

**BY ORDER OF THE COMMANDER  
9TH FORCE SUPPORT SQUADRON**

**9 FSS BEALE AERO CLUB  
OPERATING INSTRUCTION 34-1**

**1 JANUARY 2022**

**Services**

**9 FSS BEALE AERO CLUB  
STANDARD OPERATING PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available at the 9 FSS/FSWA Website.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 9 FSS/FSWA

Certified by: 9 FSS/FSW

Supersedes: **9 FSS STANDARD OPERATING PROCEDURES BEALE AERO CLUB,  
JANUARY 2016**

Pages: 22

---

This Operating Instruction (OI) implements Air Force Policy Directive 34-1, *Air Force Services*, Air Force Instruction (AFI) 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility* and Air Force Manual (AFMAN) 34-152, *Air Force Aero Club Operations* by providing detailed operational requirements, restrictions, and procedures for Beale Air Force Base Aero Club. This publication applies to all individuals authorized to use the Beale Aero Club facilities and assets, civilian and military affiliated. This publication applies to all Air Force personnel including the Regular Air Force, the Air Force Reserve (AFR) and the Air National Guard (ANG). Failure to comply with provisions of this OI may result in administrative disciplinary action, suspension or expulsion from the Beale Aero Club and may constitute a violation of Article 92, *Uniform Code of Military Justice (UCMJ)*. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number IAW AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility* and AFMAN 34-152, *Air Force Aero Club Operations*. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the Aero Club manager, chain of command to the appropriate Tier waiver approval authority, or alternately, to the Aero Club manager for non-tiered compliance items. This publication may be supplemented at any level, but all supplements that directly implement this publication must be routed the Beale

Aero Club manager and requestor's commander for coordination prior to certification and approval. Refer recommended changes and questions to 9 FSS/FSW on AF Form 847, *Recommendation for Change of Publication* through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. This publication directs collecting and maintaining information subject to the Privacy Act (PA) of 1974 and is in accordance with (IAW) AFI 33-332, *Air Force Privacy and Civil Liberties Program* and current privacy directives. The applicable Statement of Record Notice (SORN) is number F034 AFPC B, AF Morale, Welfare, and Recreation membership programs, which is available at: <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/569915/f034-afpc-b/>. Forms affected by the PA have an appropriate PA statement. Privacy Act System Notices are available online at: <http://www.defenselink.mil/privacy/notices/usaf>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force (AF) or civilian organization certification, training program or standards.

## SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include administrative procedures, operation restrictions, local procedures and closed course cross country routes.

<b>Chapter 1: Administration</b>	<b>4</b>
1.1. Membership application, resignation, and expulsion procedures	4
1.2. Quorums and meetings	4
1.3. Aircraft scheduling procedures	5
<b>Chapter 2: Pilot Currency Requirements</b>	<b>6</b>
2.1. Pilot Currency Requirements	6
2.2. Mountain Flying Program	6
2.3. Initial/Currency Flight Checks	6
<b>Chapter 3: Operational Restrictions and Local Area Procedures</b>	<b>7</b>
3.1. Restrictions and Requirements	7
3.2. Clearing Authority and Clearance Procedures	9
3.3. Lost Communications Procedures	10
3.4. Lost and Alternate Airfield Procedures	10

3.5. Weather Recall and Aircraft Evacuation Procedures	11
3.6. Local Area Procedures – Beale AFB, CA	11
3.7. Local Area Procedures – Yuba County Airport, Marysville, CA	12
<b>Chapter 4: Student Pilot Procedures</b>	<b>12</b>
4.1. Student Pilot Stage Checks	12
4.2. Student Pilot Solo Requirements	13
4.3. Student Pilot Flight Training Cross Country Flight	13
4.4. Complex and Multi-Engine Aircraft Checkout Procedures	13
<b>Chapter 5: Safety</b>	<b>14</b>
5.1. Accident and Incident Reporting Procedures	14
5.2. Ground Safety	14
5.3. Aircraft Refueling Procedures	14
5.4. Bird Aircraft Strike Hazard (BASH)	14
<b>Chapter 6: Maintenance Procedures</b>	<b>15</b>
6.1. Aircraft Maintenance Entries (Air Force Technical Order - AFTO Form 781)	15
6.2. Mandatory Write-Ups (Squawks)	16
<b>Chapter 7: Flight Instructor Responsibilities</b>	<b>16</b>
7.1. General	16
7.2. Initial and Recurrent Requirements for Instructors	16
7.3. Endorsements	17
7.4. Training Records	17
7.5. Stage Checks	17
7.6. Records	17
<b>Attachment 1- GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION</b>	<b>18</b>

## Chapter 1

### Administration

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

1.1.1. The Aero Club manager will approve all applications for membership based on eligibility. New members who do not have access to Beale AFB will be escorted on base or added to EAL list when needing base access. If base passes and entry access lists (EAL) are not effective during elevated Force Protection Conditions (FPCON), members without base access must be escorted onto base.

1.1.2. Resignation (membership cancellation) requests will be submitted to the Aero Club manager in writing (email). Membership dues will not be pro-rated upon cancellation. Members in good standing may request a Letter of Good Standing from the manager for their records. New members who wish to join the Beale Aero Club will not incur new member initiation fees if they obtain a Letter of Good Standing from a previous Air Force Aero Club membership.

1.1.3. Active duty military members may request suspension of dues for temporary duty assignment (TDY) or deployments, in writing (email) to the manager prior to the requested period. Requests should include TDY or deployment Orders to keep on file. If deployment is extended, members should notify the manager in writing (email) of the new return date.

1.1.4. Suspension and expulsion for negligence or willful misconduct is governed by AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 16 April 2019.

1.1.5. The manager will cancel membership for members who do not pay dues for three consecutive months, except for deployments covered in paragraph 1.1.3. Manager will block scheduling access on the 16<sup>th</sup> day of the month following first unpaid monthly dues. Scheduling rights will be reinstated after payment is made for each month missed.

#### 1.2. Aero Club Quorum and Meetings

1.2.1. The club chief flight instructor will hold a standardization board meeting at least quarterly in accordance with AFI 34-101. Quorum is a majority of required attendees including the Chief CFI and manager.

1.2.2. Safety meeting attendance requirements are covered in AFI 34-101. Beale Aero Club safety meetings are at 0900 on the last Saturday of the month, unless in conflict with established holidays, at a location designated by the manager effective for reaching the majority of the membership.

1.2.3 Beale Aero Club members who utilize a Safety meeting makeup method must attend the next mandatory safety meeting.

1.2.4 Any Beale Aero Club member or flight instructor who misses 2 consecutive safety meetings will lose flying privileges.

1.2.5 Flight Instructors must abide by the same safety meeting requirements as members.

### **1.3 Aircraft Scheduling Procedures**

1.3.1. Beale Aero Club aircraft and certified flight instructors (CFI) are scheduled through the Flight Schedule Pro (FSP) website: <http://www.flightschedulepro.com>. Aero Club aircraft are available on a first-come, first-served basis. As students are limited to what aircraft they are permitted to fly, the manager may designate training aircraft(s) that students will be afforded priority. When possible, pilots taking Federal Aviation Administration (FAA) practical exams flight checks outside of the private pilot check-ride, will be afforded priority in the club's other aircraft.

1.3.2. For normal training sorties, aircraft will be scheduled for a minimum of two-hours. Pilots and CFIs are responsible for having the aircraft serviced, parked, and checked-in no later than the end of their reservation.

1.3.3. All pilots are responsible for correctly checking out their airplane prior to departure and checking the plane back in with the correct Hobbs and Tach times upon returning. Aircraft that are not checked out in FSP are not authorized for take-off.

1.3.4. Flight instructors are paid for the duration of scheduled lessons, to include preflight, post-flight, test grading, and supervising ground operations. At the instructor's discretion, ground instruction may be reduced to a minimum of 0.5 hour.

1.3.5 Pilots must cancel reservations as early as possible. Within four hours of a reservation, members will contact the manager, operations officer, and/or instructor directly to cancel. An email or voicemail does not constitute cancellation of reservation. A penalty for unexcused no-shows by the scheduled pilot may be charged at the manager's discretion.

1.3.5.1 Student no-show with instructor time blocked will be charged up to the amount of time blocked for the instructor at regular instructor rate.

1.3.5.2 Renter or student no-show with only aircraft time blocked will be charged up to 2 hours per day of reservation at regular aircraft rate.

1.3.6. Any damage to aircraft that is found to be the cause of negligence or abuse will result in a charge of up to the cost to repair damage. Examples include but are not limited to dead battery resulting from a master switch left on, popped tire due to rough landing or landing on visibly unsafe runways, hanging on aircraft doors, damage due to improper addition of oil to the aircraft, or improperly securing doors causing damage.

1.3.7. Pilots that do not return an aircraft key or binder will be charged \$50.00 each day the key or binder is not returned.

1.3.8. Cross-country flights will be requested via FSP. Members will annotate their planned route of flight in their reservation, and then contact the manager, operations officer or a club CFI to review and approve the trip. All cross-country flights must be approved and annotated prior to dispatching the flight.

1.3.8.1 Beale Aero Club cross-country flight is defined as all flights greater than 50 nautical miles from the departure airport.

1.3.8.2. Pilots will notify the manager, operations officer or their approving CFI with changes in cross-country itinerary prior to departure. The change will be annotated in FSP by the manager, operations officer or CFI. Any edits to the route after approval will void the cross country flight approval in its entirety. All changes must be annotated and approved by the manager, operations officer or approving CFI prior to dispatching the flight.

1.3.8.3 Club CFIs or operations officer will review cross-country requests in FSP and verify that a Mountain Flying Checkout has been accomplished and recorded if a member's destination field elevation is above 3000', or route of flight goes through any VFR Sectional quadrangle with a maximum elevation figure (MEF) greater than 7000'.

1.3.9 Overnight reservations will be charged a minimum of 2 hours per day of reservation at regular aircraft rate.

## **Chapter 2**

### **Pilot Currency Requirements**

#### **2.1. Pilot Currency Requirements**

2.1.1 Pilot currency requirements are outlined in AFI 34-101.

2.1.2 Members desiring to exercise pilot-in-command privileges must have read and acknowledged in writing all current pilot information file items before flight. AFI 34-101, Chapter 10, paragraph 10.24.

2.1.3. Pilots will record all applicable currency items in their personal logbook. Computer files are authorized provided they contain all applicable currency information.

2.1.4. Upon request, pilots will provide logbook documentation to verify Federal Aviation Regulations (FAR) and AFI 34-101 currency compliance.

#### **2.2. Mountain Flying Program**

2.2.1. The Mountain Flying checkout is required to fly Beale Aero Club aircraft to destination airfields with field elevation above 3000' or en route, both visual flight rules (VFR) or instrument

flight rules (IFR), over any VFR Sectional quadrangle with a maximum elevation figure (MEF) greater than 7000'. MEF is the large blue number in the center of every 30x30' quadrangle on a sectional.

2.2.2. Proof of previous mountain flying training will be submitted to the Aero Club manager and/or the Chief CFI for review to determine the level of currency training required not to exceed the initial training plan outlined in 2.2.3.

2.2.3. The mountain checkout requirements are:

2.2.3.1.1 Mountain flying ground school or one-hour minimum ground instruction with a club CFI.

2.2.3.1.2 Printed certificate from the Air Safety Institute Online Course: Mountain Flying.

2.2.3.1.3 Review of FAA-P-8740-60: *FAA Aviation Safety Program: Tips on Mountain Flying*.

2.2.3.1.4 A minimum of one flight with a club CFI, with one full-stop landing and takeoff at no fewer than three of the airports listed in 2.2.5.

2.2.4. Document the three airports on an AF Form 1584, *USAF Aero Club Standardization Record*. Logbook evidence of equivalent flight training with a CFI may satisfy this requirement at club manager and/or Chief CFI's discretion.

2.2.5. Mountain checkout airports: Blue Canyon (BLU), Truckee-Tahoe (TRK), Quincy-Gansner (2O1), Lake Tahoe (TLV), Minden-Tahoe (MEV), Carson (CXP), and Reno-Stead (RTS) or an airport an airfield with field elevation above 3000' that has been approved by the Chief CFI.

### **2.3. Initial/Currency Flight Checks**

2.3.1. Required Initial and Currency flight checks are governed by AFI 34-101. All flight checks will satisfy the requirements set forth by the current *USAF Aero Club Instructor Standardization Guide*. If additional testing is required by the CFI, it will be documented on the AF Form 1584.

2.3.2. Written test requirements are governed by AFI 34-101. Graded written exams will be maintained in member records and documented in FSP currency fields.

## **Chapter 3**

### **Operational Restrictions and Local Procedures**

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

3.1.1. Beale Aero Club pilots and CFIs will comply with all applicable FAA, USAF, and local regulations and restrictions. FAA regulations include the Federal Aviation Regulations/ Aeronautical Information Manual (FAR/AIM). USAF regulations for Aero Club operations are

in AFI 34-101. Local regulations for operations are governed by Beale AFB Instruction (BAFBI) 11-250, *Airfield Operations and Base Flying Procedures*, 30 January 2017.

3.1.2. Pilots will monitor guard frequency 121.5 on their secondary radio when not in use for weather or communication.

3.1.2. Local Flying Area. The local flying area is where club aircraft may be operated without filing a flight plan or requiring cross-country approval. It is defined by a general 50 nautical mile circle centered at Yuba County Airport excluding areas to the East-Northeast with elevations greater than 3,000 feet. Detailed map will be maintained at both the Beale AFB Aero Club office and the Yuba County Airport office for specific details.

3.1.2.1. Pilots will exercise caution in the local area portion of Alert Area A-682 when active. Flight following is recommended.

3.1.2.2. Portions of the local flying area east of Beale require the club mountain flying checkout. Nevada County Airport (KGOO) is within the local flying area but requires the mountain checkout due to field elevation greater than 3000'.

3.1.3. BAFBI 11-250 establishes four practice areas in the local flying area for Aero Club aircraft. All are within a 25 nautical mile (NM) radius of Yuba County Airport:

3.1.3.1. Practice Area #1: South of Beale Air Force Base (BAFB) and Marysville surface; outside of the Sacramento Class C airspace; east of Highway 70; west of Highway 49.

3.1.3.2. Practice Area #2: West of Highway 70; south of Highway 20; outside BAFB and Sacramento Class C airspace.

3.1.3.3. Practice Area #3: West of Highway 70, north of Highway 20.

3.1.3.4. Practice Area #4: East of the BAFB housing area, north of Camp Far West, 3 NM east of Nevada County Airport; outside of BAFB Class C.

3.1.4. When open, Beale AFB is in Class C airspace; when closed it reverts to Class E airspace 700' above ground level (AGL) and above. Yuba County Airport is Class E to the surface. Members are required to abide by pertinent FAR/AIM procedures applicable to the airspace.

3.1.5. Maximum wind and crosswind restrictions are governed by AFI 34-101, prohibiting flight with surface winds greater than 30 knots. With crosswinds greater than *Pilots Operating Handbook* (POH) limits at Yuba County Airport, Marysville Airport, pilots should divert to Beale AFB for landing.

3.1.6. Engine Clearing Procedures. During forced landing practice and long descents with a carbureted engine in idle power, increase power to 1500 revolutions per minute (RPM) every 500' of descent. This procedure does not apply to fuel injected engines.



3.1.7. Only Beale Aero Club member pilots who are checked out in the club planes (including club students) may fly Aero Club aircraft. Non-member pilots and passengers are not permitted to fly or land Aero Club planes, regardless of their qualification or currency.

3.1.8. Club members who possess CFI certificates but are not on signed contract with the 9th Force Support Squadron to instruct for the Aero Club are not permitted to provide flight instruction in Aero Club aircraft.

3.1.9. Aero Club aircraft may not be used for outside commercial purposes, and may not be sub-leased for any purpose.

3.1.10. Intentional spin entry may only be performed with a qualified Aero Club CFI onboard the aircraft, and only in aircraft that are certified and/or placarded for intentional spins. Spins are limited to no more than two full turns and must be recovered by 2,500' AGL. Spins are prohibited at night.

3.1.11 All pilots and passengers in aircraft must be in their own seat with one seatbelt for one person; per FAA regulation.

## **3.2. Clearing Authority Procedures**

3.2.1. All Aero Club flights will be cleared in accordance with the following procedures. This requires knowledge of FAR Part 61 and 91, AFI 34-101, *Beale Aero Club Standard Operating Procedures* (SOP) and BAFBI 11-250. It is the clearing officials' responsibility to clear only flights which comply with existing directives, and to refuse a pilot to take-off if they know the pilot or plane should not be flying.

3.2.1.1. Student pilot flights must always be cleared by the Beale Aero Club CFI who has endorsed that student's pilot certificate and logbook or the Chief CFI. The CFI is responsible for ensuring all requirements of 3.2.1, and will annotate in both comment sections of the FSP reservation; **Solo flight reviewed and approved, [date], [first and last name], CFI.** Students will not check-out a flight in FSP that has not been cleared by their instructor.

3.2.1.2. Certificated pilots who satisfy all AFI 34-101 and FAR-mandated currencies are authorized to self-clear for flights originating from Yuba County Airport (KMYV) and remaining within the local area, to include return legs. Pilots are required to do a checkout with CFI for entering or leaving Beale AFB (KBAB) before first time landing at Beale AFB.

3.2.1.3. The manager, operations officer or any Aero Club CFI may act as clearing authority for cross-country flights outside of the local area and overnight reservations. Pilots will list complete itinerary in the comments block on their FSP reservation, and contact the manager, operations officer or a club CFI to review and approve in both comment sections: **Cross-country reviewed and approved, [date], [first and last name], Manager, Operations Officer or CFI.**

3.2.1.4. The pilot-in-command is responsible for ensuring that:

- a. Weather is reviewed and suitable for the complete route of flight;
- b. A flight plan is filed, if required;
- c. Notice to Air Missions (NOTAM) and Temporary Flight Restrictions (TFR) are reviewed;
- d. Takeoff, landing, and weight-and-balance numbers have been calculated;
- e. Student endorsements and/or pilot checkouts and currencies are accomplished.

3.2.2. Flight Plan Requirements. In accordance with (IAW) BAFBI 11-250, Chapter 10.4, all Aero Club aircraft operating to or from Beale AFB will be on a VFR or IFR flight plan. The pilot-in-command is responsible for filing an appropriate flight plan.

3.2.2.1. For all flights departing Beale AFB, obtain a weather brief from Base Weather at 530-634-9134 and file a DD Form 175 in person, by email ([9oss.osaa1@beale.af.mil](mailto:9oss.osaa1@beale.af.mil)) or fax to Base Operations at Fax: 530- 634-9106; Phone 530-634-2002.

3.2.2.2. For all non-Beale flights requiring a flight plan, flight service station (FSS), direct user access terminal service (DUATS) or other FAA-approved media should be used.

### **3.3. Lost Communication Procedures**

3.3.1. Pilots experiencing radio failure in flight, the pilot-in-command should land at the nearest suitable airfield. IAW BAFBI 11-250, any aircraft landing at Beale AFB with known loss of communication will divert to Yuba County Airport, Marysville (KMYV). Contact the Aero Club Manager for further instructions. The aircraft will not be flown again until the radio is repaired.

3.3.2. Pilots should be familiar with standard AIM light signals for communicating without radio communication at towered airports.

3.3.3. Departures with inoperative radios from uncontrolled airfields or forced landing may only be approved by the manager or Chief CFI.

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

3.4.1. If you are lost, contact Air Traffic Control (ATC) on their local frequency or guard (121.5), or the nearest Flight Service Station (FSS) on the appropriate local frequency or 122.2.

- a. Climb: to a higher altitude to improve radio and radar contact, and give you a better perspective to find pilotage ground references.
- b. Conserve: fuel by slowing down and leaning the engine.
- c. Communicate: to ATC or FSS, explain your situation, and follow their directions.

3.4.2. If fuel requirements dictate, request vectors to a suitable airfield with fixed base operator (FBO) services. Upon landing, contact the club manager who can arrange assistance for your return.

### **3.5 Weather Recall and Aircraft Evacuation Procedures**

3.5.1. The Pilot-in-command is responsible for landing as soon as conditions permit when adverse weather precludes safe continued flight.

3.5.2. If weather in the local area is deemed unsuitable by the manager, Chief CFI, operations officer or Supervisor of Flying (SOF), all Beale AFB and/or Yuba County Airport, Marysville (KMYV)-based airborne Aero Club aircraft in the local area will be recalled or directed to land via NORCAL Approach or from the SOF via Guard frequency (121.5). Pilots receiving recall notification while at locations other than Beale AFB or Yuba County Airport, Marysville (KMYV) will attempt to contact the manager for instructions prior to returning to Beale AFB or Yuba County Airport, Marysville (KMYV).

3.5.3. The manager is responsible for coordinating aircraft evacuation when weather or natural disaster conditions warrant.

3.5.4. Remaining overnight away from home station due to maintenance or severe weather: Aircraft will be locked and secured with adequate tie-downs. If thunderstorms, high winds, hail, or any other hazard are expected, the aircraft will be hangered, if possible. Pilots are responsible for all parking, hangar, tie-down, and landing fees, if applicable. Pilots should be reimbursed at the manager's discretion or with prior approval.

3.5.5. Maintenance: Pilots will not commit an Aero Club aircraft for maintenance or other charges without approval of the manager, and will be responsible for any unauthorized charges. In all cases, substantiating receipts must be presented to the manager for reimbursement.

3.5.6. Late return: Pilots will immediately notify the manager, operations officer or CFI if they cannot return the aircraft on schedule. During weather delays the pilot will remain with the aircraft until return is possible, or incur the cost of returning the aircraft to the Aero Club. When the delay is due to maintenance or other circumstances, it should be discussed with the manager.

3.5.7. PHONE NUMBERS: BAFB Base Operations: 530-634-2002; All Aero Club officers contact information can be found in FSP.

### **3.6 Local Area Procedures – Beale AFB**

3.6.1. Aero Club pilots will be familiar with and follow local procedures contained in BAFBI 11-250. Club procedures are primarily located in Chapter 10, which covers ground procedures, VFR traffic pattern, departure and arrival procedures.

3.6.2. Aero Club aircraft are parked in the Skyhawk Ramp. Pilots will notify Ground Control (121.6) prior to leaving the Aero Club (Skyhawk) ramp and to request taxi with current automatic terminal information service (ATIS). Expect departures on Runway 33 to be via Taxiway Charlie intersection.

3.6.3. Aero Club pilots are permitted to request waiver of wake turbulence separation from tower to expedite departure. Pilots will only use this option when they reasonably determine that a safe takeoff or landing can be made based on consideration of the preceding aircraft.

3.6.4. Members are encouraged to use self-serve fuel when off-station or on cross-country flights. Receipt must be obtained for any fuel purchase and included with flight invoice to receive reimbursement. Fuel reimbursement amount will not exceed the current fuel rate charged to the Beale Aero Club.

3.6.5 Non-Beale Aero Club members may land at Beale AFB by following the same procedures as Beale Members. Beale Aero Club is not responsible for other aircraft.

### **3.7 Local Area Procedures – Yuba County Airport, Marysville**

3.7.1. Scheduling and Dispatching Aircraft. All flights will be scheduled in advance on FSP. FSP will normally not permit pilots to reserve or check out airplanes with any overdue safety meeting, written test, standardization flight, or make/model currencies overdue. However, pilots are ultimately accountable for their compliance with AFI and FAR currency requirements. Logbook records verifying compliance are subject to inspection by the club manager and any club CFI or operations officer.

3.7.2. Aircraft keys and binders are kept in the dispatch office/classroom at the Yuba County Airport, Marysville. The dispatch office/classroom will remain locked at all times.

3.7.3. Aircraft Security and Maintenance. Aero Club aircraft at Yuba County Airport, Marysville are parked in front of the tower and fuel pump.

3.7.3.1 Aircraft will be chocked and chained down with a 3 point tie down.

3.7.3.2 Aircraft doors will be locked, control locks, sunscreens and all covers and plugs installed when aircraft are not in use. Aircraft will be cleaned of any garbage.

3.7.3.3 Aircraft fueling is normally done via Honeycutt Aviation full-service. Members are encouraged to use self-serve fuel when it is cheaper than full-service fuel at KMYV in addition to cross-country flights. Members will include a receipt for any fuel purchases and annotate it on their invoice.

3.7.3.4 In the event of a 'grounding' maintenance discrepancy, pilots will attempt to contact the Aero Club manager, Operations Officer, or chief mechanic. The aircraft key and binder will be moved to the classroom cabinet. The aircraft will not be flown until signed off by the Aero Club mechanic.

## **Chapter 4**

### **Student Pilot Procedures**

#### **4.1. Student Pilot Stage Checks**

4.1.1. Stage checks will be conducted during pre-selected training flights. The Chief Flight Instructor or designate, will conduct stage checks. Students will not be allowed to continue through the course of instruction until passing the stage check. If a student fails a stage check, the Chief Flight Instructor will assign remedial training. The Chief Flight Instructor must approve deviations from this schedule.

4.1.2. All syllabus ground items must be completed prior to the first stage check. All written exams will be completed, corrected to 100% and retained with students' training records. Pre-Solo and make/model exams will also be annotated in the member records folder and on FSP.

4.1.2.1. Student pilot stage 1 check will be accomplished during flight # 10

4.1.2.2. Student pilot stage 2 check will be accomplished during flight # 20

4.1.2.3. Student pilot stage 3 check will be accomplished during flight # 25

## **4.2. Student Pilot Solo Requirements**

4.2.1. All student pilots must meet the minimum requirements of both the Federal Aviation Regulations and Aero Club regulations prior to being allowed to operate Beale Aero Club aircraft solo. Students will operate IAW AFI 34-101, chapters 4.17.11 et al. and all applicable FAR part 61 requirements. The student's flight instructor must endorse all required documents.

4.2.2. Weather limitations for student pilots flying outside of the traffic pattern must allow for en route ceilings to be 5000' AGL and 5SM (statute mile) visibility.

## **4.3. Student Pilot Flight Training Cross Country Flight**

4.3.1. IAW AFI 34-101 the following will be designated student closed course cross country routes. Additional cross country routes are delegated by the Chief Flight Instructor to the student's primary CFI provided FAR 61.93 is complied with.

4.3.1.1. Marysville (MYV) – Stockton (SCK)

4.3.1.2. Marysville (MYV) – Modesto (KMOD) – Rio Vista (O88) or Yolo Co (DWA) – Marysville (KMYV)

4.3.1.3. Marysville (MYV) – Red Bluff (RBL) – Chico (CIC) – Marysville (MYV)

## **4.4. Complex and Multi-Engine Aircraft Checkout Procedures**

4.4.1. The following Beale Aero Club complex aircraft checkout is designed for upgrading to a single engine retractable gear aircraft, with 200 or less horsepower.

a. Airman's Certificate (SEL – single engine land): Private, Commercial or Airline Transport Pilot (ATP)

b. Pilot Time: 125 hours

c. Pilot in command (PIC) time in complex aircraft: 10, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours.

## **Chapter 5**

### **Safety**

#### **5.1. Accident/Incident Reporting Procedures**

5.1.1. If a pilot is involved in an accident or incident, he or she is responsible for the immediate safety of all personnel and for notifying emergency services if required. As soon as practical, the pilot will notify the Aero Club manager and/or safety officer.

5.1.2. Accident/Incident reporting procedures will be carried out in accordance with AFI 34-101.

#### **5.2. Ground Safety**

5.2.1. Securing the Aircraft in Parking Areas- Pilots in command are responsible for parking their aircraft, chocking both main tires, installing all applicable control locks, pitot covers, and intake covers, locking all doors, and tying down both wings and the tail.

5.2.2. Pilots will not taxi over any taxiway or tarmac surface which may damage to the airplane. Park only in designated parking spots. Do not leave aircraft unattended or parked at the refueling station.

5.2.3. Pilots will use the airplane's tow bar to push planes back into parking spots. Pilots will not push down on the tail to turn aircraft due to potential internal structural damage to the aircraft structure.

#### **5.3. Aircraft Refueling Procedures**

5.3.1. Beale Aero Club aircraft will not be taxied closer than 25 feet to a fuel pump. The pilot will stop, shut down, and pull the plane closer if required.

5.3.2. Refueling will be conducted in accordance with AFI 34-101.

#### **5.4. Bird Aircraft Strike Hazard (BASH)**

5.4.1. Due to daily and heavy seasonal bird movement in the vicinity of Beale AFB and Yuba County Airport, Marysville (KMYV) a plan has been established to provide Beale Aero Club pilots information to prevent a bird strike during flight. No solution to the bird strike problem exists; however, there are preventative methods in keeping bird strikes to a minimum.

5.4.2. Beale Aero Club pilots will exercise additional caution when Beale AFB or Yuba County Airport, Marysville (KMYV) is in Bird Watch Condition (BWC) moderate. Club aircraft will not

depart during BWC severe, and should consider holding or diverting to mitigate landing if airborne during BWC severe.

5.4.3. Within 5 NM of the runway each pilot in command should inform the tower or Safety of Flight of the location of large flocks of birds.

## Chapter 6

### Maintenance Procedures

#### 6.1. Aircraft Maintenance Entries (Air Force Technical Order - AFTO Form 781)

6.1.1. AFI 34-101 permits an AFTO Form 781A, *Maintenance Discrepancy and Work Document* substitutes which must include discrepancy, corrective action, and certification sections. The individual performing the repair or inspection shall certify their corrective actions in the maintenance record.

6.1.1.2. In lieu of AFTO Form 781A, the Beale Aero Club uses the Maintenance Squawks function in FSP to document maintenance discrepancies and their resolution. The individual performing the repair or inspection will annotate their corrective action and certifying information for the squawk prior to marking the discrepancy as resolved.

6.1.2. The squawk list for each aircraft in FSP is the primary reference point for maintenance of discrepancies found on the aircraft. Pilots will check the list in FSP prior to every flight to ensure that there are no maintenance problems that may affect the safety of flight. All maintenance on any of the aircraft systems associated with a write-up will be annotated in the corrective action portion of the FSP write-up.

6.1.3. FSP will not permit an aircraft to be dispatched if a flight's estimated Total Flight Time in the Flight Details tab of a reservation exceeds a scheduled inspection, or if the flight reservation exceeds a mandatory annual inspection date. It is the pilot's responsibility to ensure that the estimated Total Flight Time is an accurate representation of the longest likely flight time expected for the flight. Pilots will also ensure that the printed listing of inspection dates and tachometer times in the aircraft binder will not be exceeded on their flight.

6.1.4. When making squawk entries, include a brief description of the problem with details of conditions or instrument indications observed. Refrain from speculating about the possible cause of the problem. If the discrepancy makes flight in the aircraft unsafe in the opinion of the pilot or mechanic, the aircraft will be grounded by marking the Ground Aircraft box in the squawk write-up.

6.1.5. Clearing squawk write-ups. Only an FAA Certified Airframe & Power Plant mechanic, Inspection Authorized mechanic or licensed Aero Club mechanic may clear the entry.

6.1.6. Prior to clearing an entry, the Airframe & Power Plant mechanic or Inspection Authorized mechanic will personally inspect the aircraft to determine the nature of the problem.

## **6.2. Mandatory Write-Ups (Squawks)**

6.2.1. The following discrepancies must be entered in the aircraft AFTO 781 when discovered by the pilot:

- a. Hard landings
- b. Flight through severe turbulence
- c. Flight control malfunctions
- d. Fuel system malfunctions
- e. Engine malfunctions
- f. Flight instrument malfunctions
- g. Any other discrepancy that will affect safety of flight

## **Chapter 7**

### **Flight Instructor Responsibilities**

**7.1. General.** In addition to operating IAW AFI 34-101 and AFMAN 34-152, it is the responsibility of each flight instructor to:

7.1.1. Promote flying safety, comply with Air Force and FAA flying regulations, and train safe and competent pilots.

7.1.2. Keep pilot, instructor, and medical certificates current, and maintain flight currency. Arrange flight schedules and coordinate aircraft with assigned students and other users.

7.1.3. Notify the Aero Club Manager or Chief Flight Instructor of any unexpected departure from the local area, and make arrangements with the Chief Flight Instructor or another flight instructor to supervise his/her students while on vacation, TDY, deployment or other leave of absence.

### **7.2. Initial and Recurrent Requirements for Instructors**

7.2.1. New instructors will not be assigned students or conduct CFI duties until checked out and cleared by the Chief Flight Instructor.

7.2.2. Flight instructors will attend standardization meetings called by the Chief Flight Instructor. An instructor who is unable to attend will be briefed by the Chief Flight Instructor prior to providing flight or ground instruction.

7.2.3. Flight instructors will fly an initial/annual standardization and instrument flight check with the Chief Flight Instructor or designate. It is the instructor's responsibility to schedule these flight checks. These flight checks will normally be performed in the most complex aircraft the instructor teaches in; however, may be performed in any aircraft, at the discretion of the Chief Flight Instructor.



### **7.3. Endorsements**

7.3.1. Logbook endorsements will be completed in accordance with the FAA Advisory Circular 61-65 series or other using other appropriate endorsement language/materials approved by the Chief Flight Instructor.

### **7.4. Training Records**

7.4.1. It is the responsibility of each instructor to maintain their assigned students' training records.

7.4.2. The first line on the flight portion of the student training record is used to record any credit for previous training. Only the Chief Flight Instructor may credit a student for previous training.

7.4.3. All entries will be made in ink and the instructor will sign the remarks section for each flight (including solo). Grading will be IAW AFM 34-101. For solo flights, the student will mark each maneuver accomplished with a check mark.

### **7.5 Stage Checks**

7.5.1. It is the student flight instructor's responsibility to schedule Stage checks for their students with the Chief Flight Instructor. The Chief Flight Instructor or designee will also debrief the Stage check with the assigned instructor, as appropriate, before that student's next flight.

### **7.6. Records**

7.6.1. Prior to the final Stage check, the instructor will conduct a final review of the student's training record to ensure that all entries are correct and complete.

7.6.2. In conjunction with any Standardization/Currency flight the instructor will conduct a review of the pilot's membership folder and training records to determine authorization and currency of the pilot. Also review the pilots log book for FAA currencies such as flight review and instrument currency.

7.6.3. Instructors will complete the AF Form 1580, *USAF Student Pilot Training Record*, AF Form 1584, *USAF Aero Club Standardization Record* and supporting documentation in addition to appropriate logbook entries after each flight.

MITCHELL.JOSEP  
H.A.1075445110  
JOSEPH A. MITCHELL, Major, USAF  
Commander, 9th Force Support Squadron

Digitally signed by  
MITCHELL.JOSEPH.A.1075445110  
Date: 2022.01.10 10:31:44 -08'00'

## Attachment 1

### GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

#### *References*

Air Force Policy Directive 34-1, *Air Force Services*, 24 July 2018

AFI 34-101, *Air Force Morale, Welfare, and Recreation (MWR) Programs and Use Eligibility*, 16 April 2019

AFMAN 34-152, *Air Force Aero Club Operations*, 5 June 2019

AFMAN 33-363, *Management of Records*, 1 March 2008

Privacy Act of 1974 (5 USC § 552a)

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 January 2015

14 CFR Part 141, *Pilot Schools*

AFH 23-123v3, *Air Force Equipment Management*, 29 September 2017

AFMAN 34-201, *Use of Nonappropriated Funds (NAFs)*, 28 September 2018

AFMAN 34-204, *Property Management*, 9 October 2018

14 CFR Part 61, *Certification: Pilots, Flight Instructors, and Ground Instructors*

14 CFR Part 91, *General Operating and Flight Rules*

*USAF Aero Club Instructor Standardization Guide*, November 1996

AFI 34-202, *Procedures for Protecting Nonappropriated Fund Assets*, 22 December 2015

AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*, 18 September 2018

AFMAN 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, 8 November 2016

AFI 51-307, *Aerospace and Ground Accident Investigations*, 18 March 2019

AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation (MWR) and other Nonappropriated Fund Instrumentalities (NAFIS)*, 15 January 2019

AFMAN 34-214, *Procedures for Nonappropriated Funds Financial Management and Accounting*, 14 February 2006

AFI 91-204, *Safety Investigations and Reports*, 27 April 2018

*Aeronautical Information Manual*, 2018

14 CFR Part 1; *Definitions and Abbreviations*

*National Fire Protection Association 407*, 2017 edition

*FAA Airplane Flying Handbook FAA-H-8083-3B*, Third Edition

*FAA Aviation Safety Program: Tips on Mountain Flying, FAA-P-8740-60*

*Federal Aviation Regulations/ Aeronautical Information Manual (FAR/AIM)*

*14 CFR Part 23, Airworthiness Standards: Normal, Utility, Acrobatic, and Commuter Category Airplanes*

*14 CFR Part 39, Airworthiness Directives*

*14 CFR Part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration FAA Advisory Circular 43.9C, Maintenance Records, 8 June 1998*

*49 CFR Part 830 Notification and Reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*

*Beale AFB Instruction (BAFBI) 11-250, Airfield Operations and Base Flying Procedures, 30 January 2017.*

*Pilots Operating Handbook (POH)*

*Uniform Code of Military Justice, Article 92*

### ***Prescribed Forms***

*AF Form 1580 USAF Student Pilot Training Record*

*AF Form 1584, USAF Aero Club Standardization Record*

*AF Form 1585, Air Force Covenant Not to Sue*

*AF Form 1710, Aero Club Membership Application*

*AF Form 270, Aero Club Operations*

### ***Adopted Forms***

*AF Form 847, Recommendation for Change of Publication*

*AFTO Form 781A, Maintenance Discrepancy and Work Document*

*AFTO Form 92, Aerospace Vehicle Condition Inspection Report*

### ***Abbreviations and Acronyms***

**AF**—Air Force

**AFB** – Air Force Base

**AF/A1S**—Headquarters United States Air Force, Director of Services

**AFH**—Air Force Handbook

**AFI**—Air Force Instruction  
**AFMAN**—Air Force Manual  
**AFR**—Air Force Reserve  
**AFSVA**—Air Force Services Activity  
**AFTO**—Air Force Technical Order  
**AGL** - Above Ground Level  
**AIM** – Aeronautical Information Manual  
**ANG**—Air National Guard  
**ATIS** - Automatic Terminal Information Service  
**ATP** - Airline Transport Pilot  
**BAFB**- Beale Air Force Base  
**BWC** - Bird Watch Condition  
**CFR**—Code of Federal Regulations  
**DoD**—Department of Defense  
**DSN**—Defense Switching Network  
**DUATS** - Direct User Access Terminal Service  
**FAA**—Federal Aviation Administration  
**FBO** – Fixed Base Operator  
**FAR** - Federal Aviation Regulations  
**FAR/AIM** - Federal Aviation Regulations/ Aeronautical Information Manual  
**FSS** – Flight Service Station  
**IAW**—In Accordance With  
**IFR**—Instrument Flight Rules  
**MWR**—Morale, Welfare and Recreation  
**NM** - Nautical Mile  
**NOTAM** - Notice to Air Missions  
**NTSB**—National Transportation Safety Board  
**OPR**—Office of Primary Responsibility  
**OI** – Operating Instruction  
**PIC** - Pilot in Command  
**POH** – Pilot’s Operating Handbook

**RPM**- Revolutions Per Minute  
**SEL** – Single Engine Land  
**SM** - Statute Mile  
**SORN**—Statement of Record Notice  
**TDY** – Temporary Duty Assignment  
**TFR** - Temporary Flight Restrictions  
**TSA**—Transportation Security Administration  
**UCMJ**- Uniform Code of Military Justice  
**US**—United States  
**USAF**—United States Air Force  
**VFR**- Visual Flight Rules

### *Terms*

**Aero Club**—An aero club is a MWR program offering a variety of activities to meet aviation enthusiasts with flight training and recreational flying.

**Aircraft Accident**—Accidents are when there physical damage to an aircraft and/or injury as a result aircraft mishap.

**Aircraft Incident**—An incident is when flight operations result the compromise of flight safety such as two planes nearly colliding with each other.

**Applicant**—A member enrolled in a course of training leading to the issuance of a pilot rating or certificate.

**Certificate**—Refers to a valid airman's certificate as defined by Federal Aviation Regulations.

**Club**—Unless specified otherwise, the term "club" refers to the aero club.

**Flight Instructor**—Refers to an FAA certificated flight instructor who has completed all checkout requirements prescribed by this manual and has been approved by the manager to conduct flight instruction. Additionally, an "instrument" flight instructor is one who holds a valid FAA instrument flight instructor rating and has been approved to conduct instrument flight training by the manager.

**Hobbs Meter**—measures the time that an aircraft is in use

**Ground Instructor**—Refers to an FAA certificated ground instructor who has been approved by the manager to conduct ground instruction.

**Group I Aircraft**—Club owned aircraft.

**Group II Aircraft**—Government and AFSVA loaned aircraft.

**Group III Aircraft**—Leased aircraft.

**Manager**—Unless specified otherwise, the term "manager" refers to the appointed aero club manager.

**Member**—An authorized individual, who has joined the aero club, is paying dues and is following guidance provided in AFI 34-101 and AFMAN 34-232.

**Month**—When used in conjunction with currency requirements refers to the end of the calendar month.

**Nondestructive testing**—A wide group of analysis techniques used in science and technology industry to evaluate the properties of a material, component or system without causing damage.

**Pilot**—Refers to the individual acting as pilot-in-command of an aero club aircraft.

**Student**—Refers to an individual training for, but not yet certificated as a private pilot. This also applies to any individual holding a recreational pilot certificate, or another country or military certificate but does not yet hold a private pilot certificate or higher.

**T-1 hours**—Hours flown where the primary purpose was training leading to the issuance of a new rating or pilot certificate. This includes solo time flown for this purpose.

**T-2 hours**—Hours flown where the primary purpose of the sortie was training conducted for currency, recurrency, annual, or aircraft checkout requirements. T—3 hours - Hours flown for other than T-1, or T-2 purposes.