



Flight Safety Alaska dba **Take Flight Alaska**

General Operations Manual

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Effective Pages

This listing contains all current pages with effective dates of the General Operations Manual (GOM). It should be used after posting changes to insure the manual is complete and up-to-date.

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REVISION CONTROL

Revisions will be prepared by the Chief Flight Instructor or his Assistant. All Revisions will be submitted to the FAA for Approval.

RECORD OF REVISIONS

The Chief Flight Instructor or his Assistant will insert pages in the GOM after approval by the FAA. Each revision will have a revision number, date and page numbers being revised. Revisions will be consecutively numbered. This record must be maintained as evidence of GOM currency.

<u>Rev.</u>	<u>Date</u>	<u>Revision</u>	<u>Revised by:</u>
R0	07/15/08	Original Manual	Doug Ankney

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Introduction

The safety practice and operational procedures contained in this manual are applicable to all operations conducted at Flight Safety Alaska, dba Take Flight Alaska, hereinafter referred to as TFA. Operations include aircraft rental and all flight training, whether conducted under FAR part 61 or FAR part 141. If there appears to be a conflict between this manual, the FARs, or the aircraft POH/Flight Manual, the most restrictive procedure will apply.

It is the intent of TFA to operate with the highest level of safety possible while maintaining an efficient and productive training, rental and charter operation. This manual is intended to be a living document. The management of TFA would like to receive input from any TFA employee or customer that might help TFA meet these goals.

The Chief Flight Instructor will ensure that the manuals in the aircraft are revised and that the TFA Flight Instructors are issued revised manuals. TFA Flight Instructors will ensure that all of their students receive revised manuals, and TFA Support Personnel will ensure that all rental customers are issued a revised manual.

Abbreviations and Definitions

ACFI: Assistant Chief Flight Instructor
AGL: Above Ground Level
CFI: Chief Flight Instructor
DOM: Director of Maintenance
FAA: Federal Aviation Administration
FAR: Federal Aviation Regulations
IFR: Instrument Flight Rules
IMC: Instrument Meteorological Conditions
MC: Maintenance Coordinator
MEA: Minimum Enroute Altitude
MEL: Minimum Equipment List
NTSB: National Transportation Safety Board
RCC: Rescue Coordination Center
SVFR: Special Visual Flight Rules
TFA: Flight Safety Alaska; dba Take Flight Alaska
VFR: Visual Flight Rules
X/C: Cross Country

Flight School Organization

President

Dave King

Chief Flight Instructor

Doug Ankney

Assistant Chief Flight Instructor

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Director of Maintenance

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Section One: General Information

General Statement

The education philosophy of the school is to provide the highest quality of training possible in a cost effective and efficient manner. TFA continuously strives to provide the safest environment possible. If you see any practice that is not consistent with safe operations, report it immediately to the Chief Flight Instructor or the Assistant Chief Flight Instructor. The life you save could be your own.

Safe Operation of Aircraft

This Manual is intended to address TFA's procedures and policies. However, not every possible circumstance can be covered. Personal safety is paramount and Common sense prevails in most circumstances. Any rule or procedure within this manual or in the FAR's may be deviated from, in order to respond to an emergency. If you have **any** questions or concerns, Contact the Chief Flight Instructor, Doug Ankney, day or night: (907) 274-9943 Work, (907) 245-1640 Cell

1.1 Scheduling

Scheduling is done using the online schedule accessible through our computer network or on the internet at: <http://www.takeflightalaska.com/>. Customers wishing to schedule flight time need to check with Flight Support personnel in person, via the telephone or use the online schedule linked from our website. Login privileges can be obtained by request from one of the Flight Support personnel. If an instructor is shown as unavailable during a desired time slot, the customer needs to get prior approval from the instructor in order to schedule the instructor and or an aircraft for that lesson during that period. Students or rental pilots are expected to keep their own written record of the times they have scheduled. The reading back of schedule information for confirmation of accurate communication is recommended.

1.2 Enrollment

Students wishing to enroll in TFA's pilot training programs must provide a United States passport or a sealed birth certificate prior to commencement of training for the Private, Instrument or Multi Engine programs. Foreign students must possess an M-1 visa or a green card and complete the TSA application process.

1.3 Resolution of Problems

The organizational chart represents the management structure of TFA. If possible the chain of command should be followed for the resolution of problems. However, the Chief Flight Instructor maintains an open door policy and welcomes anyone to visit him personally to discuss concerns.

1.4 Cancellation and No-show Policy

Cancellations should be made as soon as possible. If you are scheduled with a flight instructor and do not show for a lesson or do not give your instructor appropriate notice, the instructor may, at his/her discretion, charge you for the time you scheduled. This policy does not apply to weather or maintenance cancellations. If

you have scheduled an airplane for instruction or rental and do not cancel in a timely manner, TFA may at our discretion charge you for the flight time you scheduled for the airplane.

1.5 Rentals Outside of the Mat-Su Valley or Outside of the Western Kenai Peninsula:

Applicability

TFA encourages customers to utilize its aircraft to see our wonderful state. However, flights planned outside of the Mat-Su Valley or beyond the Western portion of the Kenai Peninsula must obtain prior approval for each intended flight. This is due to the great distances involved as well as the unpredictability of the weather in and around the mountain passes. The single exception to this policy is flights originating at Merrill Field and going to and from Fairbanks International airport along the Parks Highway. However, a mountain checkout is still required. Additionally, if your flight will involve a landing at any airport that is not on TFA's list of approved airports for routine use you must have the Chief or Assistant Chief Flight Instructor's approval prior to dispatch. Generally, such airports must be public use, paved runway airports listed in the Alaska Supplement. However approval for private, gravel or grass airports will be given on a case-by-case basis. All such airports must be at least 2000 feet long, 50 feet wide with no adverse performance factors (slope, obstacles etc). Full details must be provided ahead of time. Private airports must have the permission of the owner.

Planning and Approval Procedures

The Chief or Assistant Chief Flight Instructor's approval for requested long cross country flights will consider such factors as: required fuel stops planned, survival gear appropriate to the season to be carried, planned routing, daylight considerations, that the airport(s) of use are maintained by the state of Alaska, and for favorable weather conditions. Approval can be granted well in advance of the planned trip. If on the day of departure any marginal VFR weather, high winds aloft or high surface winds are forecast or observed along the planned route the pilot in command of the flight must first consult the Chief or Assistant Chief Flight Instructor for permission prior to departure. Students and renter pilots are to comply with any additional requirements or limitations for approval as set forth by the Chief or Assistant Chief Flight Instructor.

1.6 Fuel Reimbursement Policy and Procedure

Whenever fuel is acquired away from TFA's home base of operations the student or renter pilot is responsible for full payment of the fuel costs to the business providing the fuel at the time of refueling. TFA will reimburse the student or renter pilot upon return to TFA. In order to receive reimbursement TFA must be provided with the original fuel receipt showing the cost per gallon, total gallons and total fuel cost. Extra oil should be taken and is available from the Flight Support personnel. The fuel cost per gallon to be reimbursed to the customer is a variable rate that approximates the wholesale cost of fuel to TFA, and therefore is less than that of the retail cost of fuel at TFA and other outlying areas of Alaska. This difference in fuel cost and reimbursement amount is the responsibility of the customer, and should never be

considered significant enough by the pilot to cause a low fuel or a questionable low fuel situation in flight.

1.7 Overnight Rentals

TFA does not encourage overnight rental of its aircraft, but with prior approval a customer may do so, provided the requirements for standby charges are met. Certain overnight equipment will need to be taken with the airplane and security will be the responsibility of the renter.

1.8 Obtaining Aircraft Rental Privileges and Types of Checkouts Required

Certificates and Documents

All customers who rent TFA's aircraft for dual, solo, or as a renter pilot carrying passengers must provide and *maintain a current copy* of a valid government issued photo identification; a U.S. issued pilot certificate and a valid U.S. medical certificate. Each pilot must have a completed TFA membership application and a signed renter's agreement in their file. Exceptions: 1) Pre-solo students need not have a medical or student pilot certificate 2) a person holding a foreign medical certificate, provided that an authorization for its use is obtained from the Chief Flight Instructor. Current regulations require pilots to possess a photo ID when flying, in addition to the pilot certificate and medical. The Chief Flight Instructor may also request pilot logbooks, applications, or other acceptable documentation to show full compliance with the regulations or this operations manual.

Aircraft Time in Type Requirements

Cessna 152

Minimum total time in a Cessna 152 for rental privileges is 5 hours.

Cessna 172

Minimum total time in a Cessna 172 for rental privileges is 5 hours.

Note: For aircraft time in type requirements of this sub-section all C172 models are considered the same type aircraft.

Cessna 172RG (retractable gear)

Minimum total complex aircraft time is 10 hours of which at least 5 hours must be in a C172RG for rental privileges.

Recent Flight Experience Requirements

Pilots with less than 10 hours of flight time logged in the past 6 months in the class of aircraft they wish to rent (i.e.: Airplane SEL) will be required to complete the airplane POH quiz. Required flight and ground instruction will be determined by your CFI based upon your experience level. A Pilot with 10 or more flight hours logged in the last 6 months must present his/her logbook to a TFA employed flight instructor for review and re-endorsement of the pilot renter file.

Annual Re-currency Requirements

Annually each pilot must accomplish initial or recurrent flight and ground checkout requirements for each type aircraft they wish to rent. If he/she has logged less than 50 hours flight time by the recurrent date, then the initial checkout requirements must be accomplished. If 50 or more hours have been logged, then the only requirement is compliance with recent flight experience per FAR 61.57.

1.9 Operations Requiring Additional Checkouts

Gravel Checkout

For landings at airports in aircraft approved for gravel (C152 and C172P models only). This must be accomplished during an in flight checkout. A gravel checkout is a one-time checkout. No re-currency checkout is required.

Night Checkout

For the pilot in command of any flight occurring from the evening civil twilight to the morning civil twilight: This must be accomplished with a night flight checkout, and is to include ground instruction on night operations as individually necessary. A night checkout is a one-time checkout with no requirement for a re-currency checkout. Pilots are however reminded to adhere to the (FAR 61.57) regarding night currency to carry passengers. Student pilot solo flights at night are expressly prohibited without exception.

Winter Checkout

This must be accomplished with an in flight checkout at an airport having snow and or ice on the runway resulting in less than good braking action. This checkout also involves ground instruction on winter operations both general and specific to TFA's winter operations.

Cessna 172R Model Checkout

Student pilot certificate holders must accomplish this checkout with an in flight checkout and ground instruction. Private pilot certificate holders and higher with a C172P checkout may, at the discretion of the individual Flight Instructor, accomplish this checkout by starting a C172R on the ramp and accomplishing a briefing on all the differences. Additionally any supplemental written checkout test questions specific to the C172R operations need to be completed.

Mountain Checkout

Flights northbound beyond Talkeetna, or from Merrill to Girdwood or Hope, even if not landing, require a mountain checkout. Sightseeing Flights beyond the face of the Knik Glacier with calm wind conditions require a mountain checkout. Also any other flight that will be in, around or in close proximity to rising terrain or mountain passes requires a mountain checkout. The mountain checkout consists of three parts:

1. Complete online training and present your instructor with the certificate of completion
<http://flash.aopa.org/asfmountainflying/flash.cfm>
2. A minimum of 1 hour of ground instruction on mountain flying technique.
3. A flight in and through mountainous terrain to include landings as appropriate. All items must be completed satisfactorily with a TFA employed Flight Instructor.

1.10 Standby Charges on Rental Aircraft

General

Aircraft are allowed one hour of non-charged ground time for every two hours of flight time. Additional ground time will be charged at \$40.00 per hour for the Cessna 152; \$45.00 per hour for Cessna 172; \$60.00 for the Cessna 172RG; \$75.00 per hour for the Beechcraft Duchess. Charges are based on the scheduled time, not the actual time of departure and return. Aircraft delayed by weather will be charged at the above rates. Ground charges will not be applied to overnight rentals for the period 2300-0700.

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SECTION TWO: OPERATIONS and PROCEDURES

2.1 Ground Operations

Preflight Operations

Preflight activities will consist of those items required by the FARs and this manual. In addition, the items listed below will be specifically addressed.

All required airplane and pilot documents will be checked and carried on each flight. 100 hour and annual maintenance checks must be checked prior to each flight.

A copy of this manual, the airplane flight manual, a printed normal and emergency checklist and the company aircraft dispatch book are required.

A preflight weather briefing to include pilot NOTAMs will be obtained for all flights. Be especially careful to note any NOTAM or TFR restrictions.

Weight and balance, take off performance, runway length of intended use, and landing distance will be determined for each flight. Actual passenger weight, actual fuel weight and actual aircraft weight will be used. For local flights in single engine airplanes, the full W&B need not be calculated for those flights that carry only two persons with a total weight of 440 lb (370 lb for the C152); however a full W&B will always be required for check flights (including Stage Checks and FAA checks), initial type checkout, for more than two occupants, when extra baggage is carried and whenever directed by a Take Flight CFI.

A preflight inspection of the airplane will be accomplished in accordance with printed checklists, including a visual inspection of the fuel and oil quantities. Check all control surfaces, struts, stabilizers, brakes, landing gear, wheels, and tires. If there is any question as to the condition of the aircraft, ask a TFA employed mechanic for assistance.

Company flight details are required for all flights including touch and goes at Merrill Field. In addition, FAA flight plans are required for flights beyond established practice areas. Company Flight Details forms must be completed in full showing route/areas/landing points to be flown. All passengers/student names and numbers must be listed. Only TFA employees may list their phone numbers as "on file". Avoid using TFA's phone number on the FAA flight plans, especially after hours. Use personal and destination numbers. Keep your front desk file updated with current phone numbers.

All solo training flights will be under the direction of a TFA employed Flight Instructor.

Under Alaska state law, all flights require survival equipment to be carried aboard the aircraft. All renter pilots are encouraged to assemble their own survival kits so they might contain items of personal nature, such as medicines and preferred food items, etc. Your personal kit should be carried in addition to the survival kits that are available from the front counter. The survival kits provided by TFA do not contain a firearm or any drugs. A

complete list of required items can be found in the Alaska Supplement under NOTICES. Never carry a loaded firearm in an aircraft.

Ramp Operations

All pilots are urged to exercise caution during all ramp operations.

Propeller Arc Safety

Boarding or deplaning of students or passengers with the engine running is expressly prohibited. Extreme caution should be exercised around the propeller. Never walk within the propeller arc. Look at the propeller area to be sure it is clear before the master switch is turned on. Always ensure the master and ignition switches are both off before working around the front of the aircraft.

Leaving Parking Space

Before starting the engine, push the aircraft back out of the tie down space (**using the tow bar**) and align it so as to direct the propeller blast away from other aircraft and personnel. An aircraft parked in a drive-through parking spot may be started and taxied out of the tie down; provided the pilot ensures that the propeller blast will not cause any damage to persons or property. FAR141.93(a)(3)(ii).

If the Engine Fails to Start on First Attempt

The following starting cycle should be followed.

- ***Starter engaged for ten seconds***
- ***starter off for thirty seconds***
- ***starter engaged for ten seconds***
- ***starter off for thirty seconds***
- ***starter engaged for ten seconds***

If the engine has not started after three tries there should be no further attempts to start the engine until TFA Maintenance Personnel have been consulted. Care should be exercised to not over prime the engine. If an excess fuel to air mixture is suspected, the mixture should be placed to the idle cut off position prior to cranking. FAR 141.93(a)(3)(ii).

Hand Propping of Aircraft

Hand propping is **not** permitted.

Power Setting After Engine Start

The checklist for most aircraft specifies 1000 RPM after starting. This minimizes spark plug fouling. When operating on gravel surfaces, a slower idle speed should be used, along with leaning of the mixture. This procedure minimizes propeller damage from loose surface material. The use of carburetor heat should be minimized during operation on unpaved surfaces, because this air is from an alternate source that is unfiltered. However, use heat as required, considering weather conditions.

Taxiing

Taxiing around other aircraft on the ramp will be done using extreme caution and at a speed no faster than a slow walk. As soon as the aircraft begins to move, the brakes should be tested for proper operation (by both pilots if dual). After the aircraft has cleared the ramp area and is on the active taxi way, speed may be increased to a fast walk; however, speed will always be determined by prevailing conditions such as winds, braking action, traffic congestion, potential collision hazards, distance required to stop, etc. and never in excess of ten miles per hour. FAR 141.93(a)(3)(ii)

Engine Fires

In the event of an engine fire during start up, continue to crank the engine. If the start is successful, allow the engine to run. Then shut the engine down and exit the aircraft and contact maintenance. If the start is not successful, continue cranking the starter with the mixture at idle cut off, throttle full open, and the fuel selector valve off to arrest the flames. Then exit the aircraft and try to extinguish the fire with the fire extinguisher as needed. If the fire is out of control, move away from the aircraft and call the fire department. Notify maintenance of any suspected aircraft fire. FAR 141.93(a)(3)(iii)

Approaching an Occupied Aircraft

Do not approach an aircraft, which is occupied by anyone in either pilot seat until you have that person's attention and let him/her know you are approaching. Stay behind the wing and clear of the propeller area.

Fueling Aircraft

Some airplanes do not need to be fueled to full capacity for local training flights due to the weight factor involved with long-range tanks. For cross-country flights, tanks will be filled to maximum capacity consistent with weight and balance limitations. It is the PIC responsibility to ensure that sufficient fuel is on board prior to the intended flight. Accurate tank quantities can only be determined when the tanks are full, or an equivalent system of measurement is used (sticks etc). The amount remaining can be calculated from the last recorded refueling using average fuel flows, or by visual examination of the tanks, but such assessments should be deliberately conservative.

2.2 Weather Minimums

Weather minimum criteria includes all aviation weather forecasts, observed weather, and forecasts of occasional, temporary and becoming, over the entire proposed route and time period. Your personal weather minimums may be higher; please abide by them as needed. Weather can, and does change rapidly. Monitor weather reports while in-flight. FAR 141.93(a)(3)(i)

VFR

Dual flights: The weather minimums of FAR 91.155 apply.

Solo Flights: The below table applies.

X-C	3500' ceiling	10 statute miles visibility
Practice Areas A, B, D	2500' ceiling	10 statute miles visibility
Practice Area C	5000' ceiling	10 statute miles visibility
Traffic Pattern	1500' ceiling	5 statute miles visibility

No solo pilot may depart an airport under Special VFR.

All IMC flights will be dual.

2.3 IFR (IN IMC)

The minimum dispatch weather for all **dual** IFR flights will allow for a return to land at this, or a nearby suitable airport using the aids on the airplane. In addition your destination airport needs to forecast at or above the landing minimums at the estimated time of arrival in order to depart. Refer to published takeoff and landing minima's when planning the flight. FAR 141.93(a)(3)(i)

2.4 SVFR flights (dual only)

Departing SVFR must be approved by the Chief CFI or Assistant. Arriving flights should generally land at another airport in the area using normal VFR procedures and wait out the weather rather than land at Merrill using SVFR. SVFR does not remove the requirement to maintain at least the minimum heights listed for operations under FAR 91.119.

2.5 Maximum Wind Allowances

Be aware of the special handling requirements when maneuvering on the ground in strong wind situations. Use the flight controls to avoid loss of control or upset. Wind shear and turbulence can be expected on approach or departure whenever the winds are strong. Always allow for gusts. Make appropriate adjustments to landing and takeoff speeds.

Student Pilots

All student pilots will have a maximum wind velocity and crosswind component restriction listed in their logbook by a TFA CFI. It should be changed as experience is gained. Student pilots must adhere to this

restriction at all times. Student pilots should not land or takeoff with a tailwind.

Other than Student Pilots

Except for dual flights, the maximum crosswind limits are equal to the aircraft demonstrated cross wind component. Aircraft dispatch for renter pilots with surface winds of more than 20 knots is at the discretion of the Chief CFI or Assistant.

2.6 Landing Outside of Flight Plan FAR 141.93 (a)(3)(iv)

If, in the event of an emergency or due to weather, it is necessary to land at an airport other than the one listed on the flight plan, the student or renter will call the company at (907) 273-9943 to report the landing and to receive instructions. If there is no phone available, you can relay a message to the company by contacting an over-flying aircraft on any permissible frequency. Frequencies may be found in the Alaska Supplement. If the aircraft battery is dead and you are unable to contact the school any other way, you should turn on the emergency locator beacon as a last resort. FAR 141.93 (a)(3)(iv)

2.7 Collision Avoidance – All Flights FAR 141.93 (a)(3)(viii)

Collision avoidance procedures will be practiced at all times. When taking a runway, always momentarily turn the aircraft towards the approach end and scan for any arriving traffic. This will include clearing the area before turning on each leg of the traffic pattern. Clearing before initiating a turn will be accomplished by raising the wing in the direction of the turn and checking for traffic. Clearing turns will be conducted before each maneuver that will involve a large pitch deviation and or a possible change in altitude. During climbs that do not require the use of best rate or best angle, the pilot will use a cruise climb to better facilitate forward visibility. All aircraft lights will be left on for flights in the vicinity of airports. Refer to AIM 8-1-8.

2.8 Cold Weather Limits

No departures shall be approved below -10°F. No touch and goes below +15°F. Between +15°F and -10°F full stop taxi backs may be done provided the winterization kit is installed and winter engine operations are closely adhered to.

2.9 Flight Operations

All flight operations will be conducted with safety as the first concern. The safety of the flight rests solely with the pilot in command.

2.10 Minimum Altitudes FAR 141.93 (a)(3)(ix)

No pilot may operate an aircraft below an altitude that if the engine fails, an emergency landing without undue hazard to persons or property on the ground can be made. In addition, to the restrictions of FAR 91.119, the minimum altitude allowed for all flights is 500' above ground level. No instructor, student, or renter will descend below this altitude except to take off, land, or make low approaches or go-arounds. This includes practice emergency procedures. When crossing a body of water in a single engine airplane, the pilot will maintain an altitude that will allow for

a power-off glide to shore should an engine fail. The recommended altitude when crossing the inlet adjacent to Ship Creek is 2,200 feet, absolute minimum 1,500 feet (Part 93 altitude deviation may be required).

Flying night VFR in mountainous terrain at altitudes below those prescribed as minimum altitudes for IFR flight in the FARs is prohibited. Practice stalls should not be performed at an altitude below 3000 feet AGL unless the flight is dual. The minimum altitude will be sufficient to ensure recovery by 1500 feet AGL. See FAR 141.93 (a)(3)(ix). A return to land following an engine failure after takeoff should not be attempted below 600 feet unless a suitable cross runway is available.

2.11 Simulated Emergency Flight Training Procedures

Student pilot engine failure simulations may only be conducted during dual flights; practices of engine failure during solo flights are prohibited. All emergency simulations that include the movement of any control to a non-normal position in flight must be dual with a TFA employed Flight Instructor. Any forced landings continued or accomplished below 500' above ground level must be to an approved airport for TFA operations.

Reducing the throttle to idle or near idle in winter temperatures is the only method approved for simulating an engine failure. Every 500' - 750' an engine clearing procedure shall be performed by advancing the throttle adequately to reach engine smoothness and to dispose of excess unused fuel. The pilot in charge of the flight shall determine prior to doing the maneuver who is going to clear the engine; flight instructor, examiner, or student. Note: Cessna 172R model aircraft require slightly different attention during periods of prolonged throttle reductions and or high fuel pressure situations. See Airplane Flight Manual or a TFA CFI for explanation.

2.12 Student Pilot Limitations

No student pilot will carry passengers at any time. Prior to the issue of the private pilot certificate, the only person other than the student allowed on board is a TFA employed Flight Instructor. The solo student will be familiar with the student pilot privileges and limitations specified in FAR part 61.89. All solo TFA student pilots must use student Pilot Call Signs on all initial call-ups to each facility/controller. See AIM 4-2-4.

Solo

The FAR part 141 syllabuses for each course requires a minimum amount of **SOLO** flight time for each rating. The courses at this school are designed to meet this minimum. All flights listed in the syllabus as solo will be solo. However, if two students who are at least private pilots wish to rent an aircraft for a pleasure flight not connected to the course of instruction being carried out, they may be allowed to do that. The pilot in command will be designated before dispatch and that person is responsible for the flight. There will be no touch and go landings when two student/renter pilots fly together. All 141 Students are limited to operations at the approved airports list.

2.13 Formation Flight

No formation flight will be performed in TFA aircraft or by TFA instructors.

2.14 Practice Landings in Retractable Gear Aircraft

Touch and go landings will not be conducted in a retractable gear aircraft without a TFA employed Flight Instructor at a pilot station.

2.15 Minimum Allowable Fuel Reserves for Departure

All flights will be planned with at least a 45-minute fuel reserve on landing (one hour at night). See also FAR 141.93 (a)(3)(vii)

2.16 Clearing the Runway

The aircraft will not be reconfigured until the Aircraft is completely clear of the runway in use. This means flaps, lights, radios, trim etc.

2.17 Post Flight Operations FAR 141.93 (a)(3)(vi)

Post flight operations are an essential part of maintaining a safe operation.

Accomplish the after-landing checklist only after clearing the runway.

- Perform a thorough post-flight inspection of the aircraft. Check all items you did on preflight inspection. Report any damage to the aircraft and excess fuel or oil consumption in the aircraft discrepancy log, and advise maintenance. If maintenance is unavailable, advise dispatch. You must also report any encounters with severe turbulence, or if you run off the side of the runway or strike anything with any part of the aircraft.
- Assigned parking will be observed.
- After parking the airplane, secure it with the tie down ropes using a minimum of 2 locking half hitches with a keeper knot, and install the gust locks. Tie down the tail after the last flight of the day or in inclement weather, and utilize chocks when necessary.

2.18 Checklist Use

Checklists will be used for all phases of flight. The PIC must ensure that the checklist is carried; the POH or Flight Manual checklist is not a substitute. A spare copy should be carried in the airplane dispatch book. Return the checklist(s) at the completion of the flight. Do not remove the checklists from the airplane except to return them to the Front Desk after the flight. Checklists for personal use are available from the Front Desk

2.19 Practice Area Description (See map on front office wall)

Practice Area A: the area confined by a line from the west shore of Knik Arm just to the north of Lost Lake to the Little Susitna River and the winter trail to the 269 radial from BGQ along the 269/089 radials from BGQ to Eklutna. This area also includes the corridor east of the Glenn Highway and west of the Chugach Mountains to include Birchwood Airport and the mud flats back to BGQ 089 radial. This is the primary practice area for pre-private students,

since it meets the requirements of FAR 61.93 (b)(1). Pilots using Practice Area A should be aware of an extremely high concentration of other aircraft in Practice Area A.

Practice Area B: the area confined by a line along the BGQ 269/089 from the winter trail just West of Red Shirt Lake to Eklutna along the East shore of Knik Arm and the Knik River to the small lake at the N.E. of Butte Airport, then North to the ridge east of Palmer Airport, turning West along the foot hills of the Talkeetna Mountains until intersecting the Parks Highway then back to the 269 radial from BGQ.

Practice Area C: the area enclosed by a line from Highland Road in Eagle River Valley, south to Potter Marsh along the foot hills of the Chugach Mountains, then East along the North shore of Turnagain Arm to Indian, turning North to intersect the Eagle River Valley at Harp Mountains, then back to Highland Road. Students wishing to use Practice Area C need to have a thorough mountain check out and a sign-off in their logbooks from a Take Flight instructor. Practice Area C will not be used when the peaks are obscured or when the winds aloft are in excess of 25 knots.

Practice Area D: practice area D is the area bounded by a line from Gull Rock on the south side of Turnagain Arm to South Gas Line airstrip and West to Moose Lake, turning northeast to the mouth of the Chickaloon River, then East back to Gull Rock. The minimum altitude to cross Turnagain Arm is 2000' above sea level.

2.20 Approved Airports

If an airport is not listed authorization from the Chief CFI is required to operate into that airport. In addition, retractable gear aircraft may only be operated into paved, approved runways. See next page for airport listing.

AIRPORTS WITH AN ASTERISK (*) REQUIRE PRIOR AUTHORIZATION FROM THE CHIEF FLIGHT INSTRUCTOR OR ASSISTANT CHIEF FLIGHT INSTRUCTOR!

Airport Name
Anchorage
Barrow *
Bethel*
Big Lake
Birchwood
Cordova*
Dillingham*
Fairbanks International*
Girdwood*
Goose Bay
Gulkana*
Homer
Iliamna*
Kenai
King Salmon*
Kodiak*
Kotzebue*
McGrath*
McKinley Park*
Merrill Field
New Wasilla
Nome*
Northway*
Palmer
Seward*
Skwentna
Soldotna
Talkeetna
Valdez*
Willow

2.21 Winter Operations

Cold Weather Operations

Winter operations can be considered in effect from the 15th of October to the 15th of April. Minimum temperatures for TFA operations are +15° F for touch and go landings and -10°F for all other operations.

Covering and Preheating

From the 15th of October until the 15th of April, after completion of a flight, the pilot in command will ensure that the engine cover has been installed and the engine heater has been plugged in and is operating. If the aircraft has wing covers, the wing covers should also be put on at the completion of the flight. If the surface air temperature drops below the minimum flight temperature specified for TFA during the night, then the aircraft will need a thorough preheat from the portable engine pre-heater kept in the shop.

Deicing of Aircraft

During preflight, the pilot in command must make sure there is no snow or ice on any airfoil or control surface. All frost must be removed with brooms designated for aircraft use only. Only blue soft plastic cards bearing the words TFA shall be used on aircraft windows and or wings. Credit cards are also acceptable.

Ramp and Taxiway Operations

Taxi speeds must be reduced during winter operations due to reduced braking action on ramps and taxiways. Also, visibility can be severely reduced by fogging of windows. Brakes must be used sparingly to keep them from heating up then freezing after the aircraft has stopped moving. Caution must be used during snow removal operations because of heavy equipment operation on ramps and taxiways. During flat light conditions, snow piles and berms can be almost impossible to see. During landing, cross wind control is essential to keep from being blown sideways on the runway. Runways will have patchy snow and ice on them, so braking after landing must be done with caution. During night operations, runway and taxiway lights may be obscured by snow berms.

Engine Care

Adequate time must be allowed for engines to warm up before takeoff, and power applications must be smooth and gradual to avoid engine damage. Rough engine operation in cold weather can be caused by a combination of a leaner mixture due to the dense air and poor vaporization and distribution of the fuel-air mixture to the cylinders. To minimize these effects, use full carb heat during engine warm-up. Use enough carb heat in flight, including on takeoff, for smooth operation. But in sub-zero temperatures do not use partial carb heat, to avoid raising the inlet temperature to the icing range. Adjust the mixture to recover lost power. In flight, be watchful for carb icing and apply heat as required. Even a small amount of ice on the wings or tail will increase stall speed. If there is ice on the wings there will be more ice on the tail. If ice is suspected on the horizontal stabilizer, use minimum flap and increase approach speed. During descent and landing, care must be taken not to reduce power too quickly, to avoid shock-cooling the engine.

Air Vents

TFA Maintenance personnel may place fabricated covers over air vent openings on the wings and fuselage to restrict or close off air flow to the interior of the aircraft. Students will be given instruction by their TFA Flight Instructor regarding pre-flight operations ensuring that pitot tube, stall warning and static port openings remain free of obstructions.

Cross Country Considerations

With proper planning and precautions, winter flying can be very enjoyable. When planning winter cross-country flights, pilots should get a very thorough weather briefing. During the flight, the weather must constantly be monitored, since winter weather can deteriorate rapidly. The pilot must take into consideration reduced hours of daylight when planning his or her flight so as to be out of the mountains by nightfall. Maximum fuel consistent with weight and balance should be carried to allow for diversion to an alternate airport if the need arises. Consider increasing fuel reserves to one hour. Warm clothing and survival gear must be carried on board for the pilot and each passenger on all flights, including local flights and flights in the traffic pattern.

2.22 Drug and Alcohol Policy

Minimum Time After Alcohol Use

At least 12 hours must elapse between the time any student, renter, or flight instructor consumes any alcoholic drink and the time of reporting for a flight. Permissible blood alcohol level will be zero.

Consequence of Breaking This Policy

Any student, renter, or flight instructor reporting for a flight under the influence of alcohol or drugs will be dismissed from the school and reported to the FAA and the local police department for further action.

Possession of Substance

No student, renter or employee of the school will possess alcohol or illegal drugs on any property owned or leased by the school for the purpose of flight operations, in any school aircraft, or any school vehicle at any time. In case of alcohol use the student, renter, or employee will be dismissed. In the case of illegal drug use, the student, renter, or employee will be dismissed and reported to the police for further action.

Observation of Impairment

If you should observe erratic, potentially alcohol or drug related behavior; it should immediately be reported to a TFA employee. All employees of TFA attend annual drug and alcohol awareness training and are subject to random testing.

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Section Three: Maintenance

3.1 General

It is the goal of TFA to keep its airplanes in top condition at all times. To accomplish this, pilots flying TFA's aircraft are required to notify TFA Maintenance personnel when they discover mechanical discrepancies or damage to the aircraft, whether they believe it to be minor or major.

3.2 FAR part 91.7

FAR part 91.7 requires the pilot in command to determine that the aircraft is in a condition for safe flight. It further states that a pilot in command shall discontinue the flight when an unairworthy mechanical, electrical, or structural condition occurs.

3.3 FAR Part 91.213

If an inoperative item is not required by FAR 91.205, then it may be placarded inoperative per FAR 91.213 and the log book noted. This must be accomplished by TFA maintenance personnel.

3.4 Preflight

At the beginning of each preflight, the pilot in command will check the equipment discrepancy sheet kept in each aircraft flight book for open discrepancies and will ensure that there are not any inspections due. If any inspections are due, then the pilot will not accept the aircraft for flight. Aircraft operating under a MEL shall not depart with open discrepancies or inoperative instruments or equipment that has not already been addressed through the MEL and TFA maintenance.

3.5 Logging of Discrepancies

Logging of discrepancies should be accomplished as follows:

- Before a pilot logs a discrepancy in the aircraft records, contact TFA Maintenance personnel either directly, through flight support personnel, or a TFA-employed Flight Instructor for further instructions. If the discrepancy is a grounding item, also report this to the flight support personnel, who will adjust the schedule as required. If the defect is discovered while away from the TFA maintenance base, contact TFA maintenance or support personnel by telephone or radio for guidance.
- If the item is not an airworthiness item, then TFA Maintenance will direct the pilot as to how to enter it in the discrepancy log.
- If the discrepancy is found during the preflight at Merrill Field, timely notification to maintenance will allow for prompt repair and an opportunity to continue with the schedule.

3.6 In-Flight Failure

If any equipment fails in flight, the pilot must evaluate the situation to determine if the flight can safely continue. If the failure constitutes a threat to safe flight, the pilot will terminate the flight immediately at the closest suitable airport. If the pilot is unsure of the degree of impairment to the aircraft, a precautionary landing is in order at the nearest suitable airport. After landing, the pilot will immediately contact the company at (907) 274-9943 to report the landing and receive instructions.

3.7 Scheduled Maintenance

Each aircraft will be inspected and serviced as required for each 100 hours of engine time. The director of maintenance is responsible for the scheduling of the aircraft for this inspection. This responsibility does not, however, relieve the student/renter from the responsibility as pilot in command to ascertain that the airplane is airworthy and that all required inspections have been completed and documented. The tachometer time for the next 100-hour inspection, the annual, the transponder and the pitot/static test is recorded in the flight log kept in the aircraft book. If the scheduled time for the proposed flight will put the aircraft over the time for the next scheduled inspection, the pilot should not accept the aircraft for flight.

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Section Four: Abnormal Operations

Abnormal operations can be described as incidents or situations that, at the time they happen, do not pose an immediate danger or complication; but might create a hazard or become a problem at a later time if ignored. Examples of abnormal operations may include upset customers, late arrivals or departures, students or instructors having to contact the tower or approach control after their arrival to discuss incidents that happened on a flight, a near miss, a student that fails a check ride, or **any official contact with the FAA.**

4.1 Occurrence of Abnormal Operations

Any TFA employee, student, or renter pilot observing or experiencing an abnormal operation will, at the earliest possible time, report the incident to the Chief Flight Instructor or the Assistant Chief Flight Instructor. The Chief Flight Instructor, after hearing the description of the incident, may require a written report to be turned in.

4.2 Emergency Procedures

An emergency is any situation where damage to property or bodily harm to a person has already happened or that damage or harm is imminent or probable. When an emergency exists, the emergency procedures established by TFA must be followed. An emergency would exist in the case of an aircraft accident, an aircraft over-due by more than thirty minutes, a failure of a power plant, a flight control system, or the landing gear on any TFA aircraft, or any time someone is injured and requires medical treatment on TFA's premises.

4.3 In-flight Mechanical Emergency

In the event of an in-flight mechanical emergency, the pilot in command will contact dispatch and advise them of the situation. After the initial call, the dispatch person will notify the Chief Flight Instructor of the problem. The Chief Flight Instructor will contact the Director of Maintenance, and the Director of Maintenance will take charge of the situation. The Chief Flight Instructor will notify the appropriate agencies, the President of TFA, and if the pilot is a student, the appropriate flight instructor. After the aircraft is safely on the ground, the Chief Flight Instructor will get a written statement from the pilot in command describing what happened. If there is any visual damage, photos will be taken.

4.4 Chief or Assistant Chief Flight Instructors unavailable

In the event the Chief Flight Instructor is unable to be contacted, the dispatch person will contact the Assistant Chief Flight Instructor, and the Assistant will perform the duties of the Chief Flight Instructor. If the Assistant Chief Flight Instructor is unable to be contacted, the dispatch person will notify the Director of Maintenance, and the Director of Maintenance will make the appropriate notifications and get statements and pictures.

4.5 Overdue Aircraft

In the event an aircraft becomes overdue more than 30 minutes beyond its scheduled return time without an extension to its flight plan, that aircraft will be considered overdue and assumed down.

4.6 Flight Support Personnel Actions

Dispatch will immediately notify the Chief Flight Instructor, and if the pilot in command is a student, the appropriate flight instructor will be notified.

4.7 Unable to locate aircraft by use of airport managers or FBOs

The Chief Flight Instructor will contact the following:

1. FAA: (907) 271-2000 or (907) 271-5963 (24 hour duty)
2. NTSB: (907) 271-5001
3. Rescue Coordination Center: (907) 428-7230
4. President of TFA
5. Emergency contact number for the pilot in command

4.8 Chief Flight Instructor is unavailable

The Assistant Chief Flight Instructor will assume all the duties of the Chief Flight Instructor.

4.9 Assistant Chief Flight Instructor is unavailable

Flight Support Personnel will initiate the radio and telephone search procedures. If the aircraft cannot be located, dispatch will contact the President of TFA who will notify the agencies listed in 4.7.

4.10 President of TFA is unavailable

Flight Support Personnel will notify the agencies listed in 4.7 when all attempts to locate the aircraft have failed. Flight Support Personnel will also continue to contact the Chief Flight Instructor, Assistant Chief Flight Instructor, or the President of TFA.

4.11 Written record of the event

A written record of all attempts to contact the aircraft and any telephone communications will be started as soon as an aircraft becomes overdue and will continue to be kept until the aircraft is located. The record will contain:

- Time of communication or attempted communication.
- Result of communication.
- Names of people involved.
- Brief description of communication.

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