

**LEMAY AERO CLUB (LAC) and FLIGHT TRAINING CENTER (FTC)**  
**STANDARD OPERATING PROCEDURES (SOP)**  
Offutt AFB, Nebraska  
29 October 2008

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**Chapter 1: Administration**

**1.1. Membership application, resignation, and expulsion procedures**

1.1.1. Reference: AFMAN 34-232

1.1.2. The LAC Manager or an LAC staff member will process all membership applications.

1.1.3. Personnel eligible for membership will become members upon application submission unless their name appears on a permanent bar letter from HQ AFSVA/AVPAR 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.

1.1.4. Members must resign in writing from the LAC and FTC.

1.1.5. Members who are in good standing (both financially and operationally) when they resign, may request a letter of good standing. They need to provide a forwarding address if leaving the area.

1.1.6. LAC and FTC 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 voucher must be presented to the LAC Manager or a staff member after returning from the TDY.

**1.1.7. Any member suspected of any 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 55 Force Support Squadron Commander, 55 Support Group Commander, and the 55 Wing Commander. The Wing Commander's decision is final.

1.1.8. All members requesting training towards a new certificate or rating will verify their citizenship. Any members who are non-US citizens must have a Transportation Security Administration (TSA) waiver prior to starting their training.

1.1.9. Members who have not paid membership dues for 6 months or more will be terminated in the flight scheduler and Automated Dispatch Program (ADP) programs. The member's training records

will be pulled from the files and put into storage status for 5 years. Members may voluntarily change to “inactive” status for (“remote” assignment) Permanent Change of Station (PCS) orders for one year, Temporary Duty (TDY), deployment, attending college out of the local area, or similar circumstances. Those members must resume paying dues when they return to fly.

1.1.10. 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. This checklist will be permanently filed in the member’s record.

## **1.2. Quorums and Meetings**

1.2.1. In Accordance With (IAW) AFMAN 34–232, the LAC safety meeting will be held the second Wednesday of each month at 1730. No quorum is required to hold this meeting. A second safety meeting will be held the last Thursday of each month at 1200. All members and pilots must attend at least one safety meeting every three months and watch the video tape of the other two meetings to be current to fly LAC aircraft. If a member is unable to attend these meetings for an extended period of time, the Manager must be contacted to evaluate the circumstances and determine the required actions to get the member current again.

1.2.2. The Standardization Board is comprised of the Manager, all contracted flight instructors, the Safety Officer and the Safety/Operations Advisors (when possible). The Chief Flight Instructor will chair this meeting. This Board will normally meet at 1730 on the day before the first safety meeting of the month, the first month of each quarter. A quorum is a minimum of five members.

1.2.3. 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.

1.2.4. The Manager may call other meetings at the Manager’s discretion.

**1.2.5. Pilot Information File (PIF):** IAW AFMAN 34–232, all pilots to include student pilots and all others receiving instruction must read all current and applicable PIF information. This is accomplished on either the computer and/or the PIF binder. If a PIF item becomes a permanent issue then it will be incorporated into the SOP.

## **1.3. Aircraft Scheduling Procedures**

1.3.1. All aircraft are scheduled on a “first come, first served” basis using “Flightschedulepro.com.”

1.3.1.1. 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.

1.3.1.2. Cross-country flights are scheduled the same as all other flights except a cross country form must be submitted for review 3 days prior to planned departure (See paragraph 3.1.19.2.). The LAC Manager and Chief Flight Instructor must jointly approve the cross-country flight. See chapter 3 for cross-country procedures.

1.3.2. To efficiently utilize all aircraft, any LAC staff member may change the schedule from one Warrior to the other or from one Cessna-172 to an identical model Cessna-172. Attention must be made to the fact one Cessna-172 has two seats.

1.3.3. 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.

1.3.4. 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.

## **Chapter 2: Pilot Currency Requirements**

2.1. Pilots must maintain currency requirements IAW Federal Aviation Administration (FAA) directives, AFMAN 34-232, and this SOP.

2.1.1. A pilot must meet day and night currency requirements as follows:

2.1.1.1. Pilots with less than 200 hours must fly a minimum of 3 takeoffs and landings every 60 days in each make and model aircraft for day and/or night currency.

2.1.1.2. Pilots with 200 or more hours must fly a minimum of 3 takeoffs and landings in the category and class each 90 days. They must fly a minimum of 3 takeoffs and landings in each make model every 180 days to maintain currency. Night currency may be used for day currency and must meet the 90 day requirement.

2.1.2. A pilot whose 60 or 90 day landing currency lapses must fly with an instructor to regain landing currency. This flight will be documented on an AF Form 1584.

2.1.3. Pilots who has more than 180 days since their last landing currency flight in a particular make and model aircraft must accomplish a complete initial aircraft checkout to regain currency in that particular aircraft. The aircraft closed book examination must be re-accomplished.

2.2. Pilot checkouts and annual standardization flights must meet the requirements listed in the USAF AERO CLUB INSTRUCTOR STANDARDIZATION GUIDE.

2.3. Whenever a member's currency is in doubt, the member can not fly until a determination has been made by the Chief Flight Instructor or Aero Club Manager.

2.4. 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.

**2.5. Beechcraft Baron Twin-Engine Aircraft Checkout Requirements.** A flight instructor may require a pilot to fly more than these minimum standards to qualify as Baron Pilot-In-Command (PIC).

2.5.1. Pilots with less than 200 hours multi-engine time logged (none or some in this same make & model aircraft) must complete a ten hour dual instruction checkout, with a check flight flown with the Chief Flight Instructor or his/her designee.

2.5.2. Pilots with at least 200 hours multi-engine time including 25 hours or more PIC in this make & model aircraft must complete a 5 hour dual instruction checkout with a check flight flown with the

Chief Flight Instructor or his/her designee.

2.5.3. Pilots with at least 200 hours multi-engine time, none in this make & model aircraft or light aircraft, must complete the LAC multi-engine course.

2.5.4. In all the above situations, a Baron pilot will be instrument rated with multi-engine privileges.

### **Chapter 3: Operational Restrictions and Local Area Procedures**

#### **3.1. Restrictions and Requirements**

3.1.1. 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.

3.1.2. 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.

3.1.3. Minimum hours required for long-term aircraft usage (defined as the member scheduling the aircraft for 1 day or more) are listed in the table below. Note: dry rates are subject to change. Consult the LAC Manager for current rates.

<b>Aircraft</b>	<b>Minimum Hours per Day</b>	<b>Dry Rate</b>
Cessna 172F/H	2.25	\$29.50
Cessna 172S	2	\$45.00
Cessna 182	2	\$45.00
Warrior	2.25	\$35.00
Arrow	2.5	\$40.00
Baron	1.25	\$75.00
Citabria	1.5	\$30.00
T-34B	1.5	\$40.00

3.1.4. Individuals desiring introductory flights must complete AF Form 1710 (front side); membership application and an AF Form 1585 (covenant-not-to-sue) prior to the flight. The application will be filled out as an introductory membership for the flight. Attach the completed forms to the ticket for the flight. Flight payment must be given to an employee or placed in the silver ticket box. The person's name will be entered as "TEMPORARY, TEMPORARY" account number 6023 in the computer program. A special rate is charged for these flights. The normal introductory flight is ½ hour long. Use the Cessna-172F/H aircraft for the flight. Longer flight periods are available at the standard cost to the participant.

3.1.5. The PIC is solely responsible for flight conduct, flight safety, passenger actions, and for

ensuring all applicable FAA, USAF, and LAC rules, regulations, and directives are met.

3.1.6. No member may fly a LAC aircraft as PIC from any seat other than the left seat unless acting as a contracted flight instructor with the LAC. Both the T-34 and Citabra aircraft require the PIC to occupy the front seat.

3.1.7. Visual Flight Rules (VFR) flight plan procedures. Note: Information written in the Flight Plan Form remarks section is not passed to Offutt Ground Control, Offutt Tower or Omaha Approach/Departure; destination must still be passed to Ground Control when requesting taxi clearance. Do not use "LOCAL" on the Flight Plan Form. S.P.A. is the abbreviation for South Practice Area.

### **3.1.8. Procedures for filing Omaha area flight plans.**

3.1.8.1. To S.P.A. followed by landing at Plattsmouth Municipal Airport (PMV): enter "S.P.A., PMV" into flight plan form route of flight block.

3.1.8.2. To S.P.A. then to Millard Airport (MLE): enter "S.P.A., MLE" in flight plan route of flight block.

3.1.8.3. To various airports for landings and/or approaches: enter appropriate identifier for each airport (i.e., MLE, PMV, CBF, OMA).

3.1.8.4. Estimated Time Enroute (ETE) is the time from takeoff at Offutt AFB to landing at Offutt AFB including known or pre-planned enroute delays. If a ground delay is planned (i.e., stop and disembark the aircraft) then file to that airport, close the flight plan via the appropriate Flight Service Station (FSS), and file a new flight plan via FSS to return to Offutt AFB. Include "NOTIFY KOFF BASE OPS" in the flight plan remarks section.

3.1.8.5. IAW AFMAN 34-232 required fuel reserve will be sufficient fuel to complete the flight to the intended point of landing, fly to the alternate (if required by the Federal Aviation Regulations), and land with one hour fuel reserve remaining on board the aircraft.

3.1.8.6. File the flight plan with Base Operations as soon as possible. Failure to do so may result in delayed clearances. When using the Base Operations Hotline, a completed written flight plan must be on file in the LAC office. Base Operations Hotline procedures follow below.

3.1.8.6.1. Use for VFR flights within the local area only.

3.1.8.6.2. Only qualified pilots (no solo student pilots) are authorized to use the HOT LINE. Solo student pilots should have their flight plan called in by their instructor.

3.1.8.6.3. Using the HOT Line, pass Base Operations the following information:

3.1.8.6.3.1. Aircraft call sign

3.1.8.6.3.2. Aircraft type designation (some differ: use designation shown on wall chart!)

3.1.8.6.3.3. Equipment code

3.1.8.6.3.4. Proposed takeoff time

3.1.8.6.3.5. Estimated time enroute

3.1.8.6.4. Place the Base Operations person's initials and time of the call in the flight plan form remarks section.

**3.1.9. Aircraft operations: engine start procedures.** The PIC will ensure the following:

3.1.9.1. Engine oil is within 1 quart of full for each engine. (The T-34's oil will be checked during preflight for 10.5 to 11.0 quarts after the flight it will be filled to 11.0 quarts.)

3.1.9.2. Tow bar removed and stowed in the aircraft.

3.1.9.3. Orange chocks are left at the aircraft parking spot inside the hangar.

3.1.9.4. Checklists are used at all times.

3.1.9.5. There is adequate clearance in front of the aircraft (i.e., 50 feet).

3.1.9.6. Parking brake is set and feet are on the brake pedals guarding the brakes

**3.1.10. Aircraft operations: taxi procedures.** The PIC will ensure the following:

3.1.10.1. Pilots maintain 10 feet lateral clearance from any object while taxiing. Watch for vehicles and equipment in the refueling area and in front of hangar 2.

3.1.10.2. All pilots will be in contact with ground control (when available) prior to aircraft movement.

3.1.10.3. November is the preferred taxiway to use after landing unless tower directs otherwise.

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

**3.1.11. Wake turbulence.** Only LAC pilots with 200 or more hours and who have been specifically briefed may waive wake turbulence delays. Wake turbulence briefings will be conducted by a LAC flight instructor and documented in the pilot's LAC file (AF Form 1584).

**3.1.12. South Practice Area (S.P.A.) procedures**

3.1.12.1. The S.P.A. is bounded on the east by Highway 75 between the towns of Union and Plattsmouth, Highway 66 on the north between the towns of Plattsmouth and Louisville, Highway 50 on the west between Louisville and the junction of Highways 50 and 34, southwest of the town of Weeping Water, and on the south, Highway 34 bounded by the junction aforementioned and east back to the town of Union.

3.1.12.2. The altitudes of the S.P.A. are up to 10,000 feet Mean Sea Level (MSL) and not below 500 feet Above Ground Level (AGL). Operations below 1,000 feet AGL are only authorized for low altitude maneuvers associated with the approved courses of training or for such maneuvers during aircraft checkouts. Air work, such as stall, spins, slow flight, steep turns, unusual attitudes, etc., must be completed at or above 1,500 feet AGL for single engine aircraft and 3,000 feet AGL for multi-engine aircraft.

3.1.12.3. Procedures within the S.P.A. normally are to be conducted under radio contact with Omaha Approach Control (OAC) except for traffic pattern operations at Plattsmouth Airport (PMV). When more than one aircraft is operating in the S.P.A., separation will be coordinated with OAC. For example, one aircraft can remain south of PMV while another aircraft restricts its operations to an area northeast of that position. Unless otherwise coordinated with OAC, proceed directly to and from Offutt AFB and the S.P.A.

3.1.12.4. Minimum enroute altitude KOFF to/from S.P.A. or PMV is 2,000 feet MSL. If on the east side of Highway 75 over a town, then use 2,200 feet MSL as the minimum enroute altitude.

3.1.12.5. The highest minimum specified by FAA obstruction rules or the rules delineated in this instruction will take precedence.

### **3.1.13. Air Work Restrictions outside the S.P.A.**

3.1.13.1. Pilots will insure all airplane single engine land air work to include stalls, slow flight, steep turns, unusual attitudes, etc., is accomplished at or above 1,500 feet AGL. Spins must be terminated above 3,000 feet AGL.

3.1.13.2. Aerobatics, regardless of the location, will be terminated at or above 3,000 feet AGL.

3.1.13.3. Multi-engine training to include stalls, steep turns, slow flight, unusual attitudes, feathering a propeller, etc., will be accomplished above 3,000 feet AGL.

### **3.1.14. Simulated Forced Landing training**

3.1.14.1. 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.

3.1.14.2. 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.

3.1.14.3. 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.

3.1.14.4. Never allow airspeed to decrease below final approach speed.

3.1.14.5. Carbureted engines in Cessna-172s 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.

### **3.1.15. Spin Training**

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

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

3.1.15.3. Solo spin training in the Citabra is authorized only after the pilot has been approved and

that approval has been documented on an AF Form 1584.

### **3.1.16. Landing Restrictions**

3.1.16.1. No touch and go landings are allowed in LAC complex aircraft (i.e., LAC aircraft with retractable landing gear). Stop and go landings only, will be accomplished in LAC complex aircraft.

3.1.16.2. Single engine minimum runway length is 2,000 feet or the sum of the takeoff and landing distance, whichever is greater.

3.1.16.3. Multi-engine minimum runway length limit is 3,800 feet but in no instance will the total of the actual takeoff and landing distances exceed  $\frac{3}{4}$  of the runway length.

3.1.16.4. All aircraft must touch down in the first  $\frac{1}{3}$  of the runway during touch 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.

3.1.16.5. 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 mechanic. This must be documented in the aircraft maintenance records prior to further flight. This rule applies both on and off station.

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

3.1.16.7. 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.

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

### **3.1.17. Aircraft refueling procedures**

3.1.17.1. 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. 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. The Citabra will be refueled before each flight and is not included in these procedures.

3.1.17.2. The Baron will be refueled any time the tank is below the  $\frac{1}{3}$  point and will be filled to approximately 2 inches below the filler neck.

3.1.17.3. The T-34 is to be refueled any time either tank is below the 15 gallon point.

3.1.17.4. Refuel all other aircraft to the tabs or if not equipped with tabs then fill to approximately  $\frac{1}{2}$  inch below the filler neck.

3.1.17.5. 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 Offutt AFB.

3.1.17.6. Chock aircraft while refueling.

3.1.17.7. Ground aircraft while refueling.

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

3.1.17.9. During the winter months leave additional space in aircraft fuel tanks to allow cold fuel to expand in the warm hangar without overflowing.

### **3.1.18. Hangar Door operations**

3.1.18.1. Members will receive hangar door operation training during “New Member Orientation.”

3.1.18.2. Always look and clear outside for obstacles prior to opening the hangar door.

3.1.18.3. When it is desired to open the hangar door only half way up in order to expedite aircraft movement, open the door until the red stripe on the counter weight arm aligns with the red stripe on the door frame. **DO NOT LEAVE THE HANGAR DOOR HALF WAY OPEN!** The hangar door will be fully opened or fully closed during extended time periods. If the hangar heaters are operating then **CLOSE THE HANGAR DOOR.**

### **3.1.19. Cross-country procedures**

3.1.19.1. Cross-country kits for overnight trips are available in the maintenance department for each aircraft. They contain tie downs and cowl plugs, etc. 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 prior to departure.

3.1.19.2. Cross-country request forms will be turned in three days prior to planned departure date. The LAC Manager and the Chief Flight Instructor must both agree to approve the request. When the Manager and Chief Flight Instructor do not both agree to approve the request, the safety officer will decide whether or not the cross-country should be accomplished. Exceptions to the three day rule may be made for student training or short notice scheduling.

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

3.1.19.4. 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.

3.1.19.5. 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 attached to the aircraft logbook. LAC will arrange payment for aircraft repairs.

3.1.19.6. LAC will arrange aircraft return to Offutt if lengthy repairs are required. This will be at no expense to the member.

3.1.19.7. Members who purchase fuel and oil away from Offutt AFB will be reimbursed for fuel costs at a maximum rate equal to the price charged by the LAC to 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.

3.1.19.8. 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.

3.1.19.9. Members departing cross-country will refuel and depart Offutt AFB with the maximum allowable fuel load on board the aircraft. A weight and balance will be performed to determine the amount of fuel that may be safely carried.

## **3.2. Clearing Authority and Clearance Procedures**

3.2.1. All flights must be cleared through the computer. All members must log onto the computer and establish a password. For initial log-on, members use their membership number and type in "PASSWORD" for the initial password then establish an individual unique password.

3.2.2. 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 in order to update member data.

3.2.3. Pilots must make sure to check the departure TACH and HOBBS/HOUR METER reading prior to the flight. An LAC staff member or a flight instructor must verify errors on aircraft hour 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.

3.2.4. Safety meeting attendance can not be logged as "attended" on the computer by the member. The LAC Manager or designated representative will log actual safety meeting attendance after the final safety meeting has been held during the month. Members may log "Briefed" on the computer by viewing the videotape. The videotape will be made available the day following the last safety meeting held during the month. This may only be done for two successive months.

3.2.5. When flights are dispatched, cut off the "DISPATCH SLIP" and attach it to the flight plan whether they are filed via the hotline or in base operations and then put them in the box with the other flight plans at the LAC.

3.2.6. The "PILOT SLIP" is used by the pilot/member 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. Members must ensure accurate data entry. Staff members will assist with problems.

3.2.7. When dual instructional flights are logged, log ground training as "GROUND" not as "PRE/POST." Using "PRE and POST" will result in charges equal to the flight instruction rate. All dual instructional flights may be charged a minimum ½ hour PRE/POST except Introductory Flights.

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

3.2.9. Ensure LAC fuel and oil are entered appropriately. Fuel and oil purchased off station are entered in "other fuel and oil." Members will be reimbursed at a maximum price equal to the aviation fuel and oil resale rate charged by the LAC per gallon or quart. Attach receipts to the flight ticket.

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

3.2.11. LAC staff and flight instructors will issue aircraft keys to pilots presenting a current dispatch slip from the computer.

**3.3. Lost Communications Procedures.** Lost communications procedures will be IAW FAA guidance and the checklist provided in each LAC aircraft.

### **3.4. Lost and Alternate Airfield Procedures**

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

3.4.2. The designated crosswind runways for Offutt AFB are Wahoo Airport, Plattsmouth Municipal Airport, Council Bluffs, or Shenandoah Airport. Each pilot will be taken to one of these airfields for familiarization prior to being cleared for solo flights.

3.4.3. Pilots will not attempt takeoffs and landings when cross winds exceed the wind restriction chart contained in these SOPs. They will land at an airport where the cross winds are within the limits imposed by these SOPs. Should no suitable runway be available where the cross winds are within limits, the pilot will choose the most favorable runway for the wind conditions. This must be reported to the LAC Manager or Chief Flight Instructor as soon as possible after landing.

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

### 3.4.5. Wind restriction chart:

Pilot Rating	Maximum taxi, takeoff or landing wind steady plus gusts	Maximum taxi, takeoff and landing gust factor	Maximum takeoff and landing cross wind steady plus gusts
Student pilot or private pilot with less than 75 hours	20 Knots	10 Knots	10 Knots
Private pilot with more than 75 hours up to 200 hours or commercial pilot with less than 100 hours single engine land PIC time in an aircraft with less than 450 HP	25 Knots	10 Knots	15 Knots
Private pilot with 200 or more hours or commercial pilots with more than 100 hours PIC in single engine aircraft with less than 450 HP	30 Knots	10 Knots	20 Knots
Citabra: all pilots	20 Knots	10 Knots	10 Knots
Citabra: flight instructors	20 Knots	15 Knots	15 Knots
Baron pilot with less than 25 hours in the LAC Baron or a like aircraft	20 Knots	15 Knots	15 Knots
Baron pilot with 25 or more hours in the LAC Baron or a like aircraft	30 Knots	15 Knots	22 Knots

3.4.6. Prior to any solo flight onto a sod, unpaved, or unimproved runway, pilots will receive training at an actual sod, unpaved, or unimproved runway with a flight instructor. Sod, unpaved, or unimproved runway checkouts will be recorded on the AF Form 1584. The Chief Flight Instructor may approve sod training received outside the LAC with suitable documentation. This training will be placed in the member's folder in the area marked for local use. Only LAC fixed-gear aircraft will be used on sod, unpaved, or unimproved runways.

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

### 3.5. Weather Recall and Aircraft Evacuation Procedures

3.5.1. 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.

3.5.2. LAC aircraft are hangared and do not require evacuation for weather.

#### **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.

4.2. Prior to solo cross-country flights, all student pilots will have completed the annual aircraft written test and the 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.

4.3. 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. Training records with TSA endorsements will be kept for 5 years minimum.

4.4. All training will be IAW FAR Part 141 unless a waiver is approved. 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.

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

4.6. All students receiving dual instruction must read all current PIF items. Current PIF status is assigned in the computer. Reading the PIF will be accomplished and entered onto the computer dispatch system.

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. Go arounds will be emphasized.

4.8. In order to avoid shock cooling damage to engines, all maneuvers involving shutting down engines or reducing engines to idle power in flight are prohibited when the surface temperature falls below 20 degrees Fahrenheit. This includes simulated engine failures (both single-engine and multi-engine), power-off stalls, Vmc demonstration (multi-engine), 180 degree spot landings, or any similar procedure.

#### **4.9. Solo Student Pilot Dispatch procedures**

4.9.1. Solo student pilots must comply with all requirements for all other solo pilots except they are not required an Annual Check Ride as listed in the computer. They must have an AF Form 1584 signed by their instructor and themselves in their membership folder authorizing the student to fly solo. This must be accomplished prior to the initial solo flight. Instructors will check the "other" block and write in "pre-solo" in the AF Form 1584 "type check" area.

4.9.2. Solo student pilots must be cleared by an LAC flight instructor familiar with their training. The instructor must be present in the LAC. The flight instructor must clear 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.

4.9.3. 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. Accident/Incident Reporting procedures. Report all aircraft incidents on a 55 Wing Aircraft Incident Worksheet and report all bird strikes on a 55 Wing BASH (Birds/Wildlife Aircraft Strike Hazard) Report. If in doubt, notify the LAC Manager, Flight Instructor, or Wing Flight Safety for guidance. Forward all reports to Wing Flight Safety. Flight safety reportable incidents include but are not limited to:

5.1.1. Any incident involving aircraft damage.

5.1.2. All in-flight fires.

5.1.3. Massive fuel leaks.

5.1.4. Wire strikes.

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

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

5.1.7. Unselected propeller or thrust reversal.

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

5.1.9. Departure from intended takeoff or landing surface.

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

5.1.11. Loss of all pitot-static.

5.1.12. Loss of all gyro-stabilized instruments.

5.1.13. Any physiological episode.

5.1.14. All bird strikes.

5.2. Ground safety will be administered through 55 Wing Ground Safety, 55 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. Report mishaps to the LAC Manager immediately.

## **Chapter 6: Maintenance Procedures**

6.1. All LAC aircraft grounded for any reason remain grounded until cleared by an FAA certified mechanic. Grounded aircraft keys will be given to a mechanic, employee, or placed in the maintenance shop until the aircraft is airworthy. The aircraft will be plainly marked as grounded by placing the provided grounding tag onto the aircraft key hook located inside the key box.

6.2. The pilot who grounds the 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.

6.3. All maintenance discrepancies must be entered into the computer when the aircraft is logged back in after a flight. The aircraft will be grounded in the computer with a “RED X” discrepancy. Do not log refueling problems onto the computer as maintenance discrepancies.

6.4. 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 time 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.

6.5. Procedure to check aircraft maintenance status. View existing maintenance discrepancies via the dispatch as follows: log onto the dispatch computer with user identification and password.

6.5.1 Click on the “Dispatch” button and select desired “N” number from the aircraft drop down box.

6.5.2. Click on the “Aircraft” button and the following information will be displayed:

6.5.2.1. Current HOBBS/TACH

6.5.2.2. 50 Hour inspection due TACH

6.5.2.3. 100 Hour inspection due TACH

6.5.2.4. Total Time on the Airframe

6.5.2.5. Annual inspection expiration date

6.5.2.6. ELT battery expiration date

6.5.2.7. Transponder due date

6.5.2.8. Altimeter/Pitot Static check due date

6.5.3. Click on the “Write-ups” tab to view all open and closed discrepancies since the last annual inspection. Click on the “New Write-up button” to enter a new discrepancy.

6.6. 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. Procedure to enter a maintenance discrepancy via dispatch computer following a flight: log onto the dispatch computer using identification and password.

6.7.1. Click on the “Flight Log” button

6.7.2. Click on the “Complete a Flight” button

6.7.3. Click on “Enter an Aircraft Write–up” button

6.7.4. Enter the discrepancy in the “Problem Description” box

6.7.5. Select “Grounding” or “Non–grounding.” If unsure, contact a flight instructor or the maintenance department for assistance.

6.7.6. Click on the “Save” button and continue to enter required flight information

6.8. 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.

6.9. 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.”

6.10. 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.

## **Chapter 7: Flight Instructor Responsibilities**

7.1. The LAC Manager will appoint the Chief Flight Instructor. New flight instructors will be trained and checked out by the Chief Flight Instructor or as approved by the FAA and US Air Force. All flight instructors will abide by all rules, regulations, and directives pertaining to flight in LAC aircraft.

7.2. 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 and it must be documented the briefing was received by signing off the minutes for the specific meeting missed.

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

7.4. Minimum experience required to instruct LAC courses is established in the Training Course Outline approved by the FAA. Each instructor must have Chief Flight Instructor approval prior to instructing in any LAC training course. New flight instructors are required to meet with the Chief Flight Instructor to review the training folder for his/her first two private pilot students.

7.5. A review will be accomplished after the lesson 8 stage check for each of the first two students. This review will insure proper procedures are being followed.

7.6. All flight instructors will use the materials contained within the books and materials for each course approved by the FAA in the training course outline. FAA procedures are mandatory.

7.7. 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 3.4.6.

**7.8. LAC flight instructors will be grounded if they are involved in a mishap or incident.**

7.8.1. The LAC safety officer and/or the operations officer will conduct an investigation for the Standardization Board.

7.8.2. Any person directly or indirectly involved in the mishap may not participate in the Standardization Board deliberations.

7.8.3. Standardization Board recommendations will be forwarded to the 55 Wing Commander for final decision and disposition. The 55 Wing Commander's decision regarding the mishap is final.

7.9. All examinations and AF Forms 1584 will be routed to the Chief Flight Instructor for review prior to being forwarded to the LAC administrative office for filing. LAC staff will file the documents 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 34-232.

7.10. Final stage checks will be performed by the Chief Flight Instructor or an FAA approved check instructor. Flight instructors will insure 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 practical test standard for the specific training course. When a student is referred back to their flight instructor for an additional flight, the flight must be accomplished prior to the student progressing to another lesson.

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

7.12. LAC handheld radios will not be used for communications on ATC frequencies unless an actual emergency exists and the appropriate ATC facility has granted permission for use on the frequency. Usage is limited to instructors and those trained in handheld radio usage.

7.13. LAC flight instructors may charge a minimum ½ hour "pre and post" instruction fee for briefings performed before and after the dual flight. These briefings are required by FAA FAR Part 141 (FAA directive under which the LAC operates).

7.14. Flight instructors will inform the Chief Flight Instructor any time they will be unavailable for an extended time period (more than one week). Flight Instructors who are not available for extended time periods will make arrangements through the Chief Flight Instructor for his or her students to fly with other LAC flight instructors.

7.15. Instructors and students will follow the LAC syllabus. 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: for example, soft field landing and takeoffs prior to solo or instrument approaches prior to the instrument stage check number 1. 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.

7.16. 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.

7.17. 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 prior to the student pilot's first flight following the break in training.

7.18. Light conditions for training. Prior to initial solo flight, landing training flights must be conducted with sufficient ambient light. Do not continue landing training past the end of evening civil twilight, approximately ½ hour after official sunset. 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. Some restrictions apply; see AFMAN 34-232, paragraph 3.17.2 "Night Flight".

7.19. A maximum 0.2 (two tenths) night time at the lesson's end is acceptable but the sortie's training portion must be accomplished during daylight hours. Do not fly an entire sortie at night prior to solo.

7.20. For normal landing training, "full stop", "touch-and-go" or "stop-and-go" landings are permissible on Dual sorties. Student pilots will not perform solo "touch-and-goes". Instructors will train student pilots to establish a definite aim point on the first 1/3 of the runway for all types of landings. For "stop-and-go" landings instructors will train students to stop the aircraft on the first 1/3 of the runway. 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 that Omaha Millard Municipal Airport (MLE) does NOT meet this requirement.

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

7.22. Initial solo flight training may be conducted at Offutt AFB. Coordinate with the tower to determine if traffic flow will allow this activity.

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