



# Navy Annapolis Flight Center Safety and Standard Operating Procedures (SOPs) for Flight

Rev. December 2012





## NAVY ANNAPOLIS FLIGHT CENTER SAFETY AND STANDARD OPERATING PROCEDURES (Effective December 2012)

### I. INTRODUCTION

1. These Standard Operating Procedures are designed, first and foremost, to ensure safe flying for all Center members.
2. In addition to the requirements of the Federal Aviation Regulations (FARs), the SOPs establish additional requirements that govern the flying privileges of members with the Center, both generally, and with respect to particular aircraft.
3. The SOPs also provide for the equitable scheduling and use of Center aircraft.

### II. NAFC FLIGHT OPERATIONS – GENERAL REQUIREMENTS

1. Eligibility to Fly Center Aircraft – A member is eligible to schedule and fly a Center aircraft so long as all dues and charges have been paid, the member's pilot and medical certificates remain current, the member has met FAA and Center currency requirements applicable to the flight and the particular aircraft to be flown, and the member has not been grounded by the FAA, the Center, or any other organization.
2. Flight Instruction Only by a Center Approved CFI – No flight instruction shall be conducted in any Center aircraft except by a Center approved Certified Flight Instructor (CFI). A Center approved CFI is one who has a current contract to conduct flight instruction in Center aircraft.



3. Center Aircraft for Members' Use Only – No member shall use any Center aircraft for hire (other than in the course of flight instruction to members), and no member shall rent or lend any Center aircraft (or other equipment) to any other person or organization for any purpose.
  
4. Grounding of Aircraft – Any member may ground a Center aircraft if the member deems it necessary in the interest of safety and/or compliance with FAA, state or local rules or regulations. Grounding an aircraft should be accomplished by an entry in the aircraft discrepancy log and by placing a down arrow on the Center's aircraft status board. The member also will advise the Center approved FAA certified mechanic, the Center's Maintenance Officer, President, Chief Pilot, or Operations Officer, only these persons may un-ground an aircraft. While in grounded status, the aircraft will not be started, taxied, or flown without specific approval of one of the above persons.
  
5. Grounding of Member – Any Board member, voting or non-voting, or Center approved CFI, may ground any member for cause pending further consideration, by a meeting of the Board of Directors to take place at the earliest opportunity within the following 30 days. At such a meeting, the Board of Directors shall make inquiry regarding the reason(s) for the grounding and, by a majority vote of a quorum, shall have the power to restore the member to flying status, require a flight check of the member, ground the member for an additional period, or expel the member from the Center. Any member who has been



grounded may not fly a Center aircraft until the reason for the grounding has been corrected and a release has been obtained from the grounding authority.

6. Damaged Aircraft – If a Center aircraft is damaged, it shall not be flown until it has been examined by an FAA-certified mechanic, repaired as necessary, and determined to be airworthy.

7. Pilot Information Files – Members should familiarize themselves, and regularly consult, the Pilot Information Files (PIFs) maintained in a binder at the Center. The PIFs include updated procedures applicable to members that have not yet been incorporated into these SOPs.

8. Weather and NOTAM Briefing – All members must obtain a weather and NOTAM briefing from the FSS briefer, or by computer using DUAT or DUATS, before conducting any flight using a Center aircraft, unless the flight is limited to the traffic pattern at Lee Airport (ANP). For a flight limited to the traffic pattern at Lee, members still must check NOTAMS, to ensure that a TFR does not prohibit such a flight.

9. Removal of Covers, Gust Lock. – Prior to moving any control surfaces, and to prevent damage during the preflight, members shall remove all aircraft covers (fuselage, wings, horizontal stabilizer), as well as the gust lock.

10. Starting Procedures – If an engine does not start after 10 seconds of cranking while using the starting procedures prescribed in the aircraft's Pilot Operating Handbook or Information Manual, let the starter rest for at least 20 seconds before again attempting to start the engine. Follow this start/rest



procedure for two additional cycles, and then allow a ten minute cool-down period. Investigate as required. After the ten minute cool-down period, crank the starter again for three cycles of ten seconds, followed by 20 seconds of cool-down, as required. If the engine still fails to start, request a mechanic to investigate the cause.

11. Lee Airport Traffic Procedures –The traffic pattern altitude for fixed wing aircraft at ANP is 1030' MSL, and runways 12 and 30 are left traffic only. The floor of Class B airspace over ANP is 2,500' MSL.

A) *Pattern Work*: If remaining in the traffic pattern, do not turn crosswind until reaching a minimum altitude of 600' MSL.

B) *Departures from Area*: If departing the area on runway 30 and then proceeding eastbound, continue straight out until 1,000' MSL, climb as soon as possible above pattern altitude, and, after turning eastbound, **remain north of the blue water tower**. If departing area on runway 12, proceed straight out until 600' MSL, then turn to a heading of 150 and climb above pattern altitude before proceeding on course.

C) *Pattern Entry*: See Section 39B.

D) *Straight in landings*: No straight in landings are permitted except in an emergency, or when flying an IFR approach in IMC.

E) *Touch and Go Landings*: Touch and go landings are prohibited at Lee Airport.



12. Flight Plans Required – No member may fly a Center aircraft without filing an SFRA, VFR, or IFR flight plan.
13. NAFC Aircraft Binder Required on Board – Members must ensure that the NAFC aircraft binder for the aircraft being flown is on board for each flight.
14. Use of Checklists – All members shall use checklists before, during, and after each flight. The shutdown checklist will ensure that switches are properly positioned and the aircraft is properly secured.
15. Engine Preheat – If the temperature has been below freezing for four or more hours, and the aircraft is not equipped with an oil sump preheater that has been connected, the engine must be preheated before starting.
16. Aircraft Run-up Requirements – To prevent airframe or propeller damage from flying stones or debris, members shall run up Center aircraft only on grass, clean asphalt, or clean cement, and shall take precautions against potential damage to Center or other aircraft from prop blast.
17. Taxi Speed – Taxiing on all ramp areas shall be conducted at speeds no faster than a brisk walk while monitoring the appropriate frequency.
18. Minimum Fuel Requirements – VFR local/cross-country flights may be commenced only with sufficient fuel to reach the destination, plus a forty-five (45) minute reserve under normal cruise conditions. IFR cross-country flights may be commenced only with sufficient fuel to reach the destination, an alternate if required, plus a one hour reserve under normal cruise conditions.



19. Minimum Weather for VFR Flights –If operations are limited to traffic pattern altitude within the traffic pattern at ANP, the Center’s minimum weather requirements are visibility 1 mile and the aircraft must remain clear of clouds. Otherwise, the Center’s minimum weather requirements for day VFR flights are ceiling 1500’ AGL, visibility 3 miles; the minimums for night VFR flights are ceiling 2500’ AGL, visibility 5 miles. Normally, the minimum enroute altitude for all VFR flight operations outside an airport traffic area is 1500’ AGL. These are minimums only, and pilots should consider higher personal minimums based on their experience, currency, and proficiency.
20. Minimum Recovery Altitude for Maneuvering Flight – The minimum altitude to recover from maneuvering flight, *i.e.*, slow flight, stalls, steep turns (45 degrees or more bank), or unusual attitudes is 1500’ AGL.
21. Simulated Emergency Landings –
- A) *At Airports*: Simulated emergency landings may be conducted only at the airports listed below in paragraph 36 excluding BWI.
  - B) *Off Airport*: Simulated emergency landings may be performed at altitude, with recovery no later than 1,000 AGL.
22. Leaning Procedures – The following procedures will be followed to maintain proper engine temperatures, reliability, and longevity, with reasonable fuel flows and appropriate power output:
- A) No leaning below 4,000 feet MSL or on local training flights.





- B) For aircraft equipped with an EGT gauge, lean to 100 degrees rich of peak exhaust gas temperature (EGT). If uncertain how to do so, ask a Center approved CFI or Officer.
  - C) For aircraft not equipped with an EGT gauge, lean the mixture until engine roughness, then advance the mixture control to a point at least halfway toward the “full rich” position.
  - D) Use no more than 75 percent power settings in cruise flight.
  - E) When initiating a climb from cruise flight, first advance the mixture control to the “full rich” position, then advance power for climb. After level-off, repeat the leaning procedure.
  - F) Lean during taxi operations to avoid spark plug fouling; prior to engine runup, advance mixture to “full rich” position.
23. Water Operations – When operating over water, Center aircraft will be flown at a sufficient altitude to glide to shore in the event of engine failure, unless doing so would be contrary to an ATC clearance, airspace requirements, or an applicable maximum authorized altitude (MAA). If a Center aircraft is not flown at an altitude that would permit gliding to shore, appropriate survival gear must be carried.
24. Required Runway Length and Width – Except in an emergency or with advance approval of the Chief Pilot, members may not land a Center aircraft on a runway unless it has a minimum width of 45' and a length at least equal to the



greater of 2000' or the aircraft's combined takeoff and landing roll under the expected conditions.

25. Formation Flying – Formation flights are not authorized in Center aircraft except by members who are CFIs with military formation flight experience and who have received express approval for the specific flight by the Chief Pilot.

26. Routine Operating Expenses Away from ANP – All landing and tie-down fees away from ANP are the responsibility of the member and are not reimbursable. Fuel expenses away from ANP are to be paid initially by the member. If a receipt is attached to the NAFC invoice for the flight, the member may reduce the charges by an amount equal to the number of gallons purchased away from ANP, multiplied by the Center's fuel reimbursement rate, as posted in the Pilot Information Files (PIFs).

27. Maintenance Expenses Away from ANP – Members may incur charges up to \$100 for necessary repairs or maintenance to Center aircraft while away from ANP and will be reimbursed by the Center upon the submission of a receipt. Members must obtain advance authorization from the Maintenance Officer or a Board Member before incurring charges for repairs or maintenance in excess of \$100 while away from ANP, and any such charges incurred without authorization will not be reimbursed.

28. Refueling after Flight – If a member's flight ends at ANP before the fuel pumps close, the member should refuel the aircraft immediately; doing so readies the aircraft for the next member's use and helps prevent the



condensation of water in the fuel tanks. However, if a member flies a Center aircraft for one hour or less and has a face-to-face aircraft exchange with the next member scheduled to fly the aircraft, the next member may accept the aircraft without refueling provided no other regulation will be violated.

29. Use of Towbar – A towbar should be used to maneuver Center aircraft on the ground with the engine off, except that it may be pushed or pulled a short distance to or from the fuel pumps at ANP, taking care not to apply pressure to an area of the aircraft that might be damaged as a result (e.g., spinner, prop).

30. Securing Aircraft after Use – Members are responsible for properly securing a Center aircraft after flight. Adequate steps must be taken to tie down and protect the aircraft from wind, icing, and other conditions. If the temperature is expected to be below freezing, then in the absence of a positive exchange with the next pilot of the aircraft, all aircraft covers or plugs (e.g., fuselage, wings, horizontal stabilizer, cowling, pitot) should be installed and the oil sump preheater connected, if the aircraft is so equipped. During other times, the preheater need not be connected and wing covers need not be installed (but horizontal stabilizers should be installed to prevent bird nests).

31. Covenant Not to Sue Forms Required – Each member must sign a Covenant Not to Sue Form annually, and non-member passengers must sign a Covenant Not to Sue Form before each flight.

32. CFI Flight Check after Aviation Accident – Any member involved in an aviation accident, including an accident not involving a Center aircraft, may be



required to successfully complete checks imposed by the Board of Directors or to comply with other limitations on the operation of any Center aircraft.

33. Off-field or Forced Landing – Any member acting as PIC who is involved in an off-field or forced landing must if possible close the flight plan and report the incident to any Center Officer.

34. Mandatory Safety Meeting – All members are required to attend a biannual safety meeting conducted by the Center’s Safety Officer.

35. Required Open-book Tests – Each member shall be required annually to take and pass an open-book test on (1) each aircraft make and model the member wishes to fly and (2) Local Rules, and (3) the FARs. In addition, each member shall take and pass an open-book biannual test that will satisfy the requirement that year to take and pass the Local Rules and FARs tests.

36. Approved Training Airports – The following airports are approved for training practice (T.O.L. and cross country), subject to safe weather conditions.

- A) ANP – Lee
- B) BAL – Baltimore Washington International (dual only)
- C) CGE – Cambridge
- D) D74 – Farmington (dual only)
- E) ESN – Easton
- F) FME – Tipton
- G) MTN – Martinsburg (dual only)
- H) OXB – Ocean City



- I) RJD – Ridgely
- J) SBY – Salisbury
- K) WWD – Wildwood (Cape May, NJ)

37. Passengers During Training Flights – No person is permitted to be a passenger on a training flight in a Center aircraft, unless that person is a member and, in the judgment of the CFI conducting the training, (1) the member would benefit in connection with training he/she is currently receiving toward a new certificate or rating and (2) the member would not be a distraction during the training flight. Exceptions for specific flights may be approved by the Chief Pilot, President, or Operations Officer.

38. Fire Precautions and Procedures – In the event of an aircraft fire, the member shall follow the procedures specified in the aircraft’s POH and checklist.

39. Aircraft Avoidance –

A) All members will adhere to AC 91-37A (Single pilot procedures during taxi operations) to avoid ground collisions and to AIM 4-4-14 and FAR 91.113 for in flight aircraft avoidance.

B) Pattern entries:

(1) Pattern entries at all airports shall conform to AIM Chapter 4, Section 3 and any instructions published for a specific airport in the Airport Facility Directory.

(2) Pattern entries at ANP:



(a) For Runway 12 – enter downwind on the 45 at South River Bridge.

**Or** – enter upwind on the 45 at Beards Creek.

(b) For Runway 30 – enter the downwind on the 45 at Beards Creek.

**Or** – enter upwind on the 45 at South River Bridge.

(c) Deale Practice Area:

(1) Transit **to** the Deale practice area from ANP at 2000 feet

(2) Transit **from** the Deale practice area to ANP at 1500 feet

(d) Transiting to/from FME:

(1) Transit **to** FME from ANP at 1200 feet, stay south of the drag strip

(2) Transit **from** FME to ANP at 1300 feet, fly over the drag strip

40. Dispatch Procedures After Unprogrammed Landings On or Off Airport –

A) *Mechanical Failure:*

(1) Notify NAFC.

(2) Notify Chesapeake Aviation Services.

(3) Have local aircraft mechanic inspect aircraft, if possible.

B) *Weather:*

(1) Use available resources to secure the aircraft.

(2) Obtain a new weather briefing prior to departure.

(3) If the unprogrammed landing was performed by a student pilot while flying solo, obtain authorization before departing from a NAFC flight instructor authorized to teach under the Private Pilot Airplane Course of Study.



C) *Fuel Exhaustion*: Notify NAFC and discuss circumstances and options with a NAFC flight instructor. Departure is not authorized without the specific approval of a NAFC flight instructor.

### **III. NAFC FLIGHT OPERATIONS – STUDENT PILOTS**

1. CFI Endorsement Required for Solo Flights – Student pilots (members holding only a student pilot certificate) are not permitted to fly solo in Center aircraft until a Center approved Certified Flight Instructor (CFI) has certified the student's capability to fly that make and model aircraft by signing the student's pilot certificate and flight logbook with the endorsements required by FAR §61.87 and by signing the student's PQR card.
2. Authorization Required by Student's CFI for Each Flight – Each solo flight by a student pilot, whether local or cross country, must be cleared in advance and conducted under the supervision of a Center approved CFI who has given the student flight instruction.
3. Limited Solo Flights between Flights with CFI – Student pilots may not fly solo more than 10 hours or more than 30 days after a FAR §61.87 endorsement without a dual proficiency flight.
4. Solo Flights Permitted Only in Daytime – Unless accompanied by a Center approved CFI, all student pilot flights must terminate no later than official sunset and begin no earlier than official sunrise.



5. Three Hour Minimum Fuel Required for Solo – Solo flights by student pilots may not be commenced with less than three hours fuel, under normal cruise conditions.
6. Class B Airspace Operations – Student pilots may not fly solo within the Washington Area Class B Airspace without dual instruction and a proper logbook endorsement required by FAR §61.95.
7. Crosswind Takeoff and Landing Limitations – Student pilots shall not fly solo when the crosswind component at ANP or the active runway to be used at another airport exceeds 50% of the demonstrated crosswind component for that make and model of aircraft, or the limit set in writing by the student's CFI, whichever is less.
8. No Touch and Go Takeoffs and Landings – Student pilots are not permitted to do solo touch and go takeoffs and landings at any airport.
9. No Special VFR Operations – Student pilots shall not take off or land under a special visual flight rules (SVFR) clearance.
10. No Overnight Cross Country – Student pilots are not permitted to use a Center aircraft for a cross country solo flight that will result in the aircraft being away from ANP overnight, unless weather or emergencies dictate otherwise.





#### IV. NAFC FLIGHT OPERATIONS – PRIVATE AND COMMERCIAL PILOTS

1. Authorization Required for Flights by Private Pilots with Limited Experience – Each flight by a member with a private pilot certificate who has logged less than 200 hours of flying time and does not hold an instrument rating requires clearance in advance by a Center approved CFI.
2. Checkouts by CFI – Before acting as PIC, each member must first receive a proper checkout by a Center approved CFI in each make and model Center aircraft the member wishes to fly. If the member has less than 200 hours of flight time, a night checkout by a Center approved CFI is required before PIC night flight regardless of the member's previous night flying experience.
3. Local Flights Only Until Minimum Time in Make and Model – No member shall fly a Center aircraft as PIC beyond the local operating area until that member has logged a minimum of 3 pilot hours in that make and model. The local operating area is a 40nm radius of ANP.
4. Approvals for VFR Night Flights Beyond Local Area – Members who are not instrument rated and current on instruments as specified in FAR § 61.57 shall not fly VFR at night beyond the local flying area, unless the member meets the FAA's and the Center's night currency requirements and has received advance approval for the flight by a Center approved CFI.
5. Passenger Carrying Requirements:



- A) No member holding a private or commercial pilot certificate may carry passengers in a Center aircraft until that member has logged a minimum of three hours and 10 takeoffs and landings in that make and model aircraft.
  - B) No member holding a private or commercial pilot certificate may carry a passenger in a Center aircraft unless that passenger has signed the Center's Covenant Not to Sue Agreement.
  - C) A member must be acting as Pilot in Command (PIC) of a Center aircraft while carrying non-member passengers and must be in a position at all times to have full operable control of the aircraft.
6. Aircraft Operation from Left Seat – No member may operate a Center aircraft except from the left front seat, unless the member is a CFI, a Center approved CFI is occupying the left front seat, or the member is training to become a CFI and the flight is a solo training flight under the supervision of, and expressly authorized by, a Center approved CFI conducting the training.
7. Operation of Complex Airplane – No member holding a private or commercial certificate may act as PIC of a Center complex airplane unless the member has an instrument rating and has logged at least the following flight experience: 200 total hours, 25 of which are in a retractable gear airplane, 5 make and model. A member who does not hold an instrument rating but is under active instruction toward an instrument rating is required to have at least 25 hours in a complex aircraft or 10 make and model before acting as PIC.



8. Operation of Multiengine Airplane – No member may act as PIC of a Center multiengine airplane unless the member has a commercial certificate and multiengine airplane and instrument ratings. In addition, the member must have logged at least the following flight experience: 350 total hours, 50 of which are in a multiengine airplane with at least five hours in the same make and model as the Center’s multiengine airplane. For purposes of this requirement, a Piper Geronimo is a different make and model than a Piper Apache. In lieu of 50 hours in a multiengine airplane, a member may act as PIC of a Center multiengine airplane with 25 hours in the same make and model as the Center’s multiengine airplane.
9. Currency Requirements – In addition to the currency requirements in the FARs, each member must meet the following Center currency requirements:
- A) To act as PIC of a Center aircraft within a category and class, a member must have made three takeoffs and landings within the previous 90 days in a Center aircraft of the same category and class.
  - B) To act as PIC of a specific make and model Center aircraft, a member must have made three takeoffs and landings within the previous 180 days in a Center aircraft of the same make and model. For purposes of this requirement, the Center’s Piper Warrior 151 and Piper Warrior are the same model aircraft. Unlike, the Center’s Cessna 172N aircraft and Cessna 172SP aircraft are different model aircraft.



C) To act as PIC of a Center aircraft at night, a member must have made three takeoffs and landings at night to a full stop within the previous 90 days.

D) If a member is not otherwise current to act as PIC of a particular Center aircraft or at night, a checkout by a Center approved CFI is required to become current.

10. GPS Instrument Approaches –GPS instrument approaches may be flown under IFR in Center aircraft only if the aircraft is equipped with an IFR approved and installed GPS receiver, a current database and the member has attended the Center’s GPS-IFR ground training and has received a GPS checkout with a Center approved CFII.

## V. AIRCRAFT SCHEDULING AND CHARGES

1. On-line Scheduling of Center Aircraft –The advance scheduling of Center aircraft is accomplished through an on-line program, available at <http://www.scheduleplane.com/cgi-bin/Nafc/nafc.pl> . A new member will be assigned a username and password when the initial dues are received and will have access to the web schedule so long as all dues and charges have been paid, and the member has not been grounded.

2. Aircraft Scheduling Priorities – Center aircraft are generally scheduled on a first-come, first-serve basis. While every effort will be made to accommodate a member’s desires and an existing schedule, the President, Chief Pilot, or Operations Officer reserve the right to revise the schedule according to the following necessities and priorities:



- A) The grounding or necessary maintenance of an aircraft.
  - B) The use of an aircraft to accommodate an FAA checkride or a Center flight check.
3. Minimum Ground Time – Members should schedule and conduct their flights to ensure a minimum of 15 minutes of ground time between flights.
4. Computation of Aircraft Rental Charges – Rental charges for flights in Center aircraft will be computed using the Hobbs meter. All beginning and ending time entries for both the Hobbs meter and the tachometer shall be clearly and accurately made on the time recording forms contained in the aircraft binder and on the Center aircraft rental form. The Hobbs entries should be to the tenth of an hour, using the next number on the meter if the number is anywhere in the process of changing. Tachometer entries should utilize all digits shown. If the Hobbs meter on the aircraft is inoperative, rental charges shall be equal to the tachometer time to the nearest tenth of an hour, multiplied by 1.2.
5. Overnight and Cross Country Flights:
- A) *Definition:* Any flight during which a Center aircraft is away from ANP for a period exceeding five hours constitutes a cross country flight for billing purposes.
  - B) *Minimum Daily Hours:* A minimum three-hour daily charge applies to all cross country flights.
  - C) *Overnight Use of Center Aircraft:* Cross country flights of more than one day duration must be requested in advance by completing an Advance



Reservation form and the request must be approved by the President, Chief Pilot, or Operations Officer before commencing the flight. Approvals will take into account the current demand for the aircraft to be used.

D) *Limitation to Provide Adequate Training Aircraft.* The use of Center aircraft for cross country flights may be restricted by the President or Chief Pilot to ensure that adequate aircraft are available for local training flights.

E) *Status Reports While Aircraft Away Overnight from ANP:* Members on overnight cross country flights shall promptly provide the Center with the following status reports (by telephone call to the Center, a Center Approved CFI, or an Officer):

(1) Arrival at the destination and a telephone number where the member may be contacted.

(2) Any significant delay in arriving at the destination or a change in the itinerary.

(3) Departure back to ANP

(4) Any change in the expected date or time the aircraft will be returned to ANP, and

(5) Any maintenance difficulty, damage to the aircraft, or similar unexpected event.

F) *Failure to Return Center Aircraft to ANP after Cross Country Flight.* If a Center aircraft is away from ANP on a cross country flight, and the member renting the aircraft does not return it to ANP for any reasons other than



illness, weather, or aircraft maintenance, the member shall be responsible for the hourly rental charges of the aircraft, plus the round trip hours of another aircraft used to transport Center members to retrieve the aircraft. The hourly rental charges on the aircraft rented by the member shall be the greater of the actual hours for the rental, including the hours flown to bring it back to ANP, or the minimum daily charges until it is returned to ANP.

6. Cancellation of scheduled flights – Cancellation of all scheduled flights is permissible if the member concludes that the aircraft is not in airworthy condition for the intended flight, the weather is unacceptable to the member, or the member believes he/she is unable physically or mentally to fly safely that day. No member is expected or financially obligated to conduct a flight the member believes would be unsafe. In other circumstances, scheduled local flights may be canceled up to twenty-four hours prior to the scheduled flight time without penalty. Overnight cross country flights may be canceled 48 hours prior to the scheduled flight time without penalty. Late cancellations may be excused at the discretion of the Board of Directors. Members will be charged one hour of flight time for a late unexcused cancellation of a local flight and two hours of flight time for a late unexcused cancellation of an overnight cross country flight.

7. Failure to Appear – A member who has scheduled an aircraft is expected to arrive at ANP in time to complete flight planning, preparatory work, and instructor preflight briefing (if applicable) **prior** to taking possession of the aircraft at the beginning of the aircraft time block on the schedule. If the member does



not arrive within the first 15 minutes of the time block, and suitable arrangements have not been made, the aircraft is released for rescheduling and late cancellation fees will apply. In addition, if a CFI has been scheduled for the period, the member shall be responsible for the anticipated CFI charges for the entire lesson.

8. Damage to Center Aircraft – If an aircraft is damaged while rented by a member, the member shall be charged for the insurance deductible applicable to that aircraft and may be responsible for any and all damage to the aircraft if the damage is a result of the member's failure to follow FARs, these SOPs, Center PIFs, aircraft checklists, or negligence. In other circumstances, members shall not be responsible for the insurance deductible, which will be paid instead from the Center's funds received from members' initial insurance deposits. However, the aircraft insurance underwriter reserves the right to subrogate; therefore, members are encouraged to carry rental insurance.

9. Payment of Charges and Credit Card Authorization –

A) *Categories of Charges:*

(1) *Aircraft Rental and CFI Charges:* A member must pay all aircraft rental and CFI charges immediately after completing a flight, or after an unexcused late cancellation. Otherwise, a penalty will be applied.

(2) *Failure to Return Aircraft Charges:* If a member does not return a Center aircraft on a cross country trip to ANP for reasons other than illness, weather, or maintenance, the member must immediately pay all





aircraft rental charges incurred in retrieving the aircraft from another airport (see Section V, ¶ 5 F), and immediately reimburse the Center for any fuel, tie down, hangar, unauthorized repair charges in excess of \$100, or other charges incurred at another FBO while the aircraft was away from ANP that must be paid to retrieve the aircraft.

(3) *Aircraft Damages:* In accordance with Section V, ¶ 8 a member must immediately reimburse the Center for the insurance deductible applicable to damage to an aircraft if directed to do so by the President, Chief Pilot, or Operations Officer.

(4) *Pilot Supplies:* Members must immediately pay for all pilot supplies purchased from the Center. Only Center approved CFIs are authorized to remove items from the supply closet.

B) *Payment by check or credit card:* Members may pay their charges by a personal check or by credit card. If payment is by credit card, 3% shall be added to the total to cover the credit card charges imposed on the Center. If a member submits a check to pay other charges and the check is returned for insufficient funds, the member is responsible for the payment of an additional charge of \$25.

C) *Advance Credit Card Authorization:* Each member who is not a Midshipman at the United States Naval Academy must, upon joining the Center, and upon each annual renewal, sign an Agreement and Credit Card Authorization and a preauthorized credit card slip to secure the payment of all



charges. If the member terminates the credit card account on file with the Center, the member shall promptly sign a replacement Agreement and Credit Card Authorization and preauthorized credit card slip. These forms will be kept in a secure location, accessible only to the Center President and designated Officers.

D) *Dues*: Each member must remain current in the payment of dues to the Center. Dues must be paid in advance either quarterly or at the discounted annual rate. Dues are not refundable.

## VI. **DEVIATIONS**

1. Except for emergencies affecting safety of flight, authority to deviate in any way from these procedures can only be granted by a vote of a quorum of the Board of Directors.
2. These Standard Operating Procedures shall remain in effect until revised by action of the Board of Directors.