



**Flight Operations Manual**  
**Standard Operating Procedures**

Revision: 3/24/2022

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# Section 1: Introduction

## 1.1 SOP Purpose and Currency

1. This manual is created with the purpose of setting the standard operating procedures (SOP) for AeroSport Flight Training and Operations to ensure a safe and efficient flight training and aircraft rental program.
2. This document is to be considered a living document in that it can be modified, updated, or changed at any time by AeroSport to meet the operational needs of the company.
3. This SOP is to be used and abided by all AeroSport student pilots, renters, and flight instructors.
4. All pilots must read and abide by the standards set out in this SOP and sign the "Statement of Understanding" at the end of this manual.
5. Recommended changes to this manual must be submitted to the Chief Flight Instructor.
6. Failure to comply with this manual or FAA regulations may result in a suspension or removal from AeroSport Flight Training.

## 1.2 SOP Waiver Authority

1. The SOP is expected to be complied with in addition to all FAA regulations and procedures.
2. Only the Flight Instructor or Flight School Manager may issue a SOP Waiver.
3. SOP Waivers are valid for a single one time use period as defined by the waiver.
4. Waivers will not be issued to violate any FAR.

END

# Section 2: Safety Procedures

## 2.1 Safety Management Program

1. AeroSport is dedicated to holding safety as the number 1 priority on all flights and operations. Judgment calls must always be made to error on the side of caution.
2. All flight instructors, employees, renters, and student pilots are responsible for operational safety.
3. If at any time secondary judgment is needed consider this a warning, and always feel free to run your situation by an AeroSport employee, Flight Instructor, or Chief Flight Instructor.
4. If something looks unsafe or suspicious, always tell somebody.
5. Never assume that your flight instructor is aware of a discrepancy with the aircraft.



## Section 3: Fleet Operational Policies

### 3.1 Aircraft Care and Usage Limitations

1. All AeroSport aircraft are to be flown within the performance limitations per the aircraft's Pilot Operating Handbook (POH).
2. Aerobatics and intentional spins are specifically prohibited.
3. Student pilots may not operate the aircraft from the right seat on solo flights.
4. AeroSport aircraft may not be used for personal compensation or hire as it is a violation of FAR Part 135 Air Taxi regulations.
5. Formation flights are approved pending coordination on the ground prior to flight between pilots with a clear understanding of how the flight is to be conducted. Extra safety precautions must be considered if performing a formation flight.

### 3.2 Hangar Door Operation

1. Galt Airport
  - a. Special care should be used when operating the hangar doors.
  - b. To open a hangar door, follow the following procedure:
    - i. Ensure that there is nothing blocking the hangar door on the outside (vehicles, aircraft, golf carts, etc).
    - ii. Grab the door lock by the handle and push up until the locking arm with the bolt falls from the lock.
    - iii. Take the locking arm and flip it towards you until it is hanging straight down pointing at the ground and is free of obstruction from the hangar door. This must be done on **both sides of the hangar door.**
    - iv. Pull the ground lock straight up and rest the handle on the support on the hangar door.
    - v. Lastly, push the "Open" button on the door controller to open the hangar door.
  - c. To close the hangar door, follow the following procedure:
    - i. Ensure nothing is blocking or under the door prior to movement.
    - ii. Press the "Close" button on the door controller.
    - iii. When the door closes, flip the door locking arm over and lift up on the door handle to insert the bolt into the cutout on the door.
    - iv. Push down on the door handle to lock the door. **This must be done to both sides of the door.**
    - v. Lastly, insert the ground lock into the ground.
  - d. Entrance door codes will be provided to renters/students by Management or CFI's.
  - e. Exercise extreme caution when operating hangar doors in the winter time as snow, ice, and other debris may fall from the hangar roof.
2. DeLand Airport



- a. Special care should be used when operating the hangar doors, Management or CFI will provide instructions on their operation.

### **3.3 Medical Certificates**

1. Unless flying under the FAA Basic Med program OR using a valid US driver's license (Sport Pilots only), all pilots must have a current medical to operate AeroSport aircraft.
2. A current copy of the pilots medical, photo ID, and government issued ID must be kept on file with the office. [FAA Designee Locator Search](#) can be used to find an Aviation Medical Examiner near you.
3. The FAA MedExpress form must be completed prior to your medical examination, you can access the site [here](#).

### **3.4 Insurance Policy Requirements**

1. AeroSport requires all renters and student pilots to carry their own renters insurance. Students must have renters insurance before they are allowed to solo. Renters will not be permitted to rent any AeroSport aircraft until they are insured.
2. A \$25,000 Non Owned Physical Damage Liability policy is the minimum required amount of insurance. Policies are available through [Starr Aviation](#). Pilots may also use their own insurance provider such as AOPA.
3. Flight instructors do not need to carry their own insurance as they are covered under AeroSports policy.

### **3.5 Stuck Aircraft Procedures**

1. In the event any AeroSport aircraft is stuck at an airport due to weather and is not able to return the same day, the Renter is responsible for associated costs to return the aircraft back to home base. These costs may include but are not limited to:
  - a. Hangar rental
  - b. Recovery Costs (CFI compensation for retrieval of the airplane, fuel, hourly aircraft rental rate, ramp fees)
  - c. Damages.
2. In the event the Student/Renter is unable to complete their trip back to their point of departure, the Renter must find a hangared storage option for the airplane that protects it from weather. No AeroSport aircraft may be left outside on the ramp, even if tie downs are available.

### **3.6 Accidents and Incidents**

1. Renter and student pilots will report all accidents, major and minor, to AeroSport at once, together with the names and addresses of witnesses and involved parties, and in the event of accident, will not remove the airplane unless expressly authorized to do so by AeroSport. Incidents must also be immediately reported to AeroSport. Renter is responsible for all damage caused by renter's negligence, which will cover repairs and revenue loss.



END

## Section 4: Duty Limitations

### 4.1 Flight Instructor Duty Limitations

1. All Flight Instructors are required to abide by FAA regulations for their duty day requirements.
2. 14 CFR Part 61.195 (a) states: “**(a) Hours of training.** In any 24-consecutive-hour period, a flight instructor may not conduct more than 8 hours of flight training.”

### 4.2 Fitness for Flight

1. All pilots are required to self assess their level of fitness for flight prior to any flight operation.
2. IMSAFE is an excellent checklist that can be used to help assess your current level of fitness, if done honestly with yourself.
  - a. Illness
  - b. Medication
  - c. Stress
  - d. Alcohol
  - e. Fatigue
  - f. Eating
3. PAVE is another checklist that a pilot should use prior to flight to assess not only their own fitness for flight, but the aircrafts ability to handle the mission you are asking it to take on during the flight.
  - a. Pilot - did you pass IMSAFE?
  - b. Aircraft - is the aircraft airworthy and capable of the mission at hand?
  - c. EnVironment - does the current weather pose any risk to the safety of flight?
  - d. External Pressures - why are we taking this flight today?
4. If you need help assessing your own fitness for flight, ask a Flight Instructor or the Chief Flight Instructor but understand that seeking help to assess fitness for flight could be a warning that you may not be fit to fly. Only you know the answer to this question.

END



## **Section 5: Scheduling and Cancellations**

### **5.1 Scheduling via Flight Schedule Pro**

1. All students and renters will be registered into Flight Schedule Pro by the office staff, this requires a current email address.
2. All scheduling is to be made via FSP for both the aircraft and instructor. At minimum a 2 hour block is recommended.
3. When only scheduling a ground school lesson, only book the flight instructor.
4. When booking a solo flight or a rental flight only book the airplane you are wanting to fly.

### **5.2 Cancellation Policy**

1. Flights must be canceled 24 hours in advance if a student or member knows that they will not be able to fly at their reserved time.
2. The exceptions to this policy exist for weather, illness, family emergencies, or any other unforeseen circumstances that may arise.
3. If a student fails to meet their flight instructor for their appointment, they will be considered a "No Show" and charged the associated fee.

### **5.3 No Show Policy**

1. Students who No Show their Flight Instructor will be charged \$40.
2. A 15 minute grace period exists from the start of the reservation time until considered a "No Show".
3. Students/Renters who No Show for a Solo Flight, will be charged one hour of Aircraft rental

### **5.4 Stage Checks and Mock Checkrides**

1. AeroSport does require that students pass Stage Checks and a final Mock Checkride prior to being signed off for their FAA Checkride.
2. Stage Checks are placed at predetermined locations through each training curriculum to assess student progress and ensure understanding of content prior to moving onto the next stage of training.
3. The Final Mock Checkride is to be conducted exactly the same as the FAA Checkride to ensure that the student is qualified and ready to pass their checkride.
4. No student shall be passed on either a stage check or a mock checkride if the Check Airman does not feel that they are ready to move onto the next phase of training.
5. Stage Checks and Mock Checkrides may be completed by any other CFI except for the students current Flight Instructor.

**END**





# Section 6: Flight Training and Student Solo Flights

## 6.1 Required Documents

1. All pilots must carry the required documents of 14 CFR Part 61.3.
2. Airworthiness, Registration, Pilot's Operating Handbook, and Weight and Balance (Mass and Balance is equivalent to Weight and Balance for BushCat airplanes) are all kept onboard each airplane with the Airworthiness visible to passengers.

## 6.2 Practice Area Procedures

1. Galt Airport-
  - a. All flights to the practice area must monitor 123.30 for local traffic conflicts.
  - b. All flights departing the local traffic pattern must not turn out of the traffic pattern until at pattern altitude.
  - c. It is imperative that clearing turns are done prior to performing any maneuvers to avoid a traffic conflict.
  - d. At no time shall a pilot perform maneuvers closer than 5 miles to the airport.
  - e. When returning to the airport pilots must make a position report at 10 NM, 5NM, and over top the field (if applicable) to inform other traffic of your intentions.
  - f. If flying through the ORD Class Bravo airspace, you must hear "Cleared into the Chicago Class Bravo" from ATC, if you do not hear this you must remain clear of the Class B airspace.
  - g. When flying the Chicago Skyline, flight following is encouraged to be picked up from ATC. Do not let ATC put you in a position that is too low or far from a point where an engine out landing could not be made.
2. DeLand Airport-
  - a. Extreme vigilance must be maintained at all times when operating in and around KDED, particularly from the hours of 7 am to 2 pm daily.
  - b. All pilots must be aware of the location and activity of skydiving operations in the area. If sky diving operations are in effect, **do not overfly the airport**. If you fly the traffic pattern, you will not have a traffic conflict with sky diving operations.
  - c. Pilots must abide by all airport NOTAMS including using runway 5 as the calm wind runway, only full stop taxi backs when 3 or more aircraft are in the traffic pattern, and downwind leg must be made over the 4 lane highway for runway 23.
  - d. Alert Area A-293 and A-294 are highly condensed areas of pilot training, while we may also practice in these areas, it is recommended that the ADSB-In feature be used to help avoid traffic conflicts.
  - e. Pilots are prohibited from flying through Restricted Area R-2906, R-2907A, R-2907 B&C, R-2910A, R-2910B, R-2910 D&E.
  - f. Palatka 1 MOA excludes the airspace within R-2907 A&B and R-2910 A&D when active.
  - g. Palatka 2 MOA excludes the airspace within R-2906 and R-2907 when active.



- h. If a pilot is to fly the shore line, flight following is highly recommended to avoid traffic conflicts, do not let ATC push you too far or low over the water to where an engine out landing could not be safely made.
- i. When flying south from KDED flight following is highly recommended to be used as the airspace is very congested. If flying through the MCO Class Bravo you must hear "Cleared through the Orlando Class Bravo".
- j. Temporary Flight Restrictions are common around Daytona Beach, pilots must be aware of TFRs and flight plan accordingly.

### **6.3 Student Pilots**

1. Before conducting a solo flight, the student must inform either their flight instructor or the Chief Flight Instructor of their flight and plan.
2. Before the first flight lesson, student pilots must provide proof of U.S. Citizenship or FAA TSA Citizenship Verification.
3. If a student pilot has not flown in the last 14 days they must complete a "safe for solo" flight with their flight instructor or the Chief Flight Instructor to be able to continue solo flights.
4. Flight Instructors may place additional limitations on student pilot solo endorsements.
5. Student pilots may land at any other airport other than the airport where their training is being completed. If a student wishes to land at another airport they must receive the proper endorsement from their Flight Instructor.
6. After the flight has been completed, the students CFI must fill out the students Gleim Syllabus Lesson. If the instructor is not available it can be completed at the next appointment.
7. If a student pilot is overdue by more than 30 minutes the Chief Flight Instructor must be notified.
8. If a student pilot makes an unplanned landing or diverts to another airport the Chief Flight Instructor must be notified to coordinate the recovery of the student and the airplane.
9. Student pilot solo cross country flights must be flown with VFR flight following or by activating a VFR flight plan.
10. In the event that a student pilot is given a Brasher Warning (asked to call a number by ATC upon landing) the student pilot must notify the Chief Flight Instructor within 24 hours. If given a Brasher Warning the student should assume that the incident has been reported to the local Flight Standards District Office and is highly recommended to fill out a NASA ASAP report.
11. All student pilot solo flights must be back at their home airport 30 minutes prior to sunset.

### **6.4 Stabilized Approaches**

1. 46% of all accidents in Light Sport Category happen on take off or landing, a stabilized approach can help to mitigate the change of departure or arrival accidents.



2. A go around must be executed if by 200' AGL the following conditions on landing are not met:
  - a. Airspeed within 7 knots of approach speed.
  - b. Aircraft is high on final that would result in a dangerously long landing.
  - c. Aircraft is not aligned with the runway centerline.
  - d. If more than a 30 degree bank is needed to make the turn from base to final.

## **6.5 Sterile Cockpit**

1. A sterile cockpit is required below 1000' AGL to help ensure that flight crew can hear radio calls that pertain to traffic operating near them.
2. Over 1000', or at PIC discretion, normal conversation can be had as long as it is not distracting from the safety of the flight operation.
3. At any time it is okay to call out anything that poses a risk to the safety of flight. Examples of this would be traffic conflicts, birds, mechanical issues all should be made known to the PIC.

## **6.6 Electronic Flight Bags**

1. Electronic Flight Bags such as ForeFlight or Garmin Pilot are more than welcomed to be used while flying.
2. It is the responsibility of the pilot to ensure that the EFB is charged and charts are updated.
3. Most EFB programs will be able to connect to AeroSport aircrafts WiFi signal to receive live traffic and weather directly to the EFB.

## **6.7 Spin Training and Aerobatic Flights**

1. Spin training may not be conducted in AeroSport aircraft.
2. If training for a CFI certificate, inform the Chief Flight Instructor for Spin Training accommodations.
3. Aerobatic flights are prohibited in AeroSport aircraft.

**END**



# Section 7: Weather Limitations

## 7.1 Obtaining a Weather Briefing

1. All pilots must complete a weather briefing for their route of flight prior to their flight and must be familiar with the forecasted weather during that time period.
2. Pilots may get a weather briefing from 1-800-WX-BRIEF or from a service like ForeFlight.
3. Student pilots must be prepared to discuss the weather with their Flight Instructor prior to flying.

## 7.2 Weather Limitations

1. Student pilot weather limitations will be placed on each student for solo flying by their instructor.
2. No instructor may assign limitations that exceed aircraft manufacture performance numbers.
3. As students progress through their training, the instructor may alter the weather limitations placed on the student as their skills and confidence improve.

## 7.3 Icing Conditions

1. AeroSport aircraft must be free of frost and ice prior to departure.
2. Pilots are not permitted to remove ice or frost by scraping it off.
3. Once the aircraft has sufficiently thawed the moisture can be wiped off by a rag.
4. Flying into visible moisture must be avoided when the temperatures fall to 20 - 40 degrees Fahrenheit .

## 7.4 Taxiway and Runway Conditions

1. Flight operations will cease when the runway or taxiway is covered in ½ in of standing water, ½ of snow, or any ice.

## 7.5 Temperature Limitations

1. When the temperature is at less than 20 degrees fahrenheit flight operations will cease.
2. To aid aircraft in engine warming, tape may be applied to the oil coolers and radiators. Special care must be taken to ensure aircraft are at proper operating temperatures prior to departure.

## 7.6 Thunderstorms

1. No AeroSport aircraft may be operated within 20 nm of a thunderstorm cell.

END



## Section 8: Ground/Apron/Taxi Operations

### 8.1 Boarding and Deplaning

1. BushCat
  - a. Boarding
    - i. Special care should be taken when boarding the BushCat. Due to the fiberglass design of the fuselage there is a risk of cracking.
    - ii. To board the BushCat, it's easiest to get in backwards, meaning place your foot on the tire, one hand on the wing spar, and one hand on the seat. Then, lift yourself into the seat and swing your legs in.
    - iii. Be sure to check that the aircraft's parking brake is set during boarding or deplaning so the airplane does not roll.
  - b. Deplaning
    - i. To deplane the BushCat the opposite procedure for boarding should be followed.
2. Sling
  - a. Boarding
    - i. **Boarding the plane individually one by one. Otherwise, you can roll over or damage the aircraft.**
    - ii. Boarding the Sling should be done with caution, prior to boarding or deplaning ensure that the parking brake is set to prevent the aircraft from rolling.
    - iii. Only walk on the aircraft's wing walk surface, marked by the black griptape near the wing root.
    - iv. To board the aircraft, set one foot on the step behind the wing, place one hand on the red handprint marking on the wing of the aircraft, and the other on the handle. Then, pull yourself up onto the wing.
    - v. Step directly onto the aircraft seat to enter the cockpit and place one hand on the metal bar behind the seat next to you as a support to lower yourself down.
    - vi. ***It is very important to NOT place any weight on the seat as a support to set yourself down into the aircraft, this will bend and break the seat backrest and the seat will not sit up straight.***
  - b. Deplaning
    - i. To deplane, the opposite procedure for boarding should be followed.
3. TL-2000 TL-2000 Sting S4
  - a. Boarding
    - i. **Boarding the plane individually one by one. Otherwise, you can roll over or damage the aircraft.**
    - ii. Boarding the TL-2000 Sting S4 should be done with caution, prior to boarding or deplaning ensure that the parking brake is set to prevent the aircraft from rolling.



- iii. Only walk on the aircraft's wing walk surface, marked by the black griptape near the wing root.
  - iv. To board the aircraft, set one foot on the step behind the wing and place hand on vertical fiberglass structure next to seats. Then, pull yourself up onto the wing.
  - v. Step directly onto the aircraft to enter the cockpit and hold onto the hand grips on the top of the dashboard to lower yourself down.
  - vi. ***It is very important to NOT place any weight on the seat as a support to set yourself down into the aircraft, this will bend and break the seat backrest and the seat will not sit up straight.***
- b. Deplaning
- i. To deplane, the opposite procedure for boarding should be followed.
4. At no time may a pilot or passenger board or deplane while the aircraft's engine is running.

## 8.2 Propeller Safety

1. Caution must be taken anytime you are near the aircraft propeller whether the engine is running or not.
2. When burping the engine, ensure that the magnetos, master switch, and fuel shutoff valve are all turned off prior to moving the propeller.
3. Do not turn the propeller clockwise (from a front of the airplane view) as it will cause major engine damage.
4. Hand Propping of any AeroSport aircraft is strictly prohibited.
5. Pilots shall call "clear prop" prior to engine start.

## 8.3 Fueling at and away from home airport

1. The Rotax 912ULS and Rotax 912iS can both be fueled by either MoGas or by 100LL Avgas.
2. There is no "minimum amount of fuel" prior to filling the aircraft's fuel tank with the other fuel type.
3. Fueling at 10C:
  - a. A fueling cart is provided in the hangar with 100LL Avgas. Fueling via this cart should only be done by authorized AeroSport staff.
  - b. Should staff not be available, the self-serve fuel pump at Galt Airport can be used. Be sure to submit your fuel receipt for reimbursement.
  - c. For the BushCat, be careful to not overfill the fuel tank filler tube, if fuel starts to get backed up in the tube stop cranking fuel and allow the tube to drain. Do not allow any fuel to spill on the fabric. If fuel spills on the fabric, wipe it off immediately and notify AeroSport staff for proper cleaning.
4. Fueling at DeLand:
  - a. Fuel Truck from DeLand Aviation (386-740-1955) can be called to AeroSport Hangar E14.



- b. As a second option, the self-serve fuel farm is next to the “Gin Mill” airport restaurant.
  - c. Attach the ground cable to a non painted metal part of the airplane, and use the fuel hose to add fuel to the aircraft.
  - d. Fuel will flow out of the hose at a high rate of speed, be sure to keep a close eye on the fuel tank filler tube so that gas does not spill.
5. When fueling away from the home airport, bring the fuel receipt back with you and turn it into the office. An AeroSport fuel card can also be provided.

#### **8.4 Windscreen Care**

1. A clean windscreen is crucial to a safe flight, cleaning products and towels are provided to clean the windscreen in the event it is dirty.
2. Windscreens must be cleaned after each flight.
3. Do not clean the aircraft's windscreen by circling motions with the rag on the windscreen. Straight and up and down wipes should be used to help avoid scratching of the plexiglass.

#### **8.5 Seat Position**

1. BushCat
  - a. The seat in the BushCat does not slide forward or backward.
  - b. If you are unable to have full control of rudder pedals or toe brakes due to seating position, backrest pads are available.
2. Sling
  - a. The seat in the Sling can be slid forward and back for proper adjustment, it is easiest to make these changes before getting in the airplane.
3. TL-2000 Sting S4
  - a. The seat in the TL-2000 Sting S4 does not slide forward or backward. Pedals can be adjusted forward and backward. Pull the control cable straight out carefully in order to adjust pedals.

#### **8.6 Aircraft Lighting**

1. Prior to engine start the aircraft's navigation lights must be turned on to alert people outside the airplane that there is live power to the aircraft.
2. Pilots should not taxi with the strobe lights turned on.
3. Prior to entering any runway pilots should turn on all aircraft lights to ensure visibility of the airplane to other aircraft in the area.

#### **8.7 Parking and Securing Aircraft**

1. BushCat
  - a. The aircraft may be tied down at the tiedown points or by the winspars.
  - b. The parking brake should be applied when parking.
  - c. Gust lock must be in place to prevent flight control damage from gusting winds.



2. Sling
  - a. Behind the pilot and co pilot seats are flight control locks that can be slid between the ailerons and the flaps to prevent flight control movement from winds or propwash on the ramp.
  - b. A gust lock can also be applied to the elevator.
  - c. It is critical to ensure these are all removed prior to flight.
3. TL-2000 Sting S4
  - a. The aircraft will roll with very little effort. When parking the aircraft, it is recommended to chock the tires in order to ensure that the aircraft will not move. The aircraft can be equipped with a parking brake. Tie down rings are installed underneath each wing if a greater need for security is considered necessary by the pilot.
4. Towbars are provided and should be used to move aircraft, do not push down on the tail of either airplane for movement to prevent damage.
5. Before leaving the airplane ensure all doors are locked, if applicable, and that the pitot tube cover has been installed.

**END**

## **Section 9: Maintenance Procedures**

### **9.1 Reporting a Maintenance Issue**

1. If a maintenance issue or structural damage is found with an aircraft the student or renter should contact a flight instructor or maintenance to report the discrepancy *before* flight.
2. Renters are to be held responsible for any and all damages caused to AeroSport aircraft.
3. Aircraft maintenance is marked as “squawks” in Flight Schedule Pro.
4. All maintenance is done in house.
5. No AeroSport aircraft may be flown with an open maintenance discrepancy.

### **9.2 Resetting Circuit Breakers**

1. If a circuit breaker pops in flight, pilots may reset the breaker one time.
2. If the breaker pops again after being reset, do not reset the circuit breaker a second time as it could lead to an electrical fire. If this happens, pilots should use their best judgment, run the checklist, and monitor the systems to identify any changes or abnormalities.

**END**

## **Section 10: Emergency Procedures**





## 10.1 Definitions per NTSB 830

1. In the event of an emergency it is the primary goal of the pilots to safeguard the souls on board.
2. Abnormal Event - Something that has happened, changed, or malfunctioned outside its normal parameters.
3. Incident - "*Incident* means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations".
4. Accident - "*Aircraft accident* means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage".
5. Serious Injury - "*Serious injury* means any injury which: (1) Requires hospitalization for more than 48 hours, commencing within 7 days from the date of the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ; or (5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface".
6. Fatal Injury - "Fatal injury means any injury which results in death within 30 days of the accident".

## 10.2 Pilot in Command Emergency Authority

1. 14 CFR 91.3 states "In an in-flight emergency requiring immediate action the PIC may deviate from any rule of this Part to the extent required to meet the emergency".
2. The PIC may deviate from any rule or procedure in this manual to meet the extent of the nature of the emergency.
3. When declaring an emergency you may do so on 121.5 or directly with ATC if you have flight following.
4. Emergency squawk codes:
  - a. 7500 Hijacking
  - b. 7600 Radio Failure
  - c. 7700 All Other Emergencies
5. Remember to always aviate, navigate, communicate in that order during an emergency.
6. During flight training flights where a flight instructor is onboard, the flight instructor will be PIC.
7. Flights that do not have a flight instructor must have designated who will be PIC in the event of an emergency.
8. The Chief Flight Instructor must be notified immediately when an emergency has occurred.

## 10.3 Bird and Wildlife Strikes

1. In the event of a strike, maintain positive control of the aircraft.



2. If structural damage has happened to the aircraft, attempt to fly the airplane at low speeds at an appropriate altitude to detect any changes in flight characteristics prior to landing.
3. If damage is taken to the wing a no flap landing should be made.
4. On the ground if a bird or wildlife strike happens, maintain positive control of the aircraft, taxi the aircraft to a safe location where the aircraft can be shut down and brought to the hangar.
5. Notify aircraft maintenance and the Chief Flight Instructor after landing.

**END**

## **Section 11: Stage Checks and Checkrides**

### **11.1 Stage Checks and Mock Checkrides**

1. Stage checks are placed throughout a pilot's training syllabus to ensure student progress and retention of skills, content, and procedures before moving onto the next phase of training.
2. Stage checks can be done by any flight instructor other than the students own flight instructor.
3. No flight instructor shall pass a student on a stage check if they do not feel confident in their performance.
4. A final mock checkride must be passed prior to being endorsed for an FAA checkride. This will be set up exactly like the FAA checkride to ensure that the student has the skills and training to pass on the first attempt.
5. The Chief Flight Instructor will conduct mock checkrides, but this can be designated to a flight instructor by the Chief Flight Instructor.
6. If a student does not pass a stage check, they must do additional training with their flight instructor.

### **11.2 FAA Knowledge Exams**

1. Students must show completion of their Gleim Online Ground School course in addition to scoring 3 90% or higher scores on practice exams.
2. Gleim will endorse the student for the written test when they have completed the online course and practice exam.

### **11.3 Checkride Procedures and Tips**



1. A checkride can be conducted by an FAA representative from the FSDO for free, or by an FAA approved Designated Pilot Examiner (DPE).
2. Students should call the DPE directly to schedule their checkride.
3. The day of the checkride:
  - a. Arrive at the airport at least 1 hour before the scheduled time of the checkride.
  - b. Bring DPE payment in the form of either cash or a check.
  - c. Be sure to have all documents, endorsements, flight plan, books, and all other materials set up and ready for the DPE when they arrive.
  - d. AeroSport will ensure the aircraft is available for the checkride.
  - e. Always check the weather one last time prior to heading out to the aircraft to perform the practical portion of the exam.
4. Remember, you are the PIC on the checkride and the DPE is looking to see you act as one.
5. In an effort to stay organized, it's a good idea to have a "checkride folder" with all of your documents, weather, flight plan, payment, and anything else you may need. Plastic inserts can help to further the organization, this can help reduce stress knowing you have all your paperwork in one place.
6. Lastly, take a deep breath, let the DPE do the talking, answer the questions, and if you don't know something you can always look it up.

**END**

## **Section 12: Pilot Currency and Aircraft Checkouts**

### **12.1 Pilot Currency**

1. 3 month currency is required for the aircraft the pilot is checked out in. When a pilot is out of currency, an AeroSport instructor needs to be scheduled to fly with the pilot for a short re-currency flight consisting of at minimum three take offs and landings or to demonstrate a proficiency.

### **12.2 Aircraft Checkout**

1. Pilots must be checked out in each make and model aircraft they desire to rent.

**END**



# Flight Operations Manual

## Standard Operating Procedures

### Pilot Acknowledgement and Signature

I have read and understood these Standard Operating Procedures and I agree to all policies and procedures as set forth. I understand that willfully breaking these procedures may result in termination from AeroSport Flight School or the ability to rent from AeroSport in the future.

Pilot: \_\_\_\_\_  
Printed Name

Pilot: \_\_\_\_\_  
Signature

