

LEMAY AERO CLUB (LAC) and FLIGHT TRAINING CENTER (FTC) STANDARD OPERATING PROCEDURES (SOP)

Offutt AFB, Nebraska

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This Standard Operating Procedure document, required by AFI 34-117, consolidates information on membership responsibilities and local airfield procedures, operational restrictions and requirements in order 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 an 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/SVPCR 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 hanger 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 a 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.

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 located 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, resale inventory storage, the business office and pilot shop. It is normally open M-F 1100 – 1800, although winter hours may vary. Items required to be available for resale by AFI 34-117 are contained in display cabinets. The ADP master computer and the membership records are located in the business office area.

1.2.1.4. Across from the business office is a separate enclosed 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 and storage cabinets for student records.

1.2.1.5. The Aero Club fuel tank is remotely located adjacent to Taxiway Golf near the airfield Fire Station. It contains commercially-purchased aviation fuel (100LL avgas) strictly for use in piston-powered aircraft operated by the Aero Club, and for sale to authorized persons IAW AFI 34-117.

1.3. Quorums and Meetings:

1.3.1. AFI 34-117 requires each member to attend a monthly safety meeting. The LAC Safety Officer conducts the meeting on the second Wednesday of each month at 1730. A second safety meeting is held the last Thursday of each month at 1200 in the Aero Club. No quorum is required to hold these meetings. Attendance is logged into and tracked in ADP by the Manager or designated representative. The first meeting is video-recorded for later use.

1.3.1.1. Members must physically attend 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) provided no more than two months of meetings have been missed. 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 1700 on the day before the first safety meeting of the month, the first month of each quarter. The Chief Flight Instructor will chair this meeting. A quorum is a minimum of five members.

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

1.4. Pilot Information File (PIF):

1.4.1. The PIF is located 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 3.4.3 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. NOTE: Per AFSVA/SVPCR, 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 AFI 34-117 para 4.6. ('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. NOTE: Effective 1 May 2017, the FAA amended 14 CFR Part 61.3 and 61.23 to permit student pilots, private pilots, and flight instructors to act as PIC of operations conducted under the conditions and limitations of Part 61.113. The FAA added paragraphs (v) and (vi) to Part 61.23(c)(1) and a new Part 61.23(c)(3) to include possession of a state-issued driver's license in lieu of a third-class medical certificate (known as "BasicMed"). A message from AFSVA/SVPCR dated 20 Jan 2017 states that compliance with the provisions of BasicMed satisfies the requirements of AFI 34-117, para 4.6 for possession of valid medical certification for the purposes of operating the covered aircraft. All LeMay Aero Club aircraft are considered covered by BasicMed provisions.

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. 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 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 3.4.8). 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 182	2	\$87.50
Warrior	2.25	\$67.50
Arrow	2.5	\$80.00
Citabria	1.5	\$57.50

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 AFI 34-117, 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. Members seeking qualification in the tailwheel Bellanca 7ECA Citabria will require (a) additional ground instruction sufficient for the completion of, and signature on, the Tailwheel Endorsement Briefing Form and (b) sufficient flight instruction to result in the qualification Form 1584 and required logbook Tailwheel Endorsement (unless already held by the PIC). The briefing form will be used and signed before the first Citabria flight, and submitted to office staff for inclusion in the member's folder when checkout is completed.

1.7.1.2.1. NOTE: Once qualified in the 7ECA, the currency requirements per 14 CFR 61.57(a)1(i and ii) for tailwheel aircraft will NOT flag in ADP if the 90-day requirement is exceeded. It is the responsibility of the PIC to ensure he / she is current. If currency is attained or maintained in a non-Aero Club tailwheel aircraft, contact the staff to have it entered as "Previous Experience" in ADP.

1.7.1.3. Members seeking aerobatic capability will require (a) additional ground and (b) additional flight instruction sufficient to ensure the safe accomplishment of all authorized maneuvers. Preflight instruction must include the physiological effects of aerobatic flight, parachute use, method of emergency egress from a disabled aircraft, preparation of the aircraft for aerobatic flight, and all G-limitations Any aerobatic maneuver planned to be performed MUST have been reviewed then flown with an Aero Club aerobatic instructor, and documented on the AF Form 1584 BEFORE attempting the maneuver(s) solo.

1.7.1.4. 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.

1.7.1.5. Members seeking to operate LAC aircraft into or from sod / unpaved / unimproved runways require training on an actual sod / unpaved / unimproved runway with a qualified LAC CFI, and documentation on an AF Form 1584 (sod field training goes in the form's area marked for local use) which is inserted in the member's folder in the "Local Use" section. The Chief Flight Instructor may approve sod field training received outside the LAC with suitable documentation.

1.7.1.5.1. NOTE: Any sod / unpaved / unimproved runway must conform to at least the minimum dimensions specified in AFI 34-117.

1.7.1.5.2. NOTE: LAC aircraft equipped with retractable landing gear are prohibited from using sod / unpaved / unimproved runways.

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 AFI 34-117.

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 was a 14 CFR FAR Part 141-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 or Instrument 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. To exercise PIC privileges in LAC aircraft, members must maintain currencies IAW Federal Aviation Administration (FAA) directives and AFI 34-117, para 4.12. To recap, a pilot must meet day and night currency requirements as follows:

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

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

2.1.2.1. NOTE: Pilot activities performed in other than LAC aircraft may be credited (and entered into ADP) at the discretion of the LAC Manager, Chief or Assistant Chief Flight Instructor.

2.1.2.2. NOTE: Whenever a member's currency is in doubt, the member cannot fly until a determination has been made by the Chief Flight Instructor or the Manager.

2.1.3. A pilot who's 60 or 90 day landing currency lapses must fly with an instructor to regain currency.

2.1.4. Pilots who have more than 180 days since their last landing currency flight in a particular make and model aircraft must accomplish a recurrency check in that particular aircraft, which will include the aircraft closed-book examination, and an AF 1584.

2.1.5. Pilots who have not flown a particular make and model aircraft in two years must accomplish a complete initial checkout including open and closed-book examinations, with AF 1584.

Chapter 3: Operational Restrictions and Local Area Procedures

3.1. General Restrictions and Requirements:

3.1.1.. 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. The PIC will ensure all passengers complete the AF Form 1585 Covenant-Not-To-Sue prior to flight. If a passenger is flown on a sortie away from home, the form will be completed and forwarded to the LAC via fax (402-294-2836), e-mail, or mail before the flight.

3.1.2. No member may fly a LAC aircraft as PIC from any seat other than the left seat except in accordance with AFI 34-117 paragraph 4.6.3. The 7ECA aircraft requires the PIC to occupy the front seat.

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. A flight plan MUST be filed for all LAC / FTC flights.

3.1.5. Checklists containing aircraft-specific Normal and Emergency Procedures, and local area information are required for flight and will be used at all times.

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

3.1.7. 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

3.1.8. 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.

3.2. Takeoff and Landing Restrictions:

3.2.1. No touch and go landings are allowed in LAC complex aircraft (retractable landing gear).

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

3.2.3. All aircraft must touchdown in the first 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.

3.2.4. 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.

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

3.2.6. 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.

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

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

3.2.9. 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.

3.2.10. 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.

3.2.10.1. 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.

3.2.10.2. 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.

3.2.11. Pilots will not attempt takeoffs and landings when winds (total amount of wind including gust, or the actual gust, or cross wind) exceed the SOP wind restriction chart below. If airborne, 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 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.

3.2.11.1. Wind restriction chart:

Pilot Rating	Maximum total wind velocity, including gusts	Maximum gust factor	Maximum crosswind component, including gusts
Student pilot or private pilot with < 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, or PIC in single engine aircraft with less than 450 HP, or LAC CFI	30 Knots	15 Knots	20 Knots
Citabra: all pilots	20 Knots	10 Knots	10 Knots
Citabra-qualified CFIs	20 Knots	15 Knots	15 Knots

3.2.11.2. 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.

3.2.11.3. 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 Citabria or 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. Members may conduct spins in the Citabria only after the pilot has been approved and that approval has been documented on an AF Form 1584.

3.3.2. Aerobatics will only be performed with parachutes worn and only in the Citabria, Authorized maneuvers are limited to Aileron Rolls, Barrel Rolls, Loops, Split-S's, Chandelles, Immelmans, Cloverleaves, Cuban 8's, and Hammerheads once checked out. Any aerobatic maneuver will be terminated at / above 3,000 feet AGL.

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 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 and either positively controlled under IFR, or flight followed under VFR by Omaha Approach Control (OAC).

3.4.1.3. Within this local area are four training locations - a map of these areas is located in the mission planning area: our primary training location is the South Practice Area (SPA). 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. 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. Flight following in these areas will be provided by OAC.

3.4.1.4. The SPA 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. The usual clearance from OAC is "proceed to the SPA, at/below 4500 feet MSL, South of Plattsmouth." NOTE: OAC expects the aircraft to maneuver South of KPMV; if one needs the North portion of the SPA (North of KPMV up to Highway 66), just ask. OAC may also place aircraft outside of this area at their discretion, by requesting aircraft "remain South and East of Plattsmouth".

3.4.1.4.1. 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 and West of Highway 75 while another aircraft restricts its operations to an area East of Highway 75. Unless otherwise coordinated with OAC, proceed directly to and from Offutt AFB and the S.P.A.

3.4.1.4.2. Minimum enroute altitude between KOFF to/from the 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. Both Offutt Tower and OAC expects aircraft to directly proceed to and from. The highest minimum altitude either specified by FAA obstruction rules or the rules delineated in this instruction will take precedence.

3.4.1.5. Departing OAFB, LAC / FTC aircraft will be positively directed by Offutt Ground Control, handed off the Offutt Tower, then positively handed off again to Omaha Approach Control for either IFR control or VFR Flight Following.

3.4.1.6. Whenever operating northwest of the field, use special caution to see and avoid potential conflicts with emergency medical helicopter operations in and out of the Bellevue Medical Center Helipad with whom Offutt Tower may not be in contact. When these helicopters use the “Lifeguard” call sign, they have priority over ALL other traffic.

3.4.2. Flight Plans:

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

3.4.2.2. Within the Local Flying Area, round-robin VFR flights (KOFF to KOFF, with no engine shutdown) 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:

3.4.2.2.1. Aircraft Call Sign, Aircraft Type Designation and Equipment Code, 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).

3.4.2.2.2. In the Flight Plan Route of Flight block, document where you are going--examples are: to S.P.A. followed by landing at Plattsmouth Municipal Airport (KPMV): enter “SPA, KPMV”; to SPA then to Millard Airport (MLE): enter “SPA, KMLE”; to various airports for landings and/or approaches: enter appropriate identifier for each airport (i.e., KMLE, KPMV, KCBF, KOMA).

3.4.2.2.3. Place the Base Operations person’s initials and time of the call in the flight plan form Remarks Section.

3.4.2.2.4. 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.

3.4.2.3. All other VFR flights, and all IFR flights will file their flight plans with Base Operations. NOTE: Non-Local VFR flight plans must be activated with FSS once airborne.

3.4.2.4. If a ground delay is planned (i.e., stop and disembark the aircraft), 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.

3.4.3. Dispatching and Returning Procedures:

3.4.3.1. 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.

3.4.3.2. 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 months’ video recording is viewed).

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

3.4.3.4. 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.

3.4.3.5. 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.

3.4.3.5.1. Ensure LAC fuel and oil are entered appropriately. Fuel and oil purchased off station are entered in “other fuel and oil.” See Para 3.4.8.7. for more details.

3.4.3.6. 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.

3.4.3.7. 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.

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

3.4.4. Hangar Operations:

3.4.4.1. 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.

3.4.3.2. During aircraft preflight in the hangar, pilots will ensure each engine oil quantity is within one quart of full for training flights, and full for cross-country flights. PICs will also check the 30-day VOR log for currency, and accomplish and document a ground VOR check if needed. (N/A Citabria)

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

3.4.4.4. 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 is two OPEN positions, full-up or partially-up for temporary use. The door must remain closed when winds exceed 45 MPH.

3.4.4.4.1. The hangar door will be either fully OPEN or CLOSED during extended periods. In warm weather, the hanger door is usually left full-open when LAC are operating. In cold weather with the hangar heaters working, open the hangar door only half way up in order to expedite aircraft movement into or out of the hanger. This is done by opening the door until the red stripe on the counter weight 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 HALF WAY OPEN! If the hangar heaters are operating, CLOSE THE HANGAR DOOR.

3.4.4.5. Once outside the hangar, there are three parking marks (red in color, on either side of the hangar) that should be used to locate aircraft prior to start. They will help congestion when multiple aircraft are flying.

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

3.4.4.7. 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.

3.4.5. Engine start procedures:

3.4.5.1. 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. Taxi / Ground Ops procedures:

3.4.6.1. The PIC will ensure: aircraft maintain 10 feet lateral clearance from any object while taxiing, pilots watch for vehicles and equipment in the refueling area and in front of hangar 2, aircraft are in contact with ground control (at a controlled field like KOFF) prior to aircraft movement.

3.4.6.2. 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 NOVEMBER unless tower directs otherwise.

3.4.6.3. 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.

3.4.7. Aircraft fueling procedures:

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

3.4.7.1.1. Refuel all aircraft to the tabs, or if not equipped with tabs then fill to approximately ½ inch below the filler neck, unless the next flight requires full tanks.

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

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

3.4.7.2. 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.

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

3.4.7.4. 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 Offutt AFB.

3.4.7.5. 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. 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.

3.4.8. Cross-country procedures:

3.4.8.1. 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 or not 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.

3.4.8.1.1. 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.

3.4.8.1.2. 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.

3.4.8.2. Cross-country kits for each aircraft and cockpit covers for the Piper Arrow are available in the maintenance department 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.

3.4.8.3. 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.

3.4.8.4. 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.

3.4.8.5. 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.

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

3.4.8.7. 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.

3.4.8.7.1. 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.

3.4.9. Weather Recall and Aircraft Evacuation Procedures:

3.4.9.1. 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.

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

3.4.10. Lost Communications Procedures:

3.4.10.1. 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.

3.4.11. Lost and Alternate Airfield Procedures:

3.4.11.1. 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. LAC has received a waiver from AFSVA/SVPCR valid until June 30, 2020, to conduct flight training under 14 CFR Part 61 instead of 14 CFR Part 141, as required by AFI 34-117. 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 forms 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.

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

6.7.3.1. 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, those that are also of interest to both members and students. More specific guidance will be found in the LeMay Aero Club CFI Instructor Guide, located in the so-labeled 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.

7.1.1.1. 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.

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

7.1.3. 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.

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

7.1.5. 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.

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

7.1.6.1. The LAC safety officer and/or the operations officer will conduct an investigation for the Standardization Board as described in Para 1.1.7. However, any person directly or indirectly involved in the mishap may not participate in the Standardization Board deliberations.

7.1.7. 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.

7.1.8. In order to avoid shock cooling damage to engines, all instructor-supervised 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, power-off stalls, 180 degree spot landings, or any similar procedure.

7.1.9. 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.

7.1.10. LAC flight instructors will normally charge ½ hour “pre and post” instruction fee for briefings performed before and after the 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.

7.1.10.1. 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. All dual instructional flights are normally charged ½ hour PRE/POST.

7.1.10.2. 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 so that staff can calculate the correct NAF portion to be charged per the current contract.

7.1.11. 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.

7.1.12. 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.

7.1.14. Light conditions for training--prior to the initial solo flight, 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 AFI 34-117, paragraph 4.17.2 “Night Flight”.

7.1.15. 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. An entire sortie at night prior to solo is not authorized.

7.1.16. 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.

7.1.17. 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.

MONIQUE C. GRAHAM, Lt Col, USAF
Commander, 55th Force Support Squadron