

Kirtland Flight Center

STANDARD OPERATING PROCEDURES (SOPs)

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Chapter 1

Administration

1.1. Membership application, resignation, and expulsion procedures.

1.1.1. **Membership.** Membership in the Kirtland AFB (KAFB) Flight Center is open to the following personnel:

- Active duty and retired military from any branch of the U.S. Armed Forces and their qualifying family members.
- Members of the National Guard and Reserves.
- Veterans not qualifying above may become members only for the duration of enrollment in a VA-recognized flight training program offered by the Flight Center. Once training is complete, eligibility is terminated.
- Civil Air Patrol members.
- Civil Service employees assigned to KAFB.
- Active members of ROTC on scholarship.
- Flight instructors and mechanics on contract with the Aero Club.
- Employees of the following tenant organizations:
 - o Sandia National Labs
 - o Department of Energy
 - o Veterans Administration Hospital
 - o Federal Aviation Administration
 - o U.S. Customs
 - o Defense contractors doing business on KAFB and approved by the 377 ABW/CC

1.1.2. **Application for Membership.** Application for membership shall be made on an AF Form 1710, *Membership Application*, to the Flight Center Manager. If the prospective member has a letter of good standing from another U.S. Armed Forces Flight Center / Aero Club the letter must be submitted with the AF Form 1710. Upon approval of the application by the Manager, the applicant will be entitled to all privileges and benefits afforded to members.

1.1.2.1. Once the application is accepted and approved, the Manager will make available a copy of this SOP to the new member. The Manager or a Flight Center representative will explain the aircraft rates, method of scheduling aircraft and instructors, the Pilot's Information File (PIF) system, and the requirements that must be completed prior to flight as pilot in command. The new member will also be informed that they are responsible for paying monthly dues, regardless of whether they fly or not. Fees for all other rentals, services, and retail items are payable immediately by credit card. Members must provide a valid credit card number for dues billing purposes.

1.1.2.2. If a prospective member joins on or before the 15th day of the month, they will be assessed that month's membership dues in full. If a prospective member joins on or after the 16th day of the month, they will be assessed one half that month's membership

dues.

1.1.3. **Resignation.** Resignation **must be submitted in writing** to the Flight Center Manager. A simple handwritten statement of resignation will suffice; however, it must be signed, dated, and contain a forwarding address. Resignation becomes effective on the date the written request is received at the Flight Center.

1.1.4. **Suspension/Expulsion.** At the discretion of the Manager, an individual's membership may be suspended / discontinued for just cause. Grounds for suspension / expulsion include violations of Flight Center SOP policies, FAA regulations, and / or Air Force directives. Violations of Federal Aviation Regulations (FARs) will be reported to the Flight Standards District Office (FSDO).

1.1.4.1. Discontinuance of membership will be directed by the Manager when, upon investigation of the case, it is determined that the individual involved, willfully and knowingly disregarded safe flying rules or has demonstrated unsatisfactory flying proficiency that cannot be improved to meet Flight Center standards. Suspension shall be immediate upon such action and the final expulsion will be at the date set by the Manager.

1.1.4.2. In the interest of other Flight Center members, it is the duty of each member to immediately notify the Flight Center Manager, Chief Flight Instructor, operations officer, safety officer, or clearing authority, when violations are observed. Safety of flight is paramount to the Flight Center's operations.

1.2. Quorums and meetings.

1.2.1 **Safety & General Meetings** are held on the first Wednesday of even numbered months at 1830 hours, unless otherwise announced. A sign-in sheet will be provided, and members are required to sign in to document attendance of the safety meeting.

1.2.2. **Instructor Meetings.** Instructor meetings will be held during the half-hour preceding the safety and general membership meeting at the discretion of the Chief Flight Instructor.

1.2.3. **Safety Meeting Attendance.** Member and flight instructor currency in Aero Club aircraft is conditional upon attendance at Flight Center safety meetings. **When a Safety Meeting is missed, flying privileges, whether as PIC, flight with an instructor, or as a passenger, for any member, are denied until cleared by the Manager or Chief Flight Instructor.**

1.2.3.1. If a safety meeting is missed, alternate means of making up the meeting will be prescribed by the Manager. Options include, but are not limited to, the following:

1.2.3.2. Review recordings (DVD) of the missed safety meeting(s).

1.2.3.3. Review meeting minutes from the missed safety meeting(s).

1.2.3.4. Receive a briefing from the Manager or Chief Flight Instructor on subjects covered during the missed safety meeting(s).

1.2.4. **Absences:** Documented valid reasons for missing a safety meeting must be submitted to and approved by the Flight Center Manager or Chief Flight Instructor. Acceptable reasons for excused absences are emergencies, duty status, and work commitments. Members should provide appropriate documentation when requesting to be excused from a safety meeting. If a member misses three safety meetings in a row, the member **must attend** a safety meeting prior to regaining flying privileges. Without formal approval, absences from safety meetings will be considered unexcused absences requiring attendance at a safety meeting before flying privileges are reinstated.

1.3. Aircraft scheduling procedures.

1.3.1. **Aircraft Reservations.** Aircraft will be reserved on a first-come, first-served basis. The computer-scheduling program, FlightSchedulePro.com, will be used to schedule all flights. Local area flights cannot be reserved more than 60 days in advance. If conflicts in the scheduling of an aircraft cannot be resolved, the members should contact the Flight Center Manager or Chief Flight Instructor.

1.3.2. **Flight Cancellation.** The member should cancel scheduled flights no later than 24 hours before the scheduled takeoff time. It is the student's responsibility to notify his / her flight instructor of any changes or cancellations. When airplane reservations are canceled due to maintenance, the Flight Center staff will attempt to notify the individuals affected or attempt to find an equivalent airplane for the same time block. Failure to use an airplane as scheduled without canceling a reservation, or chronic "no shows" without canceling a reservation, will result in the member being charged \$35.00. Any aircraft scheduled for a local flight and not claimed within 20 minutes of the scheduled period will be made available for use for the remainder of the period.

1.3.3. **Schedule for Checkout.** Members may schedule an aircraft for initial checkout purposes.

1.3.4. **Double Scheduling.** Scheduling more than one airplane for the same time block is **absolutely prohibited**. Repeated violations of this nature will be grounds for membership suspension.

1.3.5. **Cross-Country.** A cross-country flight is defined as a flight that departs the local area (see Attachment 2). The local area consists of a 50 nautical mile radius that is centered on the Albuquerque International Sunport (KABQ). Extensions to the local area include Socorro, NM (KONM) and Grants, NM (KGNT). Cross-country flights are not authorized unless a cross-country request is submitted and approved by the Chief Flight Instructor; or, in the case of same-day "out-and-back" requests, an aero club instructor.

1.3.5.1. Members will submit a local cross-country request for all cross-country flights, including training flights and out-and-backs. Fill out the cross-country request with enough information to replicate how you will accomplish the flight (route of flight, fuel

stops, passengers, etc.). Do not deviate from the approved cross-country request, except for emergencies, or minor weather deviations, without Chief Flight Instructor approval. Members shall schedule the aircraft using Flight Schedule Pro.

1.3.5.2. Cross-country requests will not be approved unless the pilot is checked out and current in the scheduled aircraft.

1.3.5.3. Maximum duration of any cross-country will be 5 days, unless other arrangements are made with the Manager. The Manager shall be notified of any weather or maintenance delays that prevent timely return.

1.3.5.4. Kirtland Flight Center aircraft will not be flown outside the Continental United States.

1.3.5.5. Approved cross-country requests will be filed in the cross-country file box according to the month of departure. On the day of the member's cross-country, remove the request from the cross-country box and place the approved request on the clipboard with the aircraft dispatch slip.

1.3.5.6. Daily utilization rates apply for cross-country flights. Minimum use will be computed at the rate of two hours per weekday or three hours per weekend day, for each day the aircraft will be away or the actual Hobbs time recorded, whichever is greater. The two-hour rule does not apply to the day of return if return is before 1200.

CHAPTER 2

Pilot Currency Requirements

2.1. Pilot Currency. Pilot currency requirements are those published in the DAFMAN 34-152 and FAR's. Presentation of a handwritten logbook or computerized logbook, provided all applicable currency information is included, is required, in order to credit / update the Automated Dispatch Program (ADP).

2.2. Pilot's Information File (PIF). Only the Chief Flight Instructor, assistant Chief Flight Instructor, or Flight Center Manager may approve items for inclusion in the PIF. The Chief Flight Instructor and assistant Chief Flight Instructor maintain the PIF.

2.3. Automated Dispatch Program (ADP).

2.3.1. Adding Members. When a pilot or student joins the Flight Center, management will enter the new member into the computer Flight Training System, Automated Dispatch Program database, hereafter called the ADP.

2.3.2. Record Entry. The Flight Center Instructor conducting the individual's initial checkout will prepare the required forms and enter the data into the computer.

2.3.3. Records Maintenance. Members are responsible for maintaining their own currency records.

2.3.4. Flight Currency Record. When flight data is entered into the ADP Program, the program automatically updates the pilot's currency.

2.3.5. PIF / Safety / Annual Currency Record. Members will have the capability to update reviewing the current PIF in the ADP. Safety Meeting attendance will be credited by either the Flight Center Manager or Chief Flight Instructor. Annual currency requirements will be updated by the Kirtland Flight Center Manager or instructor conducting the annual currency flight.

2.3.6. Standardization Check. An initial aircraft checkout or successful FAA flight check for an airman certificate or rating satisfies this requirement provided all required written tests designated by the Aero Club Manager are also completed, graded, reviewed, and the AF Form 1584 is completed by the examiner or Chief Flight Instructor and approved by the Manager. The instructor will endorse the member's logbook as appropriate and enter the data into the ADP.

2.3.7. FAA Medical Certificate. The expiration date of the certificate will be entered as a Third-Class Medical or a Second-Class Medical, whichever is appropriate.

2.3.8. AF Form 1585, Covenant Not to Sue / Indemnity Agreement. Required annually for all members and passengers. To the maximum extent possible, the Flight Center Manager will be the Aero Club Official to execute the AF Form 1585. The date when the document is signed will

be entered into the Clearing Program. Exceptions: FAA representatives performing official FAA duties are exempt from signing an AF Form 1585.

2.3.9. ***Aircraft checks.*** Enter the date of the annual standardization check ride into the computer for each aircraft in which currency is maintained. **Standardization, Aircraft and Mountain written tests must be completed, graded, and reviewed prior to a check flight. The Emergency Procedures Closed book test is required whenever currency is lost for more than 180 days.**

2.3.10. ***FAA Flight Review.*** Applies to all FAA certificated pilots (not students) and expires twenty-four calendar months after the flight review. A successful FAA flight check for issuance of a pilot certificate, rating, or operating privilege satisfies this requirement. Satisfactorily completing one or more phases of an FAA-sponsored pilot proficiency award program also satisfies this requirement. The check date of the flight review will be entered into the computer.

2.3.11. ***Mountain Flying Test and Video.*** Pilots must satisfactorily complete a written test on mountain flying procedures. The written test is a one-time requirement. Pilots must also complete the mountain flying annual requirements by watching the video.

2.3.12. ***PIF Items.*** PIF currency is maintained using the ADP program.

2.3.13. ***Safety Meetings.*** Safety meetings are held the first Wednesday of even numbered months at 1830, unless otherwise announced. Attendance at safety meetings will be documented in the ADP. For new members, a Safety Meeting must be attended or viewed before they can begin flying. **When a Safety Meeting is missed, flying privileges, whether as PIC, flight with an instructor, or as a passenger, for any member, are denied until cleared by the Manager or Chief Flight Instructor.** The member must watch the recorded meeting and provide the Flight Center Manager or Chief Flight Instructor with written documentation of the items discussed, review the written minutes, or be briefed by the Chief Flight Instructor. The ADP **must be updated** by either the Flight Center Manager or Chief Flight Instructor or clearance to fly will not be authorized. Waivers to the requirements of DAFMAN 34-152, paragraph 5.3 may be approved by the Manager if a member provides a written statement from his or her employer or school explaining schedule conflicts with work or school commitments. The statement will specify the duration of the conflict, not to exceed one year, and will be filed in the membership folder.

2.3.14. ***Wind chart.*** Each pilot completing a checkout will be assigned a wind chart number from 1 to 4. This number is based on aircraft Pilot's Operating Handbook, or T.O. 1T-41C-1, aircraft qualification, and **demonstrated ability of crosswind proficiency** as assessed by the instructor. See ***Wind Chart*** at Attachment 3.

2.3.15. ***Annual Video Requirements.*** There is a requirement for each member to view the following videos initially and annually: the Flight Line Safety Video, Foreign Object Damage (FOD) Video, and the Mountain Flying Video or Mountain Flying Training course as designated by the Flight Center.

2.3.16. ***Non-Current Members.*** If a member becomes non-current his / her ADP Membership Status may be changed to INACTIVE. The non-current condition must be corrected prior to flying again. Members not exercising their Flight Center flying privileges for more than six months will be considered inactive and their ADP Membership Status may be changed to INACTIVE. A member may become non-current for any of the following reasons:

- Aircraft currency overdue.
- Medical expired.
- Covenant-not-to-sue expired.
- Annual standardization overdue.
- Incomplete documentation in membership folder.
- New PIF item.
- Chronic missing safety meeting(s).
- Violations or non-compliance with regulations and directives.

CHAPTER 3

Operational Restrictions and Local Area Procedures

3.1. Restrictions and Requirements.

3.1.1. **Requirements.** In addition to the restrictions and requirements of DAFMAN 34-152, the following flight restrictions apply to all Flight Center pilots.

3.1.2. **Touch-and-Go.** Touch and go landings are **prohibited** in retractable gear aircraft. As an exception touch and go landings are permitted with an instructor on board. Touch and go landings are **prohibited** for solo Private Pilot students.

3.1.3. **T-41C.** The T-41C is limited to 105 mph IAS for cruise climb and will not be operated in cruise flight at power settings above 2600 rpm, to prevent engine over speed.

3.1.4. **Runway size and condition.** Flight Center aircraft are **prohibited** from using unpaved runways. Local area airports, Mid Valley (E98) and Sandia East (1N1), are specifically “Off Limits” for restrictions listed in DAFMAN 34-152, para 6.18.4. Exceptions to this requirement will only be granted by the Chief Flight Instructor or the Flight Center Manager.

3.1.5. **Fire Precautions and Procedures.** Fires during preflight and engine start are very hazardous. Safety of people always takes priority over preservation of property. Remain clear of a fire that is rapidly growing or uncontrolled. Do not attempt to extinguish a fire if it is unsafe to do so. Always notify the fire department of any fire, even if the fire appears to be out.

3.1.5.1. Fire Extinguishers. Instructors will cover the use of flight line fire extinguishers during initial and annual check rides.

3.1.5.2. If a fire occurs while starting, attempt to put out the fire with an extinguisher. However, if it is not safe for you to attempt to extinguish the fire, use the nearest phone, call the fire department, and provide all information necessary for them to locate the aircraft.

3.1.5.3. Follow the procedures in the aircraft’s operating handbook in the event of an induction system or engine fire during starting, ground operations, or shutdown. If time permits, call Ground Control on 121.9 to request emergency assistance. All aircraft occupants should be briefed on where to gather for a head count in the event that a ground evacuation is required.

3.1.6. *Aircraft Starting.*

3.1.6.1. **There will be no hand propping of aircraft.** All starts will use the built-in starter. If necessary, the external battery may be used if a second person is available and familiar with using the battery and cable system. That individual will connect external cables while the pilot remains in the aircraft. Never leave the aircraft running if the pilot cannot occupy the pilot seat for any reason.

3.1.6.2. Aircraft engines will not be operated within 50 feet of the hangar.

3.1.7. ***Taxi Procedures.*** An Albuquerque International Sunport (KABQ) Airport Diagram is located at Attachment 1. The most current airport diagram should be referenced for taxiing. Flight Center aircraft will follow designated taxi routes and will not use vehicle roadways for taxiing. Taxiing an aircraft from one side of the base operations hangar to the other will be accomplished using Taxiway B and maintaining radio contact with ground control.

3.1.7.1. Flight Center aircraft will not be taxied closer than 500 feet behind a large aircraft whose engines are running. Flight center aircraft will not be stopped for engine run-up, or other purposes, in a position such that jet or propeller blast from passing large aircraft will be directed at Flight Center aircraft from a distance of less than 500 feet. When a large aircraft is taxiing from the opposite direction, move your aircraft well off to the side of the taxiway to avoid possible intense propeller or jet engine blast.

3.1.7.2. Flight Center aircraft will not be taxied or parked closer than 300 feet from a hovering helicopter, or a helicopter on the ground with its rotor blades in motion.

3.1.7.3. Flight Center aircraft will not be taxied within 50 feet of any aircraft that is being refueled.

3.1.8. ***Other Guidance and Procedures***

3.1.8.1. Aerobatics, including spins, are **prohibited** except for spins required by the flight instructor-training course.

3.1.8.2. In accordance with *Cessna Aircraft Service Letter CES10-14-2 (28 July 1981)* MS81-2, during airborne operations of the T-41C aircraft at less than 1500 RPM for more than 30 seconds, perform engine clearing functions every 20-30 seconds by smoothly applying power up to 1500 RPM, then retarding to idle.

3.1.9. **Fuel Reserves.** Flight Center aircraft will land with no less than one hour of fuel reserves. If fuel reserve becomes less than one hour during flight, land as soon as practical at a suitable airport to obtain additional fuel.

3.1.9.1. The observations in **Figure 3.1.** with regards to fuel management will be observed by all Flight Center pilots:

Figure 3.1. Fuel Management

Fuel consumption in the Pilot's Operating Handbook (POH) may vary significantly from that published by the engine manufacturer
Improper leaning techniques can greatly increase consumption
Any attitude, other than level, positive-G flight can cause fuel interruption in gravity-fed fuel systems
Range data published by the manufacturer is very optimistic

3.1.9.2. Use the steps in **Figure 3.2.** to overcome fuel system inadequacies:

Figure 3.2. Steps

Know your departure fuel
Account for all phases of flight and use pessimistic fuel consumption rates
Know and use proper leaning techniques.
Prolonged slips, skids, or turbulence can easily uncover a fuel port when there is minimum fuel in tanks
Know your fuel consumption and how long you have been airborne

3.1.10. *Mid-Air Collision Avoidance.*

3.1.10.1. There are low altitude tracks for C-130s and refueling helicopters to the southwest of Albuquerque and Belen. Watch for and remain clear of in-flight refueling operations. Check NOTAMs prior to flight to determine if refueling tracks will be active.

3.1.10.2. Albuquerque Approach / Departure Control vectors numerous aircraft over the northwest practice area. Watch for inbound or outbound traffic to Albuquerque International Sunport, particularly when operating above 8,500' MSL.

3.1.10.3. When operating south of Albuquerque International Sunport Airport at low level, watch for helicopters transitioning to their practice field approximately 5 miles south of the airport.

3.1.10.4. There is an aerobatics box in the northwest practice area. It is located at the Albuquerque 345 radial, 12 DME, 1/2 NM radius, surface to 9,500'. Flight Service or Approach / Departure Control may advise when the box is in use; however, other pilots frequently use it without providing notification. Exercise caution near this area.

3.1.10.5. Bird / Animal Hazards. The Rio Grande Valley is a main migratory route. Pay attention when flying along the river. Also, be alert when flying over bodies of water. Report any bird strikes utilizing the forms posted on the Flight Center wall by the bulletin board. Animals on airport surfaces at the Albuquerque International Sunport and all airports in the local flying area are not uncommon and can create real problems. Be especially vigilant for animals such as coyotes when accomplishing takeoffs and landings at an airport.

3.1.11. **Refueling.** Each pilot is responsible for refueling and cleaning windscreens after each flight. All Flight Center pilots will receive refueling training during their initial checkout by a Flight Center instructor, to include fire extinguisher use and the location of the emergency fuel cut-off valve. Procedures are as follows:

3.1.11.1. Enter the refueling loop, from the south, so the pumps are on the pilot's left side. Put the nose wheel on the yellow taxi line in front of the pumps—this will ensure adequate wing tip clearance for all Flight Center aircraft. Avoid the gravel / soft and broken asphalt areas around the refueling area.

3.1.11.2. When Fire Fighting air tankers are parked at the south end of their servicing areas, it may be impossible to exit the north side of the refueling loop. In that case, back and turn the aircraft away from the pumps with the tow bar and exit the loop on the south side.

3.1.11.3. Damage can occur to the filler neck of the aircraft if excessive force is applied to it by the nozzle of the hose. Do not allow the weight of the hose and nozzle to bear on

the filler neck opening. Never leave the nozzle in the opening if you forget to turn on the pump and return to the pump controls. To prevent contamination and damage, do not allow the pump nozzle to drag on the ground.

3.1.11.4. The requirement to refuel after each flight may be waived by the Chief Flight Instructor for local flights under specified conditions or if coordination is made with the following pilot. If the aircraft was not refueled, leave a note stating the reason (thunderstorm or winds) so the next person may ascertain whether the aircraft needs to be refueled prior to their flight.

3.1.11.5. Fuel Spills. In the event of a fuel spill at the fuel pumps, take whatever action is appropriate / necessary to stop the flow of fuel. Normally turning off the pump with the key should work. Use the emergency cut-off if needed. Notify Flight Center management / maintenance, the KAFB Fire Department, 911 or 505-853-9111, and KAFB Environmental Management, 505-846-2751 as soon as practical. Should a fuel spill occur causing puddles of fuel, under or around an aircraft, do not attempt to start the engine. The aircraft **must be** towed clear of the puddles of fuel using the tow bar. Call the Fire Department to dispose of the spilled fuel.

3.1.11.6. Refueling During Inclement Weather. Do not refuel aircraft when steady surface wind speed exceeds 25 knots or steady wind plus $\frac{1}{2}$ gust exceeds 30 knots. Do not refuel during sandstorms, in heavy rain, or if lightning is observed within five miles of the airport.

3.1.12. **Parking.** Each member is responsible for the security of the aircraft after the flight. Parking will normally be in the hangar or in the Flight Center parking spots west or east of the hangar. Pilots may leave aircraft parked near the fuel pumps between flights only if a face-to-face or telephone exchange is made with the oncoming pilot. Aircraft will be chocked and secured per the checklist. (Note: Aircraft must be towed onto the paved taxiway before engine start to avoid propeller damage).

3.1.12.1. Aircraft parked in the hangar must have one of the main wheels chocked and a ground wire attached to the aircraft.

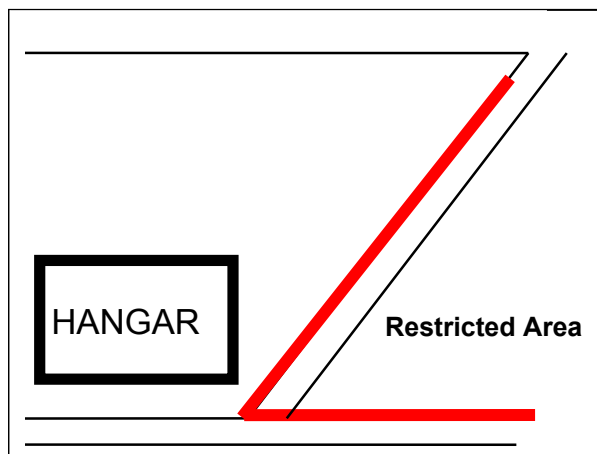
3.1.12.2. Aircraft parked long-term on the ramp must have all three tie-downs (tail and each wing) installed; grounding wire attached, and have both main wheels chocked fore and aft.

3.1.12.3. Aircraft parked on the ramp long-term or overnight will be locked and tied down. Obtain tie-down kits from the Flight Center if you are going to an airport where tie-down availability is in question. Damages incurred, as a result of unsecured aircraft, will be the responsibility of the pilot.

3.1.13. ***Diversion.*** Pilots on local area flights who divert to an airport, other than Albuquerque (ABQ), for weather or other reasons (with the exception of a bona fide emergency) will be responsible for returning the airplane to the Flight Center, as soon as possible. If the member is unable or unwilling to do this, they will be charged for the costs of returning the airplane. Every effort will be made to keep these costs to a minimum.

3.1.14. ***Restricted Area.*** A restricted ramp area is located east of the hangar and identified by a painted red line. Designated entry control points are marked with white paint and are for official use only.

Figure 3.3. Taxi & No Go Areas



3.1.15. ***Operations on East Side of Hangar.*** Dashes mark 50-foot clearance from the hangar. T marks are on the ramp. Aircraft should be placed on the Ts for engine start. Engine run-up will be performed east of the road in the Restricted Area. If you need to taxi an aircraft to the east side for maintenance or returning an aircraft to the east side, you may taxi into the restricted area from taxiway Bravo to enter the ramp area. Shut down west of the road, deplane, and proceed to the hangar manually towing the airplane.

3.1.16. ***Ground handling of aircraft.*** Do not use the horizontal stabilizer as a lever to lift the nose gear during parking / towing / repositioning of any Cessna aircraft. This can cause severe damage, including a cracked spar.

3.1.17. ***Risk management.*** For risk management purposes the PIC will use the “I’M SAFE” Personal Checklist at **Figure 3.4.** from the acronym published in the Aeronautical Information Manual along with the ADP Dispatch Checklist.

Figure 3.4. I'M SAFE

I	Illness
M	Medication
S	Stress
A	Alcohol
F	Fatigue
E	Emotion / Eating

3.1.18. Fire Tanker operations require additional precautions near the refueling area (see paragraph 3.1.11.) When the tankers are flying missions, they pull into position, reload with fire retardant, and depart almost immediately. Ground crews are present during these operations. Don't taxi behind the tankers while their engines are running, stop, delay taxiing, and / or shut down in a location where a tanker's jet / prop blast could strike your aircraft or where you would impede their operations. Potentially damaging prop blast exists several hundred feet behind these aircraft.

3.1.19. ***Flying Area.*** The local flying area includes the airspace within a 50 nautical mile radius of Albuquerque International Sunport plus specified extensions for Socorro and Grants airports (Attachment 2). **NOTE: Flights** into Moriarty Airport are **prohibited** due to heavy glider activity. The gliders use steep spiral entries to the field and frequently don't have or use radios.

3.1.20. ***Northwest Practice Area.*** Flight Center pilots and students may use the northwest practice area. The northwest practice area is located just north of Double Eagle Airport over sparsely populated terrain. The boundaries of the Northwest Practice Area are North of I-40, west of the Rio Grande, east of the Rio Puerco, and south of Highway 550. A pictorial representation of the area is located in the Flight Center and in Attachment 2. Instructors will point out landmarks to all new Flight Center pilots.

3.1.21. ***South Practice Area.*** Flight Center pilots and students may also use the South practice area. The south practice area is located just south of the Albuquerque Class C airspace and east of the Belen Regional airport to the Manzano mountains over sparsely populated terrain. Remain north of US Hwy 60 to stay in radar coverage. A pictorial representation of the area is located in the Flight Center, and in Attachment 2. Instructors will also point out landmarks to all new Flight Center pilots.

3.1.22. ***Touch-and-Go Landings.*** Touch-and-go landings (if authorized for the aircraft) may be made by FAA-certificated pilots (not solo student pilots) on all hard surface runways at Albuquerque International Sunport, Santa Fe, Grants-Milan, Belen Regional, Double Eagle II, and on runway 15 / 33 at Socorro. No touch-and-go landings are authorized on runways 6 / 24 at Socorro. No touch-and-go's are authorized in any complex aircraft; you must come to a full stop, reconfigure the aircraft, and then take-off. As an exception flights with instructors may make touch and go landings.

3.1.23. **Albuquerque International Sunport Procedures.** Advise Albuquerque Approach or tower that you will be parking at the Flight Center (Aero Club) when inbound.

3.1.24. **Intersection Departures.** Intersection departures can be accomplished providing pilots check and verify adequate performance of aircraft and length of runway.

3.1.25. **Noise Abatement.** T-41C aircraft engines produce above average noise because they turn at high RPM. If departing on runway 8, the normal procedure is to delay turning northbound until 500' AGL. This allows for a climb to above 6,000' MSL before crossing Gibson Boulevard. If the tower controller requests an early northbound turn that takes you across Gibson below 6,000' MSL, reduce power to 2400 RPM until above 6,000' MSL. Crossing Gibson, accelerate to the best rate of climb air speed (Vy) and full power for the rest of your climb. In any case, full power should be used if safety would be compromised by a power reduction.

3.1.26. **Flight Plans.** Pilots will file a flight plan and activate that flight plan for all flights outside the local area. If a flight plan cannot be filed before takeoff, one will be filed by radio as soon as feasible after departure.

3.1.27. **Weather Briefings.** A thorough pre-flight weather briefing will be obtained from flight service or Flight Center and FAA-approved computer weather services within 2 hours prior to departure. Pilots will obtain the latest available information on weather conditions that could cause alteration of the planned flight. Weather forecasts will be updated at regular intervals along the route through Flight Watch or electronic means such as Lynx transponder or FIS-B data.

3.1.28. **Weather Limitations.** No flight will be made into areas of known or forecast icing conditions, severe weather areas, or where surface wind is forecast over 25 knots including one half the gust factor.

3.1.29. **Aircraft Checkouts.** All checkouts are on a demonstrated proficiency basis and accomplished per the US Air Force Instructor Standardization Guide and will include instruction in systems of that aircraft and its operating environment, (i.e., GPS operations, etc.). Each pilot completing a checkout will be assigned a wind chart number from 1 to 4. This number is based on aircraft Pilot's Operating Handbook, or T.O. 1T-41C-1, aircraft qualification, and demonstrated ability of crosswind proficiency as assessed by the instructor. See Wind Chart at Attachment 3.

3.1.29.1. Prerequisites. The following are prerequisites for initial and annual Standardization checks or any aircraft checkout:

3.1.29.2. Membership application must have been completed and submitted to the Flight Center Manager, or a clearing authority, and initiation fees and dues paid.

3.1.29.3. AF Form 1585, Covenant Not-to-Sue and Indemnity Agreement date entered into computer.

3.1.29.4. A Flight Center flight instructor will check the customer's pilot and medical certificates for validity and currency. The instructor will enter data into computer and ensure copies of these documents are obtained for the member's folder.

3.1.29.5. All required tests must be completed before the checkout. All required DVD's must be watched before the checkout. Attendance at or viewing of an Aero Club safety meeting is required. New members must review PIF volumes 1 and 2, in their entirety.

3.1.29.6. A Flight Center flight instructor will verify the customer's logbook or other proof of flight hours.

3.1.29.7. Members must have read all PIF items through latest entry.

3.1.29.8. Members must meet Flight Review requirements before being cleared to dispatch aircraft.

3.1.29.9. Members will view the mountain flying video or training program, be briefed on mountain flying procedures, and complete the mountain-flying test, as part of their initial checkout. In addition, the mountain flying video / training will be reviewed annually.

3.1.30. ***Aircraft Discrepancy Reporting Procedures.*** The pilot-in-command is responsible for reporting any discrepancies or malfunctions discovered during pre-flight, post-flight, or in-flight operations.

3.1.30.1. Reporting procedures. When a discrepancy is noted, it should be entered into the ADP computer program. Discrepancies should be concise, but comprehensive (i.e., "VOR #2 needle inop. To-From flag and audio were normal" would be preferable to "VOR inop"). Discrepancy pages in the aircraft books will only be used on cross-country flights or when the computer is down. The data will be transferred to the computer when the cross-country flight has returned and/or when the computer is back online. The discrepancy page should be given to the Maintenance Technician. Deferred maintenance pages are reserved for deferred write-ups.

3.1.30.2. When using the maintenance pages, enter only one discrepancy in each block. Make sure you use the correct section, describe the discrepancy in detail, and include your phone number in case maintenance has questions. If the discrepancy is a grounding item, notify someone in the management chain to ensure appropriate action is taken. If the airplane is scheduled to fly later that day or during the weekend, notify the member and advise them of the grounding of the airplane.

3.1.30.3. Do not repeat previously reported discrepancies, unless they were cleared / corrected or you have additional information to provide.

3.1.30.4. Hard landings or suspected hard landings are mandatory discrepancies and must be reported to the Manager or Chief Flight Instructor.

3.1.30.5. Pilots will not clear a discrepancy.

3.1.30.6. Flight Center Operations Notification. After discovering discrepancy and completing the discrepancy form, advise the Flight Center Manager, chief mechanic, Chief Flight Instructor, or Supervisor of Flying.

3.1.31. Cross-Country Procedures. Scheduling is addressed in Kirtland SOP paragraph 1.3. An instructor may approve last-minute changes to cross-countries after assuring that there will not be any scheduling conflicts, the member is current and qualified, the airports are legal to use, and all regulations / directives will be adhered to.

3.1.31.1. ***Flight Planning.*** Prior to departure on a cross-country flight, the pilot will become familiar with all factors that affect the flight.

3.1.31.2. Current and appropriate aeronautical charts covering the entire route of flight will be carried on the flight.

3.1.31.3. Weather data, appropriate to the flight, will be obtained within two hours prior to take off.

3.1.31.4. No Kirtland Flight Center aircraft will be flown outside the Continental United States.

3.1.31.5. ***Clearance Procedures.*** The PIC will compute the number of hours remaining until the next required inspections to ensure no AD's, 100-hour inspections, engine, or propeller times will be over flown.

3.1.31.6. ***Survival Kits.*** Survival kits are available for use on cross-country flights. Contents of the survival kit are displayed on the container.

3.1.31.6.2. Survival kits are not to be opened, except in an emergency. Upon return from a cross-country flight, if a survival kit seal has been broken, notify a Flight Center official; do not return the kit to the shelf for reuse.

3.1.31.7. ***Late Return of Aircraft.*** If an aircraft cannot be returned on schedule, the pilot will notify the Flight Center as soon as possible. If a member leaves an aircraft at another location, for any reason other than mechanical failure, they are responsible to pay all tie-down, hangar, storage, or other fees incurred, and to return the aircraft within a reasonable time. If the member is unable to personally return the aircraft, the Flight Center will take whatever action is required to return it. In this event, the member who left the aircraft is responsible for all expenses incurred in returning it. The Flight Center will keep these expenses to a minimum. The Flight Center is not responsible for additional member expenses incurred because of aircraft mechanical failure. Members planning extended cross-country flights, who have deadlines to be back in the Albuquerque area, should consider these rules carefully before deciding to use a Flight Center aircraft for travel.

3.1.31.8. ***Aircraft Utilization.*** Minimum use will be computed at the rate of **two hours flying per weekday**, and **three hours per day on weekends** for the T-41C's and C182's for each day the aircraft will be away, or the actual Hobbs time recorded whichever is greater.

3.1.31.9. ***Accidents / Incidents.*** Accidents or incidents will be reported in accordance with **Chapter 5** of this SOP. The aircraft checklist contains instructions and phone numbers for contacting the Flight Center. In the event of a landing off of a hard surface runway, pilots will not attempt to take off. If an unplanned hard landing occurs away from Kirtland, contact the Flight Center for takeoff approval.

3.1.31.10. ***Maintenance.*** A qualified FAA-certified mechanic must return damaged or malfunctioning aircraft to service.

3.1.31.10.1. Members will not contract for, nor obligate the Flight Center for maintenance services, without obtaining prior specific approval from the Flight Center Manager. In such cases, the Manager will coordinate with the Fixed Base Operator (FBO) on repairs and attempt to make arrangements for payment. In the event that the FBO demands cash for repairs, the pilot should make the payment and return the invoice to the Flight Center for reimbursement. The Flight Center Manager must approve repairs in order for the member to be reimbursed for maintenance expenses incurred away from the home field.

3.1.31.10.2. An AF Form 2209-1, *Nonappropriated Fund Order for Supplies or Services* for emergency minor repair service will be carried in the aircraft binder on all flights.

3.1.31.11. ***Deviations.*** Significant deviations from original flight plan and cross-country request will be reported to the Flight Center or one of the telephone contacts listed in the aircraft checklist. Specifically, the Flight Center should be aware of any aircraft Remaining-Over-Night (RON) at other than scheduled locations.

3.1.31.12. ***Remaining-Over-night (RON) Actions.*** The pilot will ensure the aircraft is securely locked, chocked fore and aft of each main landing gear, static grounding cable attached properly (if available), control locks and pitot cover installed (if applicable), and that the aircraft is serviced.

3.1.31.12.1. The pilot will pay all fees in connection with the RON.

3.1.31.12.2. If possible, let airport personnel know where you can be contacted.

3.1.31.12.3. The Flight Center reimburses members for fuel and oil purchases for cross-country flights based on a fixed rate determined by Flight Center management. A copy of the fuel receipt must be submitted as proof of purchase. The member is responsible for excess costs. Oxygen is not a reimbursable item.

3.2. Clearing Authority Supervisor of Flying (SOF) and Clearance Procedures.

3.2.1. ***Supervisor of Flying.*** A person who is at least an FAA-certificated pilot with more than 200 flying hours can be designated, in writing, by the Flight Center Manager as a SOF. SOFs will have a thorough understanding of applicable Air Force directives, Kirtland Flight Center SOP, and applicable FAA regulations.

3.2.2. ***Review of Supervisor of Flying.*** The Flight Center Manager and operations officer will jointly review the SOF authority list, at least semi-annually. Copies of the current approved list will be maintained in the Flight Center operations area. The Flight Center Manager, operations officer, or Chief Flight Instructor may make deletions from the list, but proposed additions require approval of the Flight Center Manager. If the semi-annual review reveals no need to publish a new clearing authority (SOF) list, the list will be so annotated, dated, and signed by the Flight Center Manager to indicate that the required review was accomplished.

3.2.3. ***Flight Clearance Procedures.*** SOFs will use the Supervisor of Flying Handbook as a guide.

3.2.4. All student pilot solo flights must be cleared by a flight instructor who is familiar with the student's capabilities, as outlined in 14 CFR Part 141, and applicable AF directives. Another instructor may clear a solo student pilot, if the student's instructor authorizes the flight. 14 CFR Part 141 **requires an instructor be present at the time of dispatch.**

3.2.5. When the computer is down, manual clearing of the flights may be done **with Manager, chief pilot, or assistant chief pilot approval.** All necessary data will be entered into the computer when it is brought back online.

3.2.6. ***Scheduling and Credit for Duty.***

3.2.6.1. SOFs will be scheduled as far in advance as possible. The schedule is located on the SOFs desk and should be checked by all SOF personnel when visiting the Flight Center.

3.2.6.2. SOFs receive a one-month dues credit for each full shift.

3.2.7. ***Clearing Authority Supervisor of Flying.*** SOFs will refer to the following guidance and to the Supervisor of Flying Handbook. The SOFs will:

3.2.7.1. Begin the tour of duty at 0800 and end at 1600 unless other prior arrangements are made.

3.2.7.2. Obtain a thorough area briefing of existing and forecast weather from approved weather sources, the Albuquerque FSS, or the USAF Weather Detachment for the period of duty.

3.2.7.3. Advise pilots on weather and other items pertaining to their flight.

3.2.7.4. Recall, divert, or cancel flights as weather conditions dictate.

3.2.7.5. Follow the severe weather procedures as set forth in paragraph 3.5 of this chapter.

3.2.8. **Sales.** Sales of fuel and oil to transient Flight Center / Aero Club aircraft are authorized. Prices of fuel and oil for these aircraft are located in the Supervisor of Flying Handbook. Payment can be made by check, cash, MasterCard or Visa. Issue a receipt from the receipt book and indicate on it the total gallons of fuel and quarts of oil sold.

3.2.9. **Administrative.** SOF will:

3.2.9.1. Sign kits in and out. Check them for currency prior to signing out and ensure they are complete upon return.

3.2.9.2. Ensure that enough blank flight clearances, covenants not-to-sue, cross-country requests, and personal minimum checklists are available.

3.2.10. **Weekend Maintenance.** A Flight Center mechanic should only be called for weekend emergency maintenance. Phone numbers are in the SOF Handbook. A certain amount of discretion is required before calling maintenance. Do not call unless the flight is absolutely necessary, or unless the aircraft is heavily scheduled through the next day and no replacement is available. If doubt exists, contact the Manager or Chief Flight Instructor for assistance before calling maintenance.

3.2.11. **SOF Handbook.** The Manager will provide a binder for SOFs containing guidance for clearing flights.

3.2.12. **Accidents / Incidents / Unusual Occurrences.** A SOF that witnesses or is notified of a Flight Center aircraft accident, incident, or unusual occurrence will follow the Accident / Incident Procedure checklist in the Supervisor of Flying Handbook.

3.3. Lost Communications Procedures.

3.3.1. **Within 50 Miles.** When airborne and within 50 miles of Albuquerque and you have not contacted Albuquerque approach, land at an approved airport and inform the Flight Center of your whereabouts (status and location).

3.3.2. **Not within 50 Miles.** If not within 50 miles, land at the most appropriate, public-use, hard surface airport that meets Air Force and Flight Center requirements and inform the Flight Center of your status and location.

3.3.3. **After Contacting Albuquerque Approach.** If you have contacted Albuquerque approach, continue according to your last instructions. If you have not been cleared to land and are entering the traffic area:

3.3.3.1. From the North, circle above the intersection of I-25 and I-40, continue toward the airport above 7,000' MSL and look for a light signal from the tower. If you do not receive a light signal, without disrupting traffic, enter into the traffic pattern and attempt a landing, continuing to look for a light signal from the tower. Continue in accordance with light signal instructions.

3.3.3.2. From the South, circle above Isleta Pueblo, then continue toward the airport looking for a light signal from the tower. If you see the signal, continue in accordance with light signal instructions. If no signal is received, attempt to enter the traffic pattern and attempt a landing, continuing to look for a light signal from the tower. Continue in accordance with light signal instructions.

3.3.3.3. Consider the option of landing at Belen Regional or Double Eagle II airport, in lieu of returning to Albuquerque. This will create some inconvenience; however, it may be safer for all aircraft during peak periods.

3.4. Lost and Alternate Airfield Procedures. Should it become necessary to divert to an alternate airfield due to adverse weather conditions, etc., advise ARTCC, if able, of intentions and destination airport. After landing at the alternate airport secure the aircraft and close the flight plan with the nearest FSS. Call the Flight Center and advise of your intentions.

3.5. Weather, Recall, and Aircraft Evacuation Procedures

3.5.1. ***Cold Weather Operations.*** The two biggest problems with cold weather are frost and engine starting difficulties. This section describes procedures to be used as a guide in minimizing delays and costly replacement of batteries.

3.5.2. ***Frost, Snow and Ice.*** Do not, under any circumstances, attempt to take off with any frost, snow or ice on the wing or tail surfaces.

3.5.3. ***Frost Removal.*** When below-freezing temperatures are forecast, the Flight Center will try to have aircraft hangared when scheduled before 0900 hours. In the event your aircraft has frost accumulation, taxi or tow the aircraft to the hangar. It only takes about 10-15 minutes to defrost in the hangar. If you need to remove frost from the aircraft surfaces, the following procedures apply:

3.5.3.1. If available, request maintenance personnel to apply heat or de-icing fluid to the frosted surfaces.

3.5.3.2. Do not use scrapers, credit cards, or any other such device on aircraft windshields or side windows. Heat or de-icing fluids are the only approved methods of removing frost from clear plastic surfaces.

3.5.3.3. Brushes for sweeping frost from wing and tail surfaces are located in the hangar.

3.5.3.4. Orient the aircraft to take advantage of the sun for melting frost.

3.5.4. ***Cold Engine Start Procedure.*** Cold weather takes a heavy toll on aircraft batteries. The following procedures have been successful in the past; however, preheating is always the best option.

3.5.4.1. Proceed with engine starting as outlined in the checklist. Use the primer as needed, but not in excess. Wet plugs will not start in cold weather.

3.5.4.2. If the aircraft starter will not turn the engine, contact maintenance for starting assistance. If all attempts fail, bring the aircraft into the hangar. Dead batteries will freeze and cannot be recharged.

3.5.4.3. Hand propping to start a Flight Center aircraft is **prohibited**.

3.5.5. ***Hot Weather Operations.*** The greatest problem with hot weather operations is reduced aircraft performance and engine overheating.

3.5.5.1. Takeoff and climb performance requirements may exceed published data for the aircraft. Takeoff will not be attempted unless aircraft performance is verified as adequate for conditions and terrain. The pilot must carefully consider waiting until conditions improve and consider the benefits of reduced aircraft loading. Density altitude will be computed for all flights.

3.5.5.2. Constantly check oil temperature. When the oil temperature approaches the red line, the aircraft should be maneuvered into cruise flight until the temperature is reduced. If this is unsuccessful land at nearest suitable field until a cooler time of the day. The following corrective actions may also be useful:

3.5.5.3. Slow speed / high power operations should be limited / avoided.

3.5.5.4. Climb at higher-than-normal airspeed.

3.5.5.5. Slightly richen the mixture, if possible.

3.5.5.6. Operate at reduced power for cruise.

3.5.5.7. Leave cowl flaps open after level off (if so equipped) and monitor cylinder head temperatures.

3.5.6. ***Severe Weather Procedures.*** This section establishes procedures for the termination of Flight Center flying; and the recall, or diversion of airborne aircraft during periods of forecasted, or reported severe weather conditions. Normally, local flights in Flight Center aircraft are conducted in VFR, low-wind conditions. When weather conditions pose a hazard, the Manager, Chief Flight Instructor, or clearing authority will take appropriate action.

3.5.7. Local area conditions. Local area conditions considered to pose a hazard include the following:

3.5.7.1. Surface winds above 25 knots (including ½ the gust factor), or gusts exceeding 30 knots.

3.5.7.2. Lightning and / or thunderstorms within five miles of Albuquerque International Sunport.

3.5.7.3. Hail or tornadoes.

3.5.7.4. Members, employees, and instructors will hangar as many aircraft as possible, when threatening weather exists.

3.5.8. Options available to supervisory personnel:

3.5.8.1. Terminate further flying by Flight Center aircraft. Announce the decision in the Flight Center and request Albuquerque Tower / Approach Control inform departing / airborne aircraft.

3.5.8.2. Recall all or certain airborne aircraft, if the weather forecast gives sufficient warning to recover aircraft before weather hazards develop.

3.5.8.3. Inform airborne aircraft of the weather situation and divert them to suitable alternatives or have them remain clear of the hazardous weather until it dissipates.

3.5.8.4. Avoid the trap of issuing a recall after the weather has already deteriorated, since this ensures the aircraft will face hazardous conditions on recovery. Recall requires time and should be used when timely forecasts provide the necessary time to recover before the hazard develops.

3.5.8.5. Checklist. These actions will be taken, should it become necessary to recall or divert aircraft:

- Evaluate weather and decide which pilot categories are affected and whether to recall or divert specified aircraft or all aircraft.
- Use contact information in Figure 3.4. for assistance in relaying instructions to airborne aircraft:

Figure 3.4. Contacts

Flight Service Station	1-800-WXBRIEF
Albuquerque Tower	856-4904

Albuquerque Approach	856-4903
Belen Regional Airport	864-4302
Double Eagle II Tower	352-5595

3.5.8.6. Use an aircraft on the ramp, or the portable radio, and broadcast on 122.8.

3.5.9. **Termination of Flying.** Notify all personnel in the Flight Center building and call Albuquerque tower to request that they notify designated aircraft that the Flight Center has cancelled their flights. Place notice on flight planning board in Flight Center.

3.5.10. **Flight Line.** Check aircraft for proper tie-down and installation of control locks. Provide wing walkers, if required for taxiing aircraft. Aircraft will not be taxied / towed when winds exceed 40-knots.

3.5.11. **Responsibilities of individual personnel.** The Flight Center Manager, or Chief Flight Instructor, will be responsible to implement these actions, if they are present. In their absence, the clearing authority (SOF) is the responsible individual; but flight instructors should volunteer advice and assistance and should accept direct responsibility for flights by their students. In all cases, Flight Center employees, flight instructors, and Flight Center members should volunteer their services to assist supervisory personnel to implement these instructions.

3.5.12. **Evacuation/Diversion Procedures.** In the event of severe weather as described above, Flight Center aircraft will normally be placed in the hangar. If hangar space is not available, the Flight Center Manager, Chief Flight Instructor, or other Flight Center official will direct evacuation of aircraft. If time permits the aircraft will be directed to a location where the threat of damage is reduced. Natural phenomena / disasters that could justify evacuation are tropical depressions, floods, tornadoes, toxic spills / leaks, etc. Timely warning is essential and is unlikely to be available for some of these phenomena.

3.5.13. **Runway Condition Reading (RCR).** RCR is a term air traffic control (ATC) uses to describe braking action reports to Air Force and Air National Guard aircraft. It is useful in determining aircraft controllability when the surface has deteriorated due to rain, snow, sleet, or icing conditions.

3.5.14. **Do Not Land.** Pilots of Flight Center aircraft will not land at airports where braking action is reported as “NIL”. If at all possible, pilots of Flight Center aircraft will divert to another airport if braking action is reported as “POOR”.

3.5.15. ***No Taxi, No Run Ups.*** Pilots and mechanics will not taxi or perform run-ups on snow or ice. If the area has been cleared the pilot or mechanic may proceed; however, if the aircraft brakes fail to hold the aircraft in position, the operation will be terminated.

CHAPTER 4

Student Pilot Procedures

4.1. Student Standards and Conduct.

4.1.1. Students who enroll in a Flight Center training course will conform to established rules and policies governing flying operations. These are covered in the course curriculum, Flight Center SOP, Air Force Directives and Manuals, Code of Federal Regulations (FAR), and the Aeronautical Information Manual (AIM). Students will be dis-enrolled from training for any of the reasons listed in **Figure 4.1**.

Figure 4.1. Dis-enrollment Reasons

Chronic, unexcused absences
Operating aircraft in an unsafe or reckless manner.
Falsifying flight records or training documents
Carrying passengers as a student pilot.
Substandard performance if, in the opinion of the instructor and the Chief Flight Instructor, further training is unwarranted.

4.2. Weather Minimums.

4.2.1. Weather minimums for solo student pilots on supervised solo flights and solo local area flights at or between KABQ, KAEG and KBRG airports are 3000' AGL ceiling and 6sm visibility. Student solo cross country flight weather minimums are 5000' AGL ceiling and 10sm visibility. Instructors will assign specific weather minimums to each student solo flight.

4.3. Student Pilot Restrictions.

4.3.1 Student pilots, who have not been cleared for solo flight, will not taxi aircraft without the instructor at the controls inside the airplane.

4.3. Student Pilot Cross-Country Routes.

4.3.1 **Routes.** The routes identified in Figure 4.2. are approved and may be flown. They also may be flown in reverse direction when desired. Routes not established in this SOP may not be used, unless the Chief Flight Instructor approves them. Remaining-Over-Night (RON) is not permitted, except when due to weather or mechanical failure. Student pilots will fill out cross-country requests for all cross-country training. Only the following routes are allowed – (unless approved by the Chief Flight Instructor).

Figure 4.2 Student Pilot Cross Country Routes

First Dual - Albuquerque International Sunport to Grants Airport, to Socorro Airport, to Albuquerque International Sunport.
First Solo - Albuquerque International Sunport to Socorro Airport, to Grants Airport, to Albuquerque International Sunport
Second Dual (Night) - Albuquerque International Sunport to Santa Fe Airport, to Grants Airport, to Albuquerque International Sunport
Second Solo- Albuquerque International Sunport to Grants Airport, to Santa Fe Airport, to Albuquerque International Sunport
Third Solo (Long Cross-Country) - Albuquerque International Sunport to Farmington Airport, to Gallup Airport, to Albuquerque International Sunport. (Note: Aircraft must be refueled at Farmington or Gallup).
(Alternate) - Albuquerque International Sunport to Gallup Airport, to Farmington Airport, then to Albuquerque International Sunport. (Note: Aircraft must be refueled at either Gallup or Farmington).

4.3.2. Student pilots on solo cross-country flights are required to contact their flight instructor or the Chief Flight Instructor prior to any variation from the planned flight. If existing or forecast weather conditions change for the planned flight, instructors will review the weather and plan with the student and approve or disapprove continuing the planned flight.

4.4. Long Solo Cross-Country Requirements.

4.4.1 ***Long Cross-country Requirements.*** No student pilot will be permitted to fly the long solo cross-country unless they meet the ground training requirements of CFR Part 141 and pass the Stage I, II, and III written tests, or pass the FAA Private Pilot Airman Knowledge Test, and passes the Stage II check ride.

4.5. Additional Information for Student Pilots.

4.5.1. ***Fire Extinguisher Use.*** Instructors will cover the use of the fire extinguishers placed near the hangar and at the fuel pumps.

4.5.2. ***Notify Flight Center.*** It is occasionally necessary for student pilots to land at other than their planned destination, or to remain at an airport until weather conditions improve. When this situation arises, the student pilot will call the Kirtland AFB Flight Center or their instructor for approval to depart and return to Albuquerque International Sunport. In the event the Flight Center is closed, the pilot shall call their instructor, the Chief Flight Instructor, or the Manager to check the airplane back in the ADP.

4.5.3. ***Solo Maneuvers.*** Student pilots will identify each maneuver practiced during their solo

flights in their grade folders. A “**checkmark**” will be used to mark the block for each item practiced on that flight. A grade of 1 to 5 will be assigned for the overall flight.

4.5.4. ***Folder Entries.*** All entries in the training folder will be made in ink.

CHAPTER 5

Safety

5.1. Safety Policies.

5.1.1. **Commander's Policy.** Taking calculated risks in flying will not be fostered, condoned, or accepted. Our flying and ground operations are based upon, guided by, and executed under the concept that all facets of our mission fall in place behind safety. In other words, **SAFETY COMES FIRST**. This means that everyone connected, directly or indirectly, with Flight Center operations must take a professional approach to the business. Personnel must follow technical references and checklists to the letter. Unless undergoing training under competent supervision, Flight Center members must be fully qualified. When, in their opinion, conditions either locally, enroute, or at destination indicate flight cannot be accomplished in a safe and efficient manner, the flight will be canceled.

5.1.2. **Flight Center Policy.** Safety will be the first consideration in all actions. If the pilot, student, or instructor is not absolutely certain the flight can be accomplished safely, the flight will be canceled. The policy is simple: WHEN IN DOUBT, DON'T.

5.2. Aircraft Accident and Incident Reporting Procedures.

5.2.1. **Notifications.** Take whatever action is necessary to protect life and prevent further injury or damage, then notify the Flight Center. The Flight Center is responsible for notifying various agencies both on Kirtland AFB, at HQ Global Strike Command, and at HQ AFSVA using the checklist in the Clearing Authorities Handbook and Aircraft binder. The Flight Center Manager will assume duties of key personnel notification. On weekends and holidays, notify the Kirtland Flight Center Manager to begin the notification process.

5.3. Aircraft Accident and Incident Reports.

5.3.1. **Required Reports / Meetings.** Before submitting any report, coordinate the report with the Flight Center Manager and Chief Flight Instructor. If asked to meet with an FAA representative, if possible, coordinate the meeting with the Flight Center Manager and / or Chief Flight Instructor. There may be several reports required by both the Air Force and the National Transportation Safety Board. The reporting procedures are found in DAFMAN 34-152, attachment 5, and in National Transportation Safety Board (NTSB), part 830. If an NTSB report is required, two copies of the report should be retained by the pilot for insurance reporting. A qualified USAF flight safety officer will conduct the official investigation for each Flight Center accident, incident, or unusual occurrence.

5.3.2. **Bird Strike.** The Flight Center is considered a military activity for purposes of the Bird / Wildlife Aircraft Strike Hazard (BASH) reporting program. In the case of a bird strike, if there

is any suspicion of damage, the flight should be terminated as soon as practical, and the aircraft inspected. If the inspection reveals questionable damage, notify the Flight Center and request instructions. Note the type of bird, if possible, and the altitude / phase of flight in which the strike occurred. Complete AF Form 853, *Air Force Bird Strike Report*.

5.3.3. **Ground Safety.** All Ground Safety reports are located in the Safety binder located in Managers office.

5.3.3.1. **Hazard Reports.** A Hazard Report (HR) is an Air Force report submitted on AF Form 457, USAF Hazard Report. The report is used to identify areas where hazards, either flight or ground, may exist. Forms are available at the Flight Center. The report should be given to the Flight Center safety officer or base safety personnel for processing.

5.3.3.2. **Safety Reports.** The FAA Aviation Safety Reporting Program uses NASA, as a third party, to receive and analyze Aviation Safety reports. This system is described in FAA AC 00-46C, and forms are available at the Flight Center or Albuquerque Flight Service Station.

CHAPTER 6

Maintenance Procedures

6.1 Maintenance Practices.

6.1.1. **Aircraft.** All maintenance on Flight Center aircraft will be accomplished by or under the direct supervision of an appropriately FAA-certificated mechanic, with the exception of those specific items noted in CFR Volume V, part 43, considered as preventative maintenance. The Flight Center mechanic will approve all maintenance performed by Flight Center pilots under the preventative maintenance program.

6.1.2. **Windows.** Aircraft window cleaning supplies, located in the hangar, will be checked daily and stocked by a Flight Center mechanic. Windows should be cleaned after flights by the pilot.

6.2. Discrepancies.

6.2.1. **Grounding.** When a grounding discrepancy is discovered, the individual discovering the discrepancy will ensure the aircraft is secured, and that the keys are placed in the key drop box. The individual should also notify a Flight Center official, (Manager, instructor, clearing authority, or mechanic) and advise them of the aircraft's status. The Flight Center official will reschedule flights as appropriate and coordinate maintenance. If problems occur away from Kirtland, the Manager or chief mechanic will coordinate maintenance actions to return the aircraft to service.

6.2.2. **After Flight.** If a member determines that an aircraft needs to be grounded after flight, park the aircraft and secure it. If the aircraft is parked outside, maintenance will work on it on the line or tow it to the hangar as needed. This procedure guards against possible wind damage to aircraft left unsecured.

6.2.3. **Authorized Service.** Only FAA-certificated mechanics are authorized to return a grounded aircraft back to service; therefore, all pilots must be certain that discrepancies are valid. The mechanic who returns the aircraft to serviceable status will make an entry in the log clearing the discrepancy. The log becomes a part of the aircraft's records.

6.3. Grounding.

6.3.1 Flight Center aircraft will be grounded for reasons listed in Figure 6.1.

Figure 6.1. Grounding Reasons

Aircraft accident.
Flight control system malfunction
Engine malfunction.
Landing gear malfunctions on retractable gear aircraft.
Precautionary or forced landing off airport, excessively hard landing, or departing the runway surface during takeoff or landing
Collisions with other objects in flight or on the ground.
Brake system malfunctions.
Cord showing on tires.
Excessive oil leaks.
Fuel leaks.
Propeller malfunctions on complex aircraft.
Large nicks or cracks in any propeller.
Excessive water contamination found in the fuel.
Any inoperative equipment contained in the Required Equipment List

6.4. Hazardous Material Management.

6.4.1 **Hazardous Materials.** Hazardous materials will be handled in compliance with directions and precautions / warnings on the labels of the containers. Material Safety Data Sheets will be displayed for all hazardous materials stored and used in the shop. Personnel handling hazardous materials will comply with the Hazardous Chemical Program described by the 377 ABW Bioenvironmental Management Office. Absorbent material will be applied immediately to all spills. Large fuel spills will be responded to by the Fire Department. Absorbent material used in large fuel spills will be given to the Fire Department for proper disposal.

6.5. Safety.

6.5.1. A complete first aid kit and an eyewash facility will be maintained in the Flight Center maintenance area. Safety goggles and gloves will be used when using solvents for cleaning parts as required by AFOSH.

6.6. Fuel Quality Assurance.

6.6.1. The Flight Center mechanic will be advised of excess water contamination in the fuel and will ensure that the water is drained and the fuel tanks are decontaminated prior to any flights.

6.6.2. **Facility.** A Flight Center mechanic will inspect the Flight Center fuel facility each working day. The following will be checked during the inspection:

6.6.3. The physical integrity of the fuel delivery equipment and aircraft grounding system. Fuel pump meter readings will be recorded each morning.

6.6.4. Pumps located on the fuel pumping equipment will be checked for water or other contamination.

6.6.5. **Tanks.** Fuel storage tanks will be checked weekly for water content and fuel contamination. If water contamination equals or exceeds a measurement of 1/8 inch, the water will be removed from the tanks.

6.6.6. **Analysis.** The contractor will provide documentation of the laboratory analysis of the fuel to the Flight Center at the time of delivery of the fuel.

6.6.7. **Filters.** Fuel delivery system filter(s) will be replaced IAW manufacturer's recommendation.

CHAPTER 7

Flight Instructor Responsibilities

7.1. Flight Instructor Responsibilities.

7.1.1. Each Flight Center instructor will: Familiarize students with the proper use of all applicable flight training information to include AF directives, course curriculum, airport and radio procedures, applicable forms (e.g. flight tickets, Maintenance Discrepancy Record, Covenants Not to Sue, cross-country request forms), written tests, USAF AERO CLUB Instructor Standardization Guide, this SOP, and the use of the computer for weight and balance, weather, and the clearing program.

7.1.2. Maintain training records and make appropriate logbook entries at the conclusion of each session. Student training folders will be placed in the Chief Flight Instructor's in-box after each flight. The Chief Flight Instructor will review and re-file the training folder.

7.1.3. Assist students with refueling and tie-down until they are certain the student can accomplish these functions, unassisted.

7.1.4. Keep students informed of their progress and deficiencies. Notify the Chief Flight Instructor / Flight Center Manager of unusual student training problems.

7.1.5. Assign a wind chart "number" to the student or pilot based on aircraft Pilot's Operating Handbook, or T.O. 1T-41C-1, aircraft qualification, and demonstrated ability and explain the use of the wind chart.

7.1.6. Report hazardous or potentially hazardous flight training situations to the Manager or Chief Flight Instructor.

7.1.7. Periodically check their mailbox at the Flight Center office.

7.1.8. Attend instructor and safety meetings including quarterly standardization board meetings.

7.1.9. Perform clearing authority duties as outlined in Air Force and Flight Center directives.

7.1.10. Assist the student in drafting Airman Certificate and / or Rating Application via IACRA and review the application for correct format and complete information. The Chief Flight Instructor will review the application upon final completion.

7.1.11. Make the trainee aware of the following:

7.1.11.1. Scheduling and flight clearance requirements.

7.1.11.2. Stage and Practical Exam checks can only be scheduled with instructor approval. The Flight Center FAA principal operations inspector (POI) may be used to accomplish stage checks per Chief Flight Instructor approval, since they are required to fly with students in various stages of training.

7.1.11.3. FAA Flight check will only be scheduled with the Chief Flight Instructor's approval.

7.2. Aircraft Utilization.

7.2.1. Delay in the departure of a scheduled flight is not considered a valid reason for returning late. Instructors will return the aircraft to the ramp to meet the next scheduled reservation. Habitual tardiness will be considered grounds for contract termination.

7.3. Instructor Currency and Standardization.

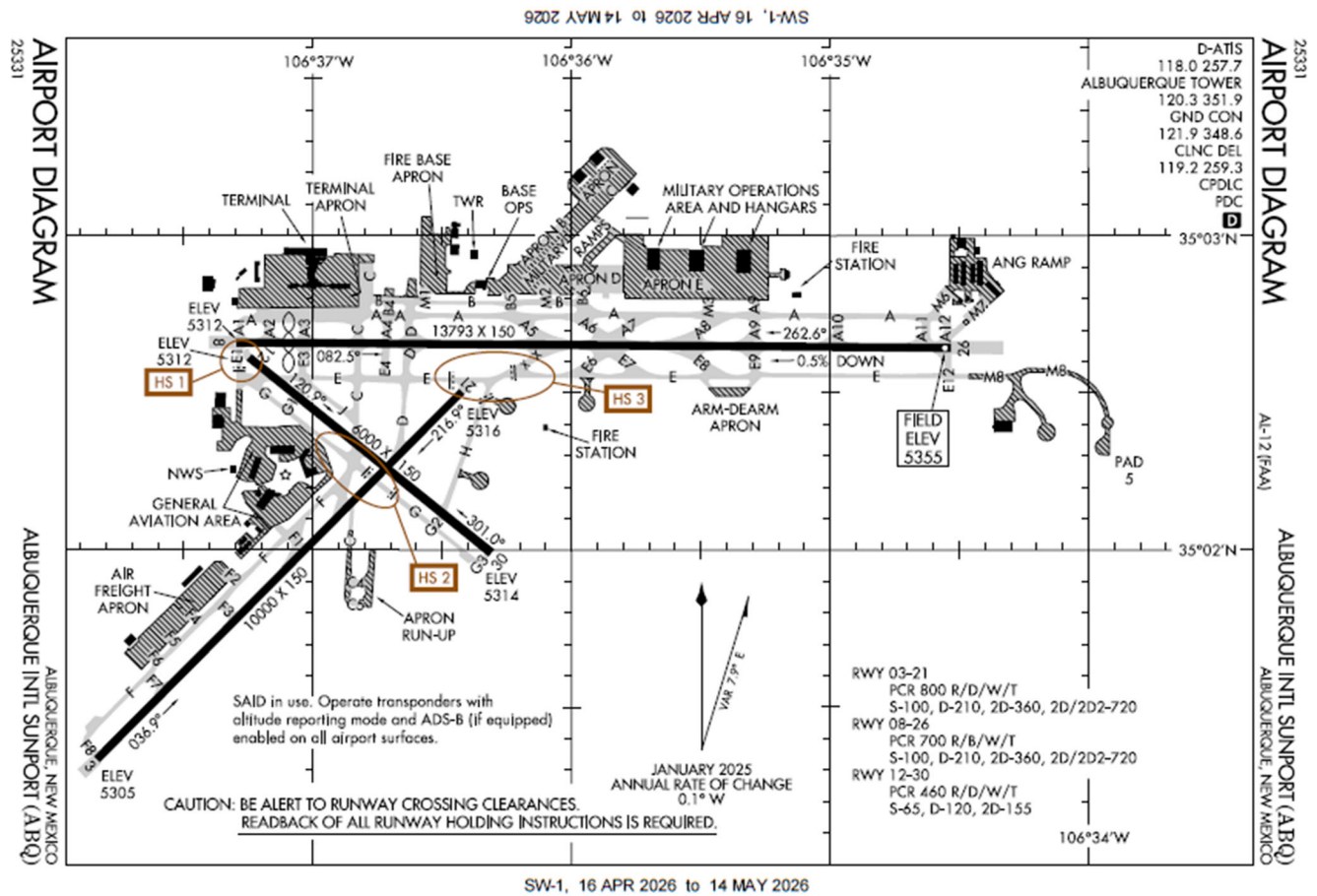
7.3.1. ***Standardization Flights.*** Instructor standardization flights will be accomplished at the instructor's expense.

7.3.2. ***Aircraft.*** The chief or assistant Chief Flight Instructor will conduct initial and annual instructor standardization flights in the most complex aircraft in which the instructor intends to instruct.

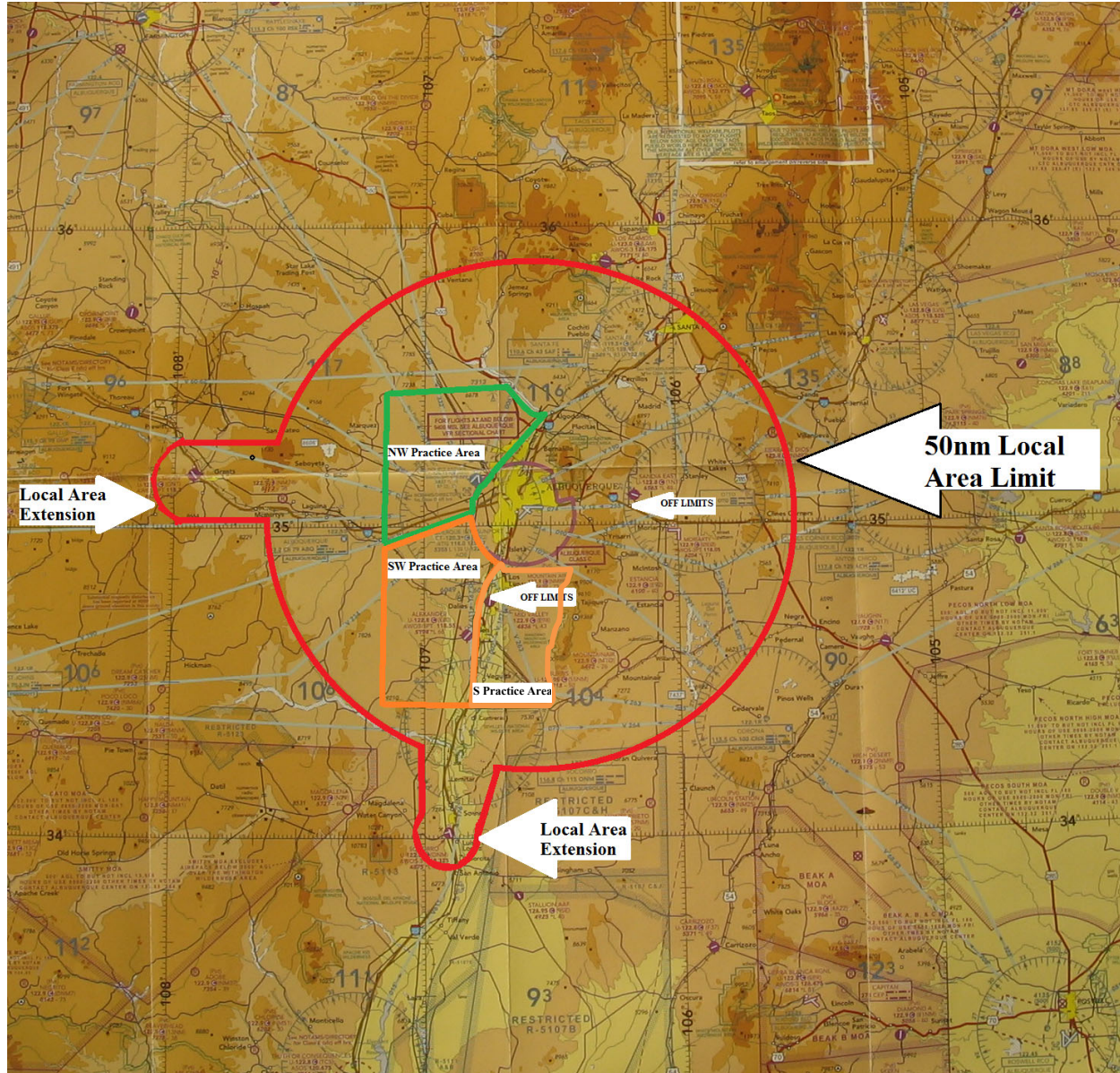
JACQUE C. VASTA, Lt Col, USAF
Commander, 377th Force Support Squadron

Attachments

1. KABQ Airport Diagram

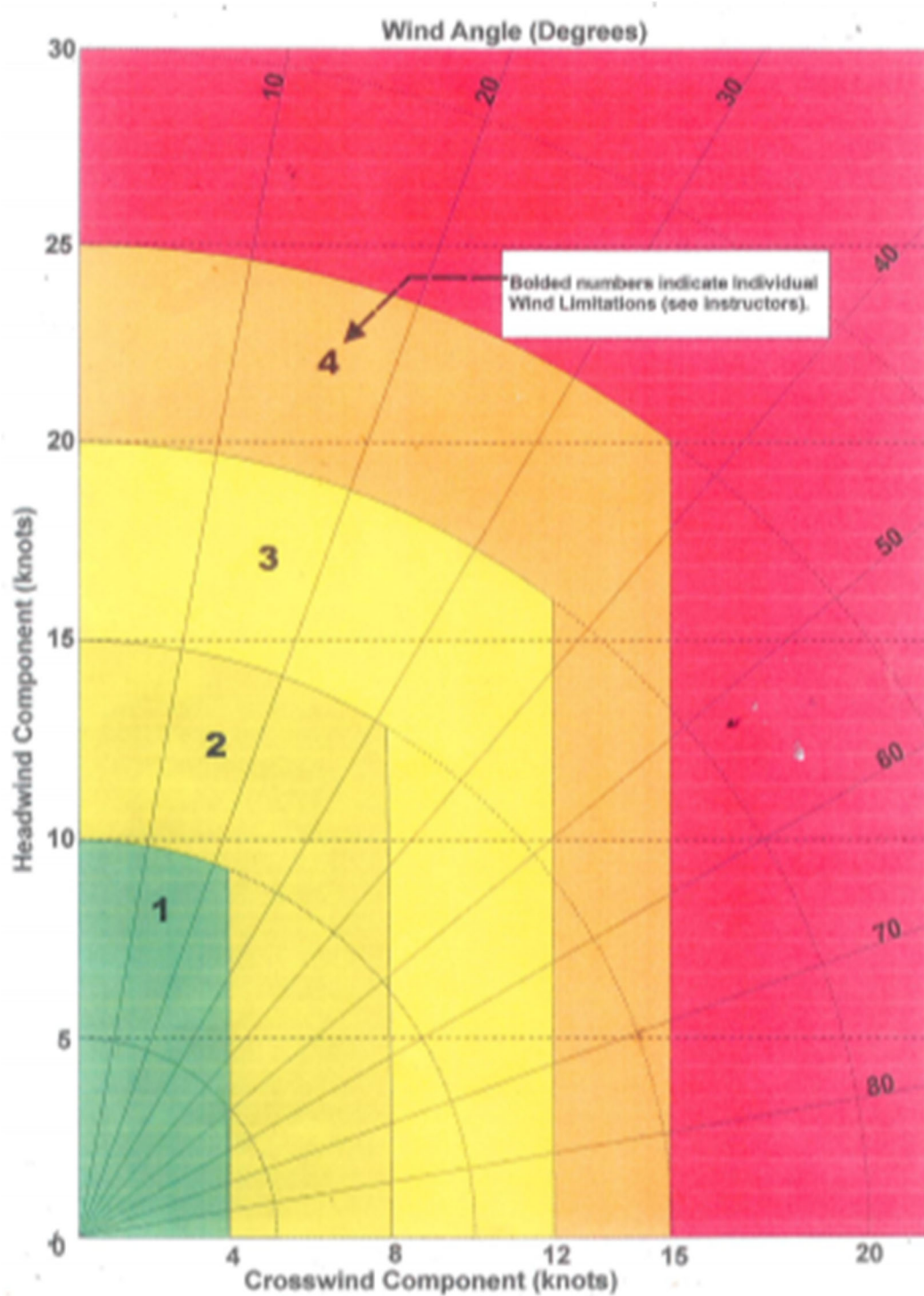


2. KFC Local Flying Area.



Concerns or questions regarding this SOP should be referred to the Kirtland Flight Center Management or the Chief Flight Instructor, (505) 846-1072.

3. Wind Chart



Maximum headwind = 25K (Steady plus 1/2 gust).

Maximum crosswind = 15K (Steady plus 1/2 gust).