

Patuxent River
Navy Flying Club
(PRNFC)

Flying Regulations

Revised 11/06/2018

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1 PURPOSE

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

- Member responsibilities, flying privileges and limitations.
- Specific rules regulating operation of PRNFC aircraft.
- 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 their review on the signature page. The Manager may approve minor administrative changes. Significant policy changes require review by and approval of the NAS Patuxent River Commanding Officer. This document shall be reviewed and re-signed by the Commanding Officer every 5 years. This document cancels and supersedes previous versions. Recommendations for revision to these regulations should be submitted to the Manager or Board of Directors.

3 SCOPE

These regulations apply to all members, instructors and passengers in PRNFC aircraft. In the event that these regulations conflict with other regulations, the most restrictive regulation shall take precedence.

4 DEFINITIONS

- 4.1. Airfield Operations Duty Officer (AODO): The Duty Officer at the NAS Patuxent River Airfield Operations Office who may be reached by telephone at 301-342-3836/7.
- 4.2. Aircraft Flight Check: An in-flight check conducted by a Club Instructor in each make and model aircraft which a member desires to operate.
- 4.3. Annual Flight Check: An in-flight check conducted by a Club Instructor in the most complex make and model aircraft in which a member desires to maintain currency.
- 4.4. Board of Directors (BOD): The BOD consists of individuals who are elected, hired, or appointed. The Officers are elected by the general membership and consist of the President, Vice President, Secretary, Operations Officer, Safety Officer, Maintenance Officer, and Financial Secretary. Specific duties of the officers are defined in BUPERSINST 1710.22 and the PRNFC By-Laws. The Manager is a non-voting board member hired by Navy Morale, Welfare, and Recreation (MWR) at the direction of the Commanding Officer. The Chief Flight Instructor is a non-voting board member.

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- 4.5. Chief Flight Instructor: A Club Instructor who is nominated by the BOD and approved by the Manager. The Chief Flight Instructor serves as a non-voting BOD member and is responsible for all aspects of PRNFC flight training.
- 4.6. Club Instructor: An individual who possesses an appropriate FAA Certified Flight Instructor certificate, has completed the required written and flight tests administered by the Chief Flight Instructor (or another Club Instructor designated by the Chief Flight Instructor) and has executed an MWR contract to provide instructor services.
- 4.7. Club Instrument Instructor: A Club Instructor who possesses an appropriate FAA Certified Flight Instructor – Instrument certificate and is PRNFC instrument current.
- 4.8. Cross-Country Flight: A flight which extends beyond the local flying area or remains overnight regardless of distance from NAS Patuxent River.
- 4.9. Commanding Officer: Commanding Officer of NAS Patuxent River and the sponsor of the PRNFC.
- 4.10. Electronic Flight Plan Filing System: Electronic method of obtaining FAA weather briefings and flight planning information that would otherwise be obtained through FAA Flight Service Station (FSS). This term includes any FAA-approved means of obtaining weather briefings and flight planning information.
- 4.11. Federal Aviation Regulations (FAR): The old term for what is now the Code of Federal Regulations (CFR). Title 14 CFR covers Aeronautics and Space. The term FAR in this document implies Title 14 CFR and is used interchangeably.
- 4.12. Flight Clearance Authority (FCA): A person designated in writing by the Manager with the authority to clear a member for a particular flight. ‘Self’ FCA only allows a member to clear themselves.
- 4.13. Instrument Flight Check: An in-flight check conducted by a Club Instrument Instructor in an aircraft equipped for instrument flight in simulated or actual instrument meteorological conditions.
- 4.14. Local Flying Area: The area within a 100 nm radius of NAS Patuxent River inclusive of the following airfields: THV (York), N57 (New Garden), 26N (Ocean City Municipal), CPK (Chesapeake Regional), SFQ (Suffolk Executive), FKN (Franklin Municipal), CHO (Charlottesville), LUA (Luray Caverns), OKV (Winchester Regional), and W05 (Gettysburg Regional).
- 4.15. Make and Model: The aircraft manufacturer, model and series, i.e., Cessna C-172N, Cessna T-41C, Piper PA-28-161, etc.
- 4.16. Member: A person approved for membership in accordance with the PRNFC Constitution and By-Laws.

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- 4.17. **Morale, Welfare, and Recreation (MWR):** The NAS Patuxent River department responsible to the Commanding Officer for the proper operation and financial integrity of the PRNFC.
- 4.18. **Quarterly Report:** A report submitted quarterly by the Manager to the Commanding Officer providing copies to the Air Station Operations Officer, MWR Director, and Executive Officer which includes a summary of flight operations, business activities and the minutes of BOD, Safety, and Standardization meetings.
- 4.19. **Mishap:** An accident, incident or aircraft flight or ground operation resulting in personal injuries, fatalities and/or material (property) damage involving personnel and equipment.
- 4.20. **Naval Air Station Patuxent River, Maryland:** Home base of the PRNFC.
- 4.21. **Night Flight Check:** An in-flight check conducted by a Club Instructor in an aircraft equipped for night flight between sunset and sunrise.
- 4.22. **Patuxent River Navy Flying Club (Club or PRNFC):** The term used to represent the organization, facilities, membership, or assets of the Patuxent River Navy Flying Club.
- 4.23. **Pilot Information File (PIF):** A 2-volume document containing items of interest to PRNFC pilots. Volume I contains applicable governing documents, including the PRNFC Constitution, By-Laws and Flying Regulations, BUPERSINST 1710.22 and NASPAXRIVINST 1710.5. Volume II contains periodically distributed information including, but not limited to, BOD and Safety meeting minutes, FAA Advisories and other information which may be of interest to pilots.
- 4.24. **Pilot Seat:** The seat designated in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual as the 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.
- 4.25. **Copilot / Flight Instructor Seat:** Unless otherwise designated in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual, the Copilot / Flight Instructor seat is the right seat in cockpits with side-by-side seating or the aft seat in cockpits with tandem seating provided that the seat has fully functioning controls necessary for exercising copilot duties or providing flight instruction.
- 4.26. **Pre-solo Flight Check:** An in-flight check of a student pilot conducted by the Chief Flight Instructor (or a Club Instructor designated by the Chief Flight Instructor) to ensure that the student pilot meets all applicable requirements and standards prior to endorsement for an initial solo flight by his or her Club Instructor.
- 4.27. **Pre-solo Cross-Country Flight Check:** An in-flight check of a student pilot conducted by the Chief Flight Instructor (or another Club Instructor designated by the Chief Flight

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Instructor) to ensure that the student pilot meets all applicable requirements and standards prior to endorsement for an initial solo cross-country flight by his or her Club Instructor.

- 4.28. Ready Room: The room in Building 336 containing the computer, fax machine, local area chart, aircraft status arrows, aircraft keys and books, and PRNFC forms. Also referred to as the Ops Room or Flight Planning Room.
- 4.29. Runway Width: The actual width of the runway prepared surface.
- 4.30. SkyManager: An online system used for scheduling PRNFC aircraft scheduling and status reporting, invoicing, member currency tracking, aircraft status, and other functions. (<http://prnfc.skymanager.com>).
- 4.31. Standardization Board: A meeting conducted by the Chief Flight Instructor and the Operations Officer in accordance with BUPERSINST 1710.22 paragraph 414. Minutes of this meeting are included in the monthly report.
- 4.32. Training Record: A record of all matters relating to a pilot's currency to operate PRNFC aircraft. The PRNFC uses parallel paper-based (training folders) and computer-based (*SkyManager*) systems for tracking and reporting currency. Each member is responsible to ensure that both paper-based and computer-based systems properly document their currency required for PRNFC flights.
- 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 PRNFC website (<http://prnfc.org>).

5 GENERAL MEMBER FLYING PRIVILEGES AND LIMITATIONS

- 5.1. Flying privileges as Pilot-In-Command (PIC) of PRNFC aircraft are granted only to active members and Club Instructors in accordance with the Constitution and By-Laws.
- 5.2. Members and Club Instructors shall abide by the PRNFC Constitution, By-Laws and Flying Regulations, all applicable Navy Instructions and FARs at all times.
- 5.3. The right to pilot or be instructed in an aircraft owned or operated by the PRNFC is granted only to members. No member may receive instruction in a PRNFC aircraft from a person who is not a BOD-approved Club Instructor with an MWR contract in effect, except as provided for in the BUPERSINST 1710.22 (e.g., receiving an FAA checkride).
- 5.4. Members not on active military service duty who are piloting or passengers in PRNFC-owned or operated aircraft shall have a "Covenant-not-to-Sue" form signed within the previous 12 months on file in their training folder. A member may also keep

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"Covenant-not-to-Sue" forms on file for dependents. Any passenger under 18 years of age shall 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 provided that a member is in command of the aircraft at all times.
- 5.6. Members shall not use PRNFC aircraft for hire except for flight instruction, nor shall they 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 to show that they meet currency requirements in paragraph 5.9. The member shall ensure that both the paper-based and computer-based systems properly document their currency, including FAA medical, annual / biennial flight reviews, day / night currency, and instrument currency dates by providing such information to the Operations Officer. The member will provide their logbook and other required forms 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 shall provide the following documents to PRNFC in order to maintain flying privileges:
 - 5.8.1. Copies of pilot and medical certificates.
 - 5.8.2. "Covenant-not-to-Sue" form signed within the preceding 12 months.
 - 5.8.3. Exams.
 - 5.8.3.1. Course Rules Exam completed within the preceding 12 months and corrected to 100% by a Club Instructor.
 - 5.8.3.2. Open Book Aircraft Exam for each make and model aircraft which a member desires to operate completed within the preceding 12 months and corrected to 100% by a Club Instructor.
 - 5.8.3.3. For instrument flying privileges, an Instrument Pilot Exam completed within the preceding 12 months and corrected to 100% by a Club Instructor.
 - 5.8.4. Flight Checks.
 - 5.8.4.1. Annual Flight Check completed within the preceding 12 months, in the most complex aircraft the member intends to maintain currency.
 - 5.8.4.2. Initial Aircraft Flight Check in each make and model aircraft which a member desires to operate (i.e. C-172N, PA-28-161, etc.).

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- 5.8.4.3. Instrument Flight Check completed within the preceding 12 months (for instrument flight privileges).
- 5.8.4.4. Initial Night Flight Check (for night flight privileges).
- 5.8.5. For initial student pilot solo flight privileges:
 - 5.8.5.1. Club Instructor logbook endorsement for receiving pre-solo ground and flight training as required by FAR.
 - 5.8.5.2. Pre-solo written exam administered by the endorsing Club Instructor satisfactorily completed as required by FAR.
 - 5.8.5.3. Pre-solo Flight Check satisfactorily completed with the Chief Flight Instructor (or another Club Instructor designated by the Chief Flight Instructor). Pre-solo Flight Checks shall not be performed by the student pilot's primary Club Instructor.
 - 5.8.5.4. Club Instructor logbook endorsement for the make and model of aircraft to be flown.
- 5.8.6. For initial solo cross-country endorsement:
 - 5.8.6.1. Received pre-solo cross-country ground and flight training as required by FAR.
 - 5.8.6.2. Performed a Pre-solo Cross-Country Flight Check with the Chief Flight Instructor (or another Club Instructor designated by the Chief Flight Instructor).
- 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 these Flying Regulations. 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 3 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 3 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.

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- 5.9.2.1. Three takeoffs and 3 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 shall possess an Instrument Rating. In addition, the aircraft flown shall meet BUPERSINST 1710.22 paragraph 406a and 14 CFR § 91.205.
- 5.9.3. Additional Currency Requirements for Student Pilots. Members holding a Student Pilot certificate will comply with instructions given by their Club Instructor with regard to PRNFC flight operations and will not solo a PRNFC aircraft unless, in addition to meeting the other requirements of these Flying Regulations, they have flown with a Club Instructor within the previous 10 flight hours or 30 days, whichever occurs first. For example, if a student pilot has flown 10 solo hours in the past 15 days, then a flight with a Club Instructor will be required prior to the next solo flight. Conversely, if a student pilot has flown less than 10 hours, but has not flown with a Club Instructor in the past 30 days then a flight with a Club Instructor shall be flown prior to the next solo flight.
- 5.10. Suspension of Flying Privileges – Grounded Status.
 - 5.10.1. Members placed in a grounded status shall not schedule PRNFC aircraft until the matter is resolved with the Manager, Chief Flight Instructor or BOD member. This status does not affect the member's administrative standing and the member is still obligated to pay dues.
 - 5.10.2. If currency requirements of paragraph 5.9 lapse, then the member's flying privileges in that make and model of aircraft are suspended until completion of an Aircraft Flight Check with a Club Instructor.
- 5.11. Members who miss 2 consecutive Safety meetings shall not operate PRNFC aircraft until they read the most recent Safety meeting minutes and discuss the safety presentation with the Manager, Safety Officer or a Club Instructor 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 a member's 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 Flight Instructor (or another Club Instructor designated by the Chief Flight Instructor) before reinstatement of flying privileges.
- 5.13. Members more than 30 days delinquent in dues or payments shall have their flying privileges suspended until payment is received.

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6 CLUB INSTRUCTOR REQUIREMENTS AND LIMITATIONS

6.1. A Club Instructor shall:

- 6.1.1. Possess a current FAA Certified Flight Instructor certificate with appropriate ratings.
- 6.1.2. Be current for day and / or night carriage of passengers in the aircraft make and model to be used for instruction.
- 6.1.3. Perform an Instructor Check Flight with the Chief Flight Instructor (or another Club Instructor designated by the Chief Flight Instructor) within the previous 12 months.
- 6.1.4. Be designated by the Manager as a Club Instructor and have completed and signed an MWR contract.
- 6.1.5. Be current on Standardization Board attendance.

6.2. Instructors shall demonstrate each introduced in-flight maneuver before allowing a student pilot to perform it for the first time.

6.3. If all Club instructors become non-current in a make and model airplane or non-current for day or night landings, then two Club instructors may fly together to regain currency in accordance with BUPERSINST 1710.22. This must be approved by the Club Manager. One of the Club instructors on the flight must be current in accordance with 14 CFR 61.57.

7 FLIGHT CLEARANCE AUTHORITY

7.1. The Flight Clearance Authority (FCA) provides a knowledgeable review of the planned flight. All PRNFC flight operations shall be cleared by an FCA.

7.2. A member requesting FCA designation shall meet the following requirements:

- 7.2.1. Possess at least a Private Pilot certificate with 200 flight hours logged as PIC.
- 7.2.2. Have attended 3 consecutive safety meetings.
- 7.2.3. Have logged 10 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.

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- 7.3. Designation Process: The FCA candidate shall submit a written request for designation to the Manager for review and endorsement. The Manager will provide an 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. Approval to designate FCAs is delegated to the Manager provided all requirements of BUPERSINST 1710.22 paragraph 401d are 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 validates pilot currency and reviews the combination of proposed mission, aircraft type, pilot total and recent experience, probable weather, and then makes 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 ensures that the pilot requesting flight approval is current and in compliance with FAR, BUPERSINST 1710.22 and PRNFC Flying Regulation requirements for the proposed flight by using the PRNFC FCA Checklist. The FCA should verify currency using the training folder or *SkyManager* if practical. If the FCA considers the flight inadvisable, then he or she will not 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 FCA Checklist and should verify currency via *SkyManager*. If there is a discrepancy between the pilot's stated currency and *SkyManager*, the word of the pilot will be taken. If it is subsequently discovered that the pilot misrepresented personal currency, he or she 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 during normal working hours at least 1 day prior to the closed field flight event. Procedures for flying outside of normal operating hours will be in accordance with the current CO NAS Patuxent River Letter of Agreement for Closed Tower Operations.
- 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, then pilots

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may be directed to hold at a specified location and altitude. If significant delays are expected, then pilots may elect to land at St. Mary's County airport and contact the AODO by telephone 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 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 flight information publications. This does not restrict operation from grass strips and other unpaved runway surfaces if the airfield is listed in the Chart Supplement. The PIC is responsible for obtaining current field and runway conditions prior to landing.

8.4.2. The minimum runway width is 45 feet.

8.4.3. The minimum runway length is 2,000 feet (3,000 feet for student pilot 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 practiced under Club Instructor supervision.

8.4.5. Primary student pilot training flights (dual and solo) will only be conducted in single-engine, fixed gear aircraft rated at 200 hp or less. The T-41C is considered to be in the less than 200 hp or less category for check-out purposes and is authorized for primary training and student pilot 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" in accordance with paragraph 9.4 or as determined by the Maintenance Officer or Manager.

8.4.6.3. In severe weather conditions as outlined in paragraph 8.10.

8.4.6.4. Outside the FAR, BUPERSINST 1710.22, NASPAXRIVINST 3710.5, the PRNFC Constitution, By-Laws and Flying Regulations, or any policies posted in the PIF.

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8.4.7. Qualifications for Flying in the Pilot Seat: To fly in the Pilot Seat a pilot shall:

- 8.4.7.1. Be an active member in accordance with the PRNFC Constitution, By-Laws and Flying Regulations.
- 8.4.7.2. Be current in the make and model to be flown in accordance with paragraph 5.9.
- 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 Club CFI who occupies the Copilot / Flight Instructor Seat.

8.4.8. Preflight Inspections: The PIC shall ensure that the aircraft is airworthy in accordance with the Preflight Checklist in the Pilot's Operating Handbook or FAA Approved Airplane Flight Manual. To be considered airworthy all accessories shall be in good working order unless properly dispositioned under the FAR governing inoperative instruments and equipment.

8.4.9. Special Pilot Equipment Requirements: A hands-free light sufficient to illuminate the instrument panel will be carried on all night flights.

8.5. Scheduling of Aircraft.

- 8.5.1. Scheduling of PRNFC aircraft is accomplished through *SkyManager* (www.prnfc.skymanager.com). Members are encouraged to schedule flights as far in advance as possible but should not abuse the system (i.e., scheduling an aircraft every Saturday 0800-1200 for several months). This will allow all members fair access to aircraft.
- 8.5.2. Aircraft will be scheduled commencing when the pilot expects to have completed flight planning paperwork and is ready to preflight the aircraft and ending when the pilot expects the aircraft will be on the ground at NAS Patuxent River, refueled and returned to the parking area. Note: Aircraft shall not be "over-booked", i.e., if the aircraft is scheduled at 1600, then the pilot is expected to begin the aircraft preflight at 1600. It is not acceptable to show up at the PRNFC office to begin flight planning at 1600 with the aircraft sitting idle until 1630.
- 8.5.3. The only acceptable reason for not having the aircraft serviced and returned fully serviced to its designated parking area at the end of the scheduled time is a delay due to weather, maintenance or congested military operations at NAS Patuxent River. Delays shall be anticipated, especially during the normal military flight periods (daylight hours on weekdays). If a member begins a flight later than expected, then the aircraft is still expected back at the scheduled end time. If an aircraft will be returned late, then notify the Manager (and the next scheduled pilot if possible) of the delay as soon as possible.

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- 8.5.4. Flight cancellations shall be made promptly. If a member fails to cancel a scheduled flight, then a penalty up to 1-hour rental fee for that aircraft may be assessed at the discretion of the Manager.
 - 8.5.5. A scheduled flight will be considered forfeited if the pilot fails to show within 15 minutes after the scheduled time.
 - 8.5.6. Each member shall be responsible for the aircraft from commencement of the preflight checklist until the aircraft is properly secured after the flight.
 - 8.5.7. Cross-country flights shall have prior approval of the Manager or Operations Officer. The member may schedule the aircraft in *SkyManager* before approval. The Manager or Operations Officer will consider the current aircraft demand when deciding to approve the cross-country request. The following requirements apply to cross country flights unless waived by the Manager or Operations Officer for extenuating circumstances:
 - 8.5.7.1. The aircraft will be charged for 2 hours per day on Thursdays (if the aircraft is returned after 1300), Fridays through Sundays, and federal holidays, or the cumulative actual hours flown over those same days, whichever is greater.
 - 8.5.7.2. The aircraft will be charged for the cumulative actual hours flown on Mondays through Wednesdays and Thursdays (if the aircraft is returned before 1300).
 - 8.5.7.3. Members shall get approval in advance to waive the 2 hour per day requirement from the Manager using the Cross Country request form. Maintenance status or scheduled maintenance activities may preclude waiving the 2 hour minimum requirement, but once approved, it will stand even if the maintenance status of the other Club airplanes changes.
 - 8.5.8. Members are responsible for personal expenses should the Club aircraft they fly become stranded off-station for weather, maintenance or other reason. These expenses include, but are not limited to, hotel accommodations, meals, and alternate transportation.
- 8.6. Prior to each flight pilots shall:
- 8.6.1. Pay previously incurred charges and dues.
 - 8.6.2. Review *SkyManager* 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 PIF and record the current PIF number on the flight plan.

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- 8.6.4. Secure a signed Covenant-not-to-Sue form from each passenger. These forms shall be left in the member's training folder or in the Current Flight Plan slot in the Ready Room during the flight and not taken in the aircraft.
- 8.6.5. Receive a weather briefing appropriate to the type of planned flight. The weather briefing source shall be entered in the remarks section of the flight plan form and the aircraft operations log in the aircraft book.
- 8.6.6. Complete and file a flight plan 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 Airfield Operations and leave a copy at PRNFC. The flight plan may be filed in person at the Airfield Operations Flight Planning Branch or by telephone or fax (301-342-3836). If filed in person, then the pilot shall fill out 2 copies of the flight plan form and file 1 copy with Airfield Operations and leave the other in the Current Flight Plan slot in the Ready Room. If filed by telephone or fax, then the pilot shall file the original in the Current Flight Plan slot in the Ready Room.
 - 8.6.6.1.1. A local VFR flight plan at NAS 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, or if any other change to the flight plan is required, Airfield Operations shall be notified of the change before the flight planned return time, either by contacting the Tower via radio or by telephone to Airfield Operations (301-342-3836) to extend the local VFR flight plan.
 - 8.6.6.1.2. If the flight fails to return as scheduled, then Airfield Operations personnel will initiate Search and Rescue (SAR) procedures.
 - 8.6.6.1.3. VFR and IFR Flight Plans: VFR and IFR Flight Plans for flights departing NAS Patuxent River will be passed to FAA FSS and / or 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 (i.e., normal FAA VFR) flight plans are not automatically opened upon departure or automatically closed upon return by Patuxent Tower. Activation and closing of a VFR cross-

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country flight plan should be verified by the PIC with the appropriate FSS.

- 8.6.6.2. Flights not originating from NAS Patuxent River: For flights not originating from NAS Patuxent River file a flight plan with the appropriate FSS or an equivalent electronic flight plan filing system. These flight plans shall be activated with the appropriate FSS upon departure and closed upon arrival at the destination. This is also true for cross-country flights returning to NAS Patuxent River; the pilot shall verify that the VFR flight plan has been closed.
 - 8.6.7. Obtain approval of an appropriate PRNFC FCA in accordance with Section 7. 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 other military airfields 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 field conditions such as winds and current altimeter.
 - 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. Student pilot solos shall remain within the 25nm radius of NAS Patuxent River unless authorized and approved for solo cross-country. 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 Patuxent River 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. The arresting 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.

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- 8.8. Lost Communications Procedures: If unable to establish clear 2-way communications with the Tower or Approach Control, then remain clear of Patuxent River Class D airspace. Land 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 Patuxent River Class D airspace using appropriate light signals. If 2-way communications have been established and a clearance to enter Class D airspace has been granted, then any subsequent loss of communications shall be treated in accordance with the last clearance received. However, the pilot shall observe the tower for the appropriate light gun signals and comply with ATC instructions.
- 8.9. Special Communication Procedures for Student Pilots: A student pilot flying solo shall report “student pilot” on initial contact with each radio facility (including Ground, Tower, Approach, or any CTAF).
- 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 Club Instructor's endorsement in the student pilot's logbook but not to exceed a maximum reported wind velocity of 20 knots, maximum reported gust velocity of 10 knots (in excess of steady winds), 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

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weight and balance concerns). Under no circumstances shall the PIC be relieved of this responsibility.

8.11.4. Securely tie down the aircraft using a locking half-hitch or similar locking knot. If this technique is unfamiliar, then request assistance from the Manager or a Club CFI for securing the aircraft. Install pitot tube, engine intake, and any other aircraft-specific covers. The last PIC will be liable for damages incurred due to improperly securing an aircraft.

8.11.5. Return the keys to the aircraft book and return the book to the Ready Room.

8.12. Complete in ink the aircraft operations log entries in the aircraft book indicating the beginning and ending Hobbs meter readings, tach time, amount of fuel used to refuel the aircraft, oil added to the aircraft, and number of landings. All entries shall be made clearly and accurately. If the Hobbs meter is between numbers, then use the next highest tenth. Note maintenance discrepancies in *SkyManager* and notify the Manager or Maintenance Officer and the next scheduled pilot if practical of any grounding discrepancies.

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. Members shall provide routine preventive maintenance support for PRNFC equipment such as washing or waxing the aircraft. The Manager or Maintenance Officer will determine the type and amount of maintenance support required.

9.3. No individual may remove installed aircraft equipment from aircraft for maintenance or other purposes unless authorized by the Manager or Maintenance Officer.

9.4. Any member may ground or “down” an aircraft when deemed necessary in the interest of safety or in compliance with 14 CFR § 91.213. This grounding is accomplished by:

9.4.1. Describing the downing discrepancy in *SkyManager*.

9.4.2. Marking a down arrow on the aircraft status board and reversing the aircraft status arrow to the red side pointing down.

9.4.3. Removing the keys from the aircraft book and placing them in the Manager's mailbox.

9.4.4. Notifying the Manager and Maintenance Officer as soon as possible. Also notify the next member scheduled if practical (the *SkyManager* roster function lists

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telephone numbers and email addresses for members who have authorized their release).

- 9.4.5. The presence of a red aircraft status arrow or down arrow on the aircraft status board grounds the aircraft. 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 an appropriate entry in *SkyManager*, appropriate aircraft logbook entries, removal of the downing arrow on the status board, reversal of the red aircraft status arrow, and return of the keys and aircraft book to the Ready Room.

10 AIRCRAFT INCIDENTS / ACCIDENTS

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

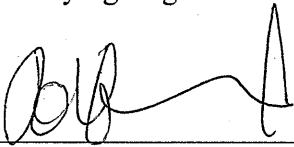
11 VIOLATIONS OF INSTRUCTIONS, RULES AND REGULATIONS

- 11.1. Any violation of these Flying Regulations, FARs, BUPERSINST 1710.22, or any applicable 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 of alleged violations or incidents involving PRNFC aircraft to NAS Patuxent River Airfield Operations Officer from other base personnel or the general public will be directed to the Manager or President, as appropriate. The Manager or President shall report appropriate corrective actions in writing to the Airfield Operations Officer within 10 days of the incident.

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12 ADOPTION AND REVIEW

These Flying Regulations are hereby approved and adopted.



Commanding Officer, NAS Patuxent River

11/18/19

Date

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

Manager

Date

Manager

Date

Manager

Date

Manager

Date