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## **STANDARD OPERATING PROCEDURES**

**August 1, 2024**

DAFMAN 34-152, and USAF Aero Club Instructor Standardization Guide (HQ AF SVA/ SVPAR) regulate Air Force Aero Club operations. In addition, the following Standard Operating Procedures (SOP) are established to further the administration policies and flight operations at the Hanscom Aero Club and Flight Training Center.

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# ***TABLE OF CONTENTS***

## **CHAPTER 1            ADMINISTRATION**

- 1.1 Membership Application and Eligibility
- 1.2 Payments
- 1.3 Resignation
- 1.4 Expulsion/ Suspension
- 1.5 Meetings
- 1.6 “No Show” Policy
- 1.7 Aircraft Scheduling and Billing
- 1.8 Insured Losses
- 1.9 Uninsured Losses
- 1.10 Maintenance on Member Aircraft
- 1.11 Hangar Usage and Aircraft Parking
- 1.12 Fuel Keys
- 1.13 Reference Library
- 1.14 Ground Training Video

## **CHAPTER 2            PILOT CURRENCY REQUIREMENTS**

- 2.1. Maintaining Currency
- 2.2. Flight Requirements
- 2.3. Flight Requirements Summary Chart

## **CHAPTER 3            OPERATING RESTRICTIONS AND LOCAL AREA PROCEDURES**

- 3.1. Aerobatics
- 3.2. Annual Standardization Flights
- 3.3. Visiting Pilot Checkouts
- 3.4. Clearing Authority and Clearance Procedures
- 3.5. Cross-Country Procedures
- 3.6. Flight Plan Filing
- 3.7. Forced Landing Practice
- 3.8. Fuel Reserves
- 3.9. Lost Communications
- 3.10. Lost Pilot Procedures
- 3.11. Night Operations
- 3.12. Cold Weather Operations
- 3.13. Mountain Flight Training
- 3.14. Operations to Cape, Islands, and Long Island Sound/ Operations over Water
- 3.15. Weather Restrictions and Requirements for Flight
- 3.16. Weather Recall/ Hazardous Weather
- 3.17. Aircraft Evacuation
- 3.18. Weight and Balance / Performance Calculations
- 3.19. GPS Approaches in IMC
- 3.20. In Flight Emergencies
- 3.21. BASH Conditions
- 3.22. On Ground Fire

## **CHAPTER 4            STUDENT PILOT / FLIGHT TRAINING PROCEDURES**

- 4.1. Flight Training (approved cross-country routes)
- 4.2. Clearance
- 4.3. Flight Plans
- 4.4. Fuel Requirements
- 4.5. Solo Operations
- 4.6. Local Practice Area
- 4.7. Weather Considerations
- 4.8. Redispatch Procedure

## **CHAPTER 5            SAFETY**

- 5.1. Accident Reporting Procedures
- 5.2. Unscheduled Landing Re-dispatch Procedures
- 5.3. Emergency Landings
- 5.4. Ground Safety and Ramp Procedures
- 5.5. Security

## **CHAPTER 6            MAINTENANCE PROCEDURES**

- 6.1. Generally
- 6.2. Maintenance Write-ups

## **CHAPTER 7            FLIGHT INSTRUCTOR RESPONSIBILITIES**

- 7.1. Generally

## **CHAPTER 1 ADMINISTRATION**

### **1.1 MEMBERSHIP APPLICATION AND ELIGIBILITY**

#### **1.1.1 Eligibility**

DAFMAN 34-152, Air Force Aero Club Program, and DAFI 34-101, Air Force Services Program and Use Eligibility, establish membership eligibility for the Hanscom Aero Club. Active, Reserve, and Retired Military personnel and dependents, DOD employees and contractors, active Civil Air Patrol members, and any person utilizing Veterans Administration benefits are eligible for membership.

Membership is subject to approval by the Force Support Commander. The manager may recommend that an applicant be denied membership for cause, with approval from the Force Support Commander.

#### **1.1.2 Application Process**

AF Form 1710 (Membership Application), proof of eligibility, a credit card authorization form, copy of pilot and medical certificates and a \$35.00 initiation fee must be submitted to the Manager prior to participating in any club flight operations. A letter of good standing from any other military aero club may be submitted in lieu of the initiation fee.

#### **1.1.3 Services**

The FTC provides many services, which include the following:

*Hangar Rental	*Tie down Rental	*Retail Sales
*Avionics Sales	*Headset Sales & Rental	*Pre-heater Rental
*Powered Aircraft Tug	*Flight Instruction	*Aircraft Rental
*Parts Sales	*Fuel Sales	*PCATD

Eligible patrons (someone who is not a member of the FTC, but is eligible to become one) may purchase supplies and/or do an introductory flight lesson provided they maintain a current credit card authorization form. Proof of eligibility must be shown before service is rendered.

### **1.2 PAYMENTS**

#### **1.2.1 Payment Policy**

The FTC prefers that all charges be billed to a member's credit card, but will accept other forms of payment. Charges must be settled at the time of purchase and may be billed to a member's Visa, MasterCard or paid by check. If payment is not honored, the member will be notified as soon as practicable. If financial obligations have not been met after a reasonable time after notification, a \$25 additional charge may be assessed to the member's account. A member shall not fly unless his/her account is in good standing and all financial obligations have been met.

## **1.3 RESIGNATION / TDY**

### **1.3.1 Written Resignation /Suspension for TDY members**

Resignations **MUST** be submitted in writing. A member who fails to notify the FTC may continue to be billed for monthly dues. Members resigning prior to the 15th of any given month will not be assessed dues for that month. A request for a letter of good standing must also be made in writing.

- Resigning members may not rejoin for a period of four months unless all back dues are paid in full.
- Members leaving for more than 60 days on official leave or TDY may have their dues suspended for the period of their absence. Such requests must also be made in writing.

## **1.4 EXPULSION/ SUSPENSION**

### **1.4.1 Removal from FTC Roster**

A member may be removed from the FTC roster for failure to pay dues, not meeting any other financial obligations or disregard of FAA or Air Force regulations. A member may also be removed for exhibiting poor judgment, poor flying skills or inappropriate personal conduct as determined by the manager and/or the standardization board.

### **1.4.2 Suspension**

A member's privileges may be suspended for not meeting financial obligations, disregard of FAA or Air Force regulations, exhibiting poor judgment, poor flying skills or inappropriate personal conduct per DAFI 34-101 Chapter 3. A member's flying privileges are automatically suspended after a reportable incident until cleared for flying by the installation commander.

## **1.5 MEETINGS**

### **1.5.1 Safety**

Monthly Safety Meetings are held on the 3<sup>rd</sup> Wednesday of each month at 5:30 p.m. Currency in FTC aircraft is conditioned upon attendance of Safety Meetings pursuant to DAFMAN 34-152 Chapter 5 § 5.3.

### **1.5.2 Flight Instructor**

Flight Instructors shall meet, as necessary, after the monthly Safety Meeting or at other times as scheduled by the Chief Flight Instructor.

### **1.5.3 Standardization Board**

The Standardization Board meets quarterly, or more often as necessary, following the monthly Safety Meeting or as scheduled by the Chief Flight Instructor. The Standardization Board meeting is chaired by the Chief Flight Instructor.

## **1.6 NO SHOW POLICY**

### **1.6.1 Fees**

A member may be charged a “no show” fee for scheduled aircraft and flight instructor time unless cancellation is received 24 hours prior to the scheduled flight. However, every effort should be made to cancel as soon as practicable so that aircraft and instructor time may be made available to others.

- Aircraft “no show” charges may be assessed at the rate of one half the flight time reserved, not to exceed three hours per day. Flight instructor charges may be assessed for the total time scheduled.
- Weather cancellations may be made any time without incurring “no show” charges.
- In addition, a member may be billed for scheduled aircraft time and flight instructor time if the aircraft keys are not returned and available for a subsequent flight and that flight does not depart as scheduled.

## **1.7 AIRCRAFT SCHEDULING AND BILLING**

### **1.7.1 Scheduling and Billing**

All flights will be scheduled on-line with [Flightschedulepro.com](http://Flightschedulepro.com) and invoices completed with the Aircraft Dispatch Program (ADP). Any issues with billing must be noted on the invoice slip and brought to the manager’s attention as soon as practical.

Any scheduling issues or concerns may be discussed with the manager.

### **1.7.2 Cross-Country**

Cross-country flights may be scheduled up to 60 days in advance. A cross-country flight is any flight that extends beyond a 50 nautical mile radius of Bedford, MA. Cross-country flights require emergency contact information for all passengers, trip itinerary and fuel stops. In addition the PIC must provide a destination contact number. This information must be provided in the appropriate spaces on the flight plan form. Cross-country flights that are scheduled overnight require manager’s approval.

### **1.7.3 Local**

Local flights may be scheduled up to 21 days in advance. However, training flights may be scheduled up to 30 days in advance. Local flights must remain within 50 NM of the Bedford, MA airport.

### **1.7.4 Alternate scheduling**

Members may only schedule one (1) aircraft at a time in the same time frame. If no aircraft are available for the day and time desired, the stand-by schedule may be used in the [Flightschedulepro.com](http://Flightschedulepro.com).

### **1.7.5 Punctuality**

Pilots arriving more than 15 minutes late may have their aircraft dispatched to another member if the demand for aircraft is high. However, if an aircraft is scheduled for a cross-country flight, the grace period is extended to 1 hour.

Upon returning from a flight, members must make the plane available so as not to interfere with the next flight.

Members should plan on arriving 45 minutes prior to the scheduled flight time for flight planning and clearance.

### **1.7.6 Minimum Usage Charges**

Members may be billed a minimum of 2 hours flight time for cross-country flights scheduled during weekdays (Monday through Thursday). During weekends (Friday through Sunday) and holidays, the minimum is 3 hours per 24-hour period. A member scheduling a block of time in excess of five hours will be responsible for the daily minimum.

### **1.7.7 Costs incurred**

Members must initially pay all charges incurred on cross-country or local flights, including facility charges, overnight and tie down fees. Fuel charges will be reimbursed at the FTC rate so long as receipts for these expenses are attached to the flight charge ticket.

If departing from Bedford before 7 AM or arriving after 11 PM the Massport fee will be charged to the pilot's account or must be added to the invoice as appropriate.

See section 6.1.2 for maintenance repair reimbursement procedures.

### **1.7.8 Weather delays**

If a cross-country flight is delayed enroute due to weather, the member will be responsible for all expenses associated with tie down or storage of the aircraft.

A member who elects to leave an aircraft and return home via other means will be responsible for ***all expenses*** associated with the recovery of the aircraft. In addition, minimum daily charges may accrue until the aircraft returns to Hanscom.

### **1.7.9 Priorities**

FAA Practical tests have priority over other scheduled events.

The Manager or Chief Flight Instructor may, if requested, make scheduling changes not later than 24 hours before the scheduled flight and must make every effort to notify the pilot who has been affected by a schedule change.

### **1.7.10 Schedule Changes**

The Manager or Chief Flight Instructor may make other scheduling changes that are in the best interest of FTC aircraft utilization. Every attempt will be made to notify members affected by these changes.

### **1.7.11 Flights during Safety Meetings**

Members will not schedule flights during the monthly safety meetings. The manager may authorize an exception on the basis of a compelling need to accomplish the flight, such as anticipated aircraft shortages or time-critical training in anticipation of a FAA Practical Test.

## **1.8 INSURED LOSSES**

### **1.8.1 Responsibility**

Members may be required to reimburse the FTC for losses, up to the amount of the current deductible, for damages done to an aircraft.

## **1.9 UNINSURED LOSSES**

### **1.9.1 Responsibility**

Members may be required to reimburse the FTC for the entire cost of repairs for damage not covered by insurance.

## **1.10 MAINTENANCE ON MEMBER AIRCRAFT**

### **1.10.1 Aircraft Maintenance on Non-FTC Aircraft**

Only FTC mechanics (contractors and NAF employees) may perform maintenance on FTC members' aircraft while the aircraft is in the FTC hangar. Members, and only members, may utilize FTC hangar and apron space to perform preventive maintenance as set out in FAR Part 43. *This means that member owners who have non-member partners must ensure that their non-member partners do not utilize FTC facilities while unescorted by the member.*

## **1.11 HANGAR USAGE AND AIRCRAFT PARKING**

### **1.11.1 Hangar Use**

Members who own aircraft may park their aircraft in the hangar 10 days per year without charge. Additional parking will be charged at the daily hangar rate. Members wishing to utilize the hangar must coordinate with the manager and/or Chief of Maintenance, prior to use. Availability is determined on a first come, first served basis. Maintenance of Aero Club airplanes will take priority for space.

### **1.11.2 Aircraft Parking**

Members shall make every effort to use wing walkers and / or spotters when parking any aircraft on the ramp and in the hangar.

Aircraft stored in the hangar must be chocked.

Aircraft on the ramp will be tied down, control surfaces secured, doors locked, and an approved lock (propeller lock or wheel lock) installed.



## **1.12 FUEL**

### **1.12.1 Fuel**

Fuel is available for purchase by members. Purchase may be made utilizing the credit card reader and control at the pump.

Fuel for Aero Club aircraft is to be pumped using the fuel card located in the flight log binder for each aircraft.

## **1.13 REFERENCE LIBRARY**

### **1.13.1 Borrowing Materials**

Designated items may be signed out by members for a period of two weeks. Members will be charged replacement cost for items not promptly returned. Some materials may not be removed from the club unless prior approval has been obtained from the manager. A list of those items will be posted with the sign out sheet.

## **1.14 GROUND TRAINING VIDEO**

### **1.14.1 Annual Requirement**

Each member must watch the “Hanscom Aero Club Ground Training” video before participating in any flight operation as a pilot. Hereafter, this video must be reviewed on an annual basis and compliance updated in the ADP computer.

**2.1 MAINTAINING CURRENCY****2.1.1 Flight Requirements Summary**

Pilot currency must be maintained in accordance with DAFMAN 34-152, Paragraph 6.8 and the following Hanscom FTC Flight Requirements Summary Chart. Pilot logbooks must be available in order to document currency. Pilot and medical certificates must be carried and available for inspection by the Clearing Authority.

**2.2 FLIGHT REQUIREMENTS**

All flights must be operated in accordance with applicable FARs, DAFMAN 34-152 and this SOP. The pilot must be current, aircraft airworthy and conditions suitable before a flight will be dispatched.

**2.2.1 Altitude Restrictions**

All flights will operate in compliance with FAR 91.119 with respect to altitudes. Except as necessary for takeoff and landing, Aero Club aircraft should not operate below 1000' AGL except for forced landing practice as noted in section 3.7.1. During forced landing practice, the aircraft shall not descend below 500 AGL unless the maneuver is performed to an appropriate airfield.

All flight operations must be conducted so that if power loss occurs, an emergency landing may be made without undue hazard to persons or property on the surface.

**2.2.2 Aircraft Avoidance**

Due care must be taken while taxiing to avoid other aircraft, obstacles and vehicles. Aircraft should not taxi within 10 feet of other aircraft without proper direction from ground personnel.

While in flight the PIC is responsible to “see and avoid” other traffic. The PIC should maintain external vigilance for other traffic and make use of all resources possible, including traffic advisories to avoid other aircraft. Pilots are reminded to be especially vigilant near airports and navigation aids. Use of the aircraft transponder is mandatory at all times.

Hanscom field lies within the 30 mile transponder veil from Boston Logan, and requires a working transponder or prior permission to enter the airspace. Aero Club aircraft will not dispatch without a working transponder (whether from Hanscom or an away airport) without prior permission of the Club Manager.

## 2.3 FLIGHT REQUIREMENTS SUMMARY CHART\*

PILOT TYPE→	Student Pilot (SOP Ch. 4)		Private under 200 hrs.	Private over 200 hrs./ Commercial 200- 500 hrs.	ATP, CFI/ CFII, Commercial/ Instrument over 500 hrs.
FLIGHT TYPE↓					
LOCAL VFR DAY	3000/ 7		2000/ 5  Pattern 1500/ 3	1500/ 5  Pattern 1500/ 3	1500/ 3  Pattern 1000/ 3
LOCAL VFR NIGHT	Only with CFI  FSS----		2500/ 7  ----FLIGHT----	2500/ 7  ----PLAN----	2500/ 7  ----REQUIRED
CROSS COUNTRY VFR DAY	3000/ 7 Instructor Sign-off and Clearance FSS----		3000/ 7  ----FLIGHT----	2500/ 5  ----PLAN----	2000/ 5  ----REQUIRED
CROSS COUNTRY VFR NIGHT	ONLY WITH CFI FSS FLIGHT PLAN REQUIRED		IFR----	-FLIGHT PLAN-	----REQUIRED----
CURRENCY 1 HR. + 3 LANDINGS	Dual within 10 hrs/ 30 days + log entry		60 days	90 days	90 days + Instrument Currency
WINDS (KTS)	Solo	Solo X/C			
TOTAL	15	20	25	30	30
CROSSWIND	8	10	12	15	17
GUST FACTOR	6	8	10	15	15

\* All requirements are in feet and miles. Example, 3000' ceiling and 7 miles visibility = 3000/7

- Fuel Reserves:**
  - Rated pilots and Student Solo pilots must plan and conduct the flight so that one hour of fuel remains upon landing.
- Pilot Currency:**
  - Pilots with less than 200 airplane pilot hours must accomplish 3 takeoffs and landings, as well as one hour of flight time, within the preceding 60 days in each make and model aircraft to be flown.
  - Pilots with 200 airplane pilot hours, or more, must accomplish 3 takeoffs and landings and one hour of flight in the preceding 90 days time, in each category and class of aircraft to be flown and 1 hour and 3 takeoffs and landings within 180 days in each make and model.
  - Night Experience – To act as pilot in command at night (one hour after sunset through one hour before sunrise) each pilot must make three takeoffs, as well as three landings to a full stop within the preceding 90 days in each category and class, or make and model, depending on aircraft experience, of aircraft to be flown. If night currency is not maintained, a dual flight with an instructor is required to regain currency.
- Regaining Currency:** Pilots may regain currency only by satisfactorily completing a recurrency flight with a FTC Instructor.
- Instrument Flight Operations:** Weather minimums for IFR takeoff shall be
  - Pilots with fewer than 100 hours of actual instrument experience must have circling minimums at the departure airport.
  - Pilots with more than 100 hours of actual instrument time must have landing minimums at the departure airport.

## **CHAPTER 3**

## **OPERATING RESTRICTIONS AND LOCAL AREA PROCEDURES**

### **3.1 AEROBATICS**

#### **3.1.1 Spin Awareness and Spin Training**

Members may not be given spin awareness training, including initial spin entry and spin recovery.

FTC flight instructors may not spin certified aircraft for proficiency purposes.

***NO AEROBATICS MAY BE PERFORMED IN ANY FTC AIRCRAFT.***

### **3.2 ANNUAL STANDARDIZATION FLIGHTS**

#### **3.2.1 Requirements**

A pilot who wishes to maintain currency in all aircraft that they are eligible to fly must accomplish both an annual standardization and an instrument competency check, if applicable, in the most complex aircraft they are qualified in.

#### **3.2.2 New Certificates and Ratings**

A FAA Practical Test flight shall be considered an annual standardization or instrument competency check, if the recommending instructor is a member of the Aero Club flight instructor staff and a Pilot Checkout (Form 1584) is completed and placed in the member's folder.

#### **3.2.3 Written Tests**

Instrument standardization and local tests must be completed on an annual basis. All required written exams must be completed prior to a standardization flight. Tests expire at the end of the calendar month in which they were taken. Pilots must achieve at least a raw score of 80% or the test must be redone. Tests must be corrected to 100% and signed prior to annual standardization flights.

Aircraft written tests do not need to be taken on an annual basis, but the closed book portion of aircraft tests must be redone prior to a recurrency checkout flight.

### **3.3 VISITING PILOT CHECKOUTS**

#### **3.3.1 Requirements**

Prior to exercising pilot in command privileges, members in good standing from other Air Force Aero Clubs must complete all local written tests (including aircraft). In addition, AF 1584 (USAF Aircraft Standardization Record) must be completed and must include an instrument competency check if IFR flight is to be undertaken.

### **3.4 CLEARING AUTHORITY AND CLEARANCE PROCEDURES**

#### **3.4.1 Qualifications**

Members who have 100 hours of flight time and 10 hours of flight as a member of the Hanscom Aero Club may clear their own flights.

Pilots who do not have 100 hours of flight time or 10 hours of flight as a member of the Hanscom Aero Club must have their flights cleared by the manager or any flight instructor. Members who are not authorized self-clearing privileges must make arrangements for clearance in advance of the date and time of departure.

#### **3.4.2 Self Clearing**

Members clearing their own flights must, at a minimum, review their own administrative eligibility and review all aspects of flight planning including weather analysis, fuel planning, airport suitability, NOTAMS, TFRs and maintenance status. Maintenance status must be confirmed by the aircraft status board and the Form 781 maintenance write-up forms found in the individual aircraft binders. The dispatching pilot must assure that any noted discrepancies do not affect the safety of flight or violate FAR requirement equipment or other regulation.

All flights MUST be dispatched via the ADP.

#### **3.4.3 Supervisor of Flying**

The manager may appoint a Supervisor of Flying on a temporary basis when the need arises. A Supervisor of Flying (in addition to having clearance authority for others) acts for the manager and oversees the day-to-day operation of flying activities for the Aero Club.

### **3.5 CROSS-COUNTRY PROCEDURES**

#### **3.5.1 Clearance for Flights not Departing from Hanscom**

On cross-country flights, not departing Hanscom, the member will act as their own Clearing Authority. A member must abide by the same regulations and use the same good judgment as they would when flying from home field.

#### **3.5.2 Carrying passengers**

A Covenant Not To Sue (Form 1585) must be executed annually by each person flying in a FTC aircraft. If a passenger joins a flight at a location other than Hanscom, a Covenant must be completed and mailed to the FTC from the away airfield prior to departure.

### **3.6 FLIGHT PLAN FILING**

#### **3.6.1 Cross-country flights**

All cross-country flights must be operated on a VFR or IFR flight plan filed with a FSS.

### **3.6.2 Local flights**

Flight plans must be filed and opened with Flight Service for all flights outside the Hanscom Training Area. In all cases, an FTC flight planning form must be completed and left on file at the FTC office. Upon termination of the flight, the flight plan will be marked “closed” and placed in the “in” box to the right of the aircraft binders in the flight planning area.

## **3.7 FORCED LANDING PRACTICE**

### **3.7.1 Minimum Altitudes**

All flight operations must be conducted so that if power loss occurs, an emergency landing may be made without undue hazard to persons or property on the surface. When practicing forced landing procedures, no such forced landing practice may descend below 500 ft. AGL unless the maneuver is being conducted to an approved airfield runway. Regardless of the 500 feet AGL floor or descent below 500 feet to a runway, an immediate go around must be executed if a safe landing at either site cannot be reasonably assured.

## **3.8 FUEL RESERVES**

### **3.8.1 Minimums**

Flight planning must be done, and the flight conducted in such a way, that one hour of fuel remains after landing.

DAFMAN 34-152 Paragraph 6.24 spells out the required actions regarding fuel reserves.

## **3.9 LOST COMMUNICATIONS**

### **3.9.1 VFR**

If experiencing lost communications under VFR conditions, the pilot must strictly adhere to procedures set forth in Aeronautical Information Manual paragraph 6-4-1. If communications are lost prior to entering controlled airspace, a pilot must determine if, in the interest of safety, an enroute stop at a non-towered airport is appropriate. Such a stop allows for telephonic coordination with Air Traffic Control and may lessen the burden of a “no radio” arrival.

### **3.9.2 IFR**

Lost communications under IFR must be flown in strict accordance with current Federal Aviation Regulations and procedures as set out in the Aeronautical Information Manual.

## **3.10 LOST PILOT PROCEDURES**

### **3.10.1 Procedures**

If a pilot becomes disoriented, the following techniques must be considered:

#### **HELP FROM ATC OR FSS:**

(THE 5 C’S)

1. CLIMB to higher altitude if possible (remain clear of Class B airspace)
2. CONFESS to yourself and ATC that you are lost
3. COMMUNICATE with ATC or FSS
4. CONSERVE your fuel; slow down and lean the mixture
5. COMPLY with any instructions given by ATC

#### **SELF HELP:**

1. Climb to a higher altitude (if conditions permit), and slow down to conserve fuel
2. Tune and identify a VOR
3. Center the CDI with a TO indication, turn to that heading and fly inbound to the station until a prominent terrain feature can be identified or station passage is noted

## **3.11 NIGHT OPERATIONS**

### **3.11.1 Local Night Flights**

For night operations, only lighted airports with runways of 2000 ft. or greater are authorized for use by FTC aircraft. In addition, glideslope information must be available at that airport if the pilot in command is unfamiliar with the airport.

### **3.11.2 Cross-Country**

All night cross-country flights must be conducted on an IFR flight plan, to airports with visual glide path guidance, except that night student cross-country flights may be flown on a VFR flight plan as part of the FTC training syllabus.

## **3.12 COLD WEATHER OPERATIONS**

### **3.12.1 Engine Preheating**

Pilots shall preheat aircraft that have been tied down on the ramp when the air temperature is 32°F or below. Preheating shall be done so that hot air is applied directly to the oil sump, external oil line, cylinders, air intake oil cooler and oil filter in 5 to 10 minute intervals. Vigilance must be maintained to ensure that there is no damaging heat buildup. During the last 5 minutes, direct heat shall be applied to the top of the engine.

### **3.12.2 Engine Starting**

Immediately after preheating, the engine shall be started according to normal starting procedures.

## **3.13 MOUNTAIN FLIGHT TRAINING**

### **3.13.1 Annual Training Requirement**

Prior to undertaking flight into mountainous areas, each pilot must complete an annual review of mountain flying considerations and techniques. This review must be documented on the member's ADP File.

### **3.13.2 Mountain Flying Flight Training**

The Safety Officer shall conduct a mountain flying seminar annually at one of the regularly scheduled FTC Safety Meetings. Attendance at this meeting shall satisfy the annual training requirement. For those not in attendance, the Jeppesen Sanderson Video Tape and FTC Mountain Flying Outline binder materials must be reviewed prior to being approved for flight into mountainous area.

## **3.14 OPERATIONS TO CAPE COD, ISLANDS, AND LONG ISLAND SOUND/ OPERATIONS OVER WATER**

### **3.14.1 AIM Procedures**

The FAA has discontinued the Hazardous Area Reporting Service. Pilots flying to the Cape, Islands or Long Island are encouraged to make use of ATC Flight Following.



### **3.14.2 Life Preservers**

Life preservers must be available for each person when the aircraft is operated out of gliding distance from shore. Members are strongly encouraged to use the Aero Club's Air Force Life Preserver Units (LPUs) or other airline-style inflatable life preservers rather than boating-style life jackets. Members may sign out LPUs from FTC management or a SOF. Members will demonstrate life preserver operation for passengers. ***Do not inflate LPU's unless there is an emergency and passengers are clear of aircraft.***

## **3.15 WEATHER RESTRICTIONS AND REQUIREMENTS FOR FLIGHT**

### **3.15.1 Flight Requirements Summary**

The local Flight Requirements Summary Chart (section 2, SOP) establishes minimum ceiling, visibility, and currency requirements. ***This local form has stricter minimums than DAFMAN 34-152 and must be adhered to.*** In addition, a Clearing Authority may require higher minimums, if in his judgment, it is required for flight safety.

## **3.16 WEATHER RECALL/ HAZARDOUS WEATHER**

### **3.16.1 Recall**

If a recall is necessary, every effort will be made to contact the aircraft through ATC.

### **3.16.2 Storms**

If winds in excess of 50 knots are forecast every effort must be made to store FTC aircraft in the hangar. Authorized personnel must oversee the movement of such aircraft.

## **3.17 AIRCRAFT EVACUATION**

### **3.17.1 Hazardous Weather**

The FTC does not anticipate evacuating aircraft due to hazardous weather. Every effort will be made to store aircraft in the hangar during hazardous weather events.

## **3.18 WEIGHT AND BALANCE/ PERFORMANCE CALCULATIONS**

### **3.18.1 Forms**

A weight and balance data form, either computer generated or manually calculated must be attached to every flight planning form for any flight.

The PIC must familiarize himself with takeoff, landing, cruise, and single-engine performance (for multi-engine aircraft only) calculations prior to flight.

Twin engine pilots shall compute Vmc for takeoff, cruise and landing conditions using the aircraft performance worksheet, and attach the worksheet to their flight plan,

### **3.19 GPS APPROACHES IN IMC**

#### **3.19.1 GPS Approaches**

No pilot may fly a GPS approach in instrument meteorological conditions until they have accomplished a checkout flight with a FTC instructor, a completed AF Form 1584 has been placed in their folder.

### **3.20 IN FLIGHT EMERGENCIES**

Aero Club pilots will use the emergency procedures in the applicable POH for all in-flight emergencies, including in-flight fires.

### **3.21 BIRD AVOIDANCE STRIKE HAZARDS (BASH)**

#### **3.21.1 Conditions**

Pilots will note the current BASH conditions prior to flight and will adhere to the following restrictions based on the current BASH conditions.

#### **SEVERE**

**Traffic Pattern:** Only Full Stop permitted  
Manager or SOF will delay Departures / Arrivals and / or divert aircraft as necessary.

**Auxiliary Fields:** Closed until conditions fall below severe

#### **MODERATE**

**Traffic Pattern:** Pilots will limit landings to a full stop.

**Auxiliary Fields:** Limit to full stop.

#### **LOW**

No Restrictions

### **3.22 ON GROUND FIRE**

In case of an engine or other fire on ground, immediately follow the applicable checklist procedures for the aircraft. Notify tower / ground if applicable.

If unable to extinguish the fire, evacuate the aircraft and move to a safe distance. If on the Aero Club ramp, a fire extinguisher is available next to the fuel pump and should be used.

## **CHAPTER 4      *STUDENT PILOT/FLIGHT TRAINING PROCEDURES***

### **4.1 FLIGHT TRAINING**

#### **4.1.1 Generally**

Training leading to the issuance of a Private or Commercial Certificate as well as training leading to an Instrument Rating must be accomplished in accordance with the FTC FAR Part 141 training syllabus unless a waiver has been granted by the Air Force to conduct the training under FAR Part 61.

Requests for waivers must be submitted to the manager who shall in turn forward the requests to AFMC. Pilots requesting waivers must advise the manager as to their total flight time and provide a summary of previous flight instruction that has been completed which they wish to have credited towards the certificate or rating sought. If the request for waiver is approved, flight training may be conducted pursuant to FAR Part 61. However both flight and ground training must be completed in accordance with the applicable certification course syllabus. A record of flight training using the HFTC Form 2 shall be made and maintained pursuant to the instructions on the form. Similarly, flight training leading to a Multiengine Flight Instructor or ATP certificates must be conducted using approved Flight Training Center Syllabi and records maintenance using HFTC form 2.

#### **4.1.2 Pre-flight inspections:**

Pre-flight inspections on primary student training flights will be accomplished or supervised by the instructor or a certificated pilot until the student is signed off in his/her training record, as proficient at performing all tasks associated with the pre-flight inspection.

#### **4.1.3 First Solo Flight**

Flight Lesson 10 (Stage 1 Check) must be satisfactorily completed prior to Lesson 9 (Supervised Solo). Lesson 9 must be flown a dual and solo flight with the dual portion of the flight being flown to include 3 takeoffs and landings to stop and go or full stop. The dual portion of the flight must also include a go-around.

#### **4.1.4 Dual and Solo Cross-Country Routes**

Flight Lesson 17 (Dual Cross-Country) must be flown twice using the following routes:

Flight 17(a) Bedford to Keene, NH to Concord, NH (or Sanford, ME), return to Bedford.

Flight 17(b) Bedford to New Bedford, MA to Windham, CT (or Hartford-Brainerd, CT), return to Bedford.

Flight Lesson 20 (Dual Stage Check) must be satisfactorily completed prior to student solo cross-countries (Lesson 19, 21 and 22).

Flight Lessons 19 and 21 (Student Solo Cross-Countries must be flown using the routes flown on Lessons 17(a) and 17(b) or may be flown in the reverse order or stops so long as only these airports are utilized.

Flight Lesson 22 (Solo Cross-Country) must be flown using either of the following routes:

- 1) Bedford to Barnstable-Boardman/Polando ((HYA), MA to Barnes (BAF), MA returning to Bedford, or
- 2) Bedford to Barnstable-Boardman/Polando ((HYA), MA to Groton-New London, (GON), CT, returning to Bedford.

#### **4.1.5 Other Routes**

Other routes may be allowed at the discretion of the Chief or an Assistant Chief Flight Instructor.

### **4.2 CLEARANCE**

#### **4.2.1 Solo**

Student pilots may not solo until such time as they have successfully completed the aircraft, pre-solo, Annual Standardization written tests and aircraft pre-flight inspection training.

#### **4.2.2 Local**

After completion of the "solo phase" check, local solo flights may be scheduled and flown. In order for a student pilot to be cleared for flight, only their instructor or an instructor who is familiar with their progress may authorize the departure. The instructor who authorizes the flight must be present at the airport and must assure that the appropriate weather exists and that all other student pilot prerequisites for flight are satisfied.

#### **4.2.3 Cross-country solo**

Student pilot solo cross-country may not be undertaken unless the student has passed the FAA written test or is enrolled in an ongoing FTC private pilot ground school. The Chief Flight Instructor may authorize exceptions as circumstances may warrant. Additionally, student pilots must complete the local cross-country written test prior to undertaking solo cross-country flight operation

Solo cross-country flights must be personally dispatched by a flight instructor who is familiar with the student's progress and who is present at the airport.

#### **4.2.4 FARs**

Student pilots are responsible for familiarizing themselves with the relevant portions of Parts 43, 61, 91, 141, and other applicable Federal Aviation Regulations (FARs) as well as the Aeronautical Information Manual (AIM).

### **4.3 FLIGHT PLANS**

#### **4.3.1 Requirements**

Flight plans must be filed with Flight Service for all solo student pilot operations, except those that remain in the Hanscom traffic pattern.

### **4.4 FUEL REQUIREMENTS**

#### **4.4.1 Minimums**

Student pilots will plan all flights so that one-hour of fuel remains upon landing.

### **4.5 SOLO OPERATIONS**

#### **4.5.1 Communications**

Student pilots, when operating in controlled airspace, will identify themselves as student pilots upon initial contact with each controlling agency.

#### **4.5.2 Controlled Airport Operations**

Student pilots, when operating in a traffic pattern at a controlled field, will notify the tower when they do not see, or have lost sight of reported traffic. Under no circumstances will a turn to base leg be made if visual contact with the immediately preceding aircraft is lost.

Student pilots may not accept “immediate take off” or “short approach” clearances.

Student pilots may not accept “touch and go clearances”. “Stop and go” landings may be made so long as 2500 feet of runway remains for takeoff after landing and after receiving ***SPECIFIC STOP AND GO CLEARANCE***.

#### **4.5.3 Non Towered Airport Operations**

If operating at a non-towered field, student pilots must follow the procedures recommended in the Aeronautical Information Manual, paragraph 4-3-4 through 4-3-5 and 4-50 to 4-54.

Touch and go landings are not permitted. Stop and go landings may be made so long as 2500 feet of runway remains for takeoff.

## **4.6 LOCAL PRACTICE AREA**

### **4.6.1 Generally**

The local practice area is that area within a 25nm radius of Hanscom Field, Identified as “A”, “B” or “C” limited to the East by the Boston Class B airspace and the ocean shoreline.

### **4.6.2 Alternating Practice Areas**

In an effort to help with local communities concerns with aircraft noise, the aero club has established areas “A” “B” and “C” within the general practice area. (Map is displayed in Aero Club). These areas should be used for flight training where a flight training syllabus and/or practice calls for maneuvering not in the vicinity of an airport environment.

The manager shall designate which area is in use. Area usage shall be posted on the flight status board in the office area.

### **4.6.3 Airports**

Student pilots may utilize only those airports that have been specifically authorized by a logbook endorsement from their flight instructor.

## **4.7 WEATHER CONSIDERATIONS**

### **4.7.1 Clearance**

Weather minimums are set out in the Flight Requirements Summary Chart (section 2, SOP). In addition, individual flight instructors may set more restrictive weather minimums on a case by case basis.

### **4.7.2 Enroute**

If encountering unforecast weather while enroute, students must divert or land as circumstances dictate. Continued flight into deteriorating weather is not authorized. If, when returning to Hanscom, the winds are out of limits, a diversion to a local alternate airport is required if more favorable conditions exist. Telephone contact with the FTC must then be established as soon as practicable after landing.

## **4.8 REDISPATCH PROCEDURE**

### **4.8.1 Diversion**

If a student pilot diverts to an airport or makes an enroute unscheduled or emergency landing, he may not proceed further until such time as his instructor has been contacted and authorizes the departure.

**5.1 ACCIDENT REPORTING PROCEDURES****5.1.1 Accidents with No Injuries**

After securing the aircraft, contact the local authorities and cooperate with any requests that they may have. Consult the FTC Mishap guide for further action. Finally, contact the FTC Manager or Supervisor of Flying as soon as practicable.

**5.1.2 Accidents with Injuries**

Basic Priorities are as follows:

1. GET MEDICAL HELP ASAP
2. CONSULT THE FTC MISHAP GUIDE
3. CONTACT THE FTC MANAGER OR SUPERVISOR OF FLYING AS SOON AS PRACTICALBLE

**5.1.3 Generally**

All inquiries from the media should be directed to the base public relations office.

**5.2 UNSCHEDULED LANDING REDISPATCH PROCEDURES****5.2.1 Re-dispatch**

Enroute unscheduled landings will be handled in the same manner as cross-countries. The PIC will act as Clearing Authority for the flight. Flight planning and aircraft operations will be in accordance with Federal Aviation and FTC Regulations.

**5.3 EMERGENCY LANDINGS****5.3.1 Procedures**

If an emergency landing to an airport is performed, and the aircraft and occupants are undamaged, the FTC Manager or Supervisor of Flying will be contacted and maintenance recovery efforts coordinated.

NTSB Part 830 notification requirements will be strictly adhered to and coordinated with the FTC Manager as soon as possible. Students will follow the same procedures as rated pilots except that they must also contact their instructor or the FTC Manager.

## **5.4 GROUND SAFETY AND RAMP PROCEDURES AT HANSCOM**

### **5.4.1 Hangar**

During the cold weather months, all aircraft will be brought inside when possible. Aircraft remaining outside must be tied down with control locks installed and, the doors locked. An approved means of securing the aircraft must be placed on all aircraft on the ramp and in the hangar.

### **5.4.2 Moving Aircraft**

Wing walkers should be used when moving aircraft parked in the hangar or when being moved while in close proximity to other aircraft and stationary objects. If there is no one available to act as a wing walker the member is expected to use his or her best judgment when parking aircraft.

Prior to using the tow tugs and hangar doors, members must be instructed on their proper usage.

Prior to hangar doors being opened in the cold weather, the aircraft must be positioned directly in front of the doors. The doors will then be opened and the aircraft towed through. AS SOON AS THE TAIL IS CLEAR, THE DOORS MUST BE CLOSED. Towing may then be resumed.

### **5.4.3 Starting**

No aircraft will be started or operated until the entire aircraft is past the yellow 50' line outside the hangar. The aircraft MUST be positioned so that its prop blast will not blow back into the hangar.

### **5.4.4 After Starting**

Once the engine is started and the oil pressure is checked, the aircraft must be taxied away from the hangar. Due to the congestion of our ramp, the pre-taxi checks will be completed on the east ramp near the tie down spaces.

On controlled fields, taxi instructions from Ground Control will be followed, with taxiing done at reasonable speeds. On uncontrolled fields, taxi on approved taxiways or runways.

Care must be taken to avoid obstacles, vehicles, and other aircraft while taxing. If in doubt, stop and tow the plane clear of any obstacles.

### **5.4.5 Fueling**

All aircraft must be stopped and the engines shut down prior to the 50' yellow line that circles the pump. Taxi operations inside this radius are prohibited. Routine refueling will be completed after each flight. Pipers shall be refueled to the metal tabs.



#### **5.4.6 Aircraft Tow bars**

Aircraft will not be left unattended with a tow bar attached to the nose wheel. Tow bars may be attached to the nose wheel only when moving the aircraft.

#### **5.4.7 Minimum Runway Condition Report**

Aircraft will not be operated when the runway condition is reported as poor.

#### **5.4.8 Cell Phone Use**

Cell phone use is prohibited in areas where flammable vapors may be present. This includes all areas where gasoline, paint, battery charging and other such potentially flammable materials may be present.

### **5.5 SECURITY**

#### **5.5.1 Generally**

All members and flight instructors must be on the lookout for suspicious activity, e.g., transient aircraft with unusual or unauthorized modifications; persons loitering for extended periods in the vicinity of parked aircraft or in pilot lounges; pilots who appear to be under the control of another person; persons who present apparently valid credentials but who do not display a corresponding level of aviation knowledge; any pilot who makes threats or statements inconsistent with normal uses or aircraft; or events or circumstances that do not fit the pattern of lawful, normal activity at an airport. Such suspicious activity must immediately be brought to the attention of the military police.

#### **5.5.2 Securing Aircraft Keys**

Aircraft keys shall be maintained in secure location when not in use by a member. Only a clearance official as part of his or her clearance official duties shall release keys to a member. Do not turn keys over to another member. Keys will be returned to the key box or given to the SOF / Clearing Official on duty.

#### **5.5.3 Securing Aircraft**

Aircraft left outside of the hangar must have cabin door(s) and baggage door locked. In addition, propeller lock(s) must be installed.

## **CHAPTER 6**

## **MAINTENANCE PROCEDURES**

### **6.1 GENERALLY**

#### **6.1.1 Maintenance**

No member may perform maintenance on FTC aircraft.

#### **6.1.2 Repairs Away from Hanscom**

A member may authorize repairs to FTC aircraft, not to exceed \$100.00, if the work will be done by a FAA certified Airframe and Powerplant Mechanic. Members must initially pay for the repairs and will be reimbursed upon returning to Hanscom.

If repairs are expected to exceed \$100.00, the Manager must specifically authorize the proposed expenditure. Failure to obtain such authorization may result in the member bearing all or part of the expense.

#### **6.1.3 50-hour Inspections**

Members may over fly 50-hour inspections only with prior approval from the Manager or Chief of Maintenance.

#### **6.1.4 100-hour Inspections**

Members may not over fly 100-hour inspections under any circumstances.

### **6.2 MAINTENANCE WRITE-UPS**

#### **6.2.1 Discrepancies**

The pilot in command must note each discrepancy found on an aircraft on (AFTO Form 781A in the aircraft binder). Only (1) one discrepancy shall be written up in each block of the form. Discrepancies shall be written up so as to describe, with some specificity, the problem, not diagnose it. For instance, “left Mag drops 300 RPM at 1700 RPM on run up” is acceptable. “Bad Mag” is not. “ATC- Boston Approach-124.4 reports number one radio scratchy and barely readable on approach (3000’) 7 miles west of BED” is acceptable, “Number one radio inop” is not acceptable. Pilots noting discrepancies shall also leave a phone number on the Form 781A write up section so that a maintenance technician may follow up if more information is needed. ***DO NOT PUT MAINTENANCE DISCREPANCIES INTO THE ADP COMPUTER.***

#### **6.2.2 Hard Landings**

Hard landings **must** be documented on a Form 781 and the aircraft grounded.

### **6.2.3 Discrepancies that “down” an Aircraft**

If a discrepancy affects safety of flight, any pilot may “DOWN” (or ground) this aircraft. To do so, a down arrow (↓) *must* be prominently placed on the left side of the 781 form and an “AIRCRAFT DOWN” notation written at the end of the write up. A red down arrow *must* be placed on the status board. This aircraft may not be flown until an Airframe and Powerplant mechanic returns it to service.

### **6.2.4 Review of Discrepancies that do not ‘down’ an aircraft/Deferred Maintenance**

No pilot may fly an aircraft that has discrepancies that have not been reviewed by a maintenance technician. Aircraft may be approved for flight by a FTC technician after a personal or telephone review of the ‘open’ write up. At such time a maintenance technician may make a determination that the maintenance may be deferred and the a/c returned to service. A notation shall be made on form AFTO 781A in the corrective action section that such a review and deferral has been made.

The maintenance officer and manager may pre-approve and defer some discrepancies such as cosmetic and other such non-critical type discrepancies. These discrepancies shall not require individual and specific authorization by a maintenance technician for return of an aircraft to flying status.

If an aircraft has open and reviewed discrepancies that do not ground the aircraft, it may be flown so long as the pilot in command accepts the aircraft in this condition. To do this, the pilot in command must acknowledge the discrepancy(s) in the remarks section on the flight plan form by (a) noting the date of the discrepancy, (b) noting the general nature of the problem, (c) sign, and provide a pilot certificate number. For example, (1) 10 Jan 97, number one radio scratchy, (2) 12 Jan 97 landing light inop, SIGNATURE with pilot certificate number.

### **6.2.5 Closing Discrepancies / Returning an Aircraft to Service**

Only an Airframe and Powerplant Mechanic may return an aircraft to service or close out a discrepancy entered on the AFTO Form 781A.

To return an aircraft to service an A&P must resolve the discrepancy by identifying the corrective action(s) taken and signing and providing an A&P certificate number. For example, opposite a write-up describing a Mag drop, an appropriate entry may be, “#4 top plug replaced,” with a signature and certificate number.

If a functional flight check (FCF) is required pursuant to DAFMAN 34-152 §7.11 no entry shall be made until such time as a satisfactory FCF has been accomplished. At the completion of a satisfactory FCF, both the A&P and FCF pilot shall indicate that the aircraft has been returned to service by providing signatures and certificate numbers.

**Under no circumstances may a pilot accept an aircraft when it is in a Down Condition.**

## **CHAPTER 7**

## ***FLIGHT INSTRUCTOR RESPONSIBILITIES***

### **7.1 GENERALLY**

#### **7.1.1 Obligations**

The flight instructors act for the Manager and Safety Officer and have as their principal obligation the promotion of safe and responsible flight operations. In meeting this obligation, they shall intervene and stop any FTC pilot, whether local or transient, from flying, or stop any other unsafe activity when, in the instructor's judgement, safety may be compromised.

Flight Instructors are the PIC of any FTC aircraft in which they are conducting flight instruction.

Flight Instructors must maintain a valid FAA Medical Certificate.

Flight Instructors must act in the best interest of the FTC and its members. They must conduct all flight activities in accordance with all FARs, DAFMAN 34-152, HQ AFSVA Instructor Standardization Guide, and the local SOPs.

#### **7.1.2 Instructor Standardization Flights**

Annual Standardization flights will be conducted by the Chief Flight Instructor, unless delegated to an Assistant Chief Flight Instructor, in the most complex aircraft the instructor teaches in. The FTC will absorb costs associated with this flight so long as the instructor teaches a minimum of 75 hours per year.

#### **7.1.3 Training Records**

Flight Instructors will make appropriate entries in the student's training folder and logbook at the conclusion of each lesson.

#### **7.1.4 Initial Checkouts**

In addition to the requirements set out in the CFI Standardization Guide, flight instructors will train all members and students on tow tug use, refueling aircraft, and opening and closing the hangar doors.