SPRUCE CREEK AIRPORT PROCEDURES

Photo Compliments of Bob “Roofman” Terry

Release Date: March 01, 2010
Revision G: October 1, 2015

Created By:

Spruce Creek Airport Authority Committee

REVISION TRACK

Date	Revision	Revision Description
1 Mar 2010	New	ALL PAGES
1 Jan 2012	A	Revision to invitee parking procedures page 7
1 Jan 2012	A	Update drawings page 9 and 13
1 Mar 2012	B	Revision to invitee parking procedures page 7
1 Mar 2012	B	Update drawing page 13
1 Aug 2012	C	Revision to Scope page 1
1 Aug 2012	C	Update Airport drawing page 9
1 Aug 2012	C	Update Invitee Parking drawing page 13
1 Feb 2013	D	Update Security telephone number page 7
1 Feb 2013	D	Update Taxiway Easements/Right of Ways page 8
1 Jan 2015	E	Change to Helicopter Operations page 4
1 Jan 2015	E	Change to Taxiway Access page 6
1 Jan 2015	E	Change to Invitee (Guest) Parking page 7
1 Jan 2015	E	Update Airport Detail Diagram page A-1
1 Jan 2015	E	Add Taxiway Diagram page A-6
1 Jan 2015	F	Added usage agreement to paragraph 1.01 page 1
1 Jan 2015	F	Added paragraph 7.06 page 8
1 Oct 2015	G	Modified paragraph 6.05a page 6
1 Oct 2015	G	Modified paragraph 7.02b page 7

1. General

1.01 Scope
Spruce Creek Airport is a private airport owned and operated by the Spruce Creek Property Owners Association (SCPOA). The Spruce Creek Airport Authority Committee through the SCPOA Board of Directors has the authority and the responsibility to oversee the operation of the Airport. All flying activities at the Spruce Creek Airport are regulated by the FAA and by the recommended procedures published in the Aeronautical Information Manual. In addition, a limited number of local rules and procedures, described herein, have been established to promote a safe and enjoyable airport. All residents, tenants and invitees are required to abide by these rules and procedures. By using the Spruce Creek Airport and facilities you indicate your acceptance of and agree to be bound by the terms of the Spruce Creek Airport Procedures and any subsequent amendments.

1.02 Windsock Park
This area is for the use and enjoyment of all residents, tenants, and invitees. Its location and proximity to the runway requires special vigilance. No person or vehicles are allowed between the fence and the runway at any time. All children should be kept under close supervision at all times because of the proximity to an active runway and taxiway. Pets must be on a leash. Windsock Park is accessed by way of Cessna Blvd., an active taxiway. Taxiing on grass area is prohibited

1.03 Spruce Creek Airport
This is a private airport operating under a renewable Private Airport Registration and Site Approval issued by the State of Florida. Rules and restrictions imposed by this Registration govern its use. **All aircraft operating at the Airport must have liability insurance.**
It is the responsibility of the resident or tenant extending an invitation to make all invitee pilots aware of the transit parking locations, restrictions, operating rules, and procedures of this airport.

All aircraft parking on ramp must display a name and phone number and Spruce Creek contact on the glare shield.

1.04 Runway Description
The asphalt runway is designated 05/23 and is 3998 feet long and 176 feet wide at an elevation of 24 feet MSL. The threshold is displaced for landing on Rwy 05 and Rwy 23 by 350ft. There is 3650ft. remaining on both runways. Maximum aircraft operating weight is 30,000 pounds.

1.05 Communications
All pilots are strongly encouraged to equip their aircraft with a VHF radio and to use radio procedures recommended in the Advisory Circular for non-towered airports. The assigned Unicom frequency is 122.975 MHz. This is used as the Common Advisory Frequency (CTAF) and is unmonitored for airport advisories. Airport Weather information is available on 121.725 MHz.

1.06 Reference Publications
Federal Aviation Regulations, TSA Regulations, Aeronautical Information Manual, and Advisory Circulars, form the basis for all flight operations and airport operating procedures.

1.07 Noise Sensitive Area
Pilots should be aware that the area around Spruce Creek Fly-In is noise sensitive. Housing areas, schools, etc., should be avoided to the extent possible and practical.

1.08 Airport Safety
Smoking within fifty feet of any fuel truck or aircraft fueling facility is unsafe and is therefore not permitted.

2. Ground Operations.

2.01 Taxiing
Pilots will taxi at a reasonable and safe speed. The speed limit on all taxiways and ramp areas is 15 mph.

Aircraft always have the right of way.

2.02 Runway Selection
For noise abatement the preferred runway is Rwy. 23

2.03 Engine Run-up
Normal engine run-up is restricted to the established run-up pads on the south side ends of Rwys. 05 and 23 (refer to Appendix A-2). Maintenance run-ups are permitted only at the normal run-up pads or on Beech Blvd. at the runway intersection. Pilots shall exercise good judgment in attempting to minimize the effects of prop wash/jet blast and noise production during run-up.

2.04 Back Taxiing
Only aircraft, unable to use taxiways because of wing tip clearance or gear track considerations, are permitted to back taxi.

When on the runway use landing lights and radio coordination with other departing and landing traffic.

3. Flight Operations

3.01 Takeoffs
All fixed wing aircraft are encouraged to use the full length of the runway to provide the greatest margin of safety in the event of an emergency.

Pilots are encouraged to always use landing lights for all takeoffs and landings

3.02 Noise Abatement
Departing aircraft are to climb on runway heading to 400 feet AGL and beyond the departure end of the runway before making any turns. Pilots shall use noise abatement climb procedures including after-takeoff power and prop speed reductions consistent with safe operating practices and techniques.

3.03 Temporary Flight Restrictions
TFRs are frequently imposed on flight operations at and near the Airport. Pilots shall check with Flight Service or other facilities for current TFR information.

3.04 Departures Restrictions
All VFR departures must be conscious of the configurations of the Daytona Beach (DAB) Class C airspace and New Smyrna Beach (EVB) Class D airspace and their effect on flight operations at the Airport. Radio contact with the appropriate facility is required prior to penetrating DAB Class C or EVB Class D airspace. (See Appendix B for published departure and arrival procedures.)

3.05 Night Operations

During the hours of darkness, if runway lights are inoperative, the runway is closed. Night proficiency flying should be completed by 10 P.M. local time. If flying is necessary between 10 P.M. and 7 A.M., please consider your neighbors by keeping noise to a minimum.

3.06 Flight Training

(a) Residents - Only Residents (Both Student and CFI) of Spruce Creek are permitted to train at the Airport. (It is suggested to leave the Airport area for all training purposes) All simulated emergencies are strongly discouraged. This includes power reductions to simulate engine failure, as well as any other simulation that might distract a pilot during takeoff, departure, approach, or landing**.**

(b) Non-Residents - Non-resident pilots and/or students renting or leasing aircraft from a Resident of Spruce Creek Fly-In must adhere to the following rules:
Only US Certified Instructors or Pilots are allowed to T.O. or Land at the Airport.
All training including Touch & Go's must be conducted away from the Airport.
No Simulated Emergencies to be conducted at the Airport.

All aircraft climb on runway heading to 400 feet AGL and beyond the departure end of the runway before commencing turns.

3.07 VFR Operations

(a) Traffic Pattern - Arriving VFR aircraft should monitor 121.725 MHz for airport weather information. The traffic pattern altitude is 800ft AGL. Except for large and/or high speed aircraft 1000ft AGL. All arriving aircraft shall fly a Standard Left-Hand Traffic pattern (refer to Appendix A-3) at the appropriate altitude using AIM recommended radio calls and procedures. Straight-in approaches and landings are discouraged.

(b) Overhead Approach - Overhead approaches are normally used for formation flights; however, they are not given priority over other traffic. Formation flight leaders are expected to take adequate spacing on other traffic in the pattern. Common sense and normal courtesy should be exercised to resolve traffic pattern conflicts. An overhead approach consists of an Initial Point (IP) 1 to 3 miles out that is aligned with the runway. Aircraft then fly at traffic pattern altitude to a point overhead the approach end of the landing runway.
The lead aircraft will perform a level 180-degree turn (called the break) to downwind and, at an appropriate point, a continuous turn to final. Succeeding aircraft take spacing on the preceding aircraft and fly the same pattern (refer to Appendix A-4). Appropriate radio calls are made at the IP, the break and base leg. This procedure is effective in rapidly recovering (landing) multiple aircraft.

3.08 IFR Operations

(a) IFR Departures - If unable to depart VFR contact by Cell Phone

DAB Departure Control 386 226-3932

(b) Arrivals - Arriving aircraft should monitor 121.725 MHz for airport weather information. Pilots are expected to monitor and make appropriate radio calls to announce their intentions on the local CTAF frequency 122.975 MHz.

CANCEL IFR FLIGHT PLAN

(c) IFR GPS Approaches - RNAV/GPS 05 is a private approach to a private airport. Only residents with the approved and number approach plate assigned to them may utilize this procedure.

3.09 Helicopter Operations

(a) Start-Up - Helicopters must be towed to a helipad adjacent to the runway at Beech, Cessna, or Echo prior to start-up. Run-ups are to be conducted on the helipad.

HELICOPTERS WITH OVERALL HIGHT GREATER THAN 15 FT. MAY NOT USE THE NORTH HELICOPTER PAD

(b) Taxiing - Hover taxiing is permitted only over the north end of Beech, the west end of Cessna, and between the runway and North Helipad without prior permission by the airport manager.

(c) Departures - After coordination with fixed wing arrival and departure traffic, helicopters should depart over the runway centerline and, after that, avoid the flow of fixed wing traffic.

NO TAKEOFF FROM OR LANDING TO A HELIPAD IS PERMITTED. HELIPADS ARE FOR PARKING ONLY. TAKEOFF FROM AND LAND TO RUNWAY ONLY

(d) Arrivals - Approaches must be made over the centerline of the runway. Pilots are encouraged to plan the approach so as to spend minimum time on the runway. Hover taxi to a designated helipad without delay. After shutdown, the helicopter must be towed to a suitable parking area.

(e) Tie-down and Security - Helicopters should be secured in accordance with the manufacturers recommendations. See Advisory Circular AC 20-35 for other recommended tie-down procedures and information. To address Homeland Security and local safety and security issues, all unattended helicopters should be locked.

3.10 Ultra-Light Operations - Only Aircraft with an ICAO registered (Tail Number) and FAA or Foreign Certified Pilots are permitted to operate within the Airport traffic area.

3.11 Balloon Operations - Balloon operations are prohibited due to SCPOA insurance coverage.

4. Airport Facilities

4.01 Runway Lights - Runway lights are normally set on low from dusk to dawn. When runway lights are on, light intensity can be controlled by the pilot by activation of the mic switch on 122.975 MHz (3 times-low, 5 times-med, 7 times-high within 5 sec.).

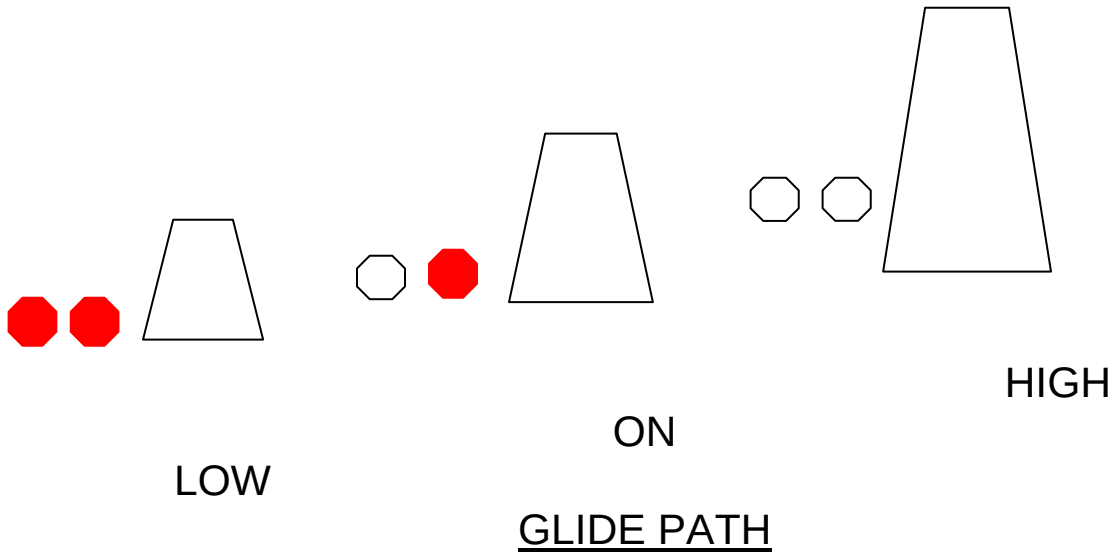
4.02 Windsocks - Illuminated windsocks are installed at the approach end of each runway on the left side.

4.03 Automated Weather Observing System (AWOS) – Current airport weather information is available by radio or telephone. Advisories provide altimeter, density altitude, wind direction and speed, visibility, temperature, dew point, estimated ceiling, crosswind, and wind-shear warnings. A radio check is also available by radio.

(a) Radio Access – AWOS is continuously transmitted on frequency 121.725 MHz. A "Radio Check" in which the system accepts a short message from the user, and echoes the same back to the user, is available after every AWOS transmission.

(b) Telephone Access – A complete AWOS advisory can be accessed by dialing the SUPERAWOS center at 617-262-3825 and when prompted for an airport, enter 7FL6 (7356).

4.04 Precision Approach Path Indicator (PAPI) - A standard, steady-state, Precision Approach Path Indicator (PAPI) is installed on the left side, 1050 feet from the runway threshold of both runways 5 and 23. The PAPI system is calibrated for a 3 degree glide slope to touch-down 1000 feet beyond the runway displaced threshold.



5. Emergency Procedures

5.01 Airport Emergency Response Procedures
An Emergency Procedures manual has been published by the Spruce Creek Airport Authority Committee, which establishes an action plan for aircraft accidents and incidents.

5.02 Aircraft Accidents
An emergency response team has been established within the community to respond to all aircraft accidents and incidents. The objective of this team is to protect life and property, avoid a secondary incident, and organize and implement necessary response actions. This will include crowd control and limiting access to the accident or incident scene. It may also include temporarily closing the airport or limiting its use.

5.03 Accident or Incident Scene Access
A photo identification badge and orange-colored vest will identify those individuals with authorized access to an accident or incident scene. **All others must remain clear of the area.**

6. Security

6.01 Security Issues
Runway encroachment by vehicles or individuals, vandalism of aircraft or airport facilities, unauthorized vehicles on taxiways, or other activities deemed to be a hazard or a potential hazard to aircraft operations should be reported immediately to Spruce Creek Security at (386)756-6125. Theft, vandalism or destruction of aircraft or airport facilities is a federal offense.

6.02 Pilot Communication with Security
Spruce Creek Security can be contacted on the CTAF 122.975 MHz for emergency assistance or urgent communications. This frequency is monitored 24 hours a day.

6.03 Security Cameras and Patrol
All taxiways and aircraft parking areas are patrolled and under camera surveillance by the Airport Operations and Security 24 hours a day, these cameras & audio are recorded.

6.04 Runway Access
No pedestrians or vehicles are permitted on the **runway, the safety areas (within fifteen feet of the runway edge), or runway overruns (extending past the runway end) except on paved cart paths.** An exception is made for specifically identified individuals and specially equipped vehicles. A photo identification badge issued by the Airport Manager or POA Manager is worn by all individuals authorized access to the runway, runway safety area, and runway overrun. Vehicles authorized runway access must, both day and night, display a flashing or rotating beacon visible 360 degrees when on the runway, runway safety areas, or runway overruns. All authorized vehicles must have a two-way communications radio and monitor 122.975 MHz. Other vehicles not so equipped must be escorted while in these restricted areas.

6.05 Taxiway Access
- **(a) Vehicles** - (cars and trucks) are prohibited from using all taxiways except Aces Alley, Delta, Echo, Lindy Loop, Tony, Cessna, and Beech Boulevards (refer to Appendix A-6) without permission.
- **(b) Vendors and Non-Residents** – In all cases, vendor and non-resident vehicles, unless issued a special use taxiway permit, must be escorted by Spruce Creek Security on taxiways other than Aces Alley, Delta, Echo, Lindy Loop, Tony, Cessna, and Beech (refer to Appendix A-6). Vendors may not operate vehicles over 12,500 pounds GW on any taxiway except Aces Alley, Delta, Echo, Lindy Loop, Tony, Cessna, and Beech without special permission from the SCPOA.
- **(c) Pedestrians and Pets** – Pedestrians on taxiways should avoid using headphones or other devices which limit the ability to hear approaching aircraft. Pets must be on a leash or otherwise confined at all times.

6.06 Taxiway Speed Limit
The maximum speed limit on all taxiways is 15 mph for vehicles and aircraft.

AIRCRAFT ALWAYS HAVE THE RIGHT OF WAY.

7. Aircraft Parking

7.01 Tie-down Definition
An aircraft is considered to be tied down when tail, wing, and nose tie-down rings, if provided, are anchored to the ground with a suitable size rope, strap, or chain so as to prevent movement that could cause damage to other aircraft or property. (See Advisory Circular AC 20-35C)

7.02 Resident Parking

(a) POA Property - POA managed aircraft tie-downs are located throughout the community and are made available to all residents on a first-come-first-serve basis. Those tie-downs are assigned and leased by the POA on an annual basis. If available residents may lease one site and sub-leasing is not permitted. If a non-assigned aircraft is temporarily parked on a leased tie-down, Spruce Creek Security should be informed and it will be cited.

(b) Private Property - Resident, tenant, and invitee aircraft parking is permitted on private property clear of taxiway setbacks and road right-of-ways. To address Homeland Security and local safety and security issues, all unattended aircraft parked on POA or private property should be tied down and locked. As sustaining the appearance of our community is a priority, the SCPOA does not allow the storage of disabled or derelict aircraft to be parked on private property.

7.03 Invitee (guest) Parking

One Day Parking Guest/Visitors Ramp Parking areas at the north and south side of Cessna Blvd. (refer to Appendix A-5) behind blue lines are designated guest parking areas. Day parking Guest/Visitors are required only to display the pilot's name and local phone number or cell number in the left side windshield of the aircraft and **MUST** contact Spruce Creek Security at 386 756-6125 on arrival.

Overnight Guest/Visitors MUST register their aircraft with Spruce Creek Security at 386 756-6125 on arrival or complete the On-line A/C Parking Form found at scpoa.com/aircraft-parking/. As a means of prudent risk management in the operation of a private airport and to address Homeland Security issues, visiting aircraft are monitored daily by Spruce Creek Security. **All unauthorized aircraft are reported each morning to the Airport Manager, SCPOA Manager, and if deemed necessary Government and Local authorities.**

No fee will be charged for day parking in the Guest/Visitor parking area **if the aircraft owner/operator** displays the pilot's name and a local phone number or cell number in the left side windshield of the aircraft. **No fee** will be charged for the **first 3 overnight tie downs** in the Guest/Visitor parking area **if the visiting aircraft owner/operator complies** with the following procedure:

* Park only in the designated Guest/Visitor parking area.
* Tie down the aircraft in the center of a Guest/Visitor tie down space.
* Contact Spruce Creek Security at 386 756-6125 and provide the following information:
    - Name of the person or business you are visiting
    - Pilot's name, home address, and phone number
    - Pilot's local contact phone number
    - Aircraft Registration Number
    - Pilot's date of arrival and expected departure date
* Upon arrival Pay the parking fee defined below at the POA office.

After the 3rd overnight tie down for compliant aircraft owners or after the 1st overnight tie down for non-compliant aircraft owners, a parking a fee of $10.00 per day is charged for single engine aircraft. A parking fee of $15.00 per day is charged for twin engine aircraft. These fees are to be paid by the aircraft owner/operator at the POA office. Residents or tenants sponsoring Guest/Visiting aircraft are responsible for all unpaid parking fees. There are no restrictions to the length of stay for Guest/Visiting aircraft parked on private property. Residents are welcome to use the Guest/Visiting aircraft parking area for their own aircraft subject to the fees stated above. To address Homeland Security and local safety and security issues, all unattended aircraft should be tied down and double locked.

Guest/Visitors must contact Security 386 756-6125 on arrival at the airport.

7.04 Special Event Parking
During Daytona Beach area special events (such as Speed Week, Pepsi 400, and Bike Week), invitee parking may be limited and special parking fees and procedures may apply.

7.05 POA Security Responsibilities
The Spruce Creek Security Force monitors and logs all aircraft parking.

7.06 Aircraft Tie-Downs
There are a limited number of aircraft tie-downs located in Spruce Creek. Aircraft not parked or tied-down in accordance with the provisions of Spruce Creek Airport Procedures are subject to towing and relocation without notice at the owner's expense. The Spruce Creek Property Owners Association and its contractors, employees and assigns have no liability for any loss or damage occasioned thereby.

8. Runway and Taxiway Inspection and Maintenance

8.01 Inspection
Frequent inspections of the runway and taxiways are conducted for condition, cleanliness, and condition of all visual aids. Report any observed deficiencies to the Airport Manager or the POA office (386) 760-5884

8.02 Maintenance
Taxiway easements and right of ways are officially defined in the final drawings of the communities in which they were constructed and in the table below. Property owners, residents, and tenants should be aware of taxiway easements and right of ways on and though their property. They are responsible for maintaining obstruction-free right of way. No vehicle, equipment, or other obstructions should be left unattended on the taxiway surface or surrounding easement/right of way.

Taxiway Easements/Right of Ways (feet)				
Taxiway	**Width**	**Clearance from Centerline**	**Paved Width**	**Height above ground level free of obstructions**
Aces Alley	N/A	N/A	24 to 60	N/A
A,B,C,D,&E	50	25/25	17 to 22	20
D Extension	N/A	N/A	20	N/A
Beech	100	50/50	100	20
Cessna (Runway to Beech)	100	50/50	100	20
Cessna (Beech to End)	110	55/55	110	20
Lindy Loop	60	25 North 35 South	50	20
F,G,H,I,K,L,M,P,Q,R,S,T,U,V,W,X,Y,Z	60	30/30	18 to 24	20
Piper	N/A	N/A	55	N/A
Tony	N/A	N/A	20	N/A

APPENDIX A

A-1 Spruce Creek Airport

VOLUSIA COUNTY FLORIDA
SPRUCE CREEK AIRPORT 7FL6
29 04.81N, 081 02.80 W
6 mi South of Daytona Beach International Airport (KDAB)
PRIVATE AIRPORT (INVITATION ONLY)

OWNED & MANAGED BY:
Spruce Creek Property Owners Association, Inc.
212-1 Cessna Blvd. Port Orange, FL 32128
Tel: 386 760-5884 / After Hours 386 756-6125 (Security)
Fax: 386 761-7808/ Email: Airport@scpoa.com
Airport Manager: 386 872-1430
Airport Info and Rules at www.7FL6.org

HOURS ATTENDED 0800L-1600L
NIGHT ARRIVALS
NOTIFY SECURITY ON FREQ: 122.975 MHz
Or on Ground PH. 386 756-6125

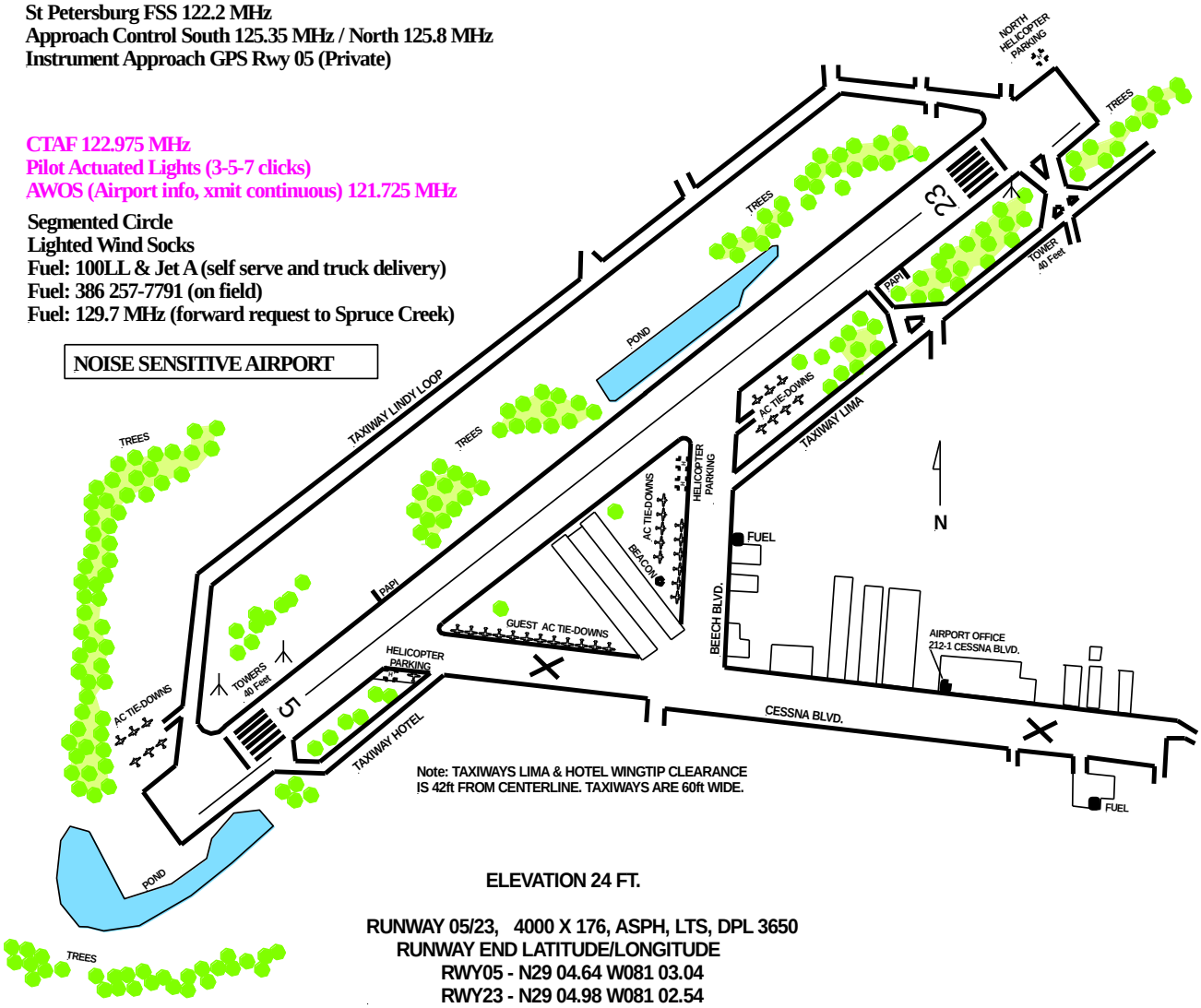
INVITED GUEST AIRCRAFT MUST BE TIED DOWN AT HOST'S HANGAR OR GUEST PARKING ON CESSNA BLVD BEHIND BLUE LINES ONLY

Ormond VOR 112.6 MHz 165°R/13.9 DME
Orlando VOR 112.2 MHz 020°R/35.6 DME
St Petersburg FSS 122.2 MHz
Approach Control South 125.35 MHz / North 125.8 MHz
Instrument Approach GPS Rwy 05 (Private)

CTAF 122.975 MHz
Pilot Actuated Lights (3-5-7 clicks)
AWOS (Airport info, xmit continuous) 121.725 MHz

Segmented Circle
Lighted Wind Socks
Fuel: 100LL & Jet A (self serve and truck delivery)
Fuel: 386 257-7791 (on field)
Fuel: 129.7 MHz (forward request to Spruce Creek)

NOISE SENSITIVE AIRPORT

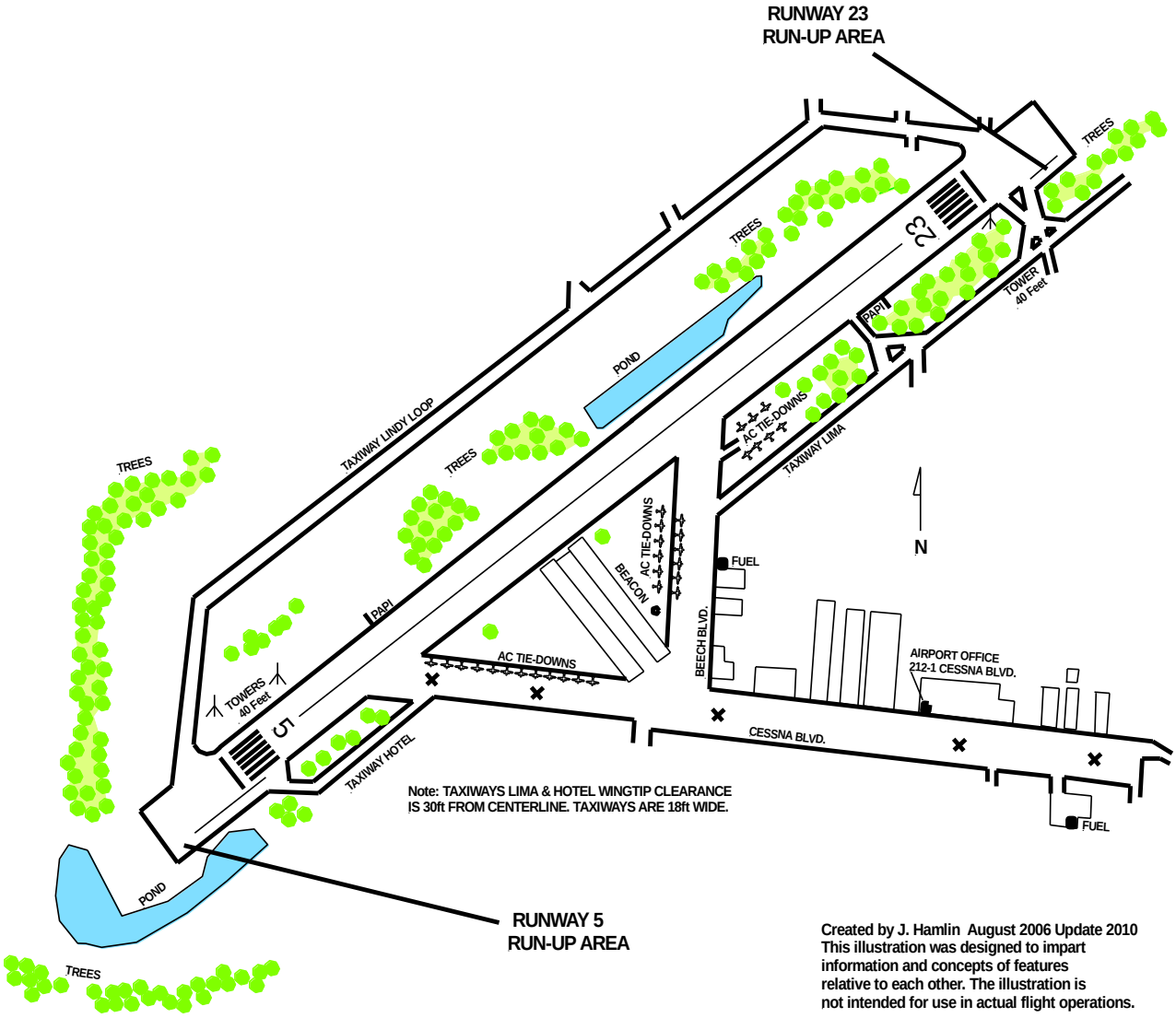


ELEVATION 24 FT.

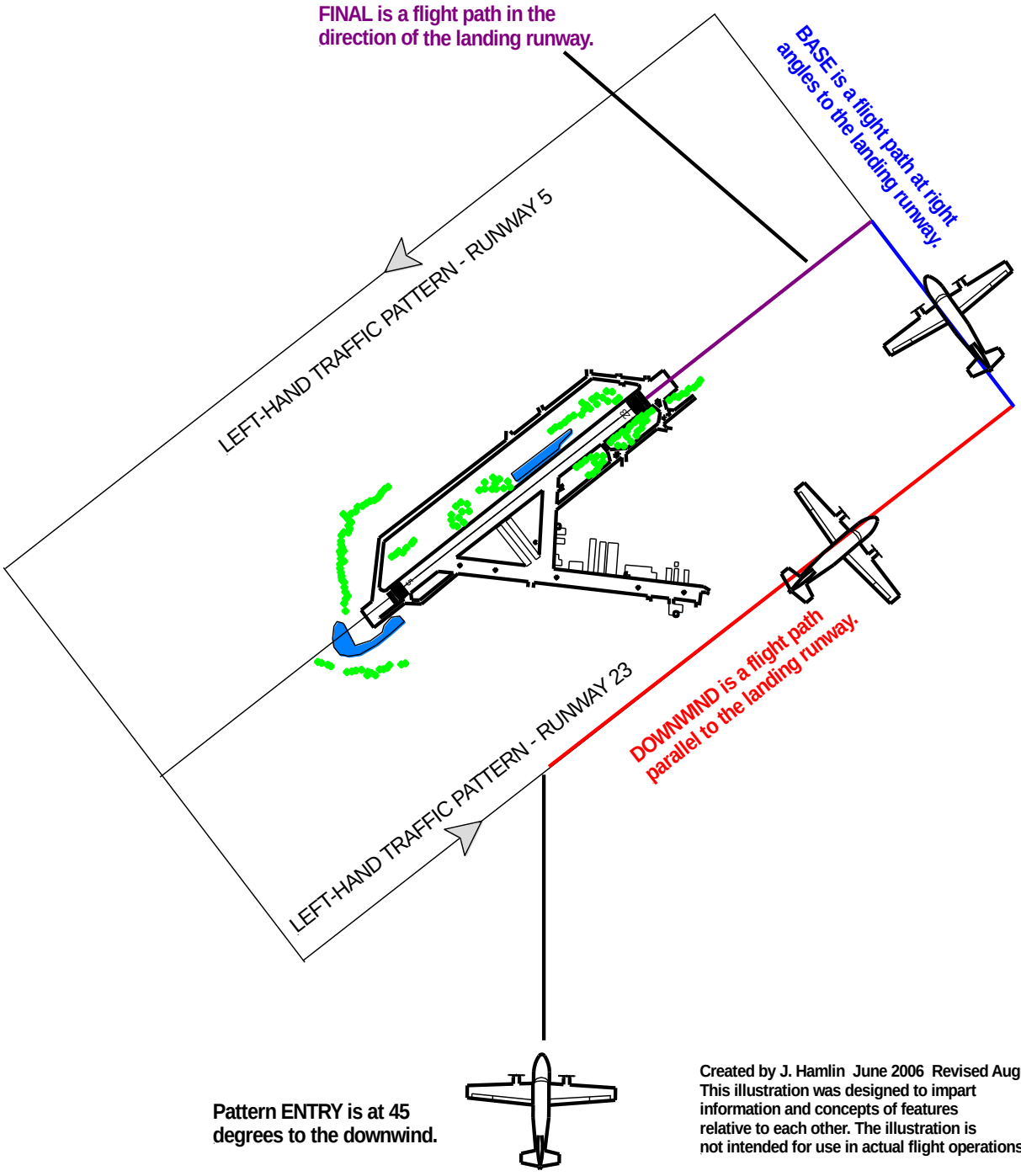
RUNWAY 05/23, 4000 X 176, ASPH, LTS, DPL 3650
RUNWAY END LATITUDE/LONGITUDE
RWY05 - N29 04.64 W081 03.04
RWY23 - N29 04.98 W081 02.54

A-2 Runways 5/23 Run-up Areas

Engine Run-up: Normal engine run-up is restricted to the established run-up pads on the south side ends of Rwys. 05 and 23 Maintenance run-ups are permitted only at the normal run-up pads or on Beech Blvd. at the runway intersection. Pilots shall exercise good judgment in attempting to minimize the effects of prop wash/jet blast and noise production during run-up.

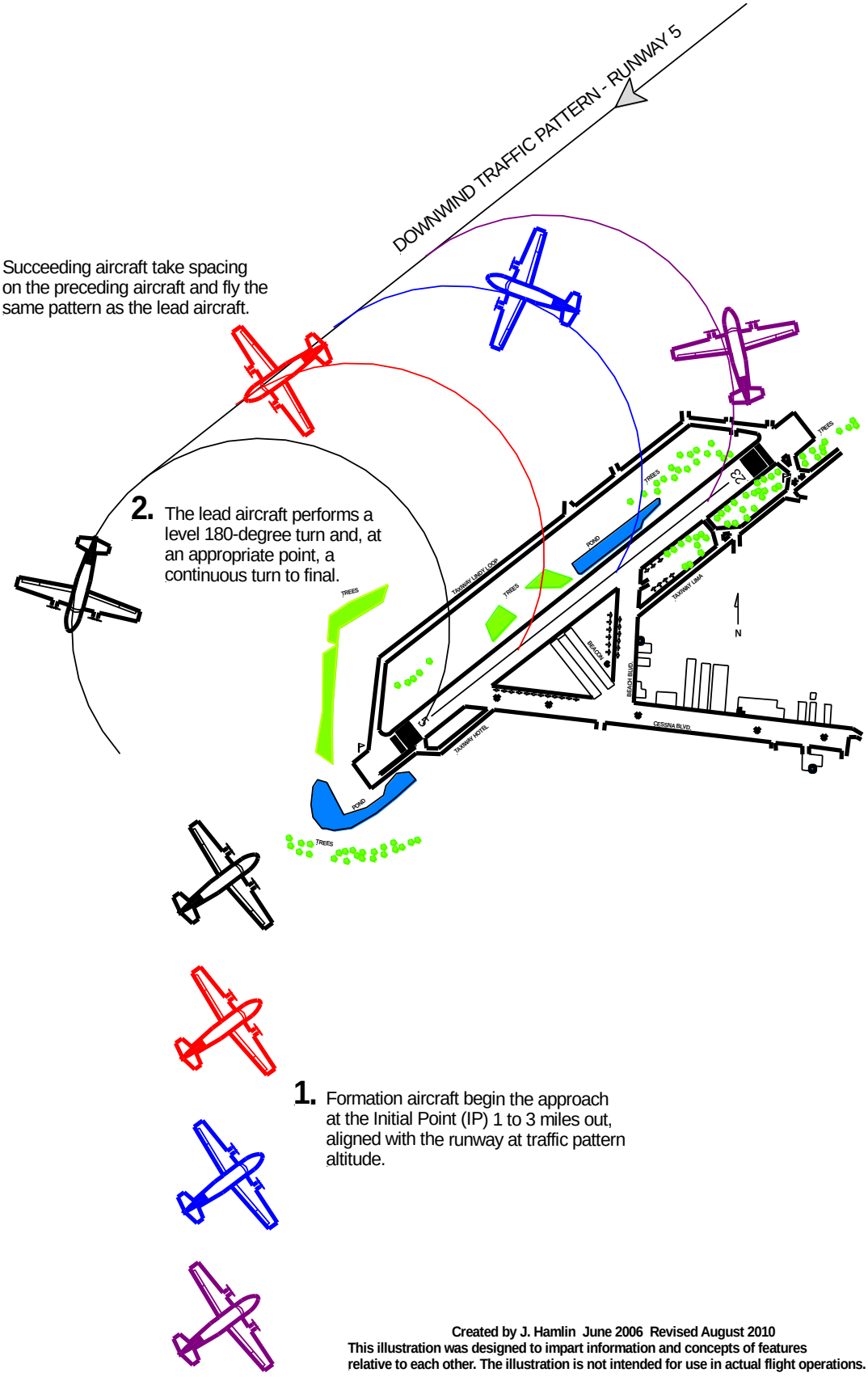


A-3 Runways 5/23 Standard Left Hand Traffic Pattern



Created by J. Hamlin June 2006 Revised August 2010
This illustration was designed to impart information and concepts of features relative to each other. The illustration is not intended for use in actual flight operations.

A-4 Runways 5/23 Overhead Approach



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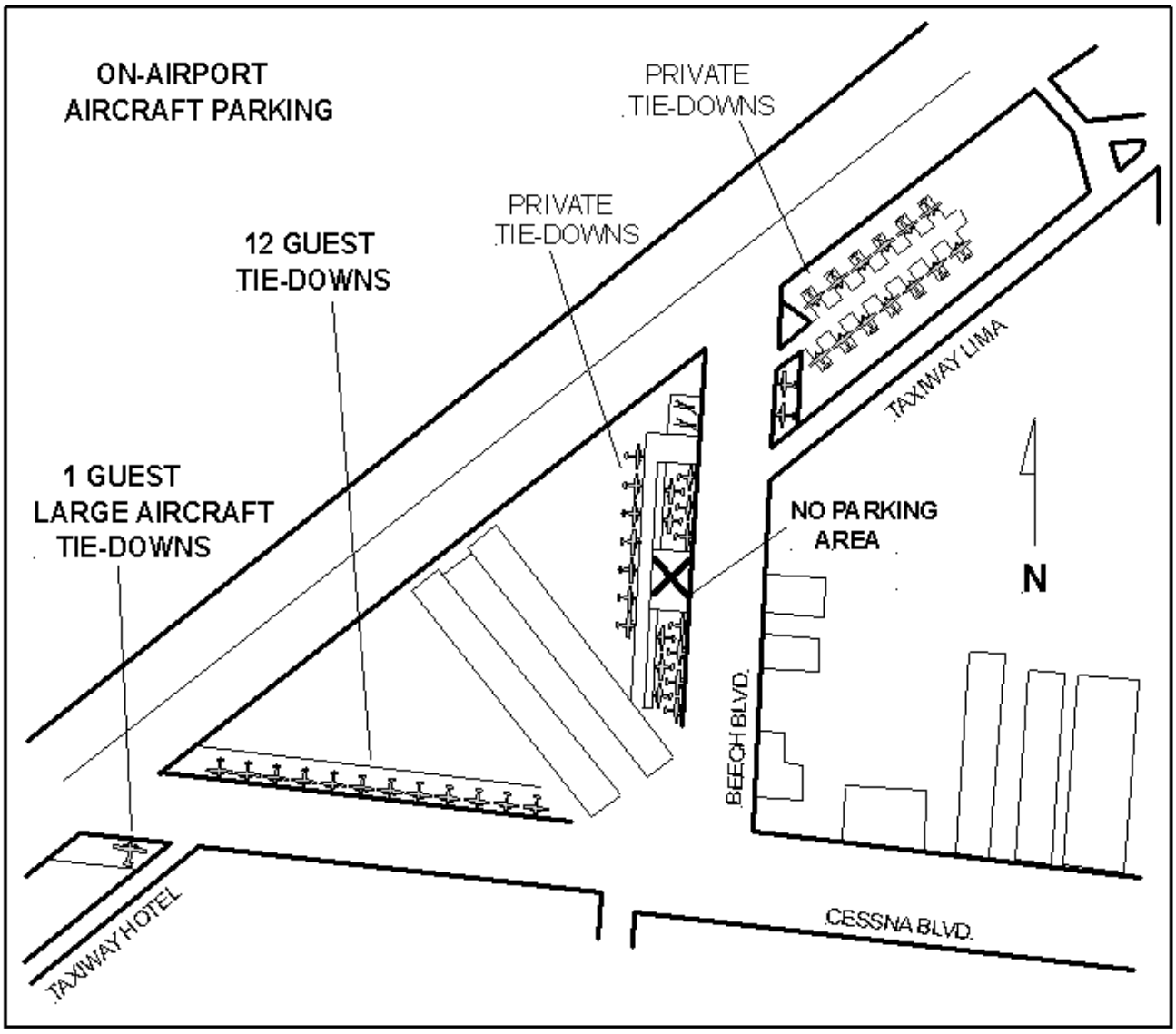
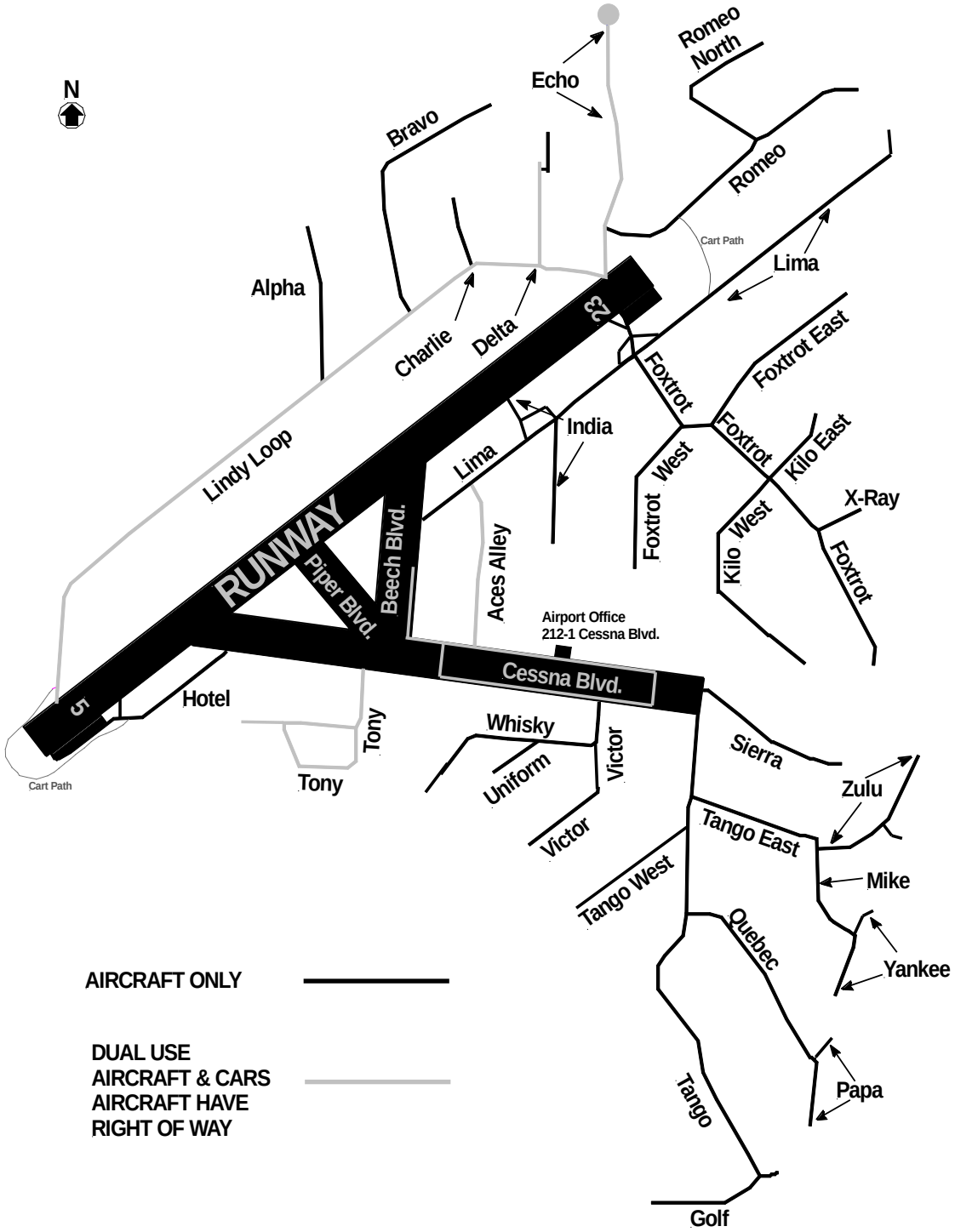
A-5 Invitee Parking



A-6 Spruce Creek Taxiways



APPENDIX B

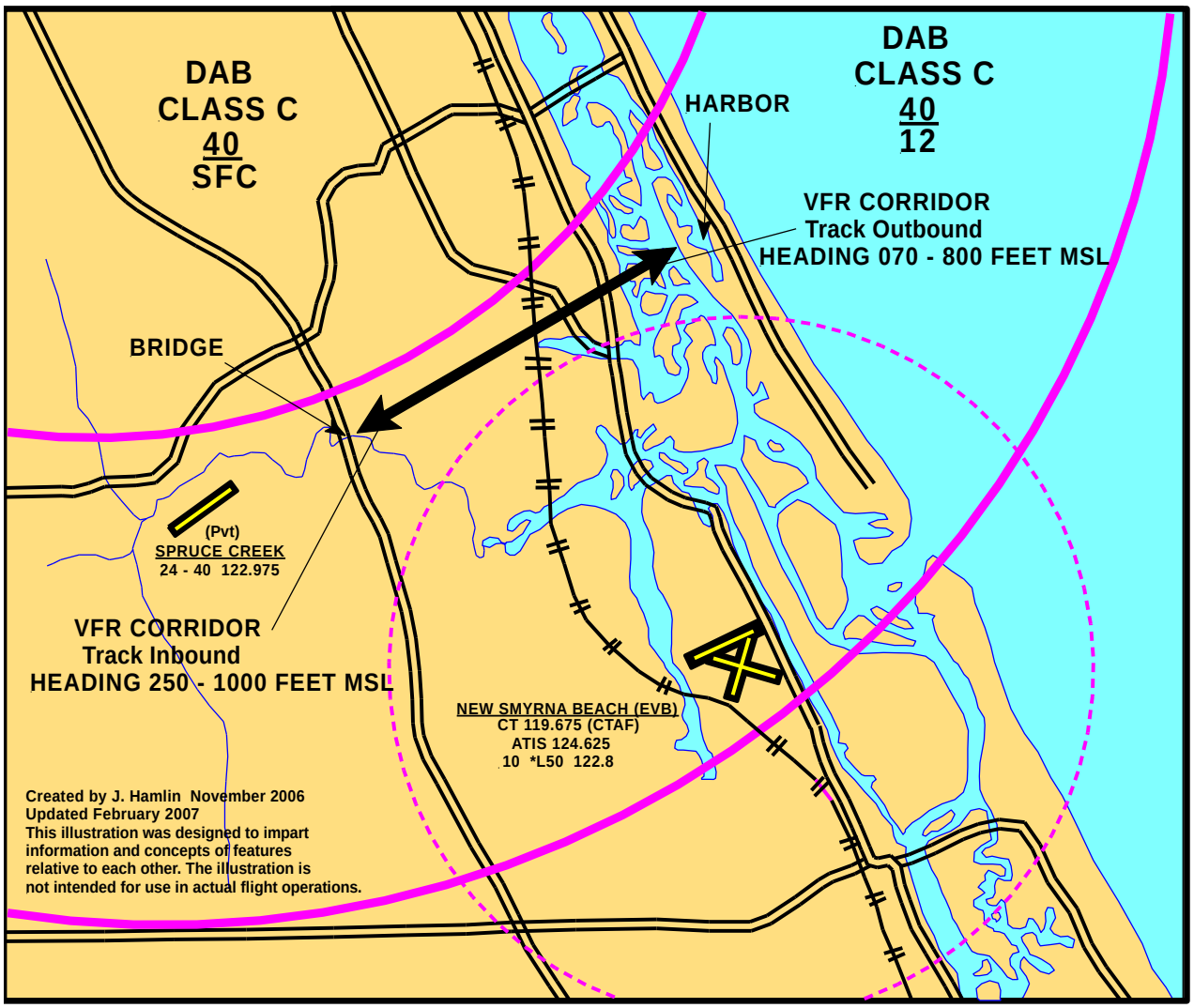
B-1 Creek Arrival or Departure

The **"Creek Arrival"** and **"Creek Departure"** are visual procedures that can be used to arrive or depart the Spruce Creek airport to and from the ocean shoreline. These are VFR only procedures which define a ground track and target altitudes for inbound and outbound aircraft in the corridor between the DAB Class C and the EVB Class D airspace. Pilots should alter course and altitude as necessary for safe separation from other traffic.

Suggested example radio transmissions on the CTAF of 122.975 MHz

Inbound: ***"Spruce Creek traffic, Twin Comanche, Creek Arrival at the shoreline"***

Outbound: ***"Spruce Creek traffic, Twin Comanche, Creek Departure over the interstate"***

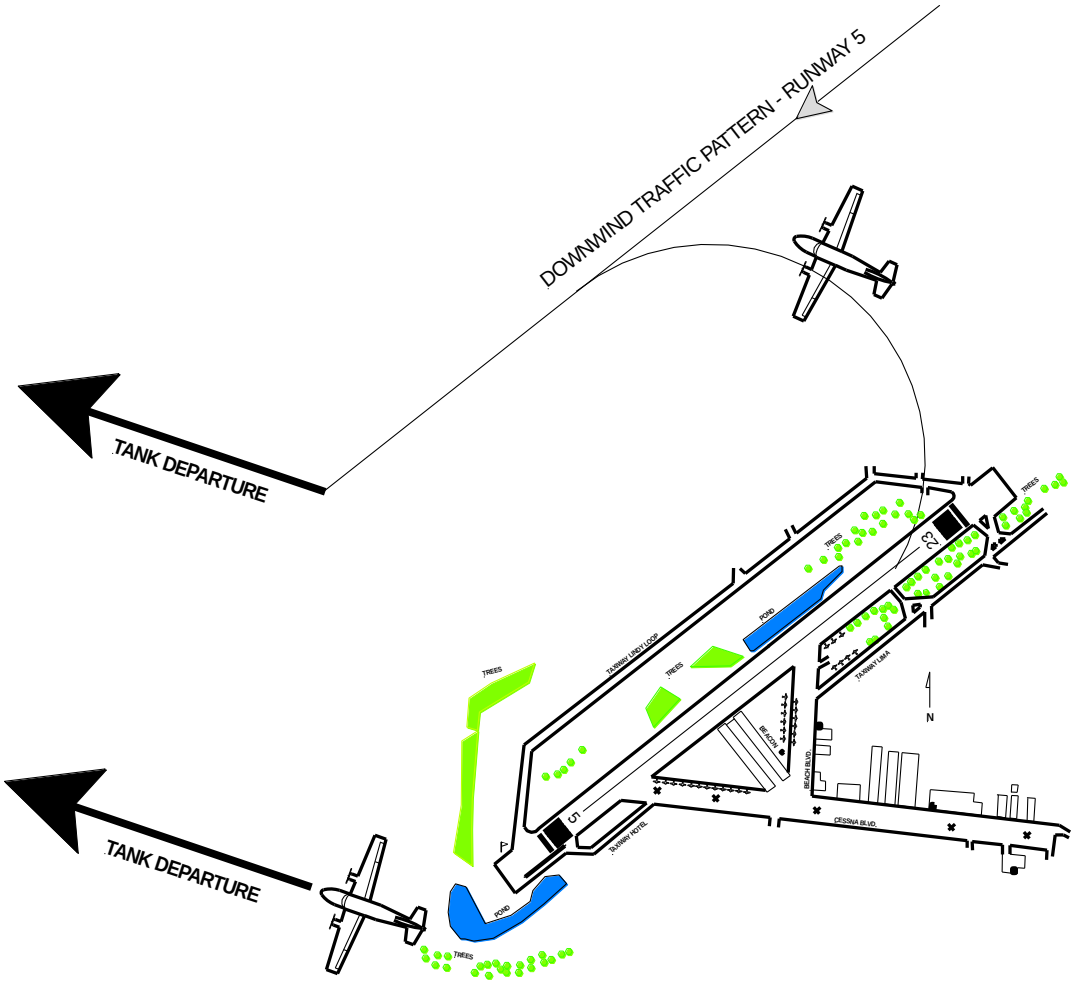


B-2 Tank Departure

The **"Tank Departure"** is a visual procedure to stay well clear of DAB Class C Airspace when departing Northwest. This is a VFR only procedure. Pilots should alter course and altitude as necessary for safe separation from other traffic.

Departure from Runway 23:
After departure, turn right, maintain at or below 1000 feet, fly over the tank, then fly heading 290° until crossing I-4 and SR-92 (both major east-west roads), then on course.

Departure from Runway 5:
After departure, enter left downwind, when abeam the numbers Runway 5 turn right, maintain at or below 1000 feet, fly over the tank, then fly heading 290° until crossing I-4 and SR-92 (both major east-west roads), then on course.



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TANK