

1 PURPOSE.

These are the Patuxent River Navy Flying Club (Club or PRNFC) Flying Regulations. PRNFC flying activities are governed by Title 14 of the Code of Federal Regulations (otherwise known as the Federal Aviation Regulations or FAR) and BUPERSINST 1710.22 Navy Flying Club Program. These Flying Regulations further establish local policies and standard operating procedures governing PRNFC flying activities so as to provide safe and equitable flying by:

- 1.1 Establishing member responsibilities, flying privileges, and limitations.
- 1.2 Establishing specific rules to regulate operation of PRNFC aircraft.
- 1.3 Providing penalties for violations of these or other applicable flying rules and regulations.

2 REVIEW AND CANCELLATION

The PRNFC Manager and Board of Directors shall review these regulations annually and document this review on the final page. The Manager may approve minor administrative changes. Significant changes require review and approval by the Commanding Officer. The document must be reviewed and resigned by the Commanding Officer every five years. This document cancels and supersedes the revision of June 2003.

3 SCOPE.

These regulations are applicable to all members and to all passengers riding in PRNFC aircraft. In the event that these regulations conflict with other regulations such as the Federal Aviation Regulations, BUPERSINST 1710.22, NASPAXRIVINST 3710.5, or other applicable local instructions, the most restrictive shall take precedence.

4 DEFINITIONS

- 4.1 Air Operations Duty Officer (AODO): The duty person at NAS Patuxent River Air Operations who may be reached by telephone at 301-342-3836/7
- 4.2 Aircraft Flight Check: An in-flight check conducted by a PRNFC Instructor in each specific make and model aircraft in which a member desires to operate.
- 4.3 Annual Flight Check: An in-flight check conducted by a PRNFC Instructor, typically in the most complex make and model aircraft in which a member desires to maintain currency.

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- 4.4 Automated Schedule: An online system used for scheduling PRNFC aircraft, invoices, member currency, aircraft status, and other functions. The automated schedule is maintained on Sky Manager (<http://prnfc.skymanager.com>).
- 4.5 Board of Directors (BOD): The BOD consists of officers who are elected, hired, or appointed. Officers elected by the general membership are the President, Vice President, Secretary, Operations Officer, Safety Officer, Maintenance Officer, and Financial Secretary. The Manager is a non-voting BOD member hired by Navy Morale, Welfare, and Recreation (MWR) at the direction of the Commanding Officer. The Chief Flight Instructor is a non-voting BOD member appointed by the Manager. Specific duties of the BOD officers are defined in BUPERSINST 1710.22 and the PRNFC Bylaws.
- 4.6 Chief Certified Flight Instructor (Chief CFI): A member who possesses all FAA Certified Flight Instructor Certificates appropriate to the types of training PRNFC provides who is nominated by the BOD and approved by the Club Manager. The Chief CFI serves as a non-voting member of the BOD and is responsible for all aspects of PRNFC flight training.
- 4.7 Club Instructor: PRNFC member who possesses an appropriate FAA Certified Flight Instructor Certificate, has satisfactorily completed the required written and flight tests administered by the Chief CFI or by another CFI designated by the Chief CFI, and has executed an MWR contract to provide instructor services.
- 4.8 Club Instrument Instructor: PRNFC Instructor who possesses an appropriate FAA Certified Flight Instructor - Instrument Certificate and is PRNFC instrument current.
- 4.9 Cross-Country Flight: A flight which extends beyond the local flying area or remains overnight regardless of distance from NAS Patuxent River.
- 4.10 Commanding Officer: Commanding Officer sponsoring the PRNFC; Commanding Officer of NAS Patuxent River.
- 4.11 Direct User Access Terminal System (DUATS): Electronic method of obtaining FAA weather briefings and flight planning information that would otherwise be obtained through FAA Flight Service Station (FSS). This term also includes any FAA-approved means of obtaining briefs and flight planning such as Lockheed Martin Flight Services.
- 4.12 Federal Aviation Regulations (FAR): The old term for what is now CFR (Code of Federal Regulations). Title 14 CFR covers Aeronautics and Space. In this document the term FAR will imply Title 14 CFR and may be used interchangeably.
- 4.13 Flight Clearance Authority (FCA): A person designated in writing by the PRNFC Manager, with the authority to clear a member for a particular flight. There are

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two categories; 'self' which allows persons to clear themselves and 'all' which enables that person to clear other members.

- 4.14 Instrument Flight Check: An in-flight check conducted by PRNFC Instrument Instructor in an aircraft equipped for instrument flight.
- 4.15 Local Flying Area: The geographical area within a 100 nm radius of NAS Patuxent River. For clarification, the local flying area includes the following air fields near the edge of the 100 nm radius (beginning in the north and working clock-wise): THV, N57, 26N, CPK, SFQ, FKN, CHO, LUA, OKV, and W05.
- 4.16 Make and Model: For the purposes of these regulations, make and model is defined as the aircraft manufacturer, model, and series, i.e. Cessna 150/152, Cessna T-41C, or Beechcraft D-45 (T-34B).
- 4.17 Member: A person who has been approved for membership in accordance with the PRNFC Constitution and By-Laws.
- 4.18 Morale Welfare and Recreation (MWR): The NAS Patuxent River Department that is responsible to the Commanding Officer for the proper operation and financial integrity of the PRNFC.
- 4.19 Monthly Report: The Manager shall submit a monthly PRNFC report to the Commanding Officer via the Air Operations Officer, MWR Director, and Executive Officer. The monthly report will include a summary of flight operations, business activities, and the minutes of Board of Directors, Membership, Safety, and Standardization meetings.
- 4.20 Mishap: An accident, incident, or aircraft flight or ground operation resulting in personal injuries, fatalities, and/or material (property) damage involving personnel and equipment.
- 4.21 Naval Air Station Patuxent River, Maryland: Home of the PRNFC
- 4.22 Night Flight Check: An in-flight check conducted between sunset and sunrise by an approved PRNFC Instructor in an aircraft equipped for night flight.
- 4.23 Patuxent River Navy Flying Club (PRNFC or "Club"): The term used to represent the organization, facilities, general membership, or Navy-owned assets.
- 4.24 Pilot Information File (PIF): A two-volume document containing items of interest to all PRNFC pilots as required by the current BUPERSINST 1710.22. Volume I contains all applicable governing documents including the PRNFC Flying Regulations, By-Laws, and Constitution, BUPERSINST 1710.22, and NASPAXRIVINST 1710.5. Volume II contains information that is distributed periodically including but not limited to BOD meeting minutes, Safety meeting minutes, FAA Advisories, and other information which may be of interest to all pilots.

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- 4.25 Pilot Currency Card: A record of all matters relating to a pilot's currency to operate PRNFC aircraft. The PRNFC utilizes parallel paper-based (training folders) and computer-based (Sky Manager) systems for tracking and reporting pilot currency. Each member is responsible to ensure both paper-based and computer-based systems properly document their currency required for PRNFC flights.
- 4.26 Pilot Seat: The seat in the aircraft that is either designated in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual as the seat position for solo flight or in the absence of such a designation, the left seat in cockpits with side-by-side seating or the forward seat in cockpits with tandem seating arrangements.
- 4.27 Copilot/Flight Instructor Seat: Unless otherwise designated in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual, the Copilot/Flight Instructor's seat is the right seat in cockpits with side-by-side seating or the aft seat in cockpits with tandem seating provided that seat has fully functioning controls necessary for exercising copilot duties or providing flight instruction.
- 4.28 Pre-solo Flight Check: An in-flight check of a student pilot performed by the Chief Instructor or another CFI designated by the Chief Instructor to ensure that student pilot meets all applicable requirements and standards prior to that student being endorsed for initial solo flight by his/her PRNFC Instructor.
- 4.29 Pre-solo Cross Country Flight Check: An in-flight check of a student pilot performed by the Chief Flight Instructor (or another CFI designated by the Chief Flight Instructor) to ensure that student pilot meets all applicable requirements and standards prior to that student being endorsed for initial solo cross-country flight by his/her PRNFC Instructor.
- 4.30 Ready Room: Also referred to as the Ops Room or Flight Planning Room. It is the room containing the computer, fax machine, local area chart, aircraft status arrows, aircraft keys and books, and PRNFC forms.
- 4.31 Runway width: The actual width of the runway prepared surface.
- 4.32 Standardization Board: The Manager shall ensure Standardization Boards are conducted in accordance with BUPERSINST 1710.22 section 414 and include the minutes in the monthly report.
- 4.33 Un-Paved Runway: A runway that is not constructed of asphalt or concrete (i.e., turf, grass, dirt, gravel, etc.)
- 4.34 Website: The official website for the PRNFC (<http://prnfc.org/>).

5 GENERAL MEMBER FLYING PRIVILEGES AND LIMITATIONS.

- 5.1 Flying privileges as Pilot In Command (PIC) of PRNFC aircraft shall only be accorded to Members in an active status in accordance with the Constitution and By-Laws.
- 5.2 Members must abide by the PRNFC Constitution, By-Laws, these Flying Regulations, all pertinent NAS Patuxent River Instructions, and Federal Aviation Regulations at all times.
- 5.3 The right to instruct, be instructed, or pilot an aircraft owned or operated by the PRNFC shall be a privilege accorded only to members. No member may receive instruction in a PRNFC aircraft from a person who is not a BOD approved PRNFC Flight Instructor with an MWR contract in effect, except as provided for in the BUPERSINST 1710.22 (such as receiving an FAA checkride).
- 5.4 All members not on active duty military service who are piloting or passengers in PRNFC owned or operated aircraft are required to have a "Covenant-not-to-Sue" form signed within the previous 12 months on file in their training jacket. A member may also keep a "Covenant-not-to-sue" form on file for dependents in his/her training jacket. Any passenger under 18 years of age must have their legal guardian's signature on the Covenant-Not-To-Sue form
- 5.5 Members holding at least a Private Pilot Certificate may carry non-members as passengers in PRNFC aircraft, providing that a member is in command of the aircraft at all times.
- 5.6 Members shall not use any PRNFC aircraft for hire except in the case of flight instruction, nor shall he/she rent, lend, or otherwise obligate PRNFC aircraft or equipment to any other person or group of persons for commercial purposes.
- 5.7 Members operating PRNFC aircraft shall maintain an accurate record of personal flight time necessary to show the member meets the currency requirements in Section 5.9 of these Flying Regulations. The member shall ensure both the paper-based and computer-based systems properly document their currency required for PRNFC flights, including FAA Medical, annual/biennial flight review dates, day/night currency dates, and instrument currency dates. This will be accomplished by providing the information to the Operations Officer for updating both pilot currency databases. The member will provide the logbook and/or other forms as required upon request to the Manager, Operations Officer, or other BOD member for review.
- 5.8 Documents Required for Flying Privileges. Members holding a pilot certificate are required to provide the following documents to PRNFC in order to maintain flying privileges:

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- 5.8.1 Photocopies of all required pilot certificates and medical certificates.
- 5.8.2 A "Covenant-not-to-Sue" form signed by the member within the preceding 12 months.
- 5.8.3 Course Rules Exam completed within the preceding 12 months and corrected to 100 % by a PRNFC Instructor.
- 5.8.4 Open Book Aircraft Exam for the make and model aircraft to be flown, completed within the preceding 12 months and corrected to 100 % by a PRNFC Instructor.
- 5.8.5 For instrument flying privileges, an Instrument Pilot Exam completed within the preceding 12 months and corrected to 100 % by a PRNFC Instructor.
- 5.8.6 Annual Flight Check with a PRNFC Flight Instructor satisfactorily completed within the preceding 12 months, should be conducted in the most complex aircraft the member intends to operate.
- 5.8.7 An initial Aircraft Flight Check in each make and model of aircraft that the member desires to operate (i.e. C-172, PA-28R, etc.).
- 5.8.8 For instrument flight privileges, Instrument Flight Check with a PRNFC Flight Instructor satisfactorily completed within the preceding 12 months.
- 5.8.9 For PRNFC night flight privileges, an initial Night Flight Check conducted by a PRNFC Instructor in a properly equipped PRNFC aircraft.
- 5.8.10 For initial student solo flight privileges:
 - 5.8.10.1 PRNFC Instructor logbook endorsement for receiving pre-solo ground and flight training required by FAR.
 - 5.8.10.2 Pre-solo Written Exam administered by the endorsing PRNFC instructor satisfactorily completed as required by FAR.
 - 5.8.10.3 Pre-solo Flight Check satisfactorily completed with the Chief Flight Instructor or his/her designate. Pre-solo Flight Checks shall not be performed by the student's primary Flight Instructor.
 - 5.8.10.4 Endorsement on student pilot's logbook for the make and model of aircraft to be flown.
- 5.8.11 For initial solo cross-country endorsement:
 - 5.8.11.1 Received the pre-solo cross-country ground and flight training required by FAR.
 - 5.8.11.2 Performed a Pre-solo Cross-Country Flight Check with the Chief Flight Instructor or his/her designate.

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- 5.8.11.3 Received the pre-solo cross-country ground and flight training required by FAR.
- 5.9 PIC Currency Requirements: To operate a PRNFC aircraft as PIC, a member shall satisfy all FAA requirements, BUPERSINST 1710.22 requirements, and the requirements of this regulation. All currency requirements shall be completed and properly documented by the PIC prior to flight in a PRNFC aircraft, including:
 - 5.9.1 General Experience.
 - 5.9.1.1 Three takeoffs and three landings to a full stop as the sole manipulator of the controls in an aircraft of the same category and class within the preceding 90 days.
 - 5.9.1.2 Three takeoffs and three landings to a full stop as the sole manipulator of the controls in an aircraft of the same make and model within the preceding 180 days.
 - 5.9.2 Night Experience.
 - 5.9.2.1 Three takeoffs and three landings to a full stop at night as the sole manipulator of the controls in an aircraft of the same category and class within the preceding 90 days.
 - 5.9.2.2 A pilot without an Instrument Rating but with at least 100 logged pilot hours may fly VFR at night to authorized airfields within the local flying area.
 - 5.9.2.3 For night flights outside of the local flying area the pilot must possess an Instrument Rating. In addition the aircraft flown must meet BUPERSINST 1710.22 paragraph 406 a. and 14 CFR 91.205.
 - 5.9.3 Additional Currency Requirements for Student Pilots. Members holding a Student Pilot Certificate will conform to all instructions given by their flight instructor with regard to PRNFC flight operations and will not be permitted to solo any PRNFC aircraft unless they have, in addition to meeting the other requirements of this regulation have flown with a PRNFC Flight Instructor within the previous 10 hours of flight time or 30 days, whichever occurs first. For example, if a student has flown 10 solo hours in the last 15 days then he will need to fly with a PRNFC instructor prior to his next solo flight. Conversely, if the student has flown less than 10 hours but has not flown with a PRNFC Flight Instructor in the last 30 days then he must to fly with a PRNFC instructor prior to his next solo flight.
- 5.10 Suspension of Flying Privileges- Grounded Status.
 - 5.10.1 Members placed in a grounded status will be restricted from scheduling PRNFC aircraft until the matter is resolved with the Manager, CFI, or BOD member. This status does not terminate or otherwise affect the member's administrative standing and the member is still obligated to pay monthly dues.

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- 5.10.2 If the currency requirements of paragraph 5.9 of these Flying Regulations are not met then the member's flying privileges in that make and model of aircraft are suspended until they complete an Aircraft Flight Check with a PRNFC CFI.
- 5.11 Members that miss two consecutive safety meetings will not be allowed to operate PRNFC aircraft until they read the minutes and the safety presentation from the most recent meeting and discuss the safety presentation with the Manager, Safety Officer, or PRNFC CFI who will document the review and reinstate flying privileges for the member.
- 5.12 The Safety Officer, Manager, or a majority of the BOD shall have the power to suspend PRNFC member flying privileges for due cause for a period not to exceed 30 days. They may, at their discretion, require an appropriate Flight Check to be performed by the Chief CFI (or his/her designate) before reinstatement of flying privileges.
- 5.13 Members more than 30 days delinquent in dues or payments will have their flying privileges suspended until payment is received.

6 CLUB FLIGHT INSTRUCTOR REQUIREMENTS AND LIMITATIONS.

- 6.1 To be qualified as a PRNFC Instructor pilot, a member must:
 - 6.12 Possess a current FAA Certified Flight Instructor Certificate with appropriate ratings.
 - 6.13 Be current, for day and/or night carriage of passengers, in the aircraft make and model to be used for instruction.
 - 6.14 Performed an Instructor Check Flight with the Chief Flight Instructor or his/her designate within the previous 12 months.
 - 6.15 Be designated by the Manager as a PRNFC Instructor and have completed and signed an MWR contract.
 - 6.16 Have attended the last Standardization Board meeting or reviewed and initialed the meeting minutes in the PIF.
- 6.2 Instructors shall demonstrate each introduced in-flight maneuver before allowing a student to perform it for the first time.

7 **FLIGHT CLEARANCE AUTHORITY.**

- 7.1 The purpose of the Flight Clearance Authority (FCA) is to provide a knowledgeable review of the planned flight. All PRNFC flight operations must be cleared by a designated PRNFC FCA.
- 7.2 A member requesting designation as an FCA must meet the following requirements:
- 7.2.1 Have at least a Private Pilot Certificate with 200 logged flight hours as PIC.
- 7.2.2 Have attended three consecutive safety meetings.
- 7.2.3 Have logged ten hours as PIC in PRNFC aircraft operating in the local flying area.
- 7.2.4 A member meeting the FCA eligibility requirements may request "Self FCA" privileges. A Self-FCA acts as a self-clearing authority only and cannot act as FCA for other members.
- 7.2.5 IFR flights may only be cleared by an FCA who is instrument rated.
- 7.3 Designation Process: The FCA candidate must submit a written request for designation as an FCA to the Manager for review and endorsement. The Manager will provide a consolidated and updated FCA list to the BOD for consultation prior to approval. Members may not act as FCAs until designated in writing on an FCA list signed by the Manager. Due to the volume of administrative changes, approval to designate FCAs is delegated to the Manager provided all requirements of BUPERSINST 1710.22 section 401.d are personally verified.
- 7.4 Flight Clearance Authority Responsibility.
- 7.4.1 The FCA does not assume responsibility for the safe conduct of the flight. That responsibility remains with the PIC. The FCA's task is to validate pilot currency and review the combination of proposed mission, aircraft type, pilot total and recent experience, probable weather, and make a subjective judgment as to the advisability of conducting the flight. The FCA does not approve the mission. Instead, the FCA's initial on the flight plan means that he does not exercise his NO vote.
- 7.4.2 The FCA will ensure the pilot requesting flight approval is current and in compliance with all FAR, BUPERSINST 1710.22, and PRNFC Flying Regulations requirements for the proposed flight by using the PRNFC FCA checklist. The FCA should verify currency using the training jacket or Sky Manager if practical. If the FCA considers the flight inadvisable, he/she will sign the FCA checklist for the member.

- 7.5 The FCA approval process may be accomplished over the telephone. For telephone approval, the FCA will query the pilot for each question on the Flight Clearance Checklist and should verify currency via Sky Manager. If there is a discrepancy between the pilot's stated currency and Sky manager, the word of the pilot will be taken. If it is subsequently discovered that the pilot did not tell the truth pertaining to personal currency, they will be subject to disciplinary action in accordance with the PRNFC By-Laws.

8 OPERATIONS AND RULES OF FLIGHT.

- 8.1 Normal hours of operation for NAS Patuxent River are 0700 to 2300 on weekdays and 0800 to 1800 on weekends, unless amended by NOTAM. PRNFC aircraft may be operated to or from NAS Patuxent outside normal duty hours **ONLY** with the approval of the AODO. The member requesting approval for closed field operations shall contact the AODO not later than 1600(L) during normal working hours at least one day prior to the closed field flight event. Procedures for flying outside of normal operating hours will be in accordance with CO NAS Patuxent River Letter of Agreement for closed tower operations dated 05 March 2015 or subsequent.
- 8.2 Military operations take precedence at all times, except in an emergency. Taxi or takeoff clearances or clearance to enter the NAS Patuxent River Class D airspace area may be delayed during periods of congested military operations. If arrivals of PRNFC aircraft cannot be accommodated during periods of congested military operations, pilots may be directed to hold at a specified location and altitude. If significant delays are expected, pilots may elect to land at St. Mary's County Airport and contact the AODO by phone before trying again.
- 8.3 Local pattern flights are usually permitted in the late afternoon Monday through Friday, and on Saturdays, Sundays, and holidays when traffic is normally light. However, the AODO may, at his discretion, curtail or discontinue local PRNFC operations when the pattern is congested or an unsafe situation exists.
- 8.4 Aircraft Operations:
- 8.4.1 Except in an emergency, PRNFC pilots will only land at active airports listed in current and appropriate flight information publications. This does not restrict operation from grass strips and other unpaved runway surfaces as long as the airfield is listed in the Chart Supplement. In all cases the PIC is responsible for obtaining current field and runway conditions prior to landing.
- 8.4.2 The minimum actual runway width for operating PRNFC aircraft is 45 feet per BUPERSINST 1710.22.

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- 8.4.3 The minimum runway length shall be 2,000 ft (3,000 ft for student solo touch-and-goes) or the sum of the takeoff and landing ground roll distance calculated in accordance with the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual, whichever is greater.
- 8.4.4 PRNFC aircraft shall remain at or above the minimum safe altitudes specified in the FAR, except for takeoffs, landings, and simulated forced landing practice under PRNFC Instructor supervision.
- 8.4.5 Primary student training flights (dual and solo) will only be conducted in single-engine, fixed gear, aircraft rated at 200 hp or less. However, per BUPERSINST 1710.22 paragraph 423.a.3, the T-41C is considered to be in the less than 200 hp category for check-out purposes and is authorized for primary training and student solos.
- 8.4.6 Prohibited Operations: PRNFC aircraft shall not be operated:
 - 8.4.6.1 Beyond the limitations set forth in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual.
 - 8.4.6.2 When grounded or "downed" as determined by the Maintenance Officer and/or Manager.
 - 8.4.6.3 In adverse weather conditions as outlined in these Flying Regulations.
 - 8.4.6.4 Outside the FAR, the current versions of BUPERSINST 1710.22, NASPAXRIVINST 3710.5, these Flying Regulations, the PRNFC Constitution, By-Laws, or any policies posted in the PIF.
- 8.4.7 Qualifications for Flying in the Pilot's Seat: To fly in the Pilot's seat a pilot must:
 - 8.4.7.1 Be an active member in accordance with the PRNFC Constitution, By-Laws, and these Flying Regulations.
 - 8.4.7.2 Be current in the make and model to be flown in accordance with Section 5.9 of these Flying Regulations.
 - 8.4.7.3 Pilots who do not meet the requirements of these Flying Regulations may only fly in the Pilot Seat when they are accompanied by a PRNFC CFI who occupies the Copilot/Flight Instructor Seat.
- 8.4.8 Preflight Inspections: It is the responsibility the PIC to ensure the aircraft is airworthy in accordance with the Preflight Checklist contained in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual. In order for the aircraft to be considered airworthy, all accessories must be in good working order, unless properly dispositioned under the FAR governing inoperative instruments and equipment.

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- 8.4.9 Special Pilot Equipment Requirements: A hands free light that is sufficient to illuminate the instrument panel will be carried on all night flights.
- 8.5 Scheduling of Aircraft.
- 8.5.1 All scheduling of PRNFC aircraft is accomplished through Sky Manager (www.prnfc.skymanager.com). Members are encouraged to schedule flights as far in advance as possible however should not abuse the system (i.e. by scheduling an aircraft for every Saturday from 0800 - 1200 for months). This will allow all members fair access to all aircraft.
- 8.5.2 Aircraft will only be scheduled for the amount of time that the aircraft is physically required for that flight, commencing at the time that the pilot expects to have completed flight planning paperwork and is ready to preflight the aircraft, and ending at the time the aircraft will be on the ground at NAS Patuxent River, refueled, and returned to the aircraft's designated parking area. Note: The aircraft must not be "over-booked"; that is, if the aircraft is scheduled at 1600, the pilot must be ready to begin the aircraft preflight at 1600. It is not acceptable to show up at the PRNFC office to begin flight planning procedures at 1600, with the aircraft sitting idle until 1630.
- 8.5.3 The only acceptable reason for not having the aircraft serviced and returned to its designated parking area at the end of the scheduled time is a delay due to weather, maintenance, or delays due to congested military operations at NAS Patuxent River. Delays must be anticipated, especially during the normal military flight periods (daylight hours on weekdays). If a member begins a flight later than expected, the aircraft is still due back at its designated parking area fully serviced at the scheduled time. If an aircraft is going to be returned to the flightline late, please notify the Manager (and the next scheduled pilot if possible) as soon as possible of the delay.
- 8.5.4 Cancellations for any particular flight must be made promptly. If a member fails to cancel a scheduled flight, that member may be assessed a penalty up to one hour rental fee for that aircraft, at the discretion of the Manager.
- 8.5.5 A scheduled flight will be considered forfeited if the pilot fails to show within fifteen minutes after the scheduled time.
- 8.5.6 Each member shall be responsible for the aircraft from the moment he/she commences the preflight checklist until the aircraft has been properly secured after the flight.
- 8.5.7 Cross-country flights, as defined in the By-Laws, must have the prior approval of the Operations Officer or the Manager. Before approval, the member may schedule the aircraft in Sky Manager to reserve the aircraft. The Operations Officer or Manager will consider the current demand for aircraft in making his/her decision whether or not to approve the cross-country request. As a normal

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procedure, a minimum of 2 flight hours per day are expected to be flown on the aircraft. The Operations Officer or Manager may waive this requirement upon request in extenuating circumstances. The hours do not have to be flown on a daily basis, i.e. if a member takes the aircraft for four days then he will be expected to have logged at least 8 hours upon return unless prior approval is obtained.

- 8.6 Prior to each flight, all pilots must:
 - 8.6.1 Pay any and all previously incurred charges and dues.
 - 8.6.2 Review the appropriate Aircraft Operations Log for outstanding gripes or pilot comments that might affect the intended operation of the aircraft (not applicable for returning cross-country flights).
 - 8.6.3 Review the Pilot Information File in the Ready Room and record the current PIF number on the flight plan.
 - 8.6.4 Secure a signed Covenant-not-to-Sue form from each passenger. These forms must be left in the member's training jacket or in the Current Flight Plan slot in the Ready Room during the flight and not taken in the aircraft.
 - 8.6.5 Weather Briefings: Pilots must receive a weather briefing appropriate to the type of planned flight. A weather briefing must be obtained for ALL flights. The weather briefing source must be entered in the remarks section of the flight plan form.
 - 8.6.6 Flight Plan Filing: Complete and file a flight plan for ALL flights in accordance with the following:
 - 8.6.6.1 Flights originating at NAS Patuxent River: For VFR and IFR flights departing from NAS Patuxent River, file an appropriate flight plan with NAS Patuxent River Air Operations and leave a copy at PRNFC. The flight plan may be filed either in person at the NAS Air Operations Flight Planning Branch or by telephone or fax (301-342-3836). If filed in person, the pilot shall fill out two copies of the flight plan form and file one with Air Operations and leave the other in the Current Flight Plan slot in the Ready Room. If filed by phone or fax, the pilot should file the original in the Current Flight Plan slot in the Ready Room.
 - 8.6.6.1.1 The local VFR flight plan at Patuxent River is not the same as a normal FAA VFR flight plan maintained only with FSS. It is exchanged with ATC (Patuxent Approach) and provides a unique transponder code. In the event of a diversion to another airport, a delay in returning to NAS Patuxent River is anticipated, or any other change to the flight plan is required, NAS Patuxent River Air Operations must be notified of the change before the flight planned

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return time, either by contacting the Tower via radio or by telephone to Air Operations (301-342-3836) to extend the local VFR flight plan.

- 8.6.6.1.2 If the flight fails to return as scheduled, Air Operations personnel will initiate Search and Rescue (SAR) procedures.
- 8.6.6.1.3 VFR and IFR Flight Plans: All VFR and IFR Flight Plans for flights departing NAS Patuxent River (KNHK) will be passed to FAA FSS and/or Air Traffic Control (ATC) systems as appropriate. It is the PIC's responsibility to obtain any updates to current procedures for filing, opening and closing flight plans, and operating in and around designated airspace such as the Washington SFRA.
- 8.6.6.1.4 Over-due aircraft will be handled by normal FSS or ATC procedures.
- 8.6.6.1.5 VFR cross-country (or normal FAA VFR) flight plans are not automatically opened by Patuxent Tower upon departure and are likewise not automatically closed by Patuxent Tower upon aircraft return. Activation and closing of a VFR cross-country flight plan should be verified by the PIC with the appropriate FSS.
- 8.6.6.2 Flights NOT originating at NAS Patuxent River: For flights not originating from NAS Patuxent River, file flight plan with the appropriate FSS, via DUATS, or equivalent electronic flight plan filing system. These normal VFR flight plans must be activated with the appropriate FSS upon departure and subsequently closed upon arrival at the destination. This is also true for cross-country flights returning to NAS Patuxent River; the pilot must verify that the VFR flight plan has been closed.
- 8.6.7 Obtain the approval of an appropriate PRNFC FCA in accordance with Section 7 of these Flying Regulations. All flights, especially those during non-working hours and night, will require prior coordination between the member, the FCA, and the Manager.
- 8.7 Local Flying Area Procedures.
 - 8.7.1 At NAS Patuxent River and all military airfields, all PRNFC aircraft shall use the radio callsign of the aircraft N-number. Pilots should use the term "Navy Flying Club" in their initial radio contact with each military control facility.
 - 8.7.2 Prior to taxi from the ramp, pilots of PRNFC aircraft shall contact Patuxent Clearance Delivery and obtain a VFR squawk. When ready to taxi contact Ground Control for taxi instructions and filed conditions such as winds and current altimeter.

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Revised 07/06/2016

- 8.7.3 Pilots of PRNFC aircraft shall contact Patuxent Tower prior to entering the Patuxent River Class D airspace or Patuxent Approach prior to entry into any Patuxent River restricted airspace.
- 8.7.4 Within the Patuxent River Class D airspace, VFR PRNFC aircraft shall remain at or below 1000 feet unless cleared by the Tower.
- 8.7.5 All student solos shall remain within the 25nm radius of KNHK unless authorized and approved for student solo cross-country. All student solo cross-countries shall remain within the local flying area.
- 8.7.6 Pilots should expect and allow for delays (in some cases up to 15 minutes) between calls while awaiting permission to enter the Class D airspace, or clearance for taxi or takeoff. DO NOT ANNOY THE TOWER.
- 8.7.7 Conduct takeoff and landing rolls without contacting arresting gear. If possible, the gear should be avoided at all times, even during taxiing.
- 8.7.8 Aircraft engine run-ups shall not be conducted on the PRNFC ramp unless required by maintenance personnel and approved by the Manager or Maintenance Officer.
- 8.8 Lost Communications Procedures: In the event a pilot of a PRNFC aircraft is unable to establish clear two-way communications with the Tower and/or Approach Control, that pilot shall remain clear of all Patuxent River restricted airspace. Landing must be made at St. Mary's county airport, or the nearest airport at which a safe landing can be made. After landing, contact the AODO (301-342-3836/7) to coordinate entry into the NAS Patuxent River Class D airspace using appropriate light signals. If two-way communications have been established and a clearance to enter Class D airspace has been granted, any subsequent loss of communications should be treated in accordance with the last clearance received. However, the pilot must observe the tower for the appropriate light gun signals and comply with ATC instructions.
- 8.9 Special Communication Procedures for Student Pilots: When there is a student pilot flying solo, he/she shall so indicate on initial contact with each radio facility (including Ground, Tower, Approach, or any other Tower or CTAF). The controller should then provide a greater traffic margin and provide more detailed instructions.
- 8.10 Severe Weather Procedures:
 - 8.10.1 PRNFC aircraft will not be flown into areas of known severe weather such as thunderstorms, tornadoes, clear air turbulence, high winds, or known icing conditions.

- 8.10.2 PRNFC aircraft shall not takeoff or land when the crosswind component exceeds the manufacturer's recommendation as published in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual. In addition, takeoff and landing in PRNFC aircraft will not be permitted when the winds exceed that specified as follows:
- 8.10.2.1 For Student Pilots: As limited by the PRNFC Instructor's endorsement in the student's logbook but not to exceed a maximum reported wind velocity of 20 knots, maximum reported gust velocity of 10 knots, and maximum calculated crosswind velocity of 10 knots.
 - 8.10.2.2 For all other pilots: Maximum reported wind velocity of 30 knots, maximum reported gust velocity of 15 knots (in excess of steady winds), and maximum calculated crosswind velocity of 15 knots.
- 8.11 Securing of Aircraft: Upon return from each flight, the PIC shall:
- 8.11.1 Properly secure the interior of the aircraft using an approved checklist including turning off all switches, installing gust locks on controls, cleaning up the interior of the aircraft, and arranging the seat belts in an appropriate fashion.
 - 8.11.2 Conduct a post-flight inspection of the aircraft and note any new discrepancies.
 - 8.11.3 Completely refuel the aircraft, unless specific instructions to the contrary have been indicated on the aircraft scheduling log for a legitimate reason (such as weight and balance concerns). Under no circumstances shall the PIC be relieved of this responsibility.
 - 8.11.4 Securely tie the aircraft down, using a locking half-hitch or similar locking knot. If this is unfamiliar then request assistance from the Manager or CFI for securing the aircraft. Install pitot tube cover and engine intake covers. The last PIC will be liable for any damages incurred due to improperly securing an aircraft.
 - 8.11.5 Return the keys to the aircraft book and return the book to the appropriate spot in the Ready Room.
- 8.12 Complete (in ink) the aircraft operations log entry for the flight in the aircraft binder, indicating the beginning and ending Hobbs meter reading and tach time, the amount of fuel used to refuel the aircraft, and any oil added to the aircraft. New discrepancies should be indicated, and the log entry signed by the PIC. All entries shall be made clearly and accurately. If the Hobbs meter is between numbers, use the next highest tenth. Note maintenance discrepancies in both the aircraft binder and in Sky Manager; make one entry in each place for each discrepancy. Notify the Manager or Maintenance Officer directly of any new grounding discrepancies and notify the next scheduled pilot if practical.

9 INSPECTION AND MAINTENANCE OF AIRCRAFT.

- 9.1 Maintenance by members shall be limited to preflight items prescribed by the appropriate Pilot's Operating Handbook or FAA Approved Airplane Flight Manual such as adding engine oil. PRNFC members are not allowed to perform routine preventive maintenance as defined in FAR Part 43 Appendix A paragraph (c) without specific direction from the Manager or Maintenance Officer.
- 9.2 It shall be the joint responsibility of all members to provide routine preventive maintenance for all PRNFC equipment, such as washing or waxing the aircraft. The Manager or Maintenance Officer will determine the type and amount of maintenance required.
- 9.3 No individual may remove any installed aircraft equipment from any aircraft for maintenance or other purpose, unless specifically authorized by the Manager or Maintenance Officer.
- 9.4 Any member may ground an aircraft when he/she deems it necessary in the interest of safety and/or in compliance with 14 CFR 91.213. This grounding is accomplished by:
- 9.4.1 Describing the downing discrepancy in the Aircraft Discrepancy Log and Sky Manager annotating the discrepancy with a printed name and a phone number where the member may be reached for additional questions, if necessary.
- 9.4.2 Marking a down arrow on the aircraft status board and reverse the Aircraft status arrow to the red side pointing down.
- 9.4.3 Removing the keys from the key hanger and placing them in the Manager's mailbox.
- 9.4.4 Notifying the Maintenance Officer and Manager as soon as possible. Also notify the next member scheduled if practical (the Sky Manager roster function lists phone numbers and email addresses for members who have authorized their release).
- 9.4.5 The presence of the red Aircraft Down sign and/or down arrow on the status board grounds the aircraft and the aircraft shall not be started, taxied, or flown until properly returned to a flight ready status by appropriate maintenance personnel. This will be accomplished by the appropriate entry in the Aircraft Discrepancy Log in the aircraft binder and on Sky Manager, appropriate aircraft logbook entries, removal of the downing arrow on the status board, removal of the red Aircraft Down sign, and return of the keys and aircraft book to the normal place in the ready room.

10 AIRCRAFT INCIDENTS/ACCIDENTS.

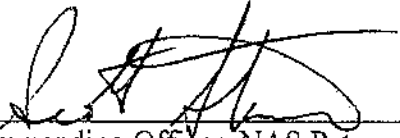
Aircraft incidents or accidents will be dealt with in accordance with National Transportation Safety Board regulations (NTSB 830), as well as the PRNFC Pre-Mishap Plan located in the book for each aircraft and in the PIF. PRNFC members may be held responsible for damages in accordance with the procedures defined in the PRNFC By-Laws.

11 VIOLATIONS OF INSTRUCTIONS, RULES, AND REGULATIONS.

- 11.1 Any violation of these Flying Regulations, FARs, BUPERSINST 1710.22, or any appropriate NAS Patuxent River Instructions or directives will result in disciplinary action and possible suspension of rights and privileges in accordance with the PRNFC By-Laws.
- 11.2 Reports to NAS Air Operations Officer from other NAS personnel or the general public of alleged violations/incidents involving PRNFC aircraft will be directed to the Manager or President, as appropriate. The President or Manager shall report appropriate corrective action in writing to the Air Operations Officer within ten days of the incident.

12 ADOPTION OF THESE FLYING REGULATIONS.

These Flying Regulations are hereby approved and adopted.



Commanding Officer, NAS Patuxent River

8 JUL 2016
Date

The Manager and Board of Directors completed an annual review of these regulations:

Manager, PRNFC

Date

Manager, PRNFC

Date

Manager, PRNFC

Date

Manager, PRNFC

Date