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THIS VERSION WILL ALLOW YOU TO ANSWER QUESTIONS IN OUR STANDARDIZATION TEST.

Chapter 10

AERO CLUB

101. Overview. Aero clubs are recreational aviation clubs provided on AF installations to promote readiness and resiliency of Airmen. Aero clubs provide Airmen an opportunity to support the AF 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 Reconstruction Plan, search and recovery operations and other operational missions. Survival, recovery and reconstitution or contingency missions, are a priority. All club assists and personnel support these missions when required.

102. Appropriated fund reimbursement. Use of appropriated funds are authorized according to AFMAN 64-302.

103. Nonappropriated fund insurance liability program. Club managers must ensure the club has insurance coverage for liability, hull, club assets, contractors, employees and customers as described in AFMAN 34-208, *Nonappropriated Fund Property and Liability Program*. (T-1). When clubs participate in AF operational missions, their aircraft perform an appropriated fund function and the nonappropriated funds insurance liability program does not apply. Any claims arising out of such missions must be filed by the program manager IAW AFI 51-501, *Tort Claims*. (T-1).

104. 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, vI, and AFI 24-602V1, *Passenger Movement*, authorizes the use of aero club aircraft for this purpose.

105. New Aircraft. Club managers must receive permission from AFSVA before their club may operate a newly acquired aircraft. (T-1).

106. 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 accepts a letter of good standing from any other military aero club. 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 either their home or the visiting club. Club 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. Pilot-in-Command privileges. The club manager will authorize Members to exercise pilot-in-command privileges in an aircraft belonging to another AF 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 is validated prior to the visitor flying at aero club. **(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 operation procedures may require a local area checkout flight.

10.8. Member Records and Training Folders. Club managers maintain a membership record on each member. Managers must maintain a training folder IAW the AF aero club instructor standardization guide

(<https://cs2.eis.af.mil/sites/10042/Pages/AeroClubs/SupportingStandards.aspx>) 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).**

10.9. Registering Aircraft. Program managers must ensure all aircraft owned or operated by aero clubs be registered IAW FAA Regulations. **(T-0).** Obtain registration information from the local FAA office or <http://www.faa.gov>.

10.10. Purchasing and Leasing Aircraft. Program managers may acquire aircraft by purchase or exclusive-use lease through AFSVA. Managers must approve leases according to AFMAN 34-201 and AFMAN 64-302. **(T-1).** The nonappropriated funds council and the installation commander must approve any purchase. **(T-3).**

10.11. 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. AFSVA manages annual attestation of all AF 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 director approval.

10.12 AFSVA Loaned Aircraft. Clubs may borrow excess aircraft obtained from the General Services Administration or Civil Air Patrol. AFSVA 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 club manager must ensure the loaned is registered and maintained in an airworthy condition according to FAA regulations and engine logbooks maintained according to FAA regulations. **(T-0).**

10.13 Aircraft Disposal. Program managers must dispose of Aircraft when damaged or worn beyond economical repair Aircraft disposal is approved by AFSVA. **(T-1).**

10.14 Selling Fuel, Oil, and Other Aviation Related Items. Club 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.

10.15 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 AFI 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.

10.16 Aero Club Safety. Safety is every aero club member's responsibility. Club managers must develop and implement an aggressive mishap prevention program which includes a flight, aircraft servicing, ground handling, and maintenance activities. **(T-1).** Additionally, club managers and his or her staff must comply with applicable portions of Air Force Occupational Safety and Health Standards. **(T-1).** Club managers must hold a safety meeting for the membership at least once a month with attendance documented. **(T-3).**

10.16.1. Any member or flight instructor who fails to attend a mandatory safety meeting will be denied pilot-in-command privileges by the club manager until the member or flight instructor accomplishes one of the following: **(T-3).**

10.16.1.1. If authorized by the installation commander, reviews videotapes of the missed safety meeting(s).

10.16.1.2. Reviews meeting minutes from the missed safety meeting(s).

10.16.1.3. Receives a briefing from the manager, club safety officer, or designated representative on subjects covered during the missed safety meeting(s).

10.16.2. Any member or flight instructor who misses three consecutive meetings will lose flying privileges. **(T-3).** These members must attend a safety meeting and review the minutes from the missed safety meetings prior to aero club manager restoring the member's flying privileges. **(T-3).**

10.16.3. Members may attend another military aero club's safety meeting, if authorized by the local club.

10.16.4. Safety meeting format is at the discretion of the club; however, the following topics are recommended for periodic discussion:

10.16.4.1. AF and major command policies and directives.

10.16.4.2. FAA regulations.

10.16.4.3. Local flying area, including briefings by safety specialists or representatives from the FAA.

10.16.4.4. Midair collision avoidance and prevention.

10.16.4.5. Light aircraft maintenance and potential problem areas.

10.16.4.6. Light aircraft accident briefs.

10.16.4.7. Wake turbulence, flight planning, and fuel management.

10.16.4.8. Lost and emergency procedures.

10.16.4.9. Spatial disorientation, survival, hypoxia, and effects of medication.

10.16.4.10. Mountain flying.

10.16.4.11. Seasonal flying hazards, including weather.

10.16.5. Club managers must ensure fire extinguishers are readily accessible during engine starts, aircraft maintenance, and aircraft refueling. **(T-1).** Local fire protection authorities determine the amount, locations, and types of fire extinguishers to be used. Fireguards are not required for aero club operations.

10.17. Disciplinary Action and Retraining. The club manager will deny flying privileges to any pilot(s) involved in a flying accident, incident, unusual occurrence, or in actions which may be perceived as a violation of established directives, until a reasonable determination of the facts can be made and the pilot's aero club privileges are reinstated by the installation commander. **(T- 1).** Student pilots involved in any of the above-mentioned actions may continue the dual portion of their flight training. However, student pilots will not solo until the investigation is completed and the installation commander reinstates their solo flight privileges. **(T-1).**

10.17.1. The club manager and staff member he or she designates must investigate the event to determine if the pilot(s) knowingly violated established guidance, or whether the pilot(s) should receive additional training. **(T-1).** The club manager presents its findings to the standardization board. The standardization board will make recommendations to ensure this event does not reoccur and forward those recommendations to the installation commander for approval. **(T-1).**

10.17.2. If the installation commander determines the pilot(s) knowingly violated established guidance; the pilot(s) must be removed from the club. **(T-3).** "Knowingly" is interpreted to mean a similarly experienced pilot, in a similar situation, would have known the actions were in violation of established directives. The pilot(s) will not be eligible to reapply to any AF aero club for a period of at least one year. **(T-3).** Club managers must forward a copy of the report of investigation of the events that led to the member's dismissal and approved recommendations to AFSVA. **(T-1).**

10.18 Investigating Mishaps. An AF flight safety officer must conduct an official investigation on each reportable aero club mishap according to AFI 91-204, *Safety Investigations and Reports*. **(T-1).** The flight safety officer works closely with applicable ground safety, National Transportation Safety Board, FAA or host country investigators. The flight safety officer must

retain all applicable training and membership records, as well as any applicable aircraft or aircraft component, until a reasonable determination of the facts can be made. **(T-1)**. In addition the flight safety officer contacts AFSVA to determine the source and extent of material analysis needed to determine the cause of the mishap.

10.19. Classifying Mishaps. The installation commander classifies mishaps according to AFI 91-204. **(T-1)**.

10.20. Reporting Mishaps. The club manager must immediately notify the installation safety office of any mishap. **(T-3)**. The safety office and club manager will report club mishaps according to AFI 91-204 and if required by the National Transportation Safety Board statutes, notifies the National Transportation Safety Board. **(T-0)**. The Air Force Safety Center renders the final evaluation on all mishaps involving injury to personnel. AFSVA renders the final evaluation on all others.

10.21. Using or Releasing Mishap Reports without Authorization. Mishap investigations determine causes of mishaps and identify steps to keep them from recurring. Reports coming from a Safety Investigation Board are for official use only and may not be used as evidence to support a disciplinary action or to determine pecuniary liability. The mishap investigator advises the witnesses there is no guarantee of confidentiality because the report is not protected by claim or privilege. The releasing authority for aero club mishap reports is the Director, Air Force Safety Center. Non-injury related reports are maintained at AFSVA.

10.22. Investigating Pecuniary Liability. The Force Support commander or director investigates pecuniary liability for mishaps according to AFI 34-202. Although this investigation is separate from the mishap Safety Investigation Board, the investigator may use factual data and recall witnesses from the mishap investigation.

10.23. Standard Operation Procedures. The purpose of the standard operation procedures is to consolidate information on membership responsibilities, local airfield procedures, and operational restrictions and requirements. The standard operation procedures are detailed enough that a pilot with adequate knowledge of FAA regulations and applicable AF publications can read the standard operation procedures and pilot information file and have the information required to safely operate club aircraft at that location. FAA regulations and AF guidance should not be reiterated unless needed for clarification purposes. Club manager will coordinate with the applicable installation operations staff on items impacting flight operations. **(T-3)**.

10.23.1. The aero club manager must develop and publish standard operation procedures. **(T- 3)**. The manager makes available an electronic file of standard operation procedures to all club certified flight instructors and members and provides a paper copy if requested. The club manager must update standard operation procedures as required to maintain currency. **(T-3)**. Standard operation procedures include the following:

10.23.2. Chapter 1 - Administration.

10.23.2.1. Membership application, resignation, and expulsion procedures.

10.23.2.2. Quorums and meetings.

10.23.2.3. Aircraft scheduling procedures.

10.23.3. Chapter 2 - Pilot currency requirements.

10.23.4. Chapter 3 - Operational restrictions and local area procedures.

10.23.4.1. Restrictions and requirements.

10.23.4.2. Clearing authority and clearance procedures.

10.23.4.3. Lost communications procedures.

10.23.4.4. Lost and alternate airfield procedures.

10.23.4.5. Weather recall and aircraft evacuation procedures.

10.23.5. Chapter 4 - Student pilot procedures. This chapter should be limited to restrictions and requirements applicable to student pilots.

10.23.6. Chapter 5 - Safety.

10.23.6.1. Accident and incident reporting procedures.

10.23.6.2. Ground safety.

10.23.7. Chapter 6 - Maintenance procedures.

10.23.8. Chapter 7 - Flight instructor responsibilities.

10.23.9. Attachments - As needed.

1024 Pilot Information File. The purpose of the pilot information file is necessary to make information pertinent for safe flight, but not yet covered in the standard operation procedures, available to pilots. The pilot information file is in a single binder, maintained in an accessible location. 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 operation procedures. Members desiring to exercise pilot-in-command privileges must have read and formally acknowledged in writing all current pilot information file items before flight. **(T-3)**. The club manager will ensure the following items are included in the pilot information file:

10.24.1. Items affecting flight operations or safety. **(T-3)**.

10.24.2. Applicable local interest items. **(T-3)**.

10.24.3. Initial and final aero club mishap message reports, including AFSVA or Air Force Safety Center reviews for the previous 12 months. **(T-3)**.

10.24.4. Information items directed by higher headquarters. **(T-3)**.

10.24.5. Current flying safety meeting minutes (not required if meeting is videotaped). **(T-3)**.

10.24.6. Latest standardization board meeting minutes. **(T-3)**.

10.24.7. Current version of the standard operation procedures and status page indicating date of latest edition and changes. **(T-3)**.

1025. 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 club

manager must ensure all certified flight instructors adhere to the guidance provided in this guide. **(T-1).**

1026. Documents and Publications. Club managers must maintain a reference library of flight planning documents and publications suited to the club's scope of operations, applicable maintenance manuals, and aircraft handbooks or flight manuals for each make and model aircraft operated. **(T-3).** Managers may offer for sale copies of the manufacturer's information handbooks for each make and model aircraft operated.

10.26.1. Reference material should include the FAA *Aeronautical Information Manual (AIM)*; 14 CFR Part 1: *General Definitions*; 14 CFR Part 61, *Certification: Pilots, Flight Instructors, and Ground Instructors*; 14 CFR Part 91, *General Operating and Flight Rules*; 14 CFR Part 141, *Pilot Schools*; and National Transportation Safety Board Part 48 CFR Part 830, *Notification and reporting of Aircraft Accidents or Incidents and Overdue Aircraft, and Preservation of Aircraft Wreckage, Mail, Cargo, and Records*. Additionally, the club manager must make the following publications available for flight planning purposes; Airport/Facility Directories, DoD Flight Information Publication, Enroute Low Altitude Charts, Low Altitude Instrument Approach Procedures, Class B Airspace Charts, and Sectional Charts. **(T-3).**

10.26.2. Base supply should make available to the club the supply publications and documents needed to identify desired AF items. The base publications distribution office should provide the club with AF technical orders for maintaining and using government-loaned aircraft and equipment when these publications are available in the AF publishing system.

1027. Local Flying Area. The installation commander must determine the boundaries of the local flying area based on terrain, special use airspace, and available airports. **(T-3).** A 50 nautical mile radius is recommended. The local area for solo student pilots must be defined according to FAA regulations or the installation commander, whichever is more restrictive. **(T-0).** Club managers must develop a prominently displayed local area map depicting local area limits, training areas, ingress and egress routes, local traffic patterns, and hazards to air navigation. **(T-3).**

1028. Pilot-In-Command. The club manager ensures only club members, employees, or club contractors possessing a valid FAA pilot certificate, valid medical certification and who have successfully completed the applicable checkout requirements will pilot club aircraft. **(T-0).** The AFSVA aero club program manager may act as pilot-in-command of any club aircraft in which currency is maintained without a local checkout.

10.28.1. Club manager ensure members possessing only a valid recreational pilot certificate will not act as pilot-in-command of club aircraft except when enrolled in a course of training for a private, commercial, or airline transport pilot certificate. **(T-0).** In this instance, a

member holding a recreational pilot certificate will comply with all restrictions in the FAA regulations and AFSVA operational guidance pertaining to student pilots. **(T-0)**.

10.28.2. The club manager ensures members possessing only a valid sport pilot certificate will only operate light sport aircraft (refer to 14 CFR Part 1.1) as pilot-in-command after successfully completing the applicable club checkout requirements. **(T-0)**. Members must not act as pilot-in-command of other club aircraft except when enrolled in a course of training for a private, commercial, or airline transport pilot certificate. **(T-0)**. In this instance, a member holding a sport pilot certificate must comply with all restrictions in the FAA regulations and this instruction pertaining to student pilots. **(T-0)**.

10.28.3. The club manager ensures the pilot-in-command will occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft **(T-0)** except in any of the following circumstances:

10.28.3.1. When prohibited by the flight manual.

10.28.3.2. When weight and balance considerations dictate otherwise.

10.28.3.3. When a pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, flying under visual flight rules in the local training area.

10.28.3.4. When the pilot is a flight instructor flying under visual flight rules in the local training area.

10.28.3.5. When the pilot is a flight instructor conducting flight instruction or receiving or administering flight checks.

10.28.4. The Force Support commander or division chief may authorize a one-time flight for a prospective buyer of a club aircraft; however, a qualified instructor shall act as pilot-in-command. **(T-0)**.

1029. Covenant Not to Sue and Indemnity Agreement. The club 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 pilot-in-command without meeting the requirements specified in this AFI.

1030. Passengers. The pilot-in-command is responsible for the safety and actions of the pilot's aircraft passengers. AFSVA club chief flight instructors, managers, and installation advisors are not considered passengers when conducting training, standardization, or evaluation flights. Moreover, FAA inspectors are not considered passengers when performing official flight examinations.

1031. 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 operation procedures.

1032. Required Equipment. The club manager and pilot-in-command 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 club manager or his or her staff will ensure tie-down equipment is onboard aircraft if landing at an airport without tie-down equipment. **(T-0)**.

1033. Checklists. Club managers must supply a consolidated aircraft checklist with pre-numbered pages and revision date for each aircraft operated. **(T-0)**. Use of the checklist by pilots must be mandatory. **(T-0)**. The checklist shall include the applicable items contained in the manufacturer's owner's manual; however, if the owner's manual does not adequately cover the items below, club managers shall supplement procedures and include them in the checklist. **(T-0)**. As a minimum, the checklist shall include each of the following:

10.33.1. Normal procedures. **(T-3)**.

10.33.2. Emergency procedures. **(T-3)**.

10.33.3. Takeoff, climb, and landing data. **(T-3)**.

10.33.4. Crosswind component chart (including locally established crosswind limits). **(T-3)**.

10.33.5. Cruise performance and fuel consumption. **(T-3)**.

10.33.6. Applicable alternate airfield procedures, unless contained in a local in-flight guide. **(T-3)**.

10.33.7. A *Warning* that reads, "Improper leaning procedures will greatly reduce endurance" in the cruise section of the normal procedures checklist. **(T-3)**.

1034. Clearance. Club managers will use the latest version of the automatic dispatch system populated with current data to check pilot-in-command currencies. **(T-3)**. Members authorized self-clearing privileges and clearing authorities will clear all flights originating at the home station using automatic dispatch system. **(T-1)**. The pilot-in-command is the clearing authority for all flights originating off-station. All flights where a student pilot is flying solo must be cleared by a flight instructor who is familiar with the student's capabilities. **(T-1)**.

1035. Pilot Currency. Pilots must record all applicable currency items in their personal logbook and provide the data to the manager for entry into automatic dispatch system. **(T-0)**. Computerized logbooks are authorized in lieu of handwritten logbook entries, provided the logbook contains all applicable currency information.

10.35.1. Managers or chief flight instructors may credit pilot activities performed in other than club aircraft to satisfy currency requirements if activity is in the same make and similar model aircraft (e.g. Cessna 182RG could count toward aero club Cessna 182 currency; but Boeing KC-135 will not count toward Piper Seneca currency).

10.35.2. Club managers must ensure pilots fly with and receive a logbook endorsement from a flight instructor to regain any currency. **(T-0).**

10.35.3. To act as pilot-in-command, pilots with less than 200 pilot hours must have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft the pilot desires to fly. **(T-0).** Pilots with at least 200 pilot hours will have accomplished three takeoffs and landings within the preceding 90 days in each category and class aircraft the pilot requests to fly. **(T-0).**

10.35.4. Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 180 days must successfully complete a flight check and closed book exam for that make and model aircraft to establish currency. **(T-0).**

10.35.5. To exercise pilot-in-command privileges in club aircraft at night, pilots must have accomplished at least three takeoffs and three landings to a full stop, at night, within the preceding 90 days, in each aircraft category and class the pilot desires to fly. **(T-0).** If night currency is lost, the pilot must make three takeoffs and landings to a full stop, at night, in each aircraft category and class the pilot desires to fly, with a current and qualified club certified flight instructor. **(T-0).**

1036. Pilot Training. Club managers must prepare and use a ground school and flight training curriculum certificated by the FAA under 14 CFR 141 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 141 curriculum. **(T-0).** Club managers must have AFSVA approval on all other flight and ground training courses not certificated under 14 CFR 141 before implementation. **(T-1).**

1037. Aircraft Checkouts. Pilots must satisfactorily complete a separate flight checkout, given by an aero club certified flight instructor, for each make and model aircraft the member desires to exercise pilot-in-command privileges in. **(T-0).** Pilots must complete all checkouts in an aero club aircraft and demonstrate performance to the applicable standards specified in the *USAF Aero Club Instructor Standardization Guide*. **(T-2).**

10.37.1. Club managers will ensure pilots do not fly over mountainous terrain until mountain training has been satisfactorily completed and documented in the automatic dispatch system. **(T-1).**

10.37.2. Club managers will ensure there are documented flight checks included in all applicable tasks listed in the *USAF Aero Club Instructor Standardization Guide*. **(T-1).**

10.37.3. A successful flight check administered by a FAA inspector or pilot examiner may be credited for applicable annual requirements if properly documented on the AF Form 1584, *USAF Aero Club Standardization Record*, and approved by the club manager. **(T-2).**

10.37.4. The chief flight instructor must administer all initial flight instructor proficiency checks IAW 14 CFR 141. **(T-0).** Additionally, the chief flight instructor should administer all annual flight instructor proficiency checks; however, the chief flight instructor may be delegated to the assistant chief flight instructor or check instructor.

10.37.5. A FAA inspector must administer all annual flight checks required by this manual

to the chief flight instructor. **(T-0)**. Annual requirements will only be credited if the FAA inspector completes the tasks prescribed in the *USAF Aero Club Instructor Standardization Guide* and documents completion on AF Form 1584. **(T-1)**. Automatic dispatch system is updated to reflect successful completion of the annual check. If a FAA inspector cannot accomplish the required evaluations, a chief flight instructor from another AF aero club, or AFSVA may accomplish the required evaluations.

10.37.6. The club manager will ensure the following flight checks are required of each member desiring to obtain and maintain pilot-in-command privileges, and will be administered by an aero club certified flight instructor:

10.37.6.1. Initial check in each make and model aircraft. **(T-2)**.

10.37.6.2. Initial night visual flight rules local check in aircraft category and class. **(T-2)**.

10.37.6.3. Initial and annual instrument flight check for members desiring instrument flight rules privileges. **(T-2)**.

10.37.6.4. Initial and annual standardization flight check in the most complex aircraft in which the pilot desires to maintain currency. **(T-2)**.

10.37.6.5. Initial formation flight check for those members desiring to fly aero club aircraft in formation. **(T-2)**.

10.37.6.6. Initial aerobatic flight check for those members desiring to fly aero club aircraft acrobatically. **(T-2)**.

10.38. Flight Restrictions. The club manager will ensure the following restrictions and requirements apply to all members operating club aircraft as pilot-in-command. **(T-0)**.

10.38.1. Weather Minimums.

10.38.1.1. Day visual flight rule minimums are 1,500-foot ceiling and 3 statute miles (refer to terms in [Attachment 1](#)) visibility. **(T-0)**.

10.38.1.2. Night visual flight rule minimums are 2,500-foot ceiling and 5 statute miles visibility. **(T-0)**.

10.38.1.3. Weather minimums for instrument flight rules takeoff must be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or the takeoff minimums listed in the Terminal Flight Information publication for the airport, whichever are greater. **(T-0)**. **Note:** Pilots with over 100 hours actual instrument time logged as pilot in command may takeoff when the weather is at or above the lowest compatible approach minimums at the departure airport or the takeoff

minimums listed in the Terminal Flight Information publication for the airport, whichever are greater.

10.38.1.4. Pilots must comply with maximum crosswind components for each pilot rating and make and model aircraft posted in the aircraft checklist. **(T-0).**

10.38.1.5. Flight will not be initiated if surface winds are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots. **(T-0).**

10.38.1.6. Flight under special visual flight rules, as defined in 14 CFR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight, and only at an altitude that assures terrain and obstacle clearance established in **paragraph 10.38** of this manual. **(T-0).**

10.38.1.7. Simulated emergency training is limited to visual meteorological conditions. **(T-0).**

10.38.1.8. Aero clubs must establish minimum runway condition reading criteria for aircraft, to include maintenance ground run operations. **(T-0).**

10.38.2. The following must not be performed at night:

10.38.2.1. Aerobatics. **(T-1).**

10.38.2.2. Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by a 14 CFR Part 141 approved syllabus of instruction, with an instructor onboard that is qualified to act as pilot-in-command under instrument conditions in the aircraft used for the flight. **(T-0).**

10.38.2.3. Except for takeoff or landing, visual flight rules fly below 2,000 feet above ground level. **(T-0).**

10.38.2.4. Operations at airports without runway lighting. **(T-3).**

10.38.2.5. Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.

10.38.2.6. Simulated emergency training, to include forced landings, except to lighted runways. **(T-0).**

10.38.2.7. Power-off approaches, unless there is an aero club instructor onboard. The instructor must be qualified to act as pilot-in-command under instrument conditions in the aircraft used for flight. **(T-0).**

10.38.2.8. Power-off approaches, unless conducted as 90-degree or 180-degree power-off approach. **(T-0).** Guidance found in the FAA *Airplane Flying Handbook FAA-H-8083-3B*, Third Edition must be followed. **(T-0).**

10.38.2.9. Flight outside the local area unless the flight is operated under instrument flight rules, or the flight is required to be conducted under visual flight rules by an approved syllabus of instruction, and the instructor onboard is qualified to act as pilot-in-command under instrument conditions in the aircraft used for the flight. **(T-0).**

10.38.2.10. Local visual flight rules, unless the pilot has logged at least 50 hours as pilot-

in-command and maintains visual contact with an airport approved for night operations, or is a current and qualified instrument rated pilot. **(T-0)**.

10.38.2.11. Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown, is onboard as a safety observer and has access to the flight controls. **(T-0)**.

10.38.3. The club manager will ensure the pilot-in-command not allow passengers onboard the aircraft unless the passengers have completed an AF Form 1585. **(T-3)**. Executed forms must not be carried onboard the aircraft, and the club manager will ensure the form be re-executed at least every 12 months. **(T-3)**.

10.38.3.1. A parent or legal guardian shall execute the AF Form 1585 on behalf of any person under 18 years of age. If the individual is an emancipated minor, the sponsoring member must execute the document. **(T-0)**.

10.38.3.2. The club manager will ensure passengers are not on training flights except when approved by the club manager or chief flight instructor and an instructor is occupying one of the pilot positions. **(T-3)**.

10.38.3.3. The club manager ensures passengers are not on check flights. **(T-3)**.

10.38.3.4. Simulated emergency procedures are not permitted on any passenger flight except when an instructor occupies a pilot's position, the passengers are applicants enrolled in the same training course, and the chief flight instructor determines the training will benefit all applicants onboard the aircraft. **(T-3)**.

10.38.3.5. Each passenger occupies a seat with an individual seat belt. The club manager and pilot-in-command must ensure children under four years old or less than 40 pounds will occupy a Department of Transportation approved infant or child seat restrained by an individual seat belt. **(T-0)**.

10.38.4. Aero club duty day is 12 hours for a single pilot or 16 hours for two qualified pilots in an aircraft with dual flight controls. Flight duty day begins when the pilot(s) reports to the aero club for the first flight, or to the duty location (place of employment) for the first duty (work) of the day, whichever occurs first. Minimum crew rest between duty days is 10 hours after 8 hours or less of duty time, 12 hours for more than 8 hours duty time.

1039. Flight Plans. Club managers must ensure pilots file a flight plan for all flights outside the local area. **(T-0)**. Before flying to a military field, contact the destination base operations and aero club (if applicable) to ensure military field can accept the aircraft, and obtain a "prior permission required" number, if required. Enter the statement "USAF aero club aircraft, please advise base operations" in the remarks section of the flight plan. When departing a military base from other than home station, the pilot must file a flight plan with the local base operations. **(T-0)**.

1040. Approved Airports, Runways, and Taxi Procedures. The club manager ensures guidance is provided to pilots that will prohibit performing straight-in visual flight instruments approaches to non-towered airports. **(T-0)**. This does not apply to practice instrument approaches being flown under radar control when the safety pilot is able to simultaneously monitor approach control and the common traffic advisory frequency and make appropriate

position calls on the common traffic advisory frequency.

1043.1. Pilots self-announce pattern position on downwind, base, and final leg using the phraseology recommended in the FAA.

1043.2. Pilots only land at active airports listed in FAA (or host nation equivalent at overseas locations) or DoD flight information publications, or those designated by the installation commander. If an emergency or precautionary landing is made at an unauthorized location, the pilot should not take off without the club manager's approval. **(T-3).**

1043.3. Pilots must not takeoff or land on runways less than 2,000 feet long, or the sum of the aircraft takeoff and landing ground roll, whichever is greater. **(T-3).**

1043.4. Pilots shall not takeoff or land on runways less than 50 feet wide. **(T-3).**

1043.5. When approaching a non-towered airfield with unknown runway surface or approach conditions, pilots must make a low approach to the landing runway to determine surface conditions before making an approach to landing. **(T-3).** This may not be applicable to actual instrument approaches.

1043.6. Pilots must not accomplish takeoff or landing rolls across raised arresting cables and must use minimum speed if the aircraft must taxi over arresting cables. **(T-0).**

1043.7. Pilots must not taxi within 10 feet of an obstacle unless wing walkers or designated taxi lines, suitable for the make and model aircraft being operated, are used. **(T-0).**

1043.8. Unless a higher taxi speed is required to prevent delay of traffic flow, pilots must not exceed a slow walk while taxiing in congested areas, or a brisk walk in all other areas. **(T-0).**

1043.9. Pilots must not perform touch and go landings in complex aircraft. **(T-3)** Touch and go landings in complex aircraft are permitted when a pilot is accompanied by an instructor, qualified in the make and model being flown, and approved by the manager.

1041. Minimum Altitude Single-Engine Aircraft.

1041.1. Club managers must ensure guidance is provided that prohibits pilots from flying below 1000 feet above ground level (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction. **(T-0).**

1041.2. Pilots shall not descend below 500 feet above ground level during simulated forced landings, except to approved runways. **(T-1).**

1041.3. Pilots must ensure proper engine operation at least every 500 feet when performing simulated engine failures in single engine aircraft. **(T-0).**

1041.4. Pilots must not conduct aerobatic maneuvers below 2,500 feet above ground level. **(T-0).**

1041.5. During the day, pilots must not descend below 1,500 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft. **(T-0).**

10.44.6. At night, pilots must not descend below 2,000 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft. **(T-0).**

10.42. Minimum Altitude Multi-Engine Aircraft.

10.45.1. Pilots shall not descend below 3,000 feet above ground level when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes. **(T-0).**

10.45.2. Engine failures must not be simulated on the runway at an airspeed greater than one-half minimum control airspeed, and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop. **(T-0).**

10.45.3. Flight instructors may accomplish a simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet above ground level, nor below recommended V_{se} or V_{ys} , whichever is greater. **(T-0).** V_{se} is the safe, intentional one-engine inoperative speed. Originally known as "Safe Single-Engine Speed" as defined in 14 CFR Part 23. V_{ys} is the best single-engine rate-of-climb speed "blue line" (multiengine, 12,500 pounds or less).

10.45.4. Feathering of one propeller during a simulated engine failure must only be demonstrated above 3,000 feet above ground level and in a position where a safe landing can be accomplished on an approved runway, should difficulty be encountered in unfeathering the propeller. **(T-0).**

10.45.5. While airborne, a simulated engine failure below 3,000 feet above ground level must only be performed by initially retarding the throttle of the selected engine to the minimum power setting authorized, then setting zero thrust. **(T-0).**

10.45.6. Simulated single engine go-arounds shall not be initiated or continued below 500 feet above ground level. **(T-0).**

10.45.7. Minimal control speed demonstrations will not be performed below 3,000 feet above ground level. **(T-0).** Recovery is made at the first indication of loss of directional control, stall warning, or buffet, whichever occurs first.

10.45.8. No smoking is prohibited in or within 50 feet of club aircraft. **(T-3).**

10.43. Formation Flight. Pilots must not conduct formation flights without the installation commander's approval and must have satisfactorily completed a formation checkout. **(T-3).** The installation commander may delegate this authority to the club manager, and a copy of this delegation authority must be maintained in the standard operation procedures. **(T-3).**

10.44. Student Pilots.

10.47.1. Club managers must ensure solo student pilots not fly when the actual or forecast crosswind component for takeoff or landing exceeds 10 knots. **(T-0).**

10.47.2. Club managers must ensure solo student pilots not fly when the actual or forecast surface winds exceed 20 knots. **(T-0).**

10.47.3. Club managers must ensure solo student pilots not perform touch-and-go landings. **(T-0).**

10.47.4. Club manager must ensure student pilots not fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. **(T-0).** The flight must include all items listed in 14 CFR Part 61.87 (d) and (e). **(T-0).**

10.47.5. Club managers must ensure student pilots do not fly solo at night. **(T-0).**

10.47.6. Club managers must ensure solo student pilots will not conduct simulated emergency procedures, to include simulated forced landings. **(T-0).**

10.47.7. The chief flight instructor must develop standard training cross-country routes for student pilots. **(T-0).** Only the chief flight instructor may authorize the use of other routes. **(T- 3).**

10.47.8. Club managers must ensure all dual portions of supervised solo flights will include three student landings and one go-around at the airfield where the student will solo. **(T-3).** Flight instructors must ensure adequate student proficiency and be present at the airport during the solo portion of the flight. **(T-0).** Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the chief or assistant chief flight instructor. **(T-0).**

10.47.9. On the first two solo cross-country flights, club managers must ensure students fly to airfields where the students have previously demonstrated satisfactory traffic patterns to a flight instructor. **(T-3).** Students may then fly the remainder of the solo cross-country requirements to other airports approved by the chief flight instructor.

10.47.10. Unless restricted by local area procedures, solo student pilots will use the student pilot radio identification procedure as specified in the FAA *Aeronautical Information Manual*.

1045. Aerobatic Flight. Club managers must ensure pilots not conduct aerobatic flight unless the pilot have satisfactorily completed an aerobatic checkout. **(T-3).**

1046. Fuel Reserves.

10.46.1. Club managers must ensure pilots not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption. **(T-3).**

10.46.2. If a flight extends to a point where less than 1 hour of fuel remains, the pilot-in-command will land at the nearest suitable airport to obtain additional fuel. **(T-3).**

10.46.3. For flight planning purposes, club managers must ensure the pilot-in-command will calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater. **(T-0).**

1047. Other Restrictions the Club Manager Enforces.

10.47.1. Pilots will not use club aircraft for towing gliders or sail planes. **(T-2).**

10.47.2. Pilots will not use club aircraft for parachuting or skydiving. **(T-2).**

10.47.3. Club members will not use club aircraft for commercial purposes. **(T-1).**

10.47.4. For all flights, pilots will compute takeoff and landing performance for each airport of intended use based on actual or forecast conditions. **(T-0).** In addition, pilots will check actual aircraft takeoff performance against computed data, and abort the takeoff if aircraft performance is inadequate. **(T-0).**

10.47.5. Pilots will calculate weight and balance data for each flight. **(T-0).**

10.47.6. Pilots will not takeoff with snow or frost on the aircraft. **(T-0).**

10.47.7. Pilots will not hand prop aero club aircraft certified to operate with an electrically driven starter. **(T-1).**

10.47.8. Pilots will not taxi an aero club aircraft until each person onboard has properly fastened their seat belt. **(T-0).**

10.47.9. Pilots will comply with established bird condition procedures. **(T-0).**

1048. Grounding an Aircraft. Any aero club pilot, airframe and power plant mechanic, or manager will ground an aircraft if, in their opinion, the aircraft is not in an airworthy condition. **(T-0).** The club manager and member must be familiar with AFTO 781A, *Maintenance Discrepancy and Work Document* (or equivalent), which is used to document discrepancies, which caused the grounding action. **(T-1).** When an aircraft is grounded, club managers must ensure aircraft not be operated until released by a club airframe and power plant mechanic with appropriate documentation. **(T-3).**

1049. Maintenance Status. The club manager must ensure the current maintenance status of each club aircraft is available to the pilot (automatic dispatch system may be used to provide inspection status). **(T-3).**

1050. Precision Measuring Equipment. The club manager must ensure all precision measurement tools are labeled calibrated at least annually according to requirements listed in 14 CFR Part 43, manufacturer's instructions, and AF guidance. **(T-0).**

1051. Functional Check Flight. Club managers must ensure a functional check flight is required for aircraft being returned to service after having undergone alterations or repairs, which in the opinion of the chief mechanic could alter the flight characteristics of the aircraft, affect the navigation systems of the aircraft, or adversely affect the operability of aircraft systems that cannot be adequately ground tested. **(T-0).**

1052. Deferred Maintenance. The club manager will be the final authority for approving those discrepancies the chief mechanic has determined may safely be deferred until the next scheduled inspection. **(T-3).** Discrepancies the chief mechanic does not wish to defer shall be grounding items. **(T-3).**

1053. Tool Control Program. The club manager will develop procedures to ensure tools are not inadvertently left inside aircraft during maintenance. **(T-3).**

1054. Maintenance Training. The club manager will develop, conduct, and document initial training for all employed aero club mechanics and require documentation that contract aero club

mechanics have received such training. **(T-3)**.

1055. Corrosion Control. Club managers must ensure aircraft are treated for corrosion according to Advisory Circular (AC) 43-4B, *Corrosion Control for Aircraft*. **(T-0)**. As a minimum, the club manager ensures all flight control, trim surfaces, brackets, and mounting hardware shall be free of corrosion. **(T-0)**.