

NAS JAX
Ser N00/046
14 Feb 22

OPERATING AGREEMENT
BETWEEN
COMMANDING OFFICER, NAVAL AIR STATION JACKSONVILLE
AND
MORALE, WELFARE AND RECREATION DEPARTMENT
FOR
USE OF NAVAL OUTLYING FIELD WHITEHOUSE FOR FLYING CLUB FIXED WING
OPERATIONS
AS IMPLEMENTED BY
AIR OPERATIONS DEPARTMENT, NAVAL AIR STATION JACKSONVILLE FLORIDA

Ref: (a) NASJAXINST 1710.22B, Jacksonville Navy Flying Club Program
(b) BUPERSINST 1710.22, Navy Flying Club (NFC) Program

Encl: (1) Airfield Inspection/Checklist (OLF Whitehouse)

This is an Operating Agreement (OA) between Commanding Officer, Naval Air Station Jacksonville (NAS JAX), and the Morale, Welfare and Recreation (MWR) Department. When referred to collectively, NAS JAX and MWR are referred to as the "Parties".

1. BACKGROUND: The JNFC is designated as a category C MWR activity. In accordance with reference (a), the JNFC is authorized to operate on board NAS JAX. While the JNFC is a voluntary, off-duty, and self-supporting activity, they have the status of a nonappropriated fund instrumentality (NAFI) of the Federal Government and shall be operated under the supervision of the U.S. Navy. JNFC participants require the use of Navy Outlying Landing Field (NOLF) Whitehouse (KNEN) for entry level flight instruction and proficiency that is normally not able to be accommodated at NAS JAX (KNIP) due to the high volume of traffic and the JNFC's lower priority.

2. PURPOSE: To define standard operating procedures for use of Navy Outlying Landing Field (NOLF) Whitehouse (KNEN) by JNFC. Their use of KNEN will be conducted at the risk of the pilot. There are no emergency services available during JNFC operations.

3. DEFINITIONS:

a. Hot. Military fixed wing operations being conducted within the Class D airspace and the airspace is active. JNFC aircraft are not considered military aircraft. They are considered civilian aircraft operated by MWR.

b. Cold. Fixed wing operations not being conducted. Class D airspace not active. Helicopter operations may be in progress.

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c. Confined Landing Area (CLA). Small areas surrounded by trees with reduced clearance to helicopter landing spot.

d. Clearing Pass. Low-altitude fly-by of the runway at an altitude that allows the pilot to verify that no animals or objects are on the runway.

e. Carrier Box. Aircraft carrier landing area painted on the left side of the runway for use during training command (T-45) and fleet (FA-18) field carrier landing practice.

f. Pilot in Command (PIC). Instructor or pilot in charge of aircraft.

4. UNDERSTANDINGS OF THE PARTIES:

a. NAS JAX and MWR shall:

(1) Retain the right to be informed of operational decisions by the JNFC that may have safety and environmental consequences to NAS JAX.

(2) Assume no responsibility, liability, or cost associated with JNFC's activities.

(3) Retain the right to direct that an operation which presents a safety, environmental, or structural risk to the premises by JNFC be stopped immediately until the potential risk is resolved and/or guidance and clarification is received from competent authorities.

b. NAS JAX Air Traffic Control (ATC) shall:

(1) Provide the status ("HOT", "COLD"...etc.) of KNEN upon pilot request and prior to aircraft entering KNEN Class "D" airspace.

(2) Ensure that KNEN Notices to Airmen (NOTAMs) are accurate.

c. The JNFC shall:

(1) Only conduct operations when the reported ceiling and visibility is greater than 1000' AGL and 3 SM.

(2) Review the JNFC brief for KNEN Operations.

(3) Check NOTAMs to determine the status of KNEN.

(4) Notify NAS JAX Flight Planning at (904-542-2511) at least two hours prior to planned take-off to provide notice of intent to operate at KNEN for landing practice, provide Tail Code and planned time of use.

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(5) If KNEN is HOT, remain clear of KNEN Class "D" airspace unless 2-way communications are established with KNEN Tower on frequency 135.4MHz.

(6) Determine runway in use at Cecil Airport (KVQQ) to deconflict airspace with aircraft landing KVQQ Runway 18 L/R or departing KVQQ Runway 36 L/R.

(7) The PIC will conduct a radio check with NAS JAX Tower every 30 minutes.

(8) Advise NAS JAX Tower of total number of landings conducted at KNEN upon completion.

(9) Comply with the guidelines outlined in reference (a) and (b).

5. COURSE RULES: JNFC will adhere to the following procedures:

a. OPERATIONS WITHOUT HELICOPTERS:

(1) Prior to operations at KNEN, the PIC shall contact NAS JAX Tower, inform tower of intent to use KNEN, and request status of helicopter operations.

(2) During operations, the PIC shall monitor 135.4 MHz and make standard radio calls for uncontrolled airports.

(3) For aircraft with Automatic Dependent Surveillance-Broadcast (ADS-B), monitor ADS-B for detection and assistance in visual acquisition of any helicopters using the CLAs.

(4) Overfly KNEN no lower than 1,100 feet MSL and visually clear the CLAs and runway of any helicopter operations. If there are no helicopter operations in progress, aircraft may descend into the landing pattern.

(5) The landing pattern is left-hand turns at 1,100' MSL.

(6) PICs will fly to a normal abeam position, making an approach to the runway, and conduct a low-altitude pass offset the right side of the runway at no lower than 200' MSL to visually check the condition of the runway. If the runway appears to be clear, the runway may be used for operations. If the runway is not clear, or the condition of the runway cannot be determined, aircraft shall not touchdown on the runway.

(7) Touch-and-go, stop-and-go, and full stop landings with back-taxi to the runway threshold may be performed.

(8) Simulated engine-out training may be performed.

(9) Aircraft will fly approach to runway centerline. Aircraft shall not use the carrier box.

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(10) Runway 12 standard departure is a turn to 360° and climb to remain clear of aircraft arriving/departing Herlong Municipal Airport (KHEG).

(11) Runway 30 standard departure is a turn to 360° and climb to remain clear of aircraft arriving/departing KVQQ.

b. OPERATIONS WITH HELICOPTERS: JNFC aircraft are not permitted to operate simultaneously with helicopters at KNEN.

c. CONSIDERATIONS WHEN CECIL AIRPORT (KVQQ) IS LANDING RUNWAY 36L/R: The PIC will remain vigilant to aircraft departing KVQQ with an emphasis on visual lookout. ADS-B, if available, will be used when entering and exiting the traffic pattern at KNEN.

d. CONSIDERATIONS WHEN CECIL AIRPORT (KVQQ) IS LANDING RUNWAY 18:

(1) Minimum weather is 2,500' ceiling and 3 statute mile visibility.

(2) The PIC will contact KVQQ tower and advise them of operations and intent to remain at or below 1,100' MSL while in the landing pattern at KNEN.

(3) For aircraft with two radios, monitor KVQQ tower, 126.1 MHz, and advise them you can be reached on their frequency if needed. For aircraft with single radio, advise KVQQ tower you will be on 135.4 MHz.

(4) The PIC will remain vigilant for aircraft flying the RNAV 18L approach to KVQQ, emphasize visual lookout, and use of ADS-B, if available, when entering and departing KNEN traffic pattern.

(5) The RNAV 18L Initial Approach Fix is 4 NM north of KNEN at 2,000' MSL. The final approach course for runway 18L overflies KNEN between 2,000' MSL and 1,700' MSL.

(6) The RNAV 18L Final Approach Fix is 2 NM south of KNEN at 1700' MSL.

(7) When complete, the PIC will inform KVQQ tower.

e. EMERGENCY PROCEDURES:

(1) In the event of an emergency that requires immediate landing at KNEN, taxi the aircraft off the runway, if able, onto the taxiway on the southwest side of the runway in the vicinity of the control tower and park the aircraft in the ramp area near the control tower.

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(2) Notify a flying club representative to coordinate assistance. Notify NAS JAX Air Operations of the situation.

NOTE: KNEN is secured with a gate requiring a flight line badge and access code to gain access to the facility.

f. RUNWAY INSPECTIONS:

(1) Qualified Flight Instructors will be designated and required to complete a runway inspection at KNEN prior to conducting operations by completing Airfield Inspection Form (Enclosure (1)). Upon completion, the PIC will provide voice notification to NAS JAX Base Operations at (904-542-2511) or Airfield Management at (904-542-3176).

6. GENERAL PROVISIONS:

a. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate in the implementation of this OA. Each Party may change its point of contact upon reasonable notice to the other Parties.

(1) For NAS JAX:

(a) Air Traffic Control Facility Officer, COMM: 904-542-2546

(b) Installation Support Agreement Coordinator (ISAC), COMM: (904) 542-2104

(2) For MWR:

(a) MWR Director, COMM: (904) 542-4768

b. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this OA will be addressed to:

(1) For NAS JAX:

COMMANDING OFFICER
P.O. BOX 2
JACKSONVILLE, FL 32212

(2) For MWR:

MWR DIRECTOR
P.O. BOX 14-B
JACKSONVILLE, FL 32212

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c. FUNDS AND MANPOWER: This OA does not document nor provide for the exchange of funds or manpower between the Parties, nor does it make any commitment of funds or resources.

d. REVIEWS: This OA shall be reviewed annually to determine if the terms and conditions are appropriate and current.

e. MODIFICATION: This OA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

f. DISPUTES: Any disputes relating to this OA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19. This agreement does not constitute a federal contract, and does not obligate any appropriated or non-appropriated funds of the federal government, or an agency, department, bureau, division, office, or either entity or instrumentality of the U.S. Government, the Department of Defense, or the U.S. Navy. This agreement is not subject to the Tucker Act, the Contract Disputes Act, the Competition in Contracting Act, or the Federal Acquisition Regulation. No claim or demand may be submitted to the government or cause of action pursued before the courts or administrative boards, or any other tribunal, for any monetary or equitable relief, or to otherwise enforce the provisions of this agreement.

g. TERMINATION: Either Party hereto may terminate this agreement upon 30 days written notice to the other party. NAS JAX has the right to terminate this agreement for any reason deemed necessary. The terms "Party" or "Parties" include not only the signatories, but also their successors.

h. TRANSFERABILITY: This OA is not transferable except with the written consent of the Parties.

i. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this OA embodies the entire understanding between the Parties regarding the OA's subject matter.

j. EFFECTIVE DATE: This OA shall remain in effect for a period of two (2) years from the date on which the final Party's signature is affixed to this document.

AGREED:

HARKINS.KELLEY.L
YNNE.1268322104

Digitally signed by
HARKINS.KELLEY.LYNNE.126832
2104
Date: 2022.02.14 14:22:43 -05'00'

K. L. HARKINS
Morale Welfare and Recreation Director
Naval Air Station Jacksonville

Date


J. W. HILL, CAPT, USN
Commanding Officer
Naval Air Station Jacksonville

Date

24 FEB 22

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NOLF WHITEHOUSE AIRFIELD INSPECTION FORM

AIRFIELD INSPECTION/CHECK CHECKLIST (OLF Whitehouse)				DATE:			
SECTION I DAILY AIRFIELD INSPECTION (MARK "X" OR "Y" FOR DISCREPANCIES)				INSPECTOR:		TIME OUT:	
1. OBSTACLE CLEARANCE CRITERIA <small>(e.g. tree growth, vegetation, dirt piles, potholes, construction, etc.)</small>		3. SIGNS <small>(e.g. erosion, treeing, curbed background and legend, etc.)</small>		5. PAVEMENT CONDITIONS <small>(e.g. potholes, ruts, and surface variations such as bumps, low spots, rutting, etc.)</small>			
a. RWY CLEAR ZONES		a. VFR HOLDING (MANDATORY SIGN)		a. RWY / SHOULDERS / OVERRUNS			
b. RWY LATERAL CLNC (750 FT F/CENTERLINE)		b. LOCATION/DIRECTIONAL					
c. PERIMETER ROADS							
d. TRANSITIONAL SLOPE (7:1)				b. ACCESS ROADS (E.G. TO ARRESTORS, OVERRUN)			
e. APPROACH/DEPARTURE CLNC (50:1)							
		4. MARKINGS <small>(e.g. peeling, chipping, fading and obscurity due to rubber buildup, etc.)</small>					
		a. RWY					
2. CONSTRUCTION				6. HABITAT MANAGEMENT			
a. PARKING				a. GRASS HEIGHT (7-14 INCHES)			
b. RULES COMPLIANCE				b. FONDING EFFECTS			
c. SITE LIGHTING/MARKINGS				c. BIRD/ANIMAL SURVEY			
d. STORAGE LAYDOWN				d. TREES <small>REMOVED</small>			
e. VEHICLES & EQUIPMENT LIGHTED/MARKED				e. BASH CONDITION:			
f. FOD CONTROL				LOW	MOD	SEVERE	
g. BARRICADES							
Airfield Discrepancies:							
ITEM NO	DISCREPANCY			ITEM NO			
							
SECTION II		AIRFIELD CHECKS		IDENTIFY EACH AIRFIELD CHECK BELOW:			
1. Prior to Flying (include FOD check of all CMA areas, HSC, BASH, Habitat control, potholes, barrier status)		3. FOD		6. BASH (include BWC, time of activity, WX, location, species, estimated number, attractant, dispersal used)			
2. EMERGENCY		a. CONSTRUCTION	b. REPORTED	a. LOW		b. MOD	c. SEVERE
a. IFE	b. Ground Emergency		d. RANDOM				
		4. CONSTRUCTION (PRECON, ESCORT)		7. UNAUTHORIZED ACFT LANDING			
		5. AIRFIELD DRIVING VIOLATION		8. SEVERE WEATHER			
				9. OTHER			
ITEM NO	ATD	INSPECTOR	REMARKS				
Airfield Inspection Form (23 Apr 2021)							

For Official Use Only

Enclosure (1)