



DEPARTMENT OF THE NAVY
NAVAL AIR STATION
JACKSONVILLE, FLORIDA 32212-5000

IN REPLY REFER TO:
NASJAXINST 1710.22B
N92
13 Jun 16

NAS JACKSONVILLE INSTRUCTION 1710.22B

Subj: JACKSONVILLE NAVY FLYING CLUB (JNFC) PROGRAM

Ref: (a) BUPERSINST 1710.22 (Series)

Encl: (1) JNFC By-Laws-Constitution

1. Discussion. Reference (a) governs administration of all Navy Flying Clubs. Enclosure (1) provides local procedures applicable to and unique to administration of the Jacksonville Navy Flying Club.

2. Cancellation. NASJAXINST 1710.22A.

3. Applicability. This instruction is intended to be used in conjunction with reference (a) and in no way supersedes or takes precedence over the requirements delineated in reference (a). Specifically, reference (a) shall be the source document for resolution of any issue which seemingly conflicts with this directive or local flying club Course Rules and Standard Operating Procedures.

4. Administrative Responsibilities.

a. The Navy Jax Flying Club is authorized to operate onboard NAS Jacksonville.

b. The Navy Flying Club Manager will ensure compliance with the guidelines outlined in reference (a).


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Distribution:
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13 Jun 16

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Constitution

101. Name. The name of the organization shall be "Jax Navy Flying Club," hereinafter referred to as the "club."

102. Authority and Purpose. Upon approval of the Commanding Officer, Naval Air Station, Jacksonville, the Constitution is hereby established per BUPERSINST 1710.22, para. 105.b.(1).

a. The purpose of the club is defined in reference (a), para. 102.

b. The club will be operated as a non-appropriated fund instrumentality (NAFI) of the federal government as defined in reference (a), para. 103, and as such, it shall be a voluntary, off-duty, and self-supporting activity.

103. By-Laws and other Regulations. By-Laws and other regulations deemed necessary shall be formulated, and, upon approval by the Commanding Officer, shall have the same force and effect as if published as part of the Constitution. Should a conflict between the Constitution and other published rules of the club arise, reference (a), shall take precedence.

104. Quorums and Meetings. The quorum for all membership meetings shall be at least 33 percent (1/3) of the total voting members in good standing. A quorum shall be required for all procedures requiring a vote. Should a quorum not be present, the particular motion or election shall stand as voted unless ten percent of the voting membership petitions the Board of Directors (BOD) in writing for a re-vote. Such re-vote will be held at the next general membership meeting. A quorum for all board meetings shall be four voting members.

a. A General Membership and Safety meeting shall be scheduled per reference (a), para. 505. They also may be scheduled as frequently as once per month. The meeting shall be held on the third Saturday of the month unless amended by the President or Vice President in the absence of the President.

b. Meetings are mandatory. Missing two consecutive meetings will be cause for the "grounding" of the offending

13 Jun 16

member until remedial training is completed per reference (a), para. 505, c.

c. Upon written request of at least 25 percent of the active club membership, the President shall be required to call a special membership meeting. The President may also do this at his/her own discretion.

d. If possible, all members shall be notified of the time, place and subject of the special membership meeting, and only that business for which the meeting was called shall be transacted.

e. Board meetings shall be held in accordance with reference (a), para. 204.b., but these meetings may be held monthly.

105. Voting. Only active members shall vote on matters at the general membership meeting. All eligible Board of Directors (BOD) members shall be allowed to vote on matters at the Board meetings.

a. There shall be no absentee or proxy voting.

b. A majority vote shall be required of the members in attendance to effect passage of any resolution, except when otherwise provided for the By-Laws or Regulations.

c. All matters raised at a board meeting shall require a two-thirds (2/3) majority of officers present to be passed.

108. Finance. Initiation fees, the first three month's dues and annual self-insurance premium shall be payable by all new members when applications are submitted for approval. Each member will pay monthly dues in the amount determined by the BOD. The BOD will consider club administrative expenses, including salaries of employees, service contracts (other than for instructors or maintenance), office supplies and general overhead expenses in determining the amount of the monthly dues. The BOD shall set rates to be charged for the flying time sufficient to cover the cost of aircraft operation, including: fuel, oil, maintenance (repairs, component replacement and inspections), aircraft loan payments, and insurance.

109. Liability. Adequate and proper insurance shall be carried at all times to protect membership and the U.S. government from liability per reference (a). No expense or obligation shall be

13 Jun 16

incurred by members of the club except as set forth within the Constitution and By-Laws.

110. Disestablishment. Disestablishment of the club shall be in accordance with reference (a), para. 106. Three BOD members shall be designated as trustees to carry out the requirements.

111. Amendments or Changes. Amendments or changes to this Constitution can be effected only by a two-thirds (2/3) vote of the members present at the meeting and subsequent approval of the Commanding Officer, except that amendments required by the Navy or command directives may be effected by the activity commander.

a. Any proposed amendments or changes shall be presented at a regular meeting and shall be voted on by the members present. In the event of favorable action, the amendment shall go into effect immediately upon approval by the Commanding Officer unless otherwise specifically provided.

b. Any changes or amendments to this Constitution shall be attached hereto.

112. Appeals. All administration actions and/or decisions may be appealed in writing to the BOD. This Constitution was approved by the voting membership of Jax Navy Flying Club present at the General Membership meeting held 16 January 2016.

201. Membership. Membership shall be on a voluntary basis and subject to club manager approval. Club secretary has interim membership approval authority in absence of the manager. All membership approval/disapproval appeals will be submitted to the BOD for action. Appeals not resolved at the club level shall be forwarded to the MWR Director and/or Commanding Officer for final action.

a. The two categories of membership and privileges are IAW reference (a), para 209. Introductory membership may be extended to an individual who is eligible for regular membership for a period not to exceed 60 days and is not renewable within two years. Introductory members may receive up to six hours of dual instruction at prevailing rates. No other membership privileges are granted.

b. Active members shall be considered as those who have been approved by the manager and are not under suspension or in an inactive status. They shall be rendered all privileges and

benefits within the power of the club to bestow. Only active members may vote in elections.

c. An inactive member shall be considered as one who has been granted such status by the club manager upon that member's written request, giving an explanation satisfactory to the manager as to their inability to continue using club equipment. Inactive membership status shall be requested in writing, in advance, and may be granted for extended absences such as military deployments or detachments, loss of FAA medical certificate, etc. A text or email, acknowledged by the manager, will suffice as written notification.

1. Inactive status may be approved for a period of at least 2 months up to one year. Documentation is required to verify deployment status. After one year, membership shall be terminated. Members are exempt from monthly dues during period of inactive status.

2. A member going inactive not due to deployment or military duties must remain inactive for a period no less than two months.

3. To reactivate, the member must contact the manager and pay three month's dues. A member who remains inactive for over two years, may additionally have to pay the current initiation fee to reactivate.

d. A suspended member shall be considered as one who has been temporarily denied all privileges of membership in the club. For cause, a member may be suspended temporarily by the manager or any board member subject to the concurrence of the President, or in absence thereof, the Vice President. This period shall not exceed ten days from the date of the suspension. The BOD may suspend a member for a period not to exceed 90 days, which can be in addition to the ten days awarded by the President or Vice President. At the end of the suspension period, the BOD shall be required to take further action or the member shall automatically return to active status. Dues, assessments and responsibilities as a member of the club shall continue during the suspended period.

e. Regular membership may be extended to eligible individuals on a space-available basis and in order of priority as stated in reference (a).

13 Jun 16

f. Application for membership shall be made in writing to the club manager by completing the club membership application form and providing copies of supporting documents as required. New members shall pay an initiation fee as determined by the BOD. The membership initiation fee may be waived for members of another military flying club, with a letter of good standing. Additionally, the BOD may waive the initiation fee for members when special circumstances exist.

202. Membership Applications, Resignations and Expulsions. The number of active members shall be limited at the discretion of the BOD, based on the amount of equipment and the average time the equipment is in use, so as to allow reasonable use by each active member without undue restriction. Memberships are not transferable between individuals.

a. Applications for membership shall be presented to the manager and the member may exercise the privileges as soon as the membership initiation fees are paid and the manager tentatively approves the application.

b. Upon approval of the application by the manager, the club manager shall put the name of the applicant on the Master Club Roster or waiting list as appropriate.

c. Membership terminations shall be addressed to the manager. Upon approval of the manager, the member's name shall be removed from the membership roster and the termination becomes effective.

d. The BOD may, by majority vote, expel an individual for cause. Such action may be contested by appeal to the Commanding Officer or the club general membership. Should the expulsion be appealed, the member concerned shall be considered in a suspended status as outlined in para 201.(d) of this document, pending final review.

203. Duties and Responsibilities of the Membership. The duties of the members shall be to attend all meetings, to conduct themselves in a proper and fitting manner, to uphold the dignity of the club at meetings and on the flying field, to be alert and mindful of the club's interests, to exercise due caution and safety in flying, and to observe all state, local, club, Navy and Federal Aviation Administration rules and regulations. Club members should, when called upon, assist in the performance of minor maintenance and other club-sponsored activities. Members who are elected to serve, appointed to special committee, or who

13 Jun 16

posts to the best of their abilities. Each person, by virtue of seeking and being accepted as a member of the club, agrees to observe and abide by all rules and regulations of the club, and to thoroughly themselves with all JNFC instructions and to comply with said instructions.

301. Initiation Fees. A membership initiation fee, set by the BOD, the first month's dues, and the annual self-insurance premium shall be charged to each new member at the time the application is submitted, except as specified in para 201 of this document. A family membership may be obtained for an additional \$25.00 fee.

302. Dues. Dues prescribed by the BOD are automatically due and payable in advance on the first of each month. One set of dues will cover all members of one family.

303. Purchases. All flights and other purchases are due and payable at completion of the flight. Subsequent flights or purchases may be disallowed until the balance owed the club is zero, or a positive credit balance exists in the member's account.

304. General Finance. All aircraft procured for the club shall be for joint use of all qualified members.

a. No member of the club shall make purchases in the name of the club except as authorized by the BOD of the club manager.

b. Assessments as determined necessary by the BOD may be made on the membership.

c. An audit of the club's financial records shall be made at regular intervals not exceeding 12 months. Special audits may be made at any time.

d. Hourly rates for aircraft rental and ground/flight instruction shall be set by the BOD and posted in the clubhouse.

305. Liability. Club aircraft shall be insured for public bodily liability, public property damage, and passenger bodily injury liability. Hull insurance shall be at least in the maximum deductible of \$1,000. In the event of damage to any equipment controlled by the club, the following rules apply:

a. A club member may be liable to the club for the first \$1,000 of the uninsured deductible portion of damages and

13 Jun 16

a. A club member may be liable to the club for the first \$1,000 of the uninsured deductible portion of damages and expenses incurred resulting from their own carelessness, pilot error, or negligence.

b. In the event of a member at fault not being able to pay the total damages, the balance of the repairs shall come from the club treasury. The account of the member at fault shall be charged for the amount, and action will be taken to recover the amount from the member.

401. Board of Directors (BOD). Composition, definitions, and duties are in accordance with reference (a), para. 204.

a. The Chief Flight Instructor is a non-voting, ex-officio member of the BOD.

b. Officers of the club shall be elected for a term of 12 months by a majority vote of the active members present at a general membership meeting. Elections for President, Operations, and Secretary will be held during the Fall Safety Stand Down. Elections for Vice President, Maintenance, and Safety will be held during the Spring Safety Stand Down each year, and shall assume office the first day of the following month.

c. A majority written vote of the active members of the club may remove an officer of the club for cause. The BOD may, by majority vote, request the resignation of a club officer. Should the officer in question decline to submit a resignation, the office shall be suspended until the next meeting of the club at which time the BOD action shall be confirmed or negated by the majority of voting members present. Such action may be appealed to the MWR Director and/or the Commanding Officer, whose decision shall be final.

d. In the event of a vacancy on the BOD, the remaining members shall appoint a temporary officer to serve until the next regular meeting, at which time a special election shall be held. The candidates shall be nominated from the floor at that time, and if a permanent officer is not elected within 60 days after the vacancy occurs, the temporary shall become permanent for the remainder of the unexpired term.

e. The BOD may consider and recommend club hours of operation, work schedules, membership fees, sales and acquisitions, lease and disposal of aircraft, aircraft rental

13 Jun 16

rates, flight instruction rates, and net profit objectives for the club. The BOD shall be responsible for ensuring implementation and adherence to the Commanding Officer's guidance and directives.

f. The BOD may appoint special assistants as necessary to aid the club officers in providing proper management of club affairs. Such positions are advisory in nature and have non-voting status at BOD meetings.

g. The BOD shall have supervisory authority over members' flying privileges when their involvement in substance abuse, willful misconduct, or gross negligence have been substantiated by investigation and reviewed by appropriate authorities. The BOD has the authority to investigate accidents and incidents, to determine personal responsibility, and assign financial liability.

402. Duties and Responsibilities. It shall be the duty of all officers and members to conduct the activities of the club in an effective and business-like manner and to safeguard the interests of the club at all times.

a. The President serves as spokesperson and shall preside at all meetings of the club, appoint all committees, acting as an ex-officio member thereof, convene the BOD, and perform all other duties that pertain to this office. All elected BOD members, special assistants, and advisors shall keep the President informed in a timely manner of problems, proposed policy changes, conflicts, or other items that directly affect the club.

b. The Vice President (VP) shall act as the President in the absence of that official. The VP shall have complete charge of all elections except for that of the VP, in which case an officer chosen by the BOD shall preside. The VP shall be responsible for the maintenance and use of clubhouse facilities. The VP may keep files of and coordinate contacts for publicity and community relations for club activities and perform any other duties that pertain to this office. In the event of the absence of both the President and Vice President at any regular or special meeting, the chair position shall be filled in the following order: Operations, Maintenance, Safety, and Secretary.

c. The Operations Officer is responsible for flying operations. This individual must work closely with the Commanding Officer, command operations officer, and Chief Flight

Instructor. The Operations Officer shall monitor the training programs to ensure standardization and compliance with club regulations (SOP). The Operations Officer shall have at least a Private Pilot Certificate and 200 hours minimum flying experience and will chair the Standardization Board.

d. The Safety Officer works closely with the command safety advisor, FAA Aviation Safety Inspectors, and various general aviation experts to develop and maintain a rigorous and pro-active mishap prevention program. The Safety Officer shall have at least a Private Pilot Certificate and 200 hours minimum flying experience. Specific duties and responsibilities of the safety officer are outlined in Chapter 5 of reference (a).

e. The Maintenance Officer shall manage the maintenance program, following provisions in Chapter 6 of reference (a). The Maintenance Officer is to ensure an aggressive, pro-active approach is taken to identify and correct aircraft discrepancies and to ensure compliance with aircraft inspections in accordance with Federal Aviation Regulations. The Maintenance Officer should have an aircraft maintenance background gained either from military or civil aviation, preferably a certificated FAA Airframe and Power Plant mechanic. The Maintenance Officer shall have at least a Private Pilot Certificate and 200 hours minimum flying experience.

f. The Secretary shall conduct all correspondence at the direction of the club or its officers, maintain accurate records of procedures, and record minutes of all meetings. The Secretary should be responsible for planning and coordination of all arrangements (i.e., room keys, agenda, and refreshments when appropriate) for all BOD and general meetings. The Secretary should notify all BOD members and staff personnel of BOD meeting times and dates, and disseminate information to BOD members.

g. The Chief Flight Instructor shall be an authorized flight instructor qualified for all training courses offered. This individual shall monitor and supervise all club-designated instructors.

h. Command Operations, Safety and Maintenance advisors, and the MWR director serve in a non-voting, advisory capacity to the club, providing guidance as determined by the CO.

i. Special assistants may be appointed by the BOD to advise and assist the BOD in specific areas or project. Their terms of

service, responsibilities, and authority shall be assigned by the BOD and recorded in the minutes of the BOD meeting.

j. Board members and special assistants may be exempt from paying monthly dues.

k. BOD members may serve as mechanic and ground or flight instructor with CO waiver, however they are prohibited from making recommendation or voting on any matter pertaining to mechanic or instructor duties, responsibilities and rates of compensation.

501. Definitions and Abbreviations

a. Local Area. The area extending out from NAS Jacksonville (KNIP) excluding over water areas beyond the power-off gliding distance of land as follows:

- | | |
|------------------|-------|
| (1) Rated Pilots | 100NM |
| (2) Students | 50NM |

b. Cross-Country Flight. Flight wherein the aircraft leaves the local area (whether or not the aircraft lands at fields beyond the local area) or during which the aircraft is away from the home field for a period of eight hours or more, or overnight.

c. Pilot in Command (PIC). The active club member who checked out the aircraft for the flight, assuming the duties and responsibilities of FAR 91.3.

d. Hobbs Time. Time read from the aircraft hour meter and used for logging pilot time and determining charges for member flying time.

e. Tach Time. Time read from the tachometer and used for logging in-service time in the airplane and engine logbooks, and the base from which all maintenance is performed.

f. Student Flight Training Areas. Airspace designated and approved by the Chief Flight Instructor for the conduct of flight training.

g. Pilot Information File (PIF). Club document, containing items of concern to all club pilots. May be in electronic format.

13 Jun 16

h. Flight Clearance Authority. Shall have at least a Private Pilot Certificate and 200 hours minimum flying experience and designated in writing by the Commanding Officer.

502. General Operations and Rules of Flight. All club members shall observe all Federal Aviation Regulations, reference (a), and this instruction. Active members shall observe the following regulations in addition to those imposed by Federal Aviation Regulations and reference (a).

a. Solo Operations

(1) No pilot shall fly solo in a club aircraft unless they have satisfactorily completed all club written examinations on local course rules, SOP, aircraft systems and procedures, instrument flight rules (if appropriate), and a club instructor has certified their proficiency to act as PIC in that aircraft make and model.

(2) Minimum experience for specific aircraft make and model requirements are contained in reference (a).

b. Student Pilots

(1) Students will be assigned instructors by the Chief Flight Instructor or club manager.

(2) Student pilots will conduct solo practice only within areas designated by the Chief Flight Instructor. Instructors will only release students for solo in the practice area only after a thorough area checkout has been completed. The instructor will ensure that the student is familiar with the area, including boundaries, obstructions, and airspace.

(3) Touch-and-Go landings by solo student pilots shall be in accordance with reference (a), para. 405.d.

c. Active members (other than student pilots) may carry non-members as passengers in club aircraft, provided that the club member is the pilot-in command of the aircraft at all times. Except in the case of designated flight club instructors, and other qualified pilots, the pilot-in-command should occupy the left seat, or must occupy the solo seat in tandem seat aircraft, at all times.

13 Jun 16

d. Members and passengers shall be required to sign a Covenant Not to Sue and Indemnity Form releasing the club, all of its members, and the U.S. government from any responsibility for damages or personal injury during the flight. The completed waiver form will be filed in the club office prior to flight. Passengers who have not reached their 18th birthday shall obtain a signature of a parent or legal guardian on the Covenant Not to Sue and Indemnity Form prior to flight. These covenants are valid for one (1) year.

e. Flight instructors authorized to utilize club aircraft for instructional purposes shall be designated in writing by the Chief Flight Instructor or the club manager.

f. No member of the club shall use any of the club equipment for hire, nor shall they rent or lend club equipment to any person or group of persons for any purpose whatsoever.

g. All members desiring to fly club aircraft shall maintain a pilot's logbook to verify all flight time, to bear evidence as to the member's qualification to operate various types of aircraft, and to document recent flight experience.

h. Should any member be involved in an aviation accident or incident, they may be subject to a flight check before they may operate a club aircraft as PIC.

i. The PIC shall be held responsible for the aircraft scheduled, from the moment they commence the preflight checklist prior to flight until the aircraft has been properly serviced and secured after the flight.

j. The Hobbs meter located in the aircraft shall be determinative of the time of each flight. In the event the Hobbs meter reading has commenced to change, so that any part of the next higher number is visible, the next higher reading shall be recorded. If the Hobbs meter is inoperative, the engine tachometer reading times one point three (Tach x 1.3) shall be used to determine the time of flight.

k. The PIC shall enter in the Daily Aircraft Log the Hobbs meter reading, the Tach time reading, aircraft status, and the amount of fuel and oil added to the aircraft in entirety, and will also annotate aircraft discrepancies, if any, on the on-line scheduling website. The PIC shall be responsible for fueling the aircraft after every flight, regardless of flight duration.

13 Jun 16

l. Club aircraft shall be operated only from designated airports and runways as identified in the Airport Facility Directory or current VFR Sectional Chart. Permission to land at military fields supporting flying clubs normally can be received. The PIC planning such flight is responsible for obtaining permission.

m. Club members are encouraged to obtain fuel and oil servicing at other military clubs. On cross-country flights, the member must pay fuel and oil costs and upon providing receipts, will be reimbursed at the rate established by the club.

n. The PIC of a club aircraft shall be responsible for life jackets being worn by all occupants any time the aircraft is operated beyond gliding distance of land.

o. Flying club operations will be conducted only when:

(1) Properly scheduled and approved.

(2) A flight instructor is aboard the aircraft on a dual instructional flight; or at the airfield supervising a solo instructional flight.

p. Pre-flight procedures will include a review of outstanding discrepancies, which are available in the aircraft maintenance records or on-line scheduling website as applicable.

q. Incidents involving possible structural strain or damage, such as hard landings or flight through heavy turbulence, shall be entered in the remarks section of the flight log by the pilot who flew the aircraft during such strain or damage. The PIC shall also generate a written discrepancy and note the "down" status on the online schedule. The pilot will then hang a red tag, indicating a non-flyable condition, over the aircraft "cubby hole." The aircraft will remain out of commission until inspected and declared airworthy by competent authority.

r. Club aircraft will be maintained and operated in accordance with applicable Federal Aviation Regulations and Navy instructions.

13 Jun 16

s. Club aircraft operating at military or civilian airfields shall comply with local rules and regulations of that airfield.

t. Takeoffs and landings on grass or unpaved surface with retractable gear aircraft is discouraged and requires prior approval from the club manager.

503. Pilot Qualifications, Checkouts, and Currency. All members, regardless of experience, pilot ratings, and military rank, will require a standardization check-out in each aircraft type by a designated club flight instructor. The Chief Flight Instructor or designated assistant will check out all designated club flight instructors.

a. Prior to operating a club aircraft, whether solo or under instruction of a designated club flight instructor, the pilot shall be an active member of the club. However, a one-time pilot orientation flight may be given by a designated club flight instructor, provided the pilot meets the eligibility requirements for membership per reference (a). Flight instruction of non-rated pilots and orientation flights in the front seat of a T-34B are prohibited.

b. Requirements for solo flight or operating as pilot in command include a current FAA pilot certificate, FAA medical certificate, FCC Restricted Radiotelephone Operator Permit (required for out of CONUS only), and a current logbook.

c. Required flight checks shall be per reference (a) as follows:

- (1) Initial checkout in each aircraft make and model
- (2) Initial night checkout
- (3) Initial/Annual instrument check
- (4) Annual flight check in most complex model qualified
in
- (5) Initial/Annual Standardization Check (flight
instructors)

NOTE: Combining multiple check flights (e.g. night and instrument) is at the discretion of the flight instructor.

13 Jun 16

d. Required written exams shall be completed annually per reference (a) as follows:

- (1) Aircraft Open Book
- (2) Aircraft Closed Book/Emergency Procedures
- (3) Course Rules/Local Procedures
- (4) Instrument Procedures
- (5) Flight Instructor Standardization

e. Recent flight experience shall be accomplished per reference (a) and current Federal Aviation Regulations.

(1) Day

(a) Students will not exceed fifteen days or ten hours without a proficiency flight with an authorized club flight instructor.

(b) Rated pilots shall complete three takeoffs and landings within preceding ninety days in category and class, and within the preceding one hundred eighty days in make and model.

(2) Night. In addition to the day currency requirements above, rated pilots shall complete three takeoffs and landings to a full stop at night within preceding ninety days in category and class.

504. Standard Operating Procedures.

a. All pilots shall complete the online scheduling form in its entirety.

b. Pilots shall check-out/in using the online scheduler within +/- 30 minutes of the scheduled departure/land times.

c. Obtain previous flight Hobbs In (reported) and compare with Hobbs Out. Report any discrepancy to the club manager or CFI/BOD member prior to engine start.

d. The PIC shall be responsible for filing a proper flight plan when required and ensure that the flight plan has been properly closed out at the end of the flight.

13 Jun 16

e. Prior to each flight, the aircraft shall be checked for the amount and type of fuel and oil aboard. Fuel samples shall be drawn from all fuel system drains. The fuel sample shall be inspected for water and other contaminants.

f. Care should be exercised to not overfill fuel and oil tanks.

g. Checklists and Weight and Balance Data will not be removed from the aircraft without approval of the club manager.

h. Aircraft shall be run-up on grass, clear asphalt, or concrete, never on loose gravel, and with care to prevent any damage to property or injury to personnel.

i. The PIC shall be responsible for obtaining all pre-flight information, items of interest, pertinent NOTAMs, weather, new or temporary procedures, etc., requiring immediate attention prior to a flight.

j. In case of unplanned landings at locations away from home base, pilots shall contact the club manager for instructions. The manager, or club flight instructor must clear re-dispatch.

k. Aircraft shall not be hand-propped.

l. Maximum duty day is twelve hours for single pilot or sixteen (16) hours for two pilots in dual-controlled aircraft. Flight duty day starts when the pilot reports for the first flight or first duty of the day, whichever occurs first. The minimum crew rest between duty days is twelve hours.

m. Aerobatic maneuvers other than those required for certification or ratings, and specifically permitted by the aircraft flight manual, are prohibited.

n. Stalls, steep turns, slow flight, minimum controllable airspeed, and unusual attitudes will not be performed below 2500 AGL unless required for pilot certification.

o. The minimum runway length shall be 2,000 FT, or equal to the sum of the aircraft takeoff and landing rolls, whichever is greater. The minimum runway width is 50 FT.

13 Jun 16

p. Traffic Patterns.

(1) Pilots shall utilize radios and conform to standard traffic procedures for uncontrolled airports and for all takeoffs and landings at Herlong Airport.

(2) Arrival and Departure procedures shall be in accordance with Jacksonville Airport Authority published procedures for Herlong Airport and JNFC Course Rules for flights at NAS Jacksonville (KNIP).

506. Crosswind and Weather Limitations. Each pilot shall obtain a complete weather brief for each flight.

a. Basic weather minimums for club operations shall be 1,500 FT ceilings and 3 SM visibility for Day and 2500 FT Ceiling and 5 SM visibility at night. All student operations shall be made in VFR conditions. Dual flights may, with an appropriately rated instructor, accept an IFR clearance to "VFR-on-top" to complete the necessary training, provided the aircraft is IFR equipped.

b. Special VFR flights shall only be conducted by instrument rated pilots, who meet IFR currency requirements in accordance with FAR 61.57, and in an aircraft certified for instrument flight in accordance with FAR 91.33, and operating on an ATC clearance.

c. Surface and crosswind limitations for club operations, not exceeding manufacturer limitations as stated in the aircraft flight manual, are as follows:

- (1) Solo student pilots
 - (a) 12 KT of total wind
 - (b) 6 KT of 90 degree crosswind component
 - (c) 0 KT gust factor
- (2) Rated pilots with less than 200 hours experience
 - (a) 20 KT of total wind
 - (b) 9 KT of 90 degree crosswind component
 - (c) 5 KT gust factor

13 Jun 16

(3) Rated pilots with more than 200 hours experience

(a) 30 KT of total wind

(b) 12 KT of 90 degree crosswind component

(c) 10 KT gust factor

(4) Flight operations shall be suspended when the gust factor exceeds 10 KT.

507. Night Flying. All pilots shall meet the requirements as set forth in FAR 61 and be so endorsed by a club flight instructor to be considered night qualified. The flight club instructor accomplishing the night checkout shall make appropriate entries in the logbook. For initial checkout (no previous night flying experience), all pilots will accomplish at least five night landings with a designated club flight instructor before they are considered night qualified.

a. No emergency conditions shall be simulated at night except with a designated club flight instructor aboard and then only as formal night transition or checkout procedure requires.

b. Night flights are authorized only when a tested, workable flashlight is in the aircraft and accessible to the pilot.

c. Student pilot dedicated night solo flight is not authorized.

d. A club member shall not pilot an aircraft on a night flight outside the designated local flying area unless they hold an Instrument-Airplane rating on their pilot certificate, or is at least a private pilot with 100 hours or more experience with written authorization from the Chief Flight Instructor, and the aircraft is instrument-equipped.

e. A non-instrument rated pilot may fly local VFR night flights but shall maintain visual contact with an airport within the local flying area which is authorized for night solo use.

508. Instructors. The Chief Flight Instructor shall designate flight instructors in writing. The club manager shall maintain a list of those individuals desiring to instruct at the club.

13 Jun 16

Instructors will be designated based on qualification and the needs of the club as determined by the Chief Flight Instructor.

a. The CFI/Standardization Board shall meet at least quarterly and be chaired by the Operations Officer for the purpose of training and safety standardization. Attendance is mandatory for all flight instructors. Instructors who miss a scheduled meeting must review the standardization notes and be briefed by the Chief Flight Instructor prior to conducting additional flight instruction. Repeated failure to attend instructor meetings, without reasonable cause, may result in removal from the designated flight instructor list. The Chief Flight Instructor or club manager has the authority to remove any flight instructor from the designated flight instructor list for cause. Such action may be appealed to the BOD for final decision.

b. All instructors shall utilize the training curriculum adopted by the CFI/Standardization Board. Instructors shall complete all records and reports in a timely manner. Repeated failure to meet requirements of this section may result in removal from the designated flight instructor list.

c. All instructors are independent contractors and not considered club employees.

d. Instructors encountering difficulty instructing any student shall report the problem to the Chief Flight Instructor for consideration and action. Individual instructors will not recommend to any student that they discontinue flight training without consulting the Chief Flight Instructor. Instructors or students may request reassignment for any reason.

e. Prior to conducting any flight instruction in the club, each instructor will complete an initial standardization flight with the Chief Flight Instructor, or designated assistant, in each type aircraft in which they desire to instruct. Additionally, each instructor shall complete an annual standardization check with the chief flight instructor, or designated assistant. The flight instructor is responsible for the airplane fees for the standardization flights.

f. The Chief Flight Instructor, and the designated assistant, will receive their standardization training from the FAA, and meet other currency and training requirements as required by FAR 141. The club shall provide the

13 Jun 16

aircraft for flight checks required to maintain FAR 141 certification, however, check flights for additional certificates or ratings shall be at the pilot's expense.

509. Aircraft Servicing and Securing. Only fuel and oil specified in the aircraft handbook or in club directives shall be used to service club aircraft.

a. Unless line personnel are available, each member shall be personally responsible for complete servicing of the airplane prior to and/or immediately after each flight. Servicing shall include fuel and oil replenishment, as well as cleaning all trash from the aircraft.

b. If an aircraft is found not properly serviced at check-out, the circumstances shall be reported to the manager so that appropriate action can be taken against the pilot previously using the aircraft.

c. After every flight, local or cross-country, all pilots shall install control locks or secure the flight controls, install chocks, pitot and canopy covers, and tie-down the aircraft before leaving it unless the next pilot or maintenance line personnel are there to assume responsibility for the aircraft. Aircraft shall never be left unattended, unless properly secured with chocks, tie-downs pitot covers, canopy covers, gust locks, and windows and doors secured to prevent damage from wind or prop wash.

d. Aircraft shall be shutdown no closer than 50 FT of the fueling facility and hand-towed into position as required, ensuring adequate clearance at all times. Except in an emergency, aircraft will be moved only by means of a tow bar when moved by other than its own power.

e. Fuel Reserves for VFR local solo and dual flights shall include enough fuel for the expected en-route time plus 45 minutes at normal cruise power consumption rates. IFR fuel reserves are per FAR 91.

511. Simulated Forced Landings.

a. Student pilots shall not practice forced landings on solo flights.

b. Simulated forced landings shall not be continued below minimum safe altitudes per FAR 91.

13 Jun 16

c. Clear the engine for five seconds for each 500 FT descent to lessen engine cooling during long glides.

d. Unless an emergency exists, avoid rapid throttle application when executing a go-around.

601. Aircraft and Instructor Scheduling. The club manager is responsible for overseeing the scheduling of club aircraft and instructors. Such scheduling can be done online or by telephone.

a. All scheduling will be on a first come, first served basis, regardless of rate or rank, unless changes made are agreed to by each party involved.

b. Members are encouraged to schedule flights as far in advance as possible for the convenience of all members. Cancellations must be made promptly.

c. Information required for scheduling a flight shall include pilots name, aircraft, block of time desired, route of flight or OPAREA, and instructor (if required). Sufficient time must be scheduled to allow for preflight, post-flight, and servicing in addition to flight time.

d. The schedule shall be adhered to by all members. If a late takeoff is made, the flight must be completed on schedule to permit the following scheduled flight to depart on time. Failure to return on time, resulting in cancellation of the next scheduled flight, will result in the member being fined the revenue lost due to the canceled flight. If the aircraft is available on the schedule, a pilot may contact the manager and request an extension of their allotted time.

e. If a member has not made an appearance or notified the club manager by the scheduled departure time, the aircraft will be considered available after 15 minutes and will be released for the remainder of the scheduled block.

f. A "no show" without notifying the manager of a cancellation by a student, instructor, or member pilot may be subject to an administrative fee as determined by the manager.

g. Aircraft will normally be scheduled by "N" number, but substitutions may be required due to maintenance. If it is apparent that an aircraft will not be available for a scheduled

13 Jun 16

flight, the manager will attempt to advise the pilot of the cancellation or substitution as soon as possible. It is the responsibility of the pilot to contact the office to verify the status of the scheduled aircraft prior to the flight.

701. Cross-Country Flights. Cross-country flights should normally be scheduled at least 24 hours in advance of such flight. A minimum charge of one flight hour per day for Monday through Thursday and two hours per day for Friday, Saturday, Sunday and holidays will be charged on cross-country flights. If a pilot's return as scheduled was prevented by circumstances beyond their control, such as severe weather or maintenance required, and the pilot has kept the club informed as to the status of the flight, the minimum charges for the remainder of the flight are at the discretion of the BOD. The pilot must return as soon as practical thereafter, consistent with their qualifications.

a. All landing, tie-down, and/or storage fees incurred on cross-country flights shall be paid by the pilot and are not reimbursable except as follows:

(1) If the pilot decides to hangar the aircraft because of impending high winds or severe weather, they shall be reimbursed for the difference between the hangar cost and normal cost of tie downs.

(2) Any hangar fee incurred by direction of the club manager due to mechanical or weather grounding of the aircraft shall be reimbursable.

b. Extended grounding of aircraft away from home base:

(1) Should it become necessary while on a cross-country flight to obtain extensive or time-consuming repairs, the pilot shall ensure that the aircraft is properly secured and cared for. If the pilot and/or passengers must return before the aircraft can be restored to an airworthy condition, they must return at their own expense. If the pilot does so return, the responsibility for return of the aircraft, and for storage and repair charges (incurred because of grounding of the aircraft), shall be determined by the BOD. The pilot is not authorized to commit the club for repairs of the aircraft exceeding \$50.00 without approval of the club manager or a BOD member. Prior to contacting the manager for repair authorization, the pilot shall get a cost estimate of needed repairs.

13 Jun 16

(2) When a club aircraft is left at an airport other than home base at the convenience of the pilot, they shall be responsible for the return of the aircraft and all storage charges resulting thereof, and the minimum guaranteed flight time shall continue to apply until the aircraft is returned, unless relief from such charges is granted by the BOD. The pilot shall pay all cost incurred by the club, including gasoline, in returning a club aircraft left at the convenience of the pilot. Aircraft damaged through pilot negligence falls into this category.

(3) Security for a club aircraft on a cross-country flight is the responsibility of the pilot.

c. In any disputed case regarding the responsibility for charges, return of the aircraft, reimbursements, or credits, the problem shall be resolved by the manager and may be appealed to the BOD within 30 days after initial billing.

d. Any member of the club finding it necessary to purchase parts or to have work performed on equipment of club aircraft in an emergency or while on cross-country flight may do so in their name and, upon presentation of a properly-receipted bill for such sales or services, shall be reimbursed or given credit (not to exceed \$50.00) by the manager. Should the estimated cost exceed \$50.00, the pilot shall receive approval from the manager, or BOD member prior to committing club funds.

e. For the purpose of this document, and any other regulations, any flight during which a club aircraft is away from home base for a scheduled period of eight hours or more, overnight, or 100 NM or greater from home base, shall be deemed a cross-country. A minimum deposit of one hour may be required to accompany any request for cross-country flight. Terms and conditions for cross-country flights are contained on the cross-country request form.

f. Except for student solo cross-country flights under the direction of a club flight instructor, all cross country flights require approval of the club manager or BOD member. The approving authority shall consider the current demand for the club aircraft in making this decision. This will not preclude last minute scheduling of an aircraft for cross-country flight if the aircraft is available.

g. Club flight instructors shall approve their students for each solo cross-country flight. The student's instructor shall

13 Jun 16

be present and review all pre-flight preparation prior to releasing the student for solo cross-country flight. In the event the student's regular instructor is not available, the chief flight instructor, or an instructor approved by the chief flight instructor shall approve the student for solo cross-country flight. Student solo cross-country flights will be planned to return during daylight hours. Student over-night cross-country flights are prohibited. The student shall contact the club if there a question or concern about weather enroute or aircraft status. No student may make a solo cross-country flight until they have logged at least two hours of dual cross-country time and have had their logbook endorsed for solo cross-country flight. Students shall plan solo cross-country flights only to airports designated by their instructor for student solo cross-country flight.

801. Accident/Incident and Emergency Procedures. In event of an accident or incident involving club aircraft, regardless of location, the club shall immediately notify the NAS Jacksonville Command Duty Officer, Operations Duty Officer and the MWR Director. Subsequent reports to the Federal Aviation Administration (FAA) and National Transportation Safety Board (NTSB) shall be submitted as required.

a. Accidents shall be investigated per NTSB 830 and reference (a).

b. If an accident or incident occurs anywhere resulting in aircraft damage (regardless of however slight), the pilot shall contact the club manager or BOD member before attempting to move or fly the aircraft.

c. Emergency procedures may be practiced in the course of normal flight training, however forced landings may be practiced only when a club flight instructor is aboard. In no case should emergency procedures be accomplished or demonstrated in a manner in which safety of flight is compromised. The only manner in which engine failure will be demonstrated is by retarding the throttle to the idle position. Extreme caution shall be exercised at all times during forced landing practice.

d. Fire suppression shall be reasonably accessible while starting the aircraft.

802. Safety Review Board Procedures. Upon notification of any incident, accident, or violation of standard operating procedures (SOP), the Safety Officer shall initiate and chair a

Safety Review Board, if warranted, comprised of himself/herself and at least two other pilots, with equal or greater experience and/or ratings as the pilot(s) under review. The Safety Officer shall coordinate with the NAS Jacksonville Aviation Safety Officer, as appropriate. The Safety Review Board shall gather facts and conduct interviews with pilot(s) and witnesses to determine the facts surrounding the event. The Safety Review Board shall then recommend the appropriate action to the BOD. The BOD shall review and either accept or reject the recommendation of the Safety Review Board and take appropriate action. The investigating officer and the President of the BOD shall sign the record of the investigation and final action taken, and make it part of the pilot's training record. The pilot involved is considered grounded pending final BOD action.

901. Aircraft Maintenance and Inspection Procedures. All club-owned and/or leased aircraft shall be maintained and inspected per applicable Federal Aviation Administration and manufacturer directives.

a. All maintenance, repairs and inspections shall be performed or directly supervised by appropriately rated maintenance technicians using manufacturer's maintenance manuals and materials.

b. All maintenance actions performed on club aircraft shall be recorded and these records shall be maintained in the permanent aircraft logs and records.

c. An aircraft status board will be maintained in the club office. This board will show aircraft status, list downing discrepancies, and show status of inspections and/or scheduled maintenance.

d. Aircraft maintenance discrepancies shall be noted using the on-line scheduling website. The discrepancy will then be evaluated as to how it affects the airworthiness of the aircraft. The aircraft may be dispatched for flight with an UP discrepancy in accordance with FAR 91. A red arrow will be placed on the aircraft status board in the event of a DOWN discrepancy and the aircraft will not be dispatched until the discrepancy has been corrected. Once an aircraft has been placed in a DOWN status, it may only be returned to service by a club maintenance technician, the club Maintenance Officer, or club manager.

13 Jun 16

e. A file of outstanding discrepancies and completed maintenance for each aircraft will be available in the club office.

f. Only FAA-approved and certified parts, equipment, and materials shall be used on club-owned or operated aircraft. The club may maintain an inventory of high use parts and supplies to support club aircraft. Maintenance stock items will be kept to a minimum.

g. All aviation maintenance technicians shall be responsible for their own tool control in accordance with FAR_43. All tools shall be inventoried and accounted for and certified on the completed maintenance action form before returning an aircraft to service. No aircraft will be returned to service until any missing tool is located and/or the aircraft is searched and verified safe for flight.

1001. Financial, Personnel and Accounting Procedures. All financial, personnel and accounting procedures shall be per applicable NAS Jacksonville Morale, Welfare, and Recreation directives and procedures.

Submitted:

Robert P. Machala
President
Jax Navy Flying Club

Approved:



H. WANAMAKER
Commanding Officer
NAS Jacksonville