

MacAir

Aviation

STANDARD OPERATING PROCEDURE (SOP)

September 1, 2024

CHANGE STATUS

CHG	DATE	CHG	DATE
Basic	Aug 27, 2012	10	January 10, 2022
1	Mar 25, 2013	11	September 1, 2024
2	Jul 1, 2015	12	
3	Apr 15, 2016	13	
4	Jun 21, 2017	14	
5	March 1, 2018	15	
6	September 25, 2018	16	
7	December 1, 2019	17	
8	February 8, 2021	18	
9	May 20, 2021	19	

Chapter 1: General

- 1.1. **Mission:** The mission of the MacAir Aero Club is to provide an environment for members to safely learn aviation skills through a variety of FAA-approved training programs allowing them to enjoy flight in light, general aviation aircraft.
- 1.2. **Location:** The MacAir Aero Club is located at Greene County-Lewis A. Jackson Regional Airport (FAA Identifier: KGDK) in Xenia, OH.
- 1.3. **This document.** This document serves as the Standard Operating Procedure (SOP) for the MacAir Aero Club.
 - 1.3.1. The purpose of the SOP is to consolidate information on membership responsibilities, local airfield procedures, and operational restrictions and requirements with the intent of providing a safe and economical flying environment.
 - 1.3.2. All pilots are expected to follow the guidelines in this document. However, the club recognizes that rules cannot be written to cover all possible situations and that there are exceptions to every rule caused by unique circumstances. Thus, each member is expected to use good judgment in the application of the rules.
 - 1.3.3. Pilots may deviate from requirements and restrictions in these SOPs to the extent required to meet an emergency situation.
 - 1.3.4. Pilots shall report any deviation from these SOPs to the Aero Club Manager or Chief Pilot as soon as practicable.
 - 1.3.5. Nothing in this document relieves the Pilot-in-Command (PIC) of complying with appropriate Federal Aviation Regulations (FARs). Pilots are encouraged to comply with information published in the Aeronautical Information Manual (AIM) and Aviation Circulars (ACs) to the maximum extent possible.
 - 1.3.6. Review and Revision.
 - 1.3.6.1. The MacAir Aero Club Manager will review the Standard Operating Procedures as needed, but at least biannually. The Manager will be assisted by the Chief Flight Instructor, and selected club members. The review shall incorporate current Aero Club policy and procedures and ensure compatibility with current FAA regulations, instructions, and directives.
 - 1.3.6.2. Due to the need for timely response in procedural change or modification often necessitated in the interest of flight safety or efficient and effective flight and/or business operations, the Aero Club Manager has the authority to change these SOPs on an as-needed basis. Immediate changes to the SOPs shall be documented either by issuing an SOP change; by issuing a change memorandum for non-flight operations-related items; or for flight

operations-related items, notifying the club membership via email through Flight Schedule Pro for eventual incorporation into the SOP.

1.4. Joining the Club.

- 1.4.1. The MacAir Aero Club must maintain fiscal solvency through the collection of initiation fees, dues, aircraft rental, ground and flight instruction fees, and retail sales. We welcome new members.
- 1.4.2. The club is operated following (IAW) federal law without discrimination concerning age, race, religion, gender, or national origin.
- 1.4.3. The Aero Club is open to all individuals who meet the Transportation Security Administration (TSA) requirements for flight school membership.
- 1.4.4. A membership application can be found and submitted online at <https://www.macair.us/become-a-member> or picked up at the Aero Club.
- 1.4.5. The assigned CFI will help the administrative assistant collect necessary documentation from new members. A folder with required documentation is located behind the administrative assistant's desk.
- 1.4.6. Initiation Fee: The aero club may charge a prospective member an initiation fee to cover the administrative costs of establishing membership.
- 1.4.7. If a prospective member joins on or before the 21st day of the month, he/she shall be assessed that month's membership dues in full.
- 1.4.8. Flight time credit for advanced dues payment: If a new member pays dues through the end of the current year, a credit towards flight time will be issued. This credit amount will be:

1.4.9.	<u>Payment Date</u>	<u>Discount Amount</u>
	<u>Jan 1 – Mar 31</u>	<u>\$100</u>

- 1.4.10. A prospective member (eligible for membership) may enroll in, attend, and complete the MacAir Aero Club FAA Approved Flight School's Private Pilot or Instrument Pilot Ground School class without becoming a member of the Aero Club.

1.5. Financial Procedures. As an overall MacAir Aviation LLC company goal, the MacAir Aero Club should operate on a self-supporting basis. The Aero Club Manager in conjunction with the MacAir Aviation Business Manager are responsible for maintaining fiscal solvency.

- 1.5.1. Fees, pricing, and other financial assessments necessary in the operation of the Aero Club are determined by the Business Manager and the Aero Club Manager.

1.5.2. Dues.

- 1.5.2.1. The MacAir Aero Club charges dues to cover the fixed costs associated with membership (to include renter insurance).
- 1.5.2.2. New members (or prospective members) must join the Club and start paying dues upon instructor assignment before their first flight.
- 1.5.2.3. The club prefers members to pay dues by check or credit card on an annual basis.
- 1.5.2.4. Monthly payment of dues via automatic monthly billing to an acceptable credit card (MasterCard, Discover, or VISA) designated by the member on the appropriate form is also an acceptable form of payment. A member desiring to change the credit card used for monthly dues must re-accomplish the Credit Card Authorization Form authorizing the use of the new credit card, and terminating use of the previous credit card. The member is also responsible to re-accomplish the Credit Card Authorization Form when the card on file expires or changes.
- 1.5.2.5. The fees for formal ground schools and similar shall be paid in full prior to the first class session.
- 1.5.2.6. The fees for rentals, instruction, and retail store purchases will be paid at the point of sale.
- 1.5.2.7. Aircraft rental is paid based on elapsed time on the Hobbs meter at the rate for the aircraft. Members are responsible for verifying the beginning Hobbs time before power-on operation. If any portion of the next tenth of an hour is in view upon power-off at the end of the flight, the ending Hobbs meter recording shall include that tenth. On instructional flights, the instructor is responsible for ensuring the member has properly accounted for the instructional activity.
- 1.5.2.8. Headset rentals and chart purchases totaling less than \$10 may be paid upon completion of the flight for which they were obtained.
- 1.5.2.9. Members returning from flights after the Aero Club is closed shall pay the following day either by credit card over the phone or in person. Scheduling (including prior scheduled flights) and flying privileges may be suspended for any member who does not pay for his/her flight within this one-day time frame.

1.6. **Membership Documents:** Members will provide originals or current copies of the following documents to keep their membership folder current:

- 1.6.1 Signed Membership Application

- 1.6.2. Signed Aircraft Use Agreement
- 1.6.3. Current Driver's License or Other Suitable Government-Issued Photo Identification with Photograph.
- 1.6.4. Temporary, and when available, Permanent, FAA Pilot Certificate.
- 1.6.5. Current Medical Certificate, or if Flying under BasicMed a copy of the current completion certificate from the FAA-Approved BasicMed On-Line Course along with the date of the pilot's last medical exam.
- 1.6.6. Documentation of a current Flight Review (not applicable for student pilots).

1.7. Terminating Membership in the Club.

- 1.7.1. Resignation must be submitted in writing by email to the Aero Club Manager or Aero Club Business Manager.
- 1.7.2. A member's resignation becomes effective on the last day of the month based on the written resignation date. If a member resigns with dues paid in advance, the unused portion of the dues payment shall be refunded to the member. If the member received a dues discount for paying dues in advance (see paragraph 1.4.8), the amount refunded to the member will be adjusted based on a prorated share of the dues discount.
- 1.7.3. Reactivation Fee: If a member wishes to temporarily inactivate his/her membership, a reactivation fee of \$75 will be charged to re-establish active membership. Temporary inactivation means a period of six (6) months or less.
 - 1.7.3.1. Members requesting temporary inactivation due to a Government deployment to another location may request inactivation for up to 12 months. Reactivation fee will be waived if the inactivation was due to a Government deployment.
 - 1.7.3.2. Full-time students at undergraduate institutions outside of the local area may request inactivation while away for the school year. The reactivation fee will be waived when the student is home for the summer.
 - 1.7.3.3. Full-time students at undergraduate institutions in the local area may request inactivation while away for the summer. The reactivation fee will be waived when the student returns for the following school year.
- 1.7.4. A member whose account is three months in arrears may be unilaterally resigned from the club. If resigned, that member shall not be readmitted to the Aero Club without paying the outstanding account balance in full. Members with delinquent accounts who believe special circumstances are involved should discuss the situation with the Business Manager before unilateral resignation to see if a mutually

acceptable schedule of repayment can be agreed upon. This may also involve curtailment of some Aero Club privileges.

- 1.7.5. Members may request a copy of their membership record and training folder(s) upon terminating membership, provided the member has cleared their account.

1.8. Aircraft Scheduling Procedures.

- 1.8.1. Scheduling will be on a first come, first served, basis on the Flight Schedule Pro website (www.flightschedulepro.com) for daily flying. Each member is responsible for registering at this website before their first flight (not including introductory flights). There is no charge to the member for this service.
- 1.8.2. MacAir Aero Club aircraft must be scheduled on the website before take-off.
- 1.8.3. Schedule deviations. Pilots must have the aircraft back in the chocks 15 minutes before the start of the next reservation time to allow for aircraft servicing.
- 1.8.4. For no-shows, aircraft will be released 15 minutes after the originally scheduled time. Cross-country pilots are not exempt from this restriction; call the aero club if you will be arriving later. See 1.8.7.4 for potential charges.
- 1.8.5. **Schedule accommodation.** To ensure maximum use of the aircraft, members may be moved between aircraft to accommodate as many people as possible. The club will attempt to notify members by phone or email.
- 1.8.6. **Scheduling Flight Instructors.** The member desiring instruction will coordinate directly with his/her instructor. A flight instructor may schedule club aircraft on behalf of pilots with whom he/she intends to fly. Instructors will bill no-show pilots and student pilots for flight and/or ground instruction for one hour for every two hours scheduled for each occurrence at the rate for the applicable level of instruction. Pilots who contact the instructor to cancel at least two hours in advance or cancel due to illness or emergency before the scheduled time are not considered no-shows. Pilots who mutually agree with the instructor to cancel due to weather or other factors are also not considered no-shows.
 - 1.8.6.1 Flight Instructors may not use block times to schedule more than one student per block.
- 1.8.7. **Cancellations.** A member who fails to show, to inform the club of a delayed takeoff time, or to cancel a scheduled flight may be charged unless:
 - 1.8.7.1. The flight is canceled or delayed more than two hours before the original scheduled takeoff.
 - 1.8.7.2. The flight is scheduled at or before the club opens, in which case the flight must be canceled or delayed once the club does open.

- 1.8.7.3. Due to weather or illness, the member should contact the Aero Club not later than the scheduled takeoff time to inform MacAir Dispatch of the cancellation or delay.
- 1.8.7.4. A member who fails to show may be assessed a fee calculated at the aircraft rental rate for one (1) hour for a local flight and one and a half (1.5) hours for a cross-country flight.
- 1.8.8. **Inability to Return as Scheduled.** The pilot shall notify the Aero Club Manager, Chief Flight Instructor, or MacAir Operations by telephone immediately upon knowing that the aircraft cannot be returned as scheduled. The cost of this notification will be borne by the pilot. Telephone numbers are listed in each airplane's Blue Book.
- 1.8.9. **Returning Early.** For a club pilot returning from a cross-country earlier than scheduled, the club will release the remaining portion of the reservation on Flight Schedule Pro.
- 1.8.10. **Credit for Incurred Expenses.** Landing fees, tie-down, and/or storage fees incurred on cross-country trips shall be paid by the responsible member and are not reimbursable except as follows:
 - 1.8.10.1. Any tie-down, hangar, or storage cost incurred by the pilot due to the mechanical grounding of the aircraft will be reimbursable.
 - 1.8.10.2. Fuel and oil purchased while on cross-country is reimbursed at a rate set by the Business Manager. Any expense over and above this rate is borne by the member.
 - 1.8.10.3. To receive credit for a reimbursable expense, the member must present documentation for the paid expense at payment of the flight bill.
- 1.8.11. **Extended Grounding of Aircraft Away from Home Base.**
 - 1.8.11.1. Due to maintenance or weather should it become necessary while on a cross-country flight to obtain extensive and/or time-consuming repairs, or if the weather causes extensive grounding, the pilot shall ensure that the aircraft is properly secured. If the pilot and/or passengers must return before the weather improves or before the aircraft can be restored to an airworthy condition, the pilot and/or the passengers must return at their own expense. If the pilot cannot stay with the aircraft, the responsibility for its return, transportation, and/or fuel costs shall remain with the pilot, unless relief from such charges is granted by the Business Manager.
 - 1.8.11.2. When a club aircraft is left at an airport other than the home station for the convenience of the pilot, the pilot shall be responsible for the return of the aircraft and storage charges, and the minimum guaranteed flight time of 2.0 hours per day (2.5 hours per day between 1 May and 1 October) to apply until the aircraft is returned unless relief from such charges is

granted by the Business Manager or Aero Club Manager. Any transportation and/or fuel costs incurred by the Club in returning a Club aircraft shall be paid by the member.

- 1.8.12. **Standard Minimum Charges.** Members will be assessed at the aircraft rental rate, a minimum charge of 2.0 hours flying time per 24 hours (2.5 hours per day between 1 May and 1 October) for all overnight cross-country flights when flying a Warrior, Archer, Arrow, C-152, C-207T, Cessna 337, Decathlon, Aztec or Seneca.
- 1.8.13. **Cirrus.** Members flying Cirrus aircraft, if the overnight cross-country total flight distance is greater than 200nm will be assessed a minimum charge of 1.5 hours of flight time per day. Any overnight cross-country less than 200 nm total distance will incur a minimum charge of 2.0 hours of flight time per 24 hours.
- 1.8.14. This minimum charge shall not apply to the day of departure if the scheduled takeoff time is 1400 local or later, nor to the return day if the arrival is 1400 local or earlier. A minimum charge shall be assessed on schedules of one day or less only if the aircraft is scheduled or kept for more than six hours.
- 1.8.15. **Disputed Cases.** In any disputed case regarding responsibility for charges, the member shall submit his/her claim in writing to the Aero Club Manager within 15 days of the initial billing. The Manager will make a ruling in conjunction with the Business Manager within two weeks of the date of the written submission of the claim unless extenuating circumstances preclude having the information necessary to make the ruling.
- 1.9. **Air Discipline.** It is each club member's responsibility to immediately report violations listed in these SOPs, 14 CFR, or unsafe operating practices to the Aero Club Manager, Chief Flight Instructor, or MacAir Dispatch when observed. Any club instructor or MacAir Dispatcher has the authority and obligation to interrupt and correct unsafe practices or terminate operations that are a violation or unsafe.
- 1.10. **Personal Property.** Personal property left at the Aero Club may not be considered in the care of and custody of the Aero Club. Personal property found will be disposed 30 days after it is discovered if unclaimed.
- 1.11. **Disciplinary Action/Retraining.** In the event of an accident, incident, unusual occurrence, or in cases where there may have been a violation of established directives, the Aero Club Manager may initiate an investigation. The Chief Flight Instructor will be in charge of conducting the investigation. Student pilots involved in any of the above-mentioned actions may continue the dual portion of their flight training. However, they will not fly solo until the investigation is completed and the Aero Club Manager reinstates their solo flight privileges.
 - 1.11.1. The Chief Flight Instructor may appoint a board president and a select group of instructor pilots to investigate any event to determine if the pilot(s) knowingly violated established guidance, and/or whether the pilot(s) should receive additional training.

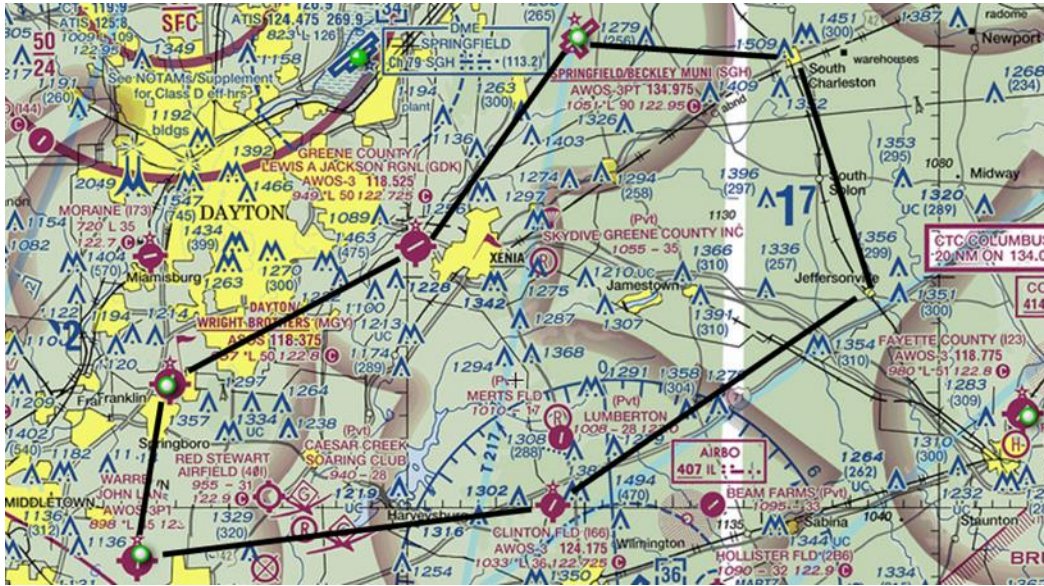
- 1.11.2. Upon completion of the investigation, the Chief Pilot will present his/her findings to the Aero Club Manager and make recommendations for retraining and/or disciplinary action.
- 1.11.3. If as a result of the Chief Flight Instructor's findings and recommendations the Aero Club Manger determines retraining is required, he/she will direct the additional training.
- 1.11.4. If as a result of the Chief Flight Instructor's findings and recommendations the Aero Club Manager determines the pilot(s) knowingly violated established guidance; the pilot(s) may be removed from the club. (**NOTE:** "Knowingly" shall be interpreted to mean a similarly experienced pilot, in a similar situation, would have known the actions were in violation of established directives).

1.12. Suspension/Expulsion.

- 1.12.1. It is not the policy of the Club to penalize its members for unintentional infractions of the rules. However, in order to protect the interests of its members, the Club will not tolerate negligence, violations of its regulations, willful abuse of its equipment, or gross errors in judgment. The Club will not hesitate to suspend or expel a member to protect the interests of the majority.
- 1.12.2. An Aero Club member may, at the discretion of the Aero Club Manager be given suspension or expulsion from the Aero Club for unsafe operations practices, an unsafe attitude, or grossly unacceptable conduct. If the member concerned is training at the MacAir Aero Club Flight School under 14 CFR Part 61 or 141 for an airman certificate or rating, the Chief Flight Instructor will be consulted for his/her recommendation. No member under suspension shall be charged monthly dues during the period of suspension.
- 1.12.3. The decision of the Aero Club Manager is final.

Chapter 2: Operations

- 2.1. **Applicability.** This chapter contains the restrictions, requirements, and procedures applicable to MacAir Aero Club pilots. Nothing in this chapter relieves pilots from their responsibilities under the appropriate portions of 14 CFR. Student pilots should also refer to Chapter 3 of these SOPs for additional restrictions.
- 2.2. **Documents and Publications.** The MacAir Aero Club shall maintain a reference library of flight planning documents and publications suited to the club's scope of operations, applicable maintenance manuals, and aircraft handbooks or flight manuals for each make and model aircraft operated.
 - 2.2.1. The Chief Flight Instructor will provide reference material including, but not limited to, the *Aeronautical Information Manual (AIM)*; 14 CFR Part 1, 61, 91, and 141; and NTSB Part 830.
- 2.3. **Logbook.** Each pilot shall maintain a logbook which, in addition to the requirements of 14 CFR Part 61.56, can be used to demonstrate the experience required by these Flying Regulations. The member's logbook is subject to audit by the Chief Flight Instructor for maintenance of flying privileges in Club aircraft.
- 2.4. **Checklists.** The Aero Club Manager shall supply a consolidated aircraft checklist for each aircraft operated. The use of this checklist by pilots is mandatory.
- 2.5. **Local Flying Area.**
 - 2.5.1. The MacAir Aero Club's local flying area includes the area within a 50-nautical-mile radius of Greene County Airport (KGDK).
 - 2.5.2. A map of the local flying area will be prominently displayed in the flight planning area.
- 2.6. Training areas available for use by the MacAir Aero Club are limited by Springfield Airport (KSGH), South Charleston, Jeffersonville, Clinton Co. Airport (I66), Lebanon Warren County Airport (I68), Dayton-Wright Brothers Airport (KMGY), and Greene Co. (KGDK).



2.7. Pilot-In-Command (PIC).

- 2.7.1. Only Club members or employees, possessing a valid FAA pilot certificate, who meet FAA medical requirements, and who have completed the applicable checkout requirements may serve as PIC of Club aircraft.
- 2.7.2. To fly Club aircraft, members need to meet Club and any Insurance Carrier requirements relative to minimum time and aircraft checkouts. The minimum certificate and time requirements a pilot must obtain before exercising PIC privileges in that category and class of aircraft are outlined in Attachment 1. Checkouts will not be completed until the pilot has met these requirements.
- 2.7.3. Members possessing only a valid Recreational Pilot Certificate shall comply with all restrictions in the Federal Aviation Regulations.
- 2.7.4. The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except in any of the following circumstances:
 - 2.7.4.1. When prohibited by the flight manual.
 - 2.7.4.2. When weight and balance considerations dictate otherwise.
 - 2.7.4.3. When a pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat and is flying under visual flight rules in the local training area.
 - 2.7.4.4. When the pilot is a MacAir flight instructor flying “solo” under visual flight rules in the local training area in the category of aircraft he/she is authorized to instruct.

- 2.7.4.5. When the pilot is a MacAir flight instructor conducting flight instruction or receiving/administering flight checks in the category of aircraft he/she is authorized to instruct.
- 2.7.5. When conducting a practical test, an FAA Inspector or Designated Pilot Examiner may act as PIC without meeting the requirements specified in these SOPs.
- 2.7.6. Pilots are encouraged to participate in the FAA's *Operation Light On* program, which recommends landing lights be turned on within 10 miles of any airport.
- 2.8. **Passengers.** The PIC will meet the requirements of 14 CFR Parts 61 and Part 91 before carrying passengers.
 - 2.8.1. The PIC is personally responsible for the safety and actions of their passengers.
 - 2.8.2. Student pilots shall **not** carry passengers.
 - 2.8.3. The PIC will ensure that each passenger, who is not a MacAir Aero Club member or employee, executes an **Assumption of Risk, Waiver of Liability, and Indemnity Agreement** before the flight and provides that form to the MacAir dispatcher. These forms are found on the MacAir Aero Club website.
 - 2.8.4. Each passenger shall occupy a seat with an individual seat belt. The seat belt must be fastened before taxi. Children must meet the requirements of 14CFR 91.107.
 - 2.8.5. Passengers are not authorized on training flights except when approved by the Chief Flight Instructor and an instructor is occupying one of the pilot positions.
 - 2.8.6. Passengers are not allowed to manipulate the flight controls during flight unless a flight instructor occupies one of the pilot's seats.
 - 2.8.7. Simulated emergency procedures are not permitted with any passenger flight except when an instructor occupies a pilot's position, the passengers are applicants enrolled in the same training course, and the Chief Flight Instructor determines the training will benefit all applicants onboard the aircraft.
 - 2.8.8. Passengers will not fly on aerobatic sorties in a MacAir aircraft unless one or more of the following conditions is met:
 - 2.8.8.1. An aerobatic-qualified CFI is on-board.
 - 2.8.8.2. The Chief Flight Instructor (on the recommendation of an aerobatic-qualified CFI) has endorsed the PIC for an aerobatic flight with passengers on board via a MacAir Standardization Form.
- 2.9. **Cross Country Request.**
 - 2.9.1. The PIC taking an aircraft on an overnight cross-country flight will submit a MacAir Aero Club Cross-Country Request to the Aero Club Manager or Chief Flight Instructor at least Forty-eight (48) hours before departure. All remain overnight

(RON) stops will be listed with a contact number. This information is necessary in case an emergency arises and the aircraft needs to be located.

- 2.9.2. Unless other aircraft of the same make/model are available for local training, cross-country requests will not normally be approved for more than seven (7) calendar days. The utilization of Arrow and Aztec aircrafts for overnight cross-country operations will be authorized based on the flight training needs of MacAir Aviation.
- 2.9.3. When scheduling the aircraft in FlightSchedulePro, indicate the flight is cross-country and the destination(s) in the comments section of the reservation, even if it is not overnight.
- 2.9.4. The MacAir Aero Club Cross-Country Request Form is located in the General Documents section of the Pilot Resources page of the MacAir Aero Club website (<https://www.macair.us/pilot-resources>).

2.10. GPS updates on Cross-Country Flights.

- 2.10.1. Members planning to fly aircraft away from KGDK during GPS data updates should notify the Aero Club Manager or Chief Flight Instructor of their need for updated GPS information.
- 2.10.2. The Club Manager or Chief Flight Instructor will provide the hardware and installation instructions for GPS unit updates.
- 2.10.3. If provided, GPS data update hardware must be returned to the Club Manager or Chief Flight Instructor upon the aircraft's return.

2.11. Flight Outside the United States.

- 2.11.1. Cross-country flight outside of the United States is approved through the same process outlined above. Increased advanced notice is appreciated.
- 2.11.2. Pilots flying outside the United States (to many destinations) are required to have a Federal Communications Commission (FCC) Restricted Radiotelephone Operator Permit in their possession. Pilots are responsible for procuring their own operator permit, as required by their travel plans.
- 2.11.3. US-registered aircraft flying outside of the United States (to many destinations) are required to have a Radio Station Authorization on board the aircraft. MacAir possesses two radio station authorizations (valid through March 20, 2029). Pilots traveling abroad can check these out from the operations staff within 72 hours of departure, as needed. Pilots will be expected to return these documents within 72 hours of their return.
- 2.11.4. Customs and immigration forms, decals, permits, and any Department of Agriculture requirements, etc for any trip outside the United States are the responsibility of the individual pilot.

2.12. **Required Equipment.** The PIC shall ensure appropriate survival and safety equipment for the intended operation area is onboard the aircraft.

2.12.1. The PIC shall ensure an FAA-approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.

2.12.2. The PIC shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment.

2.13. **Clearance Procedures.** Members shall clear all flights with the MacAir Dispatch desk. For departures outside of normal operating hours and with prior coordination, this out-processing may be done the business day before departure.

2.13.1. The PIC is the clearing authority for all flights originating off-station.

2.13.2. All flights where a Private Pilot student is flying solo shall be cleared by a MacAir flight instructor who is present at the airport. If the student's Flight Instructor cannot be present at the airport to check his/her student's planning IAW 14 CFR 61, that Instructor shall arrange for another qualified MacAir Aero Club Flight Instructor to be at the airport to perform that responsibility and (for a cross-country) endorse the student's pilot *logbook* if needed.

2.13.3. The MacAir dispatcher shall track all local flights. The PIC will notify MacAir Dispatch upon completion of all local flights during normal operating hours.

2.14. **Pilot Currency.**

2.14.1. Pilots must obtain and maintain currencies IAW 14 CFR.

2.14.2. Pilots shall record all applicable currency items in their logbook.

2.14.3. Currency in Club Aircraft.

2.14.3.1. A member must have made 3 takeoffs and landings as PIC within the preceding 90 days in make and model to maintain day currency in Club aircraft (for the purposes of this requirement Piper Warriors and Piper Archers are considered to be the same make and model; likewise, the two Arrows (N8395Y and N5932V) are considered to be the same make and model). If these requirements are allowed to lapse, the member may become current by making 3 takeoffs and landings without carrying passengers within the next 90 days. But if a member has not made 3 takeoffs and landings within the preceding 180 days, then a checkout with a Club-approved flight instructor is needed to re-establish currency.

2.14.3.2. Provided that Day currency above has been maintained, the Night experience required by 14 CFR Part 91 may be re-established through solo flight in each aircraft category and class during the 90 days following the last Night currency (i.e., up to 180 days from last 3 Night landings). After

that period, Night flight is restricted to dual instruction until Night currency is re-established.

- 2.14.4. **Currency to Carry Passengers.** To carry passengers in club aircraft, the PIC must meet FAA currency requirements outlined in 14 CFR Part 61.57 (a) and (b).
- 2.15. **Pilot Training.** The MacAir Aero Club is a certified flight school with curriculums for Private Pilot, Commercial Pilot, Instrument Rating, and Instructor Certificates approved under 14CFR Part 141. All training is conducted under approved FAA syllabi. A copy of these syllabi is available in the Aero Club. Training under 14 CFR Part 141 is preferred, but training under 14 CFR Part 61 may also be approved by the Chief Flight Instructor.
 - 2.15.1. Instructors will use the grading procedures specified in Attachment 2 for all flight training courses.
- 2.16. **Checkrides.** The following flight checks are required of each member desiring to obtain/maintain PIC privileges, and shall be administered by an Aero Club CFI and documented via a MacAir Standardization Form:
 - 2.16.1. Initial check in each make and model aircraft.
 - 2.16.2. Initial night Visual Flight Rules (VFR) local check.
 - 2.16.2.1. A student pilot completing night training may have his/her instructor complete the standardization record documenting their most recent training sortie and the comment “Effective Upon Completion of Practical Test”. If this option is followed, normal Aero Club night currency rules must still be followed.
 - 2.16.3. Initial and annual instrument flight check for members desiring Instrument Flight Rules (IFR) privileges.
 - 2.16.4. Initial and annual standardization check. This standardization flight check shall be in the most complex aircraft in which the pilot desires to maintain currency.
 - 2.16.5. Initial and annual formation flight check for those pilots wishing to maintain formation currency.
 - 2.16.6. Initial and annual aerobatic flight check for those pilots wishing to maintain aerobatic currency.
- 2.17. **Flights with FAA Inspectors or Designated Pilot Examiners.**
 - 2.17.1. Upon successful completion of a certificate or rating check ride, the Aero Club member must provide a copy of the temporary FAA certificate for inclusion in his/her member folder. If a knowledge test is associated with the new certificate/rating, also provide that as part of the documentation.
 - 2.17.2. An Aero Club Member who desires to have an FAA Practical Test count as an Aero Club required flight check (e.g., Initial/Annual Standardization or Initial/Annual

Instrument) must complete a MacAir Aero Club standardization record and provide that for inclusion in his/her member folder. Check the appropriate Standardization, Instrument, Flight Review, and Instrument Proficiency blocks on the form. Instead of the examiner's signature, enter "FAA Practical test with *Examiner Name*" and the date of the Practical Test. Alternatively, the member may have his/her instructor or stage check pilot complete the standardization record documenting their most recent training sortie and comment "Effective Upon Completion of Practical Test".

- 2.17.3. Upon receipt of the new temporary or permanent FAA certificate, the member must present a color copy of both sides for inclusion in his/her membership folder.
- 2.18. **Failure to Meet Standards on Required Aero Club Checks and Checkouts.** A member who has failed to meet the standards required for a compulsory flight check or flight checkout may not exercise PIC privileges associated with that check or checkout until remedial training has been received and the check or checkout satisfactorily re-accomplished. Written and oral knowledge examinations that have been satisfactorily completed as a prerequisite to the failed flight evaluation need not be re-accomplished.
- 2.19. **Knowledge Examinations.** Members must satisfactorily accomplish the appropriate knowledge exams before acting as PIC of an Aero Club aircraft. Unless otherwise noted, all exams are open-book.
 - 2.19.1. Initial standardization. (**NOTE:** Not required for student pilots, but is required to act as PIC once Private Pilot training is complete)
 - 2.19.2. Initial instrument. (**NOTE:** Must be accomplished to have instrument privileges (e.g. flying on an instrument flight plan) as PIC in an Aero Club aircraft.
 - 2.19.3. Initial make and model aircraft. (**NOTE:** Student pilots must complete before first solo.)
 - 2.19.4. Initial closed-book make and model aircraft. (**NOTE:** Student pilots must complete before the first solo.)
 - 2.19.5. Initial certified flight instructor. (**NOTE:** Must be accomplished before acting as a CFI in aero club aircraft.)
- 2.20. **Refueling.**
 - 2.20.1. Normally, refueling of MacAir aircraft is conducted by line personnel.
 - 2.20.2. If the pilot refuels the aircraft, he/she shall ground the aircraft before fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft. The ground shall be maintained until fueling connections have been removed. The pilot shall touch the filler cap or surrounding area (unpainted surface) with the nozzle spout before removing the cap. The spout shall be kept in contact with the filler neck until the fueling is completed. (**NOTE:** Refer to *National Fire Code 407* for further guidance.

- 2.20.3. No active ignition sources are permitted within 50 feet of an aircraft being refueled.
- 2.21. **Smoking.** Smoking (including “electronic cigarettes”, vaping products, or recreational/medical marijuana) is prohibited in all MacAir Aero Club facilities, inside of, or within 50 feet of, club aircraft, and 50 feet of refueling operations.

2.22. Ground Operations.

- 2.22.1. Pilots will ensure accessibility of a fire extinguisher in preparation for engine start.
- 2.22.2. In case of fire during engine start or in flight, follow the procedures in the Aircraft Checklist.
- 2.22.3. If the engine does not start within approximately seven seconds of engaging the starter, discontinue the start and reattempt after verifying switches and determining the status of prime, flooding, ignition, etc. Do not pump the throttle in an attempt to start the engine.
- 2.22.4. Taxi speed on the ramp, or in any congested area, shall be no faster than a person walking (approximately 5 knots or less). Do not ride the brakes during taxi; use power reduction to control taxi speed, using the brakes if necessary only after the power has been reduced to idle.
- 2.22.5. Upon return from a flight, park the aircraft as directed by line personnel. If line personnel are not available, park the aircraft in a designated spot and chock the aircraft. If fuel is needed, park at the pump. Refrain from parking on the west ramp unless returning after hours.
- 2.22.6. Cold Weather Procedures. The PIC will not attempt an engine start when the OAT is less than 32° F without first pre-heating the engine using the electric engine pre-heater (for those aircraft so-equipped) or by placing the aircraft in a heated hangar for three hours.
- 2.22.6.1. For local operations from KGDK when the overnight OAT is expected to be below 32° F, line personnel will pre-heat aircraft engines (using electric pre-heaters or inside a heated hangar) for those aircraft on the next morning’s flying schedule and available (i.e., not flying) before closing time. If this pre-heating has not been accomplished, the PIC will pre-heat the aircraft before engine start.
- 2.22.6.2. When cross-country overnight, the PIC will arrange for the aircraft to be connected to an electrical outlet using an extension cord (Pipers with electric pre-heaters: a minimum amp capability of 3.3 amps (for Piper aircraft equipped; Cirrus: wire gauge of at least 16 is recommended for an extension cord 50 feet or less in length) or placed in a heated hangar. If staying longer than one night, the PIC can leave the aircraft outside and 12 hours before departure either move the Warrior/Archer/Arrow aircraft into a heated hangar or connect the electric engine pre-heater for at least three hours before engine start (6 hours for the Cirrus).

2.22.6.3. The Cowl Plugs must be installed during electric preheating to maintain heat in the engine compartment.

2.22.6.4. After each flight when the OAT is less than 50° F, the PIC should install Cowl Plugs after engine shutdown to keep heat inside the engine compartment.

2.22.6.5. The minimum oil temperature for takeoff should be IAW the aircraft POH.

2.22.7. If you return after hours, park on the aero club ramp or the west ramp. Close the cowl flaps (as appropriate); install the gust locks (or use seat belts on controls); close air inlets; chock the aircraft; and tie the aircraft down (ropes are available in the plastic bin by the fence). Close the aircraft door and side window. Leave the aircraft keys and Blue Book inside the Aero Club. A combination key box is by the building's front door and will give you access to the club facilities. The key box combination is the first 4 digits of the airport CTAF. Call or stop by the dispatch desk the next morning to pay for the aircraft rental.

2.23. **Pets.** Carrying an animal on a MacAir aircraft is only authorized with the Aero Club Manager's prior approval upon written request. Any animal, except a dog, must be caged. Any animal carried on a seat will be secured to the seat. The PIC is responsible for ensuring full flight control range of motion is available throughout the flight. The member is responsible for covering and cleaning all areas adjacent to the pet including paying for all cleaning expenses and damage caused by the animal.

2.24. **Formation Flight.**

2.24.1. Pilots shall not conduct formation flight unless they have satisfactorily completed a formation checkout and annual recurrency.

2.24.2. All formation flights will be pre-briefed and flown with other qualified (MacAir formation or FAST) and current formation pilots. See MacAir Formation Flying Program for further details.

2.25. **Aerobatic Flight.**

2.25.1. In addition to the provisions of FAR 91.303 and FAR 91.307:

2.25.1.1. Pilots shall not conduct aerobatic flights unless they have satisfactorily completed an aerobatic checkout and an annual aerobatic currency sortie with an approved CFI.

2.25.1.2. The PIC is responsible for ensuring the aircraft weight and balance is within Aerobatic Category limits.

2.25.1.3. The minimum altitude for recovery from all aerobatic maneuvers in MacAir aircraft is 2,500 feet AGL.

2.25.1.4. Weather minimums for aerobatics include a 4000' ceiling and a discernible horizon.

2.25.1.5. Pilots shall not fly MacAir aircraft in aerobatic competitions.

2.26. Weather Minimums.

2.26.1. Pilots will meet the weather requirements of 14 CFR Part 91 and Attachment 3.

2.26.2. Pilots shall comply with maximum crosswind components for each pilot rating and make and model aircraft posted in the aircraft checklist, to include gust factors (See individual aircraft POH).

2.26.3. Flight will not be initiated if surface winds are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots, to include gust factor.

2.26.4. Flight under special VFR, as defined in 14 CFR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight, and only at an altitude that assures terrain and obstacle clearance.

2.26.5. Simulated emergency training is limited to Visual Meteorological Conditions (VMC).

2.27. Night Flight. The following shall not be performed at night:

2.27.1. Formation flight.

2.27.2. Aerobatics.

2.27.3. Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by a 14 CFR Part 141 approved syllabus of instruction, with an instructor onboard that is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

2.27.4. VFR flight below 1,500 feet AGL except for takeoff or landings.

2.27.5. Operations at airports without runway lighting.

2.27.6. Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.

2.27.7. Simulated forced landings.

2.27.8. Simulated night instrument practice unless a second pilot, with night currency in the aircraft being flown, is onboard as a safety observer and has access to the flight controls.

2.28. Flight Plans. Pilots will file a flight plan for all flights outside of the local area.

2.29. Work Day Restrictions.

2.29.1. Maximum Aero Club work day is 12 hours for a single pilot or 16 hours for two qualified pilots in an aircraft with dual flight controls.

- 2.29.2. The work day begins when the pilot(s) reports to the Aero Club for the first flight, or to the place of employment for the first work of the day, whichever occurs first.
- 2.29.3. Minimum rest time between work days is 10 hours after 8 hours or less of work time, 12 hours for more than 8 hours work time.

2.30. **Approved Airports/Runways.**

- 2.30.1. Pilots shall not takeoff or land on runways less than 2,500 feet long, or the sum of the aircraft takeoff and landing ground roll, whichever is greater. Pilots should note that the Aerospace Safety Foundation recommends a minimum runway length of 1.5 times the takeoff (or landing) distance over an obstacle.
 - 2.30.2. Pilots shall not takeoff or land on runways less than 50 feet wide.
 - 2.30.3. Pilots shall only land at active airports listed in FAA flight information publications. (**NOTE:** If an emergency or precautionary landing is made at an unauthorized location, the pilot shall not takeoff without the approval of the Aero Club Manager, Chief Flight Instructor or Chief of Maintenance.)
 - 2.30.4. Pilots shall self-announce pattern position using the phraseology recommended in the *Aeronautical Information Manual (AIM)*.
 - 2.30.5. When approaching a non-towered airfield with unknown runway surface or approach conditions, pilots should consider making a low approach to the landing runway to determine surface conditions before making an approach to landing.
- 2.31. When operating at non-towered airports, pilots shall follow the procedures outlined on AC 90-66C Non-Towered Airport Flight Operations.
(https://www.faa.gov/documentLibrary/media/Advisory_Circular/AC_90-66C.pdf)
- 2.32. **Simulated Forced Landings.** Simulated forced landings shall not be conducted over congested areas. After each 2000 feet of descent advance the throttle to clear the engine. Clearing the engine should be performed to ensure that carb ice has not formed. For Cessna aircraft, clearing the engine also helps avoid lead fouling of the sparkplugs. The minimum altitude for forced landings is addressed in the following paragraph.
- At all times, caution must be taken not to shock cool the cylinders. The maximum recommended temperature change should not exceed 50° F per minute.
- ### 2.33. **Minimum Altitudes.**
- 2.33.1. Pilots shall maintain the minimum altitudes required by 14 CFR Part 91.119.
 - 2.33.2. Pilots shall not descend below 500 feet AGL during simulated forced landings IAW 14 CFR Part 91.119(c), except to approved runways.

2.33.3. During the day, pilots shall not descend below 1,500 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft.

2.33.4. At night, pilots shall not descend below 2,000 feet AGL when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes in single engine aircraft.

2.34. Multi-Engine Aircraft.

2.34.1. Pilots shall not descend below 3,000 feet AGL or the Pilot Operating Handbook-directed minimum (whichever is greater) when performing stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes.

2.34.2. Engine failures shall not be simulated on the runway at an airspeed greater than one-half V_{mc} , and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.

2.34.3. Flight instructors may accomplish a simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 400 feet AGL, nor below recommended V_{sse} or V_{yse} , whichever is greater.

2.34.4. Feathering of one propeller during a simulated engine failure shall only be demonstrated above 3,000 feet AGL (or POH minimum, whichever is greater) and in a position where a safe landing can be accomplished on an approved runway, should difficulty be encountered in un-feathering the propeller.

2.34.5. While airborne, a simulated engine failure below 3,000 feet AGL (or POH minimum) shall only be performed by initially retarding the throttle of the selected engine to the minimum power setting authorized, then setting zero thrust.

2.34.6. Simulated single engine go-arounds shall not be initiated below 500 feet AGL.

2.34.7. V_{mc} demonstrations will not be performed below 3,000 feet AGL (or POH minimum, whichever is greater). Recovery will be made at the first indication of loss of directional control, stall warning, or buffet, whichever occurs first.

2.34.8. Actual single-engine landings and go-arounds shall not be conducted for training purposes.

2.34.9. Multi-engine aircraft shall not be operated on other than approved hard-surface runways except in an emergency, due to limited propeller ground clearance.

2.35. Fuel Reserves.

2.35.1. For flight planning purposes the PIC shall calculate fuel consumption using the aircraft manufacturer's data published in the POH.

2.35.2. Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption.

2.36. Other Restrictions.

2.36.1. For all flights, pilots shall compute takeoff and landing performance for each airport of intended use based on actual or forecast conditions.

2.36.2. Pilots shall calculate weight and balance data for each flight that is outside the “nominal load” conditions presented in the Blue Book for each aircraft.

2.36.3. Pilots shall not takeoff with snow or frost on the aircraft.

2.36.4. Pilots shall not hand prop Aero Club aircraft.

2.36.5. Pilots shall not use Club aircraft for towing gliders or sailplanes.

2.36.6. Pilots shall not use Club aircraft for parachuting or skydiving.

2.36.7. Club members shall not use Club aircraft for commercial purposes.

2.36.8. Pattern work at KGDK will be restricted between April 1st and October 31st. Only full-stop landings and taxi back are allowed.

2.36.9. Multiple landings at KGDK between sunset and sunrise are not allowed.

2.36.10. When surface winds are less than 6 knots, the preferred runway for airport operations is Runway 7.

2.36.11. Club members shall not accomplish touch-and-go landings in retractable gear aircraft without an instructor on-board the aircraft. The aircraft will come to a complete stop prior to re-positioning any controls. This action can take place on the runway if sufficient distance remains for a normal takeoff.

2.36.12. After landing checks (to include flap retraction) will not be completed until the aircraft is clear of the runway and stopped. This provision does not apply when re-configuring as part of a touch-and-go landing or when called for by the checklist (e.g., short field landing).

2.37. Cessna 152 Fuel Load.

2.36.1 The standard fuel load for the C-152 shall be sixteen (16) gallons which allows an additional 50 pounds of useful load.

2.36.2 The fuel load must be determined via the ‘stick method’ before every flight to guarantee the fuel load meets the Fuel Reserves (para 2.31.2) of this document. (Ten gallons is the minimum fuel load with which you can conduct an ‘hourish’ instructional flight. Five gallons provides one hour of reserve.)

Chapter 3: Student Pilots

3.1. **Applicability.** This chapter contains the restrictions, requirements, and procedures applicable to Private and Recreational student pilots. Where the restrictions in this paragraph are more restrictive than restrictions in the rest of these SOPs, the procedures of this chapter take precedence.

3.2. General.

- 3.2.1 Student pilots shall not fly more than 10 hours solo or exceed 45 days without a dual proficiency flight. This flight will include all items listed in 14 CFR Part 61.87 (d) and (e).
- 3.2.2 Student pilots shall not fly solo at night. If for any reason, a student pilot, after becoming airborne, determines he/she will not reach his/her planned destination prior to sunset, he/she shall land at a suitable airport **prior to sunset**. If the student cannot reach a suitable airport prior to sunset, he/she shall contact the nearest ATC facility, declare an emergency, and request radar vectors to the nearest suitable airport.
- 3.2.3 Solo student pilots shall not conduct simulated emergency procedures, including simulated forced landings or Emergency Descents terminating below 1,500 feet AGL.
- 3.2.4 No student pilot shall carry cargo or baggage on a solo flight other than that required to conduct the flight IAW the training syllabus.
- 3.2.5 A student pilot is prohibited from conducting solo takeoffs and landings on other than hard surface runways.
- 3.2.6 Student pilot solo landings shall be either full stop or stop-and-go. If the runway remaining after landing does not meet the length requirement of 2,500 feet, only a full-stop landing with a taxi back shall be made.
- 3.2.7 **Maneuvers.** A student pilot may practice in solo flight those maneuvers outlined in the Part 141 syllabus for solo flight that have been graded “Safe” or better on the most recent flight with an instructor unless further restricted by his/her MacAir flight instructor.
- 3.2.8 **Pattern entry.** Student pilots, when flying solo, will typically make pattern entries 45 degrees to the downwind. Instructors are encouraged to review other approved entry procedures with the student as outlined on AC 90-66C

3.3. Solo Student Flight Clearance Authority.

- 3.3.1. A MacAir Aero Club Flight Instructor is the Clearing Authority for student pilot solo flights in MacAir aircraft, including those in the local area and the initiation of cross-

country flights. The student pilot is the clearing authority for any cross-country flight leg originating at other than KGDK, unless otherwise restricted in these SOPs.

3.3.2. A student pilot who lands at an airport not authorized by Aero Club Flight Instructor endorsement IAW 14 CFR and these SOPs shall not file a flight plan from nor takeoff from that airport until being authorized by his/her Flight Instructor or the Chief Flight Instructor. The student shall either contact the Aero Club by radio before landing or by telephone immediately after landing in such a situation.

3.4. **Weather Minimums.** A student pilot shall not fly solo unless the current and forecast weather for the location, area, or planned cross-country route, as applicable, is at or above the following weather minimums.

	<u>Ceiling</u> (ft)	<u>Visibility</u> (sm)
Closed Traffic	1500	3
Local Area	2500	5
Cross Country	3000	5

3.5. **Field Condition (FICON).** A student pilot shall not fly solo at an airfield that has a FICON runway condition code of less than “4”.

3.6. **Winds.**

3.6.1. Solo student pilots shall not fly when the actual or forecast direct crosswind component (to include gusts) for takeoff or landing exceeds 10 knots or as further restricted by the instructor.

3.6.2. Solo student pilots shall not fly when the actual or forecast surface winds (to include gusts) exceed 20 knots.

3.6.3. If total wind exceeds authorized limits after a student pilot initiates solo flight in the local area, he/she shall terminate the flight as soon as practicable at Greene County airport, if possible. If crosswinds exceed authorized limits after a student pilot initiates solo flight in the local area, he/she should land on a runway within the local area for which the crosswind is within authorized limits. If this becomes impossible, the student pilot should land on the runway most nearly aligned with the wind, considering the runway width. If the selected airport is not one for which the student pilot is authorized for solo landings, the student pilot shall contact their Instructor or Chief Flight Instructor for coordination and authorization via radio or phone.

3.6.3.1. If wind exceeds authorized limits at a cross-country destination after a student pilot departs the local area on a solo cross-country flight, he/she shall contact Flight Service to determine the winds/weather at the other cross-country destination and at Greene County. If within limits and fuel remaining, including maintaining the required reserve, permits, the student should not land

at the destination with out-of-limit winds but may continue the flight to either the next destination or return to Greene County. If none of the authorized destinations are within authorized wind limits, fuel permitting, the student shall return to the MacAir local area and land at a familiar local airport where the winds are within limits. If returning to the Aero Club local area is not feasible, the student pilot shall contact Flight Service or a radar approach control facility to assist in determining and locating an airport with a runway within authorized crosswind limits and land there. The student pilot shall not take off from any airport that has not been authorized by his/her Aero Club Flight Instructor until he/she has been authorized by his/her Aero Club Flight Instructor or the Chief Flight Instructor.

3.7. Initial Solo.

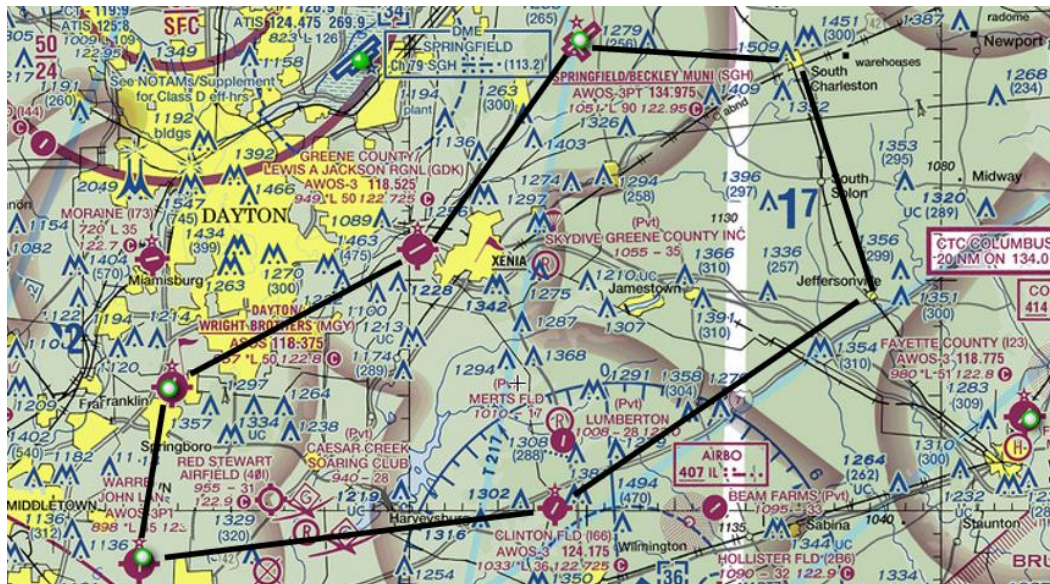
- 3.7.1. Training shall be accomplished by a qualified Aero Club Instructor IAW the 14 CFR Part 141 approved course syllabus, 14 CFR Part 61, and these SOPs, as applicable. The student pilot shall have been briefed by his/her Aero Club Flight Instructor.
- 3.7.2. Before a student pilot's first solo flight all required written examinations shall be accomplished and graded and placed in the student's training folder, including:
 - 3.7.2.1. the Individual Make and Model Aircraft "closed book" Emergency Procedures Written Examination,
 - 3.7.2.2. the Individual Make and Model Aircraft "open book" written examination, and
 - 3.7.2.3. the student pre-solo written examination IAW 14 CFR Part 61.87(b).
- 3.7.3. Before a student pilot's first solo flight, the student pilot must have satisfactorily completed the 14 CFR Part 141 approved Private Pilot Course syllabus pre-solo stage check with the Chief / Assistant Chief Flight Instructor or Phase Check Instructor. This applies to both 14 CFR Part 61 and Part 141 students.
- 3.7.4. All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Flight instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight.
- 3.7.5. Following the initial ("supervised") solo, the CFI shall put copies of the student's solo logbook endorsements in the Administrative Assistant's inbox; once the updates to Flight Schedule Pro occur, the endorsement will be placed in the student's training folder.
- 3.7.6. **Leaning.** Each solo student pilot shall operate with the mixture in the "Full Rich" position while on local flights.

3.8. Local Area Solo.

- 3.8.1. Training shall be accomplished by a qualified Aero Club Instructor IAW the 14 CFR Part 141 approved course syllabus, 14 CFR Part 61, and these SOPs, as applicable. The student pilot shall have been briefed by his/her Aero Club Flight Instructor.
- 3.8.2. Prior to flying a local area solo sortie, the student will receive a mission briefing from a CFI located at the airport (Part 141 requirement).
- 3.8.3. The CFI shall put a copy of any updated student solo logbook endorsements in the Administrative Assistant's inbox; once the updates to Flight Schedule Pro occur, the endorsement will be placed in the student's training folder.
- 3.8.4. A student pilot may conduct solo flight takeoffs and landings at any of the following local area airports for which he/she has received the appropriate logbook endorsement IAW 14 CFR Part 61 from his/her Aero Club Flight Instructor:

- Clinton County (I66)
- Dayton-Wright Brothers (KMGY)
- Lebanon-Warren County (I68)
- Madison County (KUYF)
- Springfield-Beckley Municipal (KSGH)

- 3.8.5. **Student Local Area/Training Areas.** To meet the requirements of 14 CFR 61.93, the MacAir Student Solo Local Area is that area within a 25 nm radius of Greene County Airport. The boundary areas are: Springfield Airport (KSGH), South Charleston, Jeffersonville, Clinton Co. Airport (I66), Lebanon Warren County Airport (I68), Dayton-Wright Brothers Airport (KMGY), and Greene Co. (KGDK). Student pilots may operate outside this boundary if their instructor pilot has provided the required training and authorized them to do so in accordance with FAR 61.93(b)(1).



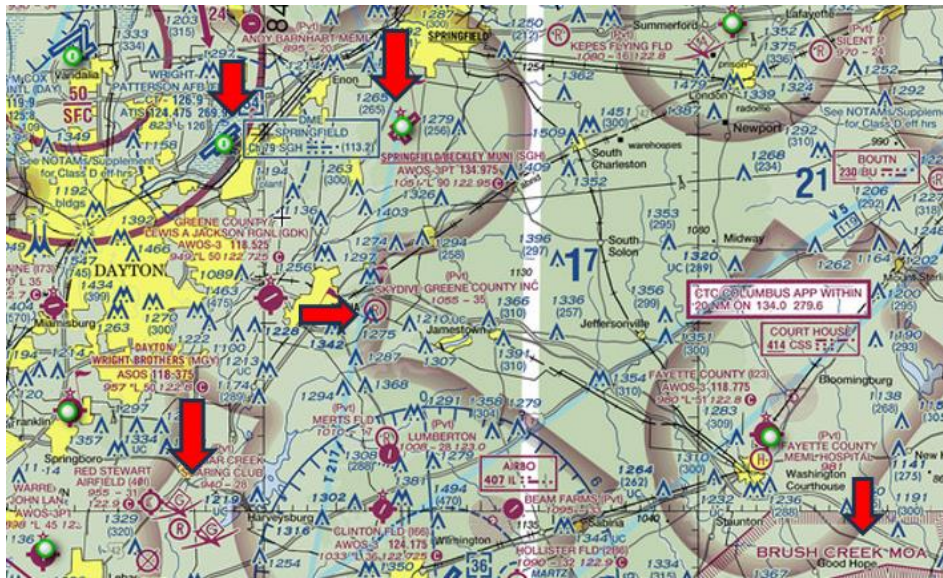
- 3.8.6. **Leaning.** Each solo student pilot shall operate with the mixture in the “Full Rich” position while on local flights.

- 3.9. **Solo cross-country.**
- 3.9.1. Training shall be accomplished by a qualified Aero Club Instructor IAW the 14 CFR Part 141 approved course syllabus, 14 CFR Part 61, and these SOPs, as applicable.
- 3.9.2. The Pre-solo Cross-Country Written Examination shall be accomplished, graded, and placed in the student's training folder. The Pre-solo Cross-Country Written Examination requirement is waived if the student pilot has successfully passed the FAA Pilot Knowledge Test and a copy of the test completion certificate is in his/her training folder.
- 3.9.3. Before a student pilot's first solo cross-country flight, the student pilot must have satisfactorily completed the 14 CFR Part 141 approved Private Pilot Course syllabus pre-solo cross-country stage check with the Chief /Assistant Chief Flight Instructor or Phase Check Instructor and meet the requirements of 14 CFR Part 61.93.
- 3.9.4. Before a student pilot's first solo cross-country mission the CFI who completed the cross-country training shall place a copy of the student's logbook endorsement [documenting completion of this training] in the student's training folder (Endorsement A9 in AC61-65G and FAR 61.93(c)(1) and (2)).
- 3.9.5. Before each solo cross-country flight, the student will meet with a CFI (at the airport—this is a Part 141 requirement) to review flight planning and receive the appropriate logbook endorsement for this flight (Endorsement A10 in AC61-65G and FAR 61.93(c)(3)). A copy of the logbook endorsement reviewing planning for each cross-country is required in the training folder.
- 3.9.6. Following completion of each student's solo cross-country, the student shall place a copy of the completed flight log(s) for those sorties in his/her training folder. The CFI will subsequently review these flight logs for completeness and debrief the student appropriately.
- 3.9.7. Recommended cross-country routes for student pilots are in Attachment 4.
- 3.9.8. Cross-country routes may be flown in either direction (where the first point of landing is greater than 50 miles from Greene County). The first solo cross-country shall be flown in the direction flown on the dual cross-country.
- 3.9.9. The third/final solo cross-country shall meet the requirements of 14 CFR Part 61.109(a)(5)(ii).
- 3.9.10. **Leaning.** After receiving instruction in proper leaning procedures a student pilot may lean with these procedures within AFM/POH limitations during the cruise phase of their solo cross-countries.
- 3.9.11. No student pilot may plan to remain overnight on a solo cross-country.
- 3.9.11.1. Student pilots will refuel as necessary to ensure a fuel minimum of 1-hour reserve is maintained after each leg of the flight.

- 3.10. **Flight Plans.** A student pilot on an approved training flight is authorized to sign, file, open, and close a VFR flight plan as PIC under the following conditions:
- 3.10.1. A student pilot qualified to conduct solo cross-country flight shall file a flight plan for those cross-country routes and airports authorized by his/her Aero Club Flight Instructor. A student pilot shall file a separate flight plan for each leg of solo cross-countries.
 - 3.10.2. A student pilot taking the FAA Practical Test at another airport is authorized to sign, file, open, and close a flight plan as PIC for the flight to and from the other airport and for the flight examination.
 - 3.11. **Post Flight.** Each solo student pilot shall log the flight in his/her logbook, and fill out an entry line in his/her Training Folder. The student pilot will place a copy of his/her completed flight log showing actual flight execution in the training folder after completion of the solo cross-country flight.

Chapter 4: Safety

- 4.1. **Responsibility.** Flight and ground safety is the first responsibility of every MacAir Aero Club member and employee; from the first flight student pilot to the most experienced flight instructor; from the low-time private pilot to the airline transport pilot; and at all levels of maintenance, administration, supervision, and management.
- 4.2. **Judgment and Decision Making.** The vast majority of aviation-related accidents occur due to poor judgment and decisions. While poor judgment and decisions contribute to accidents, the development of good judgment and decision-making abilities contributes to accident prevention and enhanced safety. At all levels of MacAir Aero Club activities, particularly in each flight lesson and standardization check, supervisors and instructors shall provide opportunities to develop decision-making skills as an integral part of training.
- 4.3. **Flight Clothing.** Pilots are encouraged to dress for egress, fire safety, and survival while flying. Wear of open-toed shoes or flammable synthetic materials such as nylon and polyester next to the skin is discouraged.
- 4.4. **Fire Extinguishers:** Fire extinguishers should be readily accessible during engine starts, aircraft maintenance, and aircraft refueling.
- 4.5. **Safety Meetings:** Safety meetings will be held at the MacAir facilities. Members are encouraged to personally attend safety meetings.
- 4.6. **Collision Avoidance.** The PIC is responsible for the safe execution of each flight.
 - 4.6.1. Following the taxi procedures in Chapter 2 should help reduce the chances of a ground collision. If the pilot has doubts as to wingtip clearance, he/she should request a wing-walker or shut down in place.
 - 4.6.2. Good clearing procedures during flight in Visual Meteorological Conditions cannot be overemphasized. Pilots should use good Crew Resource Management to aid in clearing (e.g., passengers, air traffic control) when available.
 - 4.6.3. MacAir has identified the known hazards to local flight operations in the greater Dayton area. These include, but may not be limited to, the following: Skydiving operations at Skydive Greene Co (a private grass strip); glider operations around Caesar Creek Gliderport; aircraft not using radios or transponders around Stewart (40I) and Barnhart Memorial; military traffic at Wright Patterson AFB (KFFO); UAS testing at Springfield Airport (KSGH) and military operations in the Brush Creek and Buckeye MOAs (southeast).



4.7. Accident/Incident Reporting Procedures. These procedures shall be used following any aircraft accident, incident, or unusual occurrence involving a MacAir Aero Club aircraft. The terms “aircraft accident” and “incident” are defined in NTSB Part 830. Immediate notification requirements are outlined in NTSB Part 830 as well. For the purposes of these SOPs, an unusual occurrence is any occurrence not classified as a mishap, accident, or incident that does not reasonably fall into the category of normal operations or has adverse safety implications. As an example, an off-field precautionary landing not resulting in aircraft or property damage or personal injury would likely be classified as an unusual occurrence. A successfully concluded emergency is not necessarily classified as an unusual occurrence. The Chief Flight Instructor shall make the final determination as to an unusual occurrence.

4.7.1. Take whatever immediate action is necessary to provide emergency attention to protect life and prevent further injury to persons or property damage.

4.7.2. The PIC of an Aero Club aircraft shall immediately contact the Aero Club Manager, Chief Flight Instructor, and Aero Club dispatch desk by phone, or message to advise them of any accident, incident, or unusual occurrence. Notify the NTSB when applicable under NTSB Part 830. Be prepared to provide the following information: point of contact and phone number, aircraft type, model, serial number, registration (N) number, name of PIC, name(s) of any passengers, any injury or death, last point of departure and intended point of landing, date and time of occurrence, location of aircraft/occurrence, nature of occurrence, the weather, and extent of damage to the aircraft, as applicable.

4.7.3. The procedures in this paragraph as well as a listing of applicable Part 830 Reportable Accidents/Incidents are contained in the Aero Club In-flight Guide (Red Book) located in each aircraft.

4.7.4. Do not delay reporting while awaiting more complete details. You can update your report with additional information later.

4.7.5. Following an accident, incident, or unusual occurrence, including off-airport landings, aircraft malfunctions, landings at unapproved/unauthorized airports, hard landings, or storm damage, **DO NOT FLY THE AIRCRAFT WITHOUT SPECIFIC AUTHORIZATION FROM THE AERO CLUB MANAGER AND DIRECTOR OF MAINTENANCE.**

4.7.6. In the event an accident occurs, **immediately** copy all aircraft and pilot logbook data. The NTSB could impound these records and they will be required for us to assist you in any investigation.

4.8. **Safety Investigation.** In the event of an accident, incident, or unusual occurrence, the Aero Club Manager may initiate a safety investigation. This investigation intends to assess the root cause of the accident, incident, or unusual occurrence so action can be taken to prevent a re-occurrence.

4.8.1. When directed by the Aero Club Manager, the Chief Flight Instructor and other appointed pilot or maintenance members of the club shall investigate the accident, incident, or unusual occurrence. The Chief Flight Instructor will present findings to the Aero Club Manager upon completion of his/her investigation. As requested by the Aero Club Manager, the Chief Flight Instructor will present findings to club instructors/members at Aero Club safety meetings.

4.9. **Safety Reports.** Pilots, operations, and maintenance personnel should file safety reports whenever warranted. Safety reports identify hazardous situations or procedures, report injury or damage, and add to the aviation safety knowledge base. The Club will keep blank copies of these safety report forms on hand. Members are requested to provide the Aero Club Manager a copy of any report submitted relevant to Aero Club accountability, procedures, training, or equipment; if the report is submitted anonymously under the Aviation Safety Reporting Program, anonymity will be preserved IAW program policy.

4.9.1. **Electronic Aviation Safety Report Submission.** FAA-initiated Aviation Safety Reporting System (ASRS) gathers information on deficiencies in aviation operations and offers limited anonymity and limited immunity to participants who may have violated a portion of 14 CFR subject to certain conditions. To provide anonymity, NASA functions as a third party in the collection and analysis of data under ASRS. You can submit a report on the ASRS webpage (<http://asrs.arc.nasa.gov/report/mail.html>). Further details may be found in AC 00-46F, *Aviation Safety Reporting Program*.

4.9.2. **Near Midair Collision (NMAC) Report.** Used to gather information on occurrences that could cause a midair collision. NMAC is an incident associated with the operation of an aircraft in which a possibility of collision occurs as a result of proximity of less than 500 feet to another aircraft.

4.9.2.1. The report is the responsibility of the PIC and should be reported immediately, normally via radio to the nearest ATC facility or FSS. The pilot must unambiguously state that he/she is reporting a “Near midair collision.” Alternately, the pilot may report in writing to the Cincinnati FSDO:

Cincinnati FSDO
4358 Ferguson Road
Cincinnati OH 45245
(513) 824-9600

Chapter 5: Maintenance Procedures

5.1 General. The MacAir Aero Club Director of Maintenance is responsible for establishing and managing a program of scheduled inspections, routine maintenance, component overhauls and Airworthiness Directive compliance, and developing a Maintenance and Inspection Procedures Manual according to FAA Advisory Circular 145-3. He/she is also responsible for maintaining a maintenance technical library, managing the maintenance parts and petroleum-oil-lubricant (POL) inventory.

5.2 The Blue Book.

5.2.1 Each MacAir owned and leased aircraft has an *Aircraft Flight Log* (Blue Book) that contains information on the maintenance status of the aircraft that the pilot needs to know. The Blue Book shows the due dates for aircraft inspections, a record of aircraft Hobbs and/or Tach time for each flight, status of VOR checks, a GPS database currency log, active *Maintenance Discrepancy* forms documenting pilot write-ups and maintenance corrective action, and a *Maintenance Discrepancy* form as discussed in Section 5.3.3 below. The pilot will review the Blue Book prior to each flight as part of his/her pre-flight inspection and carry it with them in the aircraft when they fly.

5.3 Equipment Maintenance.

5.3.1 Use of the Maintenance Discrepancy Report.

5.3.1.1 The *Maintenance Discrepancy and Work Document* shall be used to record and show correction of discrepancies discovered during normal flight activities. Active *Maintenance Discrepancy* form sheets shall be kept in the *Aircraft Flight Log Book* (Blue Book) for the applicable aircraft. Retired *Maintenance Discrepancy* form sheets shall be filed in the maintenance office in 100-hour inspection increments for the previous 200 hours of operation. All other maintenance records shall be accomplished, maintained, and disposed IAW FAA directives.

5.3.1.2 The applicable aircraft registration number shall be entered in the "SERIAL NO." block in the upper right corner of each *Maintenance Discrepancy* form sheets.

5.3.1.3 Discrepancies shall be entered in the Upper block of *Maintenance Discrepancy* form. Only one (1) discrepancy shall be entered per block. The person entering the discrepancy shall legibly print his/her name in the "DISCOVERED BY" block and place the date in the "DATE DISCD" block.

5.3.1.4 Each PIC shall personally bring each major discrepancy (any discrepancy which makes the aircraft un-airworthy or unsafe to operate) to the immediate attention of the ramp Line Personnel, Dispatch Desk, and/or the Director of Maintenance. If no linemen are available, call the Director of Maintenance. Major (grounding) discrepancies include:

- a) Any aircraft accident.
- b) Any flight control malfunction.
- c) Engine malfunction.
- d) Excessive oil leak.
- e) Controllable propeller malfunction.
- f) Oil leak at hub of any controllable propeller.
- g) Significant nick or any crack in any propeller.
- h) Any fuel leak.
- i) Landing gear malfunction.
- j) Cut or wear exposing cord on any tire.
- k) Brake malfunction.
- l) Precautionary or forced landing off-airport.
- m) Excessively hard/high side load landing.
- n) Ground departure from the runway surface during takeoff or landing.
- o) Collision with other objects on the ground or in flight.
- p) Inoperative or malfunctioning equipment required by FAR for VFR-day operation.
- q) Inoperative or malfunctioning equipment required by FAR 14 CFR 91.205.

5.3.1.5. The Director of Maintenance shall immediately restrict any aircraft with a discrepancy, including inoperative or malfunctioning equipment, which under the FARs or aircraft equipment list makes that aircraft un-airworthy for a Kind of Operation, from being flown in that Kind of Operation. In addition to listing the discrepancy on *Maintenance Discrepancy* form, the cover of the Blue Book will be “placarded” with the appropriate operational restriction(s).

5.3.1.6. The mechanic who corrects the deficiency shall sign the “CORRECTED BY” block and enter the action taken in the “CORRECTIVE ACTION” block.

5.3.1.7. After all major discrepancies have been resolved; maintenance will return the aircraft to service and deliver the keys and Blue Book to the Director of Maintenance, Dispatch Desk, or Aero Club Manager.

5.3.1.8. Only appropriately rated MacAir mechanics are authorized to return grounded aircraft to service.

5.3.1.9. Any pilot or mechanic who discovers an inoperative or malfunctioning instrument or other item of equipment in an aircraft shall enter the

discrepancy in the *Maintenance Discrepancy* form and placard that instrument/equipment “INOPERATIVE” using masking tape. The placard should be placed over or in proximity to the instrument, or next to the equipment On/Off switch if the equipment itself is not visible from the cockpit. A mechanic shall ensure the placarded instrument/equipment is either rendered inoperative or removed from the aircraft IAW the FARs.

5.3.2. **Pilot Authorized Maintenance.** Certain limited maintenance/preventative maintenance actions are authorized to be performed by MacAir Aero Club qualified pilots. These maintenance/preventative maintenance actions are limited to:

- a) Servicing fuel and oil.
- b) Washing aircraft.
- c) Cleaning windscreens/windows/lenses.

5.3.2.1. Maintenance personnel shall ensure sufficient quantities of fuel, oil, windscreen cleaner, and appropriate rags/clothes are available and accessible to members for use.

5.3.3. **Deferred Maintenance.** Pilots and/or line personnel will ensure that all discrepancies entered into the Blue Books are brought to the attention of maintenance staff. Pilots will not fly MacAir aircraft if a write-up has not been corrected or deferred. The MacAir Director of Maintenance shall be the final authority for approving those discrepancies on MacAir Aero Club aircraft that have been determined may safely be deferred while awaiting parts/maintenance or until the next scheduled inspection. Discrepancies the Director of Maintenance does not think can be safely deferred shall be considered grounding items. Deferred maintenance items shall be appropriately identified on the **DEFERRED MAINTENANCE FORM** (Yellow form) in the *Aircraft Flight Log Book* (Blue Book).

Chapter 6: Flight and Ground Instructor Responsibilities

6.1. General. This chapter states the general responsibilities and duties of MacAir Flight Instructors and Ground Instructors.

6.1.1. Instructor Definition. A MacAir Instructor is an individual who is an FAA Certificated Flight Instructor and employed by MacAir to perform certificated flight and/or ground instructor duties at the MacAir Aero Club. The term “Instructor” implies a MacAir Ground or Flight Instructor when used in this document.

6.1.2. No individual shall provide flight or ground instruction using MacAir aircraft, facilities, or resources unless he/she is designated as a MacAir Instructor and is qualified by satisfactorily completing MacAir Initial and Annual Instructor Standardization Check requirements. This rule does not apply to a member acting as a student instructor under the supervision of a MacAir Instructor in a Part 61 or 141 CFI training program.

6.2.Designation.

6.2.1. Flight and Ground Instructors shall be designated by the Chief Flight Instructor. The Chief Instructor shall maintain a memorandum of current qualified Flight and Ground Instructors, including course(s) and aircraft for which each instructor is authorized to give instruction.

6.2.2. The Chief Flight Instructor, Assistant Chief Flight Instructor(s), and Stage Check Instructor(s) for each course shall be designated by the FAA in Letters of Authorization (LOAs) IAW FAR Part 141.35. The Chief Flight Instructor will make a listing of these instructors available in the Aero Club office.

6.3.General Responsibilities and Duties. These duties and responsibilities apply to any individual functioning as an Instructor.

6.3.1. Each Instructor shall assume a leadership role in promoting safety in club operations, including actively supporting the club safety program.

6.3.2. Each Instructor shall maintain individual currency in items being instructed (e.g., night currency; instrument currency).

6.3.3. Each Instructor will provide quality instruction to each of his/her students in accordance with the terms of that Instructor’s employment. Each Instructor shall keep each of his/her students informed as to that student’s progress, strengths, and any deficiencies with remedial training/study. Each Instructor should consult with other Instructors up through the Chief Flight Instructor for possible solutions/plans of attack in the event of unusual or persistent student training problems.

- 6.3.4.** Each Flight Instructor, when assigned a new student by the Chief Flight Instructor, shall contact that student promptly to ascertain that student's background, needs, and desires, and coordinate a training schedule. The Instructor shall coordinate each ground and flight training period with each of his/her students, including student pilot solo flights.
- 6.3.5.** Each Instructor shall make his/her services reasonably available to member's checkouts, and re-currency checks which he/she is qualified to conduct. Each Instructor shall accomplish these checkouts and checks IAW these SOPs.
- 6.3.6.** Each Flight Instructor shall instruct primary and advanced training missions for which he/she is qualified in each make and model of Aero Club aircraft in which he/she is current and qualified. Each instructor shall conduct procedures and maneuvers training IAW the Approved Flight Manual (AFM), the *Airplane Flying Handbook* (FAA-H-8083-3A), the *Instrument Flying Handbook* (FAA-H-8083-15), 14 CFR, the AIM, the MacAir Instructor Guide and the applicable Practical Test Standards (PTS)/Airman Certification Standards (ACS). In the event of a conflict, the AFM takes precedence and the Instructor shall comply with 14 CFR.
- 6.3.7.** Each Instructor shall provide ground instruction, on an individual or group basis within the provisions of his/her job description to ensure complete and thorough training of each pilot he/she instructs.
- 6.3.8.** Each Instructor shall properly document training and evaluation activities IAW these SOPs, and 14 CFR, including logging and signing dual instruction given in each student's pilot logbook. Each Instructor shall assist each member he/she instructs in maintaining that member's Membership Folder and /or electronic training records.
- 6.3.9.** Each Instructor shall administer and grade the appropriate written knowledge examinations for his/her students, including those required for stage checks and practical tests. The passing score is 80%. All tests will be corrected to 100%. Each Instructor shall ensure unsatisfactory knowledge examinations are reviewed and retested.
- 6.4. Instructor Meetings.** Instructor meetings will be held at the MacAir facilities. CFIs (and CFI candidates) are encouraged to personally attend instructor meetings.
- 6.5. Chief Flight Instructor.** The Chief Flight Instructor shall meet the requirements of 14 CFR Part 141.35 and remain current and proficient on all aircraft and courses he/she is responsible for.
- 6.6. Assistant Chief Flight Instructors.** The Chief Flight Instructor shall designate Assistant Chief Flight Instructor(s) as appropriate. The designated Assistant Chief Flight Instructor shall meet 14 CFR Part 141.36 and remain current and proficient on all aircraft and courses he/she is to function as an Assistant Chief Flight Instructor.

- 6.6.1.** Each Assistant Chief Flight Instructor shall assist the Chief Flight Instructor in managing and conducting flight training and checkout activities for the course(s) for which he/she is the Assistant Chief Flight Instructor IAW 14 CFR Parts 61, 91, and 141; and these SOPs.
 - 6.6.2.** Each Assistant Chief Flight Instructor may conduct stage checks and Final Stage Checks for the 14 CFR Part 141 pilot training course(s) for which he/she is designated and qualified, and for pilot training conducted under 14 CFR Part 61 corresponding to the Part 141 course(s) for which he/she is designated and qualified.
 - 6.6.3.** For each 14 CFR Part 141 pilot training course to be used in the Part 141 Flight School for which he/she is the Assistant Chief Flight Instructor, each Assistant Chief Flight Instructor shall assist the Chief Flight Instructor in designing that pilot training course and each change to that training course, as required by the Chief Flight Instructor.
 - 6.6.4.** Each Assistant Chief Flight Instructor shall assist the Chief Flight Instructor in developing, reviewing, and updating flight check, checkout, and training procedures, and knowledge examinations.
- 6.7. Stage Check Flight Instructors.** The Chief Flight Instructor shall designate one or more Stage Check Flight Instructors for each course offered. Each Stage Check Flight Instructor shall be selected from the club's most capable and knowledgeable Flight Instructors per 14 CFR Part 141.37.
- 6.7.1.** Each Stage Check Flight Instructor shall assist the Chief Flight Instructor and Assistant Chief Flight Instructor in conducting flight training and checkout activities for the course(s) for which he/she is a Stage Check Flight Instructor IAW 14 CFR Parts 61, 91, and 141; and these SOPs.
 - 6.7.2.** Each Stage Check Flight Instructor shall conduct stage checks other than the Final Stage Check for the 14 CFR Part 141 pilot training course(s) for which he/she is designated and qualified, and for pilot training conducted under 14 CFR Part 61 corresponding to the Part 141 course(s) for which he/she is designated and qualified.
 - 6.7.3.** For each 14 CFR Part 141 pilot training course to be used in the Flight School for which he/she is to function as a Stage Check Flight Instructor, each Stage Check Flight Instructor shall satisfactorily accomplish the required 14 CFR Part 141 Stage Check Flight Instructor proficiency check given by the 14 CFR Part 141 Flight School Chief Flight Instructor or Assistant Chief Flight Instructor for the course for which is qualified.

6.8. FAA Pilot Certificate or Rating Training.

6.8.1. General.

- 6.8.1.1.** Each Aero Club Instructor shall satisfactorily accomplish a 14 CFR Part 141 initial proficiency check in each Flight School Part 141 pilot training course and each make and model of aircraft used in each course before conducting any instruction in that make and model aircraft in that Part 141 course. These requirements may be accomplished in conjunction with the aero club Initial/Annual Flight Instructor Standardization Check.
- 6.8.1.2.** Each Instructor conducting flight training for pilot certification or rating shall follow the FAA-approved course syllabi regardless of whether the training is being accomplished under 14 CFR Part 61 or Part 141. Training accomplished under 14 CFR Part 61 need not meet the hour requirements of the 14 CFR Part 141 Training Course Outline (TCO); however, 14 CFR Part 61 requirements, including hour requirements, must be met. As a minimum, a Final Stage Check shall be satisfactorily accomplished for flight training being conducted under 14 CFR Part 61; other stage checks shall be satisfactorily accomplished if the majority (over 50%) of the training objectives for that stage are to be accomplished or solo operations predicated on a stage check are to be accomplished. Ground training shall meet either the 14 CFR Part 61 or Part 141 requirements under which the training is being provided.
- 6.8.1.3.** Each Instructor, in coordination with the Chief Instructor, shall determine whether each of his/her new students is to be enrolled in a 14 CFR Part 141 course or trained under 14 CFR Part 61.
- 6.8.1.4.** If the student is to be enrolled in a 14 CFR Part 141 course, the instructor shall ensure the student is enrolled in the appropriate course effective the date of the first ground lesson or the first flight lesson, whichever occurs first. Upon completion of the course, the instructor shall ensure that a graduation certificate, effective the date of the final completed requirement (which must be the date of the satisfactory completion of the Final Stage Check), is prepared.
- 6.8.1.5.** Each Instructor shall establish and maintain a training folder for each student, primary or advanced, regardless of whether the training is conducted under 14 CFR Part 61 or Part 141. For a 14 CFR Part 141 training course in which the ground training syllabus is to be accomplished throughout individual training, each Instructor shall maintain an approved school *Ground Training Record* form as a part of the training folder. Each Instructor is responsible for the currency and accuracy of the training folder for each of his/her students. This record shall be accomplished immediately following each flight, dual or solo. The Flight Instructor shall assign a grade for each maneuver/item

performed, as well as an overall grade for each dual lesson. The folder shall be presented to the Chief Flight Instructor for review, upon completion of each stage check, and completion or termination of training. Upon completion of training, the instructor shall ensure that the training folder is complete, with requirements and completion dates recorded and signed as necessary.

6.8.1.6. Each Instructor shall assist in coordinating the scheduling of stage checks and the FAA practical test for each of his/her students. Each Instructor shall ensure that each of his/her students has satisfactorily completed prerequisites, including written examinations, before each stage check. The individual instructor will document the completion of these prerequisites on the appropriate MacAir Phase Check Record Form and pass that form to the Phase Check Pilot before the phase check. Each Instructor shall assist each of his/her students in properly completing FAA Form 8710-1, *Airman Certificate and/or Rating Application*, in IACRA in preparation for the practical test.

6.8.1.7. Immediately upon completion of each flight stage, the Stage Check Flight Instructor who conducted the stage check shall enter the flight lesson in the student's training folder and sign the flight lesson entry, sign the stage check block for a satisfactorily completed stage check, complete and sign a *Stage Check Comments Sheet* and have it initialed by the student accomplishing the stage check. The *Stage Check Comments Sheet* shall be placed in the student's training folder and submitted to the Chief Flight Instructor for review. As soon as possible, the Flight Instructor conducting the stage check shall debrief the student's Flight Instructor on his/her student's performance, including strengths and weaknesses, as applicable.

6.8.1.8. Instructors are encouraged to develop and share materials that enhance the training given under the MacAir Flight School Training Curricula.

6.8.2. Private Pilot Training.

6.8.2.1. Each Flight Instructor shall document deviations from the training syllabus, poor training continuity, lack of student progress, overall lessons graded below *Average* ("3"), and any other information he/she considers necessary to ensure a complete and accurate record of each student's training.

6.8.2.2. Each Instructor will introduce and supervise the practice of proper radio communications procedures early in each of his/her student's training.

6.8.2.3. Student Pilot Local Solo Training. This paragraph and sub-paragraphs refer to pilots not holding a pilot certificate for the category of aircraft to be flown in solo flight, or holding either a Student or Recreational Pilot Certificate unless otherwise indicated.

- 6.8.2.3.1.** If the Flight Instructor cannot be present at the airport to check his/her student's planning IAW 14 CFR 141.79(b), that Instructor shall arrange for another qualified MacAir Aero Club Flight Instructor to be at the airport to perform that responsibility. (Student and recreational pilots only.)
- 6.8.2.3.2.** Each Flight Instructor shall ensure each of his/her students is thoroughly familiar with proper procedures for refueling, checking, and evaluating NOTAMs and weather conditions.
- 6.8.2.3.3.** Each Flight Instructor shall ensure that each of his/her students is familiar with the emergency procedures contained in the In-flight Guide (Red Book), if the student encounters an emergency, loses communications, becomes lost, runs low on fuel, encounters deteriorating weather conditions, etc, while on a local solo flight.
- 6.8.2.3.4.** Each Flight Instructor shall ensure that each of his/her students has satisfactorily completed the Pre-solo (student pilots only), Individual Make and Model Aircraft Open Book, and Individual Make and Model Aircraft Emergency Procedures (Closed Book) Written Examinations before solo flight. Tests are maintained in the student training folder until the student completes the training course.
- 6.8.2.3.5.** Each Flight Instructor shall ensure that each of his/her students has satisfactorily completed a stage check with the Chief or Assistant Chief Flight Instructor or a designated Phase Check pilot before solo flight. (Student and recreational pilots only.)
- 6.8.2.3.6.** Each Flight Instructor shall ensure each student he/she endorses for solo flight is restricted from performing any maneuver for which that student has not been graded at least "Safe" on the most recent dual instructional flight on which that maneuver was performed. Each Flight Instructor may place any such restrictions in his/her student's pilot logbook. Additionally, each Flight Instructor shall brief each of his/her students who have such a restriction(s) on the restriction(s).
- 6.8.2.3.7.** Each Flight Instructor shall ensure that each of his/her students enters that student's solo time in his/her training folder and in his/her pilot *logbook* to indicate the training accomplished.

6.8.2.4. Student Pilot Solo Cross-Country Training.

- 6.8.2.4.1.** Each Flight Instructor shall ensure that each of his/her students has satisfactorily completed both the Cross-country Written Examination and a Pre-solo Cross-country Stage Check before the first solo cross-country (Student and recreational pilots only). The Cross-country Written Examination is waived if the student

has successfully passed the FAA Private Pilot Knowledge Test and a copy is in his/her training folder.

- 6.8.2.4.2.** The 14 CFR Part 61.109(a)(5)(iii) requirement for solo take-offs and landings at an airfield with an operating control tower shall be accomplished before the first solo cross-country.
- 6.8.2.4.3.** Flight instructors must thoroughly review and endorse each student's preflight plan for all cross-country flights. If unable to be present for this review, the instructor must arrange for another qualified MacAir Aero Club flight instructor to complete the review and logbook endorsement in accordance with 14 CFR 141. (Student and recreational pilots only.)
- 6.8.2.4.4.** All flight instructors must verify that students endorsed for solo cross-country flights have demonstrated at least a "Safe" proficiency level in every maneuver, including mixture leaning, during their most recent dual flight. Any restrictions should be documented in the student's logbook and discussed with the student.
- 6.8.2.4.5.** Each Flight Instructor shall ensure each of his/her students is thoroughly familiar with proper procedures for refueling, checking, and evaluating NOTAMs and weather conditions, and for filing, opening, and closing flight plans for cross-country flights.
- 6.8.2.4.6.** Flight instructors must ensure students are proficient in emergency procedures, including those for loss of communications, becoming lost, fuel shortages, and deteriorating weather conditions, prior to authorizing solo cross-country flights.
- 6.8.2.4.7.** Each Flight Instructor shall ensure that each of his/her students enters that student's solo cross-country time in his/her training folder and in his/her pilot *logbook* to indicate the training accomplished. The Flight Instructor shall ensure that the original or a photocopy of the student's completed flight log for each solo cross-country is reviewed with the student and filed in the student's training folder.

6.8.3. CFI Training.

- 6.8.3.1.** A MacAir Flight Instructor may authorize a CFI training applicant for VFR solo flight in the local area while occupying the right seat, provided the student has demonstrated that he/she is capable of safely conducting normal and emergency flight operations from the right seat to that Instructor (documented via MacAir Standardization Record).

6.8.3.2. Each Flight Instructor is encouraged to provide each of his/her applicants in initial CFI training an opportunity to give a preflight briefing and in-flight instruction to a student pilot under the direct supervision of an Aero Club Flight Instructor during the final stage of the student's CFI training.

6.9. Transportation Security Administration.

6.9.1. Each Instructor is required to complete initial Transportation Security Administration (TSA) training before being hired. This can be accomplished via AOPA's website (<https://www.aopa.org/training-and-safety/online-learning/online-courses/general-aviation-security>). The completion certificate shall be provided to the Chief Flight Instructor for inclusion in the Instructor's membership folder.

6.9.2. Each Instructor is required to complete annual TSA training. This is accomplished via an Instructor Meeting or during a Flight Instructor Review Clinic (FIRC). If a FIRC is selected, a completion certificate shall be provided to the Chief Flight Instructor for inclusion in the Instructor's membership folder.

6.9.3. Each instructor shall make the appropriate endorsements in the student's logbook as pertains to citizenship before the first flight for anyone receiving Recreational, Private, Instrument, or Multi-Engine training and in the TSA book maintained in the reference document section of the Club House.
Example:

"I certify that John James Doe has presented to me an OH Birth certificate (OH123456) with OH Driver's License (OJ88887) establishing that he is a US Citizen or national in accordance with 49 CFR 1552.3(h)"

7 July 2024 Martin Short (Signature) 567456CFI 11/25

Attachment 1

Pilot Checkout Requirements

- A1.1 This attachment contains the minimum certificate and time requirements a pilot must obtain prior to exercising PIC privileges in that make and model of aircraft. Checkouts will not be completed until the pilot has met the hourly requirements. Applicable endorsements (e.g., complex or high performance) can be accomplished in conjunction with aircraft checkouts.

- A1.2 **Warriors, Archers, and Cessna 152**
 - A1.2.1 Airman's certificate (SEL): Student, Private, Commercial, or ATP
 - A1.2.1 Pilot Time: 0 hours
 - A1.2.1 PIC time in aircraft with less than 200 horsepower: 0 hours
 - A1.2.1 PIC time in make and model: 0 hours

- A1.3 **Arrow**
 - A1.3.1 Airman's certificate (SEL): Private, Commercial, or ATP
 - A1.3.2 Pilot Time: 125 hours
 - A1.3.3 Complex endorsement (or grandfathered) IAW FAR 61.31(e).
 - A1.3.4 PIC time in complex aircraft: 10 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 5 hours.

- A1.4 **Cessna 207T**
 - A1.4.1 Airman's certificate (SEL): Private, Commercial, or ATP
 - A1.4.2 Pilot Time: 125 hours
 - A1.4.3 High Performance endorsement (or grandfathered) IAW FAR 61.31(f).
 - A1.4.4 PIC time in complex aircraft: 10 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 5 hours.

- A1.5 **Cirrus SR22**
 - A1.5.1 Airman's certificate (SEL): Student, Private, Commercial, or ATP
 - A1.5.2 Pilot Time: 0 hours
 - A1.5.3 PIC time in aircraft with less than 200 horsepower: 0 hours

A1.5.4 PIC time in make and model: 0 hours

For Cirrus Checkout

A1.5.1 Airman's certificate (SEL): Private, Commercial, or ATP

A1.5.2 Pilot Time: 125 hours

A1.5.3 High Performance endorsement (or grandfathered) IAW FAR 61.31(f).

A1.5.4 PIC time in high performance aircraft: 10 hours; or 10 hours PIC in make and model; or completion of an approved training program of not less than 5 hours.

A1.6 Decathlon

A1.6.1 Airman's certificate (SEL): Private, Commercial, or ATP

A1.6.2 Pilot Time: 100 hours

A1.6.3 Tailwheel endorsement (or grandfathered) IAW FAR 61.31(i).

A1.6.4 PIC time in tailwheel aircraft: 10 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 5 hours.

A1.7 Aztec, Seneca and C-337

A1.7.1 Airman's certificate (MEL): Private, Commercial, or ATP

A1.7.2 Pilot Time: 200 hours, of which 50 must be in complex aircraft

A1.7.3 Complex endorsement (or grandfathered) IAW FAR 61.31(e).

A1.7.4 PIC time in piston multi-engine aircraft: 25 hours; or 5 hours PIC in make and model; or completion of an approved training program of not less than 10 hours.

Attachment 2

Grading Practices

A2.1. Ensure all instructors are grading against a uniform standard and the applicant's progress is assessed against their ability to meet the requirements of FAA Airman Certification Standards (ACS) or Practical Test Standards (PTS) for the desired certificate or rating. The following grades shall be used on the applicant's training record.

A2.2. **Individual Maneuver/Task Grade**

A2.2.1. **P = Proficient.** The applicant meets the applicable FAA PTS for the individual maneuver/ task without intervention or verbal assistance from the flight instructor.

A2.2.2. **S = Safe.** While the applicant does not fully meet the PTS, they are able to consistently perform the maneuver/task safely, without flight instructor intervention or verbal assistance. The applicant is cleared to perform this maneuver/task solo.

A2.2.3. **A = Accomplished.** Unsafe to perform this maneuver/task solo. The applicant is unable to perform the maneuver/task without demonstration, intervention, or verbal assistance from the flight instructor, or the applicant's relative experience makes it impossible to determine if they could perform the maneuver/task without assistance.

A2.2.4. **D = Demonstrated Only.** The flight instructor demonstrated the maneuver/task; however, the student was not allowed to accomplish the maneuver/task. (**NOTE:** If the instructor demonstrated the maneuver/task and then allowed the applicant to perform it, the grade shall reflect the applicant's performance.)

A2.2.5. **√ = Accomplished While Solo.** Student pilots will place an individual "√" in the appropriate box to indicate they performed the maneuver one or more times while solo.

A2.3. **Overall Grade.** The following grades will be used to assess the students overall performance for the flight. If an applicant receives a grade of *below average* or *below acceptable standards*, the chief flight instructor shall review the applicant's performance with their flight instructor prior to the applicant's next flight.

A2.3.1 A grade of "1" = **Excellent.** The applicant's performance exceeded expectations, given their phase of training, experience, etc.

A2.3.2 A grade of "2" = **Above Average.** The applicant's performance was above average, given their phase of training, experience, etc.

A2.3.3 A grade of "3" = **Average.** The applicant's performance was average, given their phase of training, experience, etc.

A2.3.4 A grade of “4” = **Below Average**. The applicant’s performance was below average, given their phase of training, experience, etc.

A2.3.5 A grade of “5” = **Below Acceptable Standards**. The applicant’s performance was below acceptable standards, given their phase of training, experience, etc.

Attachment 3: WEATHER MINIMUMS

Student pilots should look for additional restrictions in Chapter 3 of these SOPs.

Visual Flight Rules

	<u>Ceiling (ft)</u>	<u>Visibility (sm)</u>
<u>Day VFR</u>		
- Local Area	1500	3
- Cross Country	2500	5
<u>Night VFR</u>		
- Local Area and Cross Country	2500	5

Instrument Flight Rules

Takeoff or Landing (Pilots with Under 25 hours of Actual and/or Simulated Instrument Time as PIC)	Personal minimums, approach minimums, or 1000 feet / 3 SM whichever is highest
Takeoff or Landing (Pilots with greater than 50 hours of Actual and/or Simulated Instrument Time as PIC)	Personal minimums, approach minimums, or 600 feet / 2 SM whichever is highest
Takeoff or Landings (CFII's with more than 15 hours of Actual Instrument Time)	Personal minimums or approach minimums whichever is highest

Field Condition (FICON)

Runway Condition Code	Crosswind Limit (Kts)
6 or No FICON NOTAM	Aircraft Limits
5	Aircraft Limits
4	12 (9 for the Seneca and Aztec)
3	9 (6 for the Seneca and Aztec)
2	No Takeoffs or Landings
1	No Takeoffs or Landings
0	No Takeoffs or Landings

Attachment 4:
STUDENT PILOT SOLO CROSS-COUNTRY
RECOMMENDED ROUTES

1. Greene County to Lima-Allen County to Mansfield to Greene County
 - Leg 1: KGDK direct ROD direct KAOH and land
 - Leg 2: KAOH direct KMFD and land
 - Leg 3: KMFD direct KGDK and land

2. Greene County to Fort Wayne to Delaware County-Johnson Field to Greene County
 - Leg 1: KGDK direct ROD V277 KFWA and land
 - Leg 2: KFWA V221 KMIE and land
 - Leg 3: KMIE direct (with Class C services) or deviate around to KGDK and land

3. Greene County to Columbus Municipal to Butler Co. Regional to Greene County
 - Leg 1: KGDK direct KRID direct SHB direct KBAK and land
 - Leg 2: KBAK to KHAO and land
 - Leg 3: KHAO direct KGDK and land

4. Greene County to Delaware County-Johnson Field to Lima-Allen County to Greene County
 - Leg 1: KGDK direct KMIE (with Class C Services) and land
 - Leg 2: KMIE direct KAOH and land
 - Leg 3: KAOH direct to KGDK and land

5. Greene County to Anderson Municipal-Darlington Field to Richmond Municipal to Greene County
 - Leg 1: KGDK direct KAID and land
 - Leg 2: KAID direct KRID and land
 - Leg 3: KRID direct KGDK and land

6. Greene County to Fairfield County to Pickaway County to Greene County
 - Leg 1: KGDK direct KLHQ and land
 - Leg 2: KLHQ direct KCYO and land
 - Leg 3: KCYO direct KGDK and land

7. Greene County to Marion Municipal to Lima-Allen County to Greene County

Leg 1: KGDK direct KMNN and land

Leg 2: KMNN direct KAOH and land

Leg 3: KAOH direct KGDK and land

8. Greene County to Marion Municipal to Fairfield County to Greene County

Leg 1: KGDK direct KMNN and land

Leg 2: KMNN direct KLHQ and land

Leg 3: KLHQ direct KGDK and land

9. Greene County to Fleming-Mason to Butler Co. Regional to Greene County

Leg 1: KGDK direct KFGX and land

Leg 2: KFGX direct KHAO and land

Leg 3: KHAO direct KGDK and land

10. Greene County to Fleming-Mason to Pickaway County to Greene County.

Leg 1: KGDK direct KFGX and land

Leg 2: KFGX to YORK VOR to KCYO (remain below MOA) and land

Leg 3: KCYO direct KGDK and land

A. Routes 3, 5 and 6 may not be flown in reverse, as Butler Co., Richmond and Circleville do not meet distance requirements for first landing of greater than 50 nautical miles. Remaining routes may be flown in either direction.

B. A separate flight plan will be filed for each leg of every flight.

C. Aircraft will be fully fueled when departing Greene County (KGDK) and at subsequent stops as necessary to maintain required fuel reserves of one (1) hour for each leg.