

DAYTON AVIATION SERVICES, LLC

STANDARD OPERATING PROCEDURES

CURRENT AS OF 14 MAR 24

For most recent version,
refer to daytonaviation.com/pilot-library/

Table of Contents

Chapter

- i List of Changes
- ii Forward
- 1 General
- 2 Safety
- 3 Operations
- 4 Student Pilots
- 5 Maintenance Procedures
- 6 Flight and Ground Instructor Responsibilities

Attachments

- 1 Pilot Checkout Requirements
- 2 Grading Practices (RESERVED)
- 3 Weather Minimums
- 4 Student Pilot Solo Cross-Country Recommended Routes

IMPORTANT- PLEASE READ

FORWARD

26 MAR 2021

As most who know us at Dayton Aviation Services, LLC will attest, I have one simple rule for flying: Have Fun. And it goes without saying that if you are not flying safe, it isn't going to be fun. It is our mission to Train, Fly, and Train Again.

To that end, and to further strengthen the foundation upon which our future growth depends, we are publishing these Standard Operating Procedures. In this way, we will all know where we stand and what our expectations (both the company's and our renters') will be.

These Standard Operating Procedures are a working document, subject to clarification and revision. You will find some areas are still being phased in either in the aircraft or the schoolhouse including additional resources for pilots, instructors, and students.

I invite and request all members of our growing flying community to provide feedback on any procedure that you feel is confusing, misleading, or should be adjusted. This can and should include typographical or formatting questions. Feel free to speak with me directly, or email Rich@DaytonAviation.Com. The soft copy of these procedures, available through our website at www.DaytonAviation.com under Pilot Resources, will be regularly updated and the current version noted on the cover page. A hard copy is printed and available for reading in the DAS Schoolhouse office.

This document is now the product of over two years of work. It included collaboration with a three-person committee consisting of a private pilot renter, experienced flight instructor, and myself. It is our goal to establish a written record for all to better work together in the quest for safety and fun.

Thank you for your patronage, assistance, and patience as we implement this next major step in providing the best flight experience we can.



Richard Cox

Owner/Chief Pilot

Rich@DaytonAviation.Com

Chapter 1: General

- 1.1 Mission Statement
- 1.2 Location
- 1.3 This Document
- 1.4 Joining Dayton Aviation Services
- 1.5 Financial Procedures
- 1.6 Aircraft Scheduling Procedures
- 1.7 Air Discipline
- 1.8 RESERVED
- 1.9 Personal Property
- 1.10 Disciplinary Action/Retraining
- 1.11 Suspension/Expulsion

- 1.1. **Mission:** Dayton Aviation Services' mission is to have fun while training safe, courteous, pilots. We identify with the historic romance of flying that first enticed us into the world of aviation. We also realize that it is necessary to straddle the gulf of time with greater safety and technology. What sets us apart from other schools is our goal to instruct above the minimums. You will not just learn to fly; with Dayton Aviation Services we will make you a pilot.
- 1.2 **Location:** Dayton Aviation Services is located at Moraine Airpark (FAA Identifier: I73) 3800 Clearview Rd, Moraine, OH 45439.
- 1.3. **This Document:** This document serves as the Standard Operating Procedure (SOP) for Dayton Aviation Services.
 - 1.3.1. The purpose of the SOP is to consolidate information on member 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, Dayton Aviation Services 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 application of the rules.
 - 1.3.3. Pilots may deviate from requirements and restrictions in this SOP to the extent required to meet an emergency situation.
 - 1.3.4. Pilots shall report any deviation from this SOP to Dayton Aviation Services Management or the 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) to the maximum extent possible.

1.3.6. Review and Revision.

1.3.6.1. The Dayton Aviation Services Manager will review the Standard Operating Procedures as needed, but at least biennially. The Manager will be assisted by the Chief Flight Instructor, and selected Dayton Aviation Services members. The review shall incorporate current Dayton Aviation Services 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 Dayton Aviation Services Manager has the authority to change this SOP 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 Dayton Aviation Services membership via email through Flight Circle, issuing a Pilot Information File notice, and eventual incorporation into the SOP.

1.4. Joining Dayton Aviation Services.

1.4.1. Dayton Aviation Services must maintain fiscal solvency through the collection of aircraft rental, ground training, and flight instruction fees.

1.4.2. Dayton Aviation Services is operated in accordance with federal law without discrimination about age, race, religion, gender, or national origin.

1.4.3. Dayton Aviation Services is open to all individuals who meet the Transportation Security Administration requirements for flight school membership.

1.4.5. The assigned CFI will help the administrative assistant collect necessary documentation from new members. A list of required documentation is listed within the new renter/student folder. An enrolment fee of \$35 may be charged to all new renters.

1.5. Financial Procedures: As an overall Dayton Aviation Services, LLC company goal, Dayton Aviation Services should operate on a for profit basis. The Manager, in conjunction with the Dayton Aviation Services Owner, is responsible for maintaining fiscal solvency.

1.5.1. Fees, pricing, and other financial assessments necessary in the operation of Dayton Aviation Services are determined by the Manager.

- 1.5.2. The preferred method of payment is an acceptable credit card, either on file or presented at the time of payment. The alternate method of payment is by check or cash.
- 1.5.2.1. The fees for formal ground schools and similar shall be paid in full prior to the first class session.
- 1.5.2.2. The fees for rentals and instruction will be paid at the point of sale.
- 1.5.2.3. Aircraft rental is paid based on elapsed time on the Hobbs meter at the “wet” 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.
- 1.5.2.4. Headset and accessory rentals totaling less than \$10 may be paid upon completion of the flight through Flight Circle for which they were obtained.
- 1.5.2.5. Members not enrolled in Automatic Monthly Payment in Flight Circle returning from flights after the Dayton Aviation Services dispatch desk is closed shall pay via Flight Circle or 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. Aircraft Scheduling Procedures.

- 1.6.1. Scheduling aircraft for other than check rides (see ¶1.6.5.1) will be on a first come, first served, basis on the Flight Circle scheduling web site (www.flightcircle.com) for daily flying. Each member is responsible to register at this web site. There is no charge to the member for this service.
- 1.6.1.1 Reservations will be made on EVEN HOURS and on the hour. However, from 1 November to 31 March, WEEKEND reservations for Skyhawks from 0900 to 1700 will be made on ODD HOURS, unless approved by the manager or a delegated representative.
- 1.6.1.2 Any reservation greater than two hours (*Long Reservation*) requires management notification or Instructor approval. Populating the route and destination fields of the Flight Circle reservation form may constitute notification and fulfills SOP 3.8.2. Long Reservations must comply with minimum flight time per SOP 1.6.12.

1.6.1.2.1 *Remain Over Night* (RON) rentals require renter request and management approval IAW SOP 3.4.prior to scheduling.

1.6.1.3 All reservations will include noting area(s) of operation and airport(s) of intended use.

1.6.2. Dayton Aviation Services aircraft must be scheduled and dispatched on Flight Circle before take-off.

1.6.3. **Schedule deviations.** Pilots should have the aircraft back in the chocks 10 minutes prior to the start of the next reservation time to allow for servicing.

1.6.4. For no-shows, aircraft will be released 15 minutes after the originally scheduled time. Cross country pilots are not exempted from this restriction; call Dayton Aviation Services dispatch if you will be arriving later.

1.6.5. **Schedule Accommodation.** To ensure maximum use of the aircraft, members may be moved between like aircraft to accommodate as many people as possible. Dayton Aviation Services staff will attempt to notify members by phone, text, or email, of changes that result in a change of rental rate or equipment.

1.6.5.1. Pilots scheduling an aircraft for an FAA Practical Test will have priority for that aircraft. In the event of a scheduling conflict, Management will make all possible accommodations for renters.

1.6.6. **Scheduling Flight Instructors.** The member desiring instruction will coordinate directly with his/her instructor. A flight instructor may schedule Dayton Aviation Services aircraft on behalf of pilots with whom he/she intends to fly. Instructors may bill no-show pilots and student pilots for flight and/or ground instruction for a one hour period for each 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 prior to the scheduled time are not considered no-shows. Pilots who mutually agree with the instructor to cancel due to weather are also not considered no-shows.

1.6.7. **Cancellations.** A member who fails to show, to inform dispatch of a delayed takeoff time, or to cancel a scheduled flight may be charged unless:

1.6.7.1. The flight is canceled or delayed more than two hours before the original scheduled takeoff.

1.6.7.2. The flight is scheduled at or before the Dayton Aviation Services office opens, in which case the flight must be canceled or delayed once the office does open.

- 1.6.7.3. Due to weather or illness, the member should contact the Dayton Aviation Services Dispatch not later than the scheduled takeoff time to inform Dispatch of the cancellation or delay.
- 1.6.7.4. A member who failed to show may be assessed a fee calculated at the aircraft rental rate for one hour for a local flight and one and a half hours for a cross-country flight.
- 1.6.8. **Inability to Return as Scheduled.** The pilot shall notify the dispatch desk or Dayton Aviation Services Manager by telephone, text, or email 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 In-flight Guide (Blue Book).
- 1.6.9. **Returning Early.** For a Dayton Aviation Services pilot returning from a cross-country earlier than scheduled, dispatch will release the remaining portion of the reservation in Flight Circle.
- 1.6.10. **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:
- 1.6.10.1. Any tie-down, hangar, or storage cost incurred by the pilot due to mechanical grounding of aircraft will be reimbursable.
- 1.6.10.2. Fuel and oil purchased while on cross-country is reimbursed at a rate set by the Manager. Any expenses over and above this rate is borne by the member.
- 1.6.10.3. To receive credit for a reimbursable expense, the member must present documentation for the paid expense at payment of the flight bill.
- 1.6.11. **Extended Grounding of Aircraft Away from Home Base.**
- 1.6.11.1. 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, for transportation and/or fuel costs shall remain with the pilot, unless relief from such charges is granted by the Manager.
- 1.6.11.2. When a Dayton Aviation Services aircraft is left at an airport other than 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 1.5 hours per day to apply until the aircraft is returned, unless relief from such charges is granted by the Manager. Any transportation and/or fuel costs incurred by Dayton Aviation Services in returning a Dayton Aviation Services aircraft shall be paid by the pilot.

1.6.12. Standard Minimum Charges.

1.6.12.1 Local Standard Block Reservations of two hours or less have a 0.5 hour minimum rental charge.

1.6.12.2 Long Reservations over two hours up to four hours will have a minimum rental charge of one and a half hours.

1.6.12.3 Long Reservations over four hours will be charged a minimum rental charge of three hours.

1.6.12.4 Remain Over Night (RON)

Members will be assessed, at the aircraft rental rate, a minimum charge of three hours flying time per 24 hours for all overnight cross country flights. This minimum charge shall not apply to the day of departure if the scheduled takeoff time is 1200 local or later, nor to the return day if the arrival is 1200 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. Minimum charges may be suspended at the discretion of Management.

1.6.13. **Disputed Cases.** In any disputed case regarding responsibility for charges, the member shall submit his/her claim in writing to the Dayton Aviation Services Manager within 15 days of the initial billing. The Manager will make a ruling 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.

1.7. **Air Discipline.** It is each Dayton Aviation Services member's responsibility to immediately report violations listed in this SOP, 14 CFR, or unsafe operating practices to the Manager, Chief Instructor, or Dayton Aviation Services Dispatch when observed. Any Dayton Aviation Services Instructor or Dispatcher has the authority and obligation to interrupt and correct unsafe practices or terminate operations which are a violation or unsafe.

1.8. RESERVED

1.9. **Personal Property** Personal property left in the Dayton Aviation Services office may not be considered in the care of and custody of Dayton Aviation Services.

1.10. **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 Dayton Aviation Services manager may initiate an investigation. Student pilots involved in any of the above mentioned actions may continue the dual portion of their flight training. However, they will not solo until the investigation is completed and the Dayton Aviation Services Manager reinstates their solo flight privileges.

1.10.1. The Manager may appoint a board president and a select group of instructor pilots to investigate the event to determine if the pilot(s) knowingly violated established guidance, and/or whether the pilot(s) should receive additional training.

1.10.2. Upon completion of the investigation, the board president will present his/her findings to the Dayton Aviation Services Manager and Chief Flight Instructor and make recommendations for retraining and/or disciplinary action.

1.10.3. If as a result of the board's findings and recommendations the Chief Flight Instructor determines retraining is required, he/she will direct the additional training.

1.10.4. If as a result of the board's findings and recommendations the Dayton Aviation Services Manager determines the pilot(s) knowingly violated established guidance; the pilot(s) may be removed from Dayton Aviation Services. (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).

1.11. **Suspension/Expulsion.**

1.11.1. It is not the policy of Dayton Aviation Services to penalize its members for unintentional infractions of the rules. However, in order to protect the interests of its members, Dayton Aviation Services will not tolerate negligence, violations of its regulations, willful abuse of its equipment, or gross errors in judgment. Dayton Aviation Services management will not hesitate to suspend or expel a member in order to protect the interests of the majority.

1.11.2. A Dayton Aviation Services renter may, at the discretion of administration be given suspension or expulsion from the Dayton Aviation Services for unsafe operations practices, an unsafe attitude, or grossly unacceptable conduct. If the member concerned is training at Dayton Aviation Services under 14 CFR Part 61 for an airman certificate or rating, the Chief Flight Instructor shall be consulted for his/her recommendation.

1.11.3. The Decision of the Dayton Aviation Services Manager is final.

Chapter 2: Safety

- 2.1 Safety Culture
- 2.2 Safety Program Components
- 2.3 Operation Safety
- 2.4 Accidents and Incidents

- 2.1. **Safety Culture.** Flight and ground safety is the first responsibility of each and every Dayton Aviation Services team member; from the first flight student pilot to the most experienced flight instructor; from the low time private pilot to the airline transportation pilot; and at all levels of maintenance, administration, supervision, and management.

Dayton Aviation Services will strive to instill a culture of safety encompassing Crew Resource Management and Aeronautical Decision Making as described in FAA literature, including the Pilot's Handbook of Aeronautical Knowledge.

- 2.2. **Safety Program Components.** The development of good judgment and decision making abilities through a dedicated safety program contribute to accident prevention and enhanced safety. At all levels of Dayton Aviation Services 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. The safety program will include the following components:

2.2.1. **Safety Officer.** A Safety Officer with defined duties and responsibilities

2.2.1.1. Promulgates safety information to the general membership through quarterly safety meetings, submissions to the Pilot Information File or Dayton Aviation Services Notice to Airmen (DAS NOTAM), e-mail, and safety bulletin board on matters concerning General Aviation safety.

2.2.1.2. Acts as liaison with the FAA, NTSB, and the Ohio Aviation Administration.

2.2.1.3. Develop physical security procedures as described in **Part 3: Operations** of this manual.

2.2.2. **Individual Responsibility.** Responsibility for avoiding injury to people and damage to property rests with each officer and member of Dayton Aviation Services.

2.2.2.1. Management and Staff including Chief Pilot, Chief Flight Instructor, and Safety Officer continually review their particular activities to discover potential hazards, to alert the general membership through DAS NOTAM updates, email notifications, and bulletin board notices, and to take whatever measures are necessary to eliminate threats to safety.

2.2.2.2. Flight instructors foster safe operations by providing conscientious flight training and evaluation and by setting the proper example and tone for their students. They also reinforce safe piloting habits with members undergoing biannual flight checks.

2.2.2.3. Members strive constantly to develop and practice skill, judgement, and prudence in flying. They follow all rules and regulations, checklists, and know their limitations.

2.2.2.4. All members report unsafe equipment or procedures, and pilots operating Dayton Aviation Services aircraft in a reckless or negligent manner, are reported immediately to Staff, Management, or the Safety Officer.

2.2.3. **Safety Meetings.** Quarterly Safety Meetings will present current information germane to all aspects of flight safety, including, for example: seasonal flight hazards, wake turbulence, fuel management, spatial disorientation, hypoxia, survival, and weather.

2.2.3.1. Meetings are social in nature and while not required for certified pilots, attendance is strongly encouraged. Safety Meetings ARE mandatory for Instructors, student pilots, and officers.

2.2.3.2. The Safety Officer ensures that the minutes of the meeting are available to members and pilots within five working days of the meeting in written form or video recording.

2.2.4. **Training Program.** All management, staff, officers, and instructors will receive documented initial and recurrent training and testing in the areas related to their duties and responsibilities as determined by the Safety Officer to include Airport and Aircraft Security, Flight and Ground Procedures, Emergency Procedures, Safety Hazard identification/recognition, and Reporting Procedures.

2.3. **Operation Safety.** The goal of the Dayton Aviation Services Safety Effort is to have zero accidents. Most accidents are preventable, if all Members use proper flight and ground operation procedures as described in **Part 3: Operations** of this manual.

2.3.1. **Flight Safety.** Standard Flight Procedures are emphasized to Team Members during flight training and biannual check rides, through quarterly safety meetings, and in currency practices that prevent non-proficient pilots from flying.

2.3.1.1. Team Members need to set their own personal minimums for flight. This means that they fly when conditions are not merely legal, but are within each individual's range of competence and comfort.

2.3.2. **Ground Safety.** Prevention of injury to persons and damage to property is as important on the ground as in the air. A sampling of the practices that are integral to ground safety includes:

2.3.2.1 Walking behind aircraft on the flight line to avoid propellers

2.3.2.2 Not refueling when lightning is observed in the area

2.3.2.3 Ensuring that all passengers remain in the aircraft until engine shutdown is completed

2.3.2.4 Actually scanning the area in front and to the sides of the aircraft before announcing "clear" and starting the engine.

2.3.2.5 Treating the propeller as if the magnetos switch were on at all times.

2.3.2.6 Never hand-propping the engine to start.

2.3.2.7 Never smoking in or within 50 feet of aircraft or the fuel pit.

2.3.2.8 Always the control yoke or stick before leaving the aircraft.

2.3.2.9 Exercising special care at night to avoid obstacles during taxiing, refueling, and tie-down.

2.3.2.10 Turning on lights as required before engine start and taxi.

2.3.3. **Flight Line Hazards.** Items that present a potential hazard to aircraft and persons on the ground are removed immediately

2.3.3.1. Tow bars are placed back in the aircraft after use, so that they are not run over or struck by a propeller

2.3.3.2. Trash and foreign objects (FOD) in the tie-down area which might be sucked up or blown back

2.3.3.3. Fuel and oil spills around aircraft tie-downs are properly cleaned up to reduce the possibility of fire or slippery spots on the tarmac

2.3.3.4. Any hazards which are not correctable by the member are reported to Staff, Officers, Management, or an Instructor

2.4. **Accidents and Incidents.** Dayton Aviation Services is committed to providing the safest flight experience possible. However, there is an unavoidable possibility that an accident or incident may occur. To reduce confusion in a crisis, fulfill obligations and responsibilities

and provide compassion for affected individuals, the accident/incident response plan, Appendix A “Red Book”, has been developed. All members, particularly Staff and Instructors, should be familiar with all aspects of this plan. Should it be necessary, implementation and action of the comprehensive plan will be conducted by Dayton Aviation Services Management, Officers, and appointed members only.

2.4.1. **Immediate Actions.** Take whatever immediate action is necessary to provide emergency attention to protect life and further injury to persons or damage to property.

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

2.4.1.2. Following an accident, incident, or unusual occurrence, including off-airport landings, aircraft malfunction, landings at unapproved /unauthorized airports, hard landings, or storm damage, do not fly the aircraft without specific authorization from Dayton Aviation Services Management.

2.4.1.3. To ensure only accurate information is disseminated contact with the media will only be accomplished by the Dayton Aviation Services Ownership or designated representatives. Inquiries from interested parties should be referred to the Dayton Aviation Services Ownership or Public Affairs Officer.

2.4.2 **Occurrence Reporting and Documentation.** It is essential, to reduce and eliminate accidents or incidents, that they are reported and documented. Any occurrence will be reported to Dayton Aviation Services Staff, Management, Officers, or an instructor immediately.

2.4.2.1. The Aircraft Binder, which is carried on every flight, and “Blue” Dayton Aviation Services In-Flight Guide includes the procedures in this section as well as a list of appropriate NTSB Part 830 Reportable Accidents/Incidents and contains a form for recording accident and incident information and the list of Points of Contact to be notified.

2.4.2.2. The Safety Officer will collect any relevant details and ensure appropriate documentation is completed and any steps are taken to prevent a similar situation.

2.4.2.3. Completion of a NASA Form 277, Aviation Safety Reporting System Report, is highly recommended, but is the pilot’s ultimate responsibility.

Chapter 3: Operations

- 3.1 Applicability
- 3.2 Documents and Publications
- 3.3 Logbook
- 3.4 Checklists
- 3.5 Local Flying Area
- 3.6 Pilot-in-Command (PIC)
- 3.7 Passengers
- 3.8 Cross Country Request
- 3.9 Required Equipment
- 3.10 Clearance Procedures
- 3.11 Pilot Currency
- 3.12 Pilot Training
- 3.14 Checkrides
- 3.14 Flights with FAA Inspectors or Designated Examiners
- 3.15 Failure to Meet Standards on Required Checks and Checkouts
- 3.16 Knowledge Examinations
- 3.17 Refueling
- 3.18 Smoking
- 3.19 Ground Operations
- 3.20 Pets
- 3.21 Formation Flight
- 3.22 Aerobatic Flight
- 3.23 Weather Minimums
- 3.24 Night Flight
- 3.25 Flight Plans
- 3.26 Work Day Restrictions
- 3.27 Approved Airports/Runways
- 3.28 Simulated Forced Landings
- 3.29 Minimum Altitudes
- 3.30 RESERVED
- 3.31 Fuel Reserves
- 3.32 Other Restrictions

3.1. **Applicability.** This chapter contains the restrictions, requirements, and procedures applicable to Dayton Aviation Services pilots. Nothing in this chapter relieves pilots from their responsibilities under the appropriate portions of 14 CFR. Student pilots should also refer to Chapter 4 of this SOP for additional restrictions.

3.2. **Documents and Publications.** Dayton Aviation Services shall maintain a reference library of flight planning documents and publications suited to the scope of operations, applicable maintenance manuals, and aircraft handbooks or flight manuals for each make and model aircraft operated.

- 3.2.1. The Dayton Aviation Services Manager 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.
- 3.3. **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 Dayton Aviation Services Manager or Chief Flight Instructor for maintenance of flying privileges in Dayton Aviation Services aircraft.
- 3.4. **Checklists.** The Dayton Aviation Services Manager shall supply a consolidated aircraft checklist for each aircraft operated. Use of the checklist by pilots is mandatory.
- 3.5. **Local Flying Area.**
 - 3.5.1. The Dayton Aviation Services local flying area includes the area within a 50 nautical mile radius of Moraine Airpark (I73).
 - 3.5.2. A map of the local flying area including a depiction of the training areas and reporting points will be prominently displayed in the flight planning area.
 - 3.5.3. Training areas and reporting points available for use by Dayton Aviation Services members are listed in the Dayton Aviation Services In-Flight Guide (Blue Book).
- 3.6. **Pilot-In-Command (PIC).**
 - 3.6.1. Only Dayton Aviation Services members or employees, possessing a valid FAA pilot certificate, who meet FAA medical requirements, and who have successfully completed the applicable checkout requirements may serve as PIC of Dayton Aviation Services aircraft.
 - 3.6.2. To fly Dayton Aviation Services aircraft, members need to meet Dayton Aviation Services and any Insurance Carrier requirements relative to minimum time and aircraft checkouts. The minimum certificate and time requirements a pilot must obtain prior to 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.
 - 3.6.3. Members possessing only a valid Light Sport or Recreational Pilot Certificate shall comply with all restrictions in the Federal Aviation Regulations.
 - 3.6.4. 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:
 - 3.6.4.1. When prohibited by the flight manual.
 - 3.6.4.2. When weight and balance considerations dictate otherwise.

- 3.6.4.3. 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, flying under visual flight rules in the local training area.
 - 3.6.4.4. When the pilot is a flight instructor flying under visual flight rules in the local training area.
 - 3.6.4.5. When the pilot is a flight instructor conducting flight instruction or receiving/administering flight checks.
- 3.6.5. When conducting a practical test, an FAA Inspector or Designated Examiner may act as PIC without meeting the requirements specified in this SOP.
- 3.6.6. 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.
- 3.7. **Passengers.** The PIC will meet the requirements of 14 CFR Parts 61 and Part 91 prior to carrying passengers.
 - 3.7.1. The PIC is personally responsible for the safety and actions of their passengers.
 - 3.7.2. Student pilots shall not carry passengers.
 - 3.7.3. The PIC will ensure that each passenger, who is not a Dayton Aviation Services member or employee, executes a Waiver and Indemnity Agreement prior to flight and provides that form to the Dayton Aviation Services dispatcher. This form can be found on the Dayton Aviation Services website at DaytonAviation.com.
 - 3.7.4. Each passenger shall occupy a seat with an individual seat belt. The seat belt must be fastened prior to taxi. Children must meet the requirements of 14CFR 91.107.
 - 3.7.5. Passengers are not authorized on training flights except when approved by the Dayton Aviation Services Manager or Chief Flight Instructor and an instructor is occupying one of the pilot positions.
 - 3.7.6. Simulated emergency procedures are not permitted on 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.
- 3.8. **Cross Country Request.**
 - 3.8.1. The PIC taking an aircraft on an overnight cross-country flight will submit a Dayton Aviation Services Cross-Country Request at least twenty-four hours prior to

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

3.8.2. When scheduling the aircraft in Flight Circle, indicate the flight is a cross-country and the destination(s) in the comments section of the reservation, even if it is not overnight. This notification satisfies the requirement for filing a flight plan.

3.8.3. The Dayton Aviation Services Cross-Country Request Form is located on the Pilot Resources page of the Dayton Aviation Services website.

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

3.9.1. 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.

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

3.10. **Clearance/Dispatch Procedures.** Members shall clear all flights with the Dayton Aviation Services Dispatch desk or through Flight Circle. For departures outside of normal operating hours and with prior coordination, this process may be completed the business day prior to departure.

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

3.10.2. All flights where a student pilot is flying solo shall be cleared and dispatched by a Dayton Aviation Services flight instructor through Flight Circle.

3.10.3. The Dayton Aviation Services dispatcher shall track all local flights. The PIC will notify Dayton Aviation Services Dispatch upon completion of all local flights. This requirement can be completed through the Flight Circle Dispatch function.

3.11. **Pilot Currency.**

3.11.1. Pilots must obtain and maintain currencies IAW 14 CFR 91.

3.11.2. Pilots shall record all applicable currency items in their personal logbook.

3.11.3. A member must have made 3 takeoffs and landings as pilot in command within the preceding 90 days in category and class to maintain day currency in Dayton Aviation Services aircraft. 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 Dayton Aviation Services approved flight instructor is needed to re-establish currency.

3.11.4. 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 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.

3.12. **RESERVED**

3.13. **Checkrides.** The following flight checks are required of each member desiring to obtain/maintain PIC privileges, and shall be administered by a Dayton Aviation Services CFI:

3.13.1. Initial check in each make and model aircraft.

3.13.2. Initial night Visual Flight Rules (VFR) local check in aircraft category and class.

3.13.3. Initial and annual instrument flight check for members desiring Instrument Flight Rules (IFR) privileges.

3.13.4. Initial and biannual standardization check. This standardization flight check shall be in the most complex aircraft in which the pilot desires to maintain currency.

3.14. **Flights with FAA Inspectors or Designated Examiners.** Any Dayton Aviation Services member who desires to have an FAA Practical Test count as a Dayton Aviation Services required flight check is responsible for making the FAA Inspector or Designated Examiner aware of this desire and providing the Dayton Aviation Services checkout form for the inspector or examiner to complete and sign. Without a completed, signed checkout form indicating qualification, no credit may be given for a Dayton Aviation Services flight check.

3.15. **Failure to Meet Standards on Required Dayton Aviation Services Checks and Checkouts.** A member who has failed to meet the standards required for a compulsory flight check or flight checkout has failed the evaluation and 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 which have been satisfactorily completed as a prerequisite to the failed flight evaluation need not be re-accomplished.

3.16. **Knowledge Examinations.** Members must satisfactorily accomplish the appropriate knowledge exams prior to acting as PIC of a Dayton Aviation Services aircraft. Unless otherwise noted, all exams are open book.

3.16.1. **Initial standardization.** (NOTE: Not required for student pilots.)

- 3.16.2. **Initial instrument.** (NOTE: Initial instrument exam waived if the member successfully completed the FAA Instrument Rating-Airplane knowledge exam within the last 12 calendar months and results are posted in the membership folder.)
- 3.16.3. **Initial make and model aircraft.** (NOTE: Student pilots must complete prior to first solo.)
- 3.16.4. **Initial closed-book make and model aircraft.** (NOTE: Student pilots must complete prior to first solo.)
- 3.16.5. **Initial certified flight instructor.**
- 3.17. **Refueling.**
- 3.17.1. Normally, refueling of Dayton Aviation Services aircraft is conducted by Moraine Airpark line personnel.
- 3.17.2. If the pilot refuels the aircraft, he/she shall ground the aircraft prior to 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.)
- 3.17.3. No active ignition sources are permitted within 50 feet of an aircraft being refueled.
- 3.17.4. The pilot will indicate on the DAOP Form 106 Hobbs and Tach time sheet (Monthly Aircraft Tracking Sheet).
- 3.18. Smoking is prohibited in all Dayton Aviation Services facilities, inside of, or within 50 feet of Dayton Aviation Services aircraft, and within 50 feet of refueling operations.
- 3.19. **Ground Operations.**
- 3.19.1. Pilots will ensure the accessibility of a fire extinguisher in preparation for engine start.
- 3.19.2. In case of fire during engine start or in flight, follow the procedures in the Aircraft Emergency Checklist.
- 3.19.3. If the engine does not start within approximately five seconds of engaging the starter, discontinue the start and reattempt after verifying switches and determining the status of primer, flooding, ignition, etc. Do not pump the throttle in an attempt to start the engine.

- 3.19.4. Taxi speed on the ramp, or in any congested area, shall be no faster than a person walking (approximately 3-5 mph). 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.
- 3.19.5. 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 and chock the aircraft. In designated cold month operations, the aircraft should be hangered and the engine heater plugged in.
- 3.19.6. If you return after hours, install the cowl plugs; install the gust locks; close air inlets; install the pitot probe cover; chock the aircraft; and tie the aircraft down. Lock the aircraft with the aircraft binder inside and leave the aircraft keys in the drop box. Check-in the flight through Flight Circle, call, text, email or stop by the dispatch desk the next morning to pay for the aircraft.
- 3.20. **Pets.** Carrying of an animal on a Dayton Aviation Services airplane is only authorized with the 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.
- 3.21. **Formation Flight.**
- 3.21.1 Formation Flight is prohibited in Dayton Aviation Services aircraft without management approval.
- 3.21.2 Formation flight with a student pilot in a training lesson is strictly prohibited.
- 3.22. **Aerobatic Flight.** Aerobatic flight is prohibited in Dayton Aviation Services aircraft.
- 3.23. **Weather Minimums.**
- 3.23.1. Pilots will meet the weather requirements of 14 CFR Part 91 and Attachment 3.
- 3.23.2. Pilots shall comply with maximum crosswind components for each pilot rating and make and model aircraft posted in the aircraft checklist (See individual aircraft POH).
- 3.23.3. Flight will not be initiated if surface winds (including gusts) are forecast to be greater than 30 knots, and flights will be terminated as soon as practicable if surface winds exceed 30 knots.
- 3.23.4. 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.

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

3.23.6. Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater. (NOTE: Pilots with over 100 hours actual instrument time logged as PIC may takeoff when the weather is at or above the lowest compatible approach minimums at the departure airport or the takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater).

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

3.24.1. Unusual attitudes, stalls, approach to stalls, or flight at minimum controllable airspeed, except as required by a 14 CFR Part 61 syllabus of instruction, with an instructor on board that is qualified to act as PIC under instrument conditions in the aircraft used for the flight.

3.24.2. VFR flight below 2,000 feet AGL except for takeoff or landings.

3.24.3. Operations at airports without runway lighting.

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

3.24.5. Simulated forced landings.

3.24.6. 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.

3..25. **Flight Plans.** Pilots will file an FAA or company flight plan for all flights outside of the local area.

3..26. **Work Day Restrictions.**

3.26.1. Maximum Dayton Aviation Services work day is 12 hours for a single pilot or 16 hours for two qualified pilots in an aircraft with dual flight controls.

3.26.2. The work day begins when the pilot(s) reports to the Dayton Aviation Services for the first flight, or to the place of employment for the first work of the day, whichever occurs first.

3.26.3. 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.

3.27. **Approved Airports/Runways.**

3.27.1. Pilots shall not takeoff or land on runways less than 2,000 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.

3.27.2. Pilots shall not takeoff or land on runways less than 50 feet wide.

3.27.3. Pilots shall only land at active airports listed in FAA flight information publications without management approval. This restriction does not include the grassy area parallel to the Moraine runway when landing West. (NOTE: If an emergency or precautionary landing is made at an unauthorized location, the pilot shall not takeoff without the Dayton Aviation Services Manager's approval.)

3.27.4. Pilots shall self-announce pattern position on downwind, base, and final leg using the phraseology recommended in the Aeronautical Information Manual (AIM).

3.27.5. 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.

3.27.6 Student Pilots flying solo must use hard surface runways of at least 3000 feet in length.

3.28. **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. 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.

3.29. **Minimum Altitudes.**

3.29.1. Pilots shall maintain the minimum altitudes required by 14 CFR Part 91.119.

3.29.2. Pilots shall not descend below 500 feet AGL during simulated forced landings, except to approved runways.

3.29.3. 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.

3.29.4. 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.

3.30. Multi-Engine Aircraft.

3.30.1. 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.

3.30.2. 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.

3.30.3. Flight instructors may accomplish a simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL, nor below recommended V_{SSE} or V_{YSE} , whichever is greater.

3.30.4. 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.

3.30.5. 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.

3.30.6. Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.

3.30.7. 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.

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

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

3.31. Fuel Reserves.

3.31.1. For flight planning purposes, at a minimum, the PIC shall calculate fuel consumption using the aircraft manufacturer's data published in the POH.

3.31.2. 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 one hour at normal cruise consumption.

3.32. **Other Restrictions.**

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

3.32.2. Pilots shall calculate weight and balance data for each flight that is outside the “nominal load” conditions presented in the Aircraft Binder.

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

3.32.4. Pilots shall not hand prop Dayton Aviation Services aircraft certified to operate with an electrically driven starter.

3.32.5. Pilots shall not use Dayton Aviation Services aircraft for towing gliders or sail planes.

3.32.6. Pilots shall not use Dayton Aviation Services aircraft for parachuting or skydiving.

3.32.7. Renters shall not use Dayton Aviation Services aircraft for commercial purposes.

3.32.8. Dayton Aviation Services 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.

3.32.9. 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 reconfiguring as part of a touch-and-go landing or when called for by the checklist (e.g., short field landing).

Chapter 4: Student Pilots

- 4.1 Applicability
- 4.2 General
- 4.3 Solo Student Flight Clearance Authority
- 4.4 Weather Minimums
- 4.5 Winds
- 4.6 Initial Solo
- 4.7 Local Area Solo
- 4.8 Solo Cross-Country
- 4.9 Flight Plans
- 4.10 Post Flight

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

4.2. **General.**

4.2.1. Student pilots shall not fly more than 10 hours solo or exceed 90 days without a dual proficiency flight. This flight will include all items listed in 14 CFR Part 61.87 (d) and (e).

4.2.2. 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.

4.2.2.1 Student solo flights should plan to have their aircraft shut down and parked by official sunset.

4.2.3. Solo student pilots shall not conduct simulated emergency procedures, to include simulated forced landings.

4.2.4. No student pilot shall carry cargo or baggage on a solo flight other than that required to conduct the flight IAW the training syllabus.

4.2.5. A student pilot is prohibited from conducting solo takeoffs and landings on other than hard surface runways.

4.2.6. 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 2,000 feet, only a full stop landing with taxi back shall be made.

4.2.7. Maneuvers. A student pilot may practice in solo flight those maneuvers outlined in his/her approved training 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 Dayton Aviation Services flight instructor.

4.2.8. 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.

4.3. **Solo Student Flight Clearance Authority.**

4.3.1. A Dayton Aviation Services Flight Instructor at the airfield is the Clearing Authority for student pilot solo flights in Dayton Aviation Services aircraft, to include those in the local area and the initiation of cross-country flights. For Part 61 training flights, the student pilot is the clearing authority for any cross-country flight leg originating at other than I73, unless otherwise restricted in these SOPs.

4.3.2. A student pilot who lands at an airport not authorized by Dayton Aviation Services 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, the Chief Flight Instructor, or the Dayton Aviation Services Manager. The student shall either contact Dayton Aviation Services by radio prior to landing or by telephone immediately after landing in such a situation.

4.4. **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.

	Ceiling (AGL)	Visibility (SM)
Closed Traffic	1500	3
Local Area	2500	6
Cross Country	3000	≥6

4.5. **Winds.**

4.5.1. Solo student pilots shall not fly when the actual or forecast direct crosswind component for takeoff or landing exceeds 10 knots or as further restricted by the instructor.

4.5.2. Solo student pilots shall not fly when the actual or forecast surface winds exceed 20 knots.

4.5.3. 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 Moraine

Airpark, 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 runway width. If the selected airport is not one for which the student pilot is authorized solo landings, the student pilot shall attempt to contact Dayton Aviation Services for coordination and authorization prior to landing.

4.5.3.1. 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 Moraine Airpark. 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 Moraine Airpark. If none of the authorized destinations are within authorized wind limits, fuel permitting, the student shall return to the Dayton Aviation Services local area and land at a familiar local airport where the winds are within limits. If returning to Dayton Aviation Services local area is not feasible, the student pilot shall contact Flight Service or a radar approach control 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 which has not been authorized by his/her Dayton Aviation Services Flight Instructor until he/she has been authorized by his/her Dayton Aviation Services Flight Instructor, Dayton Aviation Services Dispatch, the Chief Flight Instructor, or the Dayton Aviation Services Manager.

4.6. **Initial Solo.**

4.6.1. Training shall be accomplished by a qualified Dayton Aviation Services Instructor IAW 14 CFR Part 61 or 141, and these SOPs, as applicable. The student pilot shall have been briefed by his/her Dayton Aviation Services Flight Instructor.

4.6.2. Prior to a student pilot's first solo flight all required written examinations shall be accomplished and graded and placed in the students training folder, including:

4.6.2.1. The Individual Make and Model Aircraft "closed book" Emergency Procedures Written Examination,

4.6.2.2. The Individual Make and Model Aircraft "open book" written examination, and

4.6.2.3. The student pre-solo written examination IAW 14 CFR Part 61.87(b).

- 4.6.3. Prior to a student pilot's first solo flight, the student pilot must have satisfactorily completed the Private Pilot solo stage check with the Chief / Assistant Chief Flight Instructor or Phase Check Instructor.
- 4.6.4. 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.
- 4.6.5. Leaning. Each solo student pilot shall operate with the mixture in the "Full Rich" position while on local flights.
- 4.7. **Local Area Solo.**
 - 4.7.1. Training shall be accomplished by a qualified Dayton Aviation Services Instructor IAW 14 CFR Part 61, and these SOPs, as applicable. The student pilot shall have been briefed by his/her Dayton Aviation Services Flight Instructor.
 - 4.7.2. A student pilot may conduct repeated 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 Dayton Aviation Services Flight Instructor: Moraine Airpark (I73), Clinton County (I66), Dayton-Cox International (KDAY), Dayton-Wright Brothers (KMGY), Greene County (I19), Hook Field Municipal (KMWO), Lebanon-Warren County (I68), Springfield-Beckley Municipal (KSGH).
 - 4.7.3. Student Local Area/Training Areas. To meet the requirements of 14 CFR 61.93, the Dayton Aviation Services Student Solo Local Area is that area within a 25 nm radius of Moraine Airpark.
 - 4.7.4. Leaning. Each solo student pilot shall operate with the mixture in the "Full Rich" position while on local flights.
- 4.8. **Solo cross-country.**
 - 4.8.1. Training shall be accomplished by a qualified Dayton Aviation Services Instructor IAW 14 CFR Part 61, and these SOPs.
 - 4.8.2. The Pre-solo Cross-Country Written Examination shall be accomplished and 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 Private Pilot Knowledge Test and a copy of the test completion certificate is in his/her training folder.
 - 4.8.3. Prior to a student pilot's first solo cross-country flight, the student pilot must have satisfactorily completed the requirements of 14 CFR Part 61.93.

- 4.8.4. Recommended cross-country routes for student pilots are in Attachment 4.
- 4.8.5. Cross-country routes may be flown in either direction (where the first point of landing is greater than 50 miles from Moraine Airpark), except for the first solo cross-country, which shall be flown in the opposite direction flown on the dual cross-country.
- 4.8.6. A third/final solo cross-country shall meet the requirements of 14 CFR Part 61.109(a)(5)(ii).
- 4.8.7. 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 his/her solo cross-countries.
- 4.8.8. No student pilot may plan to remain overnight on a solo cross-country.
- 4.8.9. Student pilots will refuel as necessary to ensure a fuel minimum of 1 hour reserves is maintained at the completion of each leg of the flight.
- 4.9. **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:
 - 4.9.1. 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 Dayton Aviation Services Flight Instructor. A student pilot shall file a separate flight plan for each leg of solo cross-countries.
 - 4.9.1.1. Student pilots are encouraged to use VFR Flight Following for cross-country flights.
 - 4.9.2. 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.
- 4.10. **Post Flight.** Each solo student pilot shall log the flight in his/her logbook, and fill out an entry line in his/her Training Records.

Chapter 5: Maintenance Procedures

5.1 General

5.2 Aircraft Binder

5.3 Equipment Maintenance

5.1. **General.** The Dayton Aviation Services 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 Aircraft Binder.**

5.2.1. Each Dayton Aviation Services aircraft has an Aircraft Dispatch Binder that contains information on the maintenance status of the aircraft. The Binder 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, Weight and Balance information, and active Maintenance Discrepancy forms documenting pilot write-ups and maintenance corrective action. The pilot will review the Binder 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 (Binder) 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 of 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 left hand blocks of Maintenance Discrepancy form. Only one (1) discrepancy shall be entered per block. The person entering the discrepancy shall legibly print his/her name and phone number 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 unairworthy or unsafe to operate) to the immediate attention of the Dispatch Desk, Staff, Manager, and/or the Director of Maintenance. If no Dayton Aviation Services Personnel are available, call the Director of Maintenance or Management. 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 Dayton Aviation Services Manager or 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 781a, the cover of the Binder 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 Binder to the Director of Maintenance, Dispatch Desk, or Chief Pilot.

5.3.1.8. Only appropriately rated Dayton Aviation Services 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 Dayton Aviation Services qualified pilots at the Private Pilot certificate level or higher. These maintenance/preventative maintenance actions are limited to:

- a) Servicing fuel and oil.
- b) Washing aircraft.
- c) Cleaning windscreens/windows/lenses.
- d) Replacing lights. (Only under the supervision of a Dayton Aviation Services maintenance technician)
- e) Inflating tires to specification with the use of a pressure gauge.

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.** The Dayton Aviation Services Director of Maintenance shall be the final authority for approving those discrepancies on Dayton Aviation Services aircraft that has been determined may safely be deferred until the next scheduled inspection. Pilots will ensure that all discrepancies entered into the Aircraft Binder are brought to the attention of the lineman or maintenance staff. 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 Binder.+

Chapter 6: Flight and Ground Instructor Responsibilities

- 6.1 General
- 6.2 Designation
- 6.3 General Responsibilities and Duties
- 6.4 Instructor Meetings
- 6.5 Chief Flight Instructor
- 6.6 Assistant Chief Flight Instructor
- 6.7 Stage Check Flight Instructors
- 6.8 FAA Pilot Certificate or Rating Training
- 6.9 Transportation Security Administration
- 6.10 Dismissal

6.1. **General.** This chapter states the general responsibilities and duties of Dayton Aviation Services Flight Instructors and Ground Instructors.

6.1.1. **Instructor Definition.** A Dayton Aviation Services Instructor is an individual who is an FAA Certificated Flight Instructor and contracted by Dayton Aviation Services to perform certificated flight and/or ground instructor duties at Dayton Aviation Services. The term "Instructor" implies a Dayton Aviation Services Ground or Flight Instructor when used in this chapter.

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

6.2. **Designation.**

6.2.1. Flight and Ground Instructors shall be designated by the Dayton Aviation Services Manager. The Chief Flight Instructor is delegated authority to designate Dayton Aviation Services Instructors. The Chief Instructor shall provide 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 for each course, and Stage Check Instructor(s) for each course shall be designated by the Dayton Aviation Services Manager by memorandum and published in the Training Course Outline. Additionally, Stage Check Instructor(s) shall be designated in writing.

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 Dayton Aviation Services operations, including actively supporting the Dayton Aviation Services safety program.
- 6.3.2. 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.
- 6.3.3. Each Flight Instructor, when assigned a new student by the Chief Flight Instructor, shall contact that student in a timely manner 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.
- 6.3.4. 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.
- 6.3.5. Each Flight Instructor shall instruct primary and advanced training missions for which he/she is qualified in each make and model of Dayton Aviation Services 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, and the applicable Airman Certification Standards (ACS). In the event of conflict, the AFM takes precedence and the Instructor shall comply with 14 CFR.
- 6.3.6. 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.
- 6.3.7. 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.
- 6.3.8. Each Instructor shall administer and grade the appropriate written knowledge examinations for his/her students and renters, 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 retaken.

- 6.4. **Instructor Meetings.** Instructor meetings will be held at the Dayton Aviation Services facilities. CFIs (and CFI candidates) are encouraged to personally attend instructor meetings.
- 6.5. **Chief Flight Instructor.** The Dayton Aviation Services Manager shall designate the Chief Flight Instructor. The Chief Flight Instructor shall meet 14 CFR Part 141 Chief Flight Instructor experience and currency requirements for the most restrictive pilot certification/rating course offered by Dayton Aviation Services.
- 6.6. **Assistant Chief Flight Instructors.** The Chief Flight Instructor can designate an Assistant Chief Flight Instructor for each course offered. Each Assistant Chief Flight Instructor shall meet 14 CFR Part 141 experience and currency requirements for the course(s) in which 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 pilot training conducted under 14 CFR Part 61 corresponding to Part 141 course(s) for which he/she is designated and qualified.
 - 6.6.3. RESERVED
 - 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 can designate one or more Stage Check Flight Instructors for each course offered. Each Stage Check Flight Instructor shall be selected from Dayton Aviation Services' most capable and knowledgeable Flight Instructors.
 - 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 pilot training conducted under 14 CFR Part 61 corresponding to the Part 141 course(s) for which he/she is designated and qualified.
- 6.8. **FAA Pilot Certificate or Rating Training.**

6.8.1. General.

- 6.8.1.1. Each Dayton Aviation Services Instructor shall satisfactorily accomplish an initial proficiency check in each training course and each make and model of aircraft used in each course prior to conducting any instruction in that make and model aircraft in that course. These requirements may be accomplished in conjunction with the Dayton Aviation Services Initial/Annual Flight Instructor Standardization Check.
- 6.8.1.2. Each Instructor conducting flight training for pilot certification or rating shall follow FAA training accomplished under 14 CFR Part 61 requirements, including hour requirements. 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 14 CFR Part 61 requirements.
- 6.8.1.3. Each Instructor shall establish and maintain a training record on each student, primary or advanced. 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 on 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 upon 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, prior to each stage check. Each Instructor shall assist each of his/her students in properly completing FAA Form 8710-1, Airman Certificate and/or Rating Application, via 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 which enhance the training given in Dayton Aviation Services Flight Training aircraft.

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 should 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 refers to pilots not holding a pilot certificate for the category of aircraft to be flown in solo flight, or holding a Student Pilot Certificate, unless otherwise indicated.

6.8.2.3.1. If the Flight Instructor cannot be present to check his/her student's cross-country planning IAW 14 CFR 61, that Instructor shall arrange for another qualified Dayton Aviation Services Flight Instructor to perform that responsibility and endorse the student's pilot logbook. (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. Emergency procedures contained in the In-flight Guide (Blue Book), in the event that 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 prior to 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 prior to 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 prior to 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 takeoffs and landings at an airfield with an operating control tower shall be accomplished prior to the first solo cross-country.

- 6.8.2.4.3. Each Flight Instructor shall check preflight planning thoroughly and endorse each of his/her student's logbooks for each cross-country flight. If the Flight Instructor cannot be present to check his/her student's cross-country planning IAW 14 CFR 61, that Instructor shall arrange for another qualified Dayton Aviation Services Flight Instructor to perform that responsibility and endorse the student's pilot logbook. (Student and recreational pilots only.)
- 6.8.2.4.4. Each Flight Instructor shall ensure each student he/she endorses for solo cross-country 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, including mixture leaning procedures. Each Flight Instructor shall place any such cross-country solo restrictions in his/her student's pilot logbook. Additionally, each Flight Instructor shall brief each of his/her students who have such a restriction on the restriction. Note: Fuel flow shall be computed using worst case numbers as if the mixture is not leaned.
- 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. Each Flight Instructor shall ensure that each of his/her students is familiar with the emergency procedures contained in the Inflight Guide (Red Book), in the event that student encounters an emergency, loses communications, becomes lost, runs low on fuel, encounters deteriorating weather conditions, etc., while on a cross-country solo flight.
- 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. 38 6.8.3. CFI Training.

6.8.3. Initial Flight Instructor Candidate

6.8.3.1. A Dayton Aviation Services 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/rear seat to that Instructor. The Instructor shall endorse the pilot's logbook.

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 inflight instruction to a student pilot under the direct supervision of a Dayton Aviation Services 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 within 60 days of hiring. This can be accomplished via TSA's website training module. The completion certificate shall be provided to the Chief Instructor for inclusion in the Instructor's records.

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 Instructor for inclusion in the Instructor's records.

6.9.3. Each instructor shall make the appropriate endorsements in the student's logbook as pertains to citizenship prior to the first flight for anyone receiving recreational, private, instrument, or multi-engine training and in the TSA notebook maintained in the reference document section of the Dayton Aviation Services office.

6.10 **Dismissal**

6.10.1 DAS Flight Instructors are independent contractors and may be released from service if the Chief Flight Instructor, Administration, or ownership feel it is in the best interest of the school and its students.

Attachments

1. Pilot Checkout Requirements (19 AUG 22)
2. Grading Practices (Reserved)
3. Weather Minimums (19 AUG 22)
4. Approved Student Cross Country Routes (26 AUG 20)
5. Defined Practice Areas and Approved Training Airports (25 OCT 23)

Attachment 1: Pilot Checkout Requirements

For a renter to act as PIC of a DAS aircraft, that pilot must:

1. Successfully complete a minimum 1.0 hour checkout flight with a designated DAS Check Instructor to include at least one emergency procedure and three landings.
2. Provide the original documents for record
 - a. Current Medical, if required
 - b. FAA Pilot Certificate if applicable
 - c. Government Picture ID
 - d. Proof of Citizenship (Students Only)
 - i. Original Birth Certificate OR
 - ii. Unexpired US Passport
3. Provide endorsement for CFI inspection of Flight Review currency
4. Complete all required DAS forms:
 - a. Form 102 Aircraft Rental Agreement
 - b. Form 108 Renter Record
 - c. Form 116 Aircraft Rental Quiz (or Form 104 Student Pre-Solo as applicable), corrected to 100% with a DAS Instructor.
 - d. Form 118 (or 118M for minors) Waiver and Indemnity Agreement
5. For Tailwheel Aircraft, in addition to FAA currency, the renter must meet current DAS minimum experience requirements, standards, and endorsements.
 - a. Minimum PIC Rental Requirements for Tailwheel aircraft
 - i. 8hrs Dual Received in the Make/Model aircraft with a DAS Instructor OR
 - ii. 25hrs PIC in the same Make/Model aircraft OR
 - iii. 100hrs total tailwheel experience
 - b. Checkout requirements and standards:
 - i. 3pt landings to grass and pavement
 - ii. Wheel landings to pavement
 - iii. Bounce recovery
 - iv. Wheel and 3pt landings with a 10 knot of crosswind component (including gust factor)
6. For Complex Aircraft (Arrow), in addition to FAA currency, the renter must meet current DAS minimum experience requirements, standards, and endorsements
 - a. Minimum PIC Rental Requirements for Complex aircraft
 - i. 125hrs Total Aircraft Experience AND
 - ii. 10hrs Dual Received in the Make/Model aircraft with a DAS Instructor OR
 - iii. 25hrs PIC in Complex aircraft
 - b. Checkout requirements and standards

- i. Open book aircraft test with a minimum score 80% and corrected to 100% with check instructor.
- ii. Ground instruction and oral evaluation on systems, limitations, procedures, and emergency procedures.
- iii. Flight instruction and evaluation on systems, normal, short- and soft-takeoffs and landings, emergency procedures, stalls, slow flight, and any additional areas as necessary at the discretion of the check instructor.

Attachment 2: Grading Practices (Reserved)

Attachment 3: Weather Minimums Tables

1. Student Pilots

Weather Minimum	LOCAL (<25nm)		CROSS-COUNTRY	
	Dual	Solo	Dual	Solo
Pattern	1500 AGL/3 SM		3000 AGL/ 5SM	3000 AGL/ P6SM
Practice Area	2500 AGL/5SM	2500 AGL/ P6SM		
Max Cross Wind	POH	Endorsed Limit	POH	Endorsed Limit
Reported or Forecast Wind		20 kts		20 kts
Fuel	To the point of intended landing plus One Hour			

Reference SOP 4.4 and 4.5

2. Certified Pilots

As reported on KMGY ASOS (937) 885-2171 118.375	Day		Night		<u>Tailwheel</u>
	Ceiling	Visibility	Ceiling	Visibility	
Pattern	Clear of Clouds	P1SM	1500AGL	P3SM	
Local Area and CX	2500AGL	P3SM	3000AGL	P5SM	
Crosswind (Including Gust)	Max Demonstrated per POH for the Aircraft				10 Kts; Reported or Forecast
Surface Winds (Including Gust)	30KTS; Reported or Forecast				

Reference SOP 3.23.

Attachment 4: Approved Student Cross Country Routes

DAY VFR

The initial cross country will first be flown dual with an instructor and then repeated by the student in the opposite direction. It is encouraged that the airplane be refueled at one stop for safety and training. Routes other than those listed may be used with approval of the Manager or Chief Flight Instructor.

1. Moraine Airpark (I73) → Lancaster, Fairfield County (KLHQ) Full Stop → Marion (KMNN) Full Stop → Moraine Airpark (I73) [206nm]
2. Moraine Airpark (I73) → Lancaster, Fairfield County (KLHQ) Full Stop → Wilmington (KILN) Full Stop → Moraine Airpark (I73) [155nm]
3. Moraine Airpark (I73) → Shelbyville (KGEZ) Full Stop → Muncie (KMIE) Full Stop → Moraine Airpark (I73) [179nm]
4. Moraine Airpark (I73) → Bolton (KTZR) Full Stop → Pickaway County (KCYO) Full Stop → Moraine Airpark (I73) [136nm]
5. Moraine Airpark (I73) → Muncie (KMIE) Full Stop → Richmond (KRID) Full Stop → Moraine Airpark (I73) [130nm]

NIGHT (Dual Only)

1. Moraine Airpark (I73) → Muncie (KMIE) Full Stop → Dayton International (KDAY) Full Stop → KI73 [134nm]
2. Moraine Airpark (I73) → Pickaway County KCYO Full Stop → Lunken (KLUK) Full Stop → Moraine Airpark (I73) [166nm]

Attachment 5: Defined Practice Areas and Approved Training Airports

Practice Area North

The Northern Boundary is defined by the MIDWEST (MXQ) VOR DME R-315 (112.9) for 25nm from Moraine Airpark. The Western Boundary is a 25nm arc from the Northern Boundary terminus to the Center Boundary, which is a line extending from Moraine Airpark at 270° True for 25nm.

Practice Area South

Our Southern Practice area is a 25nm arc from the Center Boundary to the 20nm ring of the CVG Class B airspace which defines the Southern Boundary. The Eastern Boundary is I-75 from Moraine Airpark South to the CVG airspace.

Practice Airports

All public use airports, >3000 feet long, within 25 nm of I73 are available for training with an instructor and student solo flights with an endorsements with the following exceptions:

1. Richmond (KRID) and Miami University (KOXD) are considered within the 25nm radius.
2. Dahio Trotwood (I44) and Red Stewart (40I) may be used for dual instruction only.

Recovery

All flights, particularly those returning from a practice area, should use the Miamisburg Mound Park as an Initial. Announce position and intentions on the Moraine CTAF (122.7) from the Mound.

