked as grounded by placing the provided grounding tag onto the aircraft key hook located inside the key box. The releasing mechanic will return the key and remove the grounding tag.

6.7.2. The pilot who grounds an aircraft will make every attempt to contact other members scheduled to fly the aircraft and explain the situation. This will not be necessary when the aircraft can be repaired prior to the next flight.

6.7.3. Enter a maintenance discrepancy via ADP computer following a flight: log onto the dispatch computer using identification and password, click on the "Flight Log" button; Click on the "Complete a Flight" button; Click on "Enter an Aircraft Write-up" button; Enter the discrepancy in the "Problem Description" box; Select "Grounding" or "Non-grounding." If unsure, contact a flight instructor or the maintenance department for assistance; Click on the "Save" button and continue to enter other required flight information.

Chapter 7

Flight Instructor Responsibilities

7.1. General LAC/FTC Flight Instructor Responsibilities are outlined below. More specific guidance will be found in the Standardization and Evaluation Guide, located in the binder at the Chief CFI's desk next to the TCOs.

7.1.1. The LAC Manager will appoint the Chief Flight Instructor, who will train and administer all initial CFI proficiency checks. In the absence of the Chief, the Assistant Chief Flight Instructor, his/her designee, or the Manager, may administer the initial proficiency checks.

7.1.2. Except for an FAA Operations Inspector or a Designated Pilot Examiner, NO Flight Instructor who is not under contract to the LAC is authorized to conduct flight instruction in LAC/FTC aircraft. This is a condition of our insurance coverage. Any member who uses a LAC/FTC airplane to receive flight instruction from an unauthorized flight instructor, whether for compensation or not, will have his/her membership terminated immediately.

7.1.3. All flight instructors will abide by all rules, regulations, and directives pertaining to flight in LAC / FTC aircraft.

7.1.4. All flight instructors will attend each Standardization Board meeting and/or other instructor meetings. Those who do not attend must be briefed by the Chief Flight Instructor, the Assistant Chief Flight Instructor, or the Manager, and it must be documented the briefing was received by signing off the minutes for the specific meeting missed. Flight instructors who do not attend may not participate in flight instruction until they receive and acknowledge the briefing.

7.1.5. No LAC flight instructor may act as a LAC representative with outside agencies without LAC Manager and Chief Flight Instructor approval.

7.1.6. Flight instructors must have an actual sod field checkout before instructing or operating into or from a sod field. This checkout will be documented on an AF Form 1584. See paragraph 1.7.1.3.

7.1.7. LAC flight instructors will be grounded if they are involved in a mishap or incident. The LAC safety officer and/or the operations officer will conduct an investigation for the Standardization Board as described in Para 1.1.6. However, any person directly or indirectly involved in the mishap may not participate in the Standardization Board deliberations.

7.1.8. Final stage checks will be performed by the Chief Flight Instructor, Assistant Chief Flight Instructor or LAC Stan/Eval. Flight instructors will ensure their students are completely prepared for the final stage check. This includes a thorough oral review with their student prior to his or her meeting with the Chief Flight Instructor. Final stage checks will be IAW the syllabus or Airman Certification Standards for the specific training course. When a student is referred to their flight instructor for an additional flight, the flight and a recheck must be accomplished prior to the student progressing to another lesson.

7.1.9. In order to avoid shock cooling damage to engines, all instructor-supervised maneuvers involving reducing engines to idle power in flight are prohibited when the surface temperature

falls below 20 degrees Fahrenheit. This includes simulated engine failures, power-off stalls, 180-degree spot landings, or any similar procedure.

7.1.10. All flight instructors will ensure the student pilot has been given actual flight familiarization into a designated cross wind alternate airport prior to clearing them for solo flight.

7.1.11. LAC flight instructors will normally charge ½ hour “pre and post” instruction fee for briefings performed before and after a dual flight. At a minimum, these briefings will include the subject matter in the FAA-approved flight syllabus covering the objectives for each training flight.

7.1.11.1. When dual instructional flights are logged, any ground training provided separately from the pre-/post briefing should be charged as “GROUND” in ADP, not as “PRE/POST.” Using “PRE and POST” will result in charges equal to the flight instruction rate.

7.1.11.2. Instructors will be trusted with situational discretion and the instructors' mutual agreement to use the Instructor Courtesy Flight privilege per the current contract. However, instructors enrolled in a course of training leading to a new certificate (CFII) or endorsement (tailwheel, high performance) will be charged at the instructional rate commensurate with the course being taught, and the appropriate pre-/post and ground instruction rates. The Instructor Courtesy Flight privilege may NOT be exercised for these dual instructional flights. An instructor who wishes to forego his/her contracted compensation for these dual instructional flights may so do, provided he/she annotates it in the remarks section of the flight ticket; but the flight ticket must show the full instructional fees.

7.1.12. Instructors and students will follow the approved syllabus for that specific course of training. Maneuvers will match those listed in the syllabus, if a maneuver cannot be accomplished it will be “arrowed down” to the next sortie in the training record. Do not jump ahead (e.g., soft field landing and takeoffs prior to initial solo, or instrument approaches prior to the first Instrument stage check. Variations must be entered into the training school notes and/or student activity sheets. If it becomes necessary to teach lessons in another stage prior to completing the scheduled stage, the reason and Chief Flight Instructor approval are required. The Chief Flight Instructor’s approval will be entered into the training folder.

7.1.14. Flight instructors and student pilots are discouraged from doubling up lessons on a flight. When special conditions warrant, it may be approved by the Chief Flight Instructor. Effective training depends on maneuver repetition.

7.1.13. Breaks in training. When a student pilot has not flown for more than one week, the assigned flight instructor will thoroughly evaluate the student’s progress and abilities prior to authorizing solo flight. As time since the last flight increases, it becomes more critical to evaluate student progress and abilities. If any doubt exists, then a dual flight will be accomplished. For breaks in training over 30 days (i.e., student pilot has not flown over 30 days), Air Force directives require a flight instructor written endorsement on the student pilot’s AF Form 1580 (a.k.a., the white training folder) prior to the student pilot’s first flight following the break in training.

7.1.15. Prior to the initial solo flight, training will not be accomplished between the end of evening civil twilight (approximately ½ hour after official sunset) and the beginning of morning civil twilight (approximately ½ hour before official sunrise). When flying after duty hours during the

winter months, consideration should be given to accomplishing the landing training first, while there is still sufficient light, and accomplishing the remaining training (airwork) second.

7.1.16. On dual sorties, “full stop”, “touch-and-go” and “stop-and-go” landings are permitted. Student pilots will not perform solo “touch-and-goes”. Instructors will train student pilots to establish a definite aim point within the first 500 feet of the runway and touchdown with at least 1000 feet of runway remaining. For “stop-and-go” landings instructors will train students to stop the aircraft with at least 3000 feet of runway remaining. If the aircraft comes to a stop beyond this point, then a taxi back will be accomplished. Students will be instructed to follow these procedures when solo. The minimum total allowable runway length for solo student pilot “stop-and-go” landings is 4,000 feet. NOTE: Omaha Millard Municipal Airport (MLE) does NOT meet this requirement.

7.1.17. Solo student pilot “stop-and-go” landings will only be accomplished at those runways where dual “stop-and-go” training has been accomplished.

7.1.18. Initial solo flight training may be conducted at Offutt AFB. CFIs will coordinate with the tower to determine if traffic flow will allow this activity. Wherever supervised solos are accomplished, use VHF 123.3 for student-CFI communication.

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