

# WNC Aviation, LLC Operations Manual



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# Operations Manual

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## **1. General Information**

### **1.1. Document Intent**

- 1.1.1. This manual is issued by the authority of WNC Aviation, LLC. It contains information and procedures necessary for the safe and effective execution of flight operations. The number and degree of compound adverse conditions are infinite. This document is not intended to be all inclusive nor a substitute for good judgement. In order to streamline the contents herein, it is assumed that a pilot is considered to have average intelligence and common sense. It is the responsibility of all who interact in any capacity with WNC Aviation, LLC to have complete knowledge of and maintain strict adherence to its contents as applicable to their interaction and relationship with WNC Aviation, LLC.

### **1.2. Mission Statement**

- 1.2.1. WNC Aviation, LLC was established in 2002 with the mission to provide high quality flight training and unsurpassed customer service in helping clients achieve their flying goals.

### **1.3. Organizational Structure**

- 1.3.1. WNC Aviation will be managed by a President, a Chief Instructor, and an Assistant Chief Instructor.

### **1.4. Safety**

- 1.4.1. Safety is everyone's responsibility. All staff and clients are to immediately bring any safety related issues, or any potential safety issues to the attention of the Chief Instructor and/or the President.
- 1.4.2. Safety is a priority. All staff members have the authority and the responsibility to call a halt to training and/or operations if they witness an unsafe or potentially unsafe act or hazardous environmental conditions.

### **1.5. Payment**

- 1.5.1. Payment for Services is due at the time the service is rendered at the currently posted rates. Payment can be made by cash, check or credit card. Any person paying by credit card agrees to not initiate any charge back action with their credit card issuer for any reason and agrees to resolve all conflicts or disputes with WNC Aviation, LLC directly.
- 1.5.2. Pre-payment for flight training and/or aircraft rental (commonly referred to in the industry as block time) must be purchased in an initial block of at least \$1000 and must be maintained at a minimum of \$350 prior to the resource being dispatched. Prepaid flight time is not a demand deposit and no banking relationship is established or implied.
- 1.5.3. Prepaid flight time balances are not to exceed \$30,000 without the President's approval. Under no circumstances will any customer be granted prepayment pricing without meeting the above requirements.

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- 1.5.4. Any employee or contractor, who grants the pre-pay rates to an unqualified account, is by so doing, agreeing to pay the difference personally unless granted an exception by the President or the Chief Instructor. Deficits due to improper charging will be debited from the responsible party's compensation check upon discovery.
- 1.5.5. Under no circumstances will any employee or contractor provide any customer with any services who has a negative prepayment balance or who is in any way indebted to WNC Aviation, LLC without prior permission by the President.
- 1.5.6. Requests for refunds of unused prepaid flight time must be in writing on the current WNC Aviation, LLC refund form. Refunds of unused prepaid flight time will only be considered within two years of the last purchase of prepaid time. Refunds will only be issued by check. Refunds will only be issued to the specific person or entity that purchased the time initially. For example, if the prepaid flight time was purchased by a parent or a spouse, the refund will be paid to them and not the student or renter. If the prepaid time was as a result of a loan, grant, scholarship or other like award, the refund will be paid to that entity and not the student or renter.
- 1.5.7. Prepaid flight time abandoned for more than two years will be transferred to the school's work-study and scholarship program and is not refundable.
- 1.5.8. Upon discovering a returned customer check, all services to that customer will cease until payment is recovered. WNC Aviation, LLC assesses a returned check fee of \$25.00 per occurrence. The maker of any bad check or any person who causes a credit card chargeback will be fully responsible for all costs WNC Aviation, LLC incurs in recovering the payment. This includes, but is not limited to all staff time and legal fees associated with recovering the payment.
- 1.5.9. Any interest in loan programs will be referred to the President.

### **1.6. Insurance Coverage**

- 1.6.1. WNC Aviation, LLC maintains operational liability insurance of at least \$1,000,000 per occurrence, limited to \$100,000 per passenger and hull coverage on each aircraft. All fixed gear aircraft have a deductible of \$1,000. All retractable gear aircraft have a deductible of \$5,000. WNC Aviation, LLC also maintains separate premises liability insurance.
- 1.6.2. Insurance covers WNC Aviation, LLC and does not preclude the insurance company from subrogation of claims against the Pilot in Command nor does it prevent WNC Aviation, LLC or third parties from claims against the Pilot in Command.
- 1.6.3. Renters insurance policies are recommended for all clients, but are not required. WNC Aviation, LLC does not sell rental insurance policies.

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### **1.7. Facilities and Learning Materials**

- 1.7.1. Staff members will actively ensure the facility, aircraft, and ramp areas are kept clean and neat. It will be the responsibility of each staff member to maintain any area of use at all times.
- 1.7.2. Non public areas will be secured when WNC Aviation, LLC staff are not present in the building and within view of these areas (back office, file areas, key storage, etc).
- 1.7.3. All outdated charts, regulations and other materials will be clearly marked as such and used for training purposes only.

### **1.8. Terms and Definitions**

- 1.8.1. The term “company” used in this manual refers to WNC Aviation, LLC
- 1.8.2. The term “flight instructor” or “instructor pilot” are used interchangeably and refer to an FAA certificated flight instructor (CFI)
- 1.8.3. The term “instructor” refers to an FAA certificated ground or flight instructor
- 1.8.4. The term “Dispatcher” refers to a WNC Aviation, LLC staff member authorized to dispatch and check-in flights and other company resources
- 1.8.5. The term “WNCA student” refers to any person enrolled in any course offered by WNC Aviation, LLC regardless if said course is regulated by 14 CFR 141 or 14 CFR 61
- 1.8.6. The term “student pilot” refers to a person in possession of a student pilot certificate as defined in 14 CFR 61.81 Subpart C
- 1.8.7. The term “client” refers to any person who pays to engage company services and resources
- 1.8.8. The term “renter” refers to a certificated pilot who is not a student
- 1.8.9. The term “shall” indicates that adherence to procedure is mandatory
- 1.8.10. The term “should” indicates that adherence to procedure is recommended
- 1.8.11. The term “may” indicates that adherence to procedure is optional
- 1.8.12. The term “will” indicated futurity and is not indicative of any degree of requirement for adherence

**2. WNC Aviation, LLC Staff**

**2.1. Status**

- 2.1.1. All staff whether full-time employees, part time employees, or independent contractors, are required to comply with the procedures in this manual. This is uniquely necessary because of the higher degree of standardization required by FAA regulations and the detailed supervision required to conduct flight operations without undue risk to the clients, staff, and general public. This rule does not imply or alter any status used by the IRS for defining employee status.

**2.2. Appearance and Hygiene**

- 2.2.1. Staff will wear approved company uniforms or attire. The garments will be clean, free of stains and other blemishes; shirts will be worn tucked in and all staff will be in attire presentable for client interaction while conducting WNC Aviation business.
- 2.2.2. Personal hygiene will be maintained at a level appropriate to professional representation of WNC Aviation while conducting company business.

**2.3. Staff Responsibilities**

- 2.3.1. All WNC Aviation, LLC staff shall:
  - 2.3.1.1. Stop any pilot from flying when in their judgement flight safety may be compromised
  - 2.3.1.2. Assist all persons in complying with this manual and inform any individual when they are in breach of any rules or regulations contained herein.
  - 2.3.1.3. Report any unsafe conditions or inappropriate activities

**2.4. Chief Flight Instructor Responsibilities**

- 2.4.1. The Chief Flight Instructor shall:
  - 2.4.1.1. Stop any pilot from flying when in their judgement flight safety may be compromised
  - 2.4.1.2. Act as PIC of the aircraft while conducting flight instruction, Assistant Chief or Instructor Pilot standardization flights
  - 2.4.1.3. Direct all flight training and checkout activities according to 14 CFR Parts 61, 91, and 141, and this manual
  - 2.4.1.4. Develop standardized flight check procedures and conduct random checks of actual training as appropriate
  - 2.4.1.5. Appoint assistants according to 14 CFR Part 141, as needed for each course of instruction
  - 2.4.1.6. Check/evaluate ground and flight instruction for compliance with 14 CFR Part 141 curriculum

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- 2.4.1.7. Conduct required stage checks
- 2.4.1.8. Make applicant/instructor assignments
- 2.4.1.9. Interview all new students
- 2.4.1.10. Maintain a valid FAA Medical Certificate

### **2.5. Assistant Chief Flight Instructor Responsibilities**

- 2.5.1. The Assistant Chief Flight Instructor shall:
  - 2.5.1.1. Stop any pilot from flying when in their judgement flight safety may be compromised
  - 2.5.1.2. Act as PIC of the aircraft while conducting flight instruction or Instructor standardization flights
  - 2.5.1.3. Assist the Chief Flight Instructor, as required, in developing training and checkout procedures
  - 2.5.1.4. Conduct required stage checks as assigned by the Chief Flight Instructor
  - 2.5.1.5. Maintain a valid FAA Medical Certificate

### **2.6. Flight Instructors Responsibilities**

- 2.6.1. All Flight Instructors shall:
  - 2.6.1.1. Stop any pilot from flying when in their judgement flight safety may be compromised
  - 2.6.1.2. Act as PIC of the aircraft while conducting flight instruction
  - 2.6.1.3. Maintain a valid FAA Medical Certificate
  - 2.6.1.4. Conduct training and checkouts according to this manual and applicable FARs
  - 2.6.1.5. Complete a checkout with the Chief Flight Instructor, or their designee, for every course of instruction, and for each make and model aircraft in which they will instruct.
  - 2.6.1.6. Complete an annual evaluation with the Chief Flight Instructor, Assistant Chief Flight Instructor, Designated Pilot Examiner, or FAA Operations Inspector for every course of training in which they instruct. The Chief Flight instructor will determine what maneuvers will be performed and what aircraft will be used for this flight.
  - 2.6.1.7. It is recommended that all instructors be available at the WNC Aviation, LLC operations office as frequently as possible. Time off is not required. WNC Aviation, LLC intends to contract with as many instructors as is necessary to ensure quality service and safety.
  - 2.6.1.8. New students will normally be assigned to instructors present in the office, but the Chief Instructor has authority on the initial assignments. The customer is the final authority and may schedule with any instructor he/she chooses.



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## **2.7. Instructor Pilot Expectations**

- 2.7.1. The viability of WNC Aviation, LLC is directly dependent on the service flight instructors provide to our clients, and the safety of clients is directly dependent on the quality of instruction performed. Our clients come to us with widely differing flight experience. As there is no guarantee someone has been properly trained to fly general aviation aircraft, Instructor Pilots are expected to conduct a thorough checkout of each general aviation pilot that intends to act as PIC in company aircraft.
- 2.7.2. The existence of this company is dependent on our safety record and our reputation for quality, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving and our procedures and training programs need to evolve with them. We highly encourage your personal inputs to make these programs better. Please bring any suggestions to the Chief Instructor.
- 2.7.3. Risk management and aeronautical decision making are cornerstones of safety and the success of our programs. Lack of judgement leading to legal but unsafe actions or directives to WNCA students by instructor pilots will be referred to the Chief Flight Instructor for review and may lead to disciplinary action.
- 2.7.4. Instructors will conduct themselves as professionals at all times. Drug use is strictly prohibited. Alcohol use is prohibited within 8 hours of flight time. Drug and or alcohol tests will be conducted on demand for reasonable cause. WNC Aviation, LLC is a drug free company. All instructor pilots are required to take pre-employment and random drug tests. Refusal to take a drug or alcohol test will be viewed as a positive test and disciplined accordingly. Any positive drug and or alcohol test may be reported to the FAA and the pilot will be removed from their position.

## **3. Pilot Training**

### **3.1. Training Prerequisites**

- 3.1.1. WNCA Students shall:
  - 3.1.1.1. Provide proof of US citizenship or obtain TSA clearance required to commence flight training.
  - 3.1.1.2. Possess any required certificates necessary for obtaining the certificate being sought or must be dual enrolled in a curriculum that will meet the requirements upon completion.
  - 3.1.1.3. Possess necessary equipment and supplies required for participation in their enrolled curriculum (headset, charts, supplements, etc.)

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## **3.2. Student Conduct**

- 3.2.1. WNCA Students shall:
  - 3.2.1.1. Comply with all published WNCA student/school rules and regulations for the respective course in which they are enrolled. If conflicting information exists, the more conservative requirement/rule will be adhered to.
  - 3.2.1.2. Report any flight issues or safety concerns at the earliest opportunity

## **4. Scheduling & Dispatch Procedures**

### **4.1. Scheduling Procedures**

- 4.1.1. All aircraft will be scheduled in 3 hour blocks.
- 4.1.2. Available block times for scheduling are:
  - 4.1.2.1. Daylight Savings Time (Summer Hours): 0600-0900, 0900-1200, 1200-1500, 1500-1800, 1800-2100, all other times remain unrestricted but may not conflict with block schedule.
  - 4.1.2.2. Standard Time (Winter Hours): 0800-1100, 1100-1400, 1400-1700, all other times remain unrestricted but may not conflict with block schedule.
- 4.1.3. Off-block scheduling must be approved by the Chief Flight Instructor or designee.
- 4.1.4. The scheduling of ground training is at the discretion of the Instructor and is not limited to the block time restrictions above.
- 4.1.5. Instructors shall schedule progress checks in accordance with the progress check requirements scheduling sheet. Use of the progress check checklist will ensure everything is accomplished per the syllabus. Prior to scheduling the final progress check, the student shall have met all the Part 141 requirements for the practical test, except for submission of their application in IACRA.

### **4.2. Dispatch Procedures**

- 4.2.1. Aircraft shall not be dispatched unless the dispatching authority has personally verified the procedures established in this manual have been accomplished.
- 4.2.2. Clients shall not be given aircraft key until after they have met with their instructor (all flights)
- 4.2.3. Clients shall not be given aircraft key for solo flights (key given to instructor only)
- 4.2.4. Clients shall not be allowed to retrieve aircraft keys from the key box
- 4.2.5. Clients shall return the aircraft key to dispatcher upon re-entering the building
- 4.2.6. Resource rates shall not be adjusted post flight without approval from the President or Chief Flight Instructor

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## **4.3. Dispatch Authorization**

4.3.1. The following staff members are authorized to dispatch aircraft:

4.3.1.1. Dispatchers

4.3.1.2. Instructors

## **4.4. Dispatch Actions**

4.4.1. Dispatch

4.4.1.1. Client balance is checked in MyFBO and funds are added as required

4.4.1.2. Client is given dispatch and client folder (if applicable)

4.4.1.3. Client remains in dispatch area until instructor or staff resource confirms ready to begin

4.4.1.4. Instructor or staff will meet client in dispatch area at scheduled meeting time (dispatch shall be notified if staff want to meet a client early should they arrive prior to their scheduled meeting time)

4.4.1.5. If applicable, dispatchers will confirm practice area/route of flight and mark the flight on the tracking board, then give the aircraft key to client when leaving building (dual flight only, instructor receives key for solo flights)

4.4.2. Check-in

4.4.2.1. Client returns aircraft key upon re-entering the building

4.4.2.2. Instructor completes dispatch form prior to client leaving meeting (needed for check-in)

4.4.2.3. Clients shall stop at dispatch desk to be checked in and schedule next flight.

4.4.2.4. Client presents completed dispatch form to dispatcher after debrief with instructor

4.4.2.5. Dispatcher checks flight in to MyFBO

4.4.2.6. Client prepaid account is charged or payment is accepted

4.4.2.7. Dispatcher will return aircraft key to the key box

4.4.3. Anytime a dispatcher is not present, the Instructor or staff resource assumes all dispatcher responsibilities.

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### **4.5. Client Folders**

- 4.5.1. Client folders will be pulled as indicated in the dispatcher daily duties
- 4.5.2. Folders will be kept in file rack on bookshelf behind dispatcher desk
- 4.5.3. If the desk is unattended, folder rack will be moved to back office
- 4.5.4. Clients will be given folder to take to meeting with instructor
- 4.5.5. Instructor will return folder to dispatcher during flight
- 4.5.6. Instructor or student will be given folder after flight upon reentering the building
- 4.5.7. Instructors will send folder to dispatcher with client after meeting or will take responsibility to return the folder to the "To Be Filed" bin in the back office
- 4.5.8. All staff will ensure that client folders are kept secure and not left in public areas unattended

## **5. Cancellations**

### **5.1. General Information**

- 5.1.1. All cancellations shall have a reason code selected and any additional/clarifying information documented in MyFBO cancellation.
- 5.1.2. Cancellations for weather shall not be completed in the system until the scheduled flight time and shall include the current METAR and pertinent weather information at time of flight and a note that the client will not benefit from ground instruction in the cancellation reason (AB Tech students may decline ground training that is not included in the flight curriculum).

### **5.2. Company Initiated Cancellation**

- 5.2.1. Company resources and flight blocks may be cancelled/rescheduled without client recourse for operational necessity and any event deemed necessary by the Chief Flight Instructor or their designee (checkride, final progress check, etc.).

### **5.3. Client Initiated Cancellation**

- 5.3.1. All client initiated cancellations are subject to the WNC Aviation Cancellation Policy:
- 5.3.2. Clients that fail to keep their reservations, don't arrive on time or cancel their reservations within 24 hours greatly disrupt training operations. The time scheduled is blocked for the client and is not available to anyone else. If a client fails to keep a scheduled appointment, it negatively impacts other clients and the flight operation as a whole.

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- 5.3.3. WNC Aviation reserves the right to charge a cancellation fee for any missed appointment or reservation as well as appointments or reservations that are canceled with less than 24 hours notice. The minimum cancellation fee is \$75 and the maximum cancellation fee is 50% of the expected cost of the lesson for both the instructor and the aircraft scheduled. The maximum penalty will be calculated on the total time blocked off on the schedule.
- 5.3.4. Cancellation will be deemed a missed appointment and will be processed if a client has not arrived within 20 minutes of scheduled appointment or reservation without establishing contact with WNC Aviation by calling the office or scheduled staff resource and leaving a voicemail message or text message if the call is not answered. Time billing will begin at the scheduled appointment time regardless of contact being established. An appointment will be deemed missed after 40 minutes, regardless of contact. Repeated late arrival may result in cancellation and forfeiture of future appointments or reservations.
- 5.3.5. WNC Aviation management reserves the right to waive this fee in extenuating circumstances.

### **6. Aircraft Rental**

#### **6.1. General Information**

- 6.1.1. WNC Aviation aircraft may be available for rental to pilots that have completed a checkout and maintain qualifications and currency as indicated in this section.
- 6.1.2. Rental reservations may be cancelled up to 24 hours prior to the flight time if the aircraft is needed for instructional purposes. All efforts will be made to limit these cancellations where possible.

#### **6.2. Pilot Qualifications**

- 6.2.1. Before acting as PIC, clients must complete the:
  - 6.2.1.1. Customer Data Form
  - 6.2.1.2. Renter/Student Agreement
  - 6.2.1.3. Hold Harmless Agreement
  - 6.2.1.4. Appropriate aircraft pilot checkout(s)
  - 6.2.1.5. Appropriate written test(s)
- 6.2.2. Before acting as PIC, clients must meet the following requirements:
  - 6.2.2.1. Single Engine Fixed Gear Aircraft, 200 Horsepower or Less:
    - 6.2.2.1.1. Airman's certificate (ASEL): Student, Private, Commercial, or ATP
    - 6.2.2.2. Single Engine Retractable Gear, 200 Horsepower or Less:

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- 6.2.2.2.1. Airman's certificate (ASEL): Student, Private, Commercial, or ATP
- 6.2.2.3. Multi-Engine Aircraft, All Horsepower Ratings:
  - 6.2.2.3.1. Airman's certificate (AMEL): Private, Commercial, or ATP
  - 6.2.2.3.2. Pilot Time: 200 hours, of which 50 must be in complex aircraft; unless enrolled in a added rating training program
  - 6.2.2.3.3. PIC time in piston multi-engine aircraft: 50, or 25 hours PIC in make and model, or completion of an approved training program of not less than 15 hours
- 6.2.3. Pilots may proficiency advance with the approval of the Chief Flight Instructor, or their designee.

### **6.3. Pilot Currency**

- 6.3.1. Pilots must have a valid flight review in the most complex make and model aircraft they intend to fly within the preceding 12 calendar months to act as PIC of company aircraft.
- 6.3.2. Pilots with an instrument rating must have completed an initial Instrument checkout before flying company aircraft and annually thereafter.
- 6.3.3. To act as PIC, pilots with less than 200 hours PIC shall have accomplished three takeoffs and landings within the preceding 45 days in each make and model aircraft they wish to fly. If more than 45 days has passed, currency must be obtained with a WNC Aviation CFI.
- 6.3.4. To act as PIC, Pilots with 200 hours PIC, or more, shall have accomplished three takeoffs and landings in the preceding 60 days in each make and model aircraft they wish to fly. If more than 60 days has passed, currency must be obtained with a WNC Aviation CFI.
- 6.3.5. Pilots who have not made 3 takeoffs and landings in a particular make and model aircraft within the preceding 6 months must accomplish a full recurrency check for that make and model aircraft from a company instructor before renting.
- 6.3.6. All pilots shall fly with, and receive a logbook endorsement from a company instructor before renting any company aircraft. The logbook endorsement shall expire after 12 calendar months on the last day of the month.
- 6.3.7. All pilots shall receive detailed flight and ground instruction as well as a logbook endorsement before operating any aircraft with a G1000 glass cockpit. Instrument rated pilots will require additional instruction. The logbook endorsement shall expire after 12 calendar months on the last day of the month.

### **6.4. Pilot Checkouts**

- 6.4.1. The minimum requirements for a Flight Review, aircraft make and model, instrument, night, and recurrency checkouts are shown in Appendix A. All tasks indicated with an "X" must be evaluated by the instructor conducting the checkout; however, additional tasks may be accomplished and evaluated at the instructor's discretion.

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- 6.4.2. Pilots must complete the maneuvers to the standard prescribed in the current FAA ACS for the pilot certificate held by the pilot. Those pilots with an instrument rating must complete an instrument checkout irrespective of whether they intend to fly IFR.
- 6.4.3. With the exception of the instrument checkout, at least three landings and a go-around must be accomplished to complete any checkout.
- 6.4.4. "Recurrency Checks", as defined in Appendix A, are required when pilots have not made 3 takeoffs and landings in a particular make and model aircraft in the previous 6 calendar months.
- 6.4.5. Visual Scanning and Collision Avoidance will be emphasized on every checkout.
- 6.4.6. Instructors will thoroughly cover the following items:
  - 6.4.6.1. Runway Incursion
  - 6.4.6.2. Visual Scanning Techniques
  - 6.4.6.3. Use of radio for clearing
  - 6.4.6.4. Aircraft Blind Areas
  - 6.4.6.5. Traffic Conflicts at Uncontrolled Airports
- 6.4.7. Pilots must complete a Make and Model checkout in each aircraft they desire to fly as PIC.
- 6.4.8. Pilots must complete a Night Checkout if they desire to fly as PIC at night.
- 6.4.9. Pilots who are instrument rated must complete an initial Instrument checkout as part of their annual and initial check, and annually thereafter.
- 6.4.10. Pilot Checkout Procedures:
  - 6.4.10.1. All initial aircraft checkouts and annual checkouts will be conducted according to the standards set forth in this manual. Instructors will complete all necessary items for and endorse the pilot for a Flight Review according to 14 CFR Part 61.56.
  - 6.4.10.2. Subsequent aircraft make and model checkouts will be conducted according to the standards set in this manual; however, the Flight Instructor need not complete the additional items necessary for the Flight Review IAW 14 CFR 61.56 and 61.57.
  - 6.4.10.3. All initial instrument checkouts will be performed according to the standards set in this manual and 14 CFR, 61.56. Subsequent make and model checkouts for pilots with instrument ratings will also include an instrument check out. The flight instructor must ensure the customer has demonstrated the ability to use all installed equipment under IFR and engine-out in multi engine aircraft.

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- 6.4.10.4. Instructors will ensure checkouts are conducted according to the standards set in this manual and pilots are able to complete the maneuvers to the standards established in the appropriate FAA ACS.
- 6.4.10.5. The intent of the checkout is to ensure the pilot is capable of meeting the standards; it is not specifically designed as a flight test. In-flight instruction can be given as necessary; however, the flight instructor must be confident the pilot is capable of performing each maneuver without intervention or instruction.
- 6.4.10.6. If a pilot cannot perform a maneuver to the required standard they will be referred to the Chief Instructor to develop an appropriate course of training. Be sure to emphasize to the customer that this retraining is for their safety and that all pilots need periodic refresher training to maintain their skills.
- 6.4.10.7. Required Actions for Complete, Incomplete, or Lack of Performance
  - 6.4.10.7.1. If the customer satisfactorily completes all required maneuvers on any type of check, the check is complete. Complete and sign the Pilot Activity Log.
  - 6.4.10.7.2. If the customer does not complete all required maneuvers:
  - 6.4.10.7.3. Initial Flight Review - the checkout is incomplete and customer cannot act as PIC of any company aircraft.
  - 6.4.10.7.4. Flight Review - the check is incomplete; however, the customer may continue to exercise PIC privileges in any aircraft they are current and qualified until the end of the 12th calendar month after initial flight review.
  - 6.4.10.7.5. Aircraft Make & Model - the check is incomplete and customer may not act as PIC in that make/model aircraft.
  - 6.4.10.7.6. Initial IPC - the check is incomplete and the customer may not exercise instrument privileges.
  - 6.4.10.7.7. Additional IPC - the check is incomplete; however, the customer may continue to exercise instrument privileges in any company aircraft in which they are current and qualified until the end of the 6th calendar month after the previous instrument check.
  - 6.4.10.7.8. Night - the check is incomplete and the customer may not act as PIC at night.
- 6.4.10.8. If the customer does not perform all areas to the required standards:
  - 6.4.10.8.1. Flight Review - the check is complete (Not Qualified) and the customer cannot act as PIC of any Company aircraft. (Note 1 applies)
  - 6.4.10.8.2. Aircraft Make & Model - the check is complete (Not Qualified) and the customer cannot act as PIC of that make/model aircraft. (Note 1 applies)
  - 6.4.10.8.3. Initial/Subsequent IPC - the check is complete (Not Qualified), the customer may not exercise instrument privileges. (Notes 1 and 2 apply)



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- 6.4.10.8.4. Night - the checkout is complete (Not Qualified) and the customer may not act as PIC in Company aircraft at night. (Notes 1 and 2 apply)
- 6.4.10.9. Note 1: If safety of flight or judgment factors, versus lack of proficiency, are the reason for the disqualification, the customer may not act as PIC in any Company aircraft.
- 6.4.10.10. Note 2: Customer must satisfactorily complete a course of training prescribed by the Chief Flight Instructor and subsequently complete another checkout.
- 6.4.10.11. Written Tests
  - 6.4.10.11.1. Aircraft Make & Model - Prior to acting as PIC in that aircraft make & model.
  - 6.4.10.11.2. Instrument - Prior to exercising instrument privileges as PIC, and due by the end of the 12th calendar month thereafter.
  - 6.4.10.11.3. Recurrency - If a pilot has gone non-current in an aircraft make & model, the closed book portion of the aircraft written test must be re-accomplished prior to the recurrency checkout flight.
  - 6.4.10.11.4. All written exams will be documented on the Written Exam Answer Sheet.
  - 6.4.10.11.5. The minimum passing score on any test is 80 percent. An instructor will correct the test to 100 percent and review all deficient areas with the customer prior to flight. Clients receiving less than 80% on a written test will be referred to the Chief Flight Instructor.

### **7. Aircraft Operations**

- 7.1. For all aircraft operations will be conducted in accordance with the appropriate Pilot Operation Handbook/Airplane Flying Manual and this manual.

#### **7.2. Weather**

- 7.2.1. All VFR Flights:
  - 7.2.1.1. Pattern operational minimums are 1,300 foot ceiling and 3 statute miles visibility
  - 7.2.1.2. Local area operational minimums are 3,000 foot ceiling and 5 statute miles visibility
  - 7.2.1.3. Cross-country operational minimums are 5,000 foot ceiling and 5 statute miles visibility
- 7.2.2. All IFR Flights:
  - 7.2.2.1. Operational minimums are ceiling 300 foot above the lowest MDA/DA and visibility the higher of 1.5 statute miles or 0.5 statute miles above the lowest required visibility of available approaches.
- 7.2.3. All Flights:
  - 7.2.3.1. Maximum reported surface winds of 25 knots.

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- 7.2.3.2. Maximum gust factor of 10 knots.
- 7.2.3.3. Maximum crosswind component of 15 knots.
- 7.2.3.4. Pilots shall not takeoff or land when the tailwind component exceeds 10 Knots.
- 7.2.3.5. Flight will be terminated, if any of these weather minimums are exceeded.
- 7.2.3.6. Operations under special VFR are not permitted in company aircraft.

### **7.3. Minimum Altitudes**

- 7.3.1. Pilot shall:
  - 7.3.1.1. Not fly below 1000 feet AGL (2000 feet in mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction
  - 7.3.1.2. Not descend below 500 feet AGL unless the aircraft is established on a stabilized approach
  - 7.3.1.3. Not descend below 500 feet AGL during practice simulated forced landings, except to approved runways and only with a WNC Aviation Instructor
  - 7.3.1.4. Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 2,000 feet AGL in single engine aircraft

### **7.4. Preflight Actions**

- 7.4.1. Pilots should file a flight plan and request flight following for all flights outside the local area (50NM).
- 7.4.2. Pilots will verify the time remaining until the next 100 hour inspection for the aircraft to be flown. Under no circumstances will the 100 hour inspection interval be violated. Many aircraft have Airworthiness Directives due at their 100 hour inspection; any pilot who violates the 100 hour inspection must assume he/she is willingly violating an Airworthiness Directive. All such violations will be reported to the FAA Flight Standards District Office.
- 7.4.3. Pilots shall not begin any flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption. Weight and balance limits shall not be violated to comply with this rule; payload should be reduced instead.
- 7.4.4. Pilots shall ensure that prior to departure for a local flight, there is at least 34 gallons of fuel per engine on board.
- 7.4.5. Pilots shall ensure that prior to departure for a cross-country flight (greater than 50 NM), that the aircraft is fully fueled.
- 7.4.6. Fuel quantity will be determined using a visual check to confirm fuel gauge indication. Use of a pipette (C172), tabs (PA-28), or dipstick (PA-44) is required when the tank is less than full.

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- 7.4.7. Pilots will terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it appears the aircraft will not have at least a 1 hour fuel reserve.
- 7.4.8. No pilot should depart without adequate means to purchase additional fuel and oil. When in doubt, always request, take and use the company fuel card.
- 7.4.9. Each passenger shall occupy a seat with an individual seat belt; children under 2 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt. Under no circumstances may more than one person occupy one seat nor may any child ride in the lap of an adult for any portion of any flight in any company aircraft.
- 7.4.10. Pilots will compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.
- 7.4.11. Pilots will calculate weight and balance data for each flight using a WNC Aviation, LLC Load Manifest. Any time the rear seats are occupied, said manifest will be filed in the dispatch office prior to departure.
- 7.4.12. Pilots will ensure loose items are secured prior to flight.

### **7.5. Ground Operations**

- 7.5.1. Pilots will not taxi, takeoff, or land on surfaces with standing water, snow, or ice. Operations from unpaved strips may only be conducted with the prior approval of the Chief Instructor.
- 7.5.2. Fire extinguishers shall be readily accessible during engine start and aircraft refueling.
- 7.5.3. Pilots are personally responsible for all passengers on the ramp. Pilots will brief all passengers on the hazards of ramp operations. Pilots will brief all passengers in accordance with 14 CFR 91.11, 91.21.
- 7.5.4. Pilots will use the designated tow bar to move aircraft; use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the aircraft.
- 7.5.5. Pilots must park aircraft only in designated ramp areas.
- 7.5.6. Smoking is prohibited in, or within 100 feet of aircraft.
- 7.5.7. Aircraft will be tied down, both main wheels chocked (when available), flight control lock installed, all doors locked, and the pitot tube cover installed when parked.
- 7.5.8. Passengers will not board or deplane when any of the aircraft engines are operating.
- 7.5.9. Pilots shall treat all propellers as if the engine may start, pilots shall ensure:
  - 7.5.9.1. All passengers remain well clear of propeller arc
  - 7.5.9.2. Mixture is in the cutoff position

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7.5.9.3. Magnetos are off

### **7.6. Engine Starting and Taxiing**

7.6.1. Before starting engines pilots will ensure that the rotating beacon is on, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.

7.6.2. Pilots must use caution to prevent and are responsible for damage as a result of propeller blast.

7.6.3. Pilots must be thoroughly familiar with engine fire procedures during start. Pilots shall:

7.6.3.1. Use caution not to over prime

7.6.3.2. In case of engine fire during start, follow manufacturer's guidance however, do not take any action that would endanger yourself or your passengers

7.6.4. Runup procedures will be conducted on the ramp between taxiways G and H, and on a heading of approximately 030 with a minimum of one wingspan distance between aircrafts.

7.6.5. Leaning procedures for the C172 will be to set RPM to 1200 and lean the mixture until peak RPM is achieved. Then the throttle will be retarded to 1000 RPM. For the PA-28 and PA-44, the mixture knob will be reduced one knob width.

7.6.6. Pilots will obtain taxi clearance prior to departing the non-movement area, or self-announce taxi intentions at uncontrolled airports before leaving the parking spot.

7.6.7. Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.

7.6.8. Pilots shall not exceed 5 kts taxi speed in congested areas.

7.6.9. Pilots shall not initiate taxi to depart for a flight when ground visibility is less than 1/2 SM.

### **7.7. Takeoff & Climb Procedures**

7.7.1. Takeoff power will be maintained until 1,000 foot AGL. At 3,000 foot MSL, mixture will be set to 12 gallons per hour for the C172, which is the top of the green arc. In the PA-28 and PA-44, throttle will be reduced to 25" MP and RPM will be reduced to 2500.

7.7.2. Runway heading will be maintained until 400 foot AGL if departing the airport traffic pattern and 500 foot AGL if remaining in the traffic pattern.

7.7.3. Vy airspeed will be maintained until 1,000 foot AGL. In a C172, pitch will be reduced to achieve 85 KIAS. In the PA-28/PA-44, pitch will be reduced to achieve 105 MIAS/KIAS respectively.

7.7.4. For cross-country flights, the pilot should lean in accordance with the respective POH/AFM.

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## **7.8. Instrument Approaches**

- 7.8.1. Pre-landing check shall be complete upon arrival at the Final Approach Fix (FAF).
- 7.8.2. Airspeed on the final approach segment shall be:
  - 7.8.2.1. C-172 - 90 kts, 10° flaps
  - 7.8.2.2. PA-28 - 100 mph, 10° flaps
  - 7.8.2.3. PA-44 - 100 kts, 10° flaps
- 7.8.3. Minimum approach briefing shall consist of the following:
  - 7.8.3.1. Initial approach fix & altitude\*
  - 7.8.3.2. Intermediate fixes & altitudes\*
  - 7.8.3.3. Reversal procedures\*
  - 7.8.3.4. Final approach course and source
  - 7.8.3.5. Final approach fix/altitude
  - 7.8.3.6. Approach minimums (MDA, DA, VDP)
  - 7.8.3.7. Missed approach point
  - 7.8.3.8. Missed approach procedures
- 7.8.4. \*not required for vector to final approaches

## **7.9. Multi-Engine Aircraft**

- 7.9.1. Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, unusual attitudes recoveries, or simulated engine failures unless with a WNC Aviation Instructor.
- 7.9.2. Instructors shall not perform stalls, turns over 45 degrees of bank, slow flight, Vmc demo, or unusual attitudes recoveries below 4,000 feet AGL,
- 7.9.3. Instructors shall not simulate engine failures on the runway at an airspeed greater than 60% Vmc and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.
- 7.9.4. Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL nor below recommended VSSE or VYSE, whichever is greater.
- 7.9.5. Instructors may demonstrate feathering of one propeller above 4,000 feet AGL and in a position where a safe landing can be accomplished on an approved runway should difficulty be encountered in unfeathering the propeller.

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- 7.9.6. Instructors may only simulate engine failures, while airborne, below 4,000 feet AGL by retarding the throttle of the selected engine.
- 7.9.7. Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.
- 7.9.8. Single engine stalls are prohibited in multi-engine aircraft.
- 7.9.9. For simulated single engine approaches, the following airspeeds/configurations apply:
  - 7.9.9.1. Precision approach:
    - 7.9.9.1.1. Gear down at GS intercept, no flaps 100Kts
  - 7.9.9.2. Non-precision approach:
    - 7.9.9.2.1. No gear, no flaps at FAF, Gear down when departing MDA
    - 7.9.9.2.2. Flaps 10 no sooner than when visual for landing. If desired flaps 25 over the runway. The landing may be completed without flaps.

### **7.10. Night Flight**

- 7.10.1. The following shall not be performed at night:
  - 7.10.1.1. Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by 14 CFR 141 approved syllabus of instruction or checkout syllabus, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight
  - 7.10.1.2. Operations at airports without runway lighting
  - 7.10.1.3. Visual or non-precision approaches to runways outside the local training area without visual glide path guidance
  - 7.10.1.4. Simulated emergency training, to include forced landings, except to lighted runways
  - 7.10.1.5. Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction and the instructor is qualified to act as PIC under instrument conditions in the aircraft used for the flight
  - 7.10.1.6. Local VFR night flight, unless the pilot has logged at least 100 hours as PIC, except as required by 14 CFR 141 approved syllabus of instruction, and maintains visual contact with a lighted airport or holds a current instrument rating
  - 7.10.1.7. Simulated night instrument practice in the local area 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

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## **7.11. Operations at Uncontrolled Airports**

- 7.11.1. Pilots shall:
  - 7.11.1.1. Avoid extended holding delays across the hold line or in takeoff position
  - 7.11.1.2. NOT perform straight-in VFR approaches to uncontrolled airports.
    - 7.11.1.2.1. This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF
  - 7.11.1.3. Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the Aeronautical Information Manual; Radio silence is not permitted in company aircraft
  - 7.11.1.4. Only land at active public airports listed in the FAA Chart Supplement publication, or those designated by the Chief Flight Instructor
  - 7.11.1.5. NOT takeoff or land on runways less than 2,000 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater
  - 7.11.1.6. NOT takeoff or land on runways less than 50 feet wide
  - 7.11.1.7. Overfly (1000' Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing. (Note: Not applicable to actual instrument approaches.)

## **7.12. Refueling**

- 7.12.1. Pilots shall:
  - 7.12.1.1. Turn off all aircraft power prior to refueling
  - 7.12.1.2. Ensure cell phones are not used during refueling
  - 7.12.1.3. 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
  - 7.12.1.4. Maintain the ground until fueling connections have been removed
  - 7.12.1.5. Not refuel if thunderstorms are present in the vicinity of the airport

## **7.13. Other Restrictions**

- 7.13.1. Pilots shall not without prior authorization from the Chief Instructor:
  - 7.13.1.1. Conduct spins unless with an WNC Aviation Instructor
  - 7.13.1.2. Conduct aerobatic maneuvers

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- 7.13.1.3. Conduct formation flights
- 7.13.1.4. Use company aircraft for any commercial pursuit of any kind. This includes, but is not limited to: flight instruction, cargo hauling, surveying, photography and the like. All such operations must be conducted through company staff.
- 7.13.1.5. Use company aircraft for parachuting or skydiving
- 7.13.1.6. Takeoff with snow or frost on the aircraft
- 7.13.1.7. Land on runways with snow or ice
- 7.13.1.8. Conduct simulated emergency procedures unless a company instructor is on-board the aircraft
- 7.13.1.9. Fly outside the continental United States
- 7.13.1.10. Carry any hazardous cargo as defined in 14 CFR 49
- 7.13.1.11. Attempt to takeoff if they have made an off-airport landing
- 7.13.1.12. Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction. If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft must remain on the ground unless approved by the Chief Flight Instructor or designee with consultation from licensed maintenance personnel.
- 7.13.1.13. Conduct contact approaches
- 7.13.1.14. Hand prop any aircraft
- 7.13.1.15. Perform intentional in-flight engine shutdowns, except as provided in course of training or authorized in another section of this manual.
- 7.13.1.16. Accept Land and Hold Short Operations (LAHSO) from ATC
  - 7.13.2. The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:
    - 7.13.2.1. Prohibited by the flight manual
    - 7.13.2.2. Weight and balance considerations dictate otherwise
    - 7.13.2.3. A pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under visual flight rules in the local training area
    - 7.13.2.4. The pilot is a flight instructor



**8. Maintenance Procedures**

8.1. WNC Aviation, LLC does not perform its own maintenance operations.

**8.2. 100 Hour Inspections**

8.2.1. 100 Hour Inspections prescribed by 14 CFR 91.409 are required for all aircraft.

8.2.2. No company aircraft is permitted to over fly any 100 hour inspection under any circumstance.

8.2.3. Aircraft will not be dispatched on a cross-country that would exceed the 100 hour inspection.

**8.3. Grounding**

8.3.1. Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy.

8.3.2. Pilots shall personally notify maintenance management and document grounding in the aircraft discrepancy system. The aircraft shall not be operated until released by authorized personnel.

**8.4. Functional Check Flight (FCF)**

8.4.1. FCFs are required for aircraft being returned to service after having undergone alterations or repairs which, in the opinion of the maintenance provider could:

8.4.2. Alter the flight characteristics of the aircraft

8.4.3. Affect the navigation systems of the aircraft

8.4.4. Adversely affect the operability of aircraft systems and cannot be adequately ground tested

8.4.5. The Chief Instructor or their designee will perform FCFs of aircraft being returned to service following maintenance.

**8.5. Deferred Maintenance**

8.5.1. The Chief Instructor or their designee will be the final authority for approving those discrepancies determined may safely be deferred until the next scheduled inspection. Discrepancies the maintenance provider does not think can be deferred shall be considered grounding items.

8.5.2. Any deferrals will be in accordance with FAR 91.213.

	Checkout Type									
	Flight Review		Make & Model		Instrument		Night		Recurrency	
	SEL	MEL	SEL	MEL	SEL	MEL	SEL	MEL	SEL	MEL
<b>I. GENERAL KNOWLEDGE</b>										
National Airspace System	X	X			X	X				
Company Restrictions	X	X	X	X	X	X	X	X		
Aeromedical Factors	X	X			X	X	X	X		
Local Procedures	X	X			X	X	X	X	X	X
Spin Awareness	X	X	X	X	X	X			X	X
Wake Turb. and Wind Shear Avoid.	X	X	X	X	X	X			X	X
Engine Inop. Principles of Flight		X		X		X				X
<b>II. PREFLIGHT PREPARATION</b>										
Certificates and Documents	X	X								
Weather Information	X	X			X	X				
Cross-Country Flight Planning	X	X	X	X	X	X				
Performance and Limitations	X	X	X	X	X	X			X	X
Minimum Equipment List	X	X	X	X	X	X	X	X		
<b>III. PREFLIGHT PROCEDURES</b>										
Preflight Inspection	X	X	X	X	X	X	X	X	X	X
Cockpit Management	X	X	X	X	X	X	X	X	X	X
Engine Starting	X	X	X	X	X	X	X	X	X	X
Taxiing	X	X	X	X	X	X	X	X	X	X
Before Takeoff Check	X	X	X	X	X	X	X	X	X	X
<b>IV. AIRPORT OPERATIONS</b>										
Radio Comm. & ATC Light Signals	X	X	X	X	X	X	X	X	X	X
Traffic Patterns	X	X	X	X			X	X	X	X
Airport/Runway Markings/Lighting	X	X	X	X	X	X	X	X	X	X
<b>V. TAKEOFF, LAND., GO-AROUND</b>										
Normal & Crosswind Takeoff/Climb	X	X	X	X	X	X	X	X	X	X
Normal & Crosswind Approach/Landing (Includes No-Flap)	X	X	X	X	X	X	X <sub>1</sub>	X <sub>1</sub>	X	X
Short-Field Takeoff/Climb	X	X	X	X					X	X
Short-Field Approach/Landing	X	X	X	X					X	X
Soft-Field Takeoff/Climb	X		X						X	
Soft-Field Approach/Landing	X		X						X	
Forward Slip To A Landing	X		X							
Go-Around	X	X	X	X	X	X	X	X	X	X
Landing From a Circling Approach					X	X				
<b>I. GENERAL KNOWLEDGE</b>										
National Airspace System	X	X			X	X				
Company Restrictions	X	X	X	X	X	X	X	X		
Aeromedical Factors	X	X			X	X	X	X		
Local Procedures	X	X			X	X	X	X	X	X
Spin Awareness	X	X	X	X	X	X			X	X
Wake Turb. and Wind Shear Avoid.	X	X	X	X	X	X			X	X
Engine Inop. Principles of Flight		X		X		X				X
<b>II. PREFLIGHT PREPARATION</b>										
Certificates and Documents	X	X								
Weather Information	X	X			X	X				
Cross-Country Flight Planning	X	X	X	X	X	X				
Performance and Limitations	X	X	X	X	X	X			X	X
Minimum Equipment List	X	X	X	X	X	X	X	X		
<b>III. PREFLIGHT PROCEDURES</b>										
Preflight Inspection	X	X	X	X	X	X	X	X	X	X
Cockpit Management	X	X	X	X	X	X	X	X	X	X
Engine Starting	X	X	X	X	X	X	X	X	X	X
Taxiing	X	X	X	X	X	X	X	X	X	X
Before Takeoff Check	X	X	X	X	X	X	X	X	X	X
<b>IV. AIRPORT OPERATIONS</b>										
Radio Comm. & ATC Light Signals	X	X	X	X	X	X	X	X	X	X
Traffic Patterns	X	X	X	X			X	X	X	X
Airport/Runway Markings/Lighting	X	X	X	X	X	X	X	X	X	X

	Checkout Type										
	Flight Review		Make & Model		Instrument		Night		Recurrency		
	SEL	MEL	SEL	MEL	SEL	MEL	SEL	MEL	SEL	MEL	
<b>V. TAKEOFF, LAND., GO-AROUND</b>											
Normal & Crosswind Takeoff/Climb	X	X	X	X	X	X	X	X	X	X	X
Normal & Crosswind Approach/Landing (Includes No-Flap)	X	X	X	X	X	X	X <sub>1</sub>	X <sub>1</sub>	X	X	X
Short-Field Takeoff/Climb	X	X	X	X					X	X	
Short-Field Approach/Landing	X	X	X	X					X	X	
Soft-Field Takeoff/Climb	X		X						X		
Soft-Field Approach/Landing	X		X						X		
Forward Slip To A Landing	X		X								
Go-Around	X	X	X	X	X	X	X	X	X	X	X
Landing From a Circling Approach					X	X					
<b>VI. PERFORMANCE MANEUVERS</b>											
Steep Turns	X	X	X	X	X	X	X	X	X	X	X
<b>VII. NAVIGATION</b>											
Pilotage and Dead Reckoning	X	X									
Navigation Systems/Radar Services	X	X	X	X	X	X	X	X			
Diversion	X	X			X	X					
Lost Procedures	X	X					X	X			
Enroute Weather	X	X			X	X					
<b>VIII. SLOW FLIGHT AND STALLS</b>											
Slow Flight	X	X	X	X					X	X	
Power-Off Stalls	X	X	X	X	X	X			X	X	
Power-On Stalls	X	X	X	X	X	X			X	X	
<b>IX. INSTRUMENT PROCEDURES</b>											
Straight and Level Flight	X	X	X	X	X <sub>2</sub>	X <sub>2</sub>	X	X	X	X	
Constant Airspeed Climbs/Descents	X	X	X	X	X <sub>2</sub>	X <sub>2</sub>	X	X			
Timed Turns to Magnetic Headings					X <sub>2</sub>	X <sub>2</sub>					
Recovery from Unusual Attitudes	X	X	X	X	X <sub>2</sub>	X <sub>2</sub>	X <sub>4</sub>	X <sub>4</sub>	X	X	
Radio Comm, Nav Systems	X	X	X	X	X	X	X	X	X	X	X
Holding					X	X					
VOR Instrument Approach Procedure					X <sub>3</sub>	X <sub>3</sub>					
ILS Instrument Approach Procedure					X <sub>3</sub>	X <sub>3</sub>					
Missed Approach Procedure					X <sub>3</sub>	X <sub>3</sub>					
Circling Approach Procedure					X	X					
<b>X. EMERGENCY OPERATIONS</b>											
Loss of Communications	X	X			X	X	X	X	X	X	X
Emergency Descent	X	X	X	X	X	X	X	X	X	X	X
Emergency Approach and Landing	X	X	X	X					X	X	
Systems and Equip. Malfunctions	X	X	X	X	X	X	X	X	X	X	X
Aborted Takeoff		X		X							
Engine Failure Before VMC		X		X							
<b>XI. Emergency Ops (Continued)</b>											
Maneuvering with One Engine Inop		X		X		X					X
Engine Inop: Loss of Control Demo		X		X							
Engine Inop: Visual Approach		X		X		X					X
Engine Inop: Instrument Approach						X					
Emergency Equip and Survival Gear	X	X	X	X	X	X	X	X	X	X	X
<b>XII. NIGHT OPERATIONS</b>											
Night Preparation							X	X			
Night Flight							X	X			
<b>XIV. POSTFLIGHT PROCEDURES</b>											
After Landing	X	X	X	X	X	X	X	X	X	X	X
Parking and Securing	X	X	X	X	X	X	X	X	X	X	X
<b>XV. GENERAL</b>											
Visual Scanning/Collision Avoidance	X	X	X	X	X	X	X	X	X	X	X
Operation of Systems	X	X	X	X	X	X	X	X	X	X	X

Note 1: At least one approach must be flown without the use of the landing light

Note 2: This task must be accomplished both full and partial panel (Primary Attitude and Heading Indicators simulated inoperative)

Note 3: At least one approach and missed approach must be flown partial panel

Note 4: For the purpose of the night checkout, Unusual Attitudes shall be limited to + 5 degrees of pitch and/or + 15 degrees of bank

# Student Bill of Rights

WNC Aviation is dedicated to providing high quality flight training and unsurpassed customer service with the intent of helping our clients achieve their goals in aviation. In pursuit of this, below is our commitment to you:

## **Safety**

Safety is paramount in all aspects of flight instruction. Our promise to you is that safety will always be a primary consideration and that all of our operations will be conducted based upon sound risk management.

## **Respect**

We will foster an environment of acceptance and inclusion. At WNC Aviation, every student will be treated with dignity and respect. Discrimination in any form will not be tolerated.

## **Choice**

We want to offer our students a wide range of instruction and flying experience. Every student has the right to freely choose their instructor and airplane, subject to availability. There is no requirement, stated or implied, to fly with a previously scheduled instructor. You may schedule your next flight with any instructor you prefer, be that a favored instructor or the first available.

## **Feedback**

We welcome your input. Every student is encouraged to voice their concerns to any member of the staff and can trust that all issues will be brought to the attention of the appropriate authority. Constructive criticism regarding any aspect of our operation is essential to improving our processes.

## **Information**

We are committed to enabling our students to make informed decisions. We will utilize our vast experience and knowledge to keep students up-to-date on all facets of training that affect their progress.

## **Education**

We are committed to providing the highest level of flight training. Every flight instructor will tailor instruction to the individual student in order to enhance learning and maximize opportunities to excel.

## **Service**

We commit to ongoing and vigorous assessments of our customer service in order to stimulate continuous improvements to the effectiveness and efficiency of the flight instruction we provide.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# Cancellation Policy

## Client Initiated Cancellation

Clients that fail to keep their reservations, don't arrive on time or cancel their reservations within 24 hours greatly disrupt training operations. The time scheduled is blocked for the client and is not available to anyone else. If a client fails to keep a scheduled appointment, it negatively impacts other clients and the flight operation as a whole.

WNC Aviation reserves the right to charge a cancellation fee for any missed appointment or reservation as well as appointments or reservations that are canceled with less than 24 hours notice. The minimum cancellation fee is \$75 and the maximum cancellation fee is 50% of the expected cost of the lesson for both the instructor and the aircraft scheduled. The maximum penalty will be calculated on the total time blocked off on the schedule.

Cancellation will be deemed a missed appointment and will be processed if a client has not arrived within 20 minutes of scheduled appointment or reservation without establishing contact with WNC Aviation by calling the office or scheduled staff resource and leaving a voicemail message or text message if the call is not answered. Time billing will begin at the scheduled appointment time regardless of contact being established. An appointment will be deemed missed after 40 minutes, regardless of contact. Repeated late arrival may result in cancellation and forfeiture of future appointments or reservations.

WNC Aviation management reserves the right to waive this fee in extenuating circumstances.

## Company Initiated Cancellation

Company resources and flight blocks may be cancelled/rescheduled without client recourse for operational necessity and any event deemed necessary by the Chief Flight Instructor or their designee (checkride, final progress check, etc.).

WNC Aviation will make all efforts to limit undue cancellations for operational necessity.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

WNC AVIATION  
PPASEL  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

DAY WEATHER MINIMUMS:

1. DUAL:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 3,000 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor
2. SOLO:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: 5,000 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 15 kts; 5 kts crosswind component; 5 kts gust factor

NIGHT WEATHER MINIMUMS:

1. DUAL:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: Ceiling of MEF + 500 ft (min 5,000 ft) and 5 miles visibility
  - (c) Cross Country: Ceiling of MEF + 1,000 ft (min 5,000 ft) and 5 miles visibility
  - (d) Max Surface Winds: 15 kts; 10 kts crosswind component; 10 kts gust factor

PREFLIGHT PROCEDURES:

1. A flight instructor shall be at the airplane during preflight inspections until completion of the first progress check.

TAXI PROCEDURES:

1. Maximum taxi speed of 5 kts in congested areas.
2. Maximum taxi speed of 20 kts in other than congested areas.
3. Use minimum braking. Do not ride brakes. Throttle should be at idle anytime brakes are applied to control speed.
4. Do not attempt to taxi in a confined area without an outside observer watching the wing tips.
5. Use appropriate control inputs with wind speed of 5 kts or greater.
6. Use ATIS, ASOS, AWOS or visual wind direction indicators to determine the appropriate runway.
7. At uncontrolled airfields, make appropriate radio calls before and during taxi, listening for other traffic in the area.

FIRE PRECAUTIONS AND PROCEDURES:

1. Review *Engine Fire During Start* procedures prior to engine start.
2. Extreme care should be taken to avoid over-priming in cold weather.
3. Fire extinguishers shall be available in the aircraft and checked as part of each preflight inspection.

RE-DISPATCH PROCEDURES:

1. Students shall contact their dispatching instructor in the event of diversion to an unplanned airport.
2. If diversion to an unplanned airport is a result of a suspected mechanical malfunction, redispach is not authorized without concurrence from the Chief Flight Instructor (or designee) and licensed maintenance personnel.

SECURING THE AIRCRAFT:

1. Wind under 20 Knots:
  - (a) Park aircraft at the tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Lock all aircraft doors and hatches
2. Wind over 20 knots:
  - (a) Park aircraft into the wind if possible, preferably at tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Use wheel chocks
  - (e) Lock all aircraft doors and hatches

**FUEL RESERVES:**

1. Fuel quantity will be determined using a visual check to confirm fuel gauge indication. Use of a pipette (C172) or tabs (PA-28) is required when tank is less than full.
2. Pilots shall ensure there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise fuel consumption. Weight and balance limits shall not be violated in order to comply with this rule.
3. Local flights shall have a minimum of 34 gallons of fuel at the start of the flight.
4. Cross country flights (greater than 50 NM) shall be fully fueled at the start of the flight.
5. Pilots shall terminate the flight and land at the nearest suitable airport with a minimum of 1 hour of fuel remaining (calculated at normal cruise fuel consumption rate) after shutdown.

**COLLISION AVOIDANCE:**

1. Student pilots and flight instructors shall maintain a visual lookout for other aircraft in flight and on the ground.
2. Adhere to VFR cruising altitudes appropriate to the aircrafts magnetic course.
3. Flight following should be requested for flights outside AVL ATC controlled airspace.

**PRACTICE AREA PROCEDURES:**

1. Training in the local practice areas will be in accordance with the letter of agreement (LOA) with Asheville ATC.
2. A copy of the LOA will be maintained in the WNC Aviation Pilot Information Notebook.

**APPROVED AIRPORTS:**

1. A list of airports approved for local training (50 NM or less from AVL) and cross country flights (>50 NM from AVL) will be maintained in the WNC Pilot Information Notebook.
2. The WNC Pilot Information Notebook will contain airport diagrams of the approved airports. However, these diagrams do not meet the requirement for preflight planning. All frequencies, runway information, hours of operation and other applicable airport information must be verified by the use of sanctioned sources, such as a current Chart Supplement, before flight.
3. Operations at other airports may be approved by the Chief Flight Instructor.

**FAR COMPLIANCE:**

1. All pilots at WNC Aviation are expected to comply with applicable Federal Aviation Regulations.

**SOLO OPERATIONS:**

1. No student pilot may be authorized to start a solo practice flight until the flight has been approved by an instructor who is present at the airport.
2. Student pilots may not fly solo if they have not flown in the previous 15 days.
3. Student pilots may not fly more than two successive solo flights.
4. Student pilots shall request flight following during solo cross-country flights or any flight outside AVL ATC controlled airspace.
5. Night Solo is not authorized for this training course.

**OTHER RULES:**

1. Simulated forced landings will only be practiced with an Instructor in the aircraft.
2. Spins will only be practiced when an Instructor is in the aircraft and the aircraft is certified for spins.
3. Aerobatics are prohibited.
4. Formation flight is prohibited.
5. Stalls will be performed no lower than 2,000 ft AGL, over non-congested areas, and avoiding airways.
6. Clearing turns are required prior to every maneuver.
7. Pre-flight inspection is required prior to every flight.
8. Ice and frost shall be removed from the windshield, wings and all control surfaces before each flight.
9. During temperatures below 25 degrees F, aircraft must be preheated before the engine start.
10. If flight is planned in cold weather, check the cabin heat before takeoff.
11. Checklist use is mandatory for each flight segment. (Preflight thru Shutdown)
12. Know your aircraft systems.
13. Know and comply with FAA Air Traffic Control Rules. Know your altitudes.
14. A WNC Aviation checklist shall be on board the aircraft for every flight.
15. Above all, use GOOD JUDGEMENT and COMMON SENSE.

I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

\_\_\_\_\_  
DATE \_\_\_\_\_  
(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

\_\_\_\_\_  
DATE \_\_\_\_\_  
(INSTRUCTOR SIGNATURE)

WNC AVIATION  
IRA  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

WEATHER MINIMUMS:

1. IFR:
  - (a) Ceiling: 300 ft above the lowest available MDA/DA
  - (b) Visibility: 1/2 mile above the lowest required visibility for available approaches or 1.5 miles, whichever is higher
  - (c) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor
2. VFR: 3,500 ft ceiling and 5 miles visibility

TAXI PROCEDURES:

1. Maximum taxi speed of 5 kts in congested areas.
2. Maximum taxi speed of 20 kts in other than congested areas.
3. Use minimum braking. Do not ride brakes. Throttle should be at idle anytime brakes are applied to control speed.
4. Do not attempt to taxi in a confined area without an outside observer watching the wing tips.
5. Use appropriate control inputs with wind speed of 5 kts or greater.
6. Use ATIS, ASOS, AWOS or visual wind direction indicators to determine the appropriate runway.
7. At uncontrolled airfields, make appropriate radio calls before and during taxi, listening for other traffic in the area.

FIRE PRECAUTIONS AND PROCEDURES:

1. Review *Engine Fire During Start* procedures prior to engine start.
2. Extreme care should be taken to avoid over-priming in cold weather.
3. Fire extinguishers shall be available in the aircraft and checked as part of each preflight inspection.

RE-DISPATCH PROCEDURES:

1. If diversion to an unplanned airport is a result of a suspected mechanical malfunction, redispach is not authorized without concurrence from the Chief Flight Instructor (or designee) and licensed maintenance personnel.

SECURING THE AIRCRAFT:

1. Wind under 20 Knots:
  - (a) Park aircraft at the tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Lock all aircraft doors and hatches
2. Wind over 20 knots:
  - (a) Park aircraft into the wind if possible, preferably at tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Use wheel chocks
  - (e) Lock all aircraft doors and hatches

FUEL RESERVES:

1. Fuel quantity will be determined using a visual check to confirm fuel gauge indication. Use of a pipette (C172), tabs (PA-28), or dipstick (PA-44) is required when tank is less than full.
2. Pilots shall ensure there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise fuel consumption. Weight and balance limits shall not be violated in order to comply with this rule.
3. Local flights shall have a minimum of 34 gallons of fuel per engine at the start of the flight.
4. Cross country flights (greater than 50 NM) shall be fully fueled at the start of the flight.
5. Pilots shall terminate the flight and land at the nearest suitable airport with a minimum of 1 hour of fuel remaining (calculated at normal cruise fuel consumption rate) after shutdown.

COLLISION AVOIDANCE:

1. Pilots under training and instructors shall maintain a visual lookout for other aircraft while on the ground.
2. Instructors shall maintain a visual lookout for other aircraft in flight during VMC while pilots under training are using a view limiting device.

PRACTICE AREA PROCEDURES:

1. Training in the local practice areas will be in accordance with the letter of agreement (LOA) with Asheville ATC.
2. A copy of the LOA will be maintained in the WNC Aviation Pilot Information Notebook.



APPROVED AIRPORTS:

1. A list of airports approved for local training (50 NM or less from AVL) and cross country flights (>50 NM from AVL) will be maintained in the WNC Pilot Information Notebook.
2. The WNC Pilot Information Notebook will contain airport diagrams of the approved airports. However, these diagrams do not meet the requirement for preflight planning. All frequencies, runway information, hours of operation and other applicable airport information must be verified by the use of sanctioned sources, such as a current Chart Supplement, before flight.
3. Operations at other airports may be approved by the Chief Flight Instructor.

FAR COMPLIANCE:

1. All pilots at WNC Aviation are expected to comply with applicable Federal Aviation Regulations.

SOLO OPERATIONS:

1. All flights associated with this course of training shall be dual.

OTHER RULES:

1. Simulated forced landings will only be practiced with an Instructor in the aircraft.
2. Spins will only be practiced when an Instructor is in the aircraft and the aircraft is certified for spins.
3. Aerobatics are prohibited.
4. Formation flight is prohibited.
5. Stalls will be performed no lower than 2,000 ft AGL, over non-congested areas, and avoiding airways.
6. Clearing turns are required prior to every maneuver.
7. Pre-flight inspection is required prior to every flight.
8. Ice and frost shall be removed from the windshield, wings and all control surfaces before each flight.
9. During temperatures below 25 degrees F, aircraft must be preheated before the engine start.
10. If flight is planned in cold weather, check the cabin heat before takeoff.
11. Checklist use is mandatory for each flight segment. (Preflight thru Shutdown)
12. Know your aircraft systems.
13. Know and comply with FAA Air Traffic Control Rules. Know your altitudes.
14. A WNC Aviation checklist shall be on board the aircraft for every flight.
15. Above all, use GOOD JUDGEMENT and COMMON SENSE.

I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

\_\_\_\_\_  
DATE \_\_\_\_\_  
(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

\_\_\_\_\_  
DATE \_\_\_\_\_  
(INSTRUCTOR SIGNATURE)

WNC AVIATION  
CASEL  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

DAY VFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 3,000 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

NIGHT VFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: Ceiling of MEF + 500 ft (min 5,000 ft) and 5 miles visibility
  - (c) Cross Country: Ceiling of MEF + 1,000 ft (min 5,000 ft) and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

DAY/NIGHT IFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Ceiling: 300 ft above the lowest available MDA/DA
  - (b) Visibility: 1/2 mile above the lowest required visibility for available approaches or 1.5 miles, whichever is higher
  - (c) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

TAXI PROCEDURES:

1. Maximum taxi speed of 5 kts in congested areas.
2. Maximum taxi speed of 20 kts in other than congested areas.
3. Use minimum braking. Do not ride brakes. Throttle should be at idle anytime brakes are applied to control speed.
4. Do not attempt to taxi in a confined area without an outside observer watching the wing tips.
5. Use appropriate control inputs with wind speed of 5 kts or greater.
6. Use ATIS, ASOS, AWOS or visual wind direction indicators to determine the appropriate runway.
7. At uncontrolled airfields, make appropriate radio calls before and during taxi, listening for other traffic in the area.

FIRE PRECAUTIONS AND PROCEDURES:

1. Review *Engine Fire During Start* procedures prior to engine start.
2. Extreme care should be taken to avoid over-priming in cold weather.
3. Fire extinguishers shall be available in the aircraft and checked as part of each preflight inspection.

RE-DISPATCH PROCEDURES:

1. If diversion to an unplanned airport is a result of a suspected mechanical malfunction, redispach is not authorized without concurrence from the Chief Flight Instructor (or designee) and licensed maintenance personnel.

SECURING THE AIRCRAFT:

1. Wind under 20 Knots:
  - (a) Park aircraft at the tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Lock all aircraft doors and hatches
2. Wind over 20 knots:
  - (a) Park aircraft into the wind if possible, preferably at tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Use wheel chocks
  - (e) Lock all aircraft doors and hatches

FUEL RESERVES:

1. Fuel quantity will be determined using a visual check to confirm fuel gauge indication. Use of a pipette (C172) or tabs (PA-28) is required when tank is less than full.
2. Pilots shall ensure there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise fuel consumption. Weight and balance limits shall not be violated in order to comply with this rule.
3. Local flights shall have a minimum of 34 gallons of fuel at the start of the flight.
4. Cross country flights (greater than 50 NM) shall be fully fueled at the start of the flight.
5. Pilots shall terminate the flight and land at the nearest suitable airport with a minimum of 1 hour of fuel remaining (calculated at normal cruise fuel consumption rate) after shutdown.

COLLISION AVOIDANCE:

1. Pilots under training and instructors shall maintain a visual lookout for other aircraft in flight and on the ground.
2. Adhere to VFR cruising altitudes appropriate to the aircrafts magnetic course.
3. Flight following should be requested for flights outside AVL ATC controlled airspace.

PRACTICE AREA PROCEDURES:

1. Training in the local practice areas will be in accordance with the letter of agreement (LOA) with Asheville ATC.
2. A copy of the LOA will be maintained in the WNC Aviation Pilot Information Notebook.

APPROVED AIRPORTS:

1. A list of airports approved for local training (50 NM or less from AVL) and cross country flights (>50 NM from AVL) will be maintained in the WNC Pilot Information Notebook.
2. The WNC Pilot Information Notebook will contain airport diagrams of the approved airports. However, these diagrams do not meet the requirement for preflight planning. All frequencies, runway information, hours of operation and other applicable airport information must be verified by the use of sanctioned sources, such as a current Chart Supplement, before flight.
3. Operations at other airports may be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.

FAR COMPLIANCE:

1. All pilots at WNC Aviation are expected to comply with applicable Federal Aviation Regulations.

SOLO/PIC OPERATIONS:

1. CASEL syllabus enrolled pilots shall request flight following during solo cross-country flights or any flight outside AVL ATC controlled airspace.

OTHER RULES:

1. Simulated forced landings will only be practiced with an Instructor in the aircraft.
2. Spins will only be practiced when an Instructor is in the aircraft and the aircraft is certified for spins.
3. Aerobatics are prohibited.
4. Formation flight is prohibited.
5. Stalls will be performed no lower than 2,000 ft AGL, over non-congested areas, and avoiding airways.
6. Clearing turns are required prior to every maneuver.
7. Pre-flight inspection is required prior to every flight.
8. Ice and frost shall be removed from the windshield, wings and all control surfaces before each flight.
9. During temperatures below 25 degrees F, aircraft must be preheated before the engine start.
10. If flight is planned in cold weather, check the cabin heat before takeoff.
11. Checklist use is mandatory for each flight segment. (Preflight thru Shutdown)
12. Know your aircraft systems.
13. Know and comply with FAA Air Traffic Control Rules. Know your altitudes.
14. A WNC Aviation checklist shall be on board the aircraft for every flight.
15. Above all, use GOOD JUDGEMENT and COMMON SENSE.

I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

\_\_\_\_\_  
DATE \_\_\_\_\_  
(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

\_\_\_\_\_  
DATE \_\_\_\_\_  
(INSTRUCTOR SIGNATURE)

WNC AVIATION  
CAMEL  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

DAY VFR WEATHER MINIMUMS:

1. ASEL DUAL/SOLO/PIC:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 3,000 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor
2. AMEL DUAL:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 4,500 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor
3. AMEL SUPERVISED PIC:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: 4,500 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

NIGHT VFR WEATHER MINIMUMS:

1. ALL:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: Ceiling of MEF + 500 ft (min 5,000 ft) and 5 miles visibility
  - (c) Cross Country: Ceiling of MEF + 1,000 ft (min 5,000 ft) and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

DAY/NIGHT IFR WEATHER MINIMUMS:

1. ALL:
  - (a) Ceiling: 300 ft above the lowest available MDA/DA
  - (b) Visibility: 1/2 mile above the lowest required visibility for available approaches or 1.5 miles, whichever is higher
  - (c) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

TAXI PROCEDURES:

1. Maximum taxi speed of 5 kts in congested areas.
2. Maximum taxi speed of 20 kts in other than congested areas.
3. Use minimum braking. Do not ride brakes. Throttle should be at idle anytime brakes are applied to control speed.
4. Do not attempt to taxi in a confined area without an outside observer watching the wing tips.
5. Use appropriate control inputs with wind speed of 5 kts or greater.
6. Use ATIS, ASOS, AWOS or visual wind direction indicators to determine the appropriate runway.
7. At uncontrolled airfields, make appropriate radio calls before and during taxi, listening for other traffic in the area.

FIRE PRECAUTIONS AND PROCEDURES:

1. Review *Engine Fire During Start* procedures prior to engine start.
2. Extreme care should be taken to avoid over-priming in cold weather.
3. Fire extinguishers shall be available in the aircraft and checked as part of each preflight inspection.

RE-DISPATCH PROCEDURES:

1. If diversion to an unplanned airport is a result of a suspected mechanical malfunction, redispach is not authorized without concurrence from the Chief Flight Instructor (or designee) and licensed maintenance personnel.

SECURING THE AIRCRAFT:

1. Wind under 20 Knots:
  - (a) Park aircraft at the tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Lock all aircraft doors and hatches
2. Wind over 20 knots:
  - (a) Park aircraft into the wind if possible, preferably at tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Use wheel chocks
  - (e) Lock all aircraft doors and hatches

FUEL RESERVES:

1. Fuel quantity will be determined using a visual check to confirm fuel gauge indication. Use of a pipette (C172), tabs (PA-28), or dipstick (PA-44) is required when tank is less than full.
2. Pilots shall ensure there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise fuel consumption. Weight and balance limits shall not be violated in order to comply with this rule.
3. Local flights shall have a minimum of 34 gallons of fuel per engine at the start of the flight.
4. Cross country flights (greater than 50 NM) shall be fully fueled at the start of the flight.
5. Pilots shall terminate the flight and land at the nearest suitable airport with a minimum of 1 hour of fuel remaining (calculated at normal cruise fuel consumption rate) after shutdown.

COLLISION AVOIDANCE:

1. Pilots under training and instructors shall maintain a visual lookout for other aircraft in flight and on the ground.
2. Adhere to VFR cruising altitudes appropriate to the aircraft's magnetic course.
3. Flight following should be requested for flights outside AVL ATC controlled airspace.

PRACTICE AREA PROCEDURES:

1. Training in the local practice areas will be in accordance with the letter of agreement (LOA) with Asheville ATC.
2. A copy of the LOA will be maintained in the WNC Aviation Pilot Information Notebook.

APPROVED AIRPORTS:

1. A list of airports approved for local training (50 NM or less from AVL) and cross country flights (>50 NM from AVL) will be maintained in the WNC Pilot Information Notebook.
2. The WNC Pilot Information Notebook will contain airport diagrams of the approved airports. However, these diagrams do not meet the requirement for preflight planning. All frequencies, runway information, hours of operation and other applicable airport information must be verified by the use of sanctioned sources, such as a current Chart Supplement, before flight.
3. Operations at other airports may be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.

FAR COMPLIANCE:

1. All pilots at WNC Aviation are expected to comply with applicable Federal Aviation Regulations.

SOLO/PIC/SUPERVISED PIC OPERATIONS:

1. CAMEL syllabus enrolled pilots shall request flight following during solo cross-country flights or any flight outside AVL ATC controlled airspace.
2. Solo flight in multi-engine aircraft is not authorized for this training course.

OTHER RULES:

1. Simulated forced landings will only be practiced with an Instructor in the aircraft.
2. Spins will only be practiced when an Instructor is in the aircraft and the aircraft is certified for spins.
3. Aerobatics are prohibited.
4. Formation flight is prohibited.
5. Stalls will be performed no lower than 2,000 ft AGL in single engine aircraft and 4,000 ft AGL in multi-engine aircraft, over non-congested areas, and avoiding airways.
6. Clearing turns are required prior to every maneuver.
7. Pre-flight inspection is required prior to every flight.
8. Ice and frost shall be removed from the windshield, wings and all control surfaces before each flight.
9. During temperatures below 25 degrees F, aircraft must be preheated before the engine start.
10. If flight is planned in cold weather, check the cabin heat before takeoff.
11. Checklist use is mandatory for each flight segment. (Preflight thru Shutdown)
12. Know your aircraft systems.
13. Know and comply with FAA Air Traffic Control Rules. Know your altitudes.
14. A WNC Aviation checklist shall be on board the aircraft for every flight.
15. Above all, use GOOD JUDGEMENT and COMMON SENSE.

I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

\_\_\_\_\_ DATE \_\_\_\_\_

(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

\_\_\_\_\_ DATE \_\_\_\_\_

(INSTRUCTOR SIGNATURE)

WNC AVIATION  
ME ADD  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

DAY VFR WEATHER MINIMUMS:

1. DUAL:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 4,500 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

NIGHT VFR WEATHER MINIMUMS:

1. DUAL:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: Ceiling of MEF + 500 ft (min 5,000 ft) and 5 miles visibility
  - (c) Cross Country: Ceiling of MEF + 1,000 ft (min 5,000 ft) and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

DAY/NIGHT IFR WEATHER MINIMUMS:

1. DUAL:
  - (a) Ceiling: 300 ft above the lowest available MDA/DA
  - (b) Visibility: 1/2 mile above the lowest required visibility for available approaches or 1.5 miles, whichever is higher
  - (c) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

TAXI PROCEDURES:

1. Maximum taxi speed of 5 kts in congested areas.
2. Maximum taxi speed of 20 kts in other than congested areas.
3. Use minimum braking. Do not ride brakes. Throttle should be at idle anytime brakes are applied to control speed.
4. Do not attempt to taxi in a confined area without an outside observer watching the wing tips.
5. Use appropriate control inputs with wind speed of 5 kts or greater.
6. Use ATIS, ASOS, AWOS or visual wind direction indicators to determine the appropriate runway.
7. At uncontrolled airfields, make appropriate radio calls before and during taxi, listening for other traffic in the area.

FIRE PRECAUTIONS AND PROCEDURES:

1. Review *Engine Fire During Start* procedures prior to engine start.
2. Extreme care should be taken to avoid over-priming in cold weather.
3. Fire extinguishers shall be available in the aircraft and checked as part of each preflight inspection.

RE-DISPATCH PROCEDURES:

1. If diversion to an unplanned airport is a result of a suspected mechanical malfunction, redispach is not authorized without concurrence from the Chief Flight Instructor (or designee) and licensed maintenance personnel.

SECURING THE AIRCRAFT:

1. Wind under 20 Knots:
  - (a) Park aircraft at the tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Lock all aircraft doors and hatches
2. Wind over 20 knots:
  - (a) Park aircraft into the wind if possible, preferably at tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Use wheel chocks
  - (e) Lock all aircraft doors and hatches

**FUEL RESERVES:**

1. Fuel quantity will be determined using a visual check to confirm fuel gauge indication. Use of the dipstick is required when tank is less than full.
2. Pilots shall ensure there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise fuel consumption. Weight and balance limits shall not be violated in order to comply with this rule.
3. Local flights shall have a minimum of 68 gallons of fuel at the start of the flight.
4. Cross country flights (greater than 50 NM) shall be fully fueled at the start of the flight.
5. Pilots shall terminate the flight and land at the nearest suitable airport with a minimum of 1 hour of fuel remaining (calculated at normal cruise fuel consumption rate) after shutdown.

**COLLISION AVOIDANCE:**

1. Pilots under training and instructors shall maintain a visual lookout for other aircraft in flight and on the ground.
2. Adhere to VFR cruising altitudes appropriate for the aircrafts magnetic course.
3. Flight following should be requested for flights outside AVL ATC controlled airspace.

**PRACTICE AREA PROCEDURES:**

1. Training in the local practice areas will be in accordance with the letter of agreement (LOA) with Asheville ATC.
2. A copy of the LOA will be maintained in the WNC Aviation Pilot Information Notebook.

**APPROVED AIRPORTS:**

1. A list of airports approved for local training (50 NM or less from AVL) and cross country flights (>50 NM from AVL) will be maintained in the WNC Pilot Information Notebook.
2. The WNC Pilot Information Notebook will contain airport diagrams of the approved airports. However, these diagrams do not meet the requirement for preflight planning. All frequencies, runway information, hours of operation and other applicable airport information must be verified by the use of sanctioned sources, such as a current Chart Supplement, before flight.
3. Operations at other airports may be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.

**FAR COMPLIANCE:**

1. All pilots at WNC Aviation are expected to comply with applicable Federal Aviation Regulations.

**SOLO/PIC/SUPERVISED PIC OPERATIONS:**

1. Solo flight in multi-engine aircraft is not authorized for this training course.

**OTHER RULES:**

1. Simulated forced landings will only be practiced with an Instructor in the aircraft.
2. Spins are prohibited in the PA-44.
3. Aerobatics are prohibited.
4. Formation flight is prohibited.
5. Stalls will be performed no lower than 4,000 ft AGL, over non-congested areas, and avoiding airways.
6. Clearing turns are required prior to every maneuver.
7. Pre-flight inspection is required prior to every flight.
8. Ice and frost shall be removed from the windshield, wings and all control surfaces before each flight.
9. During temperatures below 25 degrees F, aircraft must be preheated before the engine start.
10. If flight is planned in cold weather, check the cabin heat before takeoff.
11. Checklist use is mandatory for each flight segment. (Preflight thru Shutdown)
12. Know your aircraft systems.
13. Know and comply with FAA Air Traffic Control Rules. Know your altitudes.
14. A WNC Aviation checklist shall be on board the aircraft for every flight.
15. Above all, use GOOD JUDGEMENT and COMMON SENSE.

I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

\_\_\_\_\_  
DATE \_\_\_\_\_  
(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

\_\_\_\_\_  
DATE \_\_\_\_\_  
(INSTRUCTOR SIGNATURE)



WNC AVIATION  
CFLASEL  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

DAY VFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 3,000 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

NIGHT VFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: Ceiling of MEF + 500 ft (min 5,000 ft) and 5 miles visibility
  - (c) Cross Country: Ceiling of MEF + 1,000 ft (min 5,000 ft) and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

DAY/NIGHT IFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Ceiling: 300 ft above the lowest available MDA/DA
  - (b) Visibility: 1/2 mile above the lowest required visibility for available approaches or 1.5 miles, whichever is higher
  - (c) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

TAXI PROCEDURES:

1. Maximum taxi speed of 5 kts in congested areas.
2. Maximum taxi speed of 20 kts in other than congested areas.
3. Use minimum braking. Do not ride brakes. Throttle should be at idle anytime brakes are applied to control speed.
4. Do not attempt to taxi in a confined area without an outside observer watching the wing tips.
5. Use appropriate control inputs with wind speed of 5 kts or greater.
6. Use ATIS, ASOS, AWOS or visual wind direction indicators to determine the appropriate runway.
7. At uncontrolled airfields, make appropriate radio calls before and during taxi, listening for other traffic in the area.

FIRE PRECAUTIONS AND PROCEDURES:

1. Review *Engine Fire During Start* procedures prior to engine start.
2. Extreme care should be taken to avoid over-priming in cold weather.
3. Fire extinguishers shall be available in the aircraft and checked as part of each preflight inspection.

RE-DISPATCH PROCEDURES:

1. If diversion to an unplanned airport is a result of a suspected mechanical malfunction, redispach is not authorized without concurrence from the Chief Flight Instructor (or designee) and licensed maintenance personnel.

SECURING THE AIRCRAFT:

1. Wind under 20 Knots:
  - (a) Park aircraft at the tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Lock all aircraft doors and hatches
2. Wind over 20 knots:
  - (a) Park aircraft into the wind if possible, preferably at tie-down location
  - (b) Install control lock
  - (c) Tie down aircraft
  - (d) Use wheel chocks
  - (e) Lock all aircraft doors and hatches

**FUEL RESERVES:**

1. Fuel quantity will be determined using a visual check to confirm fuel gauge indication. Use of a pipette (C172) or tabs (PA-28) is required when tank is less than full.
2. Pilots shall ensure there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise fuel consumption. Weight and balance limits shall not be violated in order to comply with this rule.
3. Local flights shall have a minimum of 34 gallons of fuel at the start of the flight.
4. Cross country flights (greater than 50 NM) shall be fully fueled at the start of the flight.
5. Pilots shall terminate the flight and land at the nearest suitable airport with a minimum of 1 hour of fuel remaining (calculated at normal cruise fuel consumption rate) after shutdown.

**COLLISION AVOIDANCE:**

1. Pilots under training and instructors shall maintain a visual lookout for other aircraft in flight and on the ground.
2. Adhere to VFR cruising altitudes appropriate to the aircraft's magnetic course.
3. Flight following should be requested for flights outside AVL ATC controlled airspace.

**PRACTICE AREA PROCEDURES:**

1. Training in the local practice areas will be in accordance with the letter of agreement (LOA) with Asheville ATC.
2. A copy of the LOA will be maintained in the WNC Aviation Pilot Information Notebook.

**APPROVED AIRPORTS:**

1. A list of airports approved for local training (50 NM or less from AVL) and cross country flights (>50 NM from AVL) will be maintained in the WNC Pilot Information Notebook.
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3. Operations at other airports may be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.

**FAR COMPLIANCE:**

1. All pilots at WNC Aviation are expected to comply with applicable Federal Aviation Regulations.

**SOLO/PIC OPERATIONS:**

1. CASEL syllabus enrolled pilots shall request flight following during solo cross-country flights or any flight outside AVL ATC controlled airspace.

**OTHER RULES:**

1. Simulated forced landings will only be practiced with an Instructor in the aircraft.
2. Spins will only be practiced when an Instructor is in the aircraft and the aircraft is certified for spins.
3. Aerobatics are prohibited.
4. Formation flight is prohibited.
5. Stalls will be performed no lower than 2,000 ft AGL, over non-congested areas, and avoiding airways.
6. Clearing turns are required prior to every maneuver.
7. Pre-flight inspection is required prior to every flight.
8. Ice and frost shall be removed from the windshield, wings and all control surfaces before each flight.
9. During temperatures below 25 degrees F, aircraft must be preheated before the engine start.
10. If flight is planned in cold weather, check the cabin heat before takeoff.
11. Checklist use is mandatory for each flight segment. (Preflight thru Shutdown)
12. Know your aircraft systems.
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14. A WNC Aviation checklist shall be on board the aircraft for every flight.
15. Above all, use GOOD JUDGEMENT and COMMON SENSE.

I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

\_\_\_\_\_  
DATE \_\_\_\_\_  
(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

\_\_\_\_\_  
DATE \_\_\_\_\_  
(INSTRUCTOR SIGNATURE)

WNC AVIATION  
CFIIA  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

DAY VFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 3,000 ft ceiling and 5 miles visibility
  - (c) Cross Country: 5,000 ft ceiling and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

NIGHT VFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: Ceiling of MEF + 500 ft (min 5,000 ft) and 5 miles visibility
  - (c) Cross Country: Ceiling of MEF + 1,000 ft (min 5,000 ft) and 5 miles visibility
  - (d) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

DAY/NIGHT IFR WEATHER MINIMUMS:

1. DUAL/SOLO/PIC:
  - (a) Ceiling: 300 ft above the lowest available MDA/DA
  - (b) Visibility: 1/2 mile above the lowest required visibility for available approaches or 1.5 miles, whichever is higher
  - (c) Max Surface Winds: 25 kts; 15 kts crosswind component; 10 kts gust factor

TAXI PROCEDURES:

1. Maximum taxi speed of 5 kts in congested areas.
2. Maximum taxi speed of 20 kts in other than congested areas.
3. Use minimum braking. Do not ride brakes. Throttle should be at idle anytime brakes are applied to control speed.
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1. Wind under 20 Knots:
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  - (c) Tie down aircraft
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  - (a) Park aircraft into the wind if possible, preferably at tie-down location
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I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

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DATE \_\_\_\_\_  
(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

\_\_\_\_\_  
DATE \_\_\_\_\_  
(INSTRUCTOR SIGNATURE)

WNC AVIATION  
CFI AMEL  
SCHOOL RULES AND REGULATIONS  
SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3)

DAY VFR WEATHER MINIMUMS:

1. DUAL:
  - (a) Landing Pattern: 1,300 ft ceiling and 3 miles visibility
  - (b) Local: 4,500 ft ceiling and 5 miles visibility
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NIGHT VFR WEATHER MINIMUMS:

1. DUAL:
  - (a) Landing Pattern: 2,000 ft ceiling and 5 miles visibility
  - (b) Local: Ceiling of MEF + 500 ft (min 5,000 ft) and 5 miles visibility
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DAY/NIGHT IFR WEATHER MINIMUMS:

1. DUAL:
  - (a) Ceiling: 300 ft above the lowest available MDA/DA
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  - (b) Install control lock
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3. Operations at other airports may be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.

**FAR COMPLIANCE:**

1. All pilots at WNC Aviation are expected to comply with applicable Federal Aviation Regulations.

**SOLO/PIC/SUPERVISED PIC OPERATIONS:**

1. Solo flight in multi-engine aircraft is not authorized for this training course.

**OTHER RULES:**

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2. Spins are prohibited in the PA-44.
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4. Formation flight is prohibited.
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I HAVE REVIEWED AND WILL COMPLY WITH THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES, PER FAR 141.93 (a) (3).

\_\_\_\_\_  
DATE \_\_\_\_\_  
(STUDENT SIGNATURE)

I HAVE REVIEWED THE ABOVE FLIGHT SCHOOL RULES, REGULATIONS, SAFETY PROCEDURES AND PRACTICES PER FAR 141.93 (a) (3) WITH THE STUDENT.

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DATE \_\_\_\_\_  
(INSTRUCTOR SIGNATURE)