

WHIDBEY ISLAND NAVY FLYING CLUB

CONSTITUTION

REVISED JUNE 2010

The Whidbey Island Navy Flying Club is an activity of the Navy's Morale, Welfare and Recreation Program, operating at the Naval Air Station, Whidbey Island, WA, and governed by the provisions of BuPers Instruction 1210.22 and NAS Whidbey Instruction 1710.15.

The Flying Club program is conducted to provide an odd-duty, voluntary activity in the interest of morale, welfare and recreation. This program I designed to provide for active duty military personnel, their families and other authorized personnel an opportunity to develop and maintain skills in aeronautics to include piloting, navigation, mechanics, and the qualification for FAA aeronautical certifications. The program is conducted using light aircraft and a group of qualified flight and ground instructors, with flight safety and low costs to members as governing objectives.

Administration of the Flying Club is supervised by a professional manager who reports to the BuPers/MWR/QOLSO organization for administrative and financial matters, and to the CO, NAS Whidbey for operational and flight safety matters. The manager is assisted by an elected Board of Directors, in accordance with BUPERSINST 1710.22, and also by a professional aircraft mechanic and an accounting technician. Election procedures for Board of Directors members are prescribed in Club By-laws.

I. MEMBERSHIP There are three categories of club membership:

Regular membership is limited to active duty and retired military personnel and their dependents, members of the selected reserve and their dependents, civilian employees of the Department of Defense paid from appropriated or non-appropriated funds and other as specified in BuPers Instruction 1710.22.

Introductory membership may be extended to individuals eligible for regular membership for a period not to exceed 60 days and not renewable within two years. Introductory members may receive up to six hours of dual instruction at prevailing rates without paying club initiation fee or club monthly dues.

Inactive membership is available for those members who receive active duty deployment orders. This status enables a member in good standing to pay reduced dues while absent and to return to active membership without paying an initiation

fee upon return. The minimum inactive period is 30 days, and a regular membership must be resumed within 60 days after return to the Whidbey area.

## II. MEMBERSHIP PRIVILEGES

Regular members in good standing (no financial indebtedness to the club) are entitled, on a first come-first serve basis, to use the printed and video library assets of the club, the services of club flight and ground instructors, and the aircraft of the club, subject to FAA medical requirements and the flight and safety meeting currency requirements of the club for flying as pilots in command.

## III. MEMBERSHIP RESPONSIBILITIES

Members are responsible for familiarity and compliance with club standard operation procedures (SOPs), for attendance at required club safety meeting (or reviewing missed meetings on video tape), for providing and updating as appropriate all required information for an individual training file, and for staying current financially both with monthly club dues and with charges for bookstore items and aircraft/instructor time.

It is expected that club members will exercise responsible citizenship in the use of club facilities and aircraft, with due regard for other members and club staff. Club members may be invited from time to time to serve on project committees or to join an ad hoc effort to clean, paint or help refurbish club facilities, or to wash aircraft, since the flying club is a cooperative organization and sometimes needs such efforts to keep cost down.

## IV. MEMBERSHIP COSTS

The club requires an initiation fee, monthly dues, and payment at current club rates for aircraft and instructor time. Payment is also required for bookstore items such as charts, books and manuals, and pilot accessories desired for personal use. There is no charge for use of books, aircraft flight manuals or training videos maintained as an on-site club library.

## V. CLUB COMMUNICATIONS WITH MEMBERS

A club newsletter is provided monthly along with a financial statement to each member. There is also a safety meeting, currently on the second Wednesday of each month, to which all members are invited and required to attend or review by video record at least every 60 days. Twice a year the safety meetings are enlarged to comply with BuPers requirements for semi-annual safety stand-downs. They are held in the station theater with an expanded program. Attendance at these semi-annual meetings or review of the video record is mandatory before next flight in club aircraft.

Aircraft and instructor scheduling are currently done on-line either from a computer or telephone. The club Manager, Accounting Technician, and one of the instructors are generally also available by telephone by telephone during the work week.

## VI. SUSPENSION AND TERMINATION OF CLUB MEMBERSHIP

Form letters are available at the clubhouse for members who wish to resign from the club or to assume inactive status. A written request is required, and voluntary resignations will not normally entitle a member to return of an initiation fee. In unusual cases, a member may petition the Board of Directors.

A member whose account is more than 60 days in arrears will be suspended. In order for a suspended member to regain flying status, a request for reinstatement along with full payment of account including all back dues for the suspended period must be submitted to the Board of Directors.

Flight violations or willful disregard of club procedures of SOPs may result in suspension or expulsion of a member, as determined by the Board of Directors.

## VII. RECIPROCAL AGREEMENTS

Reciprocal memberships are honored. With the approval of the Board of Directors, former members of other Naval or Armed Services Flying Clubs are accepted as members upon presentation of a Letter of Good Standing stating status of account and flight accident record from the former club. A reduced initiation fee

is then assessed. Letters of Good standing over one year old must be verified prior to acceptance.

Letters of Good Standing will be provided upon request to members who desire to fly with other military flying clubs while out of the Whidbey area.

#### VIII. INTERCLUB FLYING

Interclub flying is authorized. A visitor must show proof of good standing in a military flying club, and present FAA Pilot and Medical status. The visitor must comply with all WINFC regulations, and complete a local area and club check out. Visiting member is not charged an initiation fee and monthly dues unless they are in an inactive status and not paying dues at their home club.

#### IX. FAMILY MEMBERSHIPS

Dependents of regular members may join the club. The initiation fee and monthly dues are waived, based upon the primary member's paid membership.

#### X. INITIATION FEE, DUES AND RATES

Initiation fees and dues are used to defray club administrative expenses and costs of operation of the Flying Club. Dues are considered a debt and are debited to members' accounts on the first day of each month.

Flight hour rates are determined by the Board of Directors based on the fixed and variable costs of operation each aircraft, and on the flight hour use of the aircraft. Fixed costs include insurance, both hull and liability, and depreciation. Variable costs include fuel, oil, parts, maintenance, and a flight hour-based reserve for engine overhaul.

Members' payments to the club must currently be by check or money order, and may be mailed or deopped in the deposit box set up in the clubhouse for this purpose. The club mailing address is:

Whidbey Island Navy Flying Club  
Building 2563  
NAS Whidbey Island  
Oak Harbor, WA 98278

# WHIDBEY ISLAND NAVY FLYING CLUB

## BY-LAWS



Revised July 09

## **WINFC BY-LAWS**

### **ARTICLE I- Purpose and Scope of these By-Laws**

These By-Laws are intended to serve as detailed amplification of the Club Constitution in regard to membership, administrative and financial matters. All matters relation to flight qualifications, flight operations and flight instruction are treated elsewhere in the Club Operations Standard Operation Procedures.

### **ARTICLE II- Membership**

Membership categories, privileges, responsibilities and costs are described in section II, III, IV, and V of the Club Constitution.

Application for Club membership is made in writing on a form available form the Club Manager. An initiation fee is required at this time, and arrangements are made if appropriate fro introduction to the Chief Flight instructor and selection by him or her of an instructor and, according to student preference, an aircraft model for initial instruction. Club rules and procedures will be explained in detail by the instructor selected before flying.

Resignations from the Club and requests for inactive status must also be made in writing, and will be accepted upon payment of all moneys due to the Club.

Suspension or termination of member's Club status may be directed by vote of the Board of Directors in extreme cases of deliberate conduct in defiance of FAA flight regulations or Club rules and procedures.

### **ARTICLE III- Administration of the Flying Club**

The Flying club Manager is a Navy MWR employee and is responsible for the day-to-day administration and operation of the Club. The duties and background requirements for this position are set forth in BUPERSINST 1710.22 and in the Navy Flying Club Manager Standard Position Description NF 1101. Additional staff are an Aircraft Maintenance Technician, an Accounting Technician and Flight Instructors under contract to the Club. The manager is assisted in policy matters by

an elected Board of Directors, as specified in the noted BUPERS Instruction and also in NAS Whidbey Instruction 1710.15.

The Board of Directors includes a President who serves as spokesman for the Board, a Vice President, a Secretary, an Operations Officer, a Maintenance Officer, a Safety Officer and a Member-at-Large who is expected to stand in for and Board member not present. Qualifications for duties of Board members are detailed in BUPERS Inst. 1710.22. Board Meetings are normally conducted monthly, and are attended by the NAS Command Representative and other the local MWR Representative also. Board meetings are normally open to attendance by interested club members also, except when executive sessions are convened to address sensitive topics.

Board of Directors members are elected to the club membership at large to serve a one year term. Elections are held in the month of June for the Vice President, Secretary, and Maintenance Officer; and in the month of December for the President, Operations officer, Safety Officer, and Member-at-large. BUPERS Inst 1710.22 calls for a majority of the Board to be active duty members, but this has in practice proven unachievable because few active duty members have had the time and continuity between Navy deployments to serve a term on the Board. Active duty members are sought for Board membership whenever available.

Requests for nominations are made via the Club Newsletter in the months of April and October, two months prior to the elections. Nominations are accepted at the Clubhouse, reviewed by the Board of Directors for qualifications per BUPERS Inst. 1710.22, and posted in the Newsletter in May and November one month prior to the elections. Nominations close in May and November at noon on the date of the Board meetings.

Elections commence the first business day of June and December and terminate on the last business day of those months. An absentee ballot will be provided along with a return envelope to any active member who requests one. Ballots are provided to members by the manager, and placed in the ballot box by the individual member. Absentee ballots will be placed unopened in the ballot box by the manager, who maintains custody and the integrity of the ballot box.

The ballots are counted by the members of the Board whose positions are not currently being contested. In the event of a tie for any BOD position being contested, the Newsletter will notify members of the situation as of the first day of

the month following the election. The club will have a run off election for the position in question. Members will cast ballots for the candidates who are tied with the most votes prior to 1700 on the day preceding the first BOD meeting following the regular election. It is the responsibility of the Vice President in conjunction with the Manager to assure that election procedures are complied with, and to report any violations to the Board of Directors.

Board members accepting nominations for “off-year” positions are considered to have resigned their current positions effective the day prior to the first day they could take office were they to win the election. Newly elected members to the Board of Directors shall assume the responsibility and authority of their positions on the first day of the month following the general election.

The position of Chief Flight Instructor may or may not be help concurrently with one of the positions on the Board of Directors. The Chief Flight Instructor will be designated by the Board of Directors and the senior flight instructors acting jointly, and will serve at the pleasure of the Board of Directors.

#### **ARTICLE IV- Financial Management**

The Club is finance by member initiation fees, membership dues, charges incurred for flight hours and instruction hours used, and by reasonable markups on bookstore items sold to members. The charges for each of these categories are set by the manager and may vary from time to time in response to needs of the Club or short-term efforts to encourage use of certain aircraft.

Member Initiation fees and membership dues are set arbitrarily, ideally, these sources of revenue would pay for the administrative costs of running the club. They do not do so currently because of significant increases in several categories of Club expenses since the assumption MWR control over Club management, and the effects of the terrorist attacks of 11 September 2001.

Flight hour costs to members are set by the Manager and consist of fixed costs related to fuel, oil, a reserve for engine overhaul, and maintenance of the aircraft, engine and avionics on a day-to-day basis.

Instructor costs for both ground and flight instruction are set by the

Manager, with a fee per hour going to the instructor and a surcharge going to the Club for use of aircraft and facilities.

Flying Club dues are currently kept in two bank accounts, one a current account utilized for day-to-day expenses and the other an investment, or reserve, account in which funds are kept for large expenses such as replacement engines or aircraft purchases. When sufficient funds accumulate in the reserve account, certificates of deposit are utilized to increase the interest income on reserve funds.

The expenditure of Club funds, except for salaries, is the responsibility of the Manager by and with consent of the BOD. The Accounting Technician holds a Government credit card and is authorized to make expenditures and order repair parts, etc., with the authority of the Manager.

#### **ARTICLE V- Financial Authority and Responsibility of Club Members**

Any club Member finding it necessary in the course of an authorized flight in a club aircraft to purchase fuel, oil or repair parts or the have repair work preformed in an emergency or in the course of a cross-country flight may do so in his or her own name and, upon presentation of a properly receipted bill for such sales and/or services, shall be reimbursed or appropriately credited by the Club Manager.

In the event of damage to any aircraft or equipment belonging to the Club the following rules shall apply:

- a. Damage resulting from a mechanical failure or forced landing not involving carelessness or negligence on the part of the pilot shall not be charged against a Club Member.
- b. Damage resulting from carelessness, negligence, or violation of local flying regulations shall be the responsibility of the pilot in command for the first \$1,000. of the uninsured portion of the damage and also for all recovery expense not covered by insurance to return the aircraft to the WINFC.
- c. In the event that the person at fault is unable to pay an assessment for damage to Club property, the balance required shall be taken from Club funds and charged against the member at fault. Recovery action will be

taken as necessary.

- d. The Board of Directors has the power to investigate accidents, to penalize Club members for violation of good flying practices, and suspend or terminate members for unsafe operation or prolonged financial account arrears.

## **ARTICLE VI- Recall/ Notification Bill**

The terrorist attack of 11 September 2001 has caused a general increase in security precautions at NAS Whidbey Island, with four threat conditions designated Alpha through Delta:

Alpha—Normal peacetime operations

Bravo—heightened awareness, 100% ID check at gates, random vehicle searches

Charlie—Terrorist activity or some other threat is possible. All non-essential personnel (includes WINFC) will be excluded from the base for a minimum of 48 hours. After 48 hours an assessment will be made as to resumption of normal activity. Normal activity may resume under Charlie with the exception that vehicle access will be restricted and searches will be conducted. Staff/CFI's/Club Members may be required to park off-base at designated sites and bus to the Club or other destinations on base. CAP member may not be allowed on base. Certain gates will be limited to one-way traffic during rush hours. If Charlie is implemented during normal working hours airborne traffic will be permitted to recover. After normal working hours staff/ members must vacate the air station.

Delta- Terrorist active or some other threat is imminent or in progress in the immediate region. Work sites will be locked down and staff may be required to remain in place or to evacuate to pre-designated locations. Airborne aircraft will be required to divert. The condition will remain in effect as long as the threat is imminent or ongoing, which could be days.

To determine the current base access condition, WINFC members should call the Air Station access line at 360-279-1090 for a recorded voice message. Effective 18 March 2003 in the Club's main phone line (679-4359) will have voice mail and messages regarding the Club status.

A telephone call tree will be maintained by the Club Manager to notify key Club personnel if aircraft must be flow out of if other conditions require participation by Club members. The club manager will be notified by NAS Operations as to the status of the Flying Club or requirements for aircraft fly-away.

**Standard Operating Procedures**

**Revised June 2010**

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## INTRODUCTION

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The Standard Operating Procedures (SOPs) are designed to regulate the operation of club aircraft and to provide safe and equitable flying for all club members and their guests.

Piloting club aircraft is a privilege accorded only to Active or Introductory members and other personnel approved by the Board of Directors (BOD) and the Commanding Officer, Naval Air Station Whidbey Island.



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***SOP 101 Operations from Ault Field (NUW)***

1. WINFC operations from Naval Air Station Whidbey Island shall be in accordance with the NAS Whidbey Island Air Operations Manual, BUPERINST 1710.2 series, the Federal Aviation Regulations, and these Standard Operating Procedures.

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| See SOP 131 (Operations during NUW Tower closure) |
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## **SOP 102 Aircraft Engine Oil**

1. Oil levels will be checked as follows:

**Cold Engine** Remove the dip stick, read the oil level, then replace dip stick “finger tight”. There is no need to wipe the dip stick clean when the engine is cold.

**Hot Engine** Remove and clean the dip stick, replace and screw the dip stick in completely, then remove the dip stick to read the oil level. Replace the dip stick “finger tight”.

2. When adding oil to an aircraft use a funnel, unless the filler pipe is large enough and in a position to allow adding oil without spilling oil on the engine or on the ground. If oil is spilled be sure to wipe it up completely, otherwise, down the aircraft! Spilled oil can be misleading to the next pilot or A&P and the aircraft may be downed unnecessarily.

3. The following oil level limits shall be used:

| AIRCRAFT                 | FLIGHT < 3 HOURS           | FLIGHT > 3 HOURS |
|--------------------------|----------------------------|------------------|
| Citabria 6 Qt Engine     | 5 Qts                      | 6 Qts            |
| C172 8 Qt Engines (POH)  | 7 Qts                      | 8 Qts            |
| PA28 140/200 8Qt Engines | Maintain within 6 to 7 Qts |                  |
| T-34B                    | 10 Qts                     | 11 Qts           |

NOTE: The general rule is to fill the oil to one-half quart below the POH full level. This avoids “blowing” oil out of the engine through the breather tube during maneuvering flight (stalls, turbulence, etc.).

4. If you carry oil in the aircraft it must be factory sealed or in a sealed plastic bag to prevent possible spills. Oil spills are downing discrepancies! Notify the Manager or Maintenance Officer.

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***SOP 102 Aircraft Engine Oil***

5. Use the type of oil specified in the aircraft maintenance. If you use the wrong type of oil, down the aircraft! Notify the Manager or Maintenance.

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### **SOP 103 Hard Landings**

1. A hard landing is considered to be any landing which might have resulted in damage to the aircraft. Causes of hard landings include, but are not limited to, landing with an excessive rate of descent, landing with the aircraft in a yaw, and landing on the nose gear first.
2. A hard landing may be the result of a sudden wind shear, or the result of an overconfident pilot who has not flown for a while, yet remembers how good his last landing was. A sudden distraction at the wrong time may also lead to a hard landing. The bottom line is that hard landings are NOT intentional.
3. The distinction between an acceptable landing and a hard landing is a fine line. Often pilots do not realize damage has occurred and the aircraft is mistakenly returned to the line in an “UP” status.
4. The following policy has been adopted by the Board of Directors to help insure that a damaged aircraft is not left in an “UP” status after a hard landing:

**Individuals who do not “down” an aircraft after a suspected hard landing and report the suspected hard landing will void their insurance reimbursement contract and will be held liable for up to the \$1,000 hull deductible cost for damage that may have resulted from that landing.**

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## **SOP 104 External Lighting**

1. The anti-collision light switch shall be in the “ON” position at all times unless the light is distracting during IMC flight. Some aircraft have strobe-type anti-collision lights. Pilots should avoid using these lights and normal strobe lights while taxiing at night. At night, strobe-type lights should be turned on just prior to takeoff and secured after clear of the runway after landing. The anti-collision light switch shall be left in the “ON” position when the aircraft is secured (battery OFF).
2. Position lights shall be turned on from sunset to sunrise in accordance with FARs.
3. Landing/taxi lights shall be turned on after being cleared for takeoff and shall remain on during flight unless the light is distracting during IMC. These lights shall remain on until clear of the runway after landing. Taxi lights shall be used for all taxiing at night unless they present a problem to pilots in other aircraft.
4. Landing/taxi lights should be secured after clearing the runway during day operations. The lack of a cooling air flow over the lens will shorten the life of the light and, in the case of the T-34, damage the plastic light cover.
5. The requirement of BUPERSINST 1710.2 series to use “all external lights during flight” is interpreted to **NOT** include the position lights during day operations.

**Note:** The Arrow’s landing indicator lights (3 Green) dim automatically when the position lights are turned on. In bright sun light with the position lights on, the green landing gear lights will be hard to see and may appear unsafe when the landing gear are down.

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## ***SOP 105 Special VFR Requirements***

### **Sunrise to Sunset**

1. Pilot - Instrument rated (1710 § 404g).
2. Aircraft - VFR equipped\* (FAR § 91.157).

**NOTE:** Neither pilot nor aircraft IFR currency is required.

### **Sunset to Sunrise**

1. Pilot - Instrument rated and current (1710 § 404g & FAR §91.157).
2. Aircraft - IFR equipped\* and current (FAR § 91.157).

See SOP 135 (Aircraft Instrument and Equipment Requirements)

3. Instrument Check satisfactorily completed (1710 § 415c).
4. Night checkout satisfactorily completed (1710 § 415b).

See SOP 302 (Night Checkout)

5. Night current (1710 § 417c).

See SOP 303 (Currency Requirements) § 1 (b) for Night Currency Requirements

See SOP 19 (Requirements for Operation of WINFC Aircraft at Night)

**NOTE:** Both pilot and aircraft must be IFR current at night.

\* The FAR requirement that an aircraft be “equipped” with certain instruments or equipment implies that the instruments and equipment are operating properly and that they have been calibrated/tested/certified in accordance with the FARs.

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### **SOP 107 Fueling Procedures**

1. It is the pilot's responsibility to check the fuel before and after each flight. To allow for a greater payload, comply with the following fueling procedures:
  - a. Cessna 172 aircraft shall be refueled to within ½ inch from the top of the tank. Position the fuel selector valve to Left or Right for fueling.
  - b. Piper 140 aircraft shall be fueled to the "tab" only. This will provide 18 usable gallons in each tank for a total of 36 usable gallons.
  - c. Beechcraft T-34B aircraft shall be fueled to the fuel cap seat (full). We are currently fueling to 48 gal usable (1" below cap seat).
  - d. High-wing aircraft shall use portable steps or a ladder to fuel the aircraft.
  - e. The fuel nozzle handle shall not be allowed to rest on the top of the wing and the rubber bathmat will always be used. This will prevent scratching the paint, bending the filler pipe or damaging the fuel tank seal surface.
  - f. Aircraft shall be chocked and grounded during fueling.
  - g. Pilots should "top off" the fuel prior to preflight when going on long flights.
  - h. The fuel pump shall be locked after fueling.
  - i. The number of gallons pumped shall be recorded on the aircraft Hobbs log.
  - j. Receipts for fuel purchased away from the Club shall be placed in the chit (pay) box. Members' accounts will be credited for the number of gallons purchased in accordance with the rate established by the Manager. This rate shall be posted in the Clubhouse.
  - k. Grade 100LL aircraft shall NEVER use 80/87octane fuel. Any 100LL aircraft receiving 80/87 (MOGAS) fuel shall not be started.

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### **SOP 108 WINFC Flight Plans**

1. A WINFC FLIGHT PLAN form shall be filled out for all flights originating at NAS Whidbey Island (NUW). A separate form is required of each member who will be operating the aircraft while away from NUW. Additionally, cross-country flights\* originating at NUW require an FAA flight plan be filed with Base Operations in person or by FAX (360/257-3453). FAX flight plans require a phone verification with Flight Planning (257-1601) five minutes after the FAX is sent.
2. Cross-country flights originating at military bases other than NUW require an FAA flight plan be filed with the appropriate Base Operations.
3. An FAA flight plan shall be filed with a Flight Service Station (FSS) for all flights originating at civilian airports. (1-800-WX BRIEF).

|                              |
|------------------------------|
| See SOP 133 FAA Flight Plans |
|------------------------------|

4. WINFC Flight Plans shall be filled out completely in accordance with the instructions and notes associated with the form. The pilot's signature and check marks adjacent to each required item is considered to be his declaration that all items required to operate a WINFC aircraft are current and complete.
5. All flight plans shall be cleared by a Flight Clearance Authority (FCA). Flight plans may be pre-cleared as many as seven (7) days prior to the flight. A weather release the day of the flight is required for these flights and may be received over the phone from any FCA. The weather release will be given based on the weather conditions the day of the flight. Student pilots may only be cleared by a CFI FCA.
6. Those members who hold a Self Clearance Authority designation may only clear themselves for local area flights.
7. FCA-cleared flight plans shall be placed on the aircraft clip boards in the Clubhouse. On completion of the flight, the flight plan shall be placed in the flight plan basket. (Under the "Rock").
8. Flights departing NUW will automatically have their flight plans (WINFC and FAA) activated by the control tower upon takeoff. Local and FAA flight plans will automatically be closed by the tower upon landing.
9. If you are departing from or arriving at a non-military field you must activate and close your own FAA flight plan with an FSS. While ATC (Ground, Tower, Approach and Center) will activate an FAA flight plan, only military operations or an FSS will send an arrival message to military bases. It is this arrival message that the military facility must have if you wish to land there. This is true for both VFR and IFR flight plans. You must request that FSS send arrival message to NAS Whidbey when you activate your flight

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***SOP 108 WINFC Flight Plans***

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plan, to ensure NAS Whidbey is aware of your pending arrival.

10. Flights returning to NUW from nearby fields (Friday Harbor, Arlington, etc.) which have been away longer than 8 hours\* should activate their flight plans when they are filed (prior to takeoff) to insure adequate time for NUW Tower to receive notification of your arrival prior to the fact.

\*Flights outside the local flying area, or flights greater than 8 hours in total time away from NUW.

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### ***SOP 109 Overnight (RON) Flights/Cross Country Flights***

1. All overnight flights must be approved by the Manager. Request forms are available in the Clubhouse and must be submitted for all overnight flights.
2. Requests should be made at least two weeks in advance to assure required maintenance can be performed and the cross country plans revised by CCFI.

See SOP 203 Minimum Charges for Scheduled Aircraft

See SOP 402 Authorized Expenditures

See SOP 133 FAA Flight Plans

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***SOP 110 Minimum Fuel Requirements***

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1. All flights shall terminate with a minimum of 1 hour fuel remaining in the aircraft. Fuel remaining shall be based on the aircraft's POH fuel consumption at 75% engine power.

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## **Navy Flying Club**

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### **SOP 111 Post-flight Procedures**

1. The following items shall be accomplished during post-flight:
  - a. Tie-downs properly installed.
  - b. Chocks in place.
  - c. Aircraft fueled to proper level.
  - d. Gust lock installed including the rudder gust lock during designated high wind months and the flight control lock. If no flight control lock is available secure the seat belt around the yoke.
  - e. Seat belts fastened over seat. Shoulder straps in retainers.
  - f. Parking brakes - OFF.
  - g. Checklist stowed away from sunlight.
  - h. FOD (garbage) removed from aircraft.
  - i. All door latches secured/locked.
  - j. Bird blocks installed.
2. Pilots who do not complete a proper post-flight are subject to an assessment to cover the Manager's time for his completing the post-flight.
3. A \$40.00 fee will be charged for leaving the master switch on if it results in a battery being run down (discharged beyond ability to start the aircraft).

|                             |
|-----------------------------|
| See SOP 127 Tie Down Straps |
|-----------------------------|

# **Whidbey Island Navy Flying Club**

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## **SOP 112 Pilot in Command (PIC) Aircraft Seating Requirement**

1. A Club member shall be in command of Club aircraft at all times and, except in the case of Club CFI providing dual instruction to a Club member, he shall occupy the front left seat, or the front seat in a tandem aircraft, during all flight or ground operations.
2. Only WINFC members checked out and current in the aircraft shall act as PIC. The following exemptions to PiC left seat requirements are:
  - a. Club CFI (qualified) right seat
  - b. CFI candidate (qualified) right seat.
3. Safety pilots for IFR currency must hold at least a Private Pilot certificate with category and class ratings appropriate to the aircraft being flown. If it is a complex aircraft, they must have at least a complex endorsement.
4. Members under training to become a CFI (Student CFI) who have received a Right/Rear Seat checkout in the aircraft may operate Club aircraft from the right/rear seat only when another member current in the aircraft occupies the left/front seat.

**NOTE:** Solo flight from the right/rear seat is NOT authorized in WINFC aircraft.

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***Navy Flying Club***  
***SOP 113 Weather Briefs***

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1. Weather briefs are required by the FAA and BUPERSINST 1710.2 series for all flights. Current and forecast weather information can be obtained either through the FSS 1-800 number, the internet or from the Navy forecasters.
2. Student Pilots (Private) shall obtain weather from an FSS for all flights.
3. Rated pilots may use either FSS, USN or internet services. The Weather Vision TV is sufficient for local flight weather. However, NOTAMS must be obtained from FSS, USN internet services.
4. Weather minimums for Student Pilots (Private) are based on present AND forecast weather.
5. VFR Weather minimums for rated pilots are based on the present (actual) weather.
6. The time (Zulu) the weather brief is obtained will be placed on the flight plan.

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**SOP 114 Hobbs Meter Readings**

1. Members should verify their aircraft Hobbs meter reading prior to their flight by comparing the meter reading in the aircraft against the reading of the previous flight recorded in the payment log in the Clubhouse.
2. Discrepancies should be brought to the attention of the Manager, Board of Directors member or Flight Clearance Authority prior to the flight. If a discrepancy does exist, a line should be skipped in the payment log. The actual readings for the flight should be entered on the following line. The Manager shall have final authority in determining the member to be charged for the discrepancy.
3. The duration of each flight shall be computed by the installed Hobbs meter. All flying time shall be computed to the nearest tenth of a hour. If the meter is between numbers, use the next.

# ***Whidbey Island Navy Flying Club***

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## ***SOP 115 Aircraft Downing***

1. Any member may down an aircraft when he deems it necessary in the interest of safety or compliance with FAA, state or local rules and regulations.
2. “Downing” an aircraft is accomplished by completing an aircraft discrepancy form and placing the aircraft keys in the payment box in the Clubhouse.
3. The Manager or Maintenance Officer **SHALL** be notified when an aircraft has been grounded. An attempt should be made to notify the next Club member on the flight schedule that may have the aircraft scheduled.
4. An aircraft may be specifically downed for IFR flights only and so still be flown on VFR flights.

See SOP 202 “No Show” Failure to use a Scheduled Aircraft or CFI

# ***Whidbey Island Navy Flying Club***

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## ***SOP 116 Weather or Mechanical Chase***

1. Any member has the right/obligation to discontinue any attempted return to NUW for weather or mechanical considerations. If it becomes necessary to send another aircraft to effect the return of the rented aircraft, the member will be charged as follows:

a. **Weather**

i. It is each member's responsibility to obtain a long term weather forecast prior to departure from NUW. Additionally, it is the member's responsibility to maintain a weather watch while on their cross-country to effect an early return if necessary.

ii. If a member is "Weathered-in" due to unforecast weather and chooses to remain with the aircraft to return after the weather improves, he will NOT be charged the 2 hour minimum daily charge for those days in excess of the scheduled return date. If the delay is caused by forecast weather, the member will be charged for the excess days.

iii. If a member elects to return to NUW by other means and abandons the aircraft due to forecast weather, the member will be charged ALL expenses incurred to return the aircraft to NUW. If a member elects to return to NUW by other means and abandons the aircraft due to unforecast weather AND coordinates with the Manager, the renting member will only be charged for elapsed Hobbs time.

iv. Should it become necessary for WINFC to effect return of any aircraft, every effort will be made to allow the renting member to assist in the return of the aircraft.

b. **Mechanical**

i. A member will be charged for return of the rented aircraft in the event of mechanical problems if all avenues of repair are not explored. Members are responsible to contact an appropriately licensed mechanic to effect small repairs and/or to estimate the cost of repairs for something which could be considered

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Navy Flying Club***

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***SOP 116 Weather or Mechanical Chase***

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# ***Whidbey Island Navy Flying Club***

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## ***SOP 116 Weather or Mechanical Chase***

ii. If the cost is less than \$250.00 for repairs to return the aircraft to NUW, the renting member is authorized to have the work done without first contacting the Manager or Maintenance Officer. Reimbursement for the repairs shall be based on the cause for repairs as determined by the Manager.

iii. If the cost of repair is estimated to be greater than \$250.00 , the member is required to contact the Manager or Maintenance Officer prior to any work on the aircraft. If the cost is extremely high, the Manager may elect to send the WINFC mechanic to effect repairs. In this case, the charge to the renting member will be determined by the Manager or Board of Directors based on the cause for repairs and may include the cost of a chase aircraft.

See SOP 109 Overnight RON flights

See SOP 402 Authorized Expenditures

# **Whidbey Island Navy Flying Club**

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## **SOP 117 De-icing/Anti-icing Procedures**

1. Test data indicate that ice, frost, or snow formation on the leading edge and upper surface of a wing, having a thickness and surface roughness similar to medium coarse sandpaper, can reduce wing lift by as much as 30% and increase drag by 40%.
2. An increase in surface roughness will cause the wing to stall at angles of attack lower than for the clean, smooth wing. In some aircraft, stall will occur prior to activation of stall warning devices.
3. All aircraft surfaces shall be free from ice and frost prior to flight.
4. Freezing Point Depressant (FPD) fluids are used to deice aircraft surfaces and to provide a protective anti-icing film to delay formation of frost, snow, or ice, prior to takeoff.
5. The rate at which ice will absorb FPD or melt is very slow. Thus, ice formations adhering to a wing surface must be melted by repeated application of FPD fluids, or by application of heated fluid.
6. The following procedures will be followed to remove frost, ice or snow from the aircraft surfaces:
  - a. Remove all loose frost, ice or snow by using a clean soft bristle broom. One can be found hanging just outside the door of the flight planning room.
  - b. Apply FDS fluid to remove the remaining ice, snow or frost. A sprayer filled with diluted FDS fluid can be found in the Oil Locker. Apply FDS fluid to all surfaces EXCEPT the plastic windows. Apply only enough FDS fluid to “wet” the ice, snow or frost. Do not attempt to “wash” the ice, snow or frost off the aircraft by applying “massive quantities” of FDS fluid. Allow the FDS fluid to “work” for about 15 minutes (Go back inside and warm up!).
  - c. Repeat steps 1 and 2 until the aircraft is clean.

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## **SOP 117 De-icing/Anti-icing Procedures**

- d. Plastic windows and windshields should be cleared of ice with soft towels moistened with warm water, then dried with clean dry towels. (Using the preheater is an alternative. Do NOT overheat the windows by holding the hose too close to the windows)
  - e. After you complete your preflight on the “clean” aircraft, apply a final application of FDS to provide a residual film to act as an anti-ice agent.
  - f. Once you have applied the final “anti-ice” film of FDS fluid, you should be airborne within 30 minutes. If you cannot get airborne within 30 minutes, apply an additional film of FDS fluid before you taxi.
7. Ice, frost, or snow on top of deicing or anti-icing fluids must be considered as adhering to the aircraft. Takeoff should NOT be attempted.
  8. The FDS fluid sprayer shall be returned to the Oil Locker and placed back into its storage container after its use. Refill the sprayer so that the fluid has a chance to warm up before the next member uses it. Fill the sprayer with one part water and one part undiluted FDS fluid (1:1). This ratio provides de-icing to -28° F. The undiluted FDS fluid is found in a 55 gallon drum outside the west side of the hangar. Warm water can be found in the head. Clean up any mess you make!
  9. Aircraft and automotive windshield de-icing solutions and ice scrapers (including credit cards) should not be used on plastic windshields or windows. Scratches in the plastic will weaken the windows.
  10. Never use running water from a hose to remove frost, ice or snow...Don't laugh, it has been tried.
  11. Finally, plan ahead. Give yourself extra time to de-ice the aircraft. An early arrival will allow you to turn the aircraft to allow the sunshine on the top to help de-ice. If frost, ice or snow is predicted, and you need to get started early on a long cross-country flight, talk to the Manager. He might let you put the aircraft in the hangar the night before your flight.

# ***Whidbey Island Navy Flying Club***

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## ***SOP 118 Preheating Requirements***

1. Preheating of the aircraft engine and cockpit is occasionally required. However, due to the infrequent cold weather requiring the preheating, the Manager or, in his absence, the CCFI or Maintenance Officer, shall determine when preheating is required.
2. No member shall operate the preheating equipment until they have received instruction in its proper operation and can so demonstrate. Such demonstration will then be annotated in the member's training folder.
3. For members without proper preheating training, the Club will assist the member in the preheating of the aircraft.

**WARNING:** Do not ever, under any circumstances, insert the heater hose into the top side of the engine compartment, whether by lifting the oil filler door on a Cessna or by lifting the cowling on a Piper or T-34B.

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***SOP 119 Hand-Propping***

1. No WINFC aircraft shall be started by “hand-propping” the engine.
2. Any hand movement of the propeller shall be performed with the aircraft tie-downs and chocks in place.

**NOTE:** Prior to any movement of the propeller, ensure the ignition is in the “OFF” position with the key removed and the master switch in the “OFF” position.

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## **SOP 120 Weather Limits**

1. The following limitations apply to the operation of WINFC aircraft:

| Weather Requirements                                   | Rated Pilots | Student Pilots |
|--|--------------|----------------|
| Day VFR  | 1500/3       | 2500/5         |
| Night VFR  | 2500/5       | N/A            |
| Max Wind Including Gust                                | 30 knots     | 15 knots       |
| Max Crosswind (See § 2)                                | 15 knots     | 10 knots       |
| Max Gust Factor  | 15 knots     | 10 knots       |
| Max Tailwind T/O & Ldg at NUW                          | 8 knots      | 8 knots        |
| IFR Flights  | FARs         | N/A            |
| (IFR Takeoff Minimums = Available Runway PAR Minimums) |              |                |

### NOTES:

- a. Weather limits for rated pilots are based on present weather conditions.
  - b. Weather limits for student pilots (private) are based on present AND forecast weather conditions.
2. The Pilot's Operating Handbook maximum demonstrated crosswind velocity for each WINFC aircraft shall be the WINFC crosswind limit for takeoff and landing. Aircraft that do not have an established manufacturer's maximum demonstrated crosswind velocity shall use the FAA certification maximum velocity of  $V_{so}$  times 0.2 as the limit for takeoff and landing.
3. The following crosswind limits shall be observed:
- a. C-172 – 15 knots (demonstrated)
  - b. PA-28/140 – 9 knots ( $V_{so} \times 0.2$ )
  - c. T-34B – 10 knots ( $V_{so} \times 0.2$ )
  - d. PA-28/180

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## ***SOP 121 All Pilot Restrictions***

1. Stalls, Slow Flight, Steep Turns (over 45-angle of bank) and unusual attitudes shall not be initiated deliberately below 2500 AGL (above ground level).

### **Student Pilot Restrictions**

2. Solo touch and go landings will not be performed unless:

- a. CCFI has approved it in writing.
- b. The runway is a minimum of 4000 ft long.

3. Students shall not conduct solo flight for:

- a. More than 30 days without a dual flight with WINFC instructor

or

- b. 10 hours of solo flight  
**(whichever comes first)**

4. No solo flights shall be conducted unless at least 1 hr of solo flight has been flown in the last 30 days.

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***SOP 122 Parking Brakes***

1. Parking Brakes shall NOT be left on after the aircraft is tied down and chocked.

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## ***SOP 123 Carburetor Heat Check***

1. A second carburetor heat check may be performed after the normal pre-takeoff engine run-up. This check is done with the throttle closed (engine at minimum RPM) and the carburetor heat on. Once the check is complete, secure the carburetor heat (off) and return the throttle to idle RPM.
  
2. If the engine stops when the throttle is closed and the carburetor heat is on, one of the following conditions exists and the appropriate action should be taken:
  - a. The engine is not sufficiently warmed up: allow additional time at idle RPM, then perform the carburetor heat check again. If the engine does not run during the second check, the aircraft should not be flown.
  
  - b. The carburetor is not working properly: do not fly the aircraft.
  
  - c. There is a fuel leak; do not fly the aircraft.
  
  - d. Excessive Density Altitude.

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## ***SOP 124 Ignition Grounding Checks***

1. Ignition grounding checks (selecting “OFF” with the engine running) shall NOT be performed on aircraft having key ignitions (aircraft requiring a key to start the engine).
2. Aircraft that do not have a key ignition SHALL perform an ignition grounding check per the applicable checklist.

**NOTE:** One of the few times that an assumption does not make an “ass” out of you is when you assume the magnetos are “hot”. Assuming the magnetos are “cold” could make a “Half-ass” out of you, or whatever percentage the propeller leaves with you!

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## ***SOP 125 Magneto Burn-Outs***

1. A drop in RPMs exceeding the POH limits during the engine run-up magneto check could be an indication of lead or carbon deposits on the spark plugs. The following procedure, which is printed in the Engine Run-up Checklist, may clear the plugs of these deposits and allow for an in-limits magneto check:

- a. RPM.....2000
- b. Mixture.....Lean
- c. Wait.....One (1) minute
- d. Mixture.....Rich
- e. RPM.....Set for magneto check
- f. Magnetos....Check

2. If the magnetos are still out of limits but an improvement is noted, a second “burn-out” may be attempted.

3. If no improvement is noted after the first or second “burn-out” attempt, the aircraft shall not be flown.

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## ***SOP 126 Engine Secure Run-Up***

1. Prior to engine secure, the RPMs shall be set at 1500 for fifteen (15) seconds. Do **NOT** lean the engine. If the engine has run an excessively long time at idle, the RPMs should be set at 2000 for twenty (20) seconds. After the run-up, close the throttle and allow the engine to stabilize at minimum RPM before securing the engine with the mixture.
2. This procedure reduces lead build-up in the cylinders and allows for an easier start the next time.
3. This procedure should be performed only if the area immediately behind the aircraft is clear.

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## ***SOP 127 Tie Down Straps***

1. To preserve the strength and life of the aircraft tie down straps do not leave the straps on the ground. Remove the straps on your preflight and take them with you in the aircraft on all flights. A strap container (green bag) is provided in each aircraft to secure the straps during flight.
2. When tying the aircraft down be sure that the straps are tight and that there are no knots in the straps. A knot in the strap will significantly reduce the strength of the tie down.
3. Be sure to tie the aircraft down with the three straps opposing each other. If the straps all angle forward, or backwards, the aircraft may move during high winds and allow the straps to loosen.
4. If you see an aircraft with straps loose or straps not opposing each other, correct the situation. Remember, these are your airplanes!
5. Report all worn/damaged straps to the manager.

**Note:** Over three thousand dollars in wind damage has occurred in the last five years due to aircraft improperly tied down.

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***SOP 128 Run up Areas***

1. The normal pre-takeoff engine run up area for WINFC aircraft is South of the “hold-short” line at the approach end of runway 07, on the concrete. Alternate run up areas may be used only with the permission of Ground Control or the Tower.

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## ***SOP 129 Flight Clearance Requirements***

1. BUPERINST 1710.2 series requires that a Member's aircraft currency be validated before acting as a pilot\* in a Club aircraft. When more than one Member will be acting as a pilot on a particular flight, each Member shall complete a separate WINFC Flight Plan. Each flight plan shall be reviewed and signed by a Flight Clearance Authority (FCA). This includes flight plans for Members who will be acting as a safety pilot.

2. CFI's signing as a FCA for training flights on which they will be the instructor are not required to complete a separate flight plan. A CFI's signature as FCA on the form is validation of his own currency.

\* A "pilot" is considered to be a person operating the flight controls of an aircraft and/or responsible for the safety of that aircraft.

**Note:** Members having local clearance authority are NOT authorized to clear flights having acting safety pilots

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## **SOP 130 Practice Emergency Descents**

1. The following procedure is established for practice emergency descents in WINFC single-engine non-complex aircraft:
  - a. Throttle – CLOSED (aft)
  - b. Carburetor Heat – ON
  - c. Angle of Bank - 45°
  - d. Airspeed – Va (C-172 - 97; PA-28 - 115)
  
2. The following procedure is established for practice emergency descents in the T-34B:
  - a. Throttle – CLOSED (aft)
  - b. Propeller – FULL INCREASE (fwd)
  - c. Gear & Flaps – UP
  - d. Angle of Bank - 45°
  - e. Airspeed – Va (148)
  
3. During practice emergency descents, engine gauges should be monitored to prevent temperatures and pressures from dropping below limits. During recovery from a practice emergency descent, do not allow the engine to accelerate to high RPM's until the temperatures and pressures have stabilized within limits. The duration of a practice emergency descent should not be excessive. Once the descent has been established and it is apparent that the student can maintain control of the aircraft with a high rate of descent, recover to normal flight.

**NOTE:** A real emergency descent is a maximum effort in which damage to the aircraft must be considered secondary to getting the aircraft down. Airspeeds up to Vne in smooth air may be required.

# **Whidbey Island Navy Flying Club**

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## **SOP 131 Operations at NUW During Tower Closures**

1. Daytime (sunrise to sunset as published in the NAS Whidbey Island POD) operations only. Night, IFR or SVFR operations are NOT permitted. BUPERINST 1710 VFR ceiling/visibility minimums apply: 1500/3 for rated Pilots; 2500/5 for Student Pilots.
2. Flight Plans - Flight Plans shall be filed and activated with FSS by phone (1-800-WX-BRIEF) prior to leaving the Clubhouse or by radio (Seattle Radio 122.3) after departure. Include an extra 30 minutes in Block 10 for start, taxi and run-up if activating by phone. Flights returning to NUW shall close their FAA Flight Plans by radio or telephone after they have landed.
3. Prior to leaving the Clubhouse the PIC, shall personally call the Operations Duty Officer (ODO) at 257-2681 and advise him of the flight's ETD and ETA at NUW. Returning overnight flights require an ETA call to the ODO the day of return.
4. Prior to taxiing to the run-up area, broadcast taxi intentions on 127.9. Aircraft taxiing outbound have the right of way.
5. After takeoff checks are complete, contact Departure Control on 120.7 for a transponder code and traffic advisory.
6. Takeoffs:
  - a. Bravo North or 07 Short - Switch to 127.9 and broadcast takeoff intentions, including the runway to be used and the direction of flight after takeoff (north/south).
  - b. Bravo South. 14/32 or 25 Long - Switch to 127.9 and broadcast further taxi intentions. Using WINFC normal taxi routes, taxi to and hold short of the runway to be used for takeoff. Prior to takeoff, broadcast takeoff intentions, including the runway to be used and the direction of flight after takeoff (north/south).

# **Whidbey Island Navy Flying Club**

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## **SOP 131 Operations at NUW During Tower Closures**

7. Departures:
  - a. North - Maintain runway heading until 500' MSL, then proceed to Deception Island (west of Deception Pass Bridge) at 800' MSL. Remain on 127.9 after takeoff until abeam Deception Pass, then commence further climb and contact Departure Control on 120.7.
  - b. South - Maintain runway heading until 500' MSL, then proceed approximately 180° to the water tanks/tower (Whidbey Avenue West and Heller Road) at 800' MSL. Remain on 127.9 until over the water tanks, then commence further climb and contact Departure Control on 118.2.
8. Arrivals: (Approach Control will provide NUW wind information when requested).
  - a. North - Prior to 10 miles from NUW, contact Approach Control on 120.7 and proceed to Cornet Bay (east of Deception Pass Bridge). Descend to 800' MSL by Cornet Bay.
  - b. South - Prior to 10 miles from NUW, contact Approach Control on 118.2 and proceed to Sunset Beach. Descend to 800' MSL by Sunset Beach.
9. Report the field in sight PRIOR to Sunset Beach or Cornet Bay. When instructed by Approach Control, switch to 127.9, and broadcast position and landing intentions.
10. Make additional advisory broadcasts in accordance with FAA recommendations for uncontrolled airport communications (“45”, downwind, base, final, go-arounds).
11. Straight-in landings are NOT authorized (BUPERSINST 1710.2 series). Approaches for runways Bravo North and Bravo South shall be either downwind or base entries.

# ***Whidbey Island Navy Flying Club***

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## ***SOP 131 Operations at NUW During Tower Closures***

12. Go-arounds and Touch & Go's - Right hand patterns except Bravo North (left hand).
13. Once clear the runway, broadcast your taxi intentions on 127.9. Proceed to the Club area using normal taxi routes. Outbound traffic have the right of way.
14. Close your flight plan!
15. NORDO aircraft shall comply with the normal WINFC NORDO procedures.

See NAS Whidbey Island Air Operations Manual, Chapter 9 for WINFC NORDO procedures.

16. Early or Late ETA (>10 minutes) - Contact the ODO by telephone or make a radio call on 127.9.

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### **SOP 132 Taxiing Over Field Arresting Gear Cables**

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**NOTE:** “Donuts” are circular devices approximately eight inches in diameter and two (2) inches in width, spaced along the cable to raise the cable off the runway, facilitating aircraft arresting hook engagements. The donuts are spaced approximately 10 to 12 feet apart horizontally and do shift as large aircraft run over them. However, if they are hit by the tires of a light aircraft taxiing over the cable, substantial damage to the landing gear may occur.

1. The following procedures have been established to prevent damage to aircraft while crossing arresting gear cables:
  - a. Taxi speed shall be no faster than a man can walk. A too-slow taxi speed may result in the cable stopping the aircraft.
  - b. Approach the cable anywhere along its length, perpendicular to the cable and lined up in order to avoid hitting the donuts with aircraft tires. The nose gear is highly susceptible to damage. Avoiding contact between the nose tire and a donut is paramount! While the main landing gear are usually stronger, they too are susceptible to damage. Brake failures have occurred when the donut “took-out” the hydraulic line to the brakes!
  - c. As the cable is approached, reduce power to minimum RPM and hold the yoke/stick full aft. Release all brake pressure!
  - d. If you “chock” the aircraft with the cable by taxiing too slow, and a “moderate” increase in power does not get the tire over the cable, you will have to secure the engine and push the aircraft back away from the cable. Advise Tower or Ground Control of the situation and request clearance to secure the engine prior to shutting down.
  - e. If you hit a donut with the tires, stop the aircraft. Do NOT taxi further until you have made a visual inspection of the landing gear for damage! Advise Tower or Ground Control of the situation and request clearance to secure the engine prior to shutting down.
  - f. Extreme caution should be used at night when approaching the arresting gear cables. The tire marks made by aircraft landing near the cable make it almost impossible to see the donuts.

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## **SOP 133 FAA Flight Plans**

See SOP 108 WINFC Flight Plans

See AIM § 5-1-4 through 5-1-7 for proper completion and filing of FAA Flight Plan Form 7233-1

1. When a “stopover” flight is anticipated, it is recommended that a separate flight plan be filed for each “leg” when the stop is expected to be more than 1 hour duration.

### **DO NOT REQUEST DELAYS FOR PRACTICE APPROACHES ON FAA FLIGHT PLANS**

2. For flights involving multiple approaches you have two options:
  - a. File a single “Round Robin” VFR flight plan allowing enough time in Block 11 for the approaches and return to NUW. Request the approach control serving the airport where you wish to fly the approaches for a clearance to fly multiple approaches. You may ask for either a VFR or an IFR clearance. Note that this is a clearance for a particular activity in approach control’s airspace and not a flight plan for continued flight away from that airport. Your original VFR flight plan will cover your return.
  - b. File multiple IFR flight plans or a combination of IFR and VFR flight plans (NOT a Composite Flight Plan) to include the flight(s) to the airport(s) where the approach(es) will be flown, AND the flight returning to NUW. Your original IFR flight plan will be closed when you execute the first approach. Approach control will issue you an IFR clearance only for the approaches. You must request (activate) your second\* IFR flight plan with approach control before your last approach if the flight is to continue IFR. If you plan to continue VFR, your VFR flight plan must be activated with FSS when you are VMC after your last approach.

\* Before you start your flight, file as many flight plans as necessary to complete your route of flight and return to NUW. NAS Whidbey Island must have an arrival message from FSS.

3. DO NOT use a Composite Flight Plan for flights that will involve multiple practice approaches. On a Composite Flight Plan use Block 11 to identify the proposed location,

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***SOP 133 FAA Flight Plans***

time and altitude for the flight plan transition from IFR to VFR or vice versa. Block 10 should indicate the total time of the flights (VFR and IFR). Block 13 should indicate the alternate airport for the IFR portion of the flight..

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## ***SOP 134 Aborted Approaches, Waveoffs and Go-Arounds at NUW***

1. Approaches and landings at NUW should be planned in order to touchdown in the first third of the WINFC normal landing areas. If you are unable to accomplish landing in the first third of the runway, you have two options:
  - a. Request the Tower for permission to land “long” (runway length permitting),
  - or b. Execute a go-around.
2. Aborted approaches and go-arounds are always an option to the pilot. In the event that you elect to abort your approach or go-around, initiate a level climb and advise the tower that you are “Waving-off” your landing. Proceed straight-out on all runways except Bravo North and Bravo South until advised otherwise by the tower.
3. For go-arounds and waveoffs from runway Bravo North or Bravo South, establish a positive rate of climb and turn to the west (towards the water). Do not wait for the Tower to instruct you to start your turn. Increase your angle of bank as you gain altitude to a maximum of 30 degrees and continue to a heading of 280 degrees as you climb to 800'.
4. “Waveoffs” instructed by the Tower or Approach Control, either over the radio or by light signal, are mandatory.
5. Light signals may either come from the control tower or from along either side of the approach end of Runways 07/25 or 14/32. In any case, if you see red flashing lights, DO NOT LAND. Execute a go-around as discussed above. If you discover at this point that you have lost your radios, turn downwind and make another approach. Watch the control tower for light signals on downwind and final. Do not depart the pattern.
6. Aircraft returning to NUW with no radios (NORDO)\* should look for a green light from the Tower when on final. If you do not see a green light, DO NOT LAND. EXECUTE A GO-AROUND FOLLOWED BY A TURN DOWNWIND AND ANOTHER APPROACH. DO NOT DEPART THE PATTERN.

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***SOP 134 Aborted Approaches, Waveoffs and Go-Arounds at NUW***

See NAS Whidbey Island Air Operations Manual, Chapter 9 for WINFC NORDO procedures.

# **Whidbey Island Navy Flying Club**

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## **SOP 135 Aircraft Instrument and equipment Requirements**

1. Visual Flight Rules (VFR) (Day) [FAR §91.205 (b)]
  - a. Airspeed indicator.
  - b. Altimeter.
  - c. Magnetic direction indicator.
  - d. Tachometer for each gauge for each engine.
  - e. Oil pressure gauge for each engine.
  - f. Oil temperature gauge for each engine.
  - g. Fuel gauge indicating the quantity of fuel in each tank.
  - h. Landing gear position indicator (retractable gear a/c).
  - i. Safety belts for each passenger 2 years of age or older.
  - j. Front seat shoulder straps (A/C made after 07/18/78).
  
2. VFR (Night - Inside Local Area) [§ 1 and FAR § 91.205 (c)]
  - a. Instruments and equipment specified in § 1.
  - b. Position lights.
  - c. Anti-collision light.
  - d. Taxi or landing light.
  
3. VFR (Night - Outside Local Area) [BUPERSINST 1710.2 series §406]
  - a. Instruments and equipment specified in §§ 1 and 2.
  - b. VOR or ADF equipment in operating condition.
  
4. Instrument Flight Rules (IFR) [FAR § 91.205 (d)]
  - a. Day - Instruments and equipment specified in §§ 1 and 2.
  - b. Night - Instruments and equipment specified in §§ 1, 2 and 3.
  - c. Radio/nav equipment required for ground facilities used.
  - d. Gyroscopic rate-of-turn indicator.
  - e. Slip-skid indicator.
  - f. Sensitive altimeter adjustable for barometric pressure.
  - g. Clock displaying hours, minutes, and seconds.
  - h. Generator or alternator of adequate capacity.
  - i. Gyroscopic pitch and bank indicator (artificial horizon).

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## ***SOP 135 Aircraft Instrument and equipment Requirements***

- j. Gyroscopic direction indicator or equivalent.
5. Flights Over Water [BUPERSINST 1710.2 series § 410]
- a. Life preservers for each occupant on flights beyond power-off gliding distance from shore.
6. WINFC Aircraft “Downing” Discrepancies
- a. Equipment required in §§ A-E NOT installed, functioning or calibrated properly for a specific flight condition.
  - b. Use or addition of 80/87 octane fuel in 100LL aircraft.
  - c. No Mode 3/A 4096 + C transponder.
  - d. Any material condition considered unsafe by the PIC.

See SOP 115 Aircraft Downing

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### ***SOP 136 Downwind (Tailwind) Takeoffs and Landings***

1. Whenever possible, takeoffs and landings SHALL be made into the wind. Downwind takeoffs and landings SHALL NOT be utilized to expedite takeoffs and landings.
2. Downwind takeoffs and landings are normally avoided due to the higher ground speed at liftoff and touchdown. However, operational necessity and terrain features may require downwind takeoff and landings.
3. To avoid conflicts with operational traffic, downwind takeoffs and landings are permitted at NUW. The maximum authorized tailwind component is eight (8) knots.
4. The faster ground speed of a downwind takeoff may give the pilot the visual sensation that the aircraft is not accelerating or climbing normally. This may result in the pilot pulling the nose up too soon or too high, resulting in a slower than normal airspeed at liftoff and a less than normal rate of climb. Pilots should monitor the airspeed indicator for an indicated airspeed of  $V_y$  ( $V_x$  if obstacles exist), and NOT rely on “seat-of-the-pants” sensations.
5. The faster ground speed of a downwind landing will give the pilot the visual sensation that the approach speed is too fast. The pilot may incorrectly reduce power and airspeed, resulting in a slow approach with a higher than normal rate of descent (“hard” landing). Again, pilots should monitor the airspeed indicator for an indicated airspeed that corresponds to the flap setting and wind conditions, and NOT rely on the “seat-of-the-pants” sensation.
6. Due to the terrain features of Oak Harbor Airpark, Eisenberg (OKH), tailwind takeoffs are authorized from runway 25 (downhill), and tailwind landings are authorized on runway 07 (uphill). The maximum authorized tailwind component at 76S is ten (10) knots.
7. Other airports in the local area require specific takeoff and landing runways for noise abatement. These procedures often require a downwind takeoff or landing. Check the airport information in the Facility Directory before you fly to a “strange” airport.

# ***Whidbey Island Navy Flying Club***

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## ***SOP 137 Airport/Aircraft Landing Restrictions***

1. BUPERSINST 1710.2 series § 405e: Flying Club pilots shall not, except in an emergency, land at any location except an area designated as an operating airport as listed in current local approved flight publications. The minimum runway length for WINFC operations shall be the sum of the take-off and landing distances (rolls) or 2,000 feet, whichever is greater.
2. Grass runways and taxiways are often NOTAM'd closed due to wet or soft ground conditions. It is the pilot's responsibility to ascertain the condition of any runway or taxiway prior to its use.
3. OFF limit airports are Stehekin State (6S9) and Copalis State (S16).
4. Gravel runways are not authorized!
5. If operating at Oak Harbor Airpark, AJ Eisenberg, (OKH) consider tail wind take offs and landing.

See 136 Downwind (Tailwind) Takeoffs and Landings.

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## ***SOP 138 Weight and Balance Computations***

1. Weight and balance charts in the POH are normally designed to be used with basic aircraft weight and moment, which includes full oil and only unusable fuel.
2. The weight information found in aircraft logbooks and on weight and balance forms may not be the basic weight. Many times the aircraft will be weighed with full fuel, or no fuel.
3. While the recorded aircraft weight in the maintenance records may not be basic, it is an acceptable FAA weight and balance record.
4. The following page provides a complete list of all WINFC aircraft weight and balance statistics and may be referred to when performing weight and balance computations.

# **Whidbey Island Navy Flying Club**

## **SOP 138 Weight and Balance Computations**

| <b>WINFC Aircraft Weight &amp; Balance Information</b> |           |              |               |               |               |             |            |               |              |            |
|--|-----------|--------------|---------------|---------------|---------------|-------------|------------|---------------|--------------|------------|
| <b>Aircraft</b>  | <b>Yr</b> | <b>Model</b> | <b>B-E-Wt</b> | <b>Moment</b> | <b>C of G</b> | <b>G-Wt</b> | <b>U/L</b> | <b>UF-gls</b> | <b>UF-#s</b> | <b>P/L</b> |
| <b>432FL</b>   | 71        | P-140D       | 1361          | 115992        | 85.1          | 2150        | 789        | 50.0          | 300          | 489        |
| <b>55527</b>   |           | P-140        | 1366          | 116712        | 85.4          | 2150        | 784        | 50.0          | 300          | 484        |
| <b>9730H</b>   | 76        | C-172M       | 1470          | 58987.4       | 40.13         | 2300        | 830        | 38.0          | 228          | 602        |
| <b>2611R</b>   | 70        | P-28-200R    | 1576          | 137115.4      | 86.9          | 2600        | 1024       | 50            | 300          | 724        |
| <b>1809G</b>   |           | CITABRI<br>A | 1062.5        | 10180         | 9.58          | 1650        | 587.5      | 26            | 156          | 431.5      |
| <b>84639</b>   |           | T-34B        |               |               |               |             |            |               |              |            |

1. B-E-Wt - BASIC EMPTY WEIGHT is a/c's empty weight plus full oil and unusable fuel. This is the "Empty Weight" that should be used in pre-flight wt & bal computations when using the Aircraft (POH) graphs.
2. Moment - The MOMENT of the aircraft at Basic Empty Weight. This is the moment that should be used in pre-flight weight and balance computations when using the POH.
3. C of G - The CENTER OF GRAVITY of the aircraft at Basic Empty Weight.
4. G-Wt - The aircraft's GROSS WEIGHT, which is the aircraft's maximum takeoff weight.
5. U/L - USEFUL LOAD is the maximum weight of fuel, people and cargo that can be added to the Basic Empty Weight without exceeding the aircraft's Gross Weight.
6. UF-gls - The maximum Gallons of USABLE FUEL in the aircraft fuel tanks.
7. UF-#s - The Weight in Pounds of the maximum gallons of USABLE FUEL.
8. P/L - PAYLOAD is the weight of people and cargo that can be carried in the aircraft with full fuel and oil, without

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***SOP 138 Weight and Balance Computations***

|   |
|---|
| WINFC Aircraft Weight & Balance Information |
|---|

exceeding the aircraft's Gross Weight.

# **Whidbey Island Navy Flying Club**

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## **SOP 201 Scheduling Aircraft**

1. The definitive document for scheduling is the on line schedule master.
2. Members may schedule aircraft in advance by placing their names on the flight schedule for the date and hours they desire to have the aircraft available. Besides the flight, allow enough time for a proper preflight, post-flight and servicing of the aircraft upon returning to NUW. Aircraft should be serviced and available for the next member at the end of the scheduled time shown on the flight schedule. The implication of this scheduling policy is that your scheduled aircraft will be available for your use throughout the reserved period. No one will take it because you are a “few” minutes late. Conversely, you will pay if you don’t use the aircraft or cancel in time. The words “... available for the next member...” include returning the keys to the key box. Inasmuch as we have included a reminder about the keys in the post-flight section of the WINFC flight plan form, failure to return aircraft keys on time will result in a charge at the no-show rate (plus a humble apology to the next member whom you’ve inconvenienced).
3. Members may normally place their names on the flight schedule for aircraft a maximum of 3 times\*. Exceptions may be made at the discretion of the Manager. Possible exceptions would be situations like a member taking leave time to finish training, a member being time-limited due to PCS, TDY or discharge, or a pilot scheduling an FAA flight check.
4. Members’ names appearing on the flight schedule for aircraft more than 3 times\* will have all except the very next flight erased from the schedule.

\* Members may schedule CFI’s and the simulator as many times as they wish in addition to the three scheduled aircraft. Also, you may schedule an aircraft on a “stand-by” basis, as a pilot.

See SOP 202 (“No-show” - Failure to Use A Scheduled Aircraft or CFI)

See SOP 203 (Minimum Charges for Scheduled Aircraft)

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***SOP 201 Scheduling Aircraft***

See SOP 204 (Scheduling Instructors (CFI's))

## **Whidbey Island Navy Flying Club**

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### **SOP 202 “No-Show” - Failure to use a scheduled aircraft or CFI**

1. Members are responsible for ensuring that their names are removed from the schedule in the event that an aircraft or CFI they have scheduled will not be used for any reason, including bad weather, apart from mechanical problems (see § 5).
2. Members are responsible for notifying CFI’s whenever a CFI’s services are canceled.
3. Members failing to use an aircraft for which they are scheduled will be assessed at the rate of one-quarter hour of the aircraft’s rental rate for each hour scheduled and not canceled, or \$15.00, whichever is greater.
4. Members failing to show for a scheduled lesson with a CFI may be assessed one hour of instruction time by the CFI. It is the responsibility of the individual CFI to fill out a charge slip against a member’s account for the one hour of instruction time. Cancellations without notifications within 24 hours of the scheduled lesson are considered a “No-Show”
5. Members “downing” an aircraft during preflight for mechanical reasons should not remove their names from the aircraft schedule. However, no penalty will result if the name is removed and a downing discrepancy written against the aircraft. If the aircraft is started and not taxied or flown, no charge will be incurred. When “downing” an aircraft Members should:
  - a) Write downing discrepancy
  - b) Place keys in payment box
  - c) Notify the manager
  - d) Attempt to notify the next member scheduled that the A/C is down.
6. Final determination on charges will be made by the manager.
7. Cancellations can be made up to the time the aircraft or CFI is scheduled without a penalty being assessed.

See SOP 115 Aircraft Downing

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***SOP 202 “No-Show” - Failure to use a scheduled  
aircraft or CFI***

See SOP 204 “No-shows” on the part of a CFI

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## ***SOP 203 Minimum Charges for Scheduled Aircraft***

1. The minimum charge for use of an aircraft is ½ hour of the published aircraft rental rate for each hour the aircraft is scheduled.
2. The maximum charge per calendar day is 2 hours or the actual Hobbs time, whichever is greater.
3. The minimum charge for an aircraft remaining overnight (RON) will be 2 hours of the established aircraft rate for each calendar day the aircraft is away from the club.
4. For RON flights, the day-of-departure and day-of-return minimums, to be negotiated with the Manager prior to departure, are determined by the time of departure and time of return.

See SOP 109 Overnight (RON) Flights

See SOP 114 Hobbs Meter Reading

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## **SOP 204 Scheduling Instructors (CFI's)**

1. FAA certified flight instructors (CFI's) are under contract to provide ground and dual flight instruction services to the members of WINFC on an "as-scheduled" basis.
2. A member may schedule a CFI for either ground or flight instruction using online schedule, by placing his (the member's) name on the flight schedule in the time line next to the CFI's name.
3. If the time line next to a CFI is "lined-out", the CFI is not available for scheduling. While an "open" line normally means that the CFI is available, a line that has no times marked out at all may mean that the CFI has not had a chance to indicate his non-availability on the schedule. In this case, it is always advisable to contact the CFI after you have scheduled him.
4. There is no requirement to contact the CFI unless the scheduling is within twenty-four (24) hours of the scheduled time. In this case, it is the member's responsibility to contact the CFI prior to scheduling him. CFI's are NOT obligated to meet the appointments scheduled less than 24 hours in advance unless they have been contacted by the member.
5. There is no limit as to the number of times a member may place his name of the schedule sheet for the purpose of scheduling CFI's.

See SOP 201 Scheduling Aircraft

6. Members failing to show for a scheduled lesson without attempting to notify the CFI may be assessed for one hour of instruction time.

See SOP 202 No Show Failure To Use A Scheduled Aircraft or CFI)

7. If a CFI can not meet a scheduled appointment, it is the CFI's responsibility to contact the member. "No-shows" on the part of the CFI should be brought to the attention of the Manager or Chief Flight Instructor.

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## ***SOP 204 Scheduling Instructors (CFI's)***

### **NOTES**

1. Flight instructors are limited by the FAA and WINFC as to the number of flight hours that they may instruct in any given day.
2. CFI's are restricted from giving more than 3 Private Pilot pre-solo lessons in a given day. Additional Private Pilot pre-solo lessons may be authorized by the Chief Flight Instructor on a case by case basis. Additional lessons other than Private Pilot pre-solo are at the discretion of the individual CFI.
3. If you are scheduling an instructor for a fourth or fifth event\* on a given day, you have to coordinate first with that CFI to insure that he will be available.
4. If you cancel a lesson with a flight instructor, please contact the instructor so that he may reschedule another student or member for that time period. If you can not contact the instructor personally, than advise the Manager or Chief Flight Instructor.
5. Cancellations without notifications within 24 hours of the scheduled lesson are considered a "No-Show".

\* Each time an instructor's name appears on the flight schedule is an event for that instructor.

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## **SOP 301 Requirements for Operation of WINFC Aircraft at Night**

1. For Local Area flights this equates to thirty (30) minutes after sunset until thirty (30) minutes before sunrise as published in the NAS Whidbey Island Plan of the Day. For flights outside the Local Area consult a FSS.

2. The following requirements must be met to operate a WINFC aircraft at night:

a. A pilot must have over 100 pilot flight hours.

b. He must be instrument rated or have received adequate instrument training\* and, at the discretion of the chief flight instructor, be found competent for such operation and be so endorsed.

c. A pilot must satisfactorily complete the WINFC Night Checkout and be night current.

**Note:** Night VFR flight outside the local flying area requires that the PIC is instrument rated (not necessarily current.) (1710 § 405c).

\*“Adequate instrument training” is considered a minimum of five (5) hours dual simulated instrument time and can be demonstrated by the pilot during his night checkout by performing the following within the FAR PTS for an Instrument Rating, Airplane: Basic Air work, Unusual Attitudes, VOR Orientation, VOR / Radial/Bearing Tracking, Radar Approach and Wave-off.

See SOP 302 Night Checkout

See SOP 303 Currency Requirements § 1 (b) for Night Currency Requirements

3. Weather must be in accordance with BUPERSINST 1710.2 series § 407:

a. VFR - 2500/5 or greater

b. IFR - Available runway approach minimums at the point of departure and at the point of arrival (and alternate if required).

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***SOP 301 Requirements for Operation of WINFC  
Aircraft at Night***

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***SOP 301 Requirements for Operation of WINFC  
Aircraft at Night***

4. For night flights outside the Local Area (cross-country flights), the aircraft must be IFR current in accordance with FAR's, with an operable VOR or GPS and the PIC must be instrument rated (not necessarily current).

See SOP 204 Aircraft Instrument and Equipment Requirements

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### **SOP 302 Night Checkout**

Prerequisites: Instrument Rating Airplane, or Private Pilot with a minimum of 100 pilot flight hours, adequate instrument training\* and Chief Flight Instructor (CCFI) endorsement.

\*See SOP 301 Requirements for Operation of WINFC Aircraft at Night for definition of adequate instrument training

1. The purpose of the Night Checkout is to familiarize the pilot with the area around NUW and to assure the pilot is safe and current for night operations.
2. One hour minimum flight time between 1 hour after sunset and 1 hour before sunrise is required with a minimum of 3 takeoffs and 3 full-stop landings.
3. The following items will be checked:
  - \_\_\_ Preflight (with flashlight)
  - \_\_\_ Ground Operations
  - \_\_\_ Use of landing/taxi lights
  - \_\_\_ Airport lighting (include discussion on pilot controlled systems)
  - \_\_\_ Physiological Factors (discuss AIM information and use OKH for demonstration)
  - \_\_\_ Takeoffs - Minimum of 3 at night
  - \_\_\_ Landings - Minimum of 3 full stop (1 without landing light)
  - \_\_\_ Area Familiarization
  - \_\_\_ North Departure
  - \_\_\_ North Holding (Cornet Bay only)
  - \_\_\_ North Arrival
  - \_\_\_ South Departure
  - \_\_\_ South Holding (Sunset Beach and Golf Course)
  - \_\_\_ South Arrival
  - \_\_\_ Minimum 0.5 hours Simulated Instrument, if a visible horizon exists
  - \_\_\_ Post-flight/Servicing

See SOP 303 Currency Requirements § 1 (b) for Night Currency Requirements

- NOTES:
1. Night takeoff and landing requirements satisfies day requirements.
  2. Each Class of aircraft requires a separate night checkout and currency.

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## **SOP 302 Night Checkout**

3. Conventional landing gear aircraft require a separate night checkout.

See SOP 301 Requirements for Operation of Aircraft at Night

1. Aircraft: Satisfactory completion of a WINFC Annual Standardization Check in an aircraft of equal or greater complexity\*, and completion of the aircraft’s knowledge exam within the preceding 12 months, plus at least the following takeoff/landing minimums for the designated aircraft and time period:

- a. Daytime (½ hour before sunrise to ½ hour after sunset as published in the NAS Whidbey Island POD).

|              |   |
|--------------|---|
| Citabri<br>a | Three takeoffs and landings within the preceding 60 days.   |
| C-172        | Three takeoffs and landings within the preceding 60 days in a C-172.  |
| PA28-140*    | Three takeoffs and landings within the preceding 60 days in a P-140 or Arrow, or combination of both aircraft, and<br>Three takeoffs and landings within the preceding 180 days in a P-140. |
| Arrow        | Three takeoffs and landings within the preceding 60 days in the Arrow.  |
| T-34B        | Three takeoffs and landings within the preceding 60 days.   |

\* If a pilot is qualified in both the Arrow and PA28-140, they may maintain currency in both aircraft as long as they maintain currency in the Arrow and have 3 takeoffs and landings in PA28-140 within the preceding 180 days.

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## **SOP 303 Currency Requirements**

- b. Nighttime (½ hour after sunset until ½ hour before sunrise as published in the NAS Whidbey Island POD).

See SOP 301 Requirements for Operation of Aircraft at Night

|                        |   |
|------------------------|---|
| SINGLE-ENGINE AIRCRAFT | Three takeoffs & landings to a full stop as the sole manipulator of the flight controls of a single-engine aircraft comparable in performance <u>every</u> 60 days during the period beginning 1 hour after sunset and ending 1 hour before sunrise as published in the NAS Whidbey Island POD. |
| NOTE:                  | Completion of night requirements within the preceding 60 days satisfies the day requirements for that aircraft.   |

2. Pilots out of currency will satisfy the above requirements with a Club CFI in the aircraft.
  
3. Student Pilots must have flown with a Club CFI within the preceding 30 days in the make and model aircraft they desire to fly solo. No more than 10 hours of solo flight may be flown since the last flight with a Club CFI. (1710 § 417a)
  
4. Instrument currency will be in accordance with FAR, Part 61. Active duty military pilot instrument currency may be substituted only with the approval of the CCFI. (1710 § 417b & FAR § 61.57)
  
5. Pilots non-current for more than 6 months must accomplish a re-qualification check flight that meets the initial checkout requirements for that aircraft in order to regain currency. (1710 § 417a).
  
6. Any pilot who has not had light aircraft cross-country experience in the past 2 years shall get a CFI endorsement stating that he or she may perform duties as a cross-country PIC. NOTE: This endorsement is part of the annual standardization check sign-off.
  
7. Safety meeting attendance within 2 months. (1710 § 505)

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## ***SOP 303 Currency Requirements***

8. All items pertaining to pilot currency listed on the WINFC Flight Plan & Flight Clearance Authority Checklist and FAR's must be satisfied. (1710 § 418)

\*With respect to Annual Standardization Check Flights: Aircraft complexity in decreasing order is as follows:

- T-34B
- Arrow
- Citabria
- PA-28-140 and C-172

# ***Whidbey Island Navy Flying Club***

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## ***SOP 304 Aircraft Experience Requirements***

1. **Checkout Performance Standards.** Pilots checking out in a Club aircraft shall demonstrate an acceptable level of pilot proficiency. Check-outs shall be based on the “FAA Practical Test Standards” for the certificate the pilot intends to utilize at the Club. During check-outs, the instructor shall stress proper use of checklists, retractable gear operations, propeller operation, emergency procedures including go-arounds, and various types of approaches. The pilot shall display proficiency in the aircraft in which the check-out is given.
  
2. Check-out in Single-Engine, Fixed Gear Aircraft (200 HP or less)
  - a. Satisfactory check-out with Club instructor, and
  - b. 3 logged pilot hours in make and model to carry passengers or to leave the local operating area.
  
3. Check-out in Single-Engine Retractable Gear Aircraft
  - a. Satisfactory check-out with Club instructor, and
  - b. (for 200 HP or less) 100 logged pilot hours or, (for 201 to 236 HP) 150 logged pilot hours, and
  - c. 25 logged pilot hours in retractable gear aircraft (10 hours in make and model may be substituted for 25 hours retractable time) and,
  - d. 5 logged pilot hours in make and model.

See SOP 305 Check-out in Citabria

See SOP 306 Check-out in T34B

REF: BUPERSINST 1710.2 series, § 419, § 420, § 422, Page 4-1

# **Whidbey Island Navy Flying Club**

## **SOP 304 Aircraft Experience Requirements**

### **Summary**

| Aircraft  | Minimum Pilot Hours | Minimum Time Logged in Make & Model | Other Requirements  |
|-----------|---------------------|-------------------------------------|---|
| Citabria  | N/A                 | 10 hours                            | <b>SOP 25</b>   |
| C-172     | N/A                 | 3 Hours                             | None  |
| PA-28-140 | N/A                 | 3 Hours                             | None  |
| Arrow     | 100 Hours           | 5 hrs/10 hrs complex                | Insurance requirements                                    |
| T-34B     | 150 Hours           | 5 Hours                             | <b>SOP 26</b><br>25 Hrs Retractable or<br>10 Hrs in T-34B |

1. The above requirements must be completed prior to aircraft sign off except for SEL NON-high performance aircraft when, if a satisfactory checkout is completed in less than three (3) hours, a “solo” endorsement can be given to complete the required three (3) hours for PIC operations. This is a local area, no passengers, endorsement only. The pilot’s checkout is not complete until he has logged three (3) hours and the CFI signs his Pilot Information Card.
2. “Make & Model” is considered “Manufacturer & Number”. Examples are Cessna 172; Piper PA-28-140.
3. WINFC high performance aircraft will not be flown solo or PIC until five hours in make and model have been logged.
4. The above flight hours are to be considered a minimum. The actual flight hours required for a satisfactory checkout are those necessary for a pilot to demonstrate his safe and smooth operation of the aircraft to the CFI(s) performing the checkout.

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## **SOP 305 Citabria Checkout**

1. To ensure that all members seeking a “Tailwheel” endorsement master the requisite piloting skills, as outlined in FAR61.31, the following training program will be used to obtain a “Tailwheel” endorsement:

- a. **Category 1:** Pilots with no tailwheel experience.

### **Ground Training** (estimated time 2 hours)

|                     |                      |
|---------------------|----------------------|
| Fuel system         | Performance          |
| Weight and Balance  | Emergency Procedures |
| V speeds            | Restrictions WINFC   |
| Limitations         | Torque & Sources     |
| A/C Controls        | Takeoff & Landings   |
| Written A/C Exam    | Wheel Landings       |
| X-Wind T/O and Ldgs | Bounce Recovery      |

**Flight Training** – 7 to 8 Flights @ 1.5 hrs each with a 10 hr minimum and 50 to 60 landings minimum

|                      |                     |
|----------------------|---------------------|
| Taxi                 | Take Off            |
| Stalls               | Slow Flight         |
| Pattern              | Rejected Landing    |
| 3 point Landing      | Bounce Recovery     |
| X-Wind T/O and Ldg   | Wheel Landing       |
| Emergency Procedures | Grass Field Landing |

- b. **Category II:** Pilots with a tail wheel Endorsement and Tail Wheel Experience

**Ground Training:** As Category 1

**Flight Training:** As Category 1 except minimum of 4 flights, 6 hrs and 30 Landings

### **Notes:**

1. Chief CFI can waive minimum hours and landings

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***SOP 305 Citabria Checkout***

2. All Citabria checkouts shall meet the FAA and WINFC's "Tailwheel" endorsement criteria.

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### ***SOP 306 Beechcraft T-34B Aircraft Checkout***

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1. The requirements for a high-performance (more than 200 HP)/complex aircraft checkout and to act as PIC of a WINFC high performance/complex\* aircraft are outlined in BUPERSINST 1710.2 series and WINFC SOP 24.

See SOP 304 (Aircraft Experience Requirements)

2. For the purpose of a WINFC checkout the T-34A and T-34C aircraft are not considered the same Make & Model aircraft as the T-34B. Flight hours in these aircraft do NOT count toward the minimum five hours of logged T-34 time required.

3. T-34B checkouts will be considered only after the student has completed the WINFC T-34B Syllabus, satisfactorily passed the T-34B aircraft knowledge examination, logged a total of five (5) T-34B pilot flight hours and satisfied the individual requirements of the CFI performing the check flight.

4. Rear seat PIC checkouts for the purpose of CFI instructional qualifications or for students working on a CFI rating require a dual checkout from two T-34B Standardization Instructors (SIs). This requires two flights.

\* (Complex aircraft) - An airplane with a controllable propeller, retractable landing gear and flaps.

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### **SOP 307 Expiration Dates**

1. Expiration dates of written tests and flight checks will be the last day of the twelfth (12th) month following such test or check. All written tests required for flight checks shall be dated with the same month as the check flight.

2. The expiration date for an aircraft qualification involving an aircraft more complex\* than the aircraft used on the annual standardization check flight shall be the same as the expiration date of the annual standardization check.

\* WINFC aircraft complexity is based on the following:

|                        |                          |           |
|------------------------|--------------------------|-----------|
| Highest complexity     | High Performance/Complex | T-34B     |
| 2nd highest complexity | Complex                  | PA-28-200 |
| 3rd highest complexity | Four Place               | C-172     |
| Lowest complexity      | Two Place                | PA-28-140 |

# **Whidbey Island Navy Flying Club**

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## **SOP 308 Flight Checks**

1. The following flight checks are required by BUPERSINST 1710.2 series § 415:
  - a. Initial checkout in each specific make and model aircraft to be flown.
  - b. Initial night checkout.
  - c. Initial and annual instrument checkout for IFR pilots.
  - d. Annual Standardization check flight in the most complex\* aircraft in which currency is maintained.
  - e. Initial and annual CFI check flight.
  
2. Should any member be involved in an aviation accident, whether the aircraft is owned by the Club or not, he shall be subject to a flight check before he may operate Club aircraft.
  
3. Student pilots logging less than three (3) solo landings or one (1) hour of solo flight within the preceding thirty (30) calendar days will be required to take a flight check. The instructor acting as the check pilot has the authority to refuse flight permission.
  
4. Pilots out of currency in aircraft takeoff and landings (day or night) or IFR minimums shall take a flight check with a CFI to regain their currency.

|                                      |
|--------------------------------------|
| See SOP 303 (Currency requirements). |
|--------------------------------------|

\*WINFC aircraft complexity is based on the following:

|                                    |                          |           |
|------------------------------------|--------------------------|-----------|
| Highest complexity                 | High Performance/complex | T-34B     |
| 2 <sup>nd</sup> highest complexity | Complex                  | PA-28-200 |
| 3 <sup>rd</sup> highest complexity | Four Place               | C-172     |
| Lowest complexity                  | Two Place                | PA-28-140 |

## ***Whidbey Island***

## ***Navy Flying Club***

### ***SOP 401 Covenant Not To Sue and Indemnity Agreement***

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1. The WINFC Covenant Not to Sue and Indemnity Agreement (Hold Harmless Agreement) is required to be signed/dated and in the Clubhouse, or in the mail, prior to any person flying in a Club aircraft. Hold Harmless Agreements signed by members are good for one year and will be retained in the member's training folder.
2. Non-members must sign a new Hold Harmless Agreement for each flight. However, agreements signed by dependents of members will be held for one year. One Hold Harmless Agreement is sufficient for extended RON flights.
3. Non-member passengers picked-up away from NUW must have a Hold Harmless Agreement signed and dated for that particular flight on file at the Club, faxed to the club or in the mail before the flight begins.

# **Whidbey Island Navy Flying Club**

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## **SOP 402 Authorized Expenditures**

1. All expenditures in the Club's name made by WINFC members or contracted employees shall be approved by the Manager.
2. The following authorized expenditures and reimbursement rates concerning operation of Club aircraft have been established:
  - a. Fuel purchased away from WINFC – Discuss price with manager prior to flight. Receipts for AVGAS must be deposited in the check box. Receipts must show aircraft side number, date of purchase, number of gallons and price per gallon.
  - b. A&P services away from WINFC -- Up to \$250.00.
  - c. Hangaring of aircraft to avoid severe weather damage from weather which was not forecast prior to leaving NUW.
  - d. Annual customs entry fee. (Turn sticker into manager for reimbursement.)
3. No reimbursement will be made for sales taxes on purchases for Club-owned aircraft. Club-owned aircraft carry documentation identifying them as a Government aircraft exempt from sales taxes. It is the member's responsibility to make this fact known to the merchant or A&P. Reimbursement will be made for sales taxes on purchases for Club- leased aircraft if the vendor will not accept their exemption.
4. The amount of reimbursement for A&P services will be decided by the Manager. A&P services requiring over \$250.00 must be approved by the Manager prior to the maintenance being performed. A&P services required due to member negligence are not reimbursable.
5. Expenses to hangar an aircraft to prevent it from being covered with snow or ice overnight when such weather is forecast are not reimbursable.
6. No reimbursement will be made for oil purchases unless authorized by the Manager ahead of time. (Example: Extended cross-country).
7. No reimbursement will be made for tie-down charges, landing fees, or "after hours" US Customs Fees.

See SOP 109 Overnight (RON)/Cross Country Flights

# **Whidbey Island**

## **Navy Flying Club**

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### **SOP 403 Guests**

1. Active members holding a pilot certificate other than student pilot may carry non-members as passengers in Club aircraft, provided that a Club member is in command of the aircraft at all times and he occupies the seat normally considered that of pilot-in-command (PIC).
2. Guests shall remain in the Clubhouse during the pre-flight. The PIC shall escort his guest to the aircraft once the pre-flight is complete. After the flight, the pilot shall escort his guest back to the Clubhouse prior to performing the post-flight. Guests shall not help with pre/post-flight servicing.
3. Members may escort their guest around the WINFC flight line. A safety brief covering flight line safety should be given prior to the tour.
4. Guests may not be carried for compensation or hire; they can, however, share the cost of the flight.
5. Take enough copies of the Hold Harmless Agreement forms for each person to be picked-up and ensure these are completed and mailed or faxed back to the club **BEFORE** the guest flies in a club aircraft.

***Whidbey Island***  
***Navy Flying Club***  
***SOP 404 Pilot Logbooks***

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1. All members desiring to fly Club aircraft shall maintain a pilot's logbook to verify all flight time and to bear evidence as to the individual's currency and capability to operate various types of aircraft.
2. Pilots shall present their logbooks to Flight Clearance Authorities when requesting flight plan clearances.

# **Whidbey Island Navy Flying Club**

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## **SOP 405 Fees and Rates**

1. **Dues and Initiation Fees.** Dues and initiation fees are used to defray office expenses and the general cost of operation of the Club itself. Dues are considered a debt and are debited to your account the first of each month. It is the members responsibility to make sure payment is made in a timely manner so late fees are not incurred.

Automatic Withdrawal for Dues is now a requirement. Those members who joined prior to 2010 are still authorized to pay with other forms of payment.

2. **Flight Hour Rates.** The rates of the aircraft are determined by the Board of Directors based on the usage of the aircraft. The cost per hour is set to cover aircraft maintenance, repair, gas, oil and insurance.

3. **Payments.** WINFC operates under the BUPERSINST 1710.22 "Pay As You Go" rule for all services. All advanced payments may be mailed or dropped in the deposit box at the Clubhouse. Payments must be by check, credit card or auto withdrawal. Cash is not accepted unless you hand it directly to the club manager or office manager and receive a receipt. The mailing address is as follows:

Whidbey Island Navy Flying Club  
Bldg 2563 NAS Whidbey Island  
Oak Harbor, WA 98278

Automatic Withdrawal: Upon membership check-in you will be required to submit an "auto withdrawal authorization form". This will be used for monthly dues and can also be used for all other charges if the member chooses. It is the members' responsibility to update this form if there are any changes. Late fees may incur if the credit card on file can not be processed.

4. **Late Fees.** Payment is due at time of service for all Club charges which include monthly dues. A late fee of \$20 may be charged to the members account if there is an unpaid balance. The member will also be suspended from flying until the account has been paid. If the account is not paid after 30 days it may be turned over to the region accounting office for collection. At that time the members account will receive an additional \$28 service fee. The manager reserves the right to suspend any members account, at any time for account issues.

# ***Whidbey Island Navy Flying Club***

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## ***SOP 406 Club Member Responsibilities***

1. Each member is expected to live up to the rules and regulations of the Club and to maintain the goodwill of those with whom he comes in contact. As a representative of the Club, your actions and attitudes reflect directly on the Club and the other members.
2. Each member shall be held responsible for the aircraft scheduled from the moment he commences the preflight check of the aircraft prior to the flight until the aircraft has been properly serviced and secured after the flight.
3. Each member shall be held responsible for their guests while their guests are at the Club or in Club aircraft.

|                    |
|--------------------|
| See SOP 403 Guests |
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4. In order for the Club records to be kept up to date, any changes of address, phone number or personal qualifications should be submitted to the Manager.

# ***Whidbey Island Navy Flying Club***

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## ***SOP 407 Resignation***

1. A member wishing to resign from WINFC must submit a formal request to the Manager. Form letters are available at the Clubhouse for this purpose. It is the member's responsibility to notify the Club if he decides to resign; otherwise, the monthly dues continue to accrue, and he will be held responsible for payment.
2. Once formal notification has been given and the account has been cleared, active duty members may receive a letter of good standing which can be used if member is leaving the area and reporting to another duty station that maintains a Navy Flying Club. This letter is only valid for a period of one year.
3. Those members who are not leaving the area, may resign but will not be issued a letter of good standing and they attempt to reinstate membership, will be required to pay another full initiation fee and up to one year of past monthly dues (figure based on months resigned). Members that have opted to resign will be advised of this policy change when they submit a resignation request.
4. Voluntary resignation from the Club will not entitle a member to a return of his initiation fee. However, a Club member who is found to be physically or emotionally unable to operate Club aircraft safely has the option to petition the Board for the return of his initiation fee.

# **Whidbey Island Navy Flying Club**

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## **SOP 408 Aircraft Mishap Procedures-General Membership Responsibilities**

1. This SOP is designed to give the general membership guidance for the initial steps required by the WINFC Mishap Plan. The completion of the Mishap Plan is the responsibility of the Manager, Safety Officer and Board of Directors.
  
2. The following procedures are to be followed by any Club member who may receive notification of a mishap involving a Club aircraft:
  - a. Acquire:**
    - i. Name & telephone number of person reporting mishap.
    - ii. Tail number(s) of mishap aircraft(s).
    - iii. Location of mishap.
    - iv. Time of mishap.
    - v. Names of persons involved.
    - vi. Types of injuries.
    - vii. Where persons involved are or are to be taken.
    - viii. Description of damages.
    - ix. Name of on-scene agency (Sheriff, FAA, etc.)
  
  - b. Notify (See Hallway Information Board for Contact Information)**
    - i. NAS Operations Duty Officer (257-2681) (If Search and Rescue is required)
    - ii. WINFC Manager
    - iii. WINFC Safety Officer
    - iv. WINFC Operations Officer
    - v. WINFC President
    - vi. WINFC Chief Flight Instructor
    - vii. NAS Command Duty Officer (257-2631)
  
  - c. Secure**
    - i. Flight Plans
    - ii. Hold Harmless Agreements
    - iii. MAF Books (Aircraft Discrepancy Log)
    - iv. Aircraft and Engine Logbooks
  
  - d. Assume responsibility as Club representative until relieved by the Manager or BoD Member.**
  
  - e. Refer all queries to the NAS Public Affairs Officer (257-2286/7).**

***Whidbey Island***  
***Navy Flying Club***  
***SOP 409 Smoking***

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1. Smoking in WINFC aircraft is prohibited. By order of the base Fire Department smoking is also prohibited within fifty (50) feet of WINFC buildings and the aircraft line area.

# **Whidbey Island Navy Flying Club**

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## **SOP 501 Maintenance on Members' Private Aircraft**

1. As a benefit to its members, WINFC offers maintenance for inspections & repairs on member's private aircraft. The following guidelines will be applicable:
  - a. 100 Hr. inspections, annuals, and repairs are available on a "not to interfere basis" with club maintenance. Scheduling will be controlled by WINFC Manager.
  - b. Member will be required to have NAS facilities permit as well as comprehensive/hull insurance for aircraft to be worked on.
  - c. Member will sign maintenance repair hold harmless prior to any work performed.
  - d. Inspections cost and labor rate will be charged to members account and payment made upon pickup of aircraft. Failure to pay or pickup aircraft in a timely manner will result in late and possible legal fees. Hourly labor rate will be established by the manager.
  - e. Owners will be allowed to assist, at no cost reduction, with prior approval from the manager. At all times owner assistance will be under direct supervision of the chief mechanic in accordance with Federal Air Regulations.
  - f. Type of aircraft and depth of maintenance may be limited due to mechanic's knowledge/experience, special tools, required maintenance data, etc.
2. Pre-Maintenance Owner Checklist
  - a. What are we doing? If an inspection, what additional maintenance is requested?

## ***Whidbey Island***

## ***Navy Flying Club***

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### ***SOP 501 Maintenance on Members' Private Aircraft***

- b. Any existing gripes/issues that need to be addressed?
- c. Are any AD's and STC's recurring and what STC's does the a/c have?
- d. Logbooks / Keys?
- e. Oil type?
- f. Do you want to assist with the evolution? Define what/when/etc. can be done by the owner? No cost savings but possibly save on time for inspection.

**Note.** During an inspection, in order to be more efficient, our policy allows mechanic to fix/repair small discrepancies that do not cost more than \$50 (parts/labor). Upon completion of inspection owner will be given a list of discrepancies that itemize all airworthy and non-airworthy discrepancies. Non-airworthy discrepancies must be fixed prior to signoff of inspection. Owner can elect to have them repaired here or take a/c to outside facility w/ferry permit to get repairs done. Some discrepancies may need to be taken to an outside repair facility due to capability beyond our level of maintenance.

Whidbey Island Navy Flying Club  
Oak Harbor, WA

Date:

COVENANT NOT TO SUE, HOLD HARMLESS AND INDEMNITY AGREEMENT

I (Print Name) \_\_\_\_\_, an active member in good standing with the Whidbey Island Navy Flying Club (WINFC), will allow the WINFC Nonappropriated Funded (NAF) employed aircraft mechanic, Mr. \_\_\_\_\_, to perform aircraft maintenance on aircraft (make/model \_\_\_\_\_, (FAA Registration Number) N\_\_\_\_\_. This is my privately owned aircraft and is not currently leased to the WINFC. I have on file with the WINFC a current DD FORM 2401 (Civil Aircraft Landing Permit) for NAS Whidbey Island.

I acknowledge that maintenance performed on my aircraft will primarily be conducted within the confines of the WINFC's aircraft maintenance hangar (BLDG 2780).

I acknowledge there may be associated risks involved in having my aircraft maintained by the WINFC. Risks may include, but are not limited to: damage to my aircraft during movement in and out of the hangar, damage to my aircraft due to structural failure of the flying club's aircraft maintenance hangar, and/or damage to my aircraft during maintenance performed by the WINFC mechanic. Potential maintenance risks may include, but are not limited to: improper troubleshooting/repair resulting in engine/aircraft damage, aircraft damaged as a result of falling off aircraft jacks (if jacking is required), and/or aircraft damage as a result of aircraft mechanic negligence.

In consideration of the WINFC permitting me to allow aircraft maintenance to be performed on my privately owned aircraft within the confines of the WINFC hangar, I agree to indemnify and hold harmless Navy MWR, Navy MWR Department [NAS Whidbey Island], [Regional Quality of Life Support Office] and its staff, and the U.S. Navy, and its members, agents and employees from all claims, damages, losses, injuries and expenses arising out of or resulting from the repairs performed or other resulting injury to my aircraft. I further agree to release, acquit, and covenant not to sue Navy MWR, Navy MWR Department [NAS Whidbey Island], [Regional Quality of Life Support Office] and its staff, and the U.S. Navy, and its members, agents and employees for all actions, causes of action claims or damages, damages in law or

remedies in equity of whatever kind, including the negligence of Navy MWR [NAS Whidbey Island] or its staff arising out of my agreeing to allow the WINFC to perform aircraft maintenance on my privately owned aircraft. In short, neither I, my family, my heirs or assigns may sue Navy MWR, Navy MWR Department [NAS Whidbey Island], [Regional Quality of Life Support Office] and its staff, and the U.S. Navy, and its members, agents and employees, and if I do, I cannot collect any money.

If I, my heirs, administrators, executor, and/or assignees should demand, claim, sue, or aid in any way in such a demand, claim, or suit, I agree to indemnify the U.S. Government for all damage expenses and cost it may incur as a result thereof.

I understand and agree that I am assuming the risk of damage to my aircraft that may be caused by the negligence of the U.S. Government.

I also understand and agree that I may be held liable for any damage or loss to the U.S. Government, which is caused by my gross negligence, willful misconduct, or fraud.

The term U.S. Government, as used here, includes the Whidbey Island Navy Flying Club, including individual members, and any officer, agent, employee of the U.S. Government or the WINFC, acting officially or otherwise.

I have read and understand this agreement.

\_\_\_\_\_

Print Name of Aircraft Owner

\_\_\_\_\_

Print Name of WINFC Manager

\_\_\_\_\_

Signature of Aircraft Owner

\_\_\_\_\_

Signature of WINFC Manager