



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

**June 2019**

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# SECTION 1 INTRODUCTION

## 1.1 OPERATIONAL DIRECTIVES

1. The EKU-A Flight Operations – Standard Operating Procedures Manual (SOP) is a publication produced for the use by all Eastern Kentucky University students, instructor pilots, and staff.
2. In addition to this publication, all flight training must be completed in accordance with:
  - A. Applicable Code of Federal Regulations (CFR).
  - B. The applicable Pilot Operating Handbook.
  - C. EKU-A Maneuver Description Guides (MDG).
3. The purpose of this publication is to ensure the safe and efficient operation of all Eastern Kentucky University flight operations.
4. All pilots are required to familiarize themselves with the contents of this SOP and sign a "Statement of Understanding."
5. Compliance with the policies outlined within this SOP is mandatory.
6. Failure to comply with any EKU-A policy or applicable CFR may result in suspension or removal from the EKU-A flight program.
7. Suggested changes to the SOP should be submitted to the Chief Flight Instructor.

## 1.2 MANUAL CURRENCY

1. Pilots are responsible for using and flying with the most current edition of all applicable FAA and EKU-A flight publications.
2. The "Read & Initial" Binder may be used to collect day to day operational guidelines, changes to the SOP in between updates, or any other information that needs to be communicated to students and instructors. This binder will be maintained with the latest information at the RGA operations desk. Each pilot will ensure Read & Initial currency prior to every flight.

## 1.3 SOP WAIVER AUTHORITY

1. All EKU-A students and instructors will comply with procedures and processes outlined in this manual and all other applicable publications.
2. Only the Chief Instructor Pilot (IP) or Safety Manager may issue an SOP waiver. Waivers are for single (one-time) instances and issued on a case-by-case basis.
3. Waivers will **never** be used to violate any pertinent FAR.
4. If the Chief IP or Safety Manager are not physically present, and a waiver is requested, approval may be granted via voice or text.
5. Any waivers, along with the granting authority, should be noted in the student's training record when filling out the Cessna Course Tracking Application after the flight.

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## SECTION 2 SAFETY PROGRAM

### 2.1 SAFETY

1. Safety is priority #1 at EKU Aviation. At all times, judgements and decisions regarding any given flight will **ERROR ON THE SIDE OF CAUTION.**
2. Every instructor, student and employee in the EKU Aviation Program is responsible for operational safety.
3. If you are questioning yourself regarding whether or not something is safe, consider this a warning that it is not. Bring it to the attention of the Chief, Assistant Chief, or Safety Manager for clarification.
4. If something looks, feels, or appears unsafe, it probably is. Tell someone.
5. Never assume that your Flight Instructor is aware of any discrepancy.
6. A student or flight instructor may terminate a flight at any time in the interest of safety. If a flight is terminated for any reason, the student and instructor must thoroughly debrief and any safety issues should be discussed with the Chief, Assistant Chief, or Safety Manager. Resist the temptation to “get home”. The ground is a far better place to deal with problems/uncertainties.
7. **Clean the windshield daily and as needed.** A dirty windshield is a safety-hazard. Windshields should be sufficiently clean so as to ensure traffic and obstacle avoidance.

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## **SECTION 3 OPERATIONAL POLICIES**

### **3.1 MEDICAL CERTIFICATES**

1. All new flight students are required to possess a Third Class Airman Medical prior to beginning flight training.
2. Since graduates of EKU Aviation must possess a First Class Airman Medical Certificate in order to exercise ATP privileges for an air carrier, students are recommended to get a First Class Airman Medical as their first medical certificate to ensure the student does not have any medical problems.
3. Airman Medical Certificates are issued by an Airman Medical Examiner (AME).
4. Airman Medical Examiners may be located using the [FAA Designee Locator Search tool](#) on the FAA webpage; select AME from the drop down menu.
5. Before arriving at your appointment, you must create an account and fill out an application on the [FAA MedXpress](#) Website.

### **3.2 AIRCRAFT USE**

1. No pilot shall use Eastern Kentucky University aircraft for personal gain or monetary compensation in violation of EKU policies and FAR Part 135 (Air Taxi) operations.
2. No pilot shall conduct formation flights unless authorized by the Chief Flight Instructor.
3. All "discovery flights" must be approved by the Chief Flight Instructor or the Program Director and the individual flown must complete and sign a waiver form.
4. No solo pilot shall operate an aircraft from the right front seat unless that pilot is:
  - A. Enrolled in an instructor pilot training program.
  - B. Approved by the Chief Flight Instructor, and is flying in VFR conditions.

### **3.3 DRESS CODE**

1. All clothing items must be professional and not create a hazard to the student or instructor in or around the aircraft, during both the preflight and in the airplane.
2. Closed-toe shoes must be worn for all flight, ground, ride-along, and simulator activities. "Crocs", Birkenstocks, sandals, or flip flops, high heels or wedges are not permitted.
3. No loose jewelry (necklaces, earrings, etc.) is permitted.
4. No excessively loose clothing (as to cause an entanglement hazard with the controls) is permitted.
5. For winter flying, pilots are required to carry an appropriate winter jacket.

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## SECTION 4 DUTY LIMITATIONS

### 4.1 GENERAL

1. A flight duty period begins when a flightcrew member (student and/or instructor) reports to a location with the intention of conducting a flight activity, and ends when the aircraft is parked after the last flight of the day.
2. A flight activity includes, but is not limited to:
  - A. Acting as a flight crewmember in any capacity including private use and/or commuting.
  - B. Deadhead and ferry flights.
  - C. Flightcrew contract work or employment outside of EKU-A.
  - D. Simulator training, unless conducted **after** the last flightcrew activity of the day.
3. Rest Period: An uninterrupted rest period of at least 10 hours before the next flight duty period.

### 4.2 FLIGHT INSTRUCTOR

Flight Instructor limitations:

- A. No more than 8 hours of flight training in an aircraft in any 24-consecutive hour period.
- B. Maximum 14-hour duty day that must be preceded by a rest period.
- C. No more than 7 consecutive flightcrew duty days.
- D. After 7 consecutive flightcrew duty days, an uninterrupted 16 hour rest period is required.

### 4.3 STUDENT

Flight student limitations:

- A. Maximum 12-hour duty day that must be preceded by a rest period.
- B. No more than 2 syllabus flights (total) per calendar day.

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## SECTION 5 SCHEDULING, ATTENDANCE, AND GROUNDING

### 5.1 REQUIREMENTS

1. Prior to registering for a flight lab, each student must:
  - A. Have an assigned instructor.
  - B. Possess an Airman Medical Certificate.
  - C. Have the required aircraft renters' insurance (see the Aviation Office for details).
2. For Domestic Students
  - A. Proof of Citizenship
    - i. Passport **or**
    - ii. **Original** Birth Certificate with Photo I.D.
3. For International Students:
  - A. TSA Approval found online at: [International Student TSA Approval Procedure](#)
  - B. Complete paperwork in the Aviation Office.

### 5.2 SCHEDULING FLIGHT BLOCKS

1. The student and instructor will work together to determine availability for scheduling flight events.
2. Ideally, students will be scheduled to fly at least three times per seven day period.

### 5.3 ATTENDANCE POLICY

1. Scheduled Events
  - A. Students are required to arrive for scheduled flights 15 minutes prior to the event time. This applies to both aircraft and training device events.
  - B. Students are required to report to their scheduled flight regardless of the weather conditions, unless previously notified by their Flight Instructor.
2. All flight scheduling will take place in Flight Schedule Pro (FSP) and notification of scheduled events will take place via the automatically generated email from FSP. For this reason, when new students register in FSP, an accurate email address should be provided. **It is not the instructor's responsibility** to notify students when they are scheduled to fly.
3. Flight Cancellation
  - A. Instructors will document in FSP the reason for a cancellation. Examples include, but are not limited to; "Student Cancelled", "IP Cancelled", "Weather", "Schedule Conflict-Student or IP", "Student Unprepared", etc. Verbiage should indicate the responsible party, i.e. the Program or Student.
  - B. Student cancellations should be made prior to 1800 the day before the scheduled event.
  - C. A No-Show Fee will be assessed for any cancellation made within 12 hours of the scheduled event.
  - D. It is the student's responsibility to check the schedule daily or before each previously scheduled flight block to ensure the schedule has not changed.
  - E. Instructor cancellations due to weather are not authorized in excess of 12 hours prior to a scheduled event.
4. In the event of illness, students should contact their instructor the day before a scheduled flight or as soon as possible.
5. No-Show Fees. Note: A "No-Show" is the failure of a student to show up for a scheduled flight event **OR** failure of a student to be prepared for a flight lesson.
  - A. First No-Show: Student will be charged for one hour of ground instruction.
  - B. Second No-Show: Student will be charged for one hour each of ground instruction and flight instruction.
  - C. Third No-Show: Student will be charged for one hour each of ground instruction, flight instruction, and aircraft time. In addition, the student will be referred to the Chief Instructor for counseling.
  - D. A student who again fails to show up for a flight event after meeting with the Chief Instructor will be referred to the Pilot Review Board for disciplinary action.

6. Instructor No-Show.
  - A. If an instructor does not notify the student of their intent to cancel a flight block at least 12 hour prior to the scheduled event, the student will then receive 1 hour of free ground instruction.
  - B. Weather cancellations do not require advance notice, but still require the instructor to notify the student.
  - C. Instructors will be subject to disciplinary action at the discretion of the Chief Instructor if they fail to show up for a scheduled event or provide appropriate notification to their students.

#### **5.4 UNPREPARED POLICY**

1. Students are expected to prepare for each flight lesson by following any/all of their flight instructor's pre-lesson assignments.
2. A student who does not demonstrate appropriate preparedness for the lesson will be considered unprepared and will be assigned a no-show and subject to the no-show policy.

#### **5.5 FLIGHT EVENTS**

1. Generally, the period of time an aircraft is assigned in FSP should be the time of the actual flight activity. Briefing and debriefing should occur **outside** of these times so an airplane is not tied up on the schedule when it is not being used.
2. To maintain schedule integrity, all flights must return by the scheduled Due-Back time.

#### **5.6 TRAINING RECORDS**

1. The student's master file will be maintained at the Flight Training Center (FTC) and this file will contain all required documentation.
2. Accuracy and completeness of flight records is the primary mechanism used by the FAA to demonstrate compliance; as such, maintenance of these records is extremely important.
3. Each flight instructor is responsible for accuracy and maintenance of their respective students' training record in the Cessna Course Tracking Application (CTA).
4. The lesson must be properly recorded in the CTA at the end of each lesson, saved and printed, then signed by both the student and instructor with the correct date. The printed copies will be kept in a file at the FTC and will document the student's progress. In the event a student is having difficulty, this record will be reviewed, and for this reason, the instructor must properly document the student's performance.
5. Instructors are required to comment on each below-standard line item.

#### **5.7 FLIGHT GROUNDING**

1. Students are restricted from participating in training operations if they have been grounded.
2. Depending upon the circumstances and length of the grounding, the student may lose their instructor assignment until the issue has been resolved.
3. A student may be operationally grounded for violation of EKU-A policies or FAA regulations.
4. Students or instructors involved in any incident or accident involving injury or damage to persons or property will be grounded until the matter has been fully investigated and the student or instructor is cleared to fly again by the FAA and Chief Flight Instructor.
5. Students may be medically grounded if suffering from an extended illness or emotional/personal issues.

#### **5.8 STANDARDIZATION AND PILOT REVIEW BOARD (PRB)**

1. Standardization Board
  - A. The Standardization Board shall be used to review all academic issues that may arise with students that fall outside of the guidelines already established in this SOP or any other EKU policy.
  - B. The Standardization Board shall also review any proposed changes to any of the documents used in flight training.
  - C. All EKU-A flight training shall be conducted in accordance with the Maneuver Description Guides and checklists, which are updated for best practices by the Standardization Board. No flight operations or maneuvers will be conducted contrary to limits published in the Aircraft Pilot's Operating Handbook (POH).

- D. The Standardization Board shall consist of all Check Instructors, and the Aircraft Maintenance Manager in addition to the members of the Pilot Review Board.
2. Pilot Review Board
- A. The PRB shall review any flight related incident or accident and make their recommendation to the Program Director.
  - B. The PRB shall review the training record and meet with both the student and instructor in the event the student is having difficulty and is not progressing through the flight syllabus.
  - C. The PRB shall also review all Flight Instructor disciplinary issues, such as violation of established procedures or any unsafe practices.
  - D. The Pilot Review Board consists of the Chief Instructor, Assistant Chief Instructors, and Safety Manager.

## **5.9 TRANSFER STUDENTS**

- 1. Transfer students with a completed Private Pilot certificate will normally be enrolled in the Instrument Pilot Rating syllabus. These students must comply with an administrative process and apply to receive credit for AVN 161, 161A, and 162A. See the Aviation Office for details regarding this process.
- 2. Transfer students with a partially completed private pilot certificate or rating will complete a stage check in order to determine the appropriate placement in the curriculum and may receive partial credit for prior training based on 14 CFR 141.77.
- 3. Instrument and Commercial phases of training must be completed at ECU, the BS Aviation degree, and 60 hours of specific aviation credits must be earned in order to qualify for the 1000 hour R-ATP certificate.

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## SECTION 6 FLIGHT TRAINING & OPERATIONS

### 6.1 REQUIRED DOCUMENTS/EQUIPMENT

1. In general, students are required to have the necessary documents/equipment that are required by their current flight syllabus, in addition to the requirements of 14 CFR 61.3.
2. Students may use paper VFR Sectionals during Private Pilot training. However, ForeFlight, Garmin Pilot or an equivalent Electronic Flight Bag (EFB) system is required for Instrument and Commercial training.

### 6.2 STUDENT SOLO FLIGHTS

1. No student is permitted to operate any EKU-A aircraft without first being dispatched by the approving flight instructor.
2. All stage checks are considered safe for solo evaluations.
3. If the student's landing skills have not been evaluated by the instructor within the last 14 days, the student must demonstrate at least two safe landings to the dispatching instructor before departing on the solo flight, but the dispatching instructor must complete the necessary landings and/or maneuvers to ensure the student is safe for solo flight.
4. The dispatching Flight Instructor must be at the airport to personally ensure the following:
  - A. Proper preflight planning was completed.
  - B. The student has flown with an instructor within the previous 14 days.
  - C. Ensure any required endorsements have been completed.
  - D. The student is dispatched using established procedures (refer to Appendix B).
  - E. If on an IFR flight plan, a CFII will verify the student's IFR currency and flight plan remarks.
5. The dispatching Flight Instructor will provide specific instructions to the student, outlining maneuvers to be practiced, physical location of the flight, restrictions, and any other relevant information.
6. For the initial solo flight in the Private Pilot syllabus, the approving flight instructor must maintain radio communications with the student and be in a location to observe the student's performance in the traffic pattern. For the remaining local pattern/area solo flights in Private, the instructor must stay at the airport during the flight, but does not have to observe the landings. The instructor may fly with another student during this time.
7. For all other flights requiring a dispatching instructor, the dispatching Flight Instructor must be available at the airport to dispatch the flight, but is not required to stay at the airport after dispatching. The dispatching Flight Instructor must be available via telephone and have access to flight planning tools (ForeFlight, e.g.) in the event the student requires assistance. All paperwork (FSP, CTA) must be completed immediately after the flight unless the student returns after 6 pm, in which paperwork may be completed the following morning.
8. If the student is overdue by 30 minutes or more, the dispatching Flight Instructor shall notify the Chief Flight Instructor.
9. In the event a student makes an un-programmed landing for any reason, the student(s) shall notify his/her dispatching instructor immediately.
10. If the un-programmed landing was for weather avoidance, mechanical issues, or other reasons that will prevent the student(s) from returning home, the dispatching instructor shall notify the Chief Flight Instructor and aid in recovery of the student.
11. No solo flights are permitted in IMC or to accept a VFR on top clearance.

### 6.3 CROSS COUNTRY

1. All Private **solo** cross country flights must be on an active VFR flight plan and/or Flight Following.
2. Commercial pilot solo cross-country flights **may** be flown on an IFR flight plan **if** the following conditions are met:
  - A. The student agrees to operate the flight on an IFR flight plan.
  - B. IFR currency is verified by dispatching Instructor.
  - C. IFR flight plan is briefed by dispatching Instructor with special attention to proper training REMARKS.
  - D. Visual Approach conditions exist at **each** landing airport from 1 hour prior to, until 1 hour after flight planned ETA(s).

3. Any EKU flight student that is advised by Air Traffic Control to call a number upon landing (Brasher Warning) must report this incident to the Chief Instructor within 24 hours of occurrence. The student or instructor pilot must assume that a Brasher Warning will be reported to the FSDO for investigation, with no prior warning.

#### 6.4 RESTRICTED AIRPORTS:

1. All solo flights are restricted from flying into the following airports: Grundy, VA (KGDY); Williamson, WV (4I0); West Liberty, KY (9I3); Middlesboro, KY (1A6); Gainesboro, TN (1A7); Jacksboro, TN (KJAU); Harlan, KY (I35).
2. Private Pilot students are also restricted from flying into the following airports: Louisville, KY (KLOU); Lunken Airport - Cincinnati, OH (KLUK); Columbia Adair County Airport - Columbia, KY (I96); and Stanton, KY (I50)

#### 6.5 AIRPORT OPERATIONS

- i. No flight students may operate on runways:
  - A. Under 3,000' in length, or
  - B. With a field elevation greater than 3,000' MSL, or
  - C. With non-improved (grass) surfaces.
1. Takeoff
  - A. Runway must meet published Accelerate Stop distance (Mult-Engine).
  - B. Runway available must be at least 1.5 times the calculated takeoff roll.
  - C. Intersection takeoffs are authorized provided the runway meets aircraft performance requirements.
2. Students will execute a "Go Around" (discontinue the approach/landing) under the following conditions:
  - A. If the approach is not stabilized by 200' AGL.
  - B. If runway alignment is not maintained from 200' AGL through touchdown.
  - C. If airspeed is less than 60 knots (Cessna 172) or 75 knots (Piper Seminole) **at any time** prior to entering the round-out phase of the landing.
  - D. If more than 30° angle of bank is required from base through the final turn.

#### 6.6 PRACTICE AREA USE

1. Pilots should reference the practice area diagram located in the aircraft for the location and layout of each practice area.
2. The local frequency of 122.725 shall be monitored at all times while operating in the local practice areas. Pilots shall not practice maneuvers closer than 5 nautical miles to the airport.
3. EKU-A aircraft operating in one of the practice areas shall make a traffic call on 122.75 when an aircraft is taking off and not remaining in the pattern. This will negate the "is anyone in the \_\_\_ practice area" calls.
4. Two aircraft may operate in one practice area if at least 2,000 feet of altitude separation is maintained. For example, one aircraft may operate 3,000 and below and another aircraft may operate above 5,000 feet.

#### 6.7 NON-TOWERED AIRPORTS

1. This information applies to operations at all non-towered airports, including Central Kentucky Regional Airport (KRGa).
2. Pilots will comply with CFR 91.126(b), which directs left turns "in the vicinity" of the airport; Advisory Circular 90-66A provides additional information regarding traffic pattern operations and this information will be followed unless an airport posts alternate traffic pattern instructions.
3. Each pilot shall:
  - A. Clearly communicate both position and intentions.
  - B. Remain vigilant to avoid other traffic.
  - C. Utilize aircraft lighting as appropriate.
4. Arrivals - Plan for:

- A. Traffic pattern altitude 1000' AGL unless otherwise published.
  - B. Left traffic (left turns) in the pattern unless otherwise published.
  - C. At least 15 miles from the airport monitor CTAF (when practical) and listen to AWOS
  - D. At least 10 miles from the airport, make initial position/intention call.
  - E. For the local area around KRGA, fly inbound at 2,500 feet MSL.
  - F. Determine the active runway by listening to AWOS and other traffic in the pattern. If AWOS is inoperative and no other traffic is in the pattern:
    - i. Overfly the airport at 1,000 feet above traffic pattern altitude to check the wind indicator
    - ii. Once the traffic pattern orientation has been determined, proceed to a point at least 2 miles clear of the traffic pattern
    - iii. Descend to traffic pattern altitude and enter the downwind on a 45
  - G. If it is necessary to overfly the runway in order to enter the traffic pattern (on the other side of the runway), cross perpendicular to the field, at least 500 feet above pattern altitude. Proceed to a point at least 2 miles from the airfield, and then make a descending turn so as to make a normal 45 degree entry.
  - H. Make positional radio calls on CTAF to maintain separation from other aircraft.
  - I. At a minimum, make positional radio calls entering the traffic pattern, on downwind, turning base and turning final.
5. Takeoffs: Remaining in Traffic Pattern
- A. The initial takeoff call should include "staying in the pattern."
  - B. Initiate crosswind turn no less than 700' AGL.
  - C. Be mindful of any local noise abatement procedures.
6. Takeoffs: Departing Traffic Pattern
- A. The initial call should include, "departing to the \_\_\_\_ (direction of departure)."
  - B. Climb to traffic pattern altitude on runway heading.
  - C. Make a normal crosswind turn and then depart via the crosswind or downwind.
  - D. Reaching traffic pattern altitude plus 500 feet, a turn in any direction may be made.
  - E. Make a traffic call when clear of the pattern (~5 miles).
  - F. If departing the pattern for one of the local Central Kentucky Regional Airport training areas.
    - i. Make a traffic call announcing intentions
    - ii. Transit to the training area at/above 3,000 feet MSL.
    - iii. Make call on CTAF upon arrival (training area and altitude)
    - iv. Monitor CTAF while in the training area
    - v. If another ECU-A aircraft is departing the airport traffic pattern, make a traffic call to alert the aircraft of your current position (training area and altitude)

## 6.8 SPIN TRAINING

1. May only be conducted during the CFI training course.
2. The training may only be conducted by a CFI authorized by the Chief Instructor

## 6.9 STUDENT PREPARATION

Prior to every training event, students will prepare in accordance with the following:

- A. Complete the applicable section of the Cessna/King Curriculum.
- B. The student will have a good understanding of each maneuver, procedure, or task.
- C. Review the objectives and completion standards of the lesson.
- D. Obtain a standard weather briefing for each flight training event.
- E. For cross country flights, an ECU-A Navigation Log will be prepared.

## 6.10 USE OF ELECTRONIC DEVICES

1. The use of any personal electronic device in the cockpit is prohibited, with the exception of a tablet used with programs such as ForeFlight or Garmin Pilot.
2. Filming of flight maneuvers or any phase of the flight using a cell phone or Go Pro type camera must be approved by the Chief Flight Instructor or Safety Manager.
3. Cell phones may be used on the ground when the aircraft is not taxiing if required to contact FSS or the

student's instructor.

## **6.11 STERILE FLIGHT DECK**

1. A "sterile cockpit" will be maintained during all critical phases of flight.
2. Critical phases of flight are defined as taxi, take-off, landing and all other non- cruise flight operations below 1,000 feet AGL.
3. To maintain a sterile cockpit, crew members will only perform essential duties required for the operation of the aircraft during all critical phases of flight.
4. Pilots will refrain from engaging in nonessential conversation during all critical phases of flight.
5. Flight instruction from an instructor is considered essential and authorized during all critical phases of flight.

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## **SECTION 7 WEATHER LIMITATIONS**

### **7.1 OBTAINING WEATHER**

1. Prior to every flight, students will review the current and forecasted weather conditions and be prepared to discuss this information with the student's flight instructor.
2. For cross country flights, a standard weather briefing is required.

### **7.2 INSTRUMENT APPROACH WEATHER MINIMUMS**

1. To initiate an instrument approach to an airport, the most recent weather report must indicate that the airport visibility is at or above the authorized IFR landing minimums published on the instrument approach procedure.
2. RVR, when available, takes priority.
3. If the aircraft is established on the approach inside of the Initial Approach Fix and the visibility decreases below the authorized minima, the approach may be continued to the applicable MAP for the approach being conducted.
4. Takeoff at Central Kentucky Regional Airport will not be allowed if ceilings are below 500' AGL and/or visibility less than 2 SM.
5. Instructor and student prudence regarding forecast weather conditions (i.e. is weather trending better or worse?) should be exercised when planning to depart into known IMC.



### 7.3 WEATHER MINIMA (Private Pilot Training)

The following weather minima apply to all EKU-A Private Pilot students:

Type of Operation	Maximum Surface Wind (including gusts)	Maximum Crosswind Component	Minimum Ceiling	Minimum Visibility
Dual Traffic Pattern	20 knots	Aircraft Demonstrated Maximum	1500' AGL	4 SM
Dual Local	20 knots	Aircraft Demonstrated Maximum	2000' AGL	5 SM
Dual XC Day	20 knots	Aircraft Demonstrated Maximum	3000' AGL	6 SM
Dual XC Night	20 knots	Aircraft Demonstrated Maximum	4000' AGL	8 SM
Dual Local Night	20 knots	Aircraft Demonstrated Maximum	2,500' AGL	8 SM
Solo Traffic Pattern	12 knots	10 knots	2500' AGL	5 SM
Solo Local	12 knots	10 knots	4000' AGL	8 SM
Solo XC Day	12 knots	10 knots	4000' AGL	8 SM

## 7.4 WEATHER MINIMA (Instrument, Commercial, CFI, MEL)

The following weather minima apply to all EKU-A advanced flight students:

Type of Operation	Maximum Surface Wind (including gusts)	Maximum Crosswind Component	Minimum Ceiling	Minimum Visibility
Dual Traffic Pattern	25 knots	Aircraft Demonstrated Maximum	1500' AGL	3 SM
Dual Local	25 knots	Aircraft Demonstrated Maximum	2000' AGL	5 SM
Dual XC Day	25 knots	Aircraft Demonstrated Maximum	3000' AGL	6 SM
Dual XC Night	25 knots	Aircraft Demonstrated Maximum	5000' AGL	8 SM
Dual Local Night	25 knots	Aircraft Demonstrated Maximum	4000' AGL	8 SM
Solo Traffic Pattern	20 knots	15 knots	1500' AGL	5 SM
Solo Local	20 knots	15 knots	2500' AGL	8 SM
Solo XC Day	20 knots	15 knots	3000' AGL	8 SM
Dual IFR	25 knots	Aircraft Demonstrated Maximum	500' AGL	2 SM

## **7.5 ICING CONDITIONS**

1. Prior to engine start, the aircraft must be completely free from ice, snow, and frost.
2. Pilots are not permitted to remove frost or ice by scraping.
3. Frost/ice that has sufficiently thawed so that it may be removed by brushing or wiping with a rag is permitted.
4. The aircraft must remain frost/ice-free during the entire flight.
5. Intentional flight into visible moisture is prohibited when the outside air temperature is between 20° - 40° F.
6. Intentional flight into known icing conditions or an active AIRMET for icing is prohibited.

## **7.6 PITOT HEAT**

1. The pitot heat shall be checked during preflight if the pilot determines that there is a reasonable possibility of encountering visible moisture (clouds, mist, and precipitation) during the flight.
2. Pitot heat use on stationary aircraft should be avoided other than for testing proper operation.
3. Pitot heat shall be turned on before the aircraft enters visible moisture.

## **7.7 TAXIWAY/RUNWAY CONDITIONS**

1. Flight operations will cease when any of the following conditions exist:
  - A. ½ inch standing water
  - B. ½ inch of snow
  - C. Any slush

## **7.8 THUNDERSTORMS**

1. No EKU aircraft may be flown within 10 nm of an area covered by an active Convective SIGMET. Conditions must be closely monitored given the speed at which thunderstorms and frontal boundaries move.
2. No EKU aircraft may be flown within 20 nm of any thunderstorm cell.
3. All operations on the ramp will cease when thunderstorms or lightning are reported within 5 SM of the airport.

-----END-----

## SECTION 8

### APRON OPERATIONS AND TAXIING

#### 8.1 BOARDING AND DEPLANING

1. No student or passenger shall approach, board, or exit an aircraft while the engine is running.
2. To walk in front of an aircraft that has an engine running, stop a safe distance from the aircraft and wait for a signal from the crew that it is safe to pass.

#### 8.2 SEAT POSITION

1. It is important to correctly adjust the seat position prior to each flight.
2. The pilot must be able to comfortably reach all the flight, engine, and fuel controls.
3. The seat position should allow the pilot to see the top of the engine cowling while providing sufficient overhead clearance from the ceiling.

#### 8.3 WINDSCREEN CARE

1. Before flight, the windscreen **must be** clean.
2. Use only a windscreen cleaner and cloth approved for use with acrylic plastics.
3. Never scrape or use an abrasive material, including the paper towels that come from the dispensers, on any aircraft window.
4. To keep from scratching the windscreen, never place any object, other than the aircraft keys, on the top of the glare shield.

#### 8.4 FUEL SAMPLING

A fuel sample from at least one sump in each tank will be taken before the first flight of the day, and after each refueling.

- A. If the fuel sample is clean, return the fuel to the tank.
- B. If the fuel sample is contaminated, take the sample to maintenance for further instructions.

#### 8.5 FUELING (KRG A)

1. KRG A line crew are responsible for all fueling operations.
2. No EKV-A flight instructor or student is authorized to use the fuel truck to refuel the airplane.
3. If line crew is not available the aircraft must be taxied to the self-serve pumps.
  - A. No instructor is authorized to use the golf cart to move airplanes at any time.
  - B. The aircraft must be shut down prior to fueling.

#### 8.6 FUELING (AWAY FROM KRG A)

1. Students should consider the cost of fuel and any other landing/ramp fees charged by the FBO during preflight planning.
2. EKV Aviation will pay the cost of fuel up to a purchase price of \$5.50 per gallon.
3. This policy is not meant to limit potential cross-country locations, but is a function of the fees collected for each flight lab.
4. For fuel costs over this amount per gallon, the difference will be deducted from the student's flight account.
5. All ramp and landing fees will be deducted from the student's flight account, but most airports or FBO's will waive fees with minimum fuel purchases.
6. Students should check out the credit card at the FTC that is associated with the tail number of the airplane they will be flying, and this card will be used for fuel purchases. The fuel receipt must be retained and signed by the student, and turned in with the credit card upon return to KRG A.

#### 8.7 FUELING (SELF SERVICE)

1. If self-service is required, follow posted directions.
2. Taxiing in the vicinity of other aircraft and obstacles in or around self-service fuel facilities can be hazardous and it is critical that the student/instructor ensure adequate clearance.
3. Turn off all aircraft power prior to refueling.
4. Prior to making any fuel connections, ground the aircraft to the refueling equipment with an approved grounding cable.
5. Ensure the aircraft is chocked and the parking brake is set and secure.
6. Do not refuel if thunderstorms are in the vicinity of the airport.
7. Ensure a fire extinguisher is available.
8. Keep the receipt, sign it, and turn it in along with the credit card upon return to KRGA.

## 8.8 PROPELLER SAFETY

1. Prior to starting the engine, all pilots must visually clear the area around the airplane and propeller, and call out "Clear Prop."
2. **EKU Aircraft shall not be hand-propped by any person, instructor, student, or mechanic to start the engine.**

## 8.9 TAXIING OPERATIONS

1. Pilots will use extreme caution during all ramp operations.
2. Pilots will ensure that there is sufficient clearance between aircraft and obstacles when taxiing.
3. The pilot's hand must be on throttle at all times during taxiing.
4. The brake check should be performed immediately as the aircraft rolls forward to ensure brakes are functional before turning onto the taxi line.
5. When in doubt of wing tip clearance, stop the aircraft and get assistance.
6. Pilots will taxi on the yellow line at all times except when pulling directly into a spot. Pilots are not permitted to angle off the yellow line prior to shut-down to facilitate pushing the aircraft (back) into a spot.
7. Taxiing in a ramp area shall be done at a pace no faster than a brisk walk.
8. In less congested areas such as taxiways, the pilot shall taxi at a speed that provides safe and positive control at all times, with minimum braking.
9. A sterile cockpit will be maintained at all times while taxiing.
10. No inside checklist items are to be completed while the airplane is in motion on the surface.
11. Aircraft are not to be left unattended without tie downs and/or chocks in place.
12. When removing chocks, place them neatly on the ground or in the airplane. Do not throw chocks.
13. Taxi and runway incursion avoidance shall be maintained at all times.

## 8.10 AIRCRAFT PARKING

1. Tow bars are located inside of each aircraft and should be used by all pilots to move aircraft.
2. Avoid pushing on or pressing down on any part of the tail of an airplane while repositioning. These actions may damage aircraft and result in injury to the pilot.
3. Aircraft will be shut down perpendicular to a parking location, on the yellow taxi line. After shut down, the aircraft will be turned and backed into the space through use of a tow bar.
4. If a student is having difficulty parking or repositioning an aircraft, a lineman, student, or flight instructor should be sought for help.

## 8.11 SECURING AIRCRAFT

1. Upon completion of a flight, the PIC will ensure the aircraft is properly secured.
2. Park the aircraft in a designated parking location.
3. If a spot is not available, park the aircraft in an unobstructed spot, **chock** the aircraft and inform the line crew.
4. Be sure all doors and windows are securely closed.
5. Secure the aircraft with three tie-downs, when available.
6. If tie downs are not available, inform the line crew to have the aircraft repositioned.
7. All protective equipment must be placed back on the airplane after parking, to include but not limited to: cowl plugs, pitot-tube cover, and gust lock.
8. If any items are missing, do not take from another aircraft. Notify the maintenance manager.

-----END-----

## SECTION 9 MAINTENANCE PROCEDURES

### 9.1 GENERAL

1. The aircraft binder contains:
  - A. Current Tachometer and Hobbs Time sheet
  - B. Time and/or date of the next required inspection
  - C. After every flight is completed, the student/instructor will record the Tachometer and Hobbs time in the aircraft binder and return it to dispatch.
  - D. These times will also be updated in FSP.
2. The aircraft binder is required to be aboard the aircraft for each flight.
  - A. To determine aircraft airworthiness, pilots are required to check the aircraft binder prior to each flight.
  - B. Ensure that all required inspections are complied with.
  - C. Verify the tach time does not exceed the time the next AD or inspection is due.
  - D. Verify the tach time for the next inspection will not be exceeded during the flight.
  - E. Ensure there are no open discrepancies.
  - F. All previous maintenance write-ups shall be corrected and signed off by maintenance personnel, including the certificate number and signature of the individual signing off the discrepancy and the date.
3. Any discrepancy not signed off by maintenance is considered an open discrepancy, and the aircraft is not airworthy until the discrepancy is signed off.
4. The aircraft shall not be flown with any open discrepancies or overdue inspections, or an inspection (50 or 100 hour) that will expire during the flight.
5. Any discrepancy noted during the flight, must be recorded in the aircraft binder and the aircraft may not be flown until the discrepancy has been signed off.
6. Properly inspecting the ADL and recording accurate tach and Hobbs times in the aircraft binder and FSP is extremely important and is the responsibility of the pilot in command.

### 9.2 ENTERING DISCREPANCIES

1. When a maintenance discrepancy is noted, take the binder to maintenance and explain the problem.
2. The discrepancy will be noted in the aircraft binder, and if the aircraft was started or flown, FSP will be updated with the correct times.
3. The maintenance manager will then "down" the aircraft in FSP for the estimated repair time.
4. The aircraft scheduler will rearrange the schedule to accommodate the "downed" aircraft and notify any subsequent flights that are affected.
5. If a discrepancy during flight results in a precautionary landing at another airport, the pilot will:
  - A. Contact the dispatcher and provide information about the problem and aircraft location.
  - B. The dispatcher will contact the maintenance manager and coordinate the required maintenance action.
  - C. Arrangements will then be made to fix or ferry the aircraft, and/or recover the student/instructor back to KRGA.
6. After hours, the student/instructor shall write up the discrepancy, and leave the aircraft binder in the slot on the maintenance manager's door. Write-ups should be clear and legible.

### 9.3 RESETTING CIRCUIT BREAKERS

1. The PIC shall not reset a tripped circuit breaker unless the component is essential to the safety of the flight.
  - A. In the event that the component is essential to the safety of flight, the circuit breaker may be reset one time.
  - B. If the circuit breaker trips a second time, it may not be reset.
  - C. If a circuit breaker trip is preceded by strange odor (component overheat or melting) and/or smoke, DO NOT attempt a reset.
  - D. The POH procedure(s) takes precedence at all times.

-----END-----

## SECTION 10 COLLISION AVOIDANCE

### 10.1 COLLISION AVOIDANCE (GROUND OPERATIONS)

1. During ground operations at airports, remain alert to the location of other traffic and potential conflicts.
2. The pilot will visually clear all taxiway intersections and runway crossings.
3. The pilot will complete the required standard call-outs.
4. Monitor the proper frequency.
5. Prior to entering an active runway for departure, a visual and verbal check for traffic on final approach and on the runway must be made utilizing the standard callout.
6. Prior to takeoff, a confirmation of the departure runway must be made by comparing the assigned runway with runway markings, and the aircraft's magnetic compass and directional gyro.

### 10.2 COLLISION AVOIDANCE (AIR OPERATIONS)

1. Every series of maneuvers will begin with two clearing turns in which the pilot will turn at least 60° in each turn.
2. Clearing turns permit better traffic avoidance and increased situation awareness within the practice area and in relationship to the landing airport
3. Prior to landing, a confirmation of the landing runway must be made by visually checking the runway markings or comparing the magnetic compass/ directional gyro with the assigned runway.
4. All EKU aircraft will depart the traffic pattern and transit to the working area at 3,000 feet MSL or above and all aircraft inbound to KRGGA will transit at 2,500 feet MSL.
5. A **clean windshield** is essential for collision avoidance.

### 10.3 AIRCRAFT LIGHTING

1. Red Anti-Collision Lights (beacon) will be turned on prior to engine start and remain on until the propeller stops following shutdown.
2. Navigation/Position Lights will be turned on between the hours of 1 hour before sunset and 1 hour after sunrise.
3. White Anti-Collision Lights (stobes) will be turned on when lined up on the runway (and cleared for takeoff at a controlled airport) and remain on until clear of the runway after landing. The stobes may be turned off during IMC operations.
4. Strobe lights shall also be used during the practice of maneuvers as instructed by the Stall Checklist.
5. Taxi lights will be turned on for night operations anytime the airplane is moving forward during ground operations and when stopped, unless directly facing another aircraft.
6. For night operations, the landing lights will be turned on when lined up on the runway (and cleared for takeoff at a controlled airport) and remain on throughout the climb to cruise altitude.
  - a. The landing lights may be turned off during cruise and/or during IMC operations.
  - b. Landing lights must be turned on again prior to descent and remain on until clearing the runway after landing.
  - c. Landing light may be used for taxi if needed for night operations, but must be turned off when facing another aircraft.

-----END-----

## SECTION 11 ALTITUDE LIMITATIONS AND SIMULATED EMERGENCY PROCEDURES

### 11.1 ALTITUDE LIMITATIONS

1. Ceiling height must allow for the following altitude restrictions while maintaining proper cloud clearances as referenced in the CFRs.
2. Solo Flights
  - A. The minimum recovery altitude for all single-engine maneuvers, except ground reference maneuvers, is 2,000' AGL.
  - B. The minimum recovery altitude for all multi-engine maneuvers is 3,000' AGL.
  - C. Ground reference maneuvers will be conducted per the ACS. At no time will a student go below 800' AGL (Student Pilot) or 600' AGL (Commercial Student) for ground reference maneuvers.
3. Dual Flights
  - A. The minimum recovery altitude for all maneuvers, except ground reference maneuvers, is 1,500' AGL.
  - B. The minimum recovery altitude for all multi-engine maneuvers is 3,000' AGL.
  - C. All ground reference maneuvers, except "eights-on- pylons," shall be conducted at or above 1,000' AGL.
  - D. The "eights-on- pylons" maneuver will be conducted at the appropriate pivotal altitude ( $\text{Ground Speed (knots)}^2 \div 11.3$ ).
    - i. "Eights-on- pylons" will not be conducted if the nearest weather station reports winds in excess of 20 knots.
    - ii. If the aircraft's altitude descends below 500' AGL during "eights-on- pylons," the maneuver will be discontinued.
4. The normal traffic pattern shall be flown at 1,000' AGL at all airports unless otherwise published.
5. Cross-Country Flight
  - A. All day cross-country flights must be planned at least 1000' AGL above the highest terrain within 10 NM on either side of the course line in non-mountainous terrain. For night flights, increase altitude to 2000' AGL.
  - B. All cross-country flights over mountainous terrain must be planned at least 2000' above the highest terrain within 10 NM on either side of the course line. For night flights, increase altitude to 3000' AGL.
6. All EKU-A flights are limited to 12,500' MSL or lower at all times.
7. For any flight above 10,000 feet, hypoxia symptoms and avoidance should be discussed during the preflight brief.
8. Spin training (CFI training only) will be conducted so that complete recovery occurs at or above 3,000' AGL.

### 11.2 SIMULATED EMERGENCY PROCEDURES

1. All emergency approach procedures (i.e. forced landing, simulated engine failure, etc.) will be terminated at or above 1000' AGL unless a landing can be made at an airport. Consideration should be given to terminating the simulated emergency earlier if the airplane is not in a position to make a landing (in the event of an actual engine failure).
2. Engines should be cleared approximately every 500 feet of altitude loss during simulated forced landing procedures.

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## **SECTION 12**

### **ABNORMAL / EMERGENCY OPERATIONS**

#### **12.1 GENERAL / DEFINITIONS**

1. Abnormal event: An event created by conditions, malfunctions, or situations outside of the scope of normal operations.
2. Emergency: An event or series of events related to the operation of an aircraft that is hazardous to the passengers, crew, or the aircraft itself.
3. During an emergency, the primary objective is to safeguard the passengers and crew.
4. The secondary objective is to preserve the aircraft and cargo.
5. The general procedures and considerations in this section are intended to supplement the AFM.
6. Specific procedures in the AFM take precedence where applicable.

#### **12.2 EMERGENCY AUTHORITY**

1. PIC Emergency Authority (14 CFR 91.3)  
"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 prescribed procedure, method, weather minimum, or CFR to the extent required in the interest of safety.
3. ATC clearance is not required prior to taking action; always aviate first.
4. For safety and priority handling, ATC should be advised of the pilot's intentions if time and altitude permit.
5. PIC Designation
  - A. During an emergency on dual flights the Flight Instructor will be the PIC.
  - B. When two pilots with equal certification are on the same flight, the pilot acting as PIC will be determined prior to the flight.

#### **12.3 AIRCRAFT STRUCTURAL INSPECTION**

1. A special aircraft structural inspection is required when an aircraft is subjected to:
  - A. Unusual stress
  - B. Hard landings
  - C. When the manufacturer's operating limitations are exceeded.
2. If one of these conditions occurs in flight, the PIC will return to the flight line and inform maintenance, and make an appropriate entry in the Aircraft Discrepancy Log.
3. If the airplane is at an airport other than RGA, the PIC will discuss the matter with the AMM to determine the best course of action before returning.

#### **12.4 BIRD STRIKES**

1. If a collision occurs maintain aircraft control.
2. Visually assess the damage and consider diverting to the nearest suitable airport even if no damage is visible (to make a landing and visually inspect the airplane on the ground).
3. If there is structural damage to the airframe, and the aircraft is able to maintain altitude, attempt to test aircraft controllability at low airspeeds, at an appropriate altitude, before approaching to land.
4. If damage was sustained to a wing, a no-flap approach and landing should be considered.
5. After landing:
  - A. Notify the AMM.
  - B. Make an appropriate entry in the ADL.

-----END-----

## SECTION 13

### STAGE CHECKS, PRACTICAL TESTS, AND KNOWLEDGE TESTS

#### 13.1 STAGE CHECKS

1. Purpose
  - A. Each training stage is followed by a stage check.
  - B. Stage checks evaluate a student's ability to meet standard training criteria and successfully perform all required tasks and operations.
2. Each stage check includes both an oral and flight evaluation.
3. The final stage check of each course represents a comprehensive evaluation.
4. Scheduling
  - A. Students are responsible for filling out a card providing their availability and placing on the stage check board at the FTC.
  - B. The stage check airman then schedules and notifies the student on FSP.
5. Cross Country Flight Planning
  - A. Many stage checks will be accompanied by a cross-country component.
  - B. It is the student's responsibility to contact their stage check pilot to determine the destination for planning.
6. Oral Examination (Ground Charges)
  - A. All stage checks will have an oral examination prior to flight.
  - B. Ground time is built into each flight curriculum but if the student has difficulty or fails the stage check, the ground charge may exceed the allotted amount.
  - C. Students must successfully complete the ground portion of a stage check before the flight portion can be started.
7. Flight Grading
  - A. The curriculum for each course in the EKU-A flight program provides the preflight planning (discussion) items and maneuvers that the student must master to complete each course.
  - B. The respective MDG provides specific procedures for maneuvers and unless otherwise noted, the student will be graded based on the ACS for each course.

#### 13.2 UNSATISFACTORY STAGE CHECKS

1. Initial Failure
  - A. If a student's performance does not meet the standard for a given portion of the stage check, the stage check will be graded as unsatisfactory.
  - B. The Check Instructor will notify the student as soon as practical of the unsatisfactory performance.
  - C. At the Check Instructor's discretion, the student may elect to continue the stage check and complete additional tasks.
  - D. If the student performs unsatisfactory during the oral portion, the flight may not be attempted.
  - E. In the case of an unsatisfactory performance on the oral portion, the student will be given specific feedback on unsatisfactory subject areas and guidance on preparation for the re-examination.
  - F. If the flight portion is unsatisfactory, the student must complete additional training in the deficient areas with his assigned instructor prior to repeating the stage check.
2. After successfully completing the additional training, the instructor will reschedule the stage check.
3. For second failures, the recommending instructor must meet with the Chief Instructor to determine an appropriate course of action.
4. Repeat Failures (Third Failure)
  - A. The student must meet with the Pilot Review Board (PRB).
  - B. The PRB will determine an appropriate course of action and a time frame for which it is to be completed.
5. Recommended courses of action may include:

- A. Ground instruction
  - B. Homework assignments
  - C. Flight training
6. Fourth (And Subsequent) Failure
- A. The student will meet with the PRB.
  - B. The PRB will determine an appropriate course of action and a time frame for which it is to be completed.
7. Recommended courses of action may include:
- A. Ground instruction
  - B. Homework assignments
  - C. Flight training
  - D. Removal from the flight program
8. The Chief Flight Instructor will make the decision as to whether it is in the student's best interest to continue training or be removed from the program and submit that decision to the Department Chair.
9. Irrespective of Department Chair and/or ECU administrative policies, student completion of stage checks and continued progress in the flight program will be based on safety and compliance with FAA requirements (i.e. PTS).

### 13.3 FAA WRITTEN KNOWLEDGE TESTS

1. Written Test Requirements
- A. FAA written knowledge tests are required for Private, Instrument, Commercial, and Flight Instructor. The fee for these exams is included in the ground school fee that students pay when registering for a ground course (i.e. AVN 161, 220, etc.).
  - B. To be eligible for a FAA written knowledge test, each student must receive required endorsement per AC-61-65(H).
  - C. Preparation and practice tests can be done through the Cessna curriculum, Sheppard Air or any suitable study material.
  - D. When the student is ready to take the exam, go to the ECU Aviation website ([aviation.eku.edu](http://aviation.eku.edu)) and complete the knowledge exam registration form. Ensure you fill out the form completely and accurately, and follow the instructions.
  - E. Students must receive a 90% or higher on three practice tests in order to receive the required endorsement.
  - F. For Instrument and Commercial, test results should be presented to the student's ground school instructor for endorsement.
  - G. For Private, test results should be presented to the student's CFI for endorsement.
  - H. For Flight Instructor, test results should be presented to the Chief for endorsement.
2. Completion Requirements
- A. The Written Knowledge Test must be completed in each course with a passing grade of 70% or greater prior to the final stage check for that course.
  - B. After completing the Written Knowledge Test:
    - i. The Testing Center will issue an official stamped Airman Knowledge Test Report.
    - ii. Bring the official test results to the FTC be copied.
    - iii. Keep the original stamped Test Report. The stamped copy will be required at both the final stage check and FAA check ride. It is very important that the student not lose the official stamped copy of the test report.
  - C. After two failed attempts at the same written test that student shall be grounded until the PRB can investigate the situation. **A copy of any failed written must be provided to the FTC.**

### 13.4 CHECKRIDE PASS/FAIL PAPERWORK PROCEDURES

1. Before scheduling a checkride with the FAA, the following requirements must be met:
- A. Pass FAA written knowledge test (if required).
  - B. Follow the checkride checklist.
2. Upon completion of any FAA checkride, regardless of the outcome, the temporary certificate or notice of failure must be brought by the FTC for a copy to be placed in the students file before any further flight

training.

3. All paperwork must be completed in the student's flight training syllabus and that syllabus turned in to the aviation office.
4. The endorsing instructor will report any Certificate or Rating checkride failure to the Chief Instructor within 72 hours after the checkride.

-----END-----