Chapter 10  
AERO CLUB

10.1. Program Overview. Aero Clubs are recreational aviation clubs provided on AF installations to promote readiness and resiliency of Airmen and Guardians. Aero Clubs provide Airmen and Guardians an opportunity to support the DAF mission; participate in professional aviation training programs and safe, low cost aircraft operations; develop and maintain aeronautical skills; and develop awareness and appreciation of aviation. In addition, Aero Clubs support the United States Air Force Survival, Recovery, and Reconstitution Plan, search and recovery operations and other operational missions. Survival, recovery and reconstitution or contingency missions, are a priority. All club assets and personnel support these missions when required. Aero Clubs are operated in accordance with AFMAN 34-152 and this publication. (T-1).

10.2. APF reimbursement. Use of appropriated funds are authorized in accordance with AFI 65-106.

10.3. NAF insurance liability program. Managers must ensure the Aero Club has insurance coverage for aircraft, flight instructors, employees, and customers as described in AFMAN 34-208, Nonappropriated Fund Property and Liability Program. (T-1). All claims from Aero Club operations must be filed in accordance with AFMAN 34-208. (T-1).

10.3.1. Flights deriving from support agreements or other mechanisms are not USAF operational missions. Aircrafts utilized for APF operational missions will not be covered by the NAFs insurance liability program. (T-1).

10.3.2. Any claims arising out of these missions must be filed by the program manager in accordance with AFI 51-306, Administrative Claims for and Against the Air Force. (T-1).

10.3.3. If the National Transportation Safety Board (NTSB) or a commander directed investigation determines damages to the aircraft are a result of pilot error, the aero club manager must work with the installation legal office to determine if the pilot-in-command (PIC) is responsible for the insurance deductible. (T-1).

10.3.4. The flight instructors are responsible for the operation of aircraft during training flights. During training flights, flight instructors shall be covered under Air Force Insurance Fund for damages. (T-1).

10.4. Use of Aero Club Planes for Temporary Duty. Members are permitted to use Aero Club aircraft as a method of temporary duty travel, Joint Travel Regulations, Chapter 2, 020210, Privately Owned Vehicles (POV), and AFI 24-602V1, Passenger Movement, authorizes the use of Aero Club aircraft for this purpose.

10.5. Operation of New Aircraft. Managers must receive permission from AFSVC before their club may operate a newly acquired aircraft. (T-1).
10.6. Membership Fees, Dues, and Responsibilities. Clubs may charge members an initial membership fee to cover the administrative costs of establishing membership. If a member transfers to another Aero Club, an initiation fee should not be charged if the member presents a letter of good standing from the previous club. Managers accept letters of good standing from any other military Aero Club. (T-1). Visiting members are not charged initiation fees or monthly dues unless the visit exceeds one billing period at their home club, then members pay dues at either their home or visiting club. (T-1). Managers must ensure members:

10.6.1. Pay established dues. (T-3).
10.6.2. Assist club staff in daily club operations when requested. (T-3).
10.6.3. Present their logbooks, pilot certificate, and medical certificate to the manager, chief flight instructor, or clearing authority for examination upon request. (T-3).
10.6.4. Attend scheduled flight safety meetings. (T-3).

10.7. Visiting Pilot-in-Command Privileges. The manager will authorize members to exercise PIC privileges in an aircraft belonging to another DAF Aero Club if each of the following requirements is met.

10.7.1. The visiting pilot complies with all host club regulations and pilot qualification requirements. (T-3).
10.7.2. Membership and currency have been validated. (T-3).
10.7.3. Visiting pilots must present a paper copy of their membership record and training folder to the club where the member is requesting flying privileges. (T-3).
10.7.4. The visiting pilot must receive a complete local area briefing by a host club instructor. (T-3). The club standard operating procedures may require a local area checkout flight.

10.8. Member Records and Training Folders. Managers maintain a membership record on each member. (T-1). Managers must maintain a training folder on members who are currently enrolled in a flight-training course leading to the issuance of a Federal Aviation Administration (FAA) certificate or rating. (T-1). Member records and training folders are maintained in accordance with AFMAN 34-152. (T-1).

10.9. Registering Aircraft. Program managers must ensure all aircraft owned or operated by Aero Clubs are registered in accordance with FAA Regulations. (T-0). Obtain registration information from the local FAA office or http://www.faa.gov.

10.10. DoD Loaned Aircraft. Clubs may borrow excess DoD aircraft. AF/A4LM, Aerospace Vehicle Disposition Office, screens excess DoD aircraft and offers to loan aircraft compatible with Aero Club operations. AFSVC manages annual attestation of all DAF owned Aero Club aircraft per AFI 16-402, Aerospace Vehicle Programming, Assignment, Distribution, Accounting, and Termination, and distributes the aircraft to clubs with appropriate membership needs, financial stability, and Force Support commander or civilian leader approval.
10.11. AFSVC Loaned Aircraft. Clubs may borrow excess aircraft obtained from the General Services Administration or Civil Air Patrol. AFSVC screens these aircraft and offers to loan those compatible with Aero Club operations and then distributes the aircraft to clubs with appropriate membership needs and financial stability. Gaining clubs are responsible for all acquisition costs and needed repairs. The manager must ensure the loaned aircraft is registered and maintained in an airworthy condition according to FAA regulations. (T-0).

10.12. Aircraft Disposal. Program managers must dispose of aircraft when damaged or worn beyond economical repair and aircraft disposal is approved by AFSVC. (T-1). Refer to AFMAN 34-204, Property Management, for procedures for disposal of APF/NAF properties.

10.13. Selling Fuel, Oil, and Other Aviation Related Items. Managers must sell fuel, oil, and other items according to paragraph 3.26 to eligible MWR patrons. (T-1). In addition, clubs may sell fuel, oil, and other aviation related items for government and official mission aircraft and other US military Aero Club members for use in other Aero Club aircraft.

10.14. Maintaining Inventories. Clubs may maintain a centralized inventory of aviation related merchandise and a decentralized storeroom inventory of aviation petroleum, oil, lubricants, and aircraft spare parts. Refer to AFMAN 34-202 for guidance on establishing, maintaining, and controlling these inventories. It is recommended clubs maintain a stock of spare parts to minimize aircraft downtime.

10.15. Investigating Pecuniary Liability. The Force Support commander or civilian leader investigates pecuniary liability for mishaps according to AFMAN 34-202. (T-1). Although this investigation is separate from the mishap Safety Investigation Board, the investigator may use factual data and recall witnesses from the mishap investigation.

10.16. Standard Operating Procedures. The purpose of the standard operating procedures is to consolidate information on membership responsibilities, local airfield procedures, operational restrictions, and requirements. The standard operating procedures are detailed enough that a pilot with adequate knowledge of FAA regulations and applicable AF publications can read the standard operating procedures and pilot information file and have the information required to safely operate club aircraft at that location. (T-3). FAA regulations and AF guidance shall not be reiterated unless needed for clarification purposes. (T-3).

10.16.1. The Aero Club manager will coordinate with the applicable installation operations staff on items impacting flight operations. (T-3).

10.16.2. The Aero Club manager must develop and publish standard operating procedures. (T-3). The manager makes available an electronic file of standard operating procedures to all club certified flight instructors and members and provides a paper copy if requested. The manager must update standard operating procedures as required to maintain currency. (T-3). Standard operating procedures include items listed in AFMAN 34-152, Attachment 2.

10.17. Pilot Information File. The purpose of the pilot information file is to make information pertinent for safe flight, but not yet covered in the standard operating procedures, available to pilots. Refer to AFMAN 34-152, Attachment 8 for pilot information file format.

10.17.1. The pilot information file is in a single binder, maintained in an accessible location. (T-3). Each pilot information file item is sequentially numbered by calendar year (03-1, 03-2, etc.) and items of a permanent nature are included in the standard operating procedures. (T-3).
10.17.2. Members desiring to exercise PIC privileges must have read and formally acknowledged in writing all current pilot information file items before flight. (T-3).

10.18. Club Instructor Standardization Guide. The purpose of the club instructor standardization guide is to describe club pilot checkout requirements and standards, private pilot training requirements, and proper documentation of pilot training and checkouts. The manager must ensure all certified flight instructors adhere to the guidance provided in AFMAN 34-152. (T-1).


10.19.1. Overhaul aircraft components at the manufacturer's recommended time between overhaul. (T-1).

10.19.2. If engines meet airworthiness standards at time between overhaul, aero clubs may delay engine overhaul, rebuild, or replace until time between overhaul plus 30 percent. When engine overhauls are delayed, an aero club mechanic certified in accordance with paragraph 10.19.2.1. Recommend delaying the overhaul and annotate the recommendation in the logbook. (T-1).

10.19.2.2. Conduct actions for 100-hour inspections prescribed by FAA regulations every 50 hours on the engine(s). (T-1).

10.19.2.3. Borescope the inside of the cylinders and annotate the condition of the cylinders in the aircraft logbooks in 100 hour increments for any engine exceeding manufacturer's recommended time between overhaul. (T-1).

10.20. Covenant Not to Sue and Indemnity Agreement. The manager ensures no person will operate or occupy a club aircraft unless he or she has executed an AF Form 1585, Covenant Not to Sue and Indemnity Agreement, within the previous 12 months. (T-1). This requirement does not apply to FAA Inspectors performing official flight examinations. When conducting a practical test, a FAA inspector or designated examiner may act as PIC without meeting the requirements specified in this DAFI.

10.21. Aircraft Scheduling. Scheduling should be on a first come, first served, basis for daily flying. Managers establish cross-country scheduling and approval procedures, and include those procedures in the standard operating procedures. (T-3).

10.22. Required Equipment. The manager and PIC must ensure appropriate survival and safety equipment for the intended operation area is onboard the aircraft. (T-0). Equipment must include a FAA-approved flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land. (T-0). Base life support units must issue survival equipment if immediate operational needs do not preclude such use, and shall establish appropriate safety procedures for issued equipment. (T-3). The manager or program staff will ensure tie-down equipment is onboard aircraft if landing at an airport without tie-down equipment. (T-0).
10.23. **Pilot Training.** Aero Club managers must prepare and use a ground school and flight training curriculum certificated by the FAA under 14 CFR Part 141, *Pilot Schools*, for training leading to the issuance of an initial private or commercial pilot certificate, or an instrument rating. (T-0). All members training for the initial issuance of a private or commercial pilot certificate, or an instrument rating must be enrolled in, and complete training under, a 14 CFR Part 141 curriculum. (T-0). Managers must have AFSVC approval on all other flight and ground training courses not certificated under 14 CFR Part 141 before implementation. (T-1).

10.24. **Maintenance Certification and Training for Mechanics.** Mechanics must hold an Airframe and Powerplant or inspector authorized certificate. (T-1).

10.25. **Aircraft Airworthiness.** Managers must ensure that category 1 and 2 aircraft are registered and maintained in an airworthy condition according to FAA regulations. (T-0).