SPRUCE CREEK AIRPORT PROCEDURES



Created By:

Airport Mgr. Joe Friend & Spruce Creek Airport Authority Committee

REVISION TRACK

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13 Sept 2018 K Update Resident Parking page 7
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15 Aug 2019 L Update CTAF and pattern altitude text on pages 1 through 17
15 Aug 2019 L Update AC 90-66B reference pages 2 and 16
15 Aug 2019 L Added Emergency Equipment graphic page 19
15 Aug 2019 L Added Emergency Firebox Tools photo page 20

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. **Prior permission** is required to land at the Spruce Creek 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.

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, or the swale on taxiway side. 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 Use Requirements

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. Implicit in operating at the Spruce Creek Airport: You are giving consent to the SCPOA to clear the runway in case of an incident/accident. 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 of aircraft Guest Pilot and Spruce Creek Sponsor on the glare shield.

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.

1.04 Runway Description

The asphalt runway is designated 06/24 and is 3998 feet long and 176 feet wide at an elevation of 25 feet MSL. The threshold is displaced for landing on Rwy 06 and Rwy 24 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 122.725 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

There is no preferred runway. It is the pilots' responsibility to determine the appropriate runway to use and to make proper and accurate radio calls.

2.03 Engine Run-up

Normal engine run-up is restricted to the established run-up pads on the south side ends of Rwys. 06 and 24 (refer to Appendix A-2). Maintenance run-ups are permitted only at the normal run-up pads or on taxiway Beech by the Helicopter Pad 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, are permitted to back taxi.

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

3. Flight Operations (Compliance with FAA AC 90-66B CHG 1 issue 2-25-2019 required)

Pilots are encouraged to always use landing lights for Taxi, Takeoffs and Landings

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.

3.02 Noise Abatement

Departing aircraft are to climb on runway heading to 500 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.

3.07 VFR Operations

- (a) Arrivals Arriving aircraft should use AWOS on 121.725 MHz for airport weather information. Pilots are expected to monitor and make appropriate radio calls (with type, location and color of aircraft included.) and announce intentions on the local CTAF frequency 122.725 MHz. Fly an altitude no higher than 1000ft AGL when under the outer ring of the DAB Class C airspace. All arriving aircraft shall fly a Standard Left-Hand Traffic pattern (refer to Appendix A-3) at the appropriate altitude. 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) **Departures -** Departing aircraft should use AWOS on 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 122.725 MHz.
- (b) For IFR clearance Pilot can use Cell Phone DAB Departure Control 386 226-3932
- (c) Arrivals Arriving aircraft should use AWOS on 121.725 MHz for airport weather information. Pilots are expected to monitor and make appropriate radio calls (with type, location and color of aircraft preferred) and announce intentions on the local CTAF frequency 122.725 MHz.

(d) **IFR GPS Approach -** RNAV(GPS) Rwy 06 is a private approach to a private airport. Only Pilots with an approved a LOA and numbered approach plate assigned in their name are authorized to use this Approach.

CANCEL IFR FLIGHT PLAN with DAB Control 386 226-3932

3.09 Helicopter Operations

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

HELICOPTERS WITH OVERALL HEIGHT GREATER THAN 15 FT. MAY NOT USE THE NORTH HELICOPTER PARKING 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 Helicopter Parking Pad 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 HELICOPTER PARKING PAD IS PERMITTED. HELICOPTER PADS 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 helicopter parking pad 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

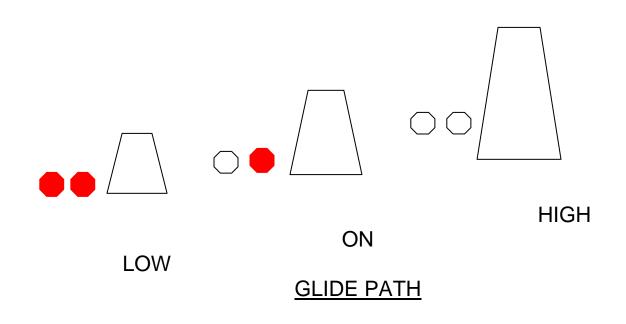
4.01 Runway Lights - Runway lights are normally set on low from dusk to dawn. When runway lights are on, light intensity can be controlled by the pilot by activation of the mic switch on 122.725 MHz (3 times-low, 5 times-med, 7 times-high within 5 sec.).

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

4.03 Automated Weather Observing System (AWOS) – Current airport weather information is available by radio (121.725) or telephone (617-262-3825). Advisories provide altimeter, density altitude, wind direction and speed, visibility, temperature, dew point, 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 AWOS center at 617-262-3825 and when prompted for an airport, dial 7356 for (7FL6).

4.04 Precision Approach Path Indicator (PAPI) - A standard, steady-state, Precision Approach Path Indicator (PAPI) is installed on the left side, 1271 ft. from the runway 6 threshold and 778 ft. from the runway 24 threshold. The PAPI system is calibrated for a 3 degree glide slope.



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.

Emergency equipment to assist with aircraft accident response, including Fire Extinguishers and Defibrillators, is available at a number of locations around Spruce Creek Airport. Refer to Appendix C for locations of Airport Emergency Equipment.

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 122.725 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 122.725 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 (refer to Appendix A-6) without permission. Vehicles over 12,500 pounds GW require special use permits which may be issued by the POA to owners of recreational vehicles and other vehicles where taxiway access to a hangar is required. This permit must be displayed on the windshield of the vehicle.

- (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 or Golf cart operators on taxiways are not permitted to use 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 parked on a leased tie-down, Spruce Creek Security should be informed and it will be cited and charged \$5.00 per each day. A car may be temporarily parked in a leased tie-down slot when the aircraft is out. The car must be parked straight in or out, not at an angle or sideways.
- (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. All invitees must register with the POA at (386) 760-5884, and or Spruce Creek Security at (386)756-6125.

7.03 Same Day Parking Guest/Visitors

No fees will be charged for same day parking in the Guest/Visitor parking area. The pilot's name and a local phone number or cell number shall be placed in the left side windshield of the aircraft. (refer to Appendix A-5) Blue lines are designated guest parking areas.

Overnight Guest/Visitors A parking a fee of \$5.00 per each overnight parking is charged for your aircraft. These fees are to be paid by the aircraft owner/operator at the POA office 212 Cessna Blvd (this is on an Honor System). Security Force Logs all aircraft on the ramp nightly. All aircraft are reported each morning to the Airport Manager and POA Manager. Residents or tenants Sponsoring Guest for 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.

RULES:

- * Park only in the designated Guest/Visitor parking area.
- * All unattended aircraft should be tied down and double locked.

(Place on Pilots side of Glare Shield) :.

- *Name of the person or business you are visiting
- * Pilot's name, home address, and phone number
- * Pilot's local contact's name and phone number
- * Pilot's date of arrival and expected departure date

7.04 Special Event Parking

During Daytona Beach area special events (such as Speed Week, Coke 400, and Bike Week), invitee parking will be limited.

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 tieddown 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	

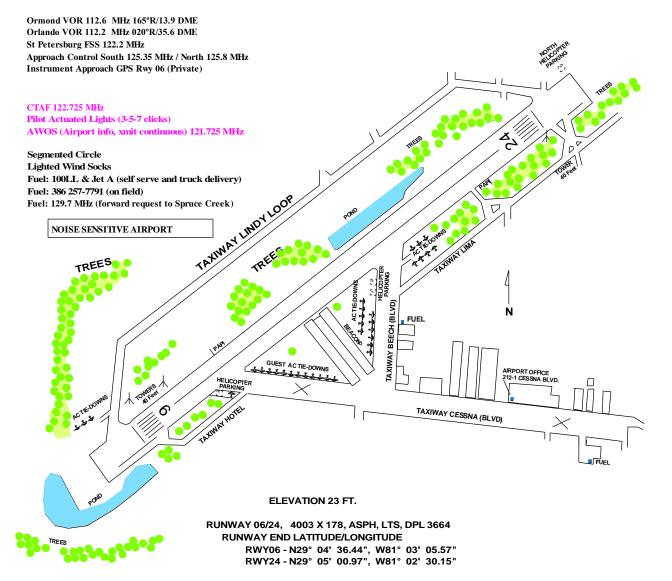
APPENDIX A

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)

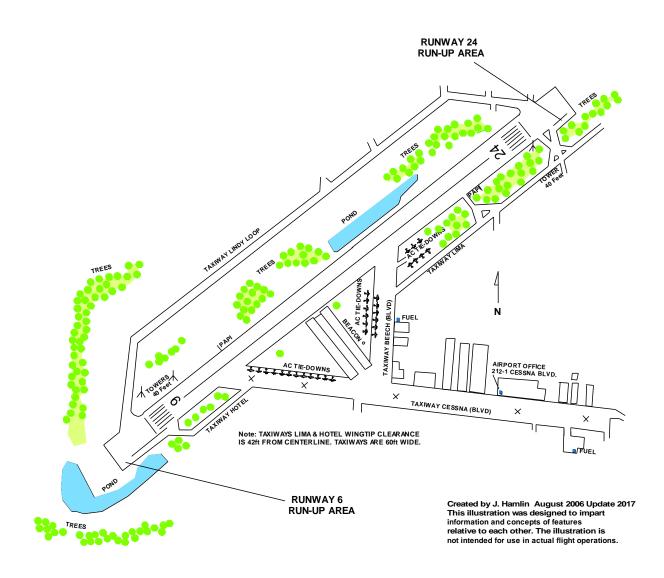
OWNED & MANAGED BY: Spruce Creek Property Owners Association, Inc. 212-1 Cessna Blvd. Port Orange, FL 32128 Tel: 386 760-5884 / After Hours 386 756-6125 (Security) Fax: 386 761-7808/ Email: Airport@scpoa.com Airport Manager: 386 275-1894 Airport Info and Rules at www.airport7fl6.com HOURS ATTENDED 0800L-1600L NIGHT ARRIVALS NOTIFY SECURITY ON FREQ: 122.725 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

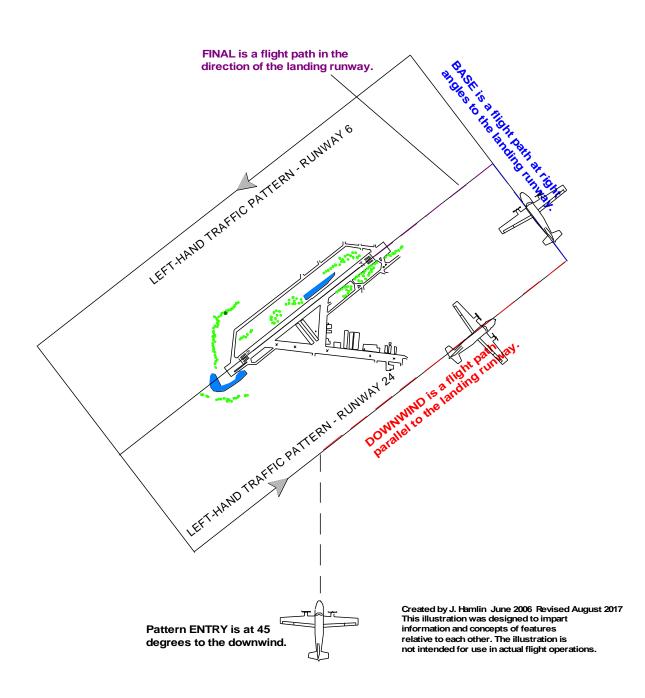


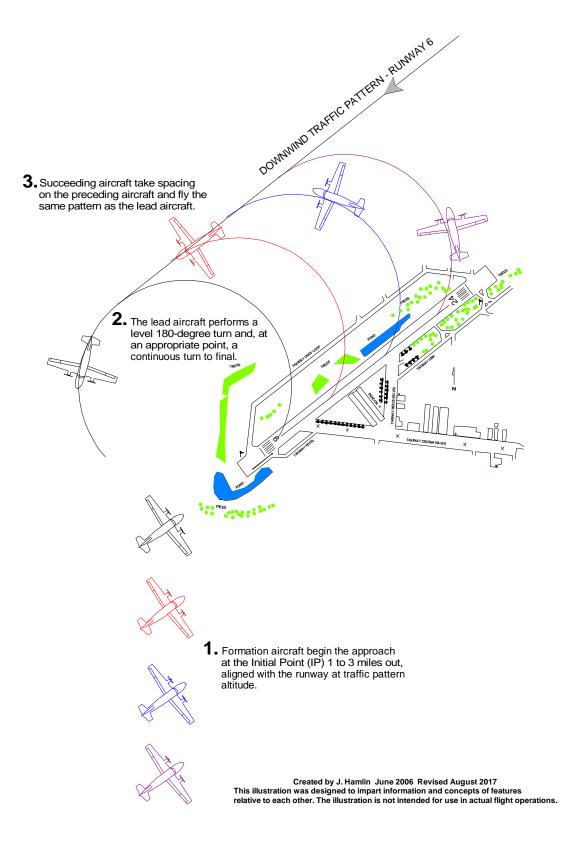
A-2 Runways 6/24 Run-up Areas

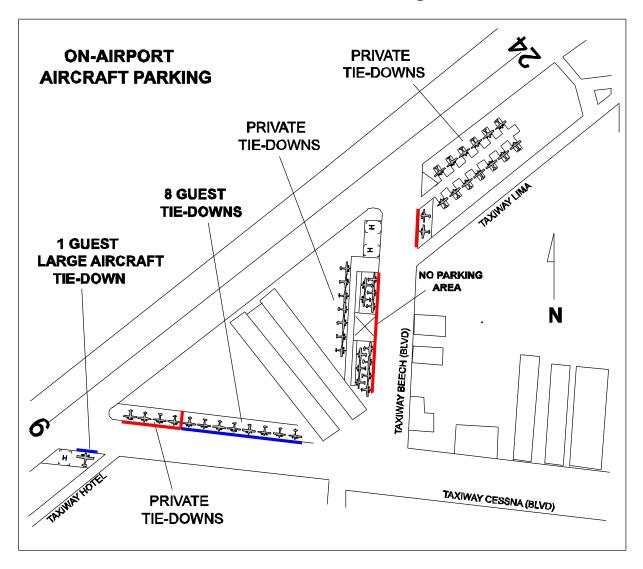
Engine Run-up: Normal engine run-up is restricted to the established run-up pads on the south side ends of Rwys. 06 and 24 Maintenance run-ups are permitted only at the normal run-up pads or on Beech Blvd. at the runway intersection. Pilots shall exercise good judgment in attempting to minimize the effects of prop wash/jet blast and noise production during run-up.

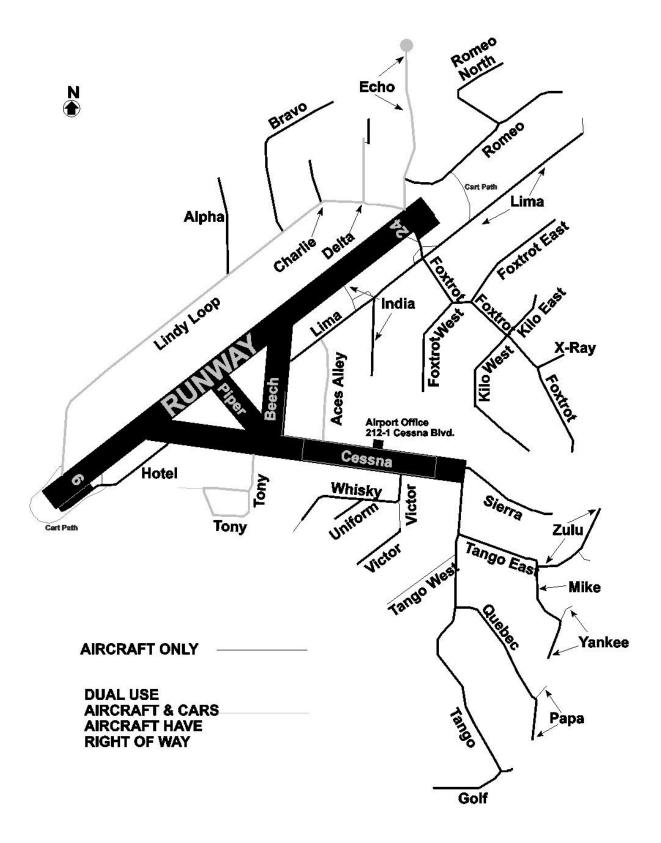


A-3 Runways 6/24 Standard Left Hand Traffic Pattern









APPENDIX B

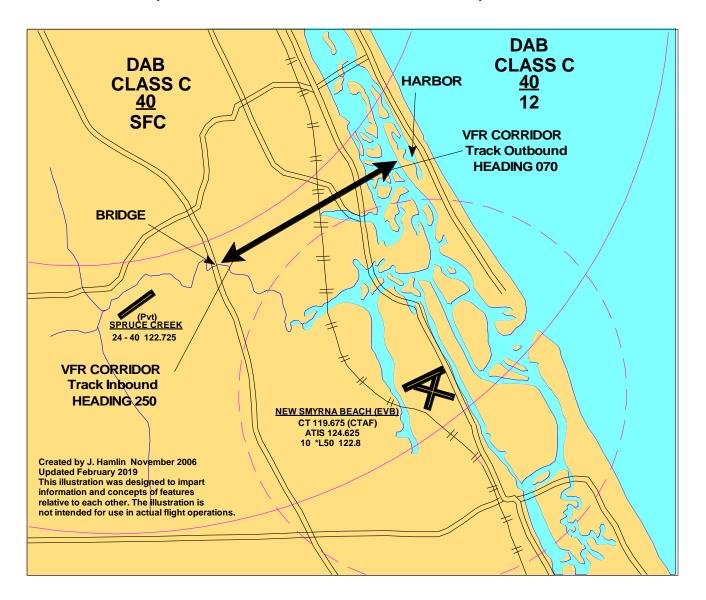
B-1 Creek Arrival or Departure

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 for inbound and outbound aircraft in the corridor between the DAB Class C and the EVB Class D airspace. Pilots should alter course as necessary for safe separation from other traffic and maintain appropriate altitude to comply with AC 90-66B CHG 1, issued 2/25/2019.

Suggested example radio transmissions on the CTAF of 122.725 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

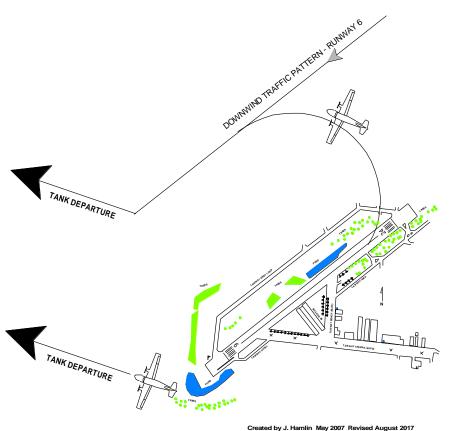
The **"Tank Departure"** is a visual procedure to stay well clear of DAB Class C Airspace when departing Northwest. This is a VFR only procedure. Pilots should alter course and altitude as necessary for safe separation from other traffic.

Departure from Runway 24:

After departure, turn right, we recommend altitude not above 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 6:

After departure, enter left downwind, when abeam the numbers Runway 6 turn right, we recommend altitude not above 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.

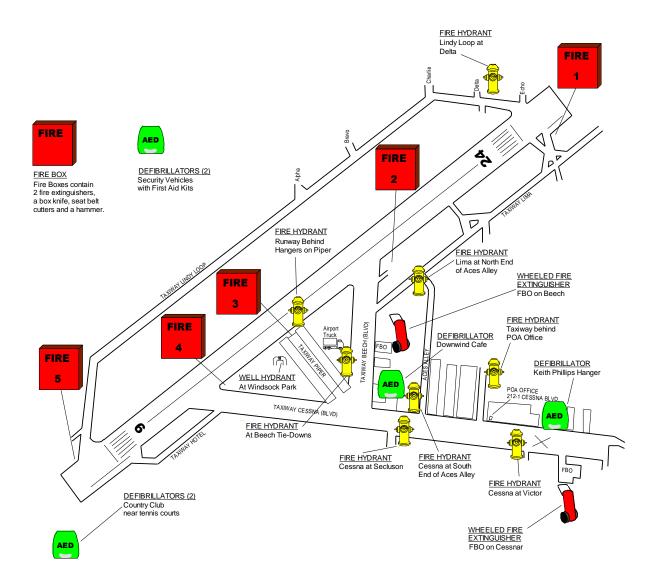


Created by J. Hamlin May 2007 Revised August 2017 This illustration was designed to impart information and concepts of features relative to each other. The illustration is not intended for use in actual flight operations.



C-1 Emergency Equipment Location





C-2 Emergency Firebox Tools

