

WASHINGTON EXECUTIVE AIRPARK / HYDE FIELD

FRZ Operating Procedures

Revised 10/17/18

Flight Plans & Departure Procedures

- Your PIN is good at all three FRZ airports, does not expire, and is exclusive to you. Do not share it with anyone or allow it to be used by others. If you have reason to believe that your PIN has been compromised, notify us immediately and we'll get a new one issued for you.
- Any flight plan entering or leaving the FRZ MUST be filed over the phone with the Leesburg FAA ARTCC at 703-771-3476. Routing, details, etc., may be emailed in advance to 9-zdc-artcc-fdu@faa.gov. *These flight plans cannot be filed online, over the radio or via 800-WXBRIEF.* You will need to provide your PIN to the briefer; this is the ONLY time anyone should ask for your PIN.
- Flight plans may be filed up to 22 hours in advance and are valid beginning 30 minutes before your planned time until 90 minutes afterwards. You can revise these times via telephone or over the radio with AFSS so long as the 90 minute window has not expired.
- VFR flights should be filed to or from the appropriate SFRA gate, unless terminating elsewhere within the FRZ or SFRA.
- IFR flight plans should be filed via the same number above and will generate all required FRZ and SFRA permissions.
- If departing an airport within the FRZ, call Clearance Delivery on the phone prior to departure. For W32 and VKX the number is 866-599-3874; for CGS it is 866-429-5882. You will be given a beacon code and departure frequency. If IFR, you may also be given a void time. You should depart VFR and pick up the IFR clearance once airborne if conditions permit.
- Arrivals and departures are permitted 24/7/365, and the presence of airport staff is not required in either case. The field is gated and locked after hours however, so transients should phone ahead to ensure access off of or onto the property.
- Be certain that your assigned beacon code is set in your transponder and that the transponder is turned on *prior to departure*. It is also highly recommended that you get a radio check.
- Once airborne, contact Potomac Approach on the designated frequency and proceed as filed.
- Be aware that the floor of the Class B above W32 is at 1500 feet, and the ADW Class B goes to the ground just east of the field. Depart to the southwest (runway heading off 23) or south and remain below 1500 until well clear or otherwise instructed by ATC.

Arrival Procedures

- For VFR flights, contact ATC at least 5 minutes before you expect to be at the boundary of the SFRA. Frequencies are shown on the local Terminal and Sectional charts. State your tail number, location and destination. ATC will respond with a beacon code. You should remain clear of the SFRA until ATC verifies that your transponder is observed. Please note that you'll likely be told "proceed as requested" or "transponder observed" and in either case that is an indication that you can continue into the SFRA and FRZ. The phrases "radar contact" and/or "cleared into" are generally not used for the FRZ or SFRA, nor are they required.
- IFR flights are handled as they are anywhere else and the requisite SFRA/FRZ permissions will be included.
- Tell ATC when you have the airport in sight. Generally they will then allow you to switch to the unicom frequency. If you are IFR, canceling when you have the field in sight will make everyone's lives much easier. REMAIN ON YOUR ASSIGNED BEACON CODE UNTIL ON THE GROUND.
- Hyde has an on-airport unofficial weather system that comes up on Foreflight and XM. It is also available on the web via <http://www.hydefield.com> or directly at <http://www.digiwx-hydefield.com>.
- Go-arounds and missed approaches are permitted, and in VFR conditions there is no need for further contact with ATC. If you have to go missed in IFR, contact ATC as soon as able and follow published missed approach procedures.

Flight Plans: In Case Of Difficulty

- On rare occasions, you may find that ATC does not have your flight plan. If this occurs when you are trying to depart, the easiest thing to do is to call the filing number back, tell them that Potomac doesn't have it, and let them straighten it out. If you are airborne trying to reenter the SFRA or FRZ, here is what to do:
 - Tell the controller that you filed and ask the controller to have his or her supervisor call Flight Service Ashburn to get the clearance.
 - If they are too busy or unable, you can call Flight Service on one of the Flight Watch frequencies and tell them that you filed and that Potomac cannot find your flight plan. They will only need your N number for this and will not need your PIN again. DO NOT, UNDER ANY CIRCUMSTANCES, STATE YOUR PIN OVER THE RADIO.
 - So long as you filed correctly, one of these two steps should straighten it out. If not, it will be necessary to land and refile by telephone.
- If you do run into a problem, it is VERY important that you follow-up so the issue can be resolved. You can file a complaint online at <http://www.afss.com> using the Pilot Feedback link at the bottom of the page. Quality Assurance numbers for both AFSS and the Potomac Tracon are on the Hyde Field website as well. You can also let us know and we'll chase it down, but going through the AFSS site is the best option. That generates a formal record that has to be investigated and the details provided to the FAA, AOPA, and others. Please do not just "let it go" as that increases the chances of the same thing happening again.

On The Field

- While arrivals and departures are allowed at any time, the field is accessible to the public only during office hours. Unregistered transients should call in advance to ensure that you can get on and off the field.
- TSA regulations require that all aircraft while parked outside must be secured with a secondary locking device such as a prop lock or throttle lock. This is required at all times unless the aircraft is within your constructive control. We have loaner prop locks in the office, and also have them for sale. Please keep your aircraft locked and remove the keys.
- Transient parking is available in three locations: There are tie-downs behind the office as well as on the grass between the canopy and the fuel dispensers. Larger aircraft may park on the paved area in front of the office or near the fuel dispensers. (Please don't block the fuel dispensers.)
- Avgas is available 24/7 from a self-serve dispenser near the middle of the field, across from the windsock. It is the larger of the two fuel tanks.
- Truck serve Jet A with Prist is available on call.

Area Resources

- Rental cars, cab and limousine services are all readily available; please see <http://www.hydefield.com> for phone numbers. Uber and Lyft are also available.
- There is a variety of shopping and food nearby. Turn left when leaving the gate at the airport and the largest selection is about three miles down on your left. Millers Farm Market across the street also has a lunch counter, bakery, and ice cream.

Getting Back to the Field

- The street address for GPS purposes is 10275 Piscataway Road, Clinton, MD, 20735. The airport web site has a Google map widget that provides detailed directions from any starting point.

For any additional questions, please feel free to contact us directly:

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| Hyde Field (Main) | 301-297-7290 |
| Stan Fetter, Airport Manager | 301-234-0065 |
| Ray Isherwood, Airport Security Coordinator | 301-412-4566 |