CIVILIAN WELFARE FUND (CWF)

FORT MEADE FLYING ACTIVITY

TIPTON AIRPORT (FME)
7540 General Aviation Drive
Fort Meade, MD 20755-1801
Tel (410) 672-0080
Fax (410) 672-0942

OPERATIONS MANUAL

November 13, 2009

This page left intentionally blank to facilitate duplex printing.

FORT MEADE FLYING ACTIVITY
OPERATIONS MANUAL

TABLE OF CONTENTS

Part 1
ADMINISTRATIVE MATTERS

1-1 MANAGER AND BOARD OF ADVISORS

Authority for the establishment, operation, and management of the Fort Meade Flying Activity (FMFA) is documented in Army Regulation 215-1, Appendix J.

a) The Manager of the FMFA is responsible for day-to-day operation of the Activity and is authorized to take any actions necessary for safe and efficient operations. The Manager maintains flight records, bulletin boards, pilot qualification records and currency records, and establishes procedures to ensure compliance with Federal Aviation Regulations and other pertinent directives. The Manager is a paid employee under the supervision of the Chief, NSA/CWF.

b) A Board of Advisors supports the Manager. It is composed of the following officers, who serve an elected term of two years: President, Vice-President, Operations Officer, Safety and Security Officer, and Maintenance Officer. The Chief Flight Instructor is not elected, but is also represented on the Board. Meetings of the Board are held monthly, with ad hoc sessions as needed.

1-2 MEMBERSHIP APPLICATION

a) Eligibility for membership in the FMFA is documented in Army Regulation 215-1, Chapter 6.Prospective members appear in person at the FMFA clubhouse, at which time their application for membership is completed, required documents are checked, and a one-time initiation fee is paid. The initiation fee is waived if the applicant has a letter of good standing or other evidence of satisfactory termination from another military flying club or activity.

b) There are no additional limitations on foreign nationals (who are otherwise eligible for membership) as regards joining, exercising existing pilot privileges, or acting as an instructor in FMFA aircraft.

1-3 MEMBER'S PERSONNEL FOLDER

New members are assigned a personnel folder which will contain his/her completed application form, copies of his/her pilot's license and current medical certificate, a signed and dated Covenant Not to Sue, the most recent Form 128 (Pilot Checkout, initial or annual, night checkout, each FMFA aircraft checkout), copies of the written tests taken for the initial or annual flight reviews, copies of the pilot's last flight review and instrument proficiency check, and a driver's license or other government-issued identification containing the member's photograph.

a) Each member ensures that the above items are in his/her personnel folder.

b) Each member is responsible for the accuracy and updating of information required for emergency notification, including home address, telephone numbers, and e-mail address.

1-4 DUES

Dues are assessed equally for all members, and are payable monthly (by Electronic Funds Transfer) or annually.

a) Electronic Funds Transfers enable the member to pay dues by transferring money from his/her banking facility to the CWF banking facility, and are effective on the first day of each month.

b) Annual dues are prorated to begin on the first day of the new fiscal year, 1 October, and continue through 30 September of the next year. Annual dues must be paid in full by cash, credit card, or personal check (payable to **CWF**). There is no discount for dues paid annually.

c) Rates for dues are recommended by the Board of Advisors and approved by the Chief NSA/CWF.

1-5 DISHONORED CHECKS

A penalty, set by the Chief NSA/CWF, is assessed for any dishonored check. All Activity privileges are denied until the dishonored check is made good and the FMFA is reimbursed for any penalties assessed by the dishonoring institution. Repeated return of dishonored checks results in termination of membership and recourse to legal action.

1-6 DELINQUENT ACCOUNTS

a) Management notifies members who have accounts delinquent over 30 days. If the member does not pay when alerted, his/her membership is terminated and is not reinstated until all arrears are paid.

b) Any account which is found to be delinquent a second time is closed and the member is prohibited from rejoining the Activity for six months.

1-7 COVENANT NOT TO SUE

a) Upon joining the FMFA, and before flying in any FMFA aircraft, members sign and date a Covenant Not to Sue (also referred to as a Hold Harmless Agreement), which is valid indefinitely. The Covenant is retained permanently in the member's personnel folder. No flights are permitted if this document is missing from the folder.

b) Non-member passengers on FMFA aircraft sign and date a Covenant Not to Sue prior to any flight. The Covenant is placed on the spindle with the aircraft flight plans in the flight planning area.

1-8 RESIGNATION AND REINSTATEMENT

a) To resign from the FMFA, a written letter or e-mail of resignation must be presented to the Manager or administrative assistant.

b) Members who are in good standing at the time of resignation and who remain eligible as members in accordance with Army Regulation 215-1, Chapter 6, may be accepted for reinstatement upon payment of a $30 fee.

1-9 SUSPENDED MEMBERSHIP

Any individual who is to be deployed on official TDY (Temporary Duty) for over 60 days may request, in writing, suspended membership. The member's personnel folder is flagged "inactive" and dues are suspended until the member returns to normal duty status. Personnel being sent to combat tours are not required to resign. Their membership also becomes inactive and their dues are suspended until they return to the local area.

1-10 LETTERS OF GOOD STANDING OR MEMBERSHIP

a) When a member resigns from the FMFA and his/her account is cleared, the Manager provides a Letter of Good Standing. Members who fail to properly dispose of outstanding financial obligations to the Activity, or who have had their membership revoked by the Board of Advisors (with approval of the CWF) are not issued a Letter of Good Standing.

b) Upon request, the Manager will issue a Letter of Membership to an FMFA member in good standing, in order to allow interclub flying at other military aero clubs or flying activities.

1-11 AIRCRAFT SCHEDULING

Aircraft scheduling is accomplished online via www.aircraftclubs.com. Access to this system is set up upon joining the Activity, when the membership application is accepted by the Manager. Once the required pilot information is entered, an e-mail message is sent to the member who provides instructions for using the system. A rolling 14-day, 7 days-a-week schedule is currently permitted.

a) Aircraft are scheduled on a first-come, first-served basis; however, a standby provision is incorporated into the system. If a desired block of time for an aircraft is already scheduled, the member may still enter a reservation, but it will be recorded as "standby." If the originally scheduled member cancels the reservation, the standby member's schedule request automatically becomes the scheduled user.

b) The Manager is required to keep one primary training aircraft and one IFR-capable training aircraft available for local flights at all times. In addition, the Manager, Maintenance Officer, Chief Flight Instructor, and Operations Officer have the authority to change the flight schedule for optimum utilization of aircraft. Therefore, a member may not get the exact aircraft originally reserved. Every effort is made to accommodate member's preferences, but circumstances such as unscheduled maintenance, flight checks, and last minute cross-country flights, may require a change to another aircraft.

c) Advanced reservation requests for TDY and overnight flight plans are also accommodated and may be requested online.

d) Because reservations are often cancelled, thus opening an aircraft to use, it is recommended that members frequently review the schedule for aircraft availability.

e) Flights will be scheduled to ensure a minimum of 15 minutes of ground time between flights (for refueling and tie-down).

1-12 SCHEDULING LIMITS

The following limits for scheduling of FMFA aircraft apply:

a) Flights of less than one day's duration may be scheduled not more than 14 days in advance. Flights for official government duty purposes, Monday through Friday, may be scheduled 30 days in advance.

b) Flights of more than one day's duration may be scheduled up to 30 days in advance. Such flights are subject to approval of the Operations Officer. Pilots on cross-country flights are expected to average minimum flight times for weekdays, weekends and holidays. The Activity will be reimbursed for unflown minimums. (See paragraph 1-14, below.)

c) Flight tests for FAA certification and ratings may be scheduled 15 days in advance. Every effort is made to ensure that an aircraft is available for those flight tests.

d) Exceptions may be made by the Manager, Chief Flight Instructor, or Operations Officer.

1-13 AIRCRAFT RENTAL RATES

Rental rates for FMFA aircraft are based on maintenance, depreciation, and operating costs and are approved by the NSA/CWF. Current rates are posted in the Flying Activity clubhouse and are subject to change.

a) Charges for aircraft rental are computed from the Hobbs meter. Hobbs readings are recorded before starting the engine and after shutting it down. If the tenths digit of the Hobbs meter has moved from the off-center position in preparation for rolling over to the next digit, the higher reading is used. The Manager is notified if there are gaps between the initial Hobbs reading and the last entry in the Flight Dispatch system. If the Hobbs meter malfunctions, aircraft rental is computed at 1.2 times the tachometer reading.

b) Rental charges are payable at the time they are incurred, i.e., when the flight is finished. Payment may be made by personal check, cash, or Master/Visa Card. If a personal check is used for payment, the check number must be noted on the accounting sheet which is placed in the safe after each flight. Checks are made payable to **CWF**.

1-14 MINIMUM RENTAL RATES

To ensure that aircraft scheduled for extended periods are actually flown, thereby preventing loss of income to the Flying Activity and inconvenience to other members, minimum rental rates for scheduled flights have been established. Flights scheduled for:

a) two hours or less require the member to pay for at least 1/2 hour of rental of the aircraft.

b) more than two hours, but less than or equal to three hours, require the member to pay for at least 1 hour of rental of the aircraft.

c) more than three hours, but less than or equal to four hours, require the member to pay for at least 1.5 hours of rental of the aircraft.

d) more than four hours, but less than or equal to five hours, require the member to pay for at least 2 hours of rental of the aircraft.

e) more than 5 hours require the member to pay a minimum of 3 hours of rental of the aircraft for each twenty four (24) hour period or fraction thereof. (For example, a member who schedules the aircraft for 30 hours will pay at least 6 hours of rental of the aircraft.)

f) The manager may set aside the requirements of a) thru e) on a case-by-case basis at his discretion.

1-15 INSTRUCTOR FEES

Flight instructor fees are paid directly to the instructor. Rates are posted on the FMFA website, as well as in the “Introducing the Fort Meade Flying Activity” brochure. Instructor fees are set by the Board of Advisors, and may be changed only after review by that body. Instructor time consists of dual flight instruction, pre- and post-flight briefings, and ground instruction. Pre- and post-flight instruction is charged at the discretion of the instructor for time actually spent with the member.

1-16 FLIGHT CANCELLATIONS

Local flights may be cancelled up to two hours prior to the scheduled flight time without penalty. Cancellations after that time may be excused at the discretion of the Manager for extenuating circumstances such as official duty, adverse weather conditions, or bone fide emergencies. However, for a late unexcused cancellation, a member is assessed a penalty of $25.oo for each scheduled hour lost.

1-17 FAILURE TO APPEAR

a) Pilots are expected to arrive at the Activity in time to complete all flight planning and receive an instructors pre-flight briefing (if required) before actually taking possession of their aircraft at the start of the time block.

b) If a scheduled pilot does not arrive within the first 15 minutes of the time block, and he/she has not contacted the Activity to explain the late arrival, the aircraft is released for rescheduling. Moreover, that pilot may be assessed a penalty of $25.00 for each scheduled hour lost.

1-18 LATE RETURN OF AIRCRAFT

The pilot-in-command must return the aircraft before the end of the scheduled time block. (See paragraph 1-11.) Returning an aircraft later than the time for which it was scheduled may result in punitive action if the late return was not due to circumstances beyond the pilot's control. For a first offense, a member may be grounded for two weeks; for a second offense the pilot may be grounded for three weeks and be assessed a penalty of one hour flight time for the aircraft being flown. A third offense may result in suspension or revocation of membership in the FMFA.

1-19 DAMAGED AND UNUSABLE AIRCRAFT

a) If an aircraft is damaged while being operated by a member, whether or not the damage results in grounding of the aircraft, the Manager will request an investigation by the Safety Officer and/or Maintenance Officer to determine liability.

b) If an aircraft is rendered temporarily unusable as a result of actions by a member, the member will be assessed a fee to cover repairs and lost profits to the Activity. Such actions include, but are not limited to, leaving the master switch on (resulting in a dead battery), failing to return the aircraft key, or damaging a tire through improper braking.

1-20 EXPENSES INCURRED AWAY FROM TIPTON

Fuel purchases, landing fees, tie-down fees, and storage fees at locations other than Tipton Airport are paid by the member, and are reimbursable only to the following extent:

a) Fuel purchased away from Tipton Airport is reimbursed at the rate posted in the Flying Activity clubhouse. The rate is subject to change, and any cost above the posted rate must be paid by the member. A receipt for the fuel purchased must be attached to the dispatch sheet to justify the deduction.

b) If a pilot hangars an aircraft to protect it from high winds, hail, or other natural hazards, the pilot is reimbursed the difference between the cost for hangar parking and normal outside tie-down. In this case, the pilot must provide a receipt which shows the hangar fees paid, the normal tie-down fee, and the circumstances which necessitated use of a hangar.

c) If an aircraft must be grounded away from Tipton for reasons other than pilot error or negligence, the Activity reimburses the member for storage or hangar fees, and the member shall not be liable for repair or return of the aircraft. However, if an aircraft is grounded because of pilot error or negligence, the member will be held responsible for the costs of repair, storage, and return of the aircraft. In either case, the pilot is responsible for any personal expenses, such as food, travel, or lodging.

d) If a member grounds an aircraft away from Tipton because of poor flight planning or for maintenance discrepancies not affecting the safety of flight, the member is responsible for costs of storage and return of the aircraft to Tipton.

1-21 REPAIRS AWAY FROM TIPTON

a) Mechanical or avionics repairs away from Tipton, including emergency repairs, must be approved in advance by the Manager or Maintenance Officer. Members will not commit to any expenses without prior approval.

b) In any situation requiring repairs during normal duty hours (0730-1600, Monday through Friday), members call the Manager or Maintenance Officer. If neither is available immediately, members report the problem to the person answering the phone and leave a telephone number where they can be reached.

c) In any situation requiring repairs after normal business hours, the member calls any member listed on the emergency notification roster in the Aircraft Book.

d) Once contact is made, the pilot-in-command briefs on the particulars of the problem, including estimated costs of repairs, the name of the repair facility, and whether the facility is FAA-certified.

e) Once the Manager or Maintenance Officer has given authorization and instructions, the member obtains an invoice and receipt for payment. The member also requests a maintenance report to put in the aircraft logbook, describing the repairs that were made.

1-22 AIRCRAFT HULL AND LIABILITY INSURANCE

a) The hull insurance carried by the FMFA is designed to provide coverage for loss or damage to aircraft. However, a pilot may be held liable for damages caused by negligence. Examples of negligence include striking an object while taxiing or parking, or damaging a tire because of improper braking procedures. If found to be negligent, a member could be required to pay the $500 deductible charge.

b) Members are encouraged to purchase separate insurance that covers deductible and personal liability.

1-23 SUSPENSION OF PILOTING PRIVILEGES (GROUNDINGS)

a) Members may be administratively grounded (that is, forbidden to pilot FMFA aircraft) for the following reasons:

    1. Required items missing from Membership Folder
    2. Failure to attend a safety meeting in the preceding 90 days or to view a videotape recording or receive a briefing from an instructor on that meeting
    3. Actions deemed by the Manager, the Safety Officer, the Operations Officer, or the Chief Flight Instructor to be a serious infraction of FMFA rules or a threat to safety.

b) The member's flight privileges are restored when all the deficiencies for which the member was grounded have been corrected.

1-24 APPEALS

Authority for imposing fees and penalties, and for approving reimbursements or credits rests with the Manager. A member may seek redress of a Manager's ruling by submitting a written appeal to the Board of Advisors. The Board makes its recommendations, and the appeal is then forwarded to the Chief NSA/CWF for a final decision.

Part 2
GENERAL OPERATIONS AND RULES OF FLIGHT

2-1 OPERATIONS OFFICER

The Operations Officer establishes procedures to ensure that FMFA flight operations are safe and efficient, and that they are carried out in accordance with applicable Federal Aviation Regulations, Army Regulation 215-1 (Appendix J), and the Pilots' Information File. The Operations Officer updates and disseminates to members information regarding local operations, practices, and requirements. The Operations Officer approves or disapproves advanced reservation requests.

2-2 USE OF AIRCRAFT

FMFA aircraft are used solely for bona fide recreational flights or official temporary duty (TDY) flights. They are not loaned or leased, or flown by non-Activity members, except for a prospective buyer of an Activity aircraft, an approved mechanic, or an FAA examiner. Activity aircraft are not operated for hire, do not participate in aerial displays, and are not used for towing or sport parachuting. They are not used to engage in formation flying, low-level buzzing, or any activity prejudicial to safety.

2-3 PILOT-IN-COMMAND

According to FAA regulations, the pilot-in-command (PIC) is the person responsible for the operation and safety of an aircraft throughout the flight. The FMFA holds that, in addition, the PIC's responsibility extends from the time the PIC accepts the Aircraft Book and aircraft key until both items are returned to the clubhouse. The PIC must comply with all FMFA operating rules, as well as applicable federal and Army regulations.

2-4 PASSENGER BRIEFINGS

The PIC briefs all occupants of the aircraft on items pertaining to safety. At a minimum, this includes the prohibition on smoking, use of seatbelts, location and use of fire extinguishers, operation of door and window locks, and emergency procedures.

2-5 USE OF BELTS AND HARNESSES

All occupants of FMFA aircraft must wear seatbelts throughout the flight. Shoulder harnesses must be worn, if available. Each seat belt is used by one person only, with the exception of infants under the age of 2 years.

2-6 USE OF CHECKLISTS

A checklist is provided in each FMFA aircraft and is used for all phases of flight, including preflight inspection, taxiing, takeoff, landing, shutdown, and post-flight inspection. If the checklist is missing from the aircraft, an alternative checklist may be used, provided that it adequately covers all required items. Missing checklists should be reported in the discrepancy section of the Flight Dispatch System.

2-7 AIRCRAFT BOOK

A black three-ring binder, known as the "Aircraft Book", is maintained for each FMFA aircraft. It contains: keys to the aircraft, the throttle lock, and the self-serve fueling facility; refueling instructions; emergency notification roster; certificate of insurance; weight-and-balance data; grounding forms and procedures; certificate of tax-exemption; aircraft mishap worksheet; and VOR calibration record. The Aircraft Book is carried to the aircraft for every flight and returned to the clubhouse afterward.

2-8 REQUIRED ITEMS AND EQUIPMENT

a) The PIC ensures that the Aircraft Book, current charts, and required flight publications are in the aircraft. If passenger airsickness is a possibility, the PIC must provide bags to protect the aircraft from being soiled.

b) A checklist, control wheel lock, throttle control lock, and fuel sample cup remain in the aircraft at all times.

c) If the aircraft is operated at night, an operating flashlight must be carried aboard.

2-9 FLIGHT MINIMUMS

2-9.1 VFR WEATHER MINIMUMS

a) Licensed pilots: For day flights, cloud ceilings can be no lower than 1,500' AGL, with visibility no less than 3 statute miles. For night flights, cloud ceilings can be no lower than 2,500' AGL, with visibility no less than 5 statute miles.

b) Student pilots: For solo flights, cloud ceilings can be no lower than 2,500' AGL, with visibility no less than 5 statute miles. (Night solo flight is prohibited.)

2-9.2 VFR ALTITUDE MINIMUMS

a) The minimum en route altitude for FMFA aircraft is 1500' AGL.

b) Stalls, steep-bank turns, slow flight, and unusual attitudes are performed at an altitude that allows recovery at or above 1500' AGL.

2-9.3 RUNWAY MINIMUMS

The minimum acceptable length for runways at destination and alternate airports is 2,000' or the takeoff-and-landing roll requirement specified for the aircraft being flown, whichever is greater.

2-9.4 MINIMUM FUEL REMAINDERS

a) Upon landing at the destination or intermediate airport on any VFR flight in an FMFA aircraft there must be sufficient fuel remaining in the tanks to fly for one hour at normal cruise power.

b) Upon landing at the destination or intermediary airport on any IFR flight in an FMFA aircraft there must be sufficient fuel remaining in the tanks to fly for one hour at normal cruise power, or as required by the Combined Federal Regulations, Chapter 14, paragraph 91.167, whichever is greater.

c) Any pilot who has a fuel exhaustion incident that was not the result of a mechanical failure will be dismissed immediately as an FMFA member, and will be permanently barred from rejoining the FMFA.

2-10 WIND LIMITATIONS

Pilots operating FMFA aircraft observe the following limits for winds:

a) For licensed pilots flying the Cessna 152, the maximum head wind velocity is 26 knots; the maximum 90 degree crosswind component is 12 knots.

b) For student pilots flying the Cessna 152, the maximum headwind velocity is 10 knots; the maximum 90 degree crosswind component is 6 knots.

c) For licensed pilots flying the Cessna T-41, the maximum head wind velocity is 26 knots; the maximum 90 degree crosswind component is 15 knots.

d) For student pilots flying the Cessna T-41, the maximum headwind velocity is 15 knots; the maximum 90 degree crosswind component is 8 knots.

e) For licensed pilots flying the Piper Arrow, the maximum head wind velocity is 30 knots; the maximum 90 degree crosswind component is 20 knots.

f) Wind gusts higher than the velocities cited above are considered as exceeding permissible limits.

g) Instructors are authorized to fly any FMFA aircraft with a head wind velocity of 35 knots and a maximum 90 degree crosswind component of 20 knots

2-11 SPECIAL VFR

Activity aircraft *do not depart* any airport under special VFR clearance. Activity aircraft *do not land* at any airport under special VFR, unless the PIC is instrument-rated and instrument-current in the aircraft.

2-12 CROSS-COUNTRY FLIGHTS

a) For licensed pilots, cross-country flights in FMFA aircraft are those which exceed 50 nautical miles from Tipton Airport. For students, cross-country flights are those which exceed 25 nautical miles.

b) For night cross-country flights, licensed pilots must be qualified in accordance with FAR 61.109, in addition to having a one-time FMFA night checkout.

c) For student pilots, solo cross-country flight is limited to daylight hours, and the length of these flights is restricted to a radius of 125 nautical miles from Tipton Airport.

d) For student pilots, flights over water along their cross-country route may not be more than 5 miles (or gliding distance, whichever is less) from a shoreline.

e) All cross-country flights are restricted to the 48 contiguous states. Flights outside the US in FMFA aircraft are prohibited.

f) Any exceptions to items c) through e) must be approved in advance by the chief flight instructor or FMFA Manager.

2-13 FLIGHT DISPATCHING AND CLEARANCES

2-13.1 FLIGHT DISPATCHING

The FMFA uses a computer program developed by the U.S. Air Force, called the “Flight Training Center System“, to track pilot currency and aircraft usage. Before filing a flight plan, the member clicks on the “Flight Dispatching” menu of this system and enters the required information. If the member is current and all the clearance boxes have been checked, the pilot and aircraft are released for flight, and copies of a dispatch slip and pilot slip are printed out in the flight planning area. If not, flight is disallowed until all the discrepancies have been corrected.

a) The dispatch slip shows the pilot’s currency regarding safety meetings attended, PIFs read, medical certificate, Covenant Not to Sue, biennial flight review, written exams (shown as “Annual Std. Test”), annual check ride, annual instrument check, and one-time night test. It also shows the pilot’s number of takeoffs and landings within the past 6 months for the particular make and model of aircraft to be flown, and for the past 90 days for the category and class.

b) The pilot slip is carried to the aircraft to note Hobbs and tachometer times, as well as fuel and oil usage. The dispatch slip is placed on a clipboard on the wall of the flight planning area.

2-13.2 CLEARING PROCEDURES AT TIPTON

Clearance for rated pilots with at least 200 hours is performed automatically by the Flight Training Center dispatching system. Rated pilots with less than 200 hours also use the Flight Training Center system, but in addition their flight must be approved by a clearing authority. A clearing authority is also required for all student flights.

a) Clearing authorities include any FMFA certified flight instructor or any FMFA officer. They may be contacted in person or by telephone. If contact is made in person, the clearing authority signs his/her name legibly in the upper left corner of the flight plan. If contact is made by telephone, the pilot prints the clearing authority's name in that corner.

b) The responsibility of a clearing authority is to:

   1. Obtain verbal assurance from the pilot that the flight can be conducted safely based on his/her experience and qualifications as regards the aircraft, currency requirements, and weather conditions.

   2. Advise the pilot that the flight may not be taken if weather conditions change from earlier predictions.

   3. Remind the pilot to properly dispatch the aircraft and leave a signed copy of the flight plan at the Club.

2-13.3 CLEARING PROCEDURES AWAY FROM TIPTON

a) For rated pilots on flights entailing one or more overnight stays, or on any cross-country trip where the weather prediction for the return leg has changed from earlier forecasts, the pilot obtains verbal clearance to return to Tipton by telephoning any authorized FMFA officer. A list of these officers is contained in each Aircraft Book. The officer who approves the flight makes a note of the date and time, and this information is maintained in FMFA administrative records.

b) Student pilots who take off from airports more than 25 miles from Tipton first telephone their instructors for clearance if their instructors have not previously cleared them as part of their departure from Tipton.

2-14 FLIGHT PLANS

a) SFRA (Special Flight Rules Area) flight plans are filed with a Flight Service Station prior to <u>any</u> flight from Tipton Airport, and a copy is placed on the spindle located in the flight planning area. Search-and-rescue flight plans are needed for cross-country flights. In addition to the information required on the flight plan form, student pilots include the printed name and signature of the clearing authority for that flight in the upper left-hand corner.

b) When departing Tipton on a cross-country trip, search-and-rescue flight plans are opened with the Leesburg Flight Service Station on 122.2 or 122.6 MHz, and closed upon landing at the destination airport.

c) When returning to Tipton from a cross-country flight, a search-and-rescue flight plan is filed before taking off. It is then opened in the air and closed upon landing at Tipton.

2-15 OPERATIONS AT TIPTON AIRPORT

2-15.1 FLIGHT PLANNING

a) The PIC arrives at Tipton at least 15 minutes before the start of his/her the scheduled flight time.

b) The aircraft status board and the Flight Training Center System are checked to confirm that the scheduled aircraft is available and has no discrepancies which would affect the flight.

c) Current and forecast weather conditions are obtained by telephone from a flight service station briefer or from an internet service such as DUATS.

d) The pilot-in-command asks the FSS briefer for any NOTAMs pertaining to the intended route of flight, especially as regards the Special Flight Rules Area and the P-40 Restricted Area.

e) Non-member passengers, if any, sign and date a Covenant Not to Sue, which is placed in the safe in the flight planning area.

f) Weight and balance is calculated and a determination is made as to whether fuel must be drained from the aircraft tanks to remain within acceptable limits.

g) Courses, altitudes, times, speeds, and fuel requirements for the flight are determined.

h) A flight plan is filed with a Flight Service Station (FSS).

i) Flight dispatching is accomplished as described in paragraph 2-13, above.

j) The pilot-in-command calls Potomac TRACON (Terminal Radar Approach Control) to obtain a transponder identification code and the communications frequency to be used for departure.

2-15.2 PREFLIGHT AND TAXIING

a) The windscreen and side windows are cleaned with a soft cloth and a mixture of water with a little dishwasher detergent. Paper towels or commercial cleaners intended for glass are not used, since they can scratch the Plexiglas or cause it to craze.

b) All preflight items are verified with a checklist kept in the aircraft.

c) If tire pressures appear to be low, the PIC uses the air tank from the FMFA clubhouse to fill the tires to the proper pressure.

d) The beacon switch is turned on and the area in the vicinity of the propeller is cleared before starting the engine.

e) Hand propping to start the engine is not permitted.

f) Fire extinguishers are located on the flight line, should a fire occur during engine start-up. If the blaze is not out of control, an attempt may be made to put out the flames. The fire department is notified immediately.

g) Prior to taxiing, the radio is turned on and tuned to Tipton's Common Traffic Advisory Frequency (CTAF), 123.05 MHz. The transponder, with the assigned code entered, is turned on to "standby."

h) Taxiing is done at a speed roughly equal to the pace of a fast-walking man.

i) Careful scanning is required, since aircraft may be traveling in either direction on the taxiway, or may be entering the taxiway from the fueling or tie-down areas, as well as from either end of the runway.

j) Except in windy conditions, taxiing is done with full back pressure on the yoke to reduce stress on the nose gear. In windy conditions, the control inputs specified in the Pilot's Operating Handbook are used.

2-15.3 RUN-UPS

a) Run-ups are done in the areas clear of the taxiway at either end of the runway. During the run-up the aircraft is pointed into the wind, with the nose wheel straight.

b) The altimeter is set to 150' MSL in the eastern run-up area and to 120' MSL in the western.

c) Pilots wishing to enter BWI Airport's Class B airspace from Tipton may use the Ground Control Outlet frequency, 121.725 MHz, which is activated by four quick clicks of the microphone button.

d) Before taxiing onto the active runway, the takeoff checklist is completed, the transponder, with the assigned code entered, is set to "alt", and a final scan of the entire traffic pattern is made.

2-15.4 TAKEOFF

a) The runway at Tipton is 3000’ long and 75’ wide. Aircraft depart to the west on Runway 28 and to the east on Runway 10.

b) Departing aircraft never “taxi into position and hold” on the active runway, because lingering could force a go-around for aircraft attempting to land.

c) Climb-out is done at the airspeed specified in the Pilot‘s Operating Handbook. In hot weather, allowance is made for the degraded climb performance resulting from density altitude.

d) Pilots departing the Tipton traffic area take special care to avoid penetrating the boundary of the Flight Restricted Zone (FRZ), the area lying approximately within a 15 nautical mile radius of the Washington VOR/DME.

e) Pilots desiring to enter the BWI Class B airspace contact Potomac Approach on 119.7 MHz as soon after takeoff as safety permits. (Any rated pilots, and students who have received instruction in the rules for Class B and an instructor endorsement, are authorized to fly in Class B airspace.)

2-15.5 PATTERNS

a) Turns to the crosswind leg are made between 600’ and 700’.

b) Turns from Runway 28 are made to the left; turns from Runway 10 are made to the right.

c) Downwind is flown at 1000’ MSL (850’ AGL), the traffic pattern altitude for Tipton Airport.

d) Pilots announce turns to crosswind, downwind, base and final.

2-15.6 LANDING

a) The Crofton drag strip, which points almost directly to Tipton, is a good checkpoint from which to announce approaches from the southeast.

b) Aircraft approaching the Tipton traffic pattern for landing enter at a 45 degree angle to the downwind leg and at an altitude of 1000' MSL. Straight-in approaches to landing are not permitted.

c) Turns to base and final for Runway 28 are made to the left; turns to base and final for Runway 10 are made to the right.

d) Careful scanning for other traffic is required; helicopters operate frequently from Tipton and do not follow the same landing procedures as fixed wing aircraft.

e) Pilots do not land until the active runway is completely clear of aircraft. If it is not clear, a go-around is initiated.

f) Touchdowns are made with heels on the floor.

g) Heavy braking to make the mid-field turnoff results in blown tires. If the aircraft's speed is too high, the pilot continues to the end of the runway before turning off.

h) Full back pressure on the yoke is maintained during the run-out in order to avoid undue pressure on the nose gear.

i) For night landings, the runway lights at Tipton can be turned on by clicking the microphone button 5 times while tuned to 123.05 MHz.

2-15.7 POST FLIGHT

a) While positioning the aircraft into its assigned parking slot, the preferred push position for the Cessna T-41 and 152 aircraft is low on the wing strut, close to the fuselage. Pushing on the propeller blades is to be avoided.

b) The gust lock, throttle lock, Pitot tube cover and cowling intake blocks are installed before leaving the aircraft.

c) A walk around the aircraft is done to inspect for any damage that may have occurred in flight or at other airports.

d) A double check is made to ensure that the ignition and master switches are turned off.

e) Tie-down ropes are made secure with proper slip knots.

f) The Hobbs meter and tachometer times, fuel and oil amounts, and numbers of takeoffs and landings are entered into the Flight Training Center system. Two copies of an invoice for that flight are printed out; the member places the "accounting" copy in the safe, with the fuel receipt attached, and keeps the "customer" copy for personal records.

2-16 OPERATIONS IN THE SPECIAL FLIGHT RULES AREA

a) Tipton Airport is located within a Special Flight Rules Area (SFRA) which was established in February 2009.The SFRA comprises an area within a 30-nm radius centered on the Washington Reagan National Airport VORTAC, from the surface to 18,000 feet. It also includes a 60 nautical mile outer ring in which pilots must observe an airspeed limit. Prior to any flight from Tipton Airport, the PIC must file an SFRA flight plan with a Flight Service Station. Prior to departure, the pilot contacts Potomac TRACON by telephone or via the Tipton Ground Control Outlet to obtain a transponder identification code and the frequency to be used for communicating with Potomac TRACON when leaving the Tipton area. This action activates the SFRA flight plan.

b) For flights restricted to the Tipton traffic area, or for flights to a practice area within the SFRA, and not involving a landing at another airfield, one flight plan is filed and a copy is placed on the spindle in the flight planning area.

c) Once an aircraft has landed at an airport other than Tipton within the SFRA, another SFRA flight plan must be filed. No round-robin flights or flights to multiple airports within the SFRA are permitted on a single flight plan.

d) For flights conducted entirely in the Tipton traffic area (i.e. takeoff and landing practice) there is no need to establish communications with Potomac Approach, although it is still necessary to obtain a transponder code by telephone or via the Tipton Ground Control Outlet, and the transponder must remain on “alt” throughout the entire flight.

e) For all flights departing the Tipton traffic area, the PIC contacts Potomac Approach as soon after takeoff as safety permits and follows all instructions. Two-way radio contact with Potomac Approach must be maintained at all times, and the assigned transponder beacon code must be kept on until the aircraft has cleared the SFRA and permission has been granted to switch communications frequencies and change the transponder setting to 1200.

f) For round-robin flights to a destination outside the SFRA, with return to Tipton that same day, two SFRA flight plans are filed: one for the outgoing leg and one for the return. Upon exiting the SFRA, Potomac Approach will instruct the pilot to squawk 1200 and will give permission to switch frequencies. This action means the first SFRA flight plan is closed. Prior to re-entry the pilot obtains a new discrete transponder code from Potomac TRACON, thereby activating the second flight plan. Before actually re-entering the SFRA, the pilot establishes two-way communications with Potomac Approach and ensures that the aircraft is squawking the assigned transponder code. It is recommended that the pilot announce his squawk code to the controller. At this point the controller either permits the pilot to proceed or requests him/her to stand by (usually in peak traffic periods).

g) For cross-country flights, the PIC must open a VFR search-and-rescue flight plan in the air with the Leesburg Flight Service Station, after having first established radio contact with Potomac Approach. This flight plan must be closed with the Flight Service Station upon reaching the destination airport.

2-17 UNPLANNED LANDINGS

a) Any pilot landing at a location other than an airport listed in the Airport/Facility Directory must contact the Manager, Operations Officer, or Chief Flight Instructor before taking off.

b) Student pilots landing at airports other than those endorsed in their logbooks must telephone the Activity for clearance from their instructor before taking off.

c) In the event of an off-field forced landing, the PIC will close the flight plan, report the location and nature of the problem to the Activity, and obtain qualified maintenance personnel (after receiving permission from the Maintenance Officer) to determine the problem.

2-18 WHEN LANDING AT TIPTON IS NOT POSSIBLE

If, on returning to Tipton Airport, an FMFA pilot is unable to land due to a runway closure, weather conditions, or an emergency situation, the following applies:

a) If flying IFR, or in rapidly deteriorating weather conditions, landing at BWI Airport is permissible.

b) Under VFR conditions, members should land at one of the airfields in the local area, other than BWI, that is consistent with the pilots skill and comfort levels.

c) If a pilot chooses to land at BWI airport in VFR conditions or a non-emergency situation, he or she could be held responsible for landing and parking fees.

d) In any of these cases, the pilot is responsible for retrieving the aircraft, or making arrangements for its retrieval, and notifying FMFA management as quickly as possible.

2-19 DAMAGES OCCURRING AWAY FROM TIPTON

Any damages to an FMFA aircraft away from Tipton, even though they may not appear to be significant, are to be reported to the Manager and Maintenance Officer before the aircraft may be flown back to Tipton. Prop strikes, dents in the wing, and tire blow-outs may cause damage within the engine or airframe which is not discernible in a cursory inspection. In the event of damage to an FMFA aircraft away from Tipton, the following actions apply:

a) The pilot contacts one of the following: Manager, Maintenance Officer, Safety Officer, or Operations Officer. (Telephone numbers for these individuals are found in each Aircraft Book.) Student pilots also contact their instructors. The person who is contacted then passes on the information to the other officers.

b) The aircraft may not be flown until it is inspected by a certified mechanic, preferably the FMFA Maintenance Officer. If he is not available, and if instructed to do so by the Manager or Maintenance Officer, the pilot may ask a certified mechanic at that location to determine whether the aircraft can be flown safely. That information is conveyed to the Manager or Maintenance Officer, whose permission must be obtained before flying the aircraft back to Tipton. Upon return, the aircraft is grounded for further inspection before being released.

c) Within 24 hours, the pilot submits a report to the Manger detailing the events which led to the damage.

d) The pilot is grounded until a board of inquiry (named by the Manager) is convened to determine the facts of the incident and to make its recommendations to the Manager.

2-20 REFUELING THE AIRCRAFT

a) At Tipton: The PIC is responsible for refueling the aircraft after each flight. Procedures for refueling at the self-service facility at Tipton Airport are detailed in Attachment 1 to this Operations Manual. Except for periods of maintenance or fuel deliveries, the facility is available twenty four hours a day, seven days a week. The requirement to refuel may be waived if the next person on the schedule for that aircraft requests that tanks be left partially empty in order to meet weight and balance limits.

b) Away from Tipton: The PIC observes the same rules for safety at other airports as are in effect at Tipton. The PIC verifies that the fuel being pumped is 100 octane low-lead. Members must obtain a receipt for fuel purchased at other airports in order to be reimbursed at the rate posted in the FMFA clubhouse and on the rental information sheet contained in each Aircraft Book.

c) During refueling, the nozzle is never left unattended in the filler neck of the fuel tank. The filler neck is easily damaged by excessive force from the nozzle.

2-21 AIRCRAFT CLEANLINESS

The PIC ensures that the aircraft's windscreen, windows, and interior are clean prior to flight. After the flight, the PIC leaves the aircraft clean for the next member. At a minimum this entails removing all trash or evidence of airsickness, and securing the seat belts. If the aircraft is splattered with mud or dirt during the flight, the PIC must arrange to wash it off at the earliest opportunity.

2-22 AIRCRAFT DISCREPANCY REPORTING

a) The PIC reports any problems discovered during his/her flight in the aircraft write-ups (discrepancies or "squawks") menu of the Flight Dispatch system.

b) Descriptions of discrepancies should be concise, but specific. It is difficult for maintenance personnel to resolve a problem if technical details are lacking.

c) Previously reported discrepancies are not written up again, unless they were reported to be corrected and the problem has resurfaced.

2-23 GROUNDING AN AIRCRAFT

If the PIC believes that his/her aircraft is unsafe to fly, the aircraft must be grounded until the situation has been investigated and any necessary repairs have been made. The PIC describes the reasons for grounding in as much detail as possible on the grounding form contained in the Aircraft Book. The PIC then informs the Maintenance Officer, Manager, or Operations Officer. If none of these individuals is present in the Flying Activity‘s clubhouse, or if the grounding occurs away from Tipton, they should be contacted by telephone or e-mail. The Aircraft Book is turned over to the Maintenance Officer as soon as possible and a red “down” arrow for that aircraft is drawn on the status board. Follow-up actions to be taken by maintenance personnel are described in paragraph 5-4.

2-24 NIGHT FLIGHTS

a) To qualify for solo night flight in FMFA aircraft, licensed pilots must take a one-time night check ride with an instructor, as detailed in paragraph 3-3.

b) Night solo flight is prohibited for students.

c) For night currency, at least one hour of night flight time, with three takeoffs and landings to a full stop, must be accomplished within the time periods prescribed for day currency.

d) VFR minimums for night flight are 2,500’ AGL for clouds and 5 miles for visibility.

e) Night instrument training must be conducted with an instructor.

f) Night instrument practice requires the presence of a second pilot who has proper current certifications and has access to the controls.

2-25 COLD WEATHER OPERATIONS

a) Prior to any flight when the outside temperature has remained below 32 degrees Fahrenheit for four hours or more, a preheater is used to warm the engine. Preheating should be applied for at least 15 minutes.

b) All frost, ice or snow on the aircraft’s surfaces must be removed before flight.

c) Scrapers or credit cards are never used on the windscreen or side windows. Ambient heat or approved de-icing fluids are the only acceptable methods of removing frost from those surfaces. Turning the aircraft into the sun will speed up the thawing process.

d) After any snowfall, special care is exercised while taxiing to prevent loose ice and snow from hitting the propeller, and to avoid running into drifts and icy patches.

2-26 SIMULATED EMERGENCY APPROACHES

a) The use of private airstrips for simulated emergency approaches is prohibited.

b) Simulated emergency approaches which are not conducted at a public-use airport are terminated at 600’ AGL.

c) Pilots practice forced landings away from an authorized runway only when accompanied by an instructor.

2-27 EVACUATION PROCEDURES

a) When severe weather conditions are predicted, FMFA officers attempt to find temporary hangar space at Tipton.

b) If no space is available, the Manager may direct evacuation of Activity aircraft to a location where the threat of damage is reduced.

c) The kinds of conditions which could justify evacuation are hurricanes, tornadoes, and floods.

PART 3
FLIGHT CHECKS AND CURRENCY REQUIREMENTS

3-1 INITIAL FLIGHT CHECKS AND WRITTEN EXAMS

Pilots must receive an initial flight check with an instructor in each make and model aircraft that they wish to fly (Cessna 152, Cessna T-41, or Piper Arrow).

a) Initial flight checks include, at a minimum, one hour of flying time and three takeoffs and landings.

b) Initial flight checks include a navigation problem conducted so as to ensure competence at the Private Pilot practical test standard level.

c) An initial night checkout and instrument standardization flight must also be accomplished prior to exercising those privileges.

d) Initial flight checks may be combined, e.g. aircraft, night and instrument.

e) As part of the initial flight check, pilots must present to the instructor completed test forms for the local flying area, Federal Aviation Regulations, and the type aircraft in which they are checking out. Passing score for each exam is 85 percent, corrected to 100 percent. Completed exams are retained in the member's personnel folder.

f) The results of the initial flight check are recorded on FMFA Form 128 by the flight instructor and placed in the member's personnel folder. The date of the check is entered by the member into the Flight Training Center System data base.

3-2 ANNUAL FLIGHT REVIEWS AND WRITTEN EXAMS

All pilots must complete an annual flight review (also referred to as an annual standardization flight or annual check ride) by one of two methods:

3-2.1

The first method is with an instructor in the most complex FMFA aircraft the pilot flies. The descending order of complexity is Piper Arrow, Cessna T-41, and Cessna 152. If pilots wish to fly FMFA aircraft IFR, they must also take an instrument check ride. The two check rides may be combined.

a) The annual flight review must include at least one hour of flight time and three landings to a full stop.

b) The annual flight review is conducted in accordance with FAR 91 flight review and FAA practical test standards appropriate to the certificate and ratings held.

c) Results are documented on FMFA Form 128 and filed in the member's personnel folder. The date of the annual flight review is entered by the member into the "flight currency file" of the Flight Training Center System data base.

d) As part of the annual flight review, pilots must present to the instructor completed test forms for the local flying area, Federal Aviation Regulations, and the type aircraft in which they are checking out. Passing score for each exam is 85 percent, corrected to 100 percent. Completed exams are retained in the member's personnel folder.

3-2.2

The second method requires completion of a phase of the FAA's Pilot Proficiency Awards (WINGS) program in accordance with FAA Advisory Circular 61-91H, Pilot Proficiency Awards Program.

a) Three flights within a twelve month period are required for a phase.

b) The last of these three flights must be in an FMFA aircraft with an FMFA instructor, in the most complex club aircraft in which the pilot is qualified, for a minimum of one hour and three (3) takeoffs and landings. Both of the other two flights may be in non-FMFA aircraft.

c) In accordance with 14CFR § 61.56 Flight Review, if the FMFA pilot satisfactorily completes a phase pilot does not need to accomplish a flight review.

d) The written tests specified in part 3-2.1 (above) are corrected by the FMFA instructor who conducts the last of the three flights in accordance with Advisory Circular 61-91H. The instructor completes a FMFA annual flight checkout form, bearing the same date as the last of the three flights and attaches a copy of the completed WINGS card and tests for submission.

e) Instrument checks may also be completed in conjunction with the WINGS program. However, all of the required precision and non-precision approaches as well as demonstration of holding procedures must be accomplished in an FMFA aircraft with an FMFA instructor.

3-3 ONE-TIME NIGHT CHECK

3-3.1

To qualify for solo night flight in FMFA aircraft, licensed pilots must take a one-time night check ride with an instructor which includes at least:

a) one hour of flight time.

b) a tour of the local flying area that identifies landmarks, obstacles to navigation, and airport visual acquisition.

c) appropriate maneuvers for night VFR flights.

d) demonstrated capability to navigate at night.

e) three takeoffs and landings to a full stop at local airports other than Tipton.

f) three takeoffs and landings to a full stop at Tipton Airport.

3-3.2

Successful completion of the night flight check is documented on FMFA Form 128, and includes specific clearance to operate at night in the local area and cross-country. The date of the night flight check is entered by the member into the “flight currency” file of the Flight Training Center System data base.

3-4 FAA BIENNIAL FLIGHT REVIEW

The FAA mandates a flight review for all licensed pilots every twenty four months.

a) The FAA biennial flight review may be combined with the FMFA annual flight review.

b) The date of the successful completion of the biennial flight review is entered by the member into the “flight currency” file of the Flight Training Center System data base.

3-5 FLIGHT CURRENCY REQUIREMENTS

To continue to fly FMFA aircraft solo, members must maintain their proficiency.

a) Licensed pilots with less than 200 logged hours must accomplish at least one hour of flight time and three takeoffs and landings every 60 days in the most complex aircraft in which they are qualified. (Descending order of complexity is Piper Arrow, Cessna T-41, Cessna 152.)

b) Licensed pilots with more than 200 logged hours must accomplish at least one hour of flight time and three takeoffs and landings every 90 days in the most complex aircraft in which they are qualified.

c) Night currency requires three takeoffs and landings to a full stop within the time periods prescribed in a) and b), above.

d) Instrument currency is maintained in accordance with FAR 61.

e) Pilots who are not current, as described in items a) through d) must take dual instruction to regain solo privileges.

f) Student pilots must undergo a dual instructional flight at least once every 30 days.

g) The above-mentioned items represent minimum requirements. Pilots are encouraged to fly sufficient hours to remain skillful, rather than merely legal.

3-6 PILOT'S INFORMATION FILE (PIF)

The Pilot's Information File is a compilation of notices of special importance regarding safety, operations, and administrative matters. Additions to the PIF are made by the Manager or submitted by members of the Board of Advisors and approved by the Manager. PIFs which remain in effect are kept in two large black binders in the pilots' lounge of the clubhouse.

a) New members read the PIF; Volumes I and II, upon joining the Activity, and all members review them annually.

b) New PIF items are posted in the Activity's clubhouse and in the Flight Training Center System data base. They are read by all members and the date they are read is entered by the member into the "currency" file of that data base.

c) If there is no record in the Flight Training Center file that the current PIF has been read, the member is denied flying privileges (i.e., is not considered to meet currency requirements) until the member reads the item and records the date.

Part 4
INSTRUCTORS, TRAINING, AND STUDENT PILOTS

4-1 CHIEF FLIGHT INSTRUCTOR

The Chief Flight Instructor has primary responsibility for planning, conducting, and managing FMFA flight training programs, and for supervising the performance of flight instructors.

4-2 APPLICATION FOR INSTRUCTOR'S POSITION

Any Certified Flight Instructor (CFI) wishing to instruct in the FMFA submits a written application to the Activity. Upon acceptance of the application, an initial standardization flight check is taken with the Activity's Chief Flight Instructor or his designee, who determines the suitability of the applicant for employment.

a) Upon successful completion of the applicant's initial flight check, in-processing, and tests, the Chief Flight Instructor submits his recommendations (through the Manager) to the Board of Advisors.

b) If approved by the Board of Advisors, the CFI signs a contract, prior to beginning flight instruction.

c) Every CFI must be a member of the FMFA, subject to all the strictures of this Operations Manual.

4-3 INSTRUCTORS' DUTIES

4-3.1 Instructors' duties regarding new members include:

a) Providing orientation, using an in-processing checklist. When all items on the checklist are completed, the instructor signs it and places it in the member's personnel folder.

b) Explaining course curriculum, the Flight Training Center System, Aircraft Books, Pilot Information Files, personnel folders, written tests, and this Operations Manual.

c) Explaining scheduling, dispatching, and clearing authority procedures.

d) Endorsing the student pilot's logbook with the certification of US citizenship required by the Transportation Security Administration. (see Attachment 7)

4-3.2 Duties regarding training include:

a) acting as a clearing authority.

b) maintaining training records, making appropriate logbook entries at the conclusion of each session, and placing student training folders in the Chief Flight Instructor's in-box after each flight.

c) assisting students with refueling and tie-down until they are certain the student can accomplish these functions unaided.

d) keeping students informed of their progress and deficiencies, and notifying the Chief Flight Instructor or Manager of unusual student training problems.

e) reporting hazardous or potentially hazardous flight training situations to the Manager or Chief Flight Instructor.

f) verifying U.S. citizenship or nationality of student pilots and certificated pilots who are training to add an instrument or airplane rating to their certificate (unless the student is a foreign national specifically approved for training in FMFA aircraft); making the appropriate logbook endorsement and maintaining his/her own records of that endorsement for at least five years after the last training given to that student; and ensuring that a copy of the TSA (Transportation Security Administration)-required document showing citizenship or status as a U.S. national is in the student member's folder before any training is given.

4-3.3 Duties regarding flight checks include:

a) ensuring that members have a copy of their Covenant Not to Sue, current medical certificate and pilot's license in their personnel folder, prior to flight.

b) reviewing critical aeronautical knowledge and regulatory issues.

c) completing FMFA Form 128 (Pilot Checkout) and placing it in the member's personnel folder following the flight.

d) ensuring that no passengers are carried during flight checks, except as permitted in the exceptional circumstances cited in Army Regulation 215-1, Appendix J.

e) reviewing the required written exams and, following discussions with the member, correcting them to 100 percent accuracy.

f) awarding FAA "Wings" credit, as appropriate

4-4 INSTRUCTORS' FLIGHT CHECKS AND CURRENCY REQUIREMENT

a) Instructors are subject to the same initial flight checks, annual flight checks, written tests, and currency required of all members.

b) Instructors accomplish an annual flight check with the Chief Flight Instructor or his designee in an assigned aircraft. The annual flight check satisfies annual proficiency and instructor requirements.

c) If an instructor wishes to exercise instrument instruction privileges, the instructor must also take an annual instrument instructor flight check with the Chief Flight Instructor or his designee. The annual flight check and instrument flight check may be combined.

d) Instructors complete an annual written instructor's test.

e) Instructors complete the annual TSA-required instructor security awareness training, and provide a copy of the required documentation of that training to the FMFA.

f) The FMFA funds half the rental price of the aircraft used for annual instructor flight checks with the following exception: The rental price of the initial flight with the Chief Flight Instructor upon making first application for FMFA Instructor is zero. This initial flight is intended primarily to evaluate the candidate's suitability as a FMFA CFI, but it may be combined with an annual CFI or CFII check, as appropriate.

4-5 TRAINING

a) All FAR 61 training is conducted using an approved syllabus. Standardized syllabuses for Private Pilot (Airplane), Instrument (Airplane), Commercial (Airplane), Transition, Night Checkout, CFI, and CFII are available in the Activity's clubhouse.

b) Standard operating procedures for training at the FMFA are detailed in Attachment 2 of this Operations Manual.

c) The Activity's Piper Arrow III provides members an opportunity to gain complex aircraft experience and to work on instrument, commercial and flight instructor ratings. To solo safely, this aircraft requires greater knowledge of systems and avionics, as well as greater piloting skills. Specific training requirements for the Arrow III are contained in Attachments 3 and 4.

d) Members wishing to undergo IFR flight training in the two GPS-equipped Cessna T-41 aircraft must have a simulator and aircraft checkout for the Apollo GX-60 system. Requirements are detailed in Attachment 5.

e) Members who are foreign nationals may be trained as initial students, or for additional ratings, in club aircraft only by an FMFA instructor who is authorized by the TSA to train foreign nationals. Approval by the Manager must be granted before the prospective student applies to the TSA to train with that instructor.

4-6 STUDENT PILOT SOLO REQUIREMENTS

a) Student pilots must take the written tests for the local flying area, Federal Aviation Regulations, instrument flying (if applicable), and aircraft prior to their first solo. The exams are "open book" and a minimum score of 85 percent must be obtained, correctable to 100 percent by the reviewing instructor.

b) Solo flights must be cleared by an instructor who is familiar with the student's capabilities

c) Students must have dual instruction every 30 days to maintain solo currency.

4-7 STUDENT PILOT RESTRICTIONS

a) In the Tipton local flying area, student solo flight is not conducted when ceilings are below 2,500 AGL and/or visibilities are less than 5 statute miles.

b) Student solo flight is not conducted when surface winds exceed 10 knots for the headwind component or 5 knots for the crosswind component, and/or surface winds are gusting more than 15 knots.

c) Night solo flight is prohibited.

d) Cross-country flights may be flown to airports that have not been previously used only when the student pilot has:

   1. met all dual cross-country requirements, and
   2. completed 3 hours of solo cross-country flying into airfields where the student previously executed satisfactory traffic patterns with an instructor

e) Solo cross-country flights are limited to daylight hours, and the length of these flights is restricted to a radius of 125 nautical miles from Tipton Airport.

f) Solo cross-country flights over water may not be more than 5 miles or gliding distance (whichever is less) from a shoreline.

g) Any exceptions to items e) and f) must be approved in advance by the chief flight instructor or FMFA manager.

h) Student pilots may not carry passengers.

i) Student pilots may not serve as pilots for maintenance ferry flights.

Part 5
MAINTENANCE

5-1 MAINTENANCE OFFICER

The Maintenance Officer ensures that the inventory of FMFA aircraft is kept airworthy. The Maintenance Officer:

a) establishes the 50-hour, 100-hour, and annual inspection plans, ensures the accuracy of maintenance documentation, orders and receives parts through the Manager, authorizes ferry flights, coordinates break-in flights for new engines and keeps the aircraft status board up to date.

b) may service some aircraft systems, as delineated in FAA regulations, and may assist an FAA- certified mechanic when required. However, most repairs are accomplished by an appropriately rated mechanic.

c) regularly reviews the “squawks” section of the Flight Dispatch system to determine which discrepancies require immediate action, and schedule other repairs as deemed necessary.

d) reports abuse of FMFA aircraft to the Manager for action.

5-2 AIRCRAFT INSPECTIONS

5-2.1

Inspections are carried out on FMFA aircraft at scheduled intervals to comply with all applicable regulations and to ensure safety. The primary recurring checks are the 50 hour, 100 hour, and annual inspections. In addition, certain systems require a check every two years. During these inspections, the aircraft are out of service for varying lengths of time.

a) The 50 hour inspection:

   1. is performed 50 hours from the last 100-hour or annual inspection.
   2. includes, among other things, an oil change and cleaning of the lower spark plugs.
   3. may be performed by the Maintenance Officer on assigned aircraft.
   4. requires about 2-4 hours to complete.

b) The 100 hour inspection:

   1. is performed 100 hours from the last 100 hour or annual inspection.
   2. is conducted by a certified airframe and power plant mechanic.
   3. includes, among other things, an oil change, cleaning of the spark plugs, airframe inspection, and engine compression check.
   4. requires about 1-2 days, excluding any necessary ferry flight time.

c) The annual inspection:

1. is performed no more than 12 months from the preceding annual inspection.
2. must be carried out by a certified aircraft inspector.
3. entails essentially the same checks and maintenance as are performed during the 100 hour inspection, except that each aircraft is also treated with an approved anti-corrosive agent.
4. requires about 1-2 days, excluding any necessary ferry flight time.

d) Items requiring inspections every two years are the Pitot-static system, transponder, and emergency locator transmitter. The time required for each of these items is about 2-4 hours, excluding any necessary ferry flight time.

5-2.2

Before any FMFA aircraft can be flown under VFR conditions, the annual, 100-hour, and transponder inspections must be current.

5-3 ENGINE CHANGES

At regularly scheduled intervals (Time Between Overhauls, or TBO), the engine of each aircraft must be removed and overhauled or replaced.

a) The TBO for the Cessna T-41 is 1500 hours.

b) The TBO for the Piper Arrow and Cessna 152 is 2400 hours.

c) The time required for engine overhaul or replacement is 2-3 weeks, and may require a cross-country ferry flight.

5-4 GROUNDED AIRCRAFT

When any FMFA member judges that an aircraft is unsafe for flight and grounds it (see paragraph 2-21), the following measures are taken:

a) The Maintenance Officer or a certified mechanic evaluates the nature and extent of the problem.

b) The Maintenance Officer takes the necessary actions to un-ground the aircraft, including (but not limited to) scheduling of necessary repairs.

c) Once the maintenance work has been performed, the proper documentation is annotated in the appropriate logbooks, the aircraft is returned to service, and the status board is updated.

5-5 AUTHORIZATION FOR MAINTENANCE AND REPAIRS

Only the Maintenance Officer and Manager may authorize maintenance and repairs for FMFA aircraft, whether the work is done at Tipton or elsewhere. The procedure to be followed in the event that an aircraft requires maintenance at another airfield is described in paragraph 1-21.

Part 6
SAFETY

6-1 SAFETY OFFICER

The Safety Officer's duties are detailed in Army Regulation 215-1, Appendix J. The Safety Officer promulgates safety information to the general membership through quarterly safety meetings, submissions to the Pilot's Information File, e-mail, and a safety bulletin board in the pilot's lounge. On matters concerning general aviation safety, the Safety Officer acts as liaison with the Federal Aviation Agency, the National Transportation Safety Board, and the State of Maryland Aviation Administration. An additional duty is the development of physical security procedures, described in Part 7 of this manual.

6-2 SAFETY RESPONSIBILITIES

Responsibility for avoiding injury to people and damage to property rests with each officer and member of the FMFA.

a) The Manager, President of the Board of Advisors, Operations Officer, Maintenance Officer, Safety Officer, and Chief Flight Instructor continually review their particular activities to discover potential hazards, to alert the general membership through PIF updates, e-mail announcements, and bulletin board notices, and to take whatever measures are necessary to eliminate threats to safety.

b) Flight instructors foster safe operations by providing conscientious flight training and evaluation and by setting the proper example and tone for their students. They also reinforce safe piloting habits with members undergoing annual flight checks.

c) Members strive constantly to develop and practice skill, judgment and prudence in flying. They follow all rules and regulations and know their own limitations.

d) Unsafe equipment or practices, and pilots operating FMFA aircraft in a reckless or negligent matter, are reported immediately to the Manager or Safety Officer.

6-3 FLIGHT SAFETY

a) The goal of the FMFA safety effort is to have zero accidents.

b) The vast majority of aircraft accidents are preventable, if pilots use proper procedures and techniques. These are emphasized to members during flight training and annual check rides, through quarterly safety meetings, and in currency practices that prevent non-proficient pilots from flying.

c) Members are reminded at quarterly safety meetings that pilots develop their skills at different rates and that individual's need to set their own personal safety minimums for flight. This means that they fly when conditions are not merely legal, but are within each individual's range of competence and comfort.

d) Pilots do not fly when they are on medication which induces drowsiness or are too tired to concentrate all their energies on the flight.

e) As a primary safety consideration, and in accordance with insurance requirements, smoking is prohibited on board FMFA aircraft at all times.

6-4 GROUND SAFETY

6-4.1 ROUTINE GROUND SAFETY PRACTICES:

Prevention of injury to persons and damage to property is as important on the ground as in the air. A sampling of the practices that are integral to ground safety includes:

a) knowing the location and use of fire extinguishers on the flight line and in the Activity's clubhouse.

b) walking behind aircraft on the flight line to avoid propellers.

c) never leaving a preheater unattended while in use.

d) not refueling when lightning is observed in the area.

e) ensuring that all passengers remain in the aircraft until engine shutdown is completed.

f) actually scanning the area in front and to the sides of the aircraft before announcing "clear" and starting the engine.

g) treating the propeller as if the magneto switch were on at all times.

h) never hand-propping the engine to start.

i) never smoking in an aircraft, or within 50 feet of aircraft or the refueling area.

j) always inserting the control yoke gust lock before leaving the aircraft.

k) exercising special care at night to avoid obstacles during taxiing, refueling, and tie-down.

6-4.2 REMOVAL OF FLIGHT LINE HAZARDS:

Items that present a potential hazard to aircraft and persons on the ground are removed immediately.

a) Tow bars are placed back in the aircraft after use, so that they are not run over or struck by a propeller.

b) Trash and foreign objects in the tie-down area which might be sucked up or blown back by a whirling propeller are picked up and placed in the receptacles provided.

c) Fuel and oil spills around aircraft tie-downs are properly cleaned up to reduce the possibility of fire or slippery spots on the tarmac.

d) Any hazards which are not correctable by the member are reported to the Safety Officer or Manager.

6-5 SAFETY INFORMATION DISTRIBUTION

a) The Safety Officer obtains applicable safety-related publications, makes them available to the membership, and maintains a file or library of such publications.

b) Items of particular interest are placed in the Pilot's Information File, and may also serve as points of discussion at a quarterly safety meeting.

c) A safety bulletin board is maintained in the pilots' lounge of the Activity's clubhouse to promote continuing awareness of aviation safety.

6-6 SAFETY MEETINGS

To operate FMFA aircraft, each member who flies as a pilot-in-command must have attended a safety meeting in the preceding 90 days. The following items apply:

a) Safety meetings are held on the second Tuesday of the third month of each quarter (March, June, September, and December). Notification of date, time, and location is provided by e-mail and on the electronic digital display board in the pilots' lounge.

b) The subjects of these meetings are germane to all aspects of flight safety, including, for example: seasonal flight hazards, wake turbulence, fuel management, spatial disorientation, hypoxia, survival, and weather.

c) Members attending the safety meeting sign a roster. The Safety Officer or Manager retains the roster for certification purposes, and the member enters the date of the meeting attended in the "currency" file of the Flight Training Center System program.

d) The Safety Officer ensures that minutes of the meeting are available to the general membership within five working days of the meeting, in written form or as a video tape recording.

e) If a member is unable to attend a safety meeting because of legitimate reasons, the member must provide a written excuse to the Manager explaining the circumstances. Explanations by telephone are not acceptable.

f) The only legitimate reasons for absence from a safety meeting are:

   1. military duties
   2. civilian work duties
   3. illness
   4. evening classes
   5. leave or temporary duty away from the local area
   6. circumstances judged acceptable by the Safety Officer or Manager

g) Members who fail to attend one meeting and do not provide a legitimate excuse are grounded. To regain pilot-in-command privileges, the member must view the videotape of the meeting or receive a briefing on it from a flight instructor.

h) Two consecutive unexcused absences result in the denial of all Activity flying privileges until the member attends a meeting in person.

6-7 ACCIDENTS AND INCIDENTS

6-7.1 GENERAL

The Aircraft Book which is carried on every flight contains a form for recording accident and incident information, and a list of Activity officers to be notified. An “accident” is defined as an occurrence which results in death or injury and /or substantial damage to an aircraft; an “incident” is an occurrence which affects the safety of aircraft operations, such as flight control system failure, in-flight fire, etc.

6-7.2 NOTIFICATIONS

In the event of an accident or incident, information must be disseminated to the applicable parties as soon as possible.

a) The pilot-in-command notifies the Manager, Safety Officer, Maintenance Officer, and Operations Officer.

b) The Manager notifies the insurance carrier, CWF management, and the National Transportation Safety Board (NTSB) field office.

6-7.3 INVESTIGATION

a) The Safety Officer assists any external investigative authority, as requested, in addition to conducting his own investigation.

b) The Maintenance Officer collects the aircraft’s engine and airframe logbooks and maintenance history for access by the investigators.

c) The Operations Officer collects the pilot’s training jacket, logbooks, and flight plan for access by the investigators.

6-7.4 REPORTS

The Safety Officer coordinates the filing of any required reports for the NTSB, through the Manager, within ten days after an accident.

Part 7
SECURITY

7-1 PHYSICAL SECURITY

Development of procedures for physical security of FMFA assets is a subset of the duties of the Safety Officer. Adherence to these procedures is the responsibility of every member.

7-2 CONTROLLED AREA PROCEDURES

The FMFA clubhouse and the flight line where FMFA aircraft are tied down are controlled areas. All Activity members are authorized access to these areas, but the following rules apply:

a) Members will have a valid ID card on their person at all times when in the controlled areas.

b) Members must accompany all guests, including family members, at all times. Children under the age of 16 are never to be left alone on the flight line, in the clubhouse, or in any property controlled by the Flying Activity.

c) When entering and departing the flight line, members must ensure that the combination lock on the gate to the flight line is secured.

7-3 CLUBHOUSE SECURITY

The last person leaving the Flying Activity's clubhouse is responsible for ensuring that the facility is secure. Actions to be taken include at least the following:

a) Closing and locking all windows.

b) Turning off the coffee pot.

c) Locking all file cabinets.

d) Turning off all overhead lights. The switches for the rear section of the clubhouse are located in the flight planning area, on the rear wall next to the electric panel box. Lights for the forward part of the clubhouse are located at the front door.

e) Locking the exit door.

f) Contacting the Safety Officer or Manager if any discrepancies are noted.

7-4 SUSPICIOUS OR NONCOMPLIANT PERSONS

a) Any suspicious persons or packages should be reported immediately to the Manager or any member of the Board of Advisors.

b) FMFA members are authorized to ask anyone to leave the controlled areas for disregarding posted policies.

c) In situations where a person refuses a request to leave, the police should be notified.

d) In situations requiring police notification, the member will prepare a memorandum for the record which includes names, home addresses, and a statement of the facts. The memorandum must be signed and dated.

7-5 AIRCRAFT SECURITY

a) Throttle locks are secured in place as part of the post-flight check procedures.

b) Aircraft doors are locked when departing the aircraft

Attachment 1
Tipton Airport Refueling Procedures

a) Extend grounding cable and attach to aircraft. Check to ensure that grounding light on westward side of shelter is lit.

b) Set fuel meter to zero.

c) Extend fuel hose.

d) Insert key in slot. (Keys are kept in pouch in the front of each Aircraft Book.)

e) Enter requested information on keypad. (The PIN number is written on the key pouch in the Aircraft Book) Begin pumping immediately; the pump will shut off 1 to 2 minutes after the last entry on keypad if fueling has not begun.

f) Fuel aircraft. The pump will shut off 1 to 2 minutes after completion of fueling.

g) After fueling, retract fuel hose.

h) Retract grounding cable. Walk the cable back to the reel to prevent jamming.

i) Return ladder and chocks to the shelter.

j) Take fuel receipt, after verifying that it is for your aircraft.

k) Staple fuel receipt to the flight log sheet that is placed in the safe at the end of the flight.

l) Ensure that fuel pump key is returned to pouch in Aircraft Book. A $35 dollar fee will be assessed for loss of the key.

SAFETY REMINDERS

a) Smoking is prohibited in the fueling area.

b) The fuel nozzle is not to be placed on the ground, and is not to be dragged on the ground during extension or retraction.

c) The fuel nozzle is never left unattended in the filler neck of the fuel tank.

d) HAZMAT materials located in the brown/red locker are used for minor spillage.

e) In event of a spill, notify Tipton Operations (410-222-6815).

f) In event of an emergency, call 911.

Attachment 2
STANDARD TRAINING PROCEDURES

The Jeppesen syllabus is utilized for all students working on a certificate or rating except for an Airline Transport Pilot certificate. Students will purchase and utilize the appropriate kit. Instructors ensure that ground and flight lessons are completed. Instruction is documented in the student logbook and Jeppesen progress chart. Progress charts remain on file at the flying activity.

For students not starting from scratch whose situation does not fit the syllabus, and for Airline Transport Pilot candidates, instructors create a training plan that satisfies the FAR Part 61 requirements and submit it to the Chief Flight Instructor. Training will utilize Jeppesen or FAA training materials or, at the instructor's discretion, the training materials with which the student began the training. Training is documented in the student logbook and a student progress chart or substitute. A copy of the plan and progress chart remains on file at the Flying Activity.

For certified rated pilots accomplishing training not involving certificates or ratings, a purpose and plan is prepared in writing, unless it already exists in club documents (examples: complex aircraft training, IFR GPS training). Documentation in addition to the pilot logbook will be on FMFA Form 128. The Form 128 is filed in the membership folder upon completion and includes the purpose and success level.

Instructors ensure that adequate, safe, and legal aeronautical knowledge exists. The Activity offers private pilot and instrument ground schools. Instructors conduct ground lessons for trainees unable to attend a ground school. Instructors include aeronautical knowledge training in all flight training plans, and ensure by a verbal interrogation that adequate that adequate retention exists. Aeronautical knowledge training is documented in the pilot's logbook and the training progress chart or Form 128.

Non-instrument rated pilots will not be endorsed to take commercial practical tests unless both instrument rating and commercial certificate are sought on the same practical test. Instructor training will not be offered to anyone not in possession of both an instrument rating and commercial certificate. Instructors are not obligated to offer advanced training to anyone they feel requires more experience prior to beginning that training.

Instructors maintain a minimum of two students who are working on a certificate or rating or a Part 91 required endorsement. Instructors report all new student starts, graduations, and terminations to the Chief Flight Instructor. Passengers are not permitted on training flights. This does not preclude additional students in the aircraft for instructional purposes.

Attachment 3
TRAINING AND OPERATIONAL REQUIREMENTS FOR THE PIPER ARROW III

1. PREREQUISITES FOR VFR SOLO:

a) Possession of a single-engine land rating on an FAA pilot certificate, private pilot or greater.

b) Familiarity with the Pilot's Operating Handbook and the weight and balance requirements for the Arrow III.

c) Possession of a complex endorsement or the appropriate "grandfather" credentials.

d) A minimum of 50 hours in airplanes, including at least 10 hours in complex airplanes.

e) At least 2 hours in N170FC, with 10 takeoffs and landings.

f) Completion of an FMFA-sponsored training session in the Arrow III aircraft systems and in VFR operation of the Garmin GNS430 Global Positioning System equipment.

g) Demonstrated proficiency in the Arrow III during day flight. Solo VFR sign-off readiness is determined by an authorized FMFA flight instructor.

2. PREREQUISITES FOR IFR SOLO:

a) Completion of all items required for VFR solo flight.

b) Possession of an instrument rating.

c) Completion of FMFA-sponsored training, using the Garmin GNS430 for IFR operations, and including use of the GNS430 simulators in the FMFA clubhouse.

d) Completion of an instrument proficiency check by an FMFA CFII, using all Arrow III aircraft systems.

3. OPERATIONAL REQUIREMENTS

a) The Arrow III will be operated only from hard surface runways

b) A "GUMP" check will be done on downwind, and landing gear extension will always be accomplished prior to turning final.

c) If electrical power has been lost, gear is extended by pushing the emergency landing gear extension down

d) If the landing gear does not retract, the gear is to be cycled and the emergency landing gear extension lever is to be held in the "up" position.

e) The autopilot is to be disconnected on aircraft descent for landing prior to 200' AGL.

4. LIMITATIONS

a) Solo VFR pilots are limited in cross-country flights to the continental lower 48 states. Only the Chief Flight Instructor may make exceptions.

b) Dual instruction in the Arrow III is limited to the following:

1. Flights for VFR or IFR solo flight privileges in the Arrow III.
2. Flights for Arrow III instructor privileges.
3. Flights under the Jeppesen-Sanderson syllabus for single engine land instrument, commercial, CFI or CFII privileges.
4. Practical test flights with an FAA-designated examiner for instrument, commercial, or CFII privileges.

Attachment 4
Checkout Requirements for the Garmin GNS340

a) The IFR simulator and aircraft checkout for the Garmin GNS430 Global Positioning System (GPS) equipment in the Piper Arrow III will address at least the following points:

b) Procedures: Instrument approach procedure charts, including terms, landing minimum data, applicable minimums, application of RNP levels; obtaining GPS NOTAMS from a Flight Service Station; performing an RAIM prediction in the aircraft with the GNS430; entering and activating a flight plan.

c) Navigation: Transitioning from GPS navigation to Instrument Landing System (ILS); navigating to a waypoint using features of the STEC 55-x autopilot; switching the CDI from GPS to VLOC; intercepting an ILS approach using features of the autopilot.

d) Approaches: Hooded, full-panel, partial panel, full and missed approaches to airports such as Easton, Bay Bridge, and Lee; use of STARS and DP.

e) Emergency: Use of the “Nearest Airport” feature.

f) Communications: Using the GNS430 communications features.

Attachment 5
Checkout Requirements for the Apollo GX60

a) The IFR simulator and aircraft checkout for the Apollo GX60 Global Positioning System (GPS) equipment in the Cessna T-41 aircraft (N7876N and N7889N) will address at least the following points:

b) Procedures: Use of instrument approach procedure charts, terms, landing minimum data. How to obtain GPS NOTAMS from a Flight Service Station. How to perform RAIM predictions in the aircraft. How to enter and activate a flight plan

c) Navigation: Navigating direct to a fix, waypoints, holding, entering a holding course after crossing a waypoint, intercepting a VOR radial, intercepting a course into a fix.

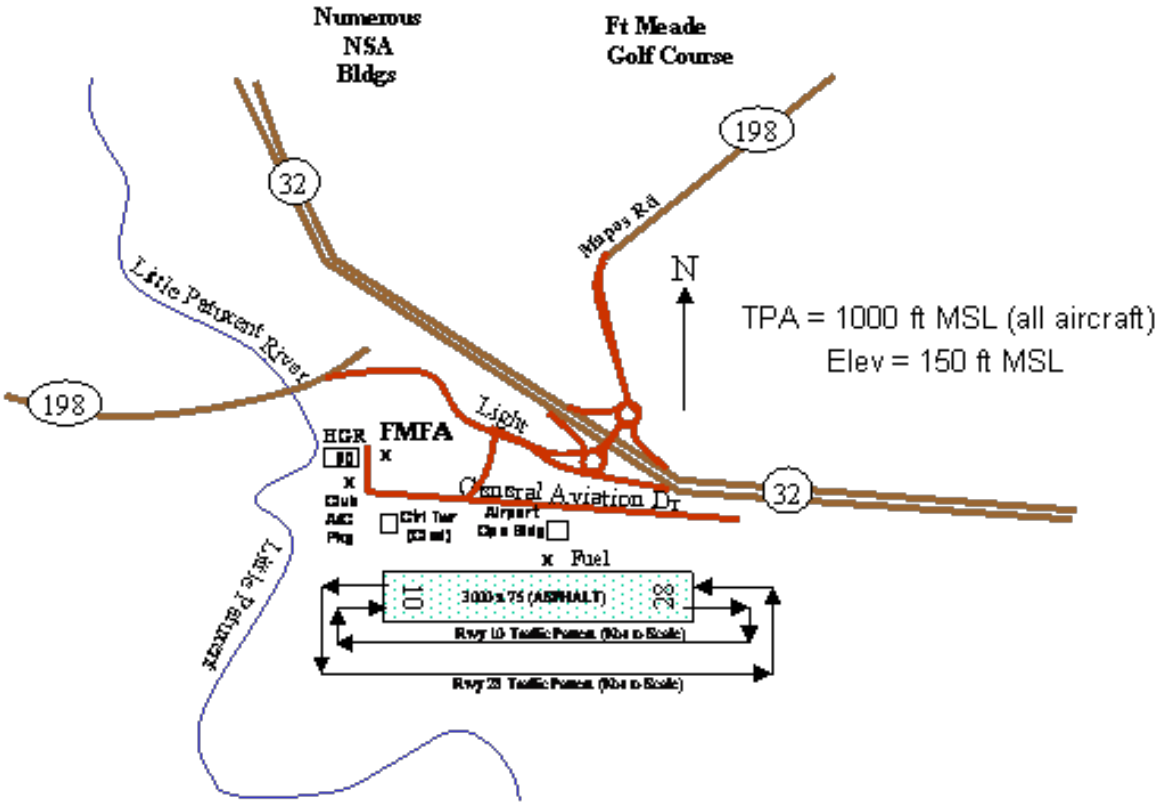
d) Approaches: Loading and enabling approaches to airports such as Lee, Easton, and Bay Bridge Full and partial panel approaches, including four hooded approaches.

e) Emergencies: concentrating on use of “Nearest Airport” feature.

f) Communications: Using the GX60 communications features.

Attachment 6
Tipton (FME) Area Map, Driving Directions and Communications Frequencies/Facilities

A map of the local FME area is included below. The field elevation of the **3000x75** asphalt runway is 150 feet MSL and the traffic pattern is to the south of both runways (RWY 10 and RWY 28). Effective on 17 MAR 05 UFN the traffic pattern altitude (**TPA**) is **1000 feet MSL (850 feet AGL)**.



FME Local Area

Driving Directions to FMFA

From Washington, DC

a) From the Capital Beltway, take the Baltimore-Washington Parkway (MD Rte 295) North towards Baltimore.

b) Exit on MD Rte 198 East toward Fort Meade.

c) Follow Rte 198 over the Little Patuxent River to the first traffic light

d) Turn right onto Airport Road.

e) Proceed 1/10th mile to the Airport Gate and a stop sign.

f) Turn right at this stop sign onto General Aviation Dr and follow the signs to the FMFA Bldg.

From Baltimore

a) From the Baltimore Beltway, take the Baltimore-Washington Parkway (MD Rte 295) South toward Washington.

b) Exit onto MD Rte 32 East toward Fort Meade.

c) Proceed past several NSA Buildings, on your left, until you reach the MD Rte 198 overpass.

d) Depart Rte 32, just prior to the overpass.

e) Bear right on the subsequent traffic circle

f) Turn left onto Airport Road at the first traffic light.

g) Proceed 1/10Pth mile to the Airport Gate and a stop sign.

h) Turn right at this stop sign onto General Aviation Dr and follow the signs to the FMFA Bldg.

No motor vehicle access to the FMFA flight line is allowed without specific Tipton Airport Manager permission. The pedestrian access gate to the FMFA flight line through the perimeter fence across from the FMFA clubhouse is secured by a combination lock. Its combination will be given to you on orientation to FMFA operations by your instructor. Please report to FMFA club management and/or Tipton Operations anything unusual or people that do not belong. Anne Arundel County Police helicopters and cars are located on the same ramp as the FMFA aircraft (In front of Hanger 90). All members should be aware of any AA County Police activity, making sure to allow the County Officers to perform their jobs as efficiently and effectively as possible (Stay out of their way!).

Communications

Communication frequencies pertinent to Tipton are given in the following table.

Type	Frequency	Comments
CTAF	**123.05 MHz**	**Tipton Common Traffic Advisory Frequency**
Pilot Controlled Lighting (PCL)	123.05 MHz	Tipton PCL (Click 5 times SR to SS)
Ground Control Outlet (GCO)	121.725 MHz	Tipton GCO (Click 4 times for Potomac Clearance)
AWOS-3	**123.925 MHz**	**Aviation Wx Obs Station on Tipton Airport**
BWI ATIS	127.8 & 115.1 MHz	BWI Airport Automated Terminal Info System
FSS	122.2 MHz	Leesburg Radio, Flight Service Station
Potomac Approach	119.7 MHz	Potomac Approach, Tel (866) 429-5882

Navigational Facilities Frequencies

Navigational facilities frequencies pertinent to Tipton are given in the following table.

Type	ID	Frequency	Radial (deg)	To (deg)	Distance (NM)	Location
VOR	BAL	115.1 MHz	233	053	06.8	BWI Airport
VOR	ADW	113.1 MHz	028	208	17.5	Andrews AFB
VOR	DCA	111.1 MHz	054	234	18.9	Reagan National Airport
VOR	OTT	113.7 MHz	009	189	22.9	Nottingham, MD
VOR	EMI	117.9 MHz	168	348	26.6	Westminster, MD
VOR	AML	113.5 MHz	085	265	34.4	Dulles International Airport
VOR	FDK	109.0 MHz	135	315	34.7	Frederick, MD
VOR	PXT	117.6 MHz	352	172	50.8	Patuxent NAS
VOR	MRB	112.1 MHz	120	300	53.9	Martinsburg, WV
NDB	BUH	260 KHz	N A	N A	N A	Tipton Airport

Attachment 7
TSA Student Pilot Logbook Endorsement

“I certify that [insert student’s full name] has presented to me a [insert type of document presented, such as a US birth certificate or US passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a US citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor’s signature and CFI number]”

Change Log

November 11, 2009

Inserted new subparagraphs 1-2 b), 2-12 e), 4-3.1 d), 4-3.2 f), 4-4 e), and 4-5 e).

Modified first sentence of section 6-6 regarding attendance at safety meetings.

Added Attachment 7; "TSA Student Pilot Logbook Endorsement".

July 10, 2009

Updated section 2-13.3

March 10, 2009

Changed all references to "Air Defense Identification Zone" and "ADIZ" to "Special Flight Rules Area" and "SFRA". Modified section 2-16 a) to describe SFRA.

March 2, 2006

Modified section 2-13.2 Clearing Procedures at Tipton

October 29, 2006

New section inserted as 2-19 When Landing at Tipton is Not Possible. Subsequent sections of part 2 renumbered.

July 15, 2006

Modified paragraph 1-1 (b).

June 5, 2005

New section inserted as 2-18 Damages Occurring Away From Tipton. Subsequent sections of part 2 renumbered.

April 4, 2005

Operations manual updated. Content also edited for consistency of formatting