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NAVSUPPACT MONTEREY INSTRUCTION 1710.22

Subj: MONTEREY NAVY FLYING CLUB (MNFC)

Ref: (a) BUPERSINST 1710.22

Encl: (1) MNFC By-Laws
(2) MNFC Standard Operating Procedures

1. Purpose. To set forth revised policies, procedures and responsibilities for the administration and operation of the Monterey Navy Flying Club (MNFC) in a manner that promotes morale, fiscal soundness, operational safety, and the best interests of the U.S. Navy.

2. Cancellation. NSDMINST 1710.1d. Changes to this instruction are identified in bold.

3. Background. The MNFC is a "Category C" Morale, Welfare, and Recreation (MWR) activity under the sponsorship of the Naval Support Activity Monterey (NSAM). As such, it is a "revenue generating" non-appropriated fund instrumentality of the federal government, and shall be so operated under the supervision of the Director, NSAM. All assets of the MNFC are assets of the U.S. Government.

4. Action. The MNFC will be operated per reference (a), applicable procedures published in Federal Aviation Regulations (FARs), National Transportation Safety Board (NTSB) regulations, and this instruction. **The command shall appoint, in writing, command advisors in accordance with reference (a) paragraph 202.**

a. Command Operations Advisor. The COA shall be appointed in writing, and will serve as the primary advisor to the Director via the Club Manager on the organization, management, and administration of the MNFC. The COA will be guided in the performance of duties by reference (a), particularly paragraph 402, and must be thoroughly familiar with this instruction. Specifically, the COA will:

(1) Keep the appropriate authorities informed of all pertinent information regarding the MNFC.

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(2) Ensure at least one representative of the command advisors attends all MNFC meetings in accordance with reference (a), paragraph 202.

(3) Ensure completion of the annual inspection, using the checklist in reference (a). The COA will personally review the sections "Organization, Management, and Administration," "Aircraft Equipment and Supplies," and "Operations, Training, and Standardization."

(4) Ensure initiation of appropriate Aircraft Mishap Reports by the Club Aviation Safety Officer per reference (a).

b. Command Safety Advisor. The CSA will assist the Command Operations Advisor in the supervision of the MNFC. The CSA will be guided in the performance of duties by reference (a), particularly paragraph 504. Specifically, the CSA shall:

(1) Attend MNFC meetings on a periodic basis in accordance with reference (a), paragraph 202.

(2) Complete the "Safety" section of the club annual inspection, assist the COA in completion of annual inspections as directed, and establish a follow-up system to ensure correction of all safety discrepancies found during annual inspections.

(3) Ensure the Club Aviation Safety Officer conducts an effective Mishap Prevention Program, and provide the Club Safety Officer with appropriate mishap prevention information.

(4) Ensure that the Club Aviation Safety Officer initiates appropriate Aircraft Mishap Reports per reference (a).

c. Command Maintenance Advisor. The CMA will assist the COA in the supervision of the MNFC. The CMA will be guided in the performance of duties by reference (a), particularly paragraph 604. Specifically, the CMA will:

(1) Attend MNFC meetings on a periodic basis in accordance with reference (a), paragraph 202.

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(2) Complete the "Maintenance" section of the club annual inspection, assist the COA in completion of annual inspections as directed, and establish a follow-up system to ensure correction of all maintenance discrepancies found during annual inspections.

(3) Ensure the Club Maintenance Officer conducts an effective Maintenance Program, and complies with reference (a), specifically paragraph 603.c.

5. By Direction **NSAM** Authority. The Director, **NSAM** will designate the Quality of Life Director (QOL) "by direction" to oversee the club's operation per chapter seven of reference (a). The QOL Director is accountable to the Director, **NSAM** for MNFC program content, financial integrity and health and accomplishment of the flying program mission.

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Distribution:

<http://intranet.nps.navy.mil/code00/NSDM/Instructions/index2.html>

MONTEREY NAVY FLYING CLUB BY-LAWS

ARTICLE I - AUTHORITY AND PURPOSE

The purpose of the Monterey Navy Flying Club (MNFC) is to provide Navy personnel and their dependents and other authorized personnel an opportunity for the wholesome use of leisure time in general aviation. The club is established under the provision of the current edition of BUPERSINST 1710.22 in the interest of welfare, recreation, and morale.

ARTICLE II - OFFICERS AND THE BOARD OF DIRECTORS

Section 1. The officers of the club shall be: President, Vice President, Operations Officer, Secretary, Maintenance Officer, Aviation Safety Officer. Non voting members **may** include the following chairmen: Membership, Information Technology (IT) and Member-at-Large, **Chief Pilot**. The majority of the Board of Directors (BOD) **should** be active duty military personnel, when possible.

Section 2. Officers of the club shall be elected by a vote of the members voting, and serve for a term of 12 months. MNFC shall hold a general membership meeting at least once a year to conduct business and elect BOD members. The Club President has authority to appoint new board members on a short term basis throughout the year to fill unforeseen gaps in positions. Duties of the officers as prescribed in reference (a) and as directed by the President. The BOD shall meet bi-monthly or as called by the President. The quorum for all BOD meetings shall be four members of the BOD including the President or Vice President.

Section 3. Either the Club Safety Officer or the Club Maintenance Officer should be designated as NAVOSH Officer, responsible for ensuring Navy Occupational Safety and Health standards are complied with.

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ARTICLE III - MEMBERSHIP

Membership in the club will be voluntary. Reference (a) defines eligibility requirements for membership. The BOD has authority to restrict membership based on available resources. The quorum for a membership meeting is those members present and voting.

ARTICLE IV - FINANCE

Section 1. Membership fees and initiation fees, if any, of all members shall be payable when applications are submitted for approval. Each member shall share monthly dues in an amount determined by the BOD to cover fixed costs. The BOD shall develop and recommend to the club manager flying rates sufficient to cover costs of operation and repairs to club-owned aircraft.

Section 2. Applicable regulations of the Office of the Comptroller of the Navy shall be followed with regard to management of all club funds. Monthly bills for dues and flying are payable by the 10th of the month. Members in arrears on the 15th of the month are grounded until payment is received. Members on the grounded list, for any reason, may not schedule aircraft in advance.

Section 3. The Club Manager will prepare the annual budget with input provided by the BOD and CFIs for review of fixed costs, including salaries, rents, etc.

ARTICLE V - MISHAP INVESTIGATIONS

The BOD has the power to investigate mishaps, to penalize members of the club for violation of good flying practices, and to assess for aircraft damage. The BOD can dismiss a club member for unsafe operations. Federal Aviation Regulations (FAR) reportable mishaps will be investigated in accordance with reference (a) and as directed by the Director, **NSAM**. In addition, the Club Aviation Safety Officer, with appropriate assistance will conduct a safety investigation whenever:

- there has been any aircraft damage or personal injury.
- there has been any breach of FAR or club directives.
- directed by the Club President or Manager.

The safety investigation will include but not be limited to:

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- description of the event.
- witness/participant statements. -- determination of causal factors.
- recommendations concerning revised procedures, discipline, training, or liability.

Club safety investigations/recommendations shall be reviewed by the BOD, the COA, and the CSA and forwarded by the Club President to the Director, **NSAM** for disposition.

ARTICLE VI - LIABILITY

Adequate and proper insurance, as specified in reference (a), shall be carried at all times to protect the membership from liability. At the event of a mishap resulting in any aircraft damage, the BOD will assign financial responsibility to the responsible member (usually the pilot in command) to recover deductible insurance costs or complete aircraft repairs. The following schedule will guide the BOD in setting financial responsibility:

| MISHAP | MEMBER RESPONSIBILITY |
|--------------------------|--|
| Mechanical Failure | None, unless pilot error |
| Pilot Error | 50-100% of deductible, not to Exceed \$1,000 |
| Violation of Regulations | Up to 100%, depending on the severity of the violation |

ARTICLE VII - DISSOLUTION

Upon dissolution of the club, three members shall be designated as trustees who shall carry out the instructions of the Comptroller of the Navy and other regulations pertaining to the closing of a non-appropriated fund instrumentality. Disestablishment will be affected per DOD 700.14.R, Vol 13, paragraph C0308 and reference (a), paragraph 106.

ARTICLE VIII - AMENDMENTS OR CHANGES

Changes to SOP will be recommended by the Board of Directors and approved "by direction" by the Quality of Life Director for the Director, **NSAM**.

MONTEREY NAVY FLYING CLUB
STANDARD OPERATING PROCEDURES (SOP)

1. Purpose and Scope.

- a. To regulate the operation of club aircraft.
- b. To provide safe and equitable flying for all club members and passengers.
- c. To establish procedures governing flying privileges and restrictions.
- d. This SOP is applicable to all members and to all persons flying and/or riding in club aircraft. Deviations from published procedures are permissible in emergency situations when, in the judgment of the PIC, hazards have been assessed, controls have been implemented, and safety clearly warrants the deviation. In all cases the PIC retains responsibility for the safe conduct of the aircraft and crew.

2. General.

Club flight operations shall be governed by reference (a), Federal Aviation Regulations (FARs), this SOP, and other Navy directives which apply to flying club operations and club rules.

- a. The Club Manager will maintain a Membership and Training Folder and a Pilot Information File (PIF) at the schedules desk consisting of two volumes as follows:
 - 1) Volume I. Permanent instructions and documents such as reference (a), this instruction, FARs parts 61 and 91, the Airman's Information Manual (AIM), etc. This volume must be reviewed by each club member at least annually.
 - 2) Volume II. Pertinent flight safety data and any information which all pilots should be aware of before each flight, such as club safety meeting minutes, flight safety items, and local course rules. This volume must be read and initialed on flight plan prior to each flight.

3. Scheduling.

- a. Aircraft scheduling shall be maintained for each aircraft operated by the club.
- b. Cross country flights outside the local flying area (100nm), and overnight flights require the approval of the Club Manager or designee (student cross county flight will be approved by the supervising CFI).
- c. All remain overnight flights require an itinerary, expected return time, and a destination point of contact to be entered into the route of flight portion of the step to fly flight plan. There is a two hour minimum charge per 24 hours on overnight flights.
- d. FAA check flights have priority when request for that aircraft is made in a timely manner.
- e. Failure to show up for a scheduled flight, thirty minutes after the scheduled time will release the aircraft to any other member. Failure to show up or to cancel a scheduled flight will be reported to the BOD by the Manager for possible disciplinary/monetary action.
- f. Inequitable scheduling may be challenged and corrected by the Manager.

4. Flight Plans.

- a. Filing. Prior to take-off, the pilot in command shall be responsible for filing a flight plan with either the MNFC Manager or the FAA. **Flight following shall be requested for all VFR flights leaving the local flying area.**
- b. Flight Clearance Authority.
 - 1) Club members holding an FAA student pilot rating, or a private pilot rating with less than 200 hours and not instrument rated, must have their flight plans approved by a Flight Clearance Authority, all other categories can clear their flights. (Student pilot solo flights must also be approved by a flight instructor as outlined in FAR, Part 61).

a) Flight Clearance Authority is defined in reference (a) paragraph 401(d).

- b) The Flight Clearance Authority shall verify that all items on the flight plan form were complied with.
- c) The pilot in command of the flight is responsible for the safe conduct of the flight. The Flight Clearance Authority does not assume this responsibility.

5. Aircraft Operations.

- a. Members are not permitted to fly any club aircraft until they have satisfactorily completed and documented an aircraft checkout with a Club Certified Flight Instructor (CFI), and have met the requirement of reference (a), Chapter 4.
- b. The PIC is responsible for ensuring that a complete pre and post flight inspection is completed for all flights in MNFC aircraft.
- c. Any malfunction relating to airworthiness or suggestions for routine maintenance shall be entered in the Aircraft Discrepancy Log at the completion of each flight.
- d. The local flying area will be posted in the clubhouse. For students, the local flying area is a 25 NM radius (plus Hollister, if signed by CFI); for rated pilots, the local flying area is a 100 NM radius of Monterey Airport. Any night flights beyond the local area require the pilot to be instrument rated and current, and the aircraft to be instrument certified.
- e. The following are prohibited by reference (a), the FARs, or Club directives, and are repeated here for emphasis:
 - 1) Careless or reckless operation of any aircraft.
 - 2) Flying in formation.
 - 3) Straight-in to landing approaches at airports without an operating control tower (unless in an emergency or if an instrument approach is being flown).
 - 4) Any flight, for hire; nor shall club aircraft be rented or loaned to any person or group for any purpose whatsoever.
 - 5) Training flights other than those under the supervision

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of a Club CFI or an FAA examiner.

- 6) Acrobatic flight.
- 7) **Touch and go landings by solo students. When authorized by the supervising CFI, solo students may conduct touch and go landings on hard surface runways of 3000 feet or greater.**
- 8) Landings at airports other than those listed in the Airman's Information Manual, Airport/Facility Directory, or DoD FLIP supplements. Other landings require the permission of the MNFC Manager or Operations Officer unless dictated by an emergency.
- 9) No dogs or other animals are allowed in the club aircraft.
- 10) Stalls, steep turns (over 45-degree bank), slow flight, and unusual attitudes shall not be initiated deliberately below 2500 feet above ground level (AGL) unless required for pilot certification, i.e., steep spirals to land.

6. Safety Meetings.

- a. Club Safety Meetings will be bi-monthly in accordance with reference (a) at a time and place determined by the BOD. Programs for the safety meetings are the responsibility of the Aviation Safety Officer.
- b. Attendance at safety meetings is mandatory to maintain flight currency. After missing a safety meeting, a member is grounded until he/she **has reviewed the material designated by the Safety Officer and signed the PIF indicating completion.**
- c. Members of other Navy flying clubs flying MNFC aircraft must remain in good standing with their parent club, and must provide proof from their parent club that they are attending safety meetings, or otherwise attend MNFC safety meetings. A memo from a Club Manager every six months is sufficient documentation.

7. Weather Minimums.

- a. VFR Minimums. (without CFI on board).

Day: 1500 foot ceiling and 3 miles visibility.

Night: 2500 foot ceiling and 5 miles visibility.

- b. Flying is not authorized when winds exceed 30 knots including gusts, or if wind gusts exceed 15 knots. The maximum crosswind component is 15 knots or as limited in the aircraft handbook - whichever is lower. For student pilots, the maximum crosswind component is 7 knots or as determined by the CFI.

8. Flight Currency Requirements.

- a. All members flying club aircraft will maintain a pilot's Log Book to verify recent flight experience requirements and qualifications to operate various types of aircraft.
- b. All MNFC pilots **shall** adhere to FARs.
- c. No pilot may act as pilot in command or solo any club aircraft unless an initial checkride or annual standardization flight has been completed within the preceeding 12 calendar months. An **"MNFC Record of Review Checklist"** for this flight, **along with included tests and documents for the aircraft type, must have been signed by a Club CFI and the pilot, and filed in pilot's training record.**
- d. Student Pilot.
 - 1) **All initial pilot training in MNFC aircraft shall be done in accordance with an approved flight training syllabus. The syllabus shall be approved in writing by the STAN board. The Chief Pilot may authorize temporary use of a syllabus while awaiting a meeting of the STAN board, this authorization is only valid until the next STAN board is convened. All approved syllabi shall include, at a minimum:**
 - a) **Clearly defined lesson prerequisites, objectives and completion standards sufficient to ensure students meet all FAA knowledge and training requirements.**

- b) **Itemized preflight, inflight, and post flight tasks to be performed during each lesson.**
 - c) **A lesson completion record with space for comments, evaluation, and signature that will be kept on file at MNFC**
- 2) No student may fly solo if more than 30 calendar days have elapsed since their last flight with a club CFI.
 - 3) No student may exceed 10 consecutive solo hours between flights with a club CFI.
 - 4) Student pilots may only solo club aircraft during daylight hours ending at official sunset.
 - 5) To operate club aircraft on a solo cross country flight, student pilots must complete the requirements of FAR Part 61.93 and have flown one night instructional flight. No **solo** night or over-night cross-country flights are permitted by student pilots.
 - 6) Student pilot stage checks shall be conducted by the chief flight instructor (or their designated flight instructor), prior to the first solo cross-country and before recommendation for the private check ride. (Reference (a) paragraph 421 (b) (3).)
- e. Rated Pilots.
- 1) Rated pilots who have not flown as pilot in command in the same category of aircraft within the preceding **90 days** are required to fly a competency check with a Club CFI.
 - 2) No member may act as pilot in command of a club aircraft carrying passengers unless within the preceding **90 days**, they have made three take-offs and three landings as the sole manipulator of the flight controls in an aircraft of the same category and class.
 - 3) No member may act as pilot in command of a club aircraft carrying passengers during the period beginning one hour after sunset and ending one hour before sunrise unless within the preceding **90 days they have made three night take-off and landings to a full stop in that category and class aircraft.**
- f. Member pilots who have not flown as pilot in command of a retractable gear aircraft within the preceding 60 days are

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required to fly a competency check in a retractable gear aircraft with a club CFI.

- g. Member pilots who have not flown as pilot in command of a multi-engine aircraft within the preceding 60 days are required to fly a competency check in a multi-engine aircraft with a club CFI.
- h. No member may act as pilot in command under IFR, nor in weather conditions less than the minimums prescribed for VFR, unless they hold an instrument rating and have recent instrument experience as defined in FAR Part 61.57(e) (1).
- i. To maintain currency, all rated pilots shall accomplish three landings within 180 days in each make and model. Noncurrent pilots must accomplish a dual recurrency training flight before flying as PIC.

9. Aircraft Check-out Procedures

a. Policy Objectives

- 1) Insure that pilots flying club aircraft are current.
- 2) Insure that grounded aircraft are not flown.
- 3) Improve general security of aircraft.

b. Process Overview

- 1) Manager will "preclear" pilots for file completeness and flight experience currency on a weekly basis. They will be on a current pilots list.
- 2) Cleared pilots with self-clearance authority will have access to aircraft keys.
- 3) Pilots requiring flight clearance from a Flight Clearance Authority (FCA) will have access to aircraft keys only after contacting an FCA. The FCA must verify the pilots are on the current pilots list.

c. Procedure Detail

- 1) Key coded lock boxes are placed at the club for each aircraft and will be used to store the aircraft keys.
- 2) Key codes for these lock boxes will be changed weekly.

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- 3) Grounded aircraft will have the keys removed from their lock boxes and securely stored. (this prevents flying grounded aircraft).
- 4) Club management will publish a list of current pilots on a weekly basis.
- 5) In order to be listed as current a pilot must be predicted to still be current through the entire week.
- 6) The current pilot list will be posted next to the key boxes and will be distributed to all Flight Clearance Authorities.
- 7) Flight Clearance Authorities will receive the current lock box codes
 - a) Instructors who are flight Clearance Authorities MUST BE ON the current pilot list to receive the lock box codes.
- 8) Pilots with self-clearance authorization who are on the current pilots list will also receive the lock box codes. They are current, and are authorized to fly.
- 9) Pilots without self-clearance authority must contact a Flight Clearance Authority to obtain flight clearance. The Flight Clearance Authority shall review the pilot's flight plan and preparation, and insure that they are on the current pilots list. They may then issue the key code to the requesting pilot. The Flight Clearance Authority granting access will be listed in the flight records.
- 10) Any pilot, regardless of currency, may fly with an instructor, as long as the instructor is on the current pilot list
 - a) The instructor may not disclose the key code. They must access the keys themselves.
- 11) No pilot who is not on the current pilots list may be given a key code until an FCA has verified that the currency issue has been rectified.
- 12) At the conclusion of a flight, keys must be returned to the lockbox.
- 13) In the interest of efficiency, a Flight Clearance Authority from the concluded flight may pass the keys directly to the following pilot provided that they insure that the following pilot:

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- a) is on the current pilot list,
- b) and has self-clearance authority OR has obtained Flight Clearance from an FCA,
- c) and has the key code to return the key after their flight.