Lynx Airways Worldwide
Standard Operating Procedures
2017
(SOP)

“Flying Virtually Everywhere”

Lynx Cargo C-17A

CEO: Captain Ginns (Ivan Rivas)
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Mission Statement

Our mission is to provide every member of Lynx Airways Worldwide with an environment that allows for an enjoyable experience in virtual aviation.
Code of Conduct

It is a requirement that all Pilots, Executive Staff personnel, and those connected with Lynx Airways Worldwide treat each other with respect and courtesy. Conflicts shall be confronted and resolved in a professional manner. The PIREPS and messages posted at Lynx Headquarters express the views of its author not the views of this organization unless posted for the purpose of conveying policy. Any user who feels that a posted message is objectionable is encouraged to contact the CEO immediately by email at ceo@lynxairways.com or using the Personal Messenger feature on our message board. Postings deemed objectionable will be removed within a reasonable time frame.

Objectionable postings are those which are knowingly false and/or defamatory, abusive, vulgar, hateful, harassing, obscene, profane, sexually oriented, threatening, invasive of a person's privacy, or otherwise violates any law. Additionally, personal attacks are strictly forbidden and will not be tolerated. As a member of Lynx Airways Worldwide, you reflect the professionalism of our organization when you are in the virtual world as well as when you represent yourself as a Lynx member in the real world. Lynx Airways Worldwide does not see this as just a game only but as a hobby which some take more seriously than others. Please respect that and conduct yourself accordingly.

Introduction

Lynx Airways Worldwide is the second oldest virtual airline in the World. We have been in continuous operation since we opened our hangar doors on July 1, 1992. As we continue today, we at Lynx Airways Worldwide provide you with a unique experience that challenges your imagination.

The experience of flight simulation is different for everyone. Some may want to use this experience as a hobby or, for real pilots, to enhance their skills, or both. Regardless, Lynx Airways Worldwide provides a place to let that experience come to life. We give you Scheduled Service, Special Operations, Charters, and if you just want to climb to FL210 and take a right, we provide Freelance flights for that experience as well. Whatever you’re in the mood for in virtual aviation, we have it in place and ready to go at Lynx Airways Worldwide.

Lynx Airways Worldwide is a registered virtual airline. Our registration was accepted on December 31, 2003 with an issued ICAO code of “LYX”. This ICAO code has been added to all Lynx aircraft located in our Hangar and Maintenance Facility as well as on those Lynx aircraft uploaded to various virtual airline download sites.

Is Lynx Airways Worldwide free? Yes. And we have no plans to charge a fee for usage.

Come visit us and take a tour of our WEB site at www.lynxairways.com, then come into Headquarters to read our Pireps and everything else we have to offer. The Pilots at Lynx Airways Worldwide are quite the storytellers. It makes sense, as your imagination is where we virtually exist.
What is a Virtual Airline?

In May of 1992, Jim Swanson founded the first Virtual Airline, SunAir Express on Prodigy. Since then, literally thousands of people have enjoyed the community of VA's across continents shared through the Internet. Though concepts and operations may differ from virtual airline to virtual airline, most VA's have a few things in common: they all provide some sort of flight structure for flight simulators such as Microsoft's Flight Simulator, Fly!, or X-Plane. Most virtual airlines also, to some degree or another, simulate the operations of real airlines. They all maintain operations on-line in many forms.

Particulars aside, the most important aspect of any virtual airline is the community it spawns: people with a common interest, learning from each other, sharing files, communicating, being creative, and having fun. This is the essence of Lynx Airways Worldwide: it’s our foundation. Upon it, one of the oldest VA's in the world has continued.

Lynx History

Lynx Airways Worldwide evolved through the efforts of Geoff Bergey, our founder and first CEO, on July 1, 1992 as a spawn of ComAir eXpress, an early Virtual Airline, which in turn spawned from SunAir: the oldest continuous virtual airline still in full operation. Lynx Airways Worldwide was the first virtual airline to devote its efforts exclusively to Microsoft Flight Simulator when it was released, rather than Pro-flight or other market FS programs of that time.

In March of 1994, Lynx Airways Worldwide changed operations to AOL from a BBS. We had Hubs in Las Vegas (LAS) and Seattle (SEA). Lynx Airways Worldwide grew into a 5-HUB operation with over 250 pilots with commercial flights spanning the globe. In May 2000 Lynx Airways began its second evolution. This new evolution took Lynx Airways Worldwide into the World Wide Web. Pilots now had the opportunity to fly a wide variety of scenarios, from guiding a "Jumbo" through the intricate approaches of Hong Kong, skimming the beaches of the Caribbean in a biplane, or going on assignment wherever current world events took them. In between scheduled flights, pilots would challenge themselves with commuter routes, charter flights and special operations as well as Freelance flights.

The distinguishing feature about Lynx Airways Worldwide is its personal touch. Using the Lynx Headquarters’ Message Board, pilots are able to share in each other’s flight adventures. No other virtual airline does this; we focus on your virtual flight stories not statistics; your adventure becomes our adventure and part of the overall history of Lynx Airways Worldwide. We couple that sense of adventure with a dynamic Operations Department, which keeps us pretty busy with a variety of flights. All designed to accommodate a wide range of pilots. From Anchorage to the Caribbean, across the pond to Europe and east to Japan: Lynx Airways Worldwide is Flying Virtually Everywhere!
On the personal side, pilots of all walks of life are welcome to join Lynx Airways Worldwide. You can use any version of Microsoft Flight Simulator or any other Flight Simulator program. We are a virtual airline whose fundamental goal is to provide entertainment to those who join. Our staff is integrated with real pilots as well as very experienced people in the VA world. Our goal is to expand this hobby for the pure enjoyment of all members. Our success depends on our Pilots.

Lynx Airways Worldwide does not use a stepladder approach, such as a ranking system, in order to qualifying for a certain type aircraft or assignment to specific missions. Our ranking structure is purely a reflection of an individual’s accomplishments in the number of hours they have contributed. Our ranking structure of pay and promotions is strictly for the Pilots enjoyment and use within their story line.

Regardless of rank, all Pilots have the same privileges within Lynx Airways Worldwide: they fly what they want, when they want. What we desire at Lynx Airways Worldwide is your story. So, whether you're a seasoned veteran who started out flying FS3 on a Commodore 64, or a relative newbie who just discovered the wonders of Flight Simulator, Lynx Airways Worldwide has something to offer.

We are a unique virtual airline; I would even suggest that Lynx is one of a kind. Yes, we fly from here to there and everywhere and on VATSIM. And yes, we are a structured virtual airline with Flight Schedules, promotions, Standard Operating Procedures (SOP) all providing a real-life airline structure. Yet from the very beginning when Geoff Bergey created Lynx, his vision was to begin telling a story: the Lynx Story. It started on July 1, 1992 with “Once upon a time there was a virtual airline named Lynx Airways Worldwide”; the rest of the story…well, that’s up to you, the Lynx Pilot.

Today, the story continues, filled over the past 25 years with PIREPS of adventure, crew dynamics, and personality. Each Pilot at Lynx Airways brings to the table their own story line in the form of a crew or a particular aircraft they enjoy flying or even themselves, as they are promoted through the ranks: what happened during the flight, how did your crew or passengers react, or what did you find when you flew into Madagascar: why are you flying to Antarctica? The story told by the Pilot adds to the overall story of Lynx Airways Worldwide and becomes part of our history.

Lynx Airways is a story. What happened in the past, what is happening now and what will happen in the future? The future is yet to be written. That has been the job of our Pilots over the years, to write the future of Lynx Airways Worldwide. Since 1992, Lynx Pilots have been telling our story. **That is why our logo is a flying pen:** Pilots at Lynx Airways Worldwide are quite the storytellers. It makes sense, as your imagination is where we virtually exist.
1. The Staff

1.1 Executive Staff Assignments:

Chief Executive Officer: Captain Ginns
Executive Secretary: Tuesday
HUB Commanders: View Specific HUB
Art Director and Webmaster: Yoshi
FAA Representative: Mr. Williams
Operations Officer: Wallace J. Bushfinckle (Wally)

1.2 Division Officer Assignments:

Administration Officer: Tuesday
Scheduled Passenger Flights: Wally
Special Operations Officer: Captain Ginns
Charter Flight Officer: Wally
Cargo Flight Officer: Captain Ginns
Adventure Flight Officer: Captain Ginns
Hangar and Maintenance Facility: The Chief
Nuttwing’s: Juan
Pilot’s Lounge: Chloe

1.3 Chief Information and Cyber Security Assignments:

Chief Information Officer: Data
Cyber Security Officer: Data
Network Security Officer: Data

2. Duties and Responsibilities of Staff Members

2.1 Chief Executive Officer:

a. Responsible for the day-to-day operation of the airline and all events related to Lynx Airways Worldwide.
b. Liaison with all Division Officers for the purpose of ensuring all Division Officer duties and responsibilities are followed in accordance with this SOP.
c. Maintain direct responsibility and oversight for Lynx Airways Worldwide management.
d. Coordinate Pilot and Staff grievances in a timely manner and provide final resolution to Pilot grievances that could not be resolved at the Division Officer level.
e. Have direct responsibility to hire and fire Division Officers and Staff members.
f. Ensure that all employees are provided with a work environment that is free from all forms of harassment by ensuring awareness of Lynx Airways Worldwide Standards of Conduct.
g. Maintain direct responsibility and authority to hire, fire, suspend, promote and demote Pilots.
h. Provide final approval to the EOMR.
2.2 Executive Secretary:

The Executive Secretary’s position is purely fictional; the CEO fulfills the duties listed below. The Executive Secretary is an avatar to handle routine virtual office interactions between the pilots, staff, and Headquarters. Each pilot is asked to use the Executive Secretary character with respect to fulfill the thesis of their story. The Executive Secretary has absolutely no voting rights or policy making authority. The Executive Secretary is virtually assigned the following duties:

a. Ensure all Division Officers are provided with the necessary tools to perform their tasks.
b. Maintain and conduct Contingency Operations at least once each calendar year.
c. Ensure all Lynx Standard Operating Procedures are kept up-to-date and available in the File Cabinet. If changes are made to the SOP, ensure all Lynx members are informed and given an opportunity to provide inputs.
d. Conduct indoctrination of new Pilots. Provide new applicants with a working area and all necessary office supplies.
e. Provide for the daily operation of Lynx Headquarters (HQ) by provide guidance to all Lynx Pilots in the preparation and filing of Pilot Reports (PIREP). Ensure all Lynx Pilots follow established Standard Operating Procedures for format and submission of their Pireps.
   a. Open all Pireps submitted by each Lynx Pilot for the purpose of extrapolating hours flown. Tally all flight hours and produce the End-of-the-Month Report (EOMR).
   b. Coordinate with the Webmaster to ensure EOMR is posted in the Administration/Department of Lynx Headquarters (HQ).
   c. Virtually coordinate the daily routine at HQ.

2.3 Hub Commander:

All our Hub Commanders are virtual and fictional. As Lynx is an organization of storytellers, it makes sense that our Hubs and Hub Commanders become part of our story. By making them virtual, each Pilot can, through their stories, add personality or history to each Hub. Hub Commanders have absolutely no voting rights or policy making authority. The Hub Commander is virtually assigned the following duties:

a. Responsible for the day-to-day operation of their assigned Hub.
b. Provide assistance to all Lynx Pilots with resources as necessary for the Pilot’s mission
c. Liaison with Headquarters for the purpose of ensuring the Hub is fully operational to include personnel, services, and fuel.
d. Coordinate aircraft maintenance with the Chief and associated Pilot in a timely manner.
e. Provide expense report to HQ on the last Monday of each month.
f. Direct responsibility to hire and fire Hub staff personnel.
g. Ensure Pilot sleeping quarters and the Pilot lounge are in good order and available when needed
h. Ensure that all employees are provided with a work environment that is free from all forms of harassment.
2.4 Art Director and Webmaster:

   a. Maintain the design and functionality of the Lynx Airways Worldwide web page and Headquarters’ message board system.
   b. Coordinate routine updates and major upgrades with the technical department.
   c. Ensure Lynx HQ represents an aviation atmosphere throughout.
   d. Provide “How-To’s” when needed or requested by Pilots or staff.
   e. Assist Pilot’s and staff in any Artwork requirements for posting Pireps.

3. Duties and Responsibilities of Division Officers

3.1 Scheduled Passenger Flight Officer:

   a. Responsible for the development of this organization’s flight schedules located in the Operations Department.
   b. Ensure flight schedules are updated when necessary.
   c. Field requests from fellow pilots for additional flights or deletions to any of the current flight schedules.
   d. Provide the Executive Secretary with new or changed flight schedules for formatting and posting.
   e. In this capacity, make final determination on passenger flight schedule content.

3.2 Special Operations Officer:

   a. Responsible for the development and publication of this organization’s Special Operation flight requirements.
   b. Special Operation flights are based on review of all news agencies and related organizations on a routine basis. Develop Special Operations, which coordinate efforts for Lynx Airways Worldwide in support of world events.
   c. Handle all requests for Special Operations flights. Because of the nature of this type of flight, payment by customers might not necessarily be provided or requested. However, Pilots will receive pay when flown.
   d. Provide Special Operation flight requirements to Lynx Pilots through postings in the Special Operations Division located in the Operations Department.
   e. Maintain authority to grant bonus 2x hours to all pilots in support of Special Operations missions.
   f. To receive Division officer pay, the Special Operations Officer must submit at least one new Special Operations entry per quarter.
3.3 Charter Flight Officer:

a. Responsible for the development of this organization’s Charter flight requirements.
b. Charter flights are based on requests from fellow pilots, staff, or any outside source able to pay for the services.
c. All Charter flights must be payable in US currency by the requester or an alternate means of payment must be in place prior to acceptance by Lynx Airways.
d. Provide Charter flight requirements to Lynx Pilots through postings in the Charter Flights Division located in the Operations Department.
e. Maintain authority to grant bonus 2x hours to all pilots in support of current Charter flight missions.
f. To receive Division Officer Pay, the Charter Flight Officer must submit at least one new Charter Flight entry per quarter.

3.4 Cargo Flight Officer:

a. Responsible for the development and publication of this organization’s Cargo flight schedule.
b. Ensure Cargo flight schedule is updated when necessary and that all Lynx Pilots are made aware of those changes.
c. Lynx Cargo Division is located in the Operations Department.

3.5 Adventure Flight Officer:

a. Responsible for the development of this organization’s flight schedules located in the Operations Department.
b. Ensure flight schedules are updated when necessary.
c. Field requests from fellow pilots for additional flights or deletions to any of the current flight schedules.
d. Provide the Executive Secretary with new or changed flight schedules for formatting and posting.
e. In this capacity, make final determination on passenger flight schedule content.

3.6 Hangar and Maintenance Facility Chief:

a. Provide for the daily virtual operation of the Lynx Hangar and Maintenance Facility by ensuring access to all Lynx aircraft by Pilots and Staff personnel.
b. Ensure all Lynx aircraft meet FAA inspection requirements and that all inspection and maintenance records are virtually available for viewing.
c. Provide for virtual fueling and cargo loading operations coordinating fueling and cargo loading operations upon Pilot’s requests when they are at any of our HUB location or airport.
3.7 Nuttwing’s and Pilot’s Lounge Officers:

a. Responsible for the daily operation of Nuttwing’s and the Pilot Break Room by providing a comfortable and pleasant atmosphere for all of our pilots, their guests and visitors.

b. Maintain stocking of both lounges and ensure appropriate Federal, State, and City codes are followed with respect to food services and serving of alcoholic beverages.

c. Enforce the No-Smoking Policy at both lounges.

d. Make final determination on alcoholic services to individuals when their capacity to receive another alcoholic drink is in question.

e. Coordinate any special food services with Pilots. These include special VIP flights as well as extended Adventure or Special Operation flights.

f. Ensure both Lounges are appropriately staffed and in operation 24/7.
3.8 Chief Information and Cyber Security Officer:

a. I charge of enterprise information technology (IT) strategy and the computer systems required to support the Lynx Airways Worldwide computer network.
b. Control all aspects of online functions within Lynx Airway’s Internet sites to include modifications, updates, and re-engineering.
c. Perform monthly back-ups of the WEB site and HQ database.
d. Serve as the System Administrator to Lynx Airways Worldwide.
e. Ensure all appropriate anti-virus software, firewalls and anti-spamming procedures are in place and in full operation.
f. Establishing IT services framework and IT security policies.
g. Recruit and direct IT staff members.
h. Coordinate with the Executive Secretary for posting of the EOMR.
4. Lynx HUB System

Xxx Lynx Airways Worldwide flight operations are virtually centralized at three major U.S. International Airports and three out of CONUS International Airports. Our current Flight schedules reflect various connecting flights from HUB to HUB making us truly worldwide. As you select your flight assignment you can also develop your story line using one of the virtual Hubs as an arrival or departure site and add some history or personality to each HUB or its Hub Commander. Your story becomes part of the Lynx story.

4.1 John F. Kennedy International Airport:

a. Xxx Kennedy Airport is our main HUB and Headquarters for Lynx Airways Worldwide. Operation began at JFK in May 2002 when HQ was moved from the Old Pan-Am building in Manhattan. Jason Steele Construction Company virtually refurbished Terminal #1 at JFK with office spaces, separate Pilot and visitors lounges, as well as security check points and passenger gate areas.

b. Daily Operations are under the control of Tuesday, our Lynx Executive Secretary.

c. The main Lynx Airways Hangar and Maintenance Facility are virtually located here at the JFK Hub. All major inspections and scheduled maintenance on Lynx aircraft are performed by The Chief and his staff of FAA certified aviation mechanics.

d. Kennedy services Domestic and International flights as well as Cargo and Express commuter flights.

- New York-John F. Kennedy International Airport:

  **Name:** John F Kennedy Intl  
  **ICAO:** KJFK  
  **Location:** New York, New York, United States  
  **Latitude:** 40°38' 23" N  
  **Longitude:** 73°46' 44" W  
  **Elevation:** 13  
  **VOR:** 115.9  
  **Web Site:** http://www.panynj.gov/airports/jfk.html  
  **Lynx Terminal:** Terminal #1 All Gates Domestic and International
4.2 Dallas-Fort Worth International Airport:

a. Dallas-Fort Worth is our Southern HUB. Virtual HUB Commander is Gabby as he likes to be called.

b. Dallas-Fort Worth services both Domestic and International flights. Service areas include various southern States, Mexico and Central America.

- **Dallas-Fort Worth International Airport:**

  Name: Dallas Fort Worth Intl  
  IATA: DFW  
  ICAO: KDFW  
  Location: Dallas-Fort Worth, Texas, United States  
  Latitude: 32°53' 48" N  
  Longitude: 97°2' 16" W  
  Elevation: 603  
  VOR: 113.1  
  Lynx Terminal: Domestic Gates A5 through A8  
  International Gates A33 through A39

4.3 San Francisco International Airport:

a. San Francisco is home to our Western HUB. Virtual HUB Commander is Armand.

b. San Francisco services both Domestic and International flights. Located in the San Francisco Bay Area, it provides a central HUB for all-northwestern states as well as the Rockies, Alaska and Hawaii.

- **San Francisco International Airport:**

  Name: San Francisco Intl  
  IATA: SFO  
  ICAO: KSFO  
  Location: San Francisco, California, United States  
  Latitude: 37°37' 8" N  
  Longitude: 122°22' 29" W  
  Elevation: 13  
  VOR: 115.8  
  Lynx Terminal: Domestic “E” Gates 60 through 67  
  International “A” Gates A1 through A12
4.4 Luis Munoz Marin International Airport:

a. Luis Munoz Marin is our Caribbean HUB. Virtual HUB Commander is Edwin Roman Ernesto Maldonado de Santos. He likes to be called Papo.

b. Luis Munoz Marin services all countries in the Caribbean and South America.

- Luis Munoz Marin International Airport:

  Name: Luis Munoz Marin Intl  
  IATA: SJU  
  ICAO: TJSJ  
  Location: San Juan, Puerto Rico  
  Latitude: 18°26' 21" N  
  Longitude: 66°0' 6" W  
  Elevation: 9  
  VOR: 114.0  
  Web Site: http://www.angelfire.com/pe/sanjuanairport/  
  Lynx Terminal: Domestic "D" Gates 1 through 8  
  International "D" Gates 9, 11, and 15

4.5 Brussels National Airport:

a. Brussels National is our European HUB. Virtual HUB Commander is Kendall.

b. Brussels National services all countries in Europe, Africa and the Middle East.

- Brussels National Airport:

  Name: Brussels National  
  IATA: BRU  
  ICAO: EBBR  
  Location: Brussels, Belgium  
  Latitude: 50°54' 5" N  
  Longitude: 4°29' 4" E  
  Elevation: 184  
  VOR: 114.6  
  Web Site: http://www.brusselsairport.be/  
  Lynx Terminal: Pier "B" Gates B01 through B10
4.6 Hong Kong International Airport:

a. Hong Kong International is our Asian HUB. Virtual HUB Commander assigned is R. D. Wei and his second in command, our very own Commander Z.

b. Hong Kong services all countries in Asia and Australia.

- **Hong Kong International Airport:**

  - **Name:** Hong Kong Intl
  - **IATA:** HKG
  - **ICAO:** VHHH
  - **Location:** Hong Kong, China
  - **Latitude:** 22°18' 32" N
  - **Longitude:** 113°54' 52" E
  - **Elevation:** 19
  - **VOR:** 114.8
  - **Web Site:** [http://www.hongkongairport.com/eng/index.html](http://www.hongkongairport.com/eng/index.html)
  - **Lynx Terminal:** Northwest Concourse Gates 60, 62, 64, 66, and 68
5. Flight Operations

Lynx Airways Worldwide has two distinct types of flight assignments: those that are Scheduled and those that are Unscheduled. Our Scheduled flights are timetable driven while our unscheduled flights have no specific schedules or timetables assigned.

5.1 Scheduled Flights:

a. Lynx Airways Worldwide provides a variety of Flight Schedules (timetables) with scheduled flights around the world. A scheduled flight means that there is a published list of flights with scheduled departure and arrival times, scheduled departure and arrival airports, and specific aircraft types assigned.

b. From Domestic to International, our flight schedules connect our passenger and cargo fleets to airports on the east coast of the United States to Hong Kong and back. All flight schedules are located in the Operations Department of Lynx Airways Headquarters in the Scheduled Flights Division at http://www.lynxairways.com/HQ/.

1) Domestic/International
2) Lynx Orient
3) Caribbean
4) Euro Lynx
5) Travel UK
6) Lynx Cargo
7) Africa

c. All scheduled passenger and cargo flights have assigned aircraft, specific departure and arrival times, as well as specific departure and arrival destinations. Deviations, such as the examples described below, are authorized provided the deviation is mentioned in the Pilot’s story line. Sample deviations include:

1) Late more than one hour for arrival or departure times.
2) Substitution of an aircraft. Use Substitution Chart in section 6.2.
3) Diversions due to weather, hazardous conditions, or IFR requirements.
5.2 Special Operations:

Along with the many scheduled flights, Lynx Airways keeps its eyes and ears opened to World Events. When requested or warranted, Special Operation Flights are activated and made available to all Pilots. We respond to earthquakes in India, floods in Mexico as well as forest fires or other events in our own back yard. Special Operation flights are unscheduled flights. Many of the Special Operation provides the Pilot with a bonus of 2x the indicated flight hours. To receive the bonus flight hours the following requirements must be met:

a. A Story line is required to receive any hours if indicated.
b. The Special Operations directive must be active and followed to the letter.
c. There are expiration dates and times associated with Special Operations. The time stamp placed on the Pirep is what determines timeliness.
d. Use of the correct code name associated with the flight.

5.3 Freelance Flights:

This is our most unique flight assignment. Freelance flights are unscheduled flights. Go anywhere, anytime, with any type aircraft: it’s as simple as that. The sky literally opens up to your imagination. You can fly to Hawaii then make a left and head on down to Australia. It's your own personal adventure. The parameters below must be met with each Freelance flight to receive hours flown:

a. The aircraft must be capable of performing the task chosen and cannot do so unrealistically.
b. The word "Freelance" must be used in place of a flight number. Do not invent a name or title for the flight. It could be mistaken for a Special Operations code word, which, of course, won't exist and the hours will be denied.
c. Freelance flights must contain a Story Line.
5.6 Lynx Cargo:

Yes we lift cargo too! Using high capacity cargo aircraft, we transport cargo across the globe using the Lynx Airways Worldwide network. Lynx Cargo provides scheduled cargo flights. The Cargo Flight Schedule is located at the Lynx Operations Department. Regular scheduled cargo flights, as posted, are governed by the same rules as those which apply to scheduled passenger service. Significant deviations with regard to routing, timing, and aircraft substitution must be adequately explained.

a. The Lynx Cargo Division Officer will occasionally update the Cargo flight schedule based on Pilot inputs and participation.
b. A Story line is not required to receive any hours.

5.7 Lynx Charter:

This service is provided on an as needed basis. Lynx Charter flights are unscheduled. In recent years we have provided charter service to the Summer Olympic Games in Sydney and Athens as well as winter games at Salt Lake City. Lynx Charter is available to transport large groups to any type of event, anywhere in the world at a reasonable cost.

a. Lynx Charter flights are specialized, usually in response to an occurrence, which requires some form of assistance or event on a timely basis.
b. Pilots flying these flights claim and collect 2x hours if indicated. Requirements for receiving the 2x hours.
c. A Story line is required to receive any hours if indicated.
5.8 Lynx Adventure:

These services are our most unusual flight series and are unscheduled flights. Fly a group of research scientists on an expedition around the world; provide a honeymoon adventure to those newlyweds from Disney to the Spanish Riviera; or a trip to the top five (5) mountain peaks in the world for those climbers raring to tough it out.

a. Lynx Adventure flights provide an itinerary with various intermediate stops along the way.

b. WEB links to the destination sites are also provided for your review and to use as possible background information for your story.

c. In addition, all Lynx Adventure flights are catered by our very own Nuttwing’s Restaurant. Contact Juan to make arrangements.

d. These exciting adventures are located in the Lynx Operations Department.

(1) Lynx Adventure missions claim straight hours for each leg of the adventure. Pilots participating who complete all legs can receive bonus hours if indicated in the itinerary.

(2) Adventure flights do not require a story line. Requirements for receiving hours are as follows:
6. Aircraft Hangar and Maintenance Facility

6.1 Lynx Aircraft:

a. Lynx Airways Worldwide continues to build its worldwide fleet. The fleet is capable of handling every conceivable type of flight from Passenger delivery to Special Operations.

b. The Lynx Hangar and Maintenance Facility house all Lynx aircraft in FS 2002 and FS 2004 version for use by its Pilots in addition to some Cargo and Passenger aircraft for FSX.

c. Depending on the flight chosen, there is an aircraft in our hangar for you. All our scheduled flights have an aircraft match. Special Operation flights, Special Charter, Cargo flights, and Freelance flights generally leave the choice of aircraft to the pilot.

d. The Aircraft Substitution Chart below is a guide to assist each pilot with substituting aircraft should the need arise or for choosing an appropriate aircraft for a specific type of flight.

e. All Lynx Pilots are authorized to have their own aircraft that they maintain at their expense in their individual hangar areas virtually anywhere around the world.
6.2 Aircraft Substitution Chart:

a. Lynx Pilots are authorized to substitute scheduled aircraft with aircraft listed in the following chart. Substitutions may become necessary for various reasons: virtual aircraft mechanical malfunctions, aircraft unavailability or other unforeseen circumstances dependent on your story line.

b. Pilots may substitute aircraft for scheduled flight without prior approval as long as the reason for the substitution is mentioned in the Pirep.

c. At a minimum, if you substitute an aircraft for whatever reason, you are encouraged to choose an aircraft that can at least meet the original scheduled requirements in passenger capacity. This chart is authorized for all scheduled flights from any of the Lynx Airways Flight Schedules.

<table>
<thead>
<tr>
<th>Type Aircraft</th>
<th>A/C Code</th>
<th>Passenger Load</th>
<th>Distance in NM</th>
</tr>
</thead>
<tbody>
<tr>
<td>717</td>
<td>717</td>
<td>106</td>
<td>1,430</td>
</tr>
<tr>
<td>737-800</td>
<td>738</td>
<td>162</td>
<td>3,383</td>
</tr>
<tr>
<td>737-900</td>
<td>739</td>
<td>177</td>
<td>3,159</td>
</tr>
<tr>
<td>747-400</td>
<td>744</td>
<td>524</td>
<td>7,260</td>
</tr>
<tr>
<td>757-200</td>
<td>752</td>
<td>200</td>
<td>3,900</td>
</tr>
<tr>
<td>757-300</td>
<td>753</td>
<td>243</td>
<td>3,395</td>
</tr>
<tr>
<td>767-400ER</td>
<td>764</td>
<td>304</td>
<td>5,645</td>
</tr>
<tr>
<td>777-300</td>
<td>773</td>
<td>451</td>
<td>5,955</td>
</tr>
<tr>
<td>MD-11</td>
<td>M11</td>
<td>285</td>
<td>7,630</td>
</tr>
<tr>
<td>MD-82/88</td>
<td>M80</td>
<td>152</td>
<td>2,052</td>
</tr>
<tr>
<td>MD-90</td>
<td>M90</td>
<td>152</td>
<td>2,785</td>
</tr>
<tr>
<td>A300-600</td>
<td>AB6</td>
<td>266</td>
<td>4,000</td>
</tr>
<tr>
<td>A310</td>
<td>310</td>
<td>247</td>
<td>5,200</td>
</tr>
<tr>
<td>A318</td>
<td>318</td>
<td>107</td>
<td>3,250</td>
</tr>
<tr>
<td>A319</td>
<td>319</td>
<td>124</td>
<td>3,700</td>
</tr>
<tr>
<td>A320</td>
<td>320</td>
<td>150</td>
<td>3,000</td>
</tr>
<tr>
<td>A321</td>
<td>321</td>
<td>185</td>
<td>3,000</td>
</tr>
<tr>
<td>A330-200</td>
<td>332</td>
<td>293</td>
<td>6,650</td>
</tr>
<tr>
<td>A330-300</td>
<td>333</td>
<td>335</td>
<td>5,600</td>
</tr>
<tr>
<td>A340-200</td>
<td>342</td>
<td>300</td>
<td>8,000</td>
</tr>
<tr>
<td>A340-300</td>
<td>343</td>
<td>335</td>
<td>7,300</td>
</tr>
<tr>
<td>A340-500</td>
<td>345</td>
<td>359</td>
<td>8,650</td>
</tr>
<tr>
<td>A340-600</td>
<td>346</td>
<td>419</td>
<td>7,500</td>
</tr>
<tr>
<td>A380</td>
<td>380</td>
<td>840</td>
<td>8,000</td>
</tr>
</tbody>
</table>
7. Flight Assignments

Flight assignments are at the discretion of the pilot. Lynx Airways Worldwide does not use the ‘Bidding’ process for assignment of flights. Pilots can choose the type flight they wish to fly at any time.

7.1 Types of Flights:

The following types of flight assignments are available at Lynx Airways:

- Scheduled flights using a variety of Flight Schedules
- Special Operation Flights - Unscheduled
- Lynx Cargo - Scheduled and Unscheduled
- Lynx Charter - Unscheduled
- Lynx Adventure - Unscheduled

7.2 Authorized Flight Hour Chart:

The following is a listing of current flight assignments available and flight hour payments authorized.

<table>
<thead>
<tr>
<th>Flight Type</th>
<th>Hours with no Story Line</th>
<th>Hours with Story Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scheduled Passenger</td>
<td>Hours Flown</td>
<td>Hours Flown</td>
</tr>
<tr>
<td>Scheduled Cargo</td>
<td>Hours Flown</td>
<td>Hours Flown</td>
</tr>
<tr>
<td>Special Operations</td>
<td>No Hours</td>
<td>2x Hours Flown</td>
</tr>
<tr>
<td>Special Charter</td>
<td>No Hours</td>
<td>2x Hours Flown</td>
</tr>
<tr>
<td>Adventure Flights</td>
<td>Hours Flown</td>
<td>Hours Flown</td>
</tr>
<tr>
<td>Freelance</td>
<td>No Hours</td>
<td>Hours Flown</td>
</tr>
</tbody>
</table>
8. Pilot Duties and Responsibilities

Lynx Airways Worldwide does not place any undue pressure on our Pilots. Lynx strives to ensure that the experience each Pilot has when they join is a fun experience. Flight hours are normally logged and tallied at the end of each month. The Executive Secretary has the duty to tabulate pilot flight hours and post an End-of-the-Month status report of flight hours flown by each Pilot at Lynx Headquarters. At that time, each Pilot’s monthly flight hour requirements are reviewed for compliance with the Pay and Promotion section of this SOP to ensure all pay and promotions are properly rendered.

8.1 Minimum Monthly Flight Hour Requirement:

a. While there are no current minimum monthly flight hour requirements. Each pilot at Lynx Airways must fly each month from any of the published Flight Schedules or unscheduled flights in order to receive monthly pay.

8.2 New and Prospective Pilots:

a. New Pilots can submit an Employment Applications through our WEB site. As the application is processed, the new prospective pilots will need to visit the Lynx Kiosk located in the footer to Lynx HQ where they will read the current Lynx Airways Worldwide Standard Operating Procedure (SOP). The SOP is also available as a link on the main Lynx Airways Web site at www.lynxairways.com.

b. All new Pilots must fly a 2-hour flight from any of the Flight Schedules listed in 8.1.a before the end of their first full month with Lynx Airways Worldwide. Failure to do so will result in cancellation of their employment with Lynx Airways Worldwide.
9. Pilot Reports (Pireps)

This Section of the SOP provides a complete understanding of the Lynx Airways Pilot Report or Pirep. This is where the story meets the imagination.

9.1 Lynx Pirep Input Division:

Lynx Airways Worldwide has designed and implemented a Pilot Report (Pirep) system like no other in the Virtual Airline world: every Pilot can read the other Pilot’s Pirep report. This allows our pilots to share their adventures. The Pirep Input Division is used exclusively to file a Pirep and have it available for everyone to read: this is where your story goes. A few basic guidelines to get us started.

a. Individual pilots are responsible for filing their Pilot Reports (Pirep) at the conclusion of a flight.

b. The Pirep Input Division is located in the Lynx Airways Worldwide Administration Department. Pilots will post their individual Pirep at the Pirep Input Division.

c. Should the Pirep Input Division become unavailable Pilots will hold their Pireps until such time as the Pirep Input Division becomes available.

9.2 Pirep Format:

The responsibility for conveying accurate information in the Pirep rests with the Pilot. When compiling the End-of-the-Month (EOMR) Report, the Administrative Secretary will work only with the information provided in the Pirep and will not enquire about that which is unclear. Each individual Pirep, at a minimum, shall contain all of the informational elements shown in the example below.

a. **Flight Number:** This line can only be one of three things:

   (1) A flight number from a Lynx Airways flight schedule.
   (2) A valid Special Operations, Charter or Adventure flight code word.
   (3) The word “Freelance”.

b. **Date:** 12/03/2002 – The date you flew the assignment.

c. **Aircraft:** 737-800, DC-3, or Lynx 777: - The type of aircraft you flew.

d. **Departure:** KJFK RWY 31L @ 1440– The departure location, runway and time.

e. **Arrival:** KTPA RWY 4 @ 1700 – The arrival location, runway and time.

f. **Flight Time:** The amount of time claimed for the entire flight in decimal format rounded up to the nearest 10\(^{th}\) (exp. 3.5, 2.6, 6.7). Include any applicable ground time as well as bonus hours.

g. **Narrative (Story Line):** Story lines for those flights, which require one as indicated in, section Authorized Flight Hour Chart.
9.2.1 Sample Pirep for a Scheduled flight:

<table>
<thead>
<tr>
<th>Flight Number:</th>
<th>559</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>12/03/16</td>
</tr>
<tr>
<td>Type Aircraft:</td>
<td>Lynx MD-88</td>
</tr>
<tr>
<td>Departure:</td>
<td>KJFK RWY 31L @ 1440</td>
</tr>
<tr>
<td>Arrival:</td>
<td>KTPA RWY 4 @ 1700</td>
</tr>
<tr>
<td>Hours claimed:</td>
<td>3.0 hours</td>
</tr>
<tr>
<td>Narrative:</td>
<td>The weather was fantastic as we made our approach to ILS runway 22L.</td>
</tr>
</tbody>
</table>

9.2.2 Sample PIREP for a Specialty flights:

Flight: Anchorage
Date Flown: 12-11-2016
Equipment: Globemaster III
Depart: KSTP 0800 RWY14 FL340 IFR
Arrive: PANC 0937 RWY 6R GATE G-16

**FLIGHT TIME:** \((5.8 \times 2 = 11.6)\)

**Narrative:** As soon as we could check in with Tuesday, we got the notice about the big spill in Anchorage. Something about a soybean freighter running aground and spilling heavy bunker fuel and diesel was the word from Tuesday. She said she was getting the HAZMAT team from DBI mobilized and that the Globemaster would be loaded and ready to head west in the morning. We were to get a good night sleep and be ready for departure at 0800 Saturday.

At 0800 we were on the flight line with fully loaded and fueled Globemaster ready. Our route was direct Anchorage. The flight was smooth and we had a slight headwind. Flight time to Anchorage was just a little under six hours. Tuesday said we would be getting further instructions once we arrived. The Coast Guard was coordinating the search and rescue for the crew. Hopefully with the clean-up equipment we brought we can leave the environment to DBI and we can help in the searching. We headed for the briefing area to get our instructions.
9.2.3 Sample PIREP for a Freelance flight:

**Flight Number:** Freelance  
**Aircraft:** Lynx 777  
**Path:** VHHH - KDFW  
**Date:** December 20, 2016  
**Logbook Time:** 15.2

Dpt VHHH RWY 25R @ 0608  
Arrived KDFW RWY 36L @ 2228

**Narrative:** Thank goodness for relief crews. This was the longest leg on this trip. The trip is to celebrate Christmas with each of our Lynx Hubs and to meet each Hub commander. I think so far I have gained several pounds with all the food. At our Hong Kong hub it was no exception. The Hub commander, R. D. Wei, put on a great traditional Chinese feast together with music and dancing. We had Duck, mounds of vegetables, fish and tons of noodle dishes. I’m not much for hot foods, and many of the foods were very spicy, so I kept more to the noodles. But my crew just jumped into those spices and several days later when we left...well, it was still there if you know what I mean.

Prior to leaving Hong Kong, Wei took us on a tour of his city. I was very impressed by the people and the buildings. We took a ride on a Junk and I felt like I was right in the story of Sho Gun. We left on our last leg to KDFW a few days before Christmas. The weather was fine and when we arrived at KDFW the weather was very soupy so I had to come in IFR.

9.3 Bonus Flight Hours:

Bonus flight hours are awarded on many Special Operation Flights, Special Charter Flights and Lynx Adventure flights. Details are provided in the mission itinerary.

9.4 Pirep Filing Procedures:

Once your flight has been completed, the process of filing your Pirep is very simple. All Pireps are filed at the Administration Department’s Pirep Input Division. To post your Pirep login and do the following:

a. Go to the Pirep Input Division.  
b. Select "Start new topic".  
c. Type in the flight number or code word in the “Topic Title” area.  
d. Write your Pirep using one of the examples above.  
e. Attach any pictures you’ve taken during your flight.  
f. Select the “Submit” button at the bottom of the window.  
g. Once posted, Pilots cannot delete their own Pireps. Request assistance from Admin should you require to delete a previously posted Pirep or topic.
9.5 The Narrative (Story Line):

a. The unique feature of Lynx Airways Worldwide is its Pirep Reporting System. Since July 1, 1992 at the BBS then the AOL Message Boards, Lynx Pilots have been writing stories to go along with their Pirep. Stories about their flight: how the weather affected their landings or takeoff or their journey from airport to airport. That grew to include stories about adventures around the world coupled with the introduction of virtual crewmembers by some of our pilots. These virtual crews are used throughout their stories and are mentioned by other Lynx Pilots through interaction using the story line. As Pireps are written and submitted, another piece of Lynx Airways history is created. This history provides details to the operation of Lynx Airways as well as each pilot’s personality.

b. Subsequently, Lynx Airways Worldwide created a set of flights that incorporate the story line. When used as a requirement for these special flights, the story line should contain enough information to provide a basis for getting paid for that flight. In those types of flights that require a Story Line, merely stating that you flew the flight is not sufficient. There should be a reason for the flight, what occurred during the flight, and what happened at the end of the flight.

c. One very important feature of Lynx airways is that Pilots can use any version, make or model of any flight simulator program. We don’t monitor the program you use; we just want to read your story. So whether you are still using pro-flight, FS 5.1 or FSX, you are welcome to come in and tell us how your flight went.

d. As part of the Pirep System, all Pilots and visitors to the Pirep Input Division can access and read our Pireps. It is not unusual for a Lynx Pilot to mention another Lynx Pilot’s crew or the Pilot in their story line. They might virtually meet at a destination airport or at some remote part of the world providing assistance during a Special Operation flight. Whatever the reason, story lines are an integral part and the fingerprint of Lynx Airways Worldwide: that’s where the Imagination comes in.

e. There is no requirement for pilots to write a story on each Pirep for scheduled flights. However, Special Operation Flights, Charter Type Flights, Special Cargo Flights and Freelance Flights all require a story line to get paid. The Authorized Flight Hour Chart provides detailed information on hours received for the different type flights provided at Lynx Airways Worldwide.
9.6 Ground Time and Flight Hours Claimed:

a. Ground time is time spent on the ground for which one is paid. It is not a category of flight. In Flight Simulator, the logbook keeps track of the amount of time you have been flying. Pilots can add reasonable ground time and use this total time on their Pireps as total hours for the flight.

b. That time includes flight planning and other pre-flight duties just as it would in the non-virtual world. The time FS provides is considered acceptable and correct for use as your hours claimed as well as ground time you add. Of course, this is monitored by our Executive Secretary to ensure it is not abused.

9.7 Crew Rest:

a. Even in the virtual world, Crew Rest is important for each of our pilots. All Lynx HUBs have been remodeled by Jason Steele Construction Company to include hotel type accommodation for our flight crews. Both Pilots and their crews are authorized to use the facilities.

b. Crew Rest must be taken as outlined in FAA Regulation Sec. 135.267 (One/Two Pilots) and SEC. 135.269 (Multi-crew). Waivers to crew rest requirements will be handled on a case-by-case basis through the CEO of Lynx Airways Worldwide.

9.8 Pilot Names:

a. The use of Pilot numbers has been indefinitely suspended. Pilots will use their Pilot Name for all Pireps and other transactions.

b. The Pilot, when filing a Pirep, shall ensure their pilot name is posted in the appropriate areas.

9.9 Beam Me Up Scotty:

In real life, landing in New York at midnight on Monday then taking off from Hong Kong the following morning cannot happen without borrowing a transporter system from the Star Ship Enterprise. This is also true in the virtual world for Lynx Pilots. Pilots at Lynx Airways Worldwide must maintain some sort of continuity of flight in reference to their location. If you, the Lynx Pilot, land in Brussels one day on your next flight you must leave from Brussels. Exception will be made only if you acknowledge you took the red eye or a deadhead as a passenger to the other destination airport within your Pirep. No hours can be claimed for red eye or deadhead type flights.
10. Flight Hour Acknowledgment Process

The Executive Secretary logs all flight hours listed in the Pireps submitted once a month. One of three things can happen when a Pirep is reviewed. The hours can be Credited, Denied, or Noted.

10.1 Credited:

The pilot has furnished all of the required information in the Pirep and has satisfactorily met the requirements for the flight per the appropriate Flight Operations section of this SOP. The claim is honored and the hours are entered into the spreadsheet to become part of the Pilots monthly total in the EOMR and subsequently part of the Pilots career total. All appropriate pay and promotions will be awarded.

10.2 Denied:

a. The Pireps information is incomplete, inconsistent, and or incorrect with regards to the flight it represents per the appropriate Flight Operations section of this SOP. Pay and promotions will not be awarded.

b. An explanation of denial via a posted attachment to the Pilots Pirep will be made by the Executive Secretary. Pilot has the opportunity to correct.

10.3 Noted:

Pireps can also be acknowledged as noted when the Pilot files the Pirep for the sole purpose of maintaining continuity. No flight hours are posted, so no flight hours are given.

11. Pilot Pay and Promotions

Lynx Airways Worldwide is a virtual airline whose fundamental goal is to provide entertainment to those who join. Our staff is integrated with real pilots as well as very experienced people in the VA world. Our goal is to expand this hobby for the pure enjoyment of all members. Our success depends on the Pilots. Lynx Airways Worldwide does not use the stepladder approach, such as a ranking system, in order to qualify for a specific type aircraft or assignment. Our ranking structure is purely a reflection of individual’s accomplishments in the number of hours they have contributed to Lynx Airways Worldwide. And actually, it’s just for fun.

However, we have included into our airline a ranking structure for pay and promotions for the Pilots use and enjoyment within their story line. Regardless of their rank, all Pilots have the same privileges within Lynx Airways: to fly any type aircraft, at any time, to any destination.
11.1 Pilot Rank Structure Chart:

Lynx Pilot’s progress through the rankings displayed below as they earn flight hours: as flight hours accumulate, each pilot will be promoted to higher rankings. As mentioned above, at Lynx Airways, your ranking is of no consequence except in your story line. Your authority to fly any type aircraft is not based on your current rank but rather on your own experience as a virtual pilot.

11.2 Pay and Benefits:

Lynx Airways Worldwide has an excellent pay package available to all its employees. Besides regular pay, Lynx Airways supplements its employees with additional pay through awards and special achievements. All awards are provided as additional flight hours. These payable flight hours are added to the pilot’s total at the end of each month. The Executive Secretary will tabulate the monthly flight hours for each pilot to ensure that all monthly pay and award amounts are added to pilot totals and represented in the EOMR Report. The Pay and Promotion Chart below provides detailed information.

11.2.1 Pilot Pay and Promotion Chart:

<table>
<thead>
<tr>
<th>Pilot Rank</th>
<th>Emblem</th>
<th>Hours Required</th>
<th>Pay (In Additional Flight Hours per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flight Officer</td>
<td></td>
<td>Entry Level</td>
<td>1</td>
</tr>
<tr>
<td>Junior First Officer</td>
<td></td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>First Officer</td>
<td></td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Senior First Officer</td>
<td></td>
<td>100</td>
<td>5</td>
</tr>
<tr>
<td>Junior Captain</td>
<td></td>
<td>500</td>
<td>10</td>
</tr>
<tr>
<td>Captain</td>
<td></td>
<td>1000</td>
<td>15</td>
</tr>
<tr>
<td>Senior Captain 1st Class</td>
<td></td>
<td>2000</td>
<td>20</td>
</tr>
<tr>
<td>Senior Captain 2nd Class</td>
<td></td>
<td>3000</td>
<td>25</td>
</tr>
<tr>
<td>Senior Captain 3rd Class</td>
<td></td>
<td>4000</td>
<td>30</td>
</tr>
<tr>
<td>Senior Captain 4th Class</td>
<td></td>
<td>5000</td>
<td>35</td>
</tr>
<tr>
<td>Master Captain</td>
<td></td>
<td>6000</td>
<td>40</td>
</tr>
<tr>
<td>Master Captain 1st Class</td>
<td></td>
<td>7000</td>
<td>45</td>
</tr>
<tr>
<td>Master Captain 2nd Class</td>
<td></td>
<td>8000</td>
<td>50</td>
</tr>
<tr>
<td>Master Captain 3rd Class</td>
<td></td>
<td>9000</td>
<td>55</td>
</tr>
<tr>
<td>Master Captain 4th Class</td>
<td></td>
<td>10000</td>
<td>60</td>
</tr>
<tr>
<td>Eagle Captain</td>
<td></td>
<td>15000</td>
<td>1</td>
</tr>
</tbody>
</table>
11.2.2 Staff Pay Chart:

Staff pay will not be realized if the Staff member fails to make a contribution to their Division or position during the pay period.

<table>
<thead>
<tr>
<th>Staff Position</th>
<th>Pay (In Additional Flight Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEO</td>
<td>1</td>
</tr>
<tr>
<td>Executive Secretary</td>
<td>25</td>
</tr>
<tr>
<td>All Division Officers</td>
<td>25</td>
</tr>
</tbody>
</table>

11.2.3 Special Awards Pay:

a) Pilot of the Month has been suspended as it does not provide the intended result of competition between Pilots. This is currently due to our low number of Pilots in our roster. Once Lynx Airways gains additional Pilots, this area will be revisited.

b) Special Achievement Pay is awarded to a pilot or pilots that, at the discretion of the senior staff, deserve the extra pay for the story line they provided or any services they performed for Lynx Airways above and beyond their normal duties.

<table>
<thead>
<tr>
<th>Award Title</th>
<th>Pay (In Additional Flight Hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot of the Month</td>
<td>Suspended</td>
</tr>
<tr>
<td>Special Achievements</td>
<td>25</td>
</tr>
</tbody>
</table>

11.3 Pilot Status Designations:

The entire membership of Lynx Airways Worldwide recognizes that real life situations have priority over the operations and commitments to Lynx Airways: sometimes you just don’t have the time to devote to this great hobby. School, family matters, and just basic life situations force Lynx Airways to take a back seat. This is understandable and respected.

Because we try to maintain a professional hobby for all our members, we must have guidelines in place to answer all situations regarding employment at Lynx Airways. The policy below applies to everyone and is based on flight hours and Pireps submitted.
a. **Active:** Indicates that the pilot has completed and submitted a Pirep in that month. All pays and benefits awarded.

b. **Inactive:** Indicates that the pilot has not submitted a Pirep for that month. No pay or benefits awarded.

### 11.4 Suspension and Termination Policy:

a. Pilots who have not filed a Pirep for a very long time, determined by the CEO, will be placed in a suspension status. The Executive Secretary will send an email notice when a decision to suspend the Pilot has been reached. The notice is for the purpose of requesting confirmation on their status prior to termination.

b. If, when trying to contact a Pilot via email, the pilot’s email bounces, the CEO may remove the pilot from the roster. The Executive Secretary may try a few more times before requesting termination through the CEO.

c. New pilots that do not file a Pirep during their first full month with Lynx Airways will be placed in a suspension status.

d. Pilots that are terminated will lose all flight hours. Should they decide to re-apply with Lynx Airways at a later date, they may do so but will start with the rank of Flight Officer and zero hours.

### 11.5 Pilot in Good Standing Designation:

Pilots who are routinely unable to file a Pirep with Lynx Airways are respectfully requested to resign. By resigning at their initiative, the Pilot remains as a “Pilot in Good Standing.” This allows for a complete reinstatement with full pay, benefits and flight hours should their circumstance change at a later date and a request to return to Lynx Airways is submitted.

### 11.6 Pilots Arriving from other Virtual Airlines:

a. Since 1992 when Lynx Airways was first formed, hundreds of Virtual Airlines have formed: each of them having their own rules regarding flight hours and promotion cycles. It would be unfair to a pilot coming from other virtual airlines for Lynx Airways to accept or reject hours in a fair decision process: the task would be very complex.

b. Lynx Airways has decided that all new pilots will join Lynx Airways Worldwide with zero “0” hours and the rank of Flight Officer.
12. **Appeals and Re-Submissions**

As mentioned in section 10.2, if Pilot hours are denied, an explanation of denial is attached to the Pilots Pirep. The denial will list the reason for denial along with the appropriate section in the SOP as a reference. Pilot will be asked to review the appropriate section of the SOP prior to re-submission. The Executive Secretary will afford the pilot an opportunity to resubmit a corrected version of the Pirep. If the correct information is received the hours will be credited. If not, then the hours will remain denied and the pilot has the right to appeal the decision. All Appeals will be forwarded to the CEO.

13. **In-Flight Emergencies**

In the event of an In-Flight Emergency, the Pilot shall perform proper FAA Authorized in-flight emergency procedures. Once the pilot has safely landed, a detailed report of the emergency shall be forwarded to the CEO via a Pirep input. Pilot shall remain at the location with the aircraft until after the investigation team has arrived and determines that the pilot’s services are no longer required at the site. The Executive Secretary will provide the proper release notification to the Pilot.

14. **On-Line Flying**

On-line flying is a very unique experience for those who use it. As this becomes more popular, Lynx Airways will try to keep up with the process. If you decide to represent Lynx Airways Worldwide during your online flying experience, please represent us well, and, when appropriate, use our ICAO code of ‘LYX’ as your aircraft code name followed by a number of your choosing.

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Mission Statement

Our mission is to provide every member of Lynx Airways Worldwide with an environment that allows for an enjoyable experience in virtual aviation.