Flight Operations

Standard Operating Procedures

2023

Version 1.1

Version 1.0

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SECTION 1
INTRODUCTION

1.1 OPERATIONAL DIRECTIVES

(a) The EKU-A Flight Operations – Standard Operating Procedures Manual (SOP) is a publication produced for the use by all Eastern Kentucky University students, instructor pilots, and staff.
(b) In addition to this publication, all flight training must be completed in accordance with:
    (i) Applicable Code of Federal Regulations (CFR).
    (ii) The applicable Pilot Operating Handbook.
    (iii) EKU-A Maneuver Description Guides (MDG).

(c) The purpose of this publication is to ensure the safe and efficient operation of all Eastern Kentucky University flight operations.
(d) All pilots are required to familiarize themselves with the contents of this SOP and sign a "Statement of Understanding."
(e) Compliance with the policies outlined within this SOP is mandatory.
(f) Failure to comply with any EKU-A policy or applicable CFR may result in suspension or removal from the EKU-A flight program.
(g) Suggested changes to the SOP should be submitted to the Chief Flight Instructor.

1.2 MANUAL CURRENCY

(a) Pilots are responsible for using and flying with the most current edition of all applicable FAA and EKU-A flight publications.

1.3 SOP WAIVER AUTHORITY

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

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SECTION 2
SAFETY PROGRAM

2.1 SAFETY

(a) Safety is priority #1 at EKU Aviation. At all times, judgements and decisions regarding any given flight will **ERR ON THE SIDE OF CAUTION**.
(b) Every instructor, student, and employee in the EKU Aviation Program is responsible for operational safety.
(c) If you are questioning yourself regarding whether something is safe, consider this a warning that it is not. Bring it to the attention of the Chief, Assistant Chief, Flight Operations Manager, or Safety Manager for clarification.
(d) If something looks, feels, or appears unsafe, it probably is. Tell someone.
(e) Never assume that your Flight Instructor is aware of any discrepancy.
(f) A student or flight instructor may terminate a flight at any time in the interest of safety. If a flight is terminated for any reason, the student and instructor must thoroughly debrief, and any safety issues should be discussed with the Chief, Assistant Chief, Flight Operations Manager or Safety Manager. Resist the temptation to "get home". The ground is a far better place to deal with problems/uncertainties.
(g) **It is the responsibility of the flight student to clean the windshield after each flight.** A dirty windshield is a safety hazard. Windshields should be sufficiently clean to ensure traffic and obstacle avoidance.
(h) If any operation, procedure, activity, or process is deemed unsafe; all EKU Aviation faculty, staff, volunteers, and students are encouraged to fill out an anonymous safety reporting form located in the lobby of the Flight Training Center and place it in the reporting lock box as soon as possible.

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SECTION 3
OPERATIONAL POLICIES

3.1 MEDICAL CERTIFICATES

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

3.2 AIRCRAFT USE

(a) No pilot shall use Eastern Kentucky University aircraft for personal gain or monetary compensation in violation of EKU policies and FAR Part 135 (Air Taxi) operations.
(b) Students are responsible for the cleanliness of the aircraft. Students are required to police the interior of the aircraft for any trash, FOD, or other unauthorized material. Removal of this material is the responsibility of each student. Failure to remove these items will result in a $50.00 charge to the student's account. The last student to fly in the aircraft will be held accountable when discovered.
(c) No pilot shall conduct formation flights unless authorized by the Chief Flight Instructor.
(d) All “discovery flights” must be approved by the Chief Flight Instructor or the Program Director and the individual flown must complete and sign a waiver form.
(e) No solo pilot shall operate an aircraft from the right front seat unless that pilot is:
    (1) Enrolled in an instructor pilot training program.
    (2) Approved by the Chief Flight Instructor and is flying in VFR conditions.

3.3 DRESS CODE

(a) All clothing items must be professional and not create a hazard to the student or instructor in or around the aircraft, during both the preflight and in the airplane.
(b) Closed-toe shoes must be worn for all flight, ground, ride-along, and simulator activities. “Crocs”, Birkenstocks, sandals, or flip flops, high heels or wedges are not permitted.
(c) No loose jewelry (necklaces, earrings, etc.) is permitted. EKU ID lanyards should be taken off while flying unless student has a breakaway lanyard.
(d) No excessively loose clothing (as to cause an entanglement hazard with the controls) is permitted.
(e) For winter flying, pilots are required to carry an appropriate winter jacket.

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SECTION 4
DUTY LIMITATIONS

4.1 GENERAL

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

4.2 FLIGHT INSTRUCTOR

(a) Flight Instructor limitations:
  (1) No more than 8 hours of flight training in an aircraft in any 24-consecutive hour period. Simulator hours are exempt.
  (2) Maximum 14-hour duty day that must be preceded by a rest period.
  (3) No more than 7 consecutive flight crew duty days.
  (4) After 7 consecutive flight crew duty days, an uninterrupted 16-hour rest period is required.

4.3 STUDENT

(a) Flight student limitations:
  (1) Maximum 12-hour duty day that must be preceded by a rest period.
  (2) Maximum of 8 hours of flight time per day.
  (3) No more than 2 flight events in an airplane per calendar day, and only one of those events can be a cross country flight, the other must be a local flight event.

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SECTION 5
SCHEDULING, ATTENDANCE, AND GROUNDING

5.1 REQUIREMENTS

(a) Prior to registering for a flight lab, each student must:
  (1) Possess an Airman Medical Certificate.
  (2) Have the required aircraft renters' insurance (see the Aviation Office for details).
(b) For Domestic Students
  (1) Proof of Citizenship
    (i) Passport **or**
    (ii) **Original** Birth Certificate with Photo I.D.
(c) For International Students:
  (1) TSA Approval found online at: International Student TSA Approval Procedure
  (2) Complete paperwork in the Aviation Office.
  (3) For students whose English is not their first language, a pre-screening for Aviation English Language Standards proficiency may be required.

5.2 SCHEDULING FLIGHT BLOCKS

(a) Instructor will give availability to flight block scheduler before each semester begins.
(b) Students will give availability to flight block scheduler before each semester begins IF student is currently flying. Otherwise, student availability will be provided at scheduled appointments during designated flight lab override days.
(c) Any scheduling outside the flight blocks shall be done through the flight line scheduler.

5.3 ATTENDANCE POLICY

(a) Scheduled Events
  (1) Students are required to arrive for scheduled flights 15 minutes prior to the event time. This applies to both aircraft and training device events.
  (2) Students are required to report to their scheduled flight regardless of the weather conditions, unless previously notified by their Flight Instructor.
  (3) Students are expected to average two flight events per week for each flight lab. Any of the following qualify as a flight event: AATD flight simulator, VR flight lab simulator, ground school, and/or flight in an aircraft.
(b) All flight scheduling will take place in Flight Schedule Pro (FSP) and notification of scheduled events will take place via the automatically generated email from FSP. For this reason, when new students register in FSP, an accurate EKU email address must be provided. It **is not the instructor's responsibility** to notify students when they are scheduled to fly.
(c) Flight Cancellation
  (1) Instructors will document in FSP the reason for a cancellation. Examples include, but are not limited to; "Student Cancelled", "IP Cancelled", "Weather", Schedule Conflict-Student or IP", "Student Unprepared", etc. Verbiage should indicate the responsible party, i.e., the Program or Student.
  (2) Student cancellations should be made prior to 1800 the day before the scheduled event.
  (3) A No-Show Fee will be assessed for any cancellation made within 12 hours of the scheduled event.
  (4) It is the student's responsibility to check the schedule daily or before each previously scheduled flight block to ensure the schedule has not changed.
  (5) Instructor cancellations due to weather are not authorized more than 12 hours prior to a scheduled event.
  (6) All controllable cancellations by students must be authorized by the Flight Operations Manager. Controllable cancellations by instructors must be approved by the Chief, an Assistant Chief, or the Operations Manager. Students may be charged a no-show fee outlined in paragraph 5 of this section for controllable cancellations at the discretion of the Operations Manager or the Chief/Assistant Chiefs. More than 3 controllable cancellations within a flight lab may also result in said student or instructor losing the flight block. Controllable cancellations are cancellations that could be prevented by the student or instructor making their flight block a priority. Examples of controllable cancellations include work conflicts, out of town, other appointments, vacation, lack of funds in flight account, student/instructor not available, unprepared, not checking EKU email/FSP for scheduled flights, etc.

(d) In the event of illness, students should contact their instructor the day before a scheduled flight or as soon as possible.
(e) Charges for attendance policy infractions
    (1) First no show / unprepared absence / late cancellation: the student will be issued an absence and a **$50 charge** will be assessed.
    (2) Second and third instances: the student will be charged for the time the aircraft was scheduled to fly including dual instruction fees as appropriate (if a solo flight, the instructor fee will be $35.00).
    (3) STUDENTS WILL NOT BE ALLOWED TO CONTINUE IN THEIR RESPECTIVE FLIGHT LAB IF THEY EXCEED THREE UNEXCUSED ABSENCES/ CANCELLATIONS FOR ANY REASON.
    (4) Any combination of more than two absences will result in a student losing his/her flight lab slot or incomplete status and receiving a grade of "NC." This will require re-enrollment in the lab in a later semester. If a student anticipates that they will exceed two absences/cancellations, that student needs to **notify the Chief Instructor Pilot** as soon as possible to discuss withdrawal from the lab in lieu of receiving a grade of "NC."
(f) Instructor No-Show.
    (1) If an instructor does not notify the student of their intent to cancel a flight block at least 12 hours prior to the scheduled event, the student will then receive 1 hour of free ground instruction.
    (2) Weather cancellations do not require advance notice, but still require the instructor to notify the student.
    (3) Instructors will be subject to disciplinary action at the discretion of the Flight Operations Manager or the Chief Instructor if they fail to show up for a scheduled event or provide appropriate notification to their students.
(g) Ground Course Attendance Policy – Part 61 and Part 141 (AVN 220 &300)
    (1) Attendance for Part 61 ground courses are outlined in the applicable course syllabus.
    (2) Attendance for Part 141 ground courses are governed by FAR 141 Appendices C & D and therefore mandatory to meet the regulatory requirements for ground training minimums.
    (3) Attendance records are used for auditing purposes to verify that FAR 141 training requirements have been met.
    (4) Missing training time is the responsibility of the student and shall be made up by scheduling a ground event with an FAR 141 approved ground or flight instructor at the student's expense.
    (5) Failure to complete the course hours and/or topics may result in an academic review process(as outlined in Appendix D), an NC or F for the course, denial of an FAR 141 Course Completion Certificate, or any combination thereof.

5.4 UNPREPARED POLICY

(a) Students are expected to prepare for each flight lesion by following any/all their flight instructor's pre-lesson assignments (see Section 6.9).
(b) A student who does not demonstrate appropriate preparedness for the lesson will be considered unprepared and will be assigned a no-show and subject to the no-show policy (see Section 5.3 (5)).

5.5 FLIGHT EVENTS

(a) Generally, the period an aircraft is assigned in FSP should be the time of the actual flight activity, pre-flight briefing, and post-flight briefing. Pre-flight inspection should be conducted prior to the start of the flight block.
(b) To maintain schedule integrity, all flights must return to KRGA, and aircraft must be on the ramp and shut down by the scheduled Due-Back time, which is fifteen minutes before the end of the scheduled flight block.

5.6 TRAINING RECORDS

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

(f) Effective August 29, 2021, the progress of all newly enrolled private pilot students will be tracked electronically in the Flight Schedule Pro Training Hub. Each flight instructor is responsible for the accuracy and maintenance of their respective students' training record in the Flight Schedule Pro Training Hub.

5.7 GROUNDING, SUSPENSION, AND TERMINATION OF FLIGHT STUDENTS

(a) General: Violations of applicable FAA, university, and EKU-A SOP regulations may result in disciplinary action ranging from counseling to termination from the flight program. Repeated violations may incur more serious disciplinary actions. All decisions concerning permanent termination from the flight program will be at the discretion of the Pilot Review Board and Executive Director of Aviation as outlined in Section 5.8 and Appendix D.

(b) Grounding:
- (1) In lieu of suspension or termination from the flight program, students may be grounded from conducting flight training for failure to meet established academic, flight training, operational, and medical standards or other reasons as determined by the Chief Flight Instructor or the Pilot Review Board.
- (2) Students are restricted from participating in flight training operations if grounded.
- (3) Depending upon the circumstances and length of the grounding, the student may lose their instructor assignment until the issue has been resolved.
- (4) A student may be operationally grounded for violation of EKU-A policies or FAA regulations.
- (5) Students or instructors involved in any incident or accident involving injury or damage to persons or property will be grounded until the matter has been fully investigated and the student or instructor is cleared to fly again by the FAA and Chief Flight Instructor.
- (6) Students *may* be grounded for violating campus regulations, if it is determined that such violations demonstrate poor judgement, poor decision making or otherwise reckless or wanton behavior.
- (7) Students *may* be medically grounded if suffering from an extended illness or emotional/personal issues.

(c) Academic Grounding
- (1) Students who fail to earn a grade of "C" or higher in any AVN prefix academic course are subject to immediate grounding. Students are required to earn a "S" for all associated flight lab courses.
- (2) Flight status may be reinstated once the student repeats the applicable academic course and demonstrates a "B" or higher at the midterm, or a "C" or higher final grade.
- (3) The Student is responsible to make request and provide proof of academic performance for flight status reinstatement.
- (4) The student will also be grounded for failure to maintain the required academic overall GPA of 2.75 or higher (per EKU Aviation Program academic policy).

(d) Academic Review
- (1) An Academic Review is conducted at the completion of each semester. A review of all active/enrolled Professional Flight concentration students' academic progress will be conducted to ensure compliance with established standards. Students who fail to meet academic standards will be notified via email of their grounded status.

(e) Suspension
- (1) A student may be immediately suspended from the flight training program for any of the following reasons:
  - (a) Violation of FAA regulations;
  - (b) Violation of school policy or procedures;
  - (c) Making unauthorized flights;
  - (d) Violation of drug of alcohol laws*;
  - (e) Violation of any local, state, or federal law**;
  - (f) Excessive NO-SHOW and/or cancellations;
  - (g) Issues related to Safety of Flight;
  - (h) Demonstrated or suspected psychological irregularities, to include suicidal proclivity or stated/suspected malicious intent, threat, or FAA Regulation violation;
  - (i) Other event/issue as determined by the Chief Flight Instructor
- (2) The length of the suspension will be dependent on the nature and seriousness of the issue associated with the cause for the suspension.
- (3) All decisions concerning suspension of flight privileges will be at the discretion of the Pilot Review Board and Executive Director of Aviation and will comply with procedure outlined in Appendix D.

(f) Termination: It is sometimes necessary to terminate the flight training of students for reasons which may include those listed in paragraph (e) as well as to be determined by the EKU-A staff and personnel. All decisions concerning permanent termination of flight privileges will be at the discretion of the Pilot Review Board and Executive Director of Aviation and will comply with procedures outlined in Appendix D.

*The Aviation Student Drug and Alcohol Testing Policy is incorporated herein and available at the following website:
https://aviation.eku.edu/sites/aviation.eku.edu/files/files/Aviation%20Alcohol%20%20Drug%20Testing%20Policy%20-%20Revise%20draft%206-26-2019.pdf

**It shall be the responsibility of a student who has been charged, adjudicated, or convicted of any local, state, or federal law or statute to inform the Chief Flight Instructor or Executive Director of the incident withing 7 days of occurrence.

5.8 STANDARIZATION AND PILOT REVIEW BOARD (PRB)

(a) Standardization
  (1) All EKU-A flight training shall be conducted in accordance with the Maneuver Description Guides and checklists, which are updated for best practices by the Chief Pilot. No Flight Operations or maneuvers will be conducted contrary to limits published in the Aircraft Pilot's Operating Handbook (POH).
  (2) The Chief Pilot and the assistant chiefs will periodically conduct standardization flights with EKU Flight Instructors to ensure standardization and continuity of instruction.

(b) Pilot Review Board
  (1) The Pilot Review Board (PRB) shall meet in a timely manner following a qualifying event as defined in Appendix D. Minutes will be recorded, and one or a combination of the following written recommendations should be made to the EKU-A program director: disciplinary action, remedial training, recognition of satisfactory performance, dismissal from the flight program, or no action at all.
  (2) The PRB should review any flight related incident, accident, or unsafe event, and make recommendations regarding the flight crew to the EKU-A Program Director.
  (3) The PRB standing membership will be comprised of the Chief Instructor and Assistant Chief Instructors. Membership for specific PRB's will be determined by the Chief Instructor Pilot and as outlined in Appendix D.
  (4) The Pilot Review Board complies with procedures as outlined in the Pilot Review Board Policy (Appendix D).

5.9 TRANSFER STUDENTS

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

5.10 AIRCRAFT KEYS AND BINDERS

(a) All students are responsible to ensure that the aircraft keys and binder are returned to the FTC after every flight.
(b) Students who leave the airport with the keys and/or binder will be expected to return them immediately.
(c) Students who remove the aircraft keys/binder from the airport and cause a flight cancellation will be charged according to the No-Show Policy in section 5.3 of this policy.

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SECTION 6
FLIGHT TRAINING & OPERATIONS

6.1 REQUIRED DOCUMENTS/EQUIPMENT

(a) In general, students are required to have the necessary documents/equipment that are required by their current flight syllabus, in addition to the requirements of 14 CFR 61.3.
(b) Students may use paper VFR Sectionals during Private Pilot training. However, ForeFlight, Garmin Pilot or an equivalent Electronic Flight Bag (EFB) system is required for Instrument and Commercial training.
(c) Students are required to purchase an EKU flight kit which includes a GATS fuel strainer jar and a Fuelhawk universal fuel gauge stick. The calibration cards for the Fuelhawk universal fuel gauge sticks are located on the outside back cover of the aircraft binders and should be referenced for accurate fuel tank readings. The reading on the fuel sticks themselves DO NOT indicate the gallons of fuel in the tanks. The calibration cards for each specific aircraft must be used for accurate fuel level readings on the fuel stick.

6.2 SPECIAL DOCUMENTATION PROCUDURES FOR STUDENT PILOTS

(a) Prior to the AVN 161A Stage 1; Phase 5 Progress Check (Pre-Solo), the Student Pilot must have the following documentation on file with the FTC Records Manager:
    (1) Copy of the student's pre-solo knowledge exam (FAR 61.87(b)).
    (2) Copy of a valid Student Pilot Certificate (temporary or plastic).
    (3) Copy of the Student Pilot's Airmen Medical.
    (4) EKU Student Pilots who have not completed a flight event within **6 calendar months** will be listed as "Inactive" and placed on Administrative Hold (grounded). The Administrative Hold will not be removed until a complete administrative audit of the above documents is completed, and it is determined that the student meets the requirements of FAR 61.51(i)(2) & 61.87(b).

6.3 STUDENT SOLO FLIGHTS

(a) No student is permitted to operate any EKU-A aircraft without first being dispatched by the approving flight instructor.
(b) All stage checks are considered safe for solo evaluations.
(c) A "Safe for Solo" flight evaluation in an aircraft shall be conducted by an EKU flight instructor for students who have not had a dual-instruction flight within the following intervals:
    (1) Student Pilots-No more than 14 days.
    (2) Private Pilots-No more than 30 days.
    (3) Commercial Pilot (students)-No more than 30 days.
(d) The dispatching Flight Instructor must be at the airport to personally ensure the following:
    (1) Proper preflight planning was completed.
    (2) The student has flown with an instructor within the previous 14 days.
    (3) Ensure any required endorsements have been completed.
    (4) The student is dispatched using established procedures (refer to Appendix B).
    (5) If on an IFR flight plan, a CFII will verify the student's IFR currency and flight plan remarks.
(e) The dispatching Flight Instructor will provide specific instructions to the student, outlining maneuvers to be practiced, physical location of the flight, restrictions, and any other relevant information.
(f) For the initial solo flight in the Private Pilot syllabus, the approving flight instructor must maintain radio communications with the student and be in a location to observe the student's performance in the traffic pattern. For the remaining local pattern/area solo flights in Private, the instructor must stay at the airport during the flight but does not have to observe the landings. The instructor may fly with another student during this time.
(g) For all other flights requiring a dispatching instructor, the dispatching Flight Instructor must be available at the airport to dispatch the flight but is not required to stay at the airport after dispatching. The dispatching Flight Instructor must be available via telephone and have access to flight planning tools (ForeFlight, e.g.) in the event the student requires assistance. All paperwork (FSP, CTA) must be completed immediately after the flight unless the student returns after 6 pm, in which paperwork may be completed the following morning.
(h) If the student is overdue by 30 minutes or more, the dispatching Flight Instructor shall notify the Chief Flight Instructor.
(i) In the event a student makes an un-scheduled landing for any reason, the student(s) shall notify his/her dispatching instructor immediately.
(j) If the un-scheduled landing was for weather avoidance, mechanical issues, or other reasons that will prevent the student(s) from returning home, the dispatching instructor shall notify the Chief Flight Instructor and/or the

Assistant Chiefs and aid in the recovery of the student. If the student is unable to reach the dispatching instructor, they should call the EKU Emergency Flight Operations Number at (859)622-7700 for further guidance.

(k) No solo flights are permitted in IMC or to accept a VFR on top clearance.

(l) No Student Pilot solo flights permitted at night.

6.4 CROSS COUNTRY

(a) All Private **solo** cross-country flights shall be on an active VFR flight plan.

(b) Commercial pilot solo cross-country flights **shall** be flown on either a VFR flight plan, or an IFR flight plan **if** the following conditions are met:
   (1) The student agrees to operate the flight on an IFR flight plan.
   (2) IFR currency is verified by dispatching Instructor.
   (3) IFR flight plan is briefed by dispatching Instructor with special attention to proper training REMARKS.
   (4) Visual Approach conditions exist at **each** landing airport from 1 hour prior to, until 1 hour after flight planned ETA(s).

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

(d) Commercial Pilot Solo Long Cross-Country, Phase 3, Scenario 4 (141 Appendix D (5)(a)(2): Approved Routes. Any variations from these routes must be preapproved by the Chief or Assistant Chief Instructors.
   (1) North: KRGA-KADG-KUYF-KRGA
   (2) East: KRGA-KVVS-KCRW-KRGA
   (3) South: KRGA-KLGC-KCTJ-KRGA
   (4) West: KRGA-KSIK-KGLW-KRGA

(e) All-night cross-country flights shall only include the following airports of intended landing unless otherwise authorized by the Chief Flight Instructor.

Under 150 Nautical Miles Away:
KBRY (Bardstown, KY) – 56.5 NM from KRGA
KEKX (Elizabethtown, KY) – 75.7 NM from KRGA
KJVY (Clark County, IN) – 79 NM from KRGA
KBWG (Bowling Green, KY) – 107.4 NM from KRGA
KDAY (Dayton, OH) – 136 NM from KRGA
Over 150 Nautical Miles Away:
KEVV (Evansville, IN) – 153 NM from KRGA
KCMH (Columbus, OH) – 157 NM from KRGA
KMIE (Muncie, IN) – 164 NM from KRGA
KMWA (Marion, IL) – 223 NM from KRGA
KTOL (Toledo, OH) – 238 NM from KRGA
KTDZ (Toledo, OH) – 239 NM from KRGA
KALN (St. Louis Regional) – 280 NM from KRGA **(Dual Only)**
KCPS (St. Louis Downtown) – 281 NM from KRGA **(Dual Only)**
Long Commercial Cross Country Approved Night Routes
KRGA-KADG-KUYF-KRGA
(Richmond, KY – Adrian, MI – London, OH – Richmond, KY)
KRGA-KSIK-KGLW-KRGA
(Richmond, KY – Sikeston, MO – Glasgow, KY – Richmond, KY)

6.5 RESTRICTED AIRPORTS

(a) All solo flights are restricted from flying into the following airports: Grundy, VA (KGDY); Williamson, WV (4I0); West Liberty, KY (9I3); Middlesboro, KY (1A6); Gainesboro, TN (1A7); Jacksboro, TN (KJAU); Harlan, KY (I35).

(b) Private Pilot students are also restricted from flying into the following airports: Louisville, KY (KLOU); Lunken Airport - Cincinnati, OH (KLUK); Columbia Adair County Airport - Columbia, KY (I96); and Stanton, KY (I50)

6.6 AIRPORT OPERATIONS

(a) No flight students may operate on runways:
  (1) Under 3,000' in length, or
  (2) With a field elevation greater than 3,000' MSL, or
  (3) With non-improved (grass) surfaces.
  (4) No multi-engine operations at airports with less than 4000' of runway available for takeoff and landing.

(b) Takeoff
  (1) Runway must meet published Accelerate-Stop distance (Multi-Engine).
  (2) Runway available must be at least 1.5 times the calculated takeoff roll.
  (3) Intersection takeoffs are authorized provided the runway meets aircraft performance requirements.
  (4) The 'Line up and Wait' procedure is an ATC clearance and is prohibited by EKU Aviation at KRGA.
  (5) LAHSO operations shall be prohibited and declined if offered by ATC.

(c) Students will execute a "Go Around" (discontinue the approach/landing) under the following conditions:
  (1) If the approach is not stabilized by 200' AGL.
  (2) If runway alignment is not maintained from 200' AGL through touchdown.
  (3) If airspeed is less than 60 knots (Cessna 172) or 75 knots (Piper Seminole) **at any time** prior to entering the round-out phase of the landing.
  (4) If more than 30° angle of bank is required from base through the final turn.

(d) Lights on For Safety
  (1) Flight crews should utilize all available anti-collision lights and landing lights before takeoff, landing, traffic pattern, and within 5 nautical miles of intended landing airport.

(e) Night Operations
  (1) If the runway lights are inoperative at KRGA, no flights shall be dispatched or depart KRGA until the runway lights are repaired and operational.

6.7 PRACTICE AREA USE

(a) Prior to each flight, students shall select a practice area and write their selection on the practice area selection board located in the EKU Flight Training Center.
(b) Refer to Appendix A for inbound and outbound procedures to the practice areas.

6.8 NON-TOWERED AIRPORT OPERATIONS

(a) Refer to Appendix A, EKU Aviation – Course Rules, Traffic Pattern Policies and Procedures at KRGA

6.9 SPIN TRAINING

(a) May only be conducted during the CFI training course.
(b) Spin training may only be conducted by a CFI authorized by the Chief Instructor.

6.10 STUDENT PREPARATION

(a) Prior to every training event, students will prepare in accordance with the following:
  (1) Complete the applicable section of the Cessna/King Curriculum or review the Flight Schedule Pro training hub syllabus.
  (2) The student will have a good understanding of each maneuver, procedure, or task.
  (3) Review the objectives and completion standards of the lesson.
  (4) Obtain a standard weather briefing for each flight training event.
  (5) For cross country flights, an EKU-A Navigation Log will be prepared.

6.11 USE OF ELECTRONIC DEVICES

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

student's instructor.

6.12 STERILE FLIGHT DECK

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

6.13 STUDENT CURRENCY

(a) Student Currency flights should be completed during regular syllabus flights. If a student gets out of currency, they may fly out of their block and syllabus, but the currency flight must be done with an active EKU instructor pilot. The student will be responsible for all associated flight and instructor fees.

----------END----------

SECTION 7
WEATHER LIMITATIONS

7.1 OBTAINING WEATHER

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

7.2 INSTRUMENT APPROACH WEATHER MINIMUMS

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

7.3 WEATHER MINIMA (Private Pilot Training)

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

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

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

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

Type of Operation	Maximum Surface Wind (including gusts)	Maximum Crosswind Component	Minimum Ceiling	Minimum Visibility
Dual Traffic Pattern	25 knots	Aircraft Demonstrated Maximum	1500’ AGL	3 SM
Dual Local	25 knots	Aircraft Demonstrated Maximum	2000’ AGL	5 SM
Dual XC Day	25 knots	Aircraft Demonstrated Maximum	3000’ AGL	6 SM
Dual XC Night	25 knots	Aircraft Demonstrated Maximum	5000’ AGL	8 SM
Dual Local Night	25 knots	Aircraft Demonstrated Maximum	4000’ AGL	8 SM
Solo Traffic Pattern	20 knots	15 knots	1500’ AGL	5 SM
Solo Local	20 knots	15 knots	2500’ AGL	8 SM
Solo XC Day	20 knots	15 knots	3000’ AGL	8 SM
Dual IFR	25 knots	Aircraft Demonstrated Maximum	500’ AGL	2 SM
Solo Night XC	15 Knots	10 Knots	5000’ AGL	10 SM

7.5 ICING CONDITIONS

(a) Prior to engine start, the aircraft must be completely free from ice, snow, and frost.
(b) Pilots are not permitted to remove frost or ice by scraping.
(c) Frost/ice that has sufficiently thawed so that it may be removed by manual means is permitted.
(d) The aircraft must remain frost/ice-free during the entire flight.
(e) Intentional flight into visible moisture is prohibited when the outside air temperature is between 20° - 40° F.
(f) Intentional IMC flight into known icing conditions or an active AIRMET for icing is prohibited.

7.6 PITOT HEAT

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

7.7 TAXIWAY/RUNWAY CONDITIONS

(a) Flight operations will cease when any of the following conditions exist:
    (1) ½ inch standing water
    (2) ½ inch of snow
    (3) Any slush
    (4) Ambient temperatures below 20°F.

7.8 THUNDERSTORMS

(a) No EKU aircraft may be flown within 10 nm of an area covered by an active Convective SIGMET **unless** the convective weather has past and is moving away from RGA. Conditions must be closely monitored given the speed at which thunderstorms and frontal boundaries move.
(b) No EKU aircraft may be flown within 20 nm of any thunderstorm cell.
(c) All operations on the ramp will cease when thunderstorms or lightning are reported within 5 SM of the airport.

----------END----------

SECTION 8
APRON OPERATIONS AND TAXIING

8.1 BOARDING AND DEPLANING

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

8.2 SEAT POSITION

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

8.3 WINDSCREEN CARE

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

8.4 FUEL SAMPLING

(a) A fuel sample from at least one sump in each tank will be taken before the first flight of the day, and after each refueling.
    (1) If the fuel sample is clean, return the fuel to the tank.
    (2) If the fuel sample is contaminated, take the sample to maintenance for further instructions.

8.5 FUELING (KRGA)

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

8.6 FUELING (AWAY FROM KRGA)

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

8.7 FUELING (SELF SERVICE)

(a) If self-service is required, follow posted directions.
(b) Taxiing in the vicinity of other aircraft and obstacles in or around self-service fuel facilities can be hazardous,

and it is critical that the student/instructor ensure adequate clearance.
(c) Turn off all aircraft power prior to refueling.
(d) Prior to making any fuel connections, ground the aircraft to the refueling equipment with an approved grounding cable.
(e) Ensure the aircraft is chocked and the parking brake is set and secure.
(f) Do not refuel if thunderstorms are in the vicinity of the airport.
(g) Ensure a fire extinguisher is available.
(h) Keep the receipt, sign it, and turn it in along with the credit card upon return to KRGA.

8.8 PROPELLER SAFETY

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

8.9 TAXIING OPERATIONS

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

8.10 AIRCRAFT PARKING

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

8.11 SECURING AIRCRAFT

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

----------END----------

SECTION 9 MAINTENANCE PROCEDURES

9.1 GENERAL

(a) The aircraft binder contains:
  (1) Current Tachometer and Hobbs Time sheet
  (2) Time and/or date of the next required inspection
  (3) VOR Currency Log
  (4) After every flight is completed, the student/instructor will record the Tachometer and Hobbs time in the aircraft binder and return it to dispatch.
  (5) These times will also be updated in FSP.

(b) The aircraft binder is required to be aboard the aircraft for each flight.
  (1) To determine aircraft airworthiness, pilots are required to check the aircraft binder prior to each flight.
  (2) Ensure that all required inspections are complied with.
  (3) Verify the tach time does not exceed the time the next AD or inspection is due.
  (4) Verify the tach time for the next inspection will not be exceeded during the flight.
  (5) Ensure there are no open discrepancies.
  (6) All previous maintenance write-ups shall be corrected and signed off by maintenance personnel, including the certificate number and signature of the individual signing off the discrepancy and the date.

(c) If an aircraft has been noted as "grounded" in Flight Schedule Pro, it shall not be flown until returned to service by maintenance.

(d) The aircraft shall not be flown with any "grounded" discrepancies or overdue inspections, or an inspection (50 or 100 hour) that will expire during the flight.

(e) The Maintenance Manager has the authority to issue a waiver to overfly a 50-hour inspection only.

(f) Any discrepancy noted during the flight must be recorded in Flight Schedule Pro, and the aircraft may not be flown until the discrepancy has been signed off.

(g) Recording accurate tach and Hobbs times in the aircraft binder and FSP is extremely important and is the responsibility of the Pilot In Command.

(h) Performing VOR checks when notified by dispatch is **REQUIRED.** Failure by the Pilot In Command to complete required VOR checks as directed by dispatch will incur a $50.00 charge.

(i) Maintenance test flights
  (1) shall only be conducted by maintenance test pilots designated by the Maintenance Manager or the Operations Manager (in case of the absence of the Maintenance Manager).
  (2) Shall only be performed during day VMC conditions.
  (3) shall include a mandatory pre-flight brief with the Maintenance Manager or lead mechanic that performed the work on the airplane before flying the aircraft. This brief shall include but is not limited to; description of work performed, repaired discrepancies, items to troubleshoot, and procedures to be followed.
  (4) Shall include a mandatory post flight brief with the Maintenance Manager or lead mechanic shall also take place. This brief shall include but is not limited to; results of aircraft test flight, any remaining discrepancies, and overall flying characteristics of the aircraft.

9.2 ENTERING DISCREPANCIES

(a) If a squawk is noted and the PIC determines the squawk is NOT a grounding squawk:
  (1) The instructor will follow the squawk checklist in dispatch and create the squawk in Flight Schedule Pro (FSP).
  (2) The Pilot-In-Command shall review all active squawks before every flight to determine if the aircraft is acceptable for the required mission.
  (3) Once non-grounding squawks are resolved, maintenance will remove the active squawk from FSP.

(b) If a squawk is noted and the PIC determines the squawk IS a grounding squawk:
  (1) Immediately end all flight training and report the discrepancy to dispatch with current Hobbs and Tach times.
  (2) The instructor will follow the Squawk Checklist in dispatch and create the squawk in Flight Schedule Pro, grounding the aircraft.
  (3) The PIC or Instructor will place the aircraft binder and keys in the "Grounded Aircraft" drop box located in the Flight Operations Building.
  (4) Inform the Aircraft Maintenance Assistant or Lead Mechanic, so they may install a "Grounded Tag" on the throttle of the aircraft in question. After hours, PIC shall place binder and keys in "Grounded Aircraft" drop box.

(c) If a discrepancy during flight results in a precautionary landing at another airport, the pilot will:
  (1) Contact the dispatcher and provide information about the problem and aircraft location.

(2) The dispatcher will contact the maintenance manager and coordinate the required maintenance action.
(3) Maintenance will decide to fix the aircraft on site or ferry the aircraft elsewhere for repairs.
(4) Flights Operations will plan, if necessary, to transport any stranded staff and/or students back to KRGA.

(d) After hours, the instructor shall write up the discrepancy in Flight Schedule Pro and leave the aircraft binder and keys in the “Grounded Aircraft” drop box located in the Flight Operations Building.

9.3 RESETTING CIRCUIT BREAKERS

(1) The POH procedure(s) shall be followed.

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SECTION 10 COLLISION AVOIDANCE

10.1 COLLISION AVOIDANCE (GROUND OPERATIONS)

(a) During ground operations at airports, remain alert to the location of other traffic and potential conflicts.
(b) The pilot will visually clear all taxiway intersections and runway crossings.
(c) The pilot will complete the required standard callouts.
(d) Monitor the proper frequency.
(e) Prior to entering an active runway for departure, a visual and verbal check for traffic on final approach and on the runway must be made utilizing the standard callout.
(f) Prior to takeoff, a confirmation of the departure runway must be made by comparing the assigned runway with runway markings, and the aircraft's magnetic compass and directional gyro.

10.2 COLLISION AVOIDANCE (AIR OPERATIONS)

(a) Every series of maneuvers will begin with two clearing turns in which the pilot will turn at least 60° in each turn, or a single 180° turn.
(b) Clearing turns permit better traffic avoidance and increased situation awareness within the practice area and in relationship to the landing airport
(c) Prior to landing, a confirmation of the landing runway must be made by visually checking the runway markings or comparing the magnetic compass/ directional gyro with the assigned runway.
(d) All EKU aircraft will depart the traffic pattern and transit to the working area at 3,000 feet MSL or above and all aircraft inbound to KRGA will transit at 2,500 feet MSL or below.
(e) A **clean windshield** is essential for collision avoidance.

10.3 AIRCRAFT LIGHTING

(a) Red Anti-Collision Lights (beacon) will be turned on prior to engine start and remain on until the propeller stops following shutdown.
(b) Navigation/Position Lights will be turned on between the hours of 1 hour before sunset and 1 hour after sunrise. Aircraft that require NAV lights to be energized for ADS-B operation will be placarded and noted in their respective checklists.
(c) White Anti-Collision Lights (strobes) will be turned on when lined up on the runway (and cleared for takeoff at a controlled airport) and remain on until clear of the runway after landing. The strobes may be turned off during IMC operations.
(d) Landing and taxi lights shall be used from line-up until taxing clear of the runway, in the traffic pattern, and within 5 NM of a landing airport.
(e) Taxi lights will be turned on for night operations anytime the airplane is moving forward during ground operations and when stopped, unless directly facing another aircraft.
(f) For night operations, the landing lights will be turned on when lined up on the runway (and cleared for takeoff at a controlled airport) and remain on throughout the climb to cruise altitude.
    (1) The landing lights may be turned off during cruise and/or during IMC operations.
    (2) Landing lights must be turned on again prior to descent and remain on until clearing the runway after landing.
    (3) Landing light may be used for taxi if needed for night operations but must be turned off when facing another aircraft.

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SECTION 11
ALTITUDE LIMITATIONS AND SIMULATED EMERGENCY PROCEDURES

11.1 ALTITUDE LIMITATIONS

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

11.2 SIMULATED EMERGENCY PROCEDURES

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

----------END----------

SECTION 12
ABNORMAL / EMERGENCY OPERATIONS

12.1 GENERAL / DEFINITIONS

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

12.2 EMERGENCY AUTHORITY

(a) PIC Emergency Authority (14 CFR 91.3)
    (1) "In an in-flight emergency requiring immediate action the PIC may deviate from any rule of this Part to the extent required to meet the emergency."
(b) The PIC may deviate from any prescribed procedure, method, weather minimum, or CFR to the extent required in the interest of safety.
(c) ATC clearance is not required prior to acting; always aviate first.
(d) For safety and priority handling, ATC should be advised of the pilot's intentions if time and altitude permit.
(e) PIC Designation
    (1) During an emergency on dual flights the Flight Instructor will be the PIC.
    (2) When two pilots with equal certification are on the same flight, the pilot acting as PIC will be determined prior to the flight.

12.3 AIRCRAFT STRUCTURAL INSPECTION

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

12.4 BIRD STRIKES

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

12.5 MAINTENANCE DIVERSIONS

(a) If a precautionary landing due to a maintenance issue is made at an airport other than KRGA:
    (1) If injured, seek medical attention immediately.
    (2) If not injured, immediately contact Flight Operations Manager for further instructions. If unable to reach Ops Manager, call the EKU Emergency Number at (859)622-7700.

(3) If precautionary landing is made at KLEX, taxi to WestLex during regular business hours and contact Flight Operations Manager. If after hours, taxi to Thoroughbred Aviation Maintenance next to Signature, tie the aircraft down, and contact Flight Operations Manager. If unable to reach Ops Manager, call the EKU Emergency number at (859)622-7700.

----------END----------

SECTION 13
STAGE CHECKS, PRACTICAL TESTS, AND KNOWLEDGE TESTS

13.1 STAGE CHECKS

(a) Purpose
  (1) Each training stage is followed by a stage check.
  (2) Stage checks evaluate a student's ability to meet standard training criteria and successfully perform all required tasks and operations.
  (3) Each stage check includes both an oral and flight evaluation.
  (4) The final stage check of each course represents a comprehensive evaluation.

(b) Scheduling
  (1) Students are responsible for filling out a stage check request card providing their availability and taking the card to the Flight Line Scheduler
  (2) FSP will automatically generate an email notification once the stage check has been scheduled to the student's official EKU email account.
  (3) It is the **student's responsibility** to monitor their **email** for schedule notifications.

(c) Cross Country Flight Planning
  (1) Many stage checks will be accompanied by a cross-country component.
  (2) It is the student's responsibility to contact their stage check pilot to determine the destination for planning.

(d) Oral Examination (Ground Charges)
  (1) Final stage checks will have a mock oral examination prior to or after the final stage check flight.
  (2) Ground time is built into each flight curriculum but if the student has difficulty or fails the stage check, the ground charge may exceed the allotted amount.
  (3) Students must successfully complete the ground portion of a stage check before the flight portion can be started.

(e) Flight Grading
  (1) The curriculum for each course in the EKU-A flight program provides the preflight planning (discussion) items and maneuvers that the student must master to complete each course.
  (2) The respective MDG provides specific procedures for maneuvers and unless otherwise noted, the student will be evaluated based on the ACS for each course.

13.2 UNSATISFACTORY STAGE CHECKS

(a) Initial Failure
  (1) If a student's performance does not meet the standard for a given portion of the stage check, the stage check will be graded as unsatisfactory.
  (2) The Check Instructor will notify the student as soon as practical of the unsatisfactory performance.
  (3) At the Check Instructor's discretion, the student may elect to continue the stage check and complete additional tasks.
  (4) If the student performs unsatisfactory during the oral portion, the flight may not be attempted.
  (5) In the case of an unsatisfactory performance on the oral portion, the student will be given specific feedback on unsatisfactory subject areas and guidance on preparation for the re-examination.
  (6) If the flight portion is unsatisfactory, the student must complete additional training in the deficient areas with his assigned instructor prior to repeating the stage check.

(b) After successfully completing the additional training, the student will reschedule the stage check in accordance with 13.1 (4) of this SOP.

(c) For second failures, the recommending instructor must meet with the Chief Instructor to determine an appropriate course of action.

(d) Repeat Failures (Third Failure)
  (1) The student must meet with the Pilot Review Board (PRB).
  (2) The PRB will determine an appropriate course of action and a time frame for which it is to be completed.

(e) Recommended courses of action may include:
  (1) Ground instruction
  (2) Homework assignments
  (3) Simulator training
  (4) Flight training

(f) Fourth (And Subsequent) Failure
    (1) The student will meet with the PRB.
    (2) The PRB will determine an appropriate course of action and a time frame for which it is to be completed.
(g) Recommended courses of action may include:
    (1) Ground instruction
    (2) Homework assignments
    (3) Simulator training
    (4) Flight training
    (5) Removal from the flight program
(h) The Chief Flight Instructor will make the decision as to whether it is in the student's best interest to continue training or be removed from the program and submit that decision to the Department Chair.
(i) Student completion of stage checks and continued progress in the flight program will be based on safety and compliance with FAA regulations and standards.

13.3 FAA AIRMAN KNOWLEDGE TESTS (WRITTENS)

(a) Written Test Requirements
    (1) FAA written knowledge tests are required for Private, Instrument, Commercial, and Flight Instructor. The fee for these exams is included in the ground school fee that students pay when registering for a ground course (i.e., AVN 161, 220, etc.).
    (2) To be eligible for a FAA written knowledge test, each student must receive required endorsement per AC-61-65(H).
    (3) As of January 13, 2020, students must now register with IACRA and receive a Flight Training Number (FTN) **before** scheduling an Airman Knowledge Test.
    (4) Preparation and practice tests can be done through the Cessna curriculum, Sheppard Air, or any suitable study material.
    (5) Students must receive a 90% or higher on three practice tests to receive the required endorsement.
    (6) For Instrument and Commercial, test results should be presented to the student's ground school instructor for endorsement.
    (7) For Private, test results should be presented to the student's CFI for endorsement.
    (8) For Flight Instructor, test results should be presented to the recommending instructor for a FAR 61.39(a) endorsement.
(b) Completion Requirements
    (1) The Written Knowledge Test must be completed in each course with a passing grade of 70% or greater prior to the final stage check for that course.
    (2) After completing the Written Knowledge Test (**regardless of Pass or Fail**):
        (i) The Testing Center will issue a copy Airman Knowledge Test Report.
        (ii) IMPORTANT: Bring the test results to the FTC be copied OR immediately email a legible photo of the results to FTC staff.
    (3) Two failed attempts will result in student grounding and referral to the PRB for investigation.

13.4 CHECKRIDE PASS/FAIL PAPERWORK PROCEDURES

(a) Before scheduling a checkride with the FAA, the following requirements must be met:
    (1) Pass FAA written knowledge test (if required).
    (2) Follow the checkride checklist.
    (3) No later than 7 days prior to your scheduled checkride, notify the Flight Scheduler by handing over a completed checklist.

(4) A complete audit of your flight records must be completed prior to all FAR 141 checkride approvals.
(5) Any checkride cancelled within 7 days of their scheduled date will incur a $300.00 administrative charge. The charge will be waived if the cancellation is due to weather or documented sickness.

(b) Upon completion of any FAA checkride, regardless of the outcome, the temporary certificate or notice of failure must be brought by the FTC for a copy to be placed in the students file before any further flight training.

(c) All paperwork must be completed in the student's flight training syllabus and that syllabus turned in to the aviation office.

(d) The endorsing instructor will report <u>any</u> Certificate or Rating checkride failure to the Chief Instructor within 72 hours after the checkride.

----------END----------

Appendix A

KRGA Traffic Pattern Course Rules

References: AC 90-66B, Non-Towered Flight Operations, (March 2018)
Pilot's Handbook of Aeronautical Knowledge (FAA-H-8083-25B)

General Procedures

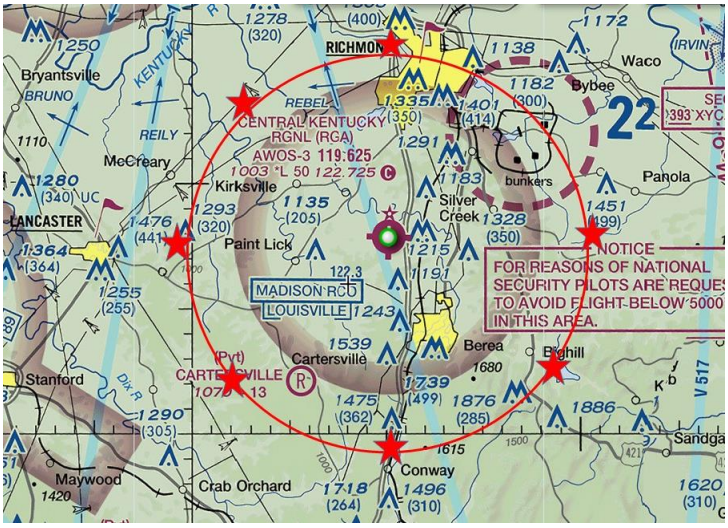
- "Line up and wait" is not permitted for EKU students at KRGA.
- Aircraft holding short for take-off should continue to hold short for circling approach traffic on the base or final approach leg.
- While the Advisory Circular recommends stating the name of the airport at the beginning and end of the transmission, to minimize traffic congestion around KRGA, it is acceptable to state the name of the airport only once during the radio transmission.
- Aircraft established in the traffic pattern have the right-of-way over aircraft entering the pattern, including those entering on the 45° or doing a straight instrument approach procedure. Aircraft entering the pattern are expected to maneuver as required to yield right-of-way to aircraft established in the pattern.
- All EKU aircraft operating at KRGA are expected to maneuver to make a preferred pattern entry to a downwind. Straight-in and modified base pattern entries are not permitted unless conducting practice instrument approaches.
- Student solos on their first two solo flights (the pattern solo and local area solo) will add "student solo" to the radio call.
    - Sample radio call: "Central Kentucky Traffic, Cessna 92LC, turning crosswind, runway 36, student solo."
- Instructors will sign up for a training area and practice airport on the electronic board in the Flight Operations Building. This process will negate the superfluous calls such as, "Is anyone in the Crab Orchard training area?" The correct procedure would be to announce that you are departing the pattern for the Crab Orchard area.
    - Sample radio call: "Central Kentucky Traffic, Cessna 92LC, departing the pattern straight out/45 right for the Crab Orchard practice area."
- Once established in the training area, make an announcement that you are maneuvering in that area and include the altitude and direction/distance from KRGA.
    - Sample radio call: "Central Kentucky Traffic, Cessna 92LC, maneuvering in the Crab Orchard practice area at 3000-4000', 15 miles southwest of the airport."
- Aircraft will transit outbound to their training area at or above 3000' MSL by 4 nm from KRGA.
- Outbound aircraft should avoid the 45-entry point to downwind that inbound aircraft will be using.
- Aircraft will transit inbound to the airfield at or below 2500' MSL within 10 nm from KRGA.

Practice Approach Procedures

- Aircraft on an instrument approach procedure will use direction/distance calls from KRGA and will avoid the use of instrument fixes to state their position, as directed by AC 90-66B.
- The initial call would be made approximately 12-13 nm from KRGA, while the aircraft is positioning at/around the initial approach fix.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 12 miles northwest of the field, positioning for the RNAV 36 at 3100’.”
- If multiple aircraft are positioning for an instrument approach, those aircraft may coordinate using distance from an IAF. These calls would be between the two aircraft and do not negate the requirement to communicate direction/distance from KRGA once established on the approach.
    - Sample radio call: “92LC, this is 41912, we are 2 miles from JUMOP at 3100’.”
- Once established on the final approach course at 10 miles, make a position call.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 10 miles north of the field, inbound on the RNAV 18 approach at 3100’.”
- The next two calls would be made when you are on final at 5 miles and 2 miles out. Avoid ambiguous calls using “short-final” since each person’s view of short-final is different.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 5 mile final, runway 36, full stop.”
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 2 mile final, runway 36, full stop.”
- Instructors must be very cautious when practicing “circle to land” approach procedures. In all cases, the aircraft conducting the circling procedure is expected to maneuver as required to avoid disruption of aircraft established in the traffic pattern.
- Aircraft conducting practice instrument approaches are expected to give way to all other aircraft established in the traffic pattern.

Inbound to KRGA – Direct Pattern Entry

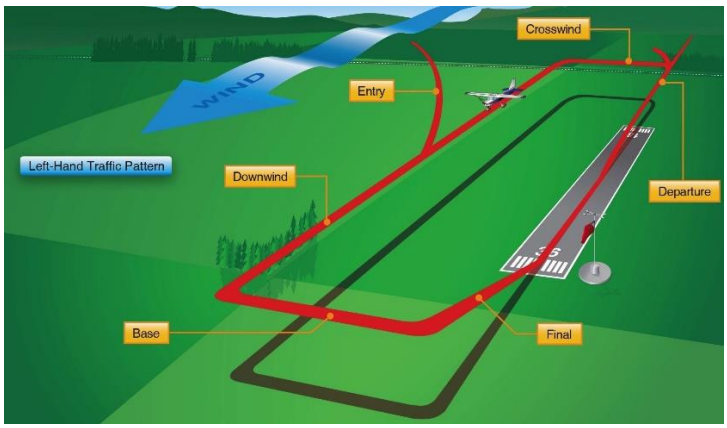
- Prior to making the first call, listen to AWOS to determine preferred runway. At times when winds are calm or variable, it may be necessary to listen to other traffic around KRGA to determine the active runway.
- Normally, the initial call would be made 10 nm from the field, using a compass point (as depicted in the graphic). All traffic will transit inbound at 2500’ MSL within 10 nm of KRGA. It is not necessary to provide superfluous information such as specific runway/pattern entry details in the first radio call.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 10 miles west, inbound for landing.”



- Traffic will proceed from the 10 nm point inbound, being vigilant for other traffic and listening on the radio to gain situation awareness.
- The second call will normally occur at 5 nm from the airfield.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 5 miles west, inbound for landing runway 36.”

- After the 5 nm call, begin positioning for the 45° entry to downwind and descend to TPA.
- The 45° entry to the pattern should begin at approximately 3 nm from the airfield and approximately 45° from the downwind heading at TPA.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 3 mile 45 for a left downwind, runway 36.”
- Enter the downwind and assume normal spacing from the runway.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, left downwind runway 36.”
- Approximately 45° past the intended point of landing, begin base turn.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, turning base/on base, runway 36.”
    - Note: It is critical to distinguish “turning base” from being on base, so ensure the correct call is made at this point so other traffic in the pattern will know where you are.

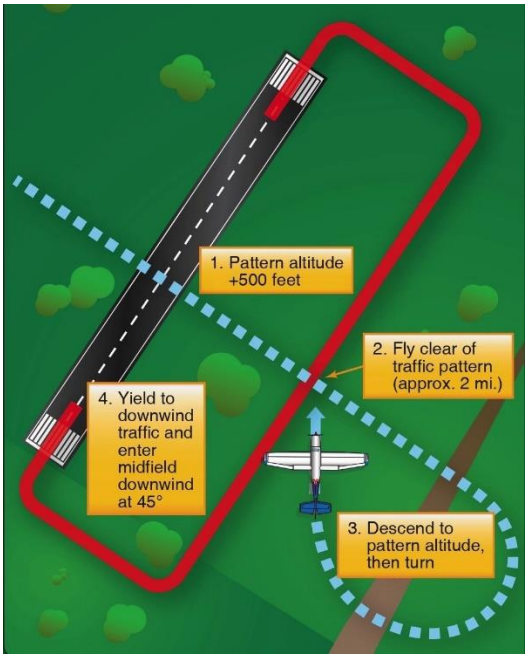
- As required by wind and spacing, begin turn to final.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, turning final/on final, runway 36.”
    - Note: If other aircraft are in the pattern, it is helpful to announce what kind of landing you are making, i.e., touch and go, full stop, etc.
- If a full stop landing, exit the runway at the appropriate taxi way and call clear of the runway.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, clear of runway 36, taxiing to the line.”
- If a touch and go, execute the required procedure and upon climb-out, when it is safe to do so, make a call that you are on the go or upwind, depending upon your position.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, upwind, runway 36.”
    - This call would be followed by the “turning crosswind” and “turning downwind” calls. The crosswind turn should begin at 1700’ MSL, unless other traffic requires you to extend further upwind.



Inbound to KRGA – Crossing Mid-Field Entry

- Prior to making the first call, listen to AWOS to determine preferred runway. At times when winds are calm or variable, it may be necessary to listen to other traffic around KRGA to determine the active runway.
- Normally, the initial call would be made 10 nm from the field, using a compass point (as depicted in the graphic). All traffic will transit inbound at 2500’ MSL withing 10 nm from KRGA.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 10 miles west, inbound for landing.”
- Traffic will proceed from the 10 nm point inbound, being vigilant for other traffic and listening on the radio to gain situation awareness.
- The second call will normally occur at 5 nm from the airfield.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 5 miles west, inbound for landing runway 18.”
- After the 5 nm call, continue inbound to cross over the mid-field point at 2500’ MSL. Continue until approximately 2 nm from KRGA before beginning the teardrop turn and descent to TPA.
- The next call should be made as the airplane is approaching the mid-field point, approximately ½ mile from the runway.

    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, crossing over midfield at 2500 feet, outbound for the 45 entry, runway 18.”
- Proceed outbound and cross over the downwind, staying 500’ above the traffic pattern. When you are 2-3 nm from the runway, begin your right-hand turn (see graphic) to position for the 45 entry to downwind. It is not necessary to make a call while outbound/positioning for the 45 unless other traffic is in the vicinity (i.e., on the crosswind or entering downwind).
- Position the airplane as you normally would to be approximately 3 miles on a 45 to the downwind.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, 3 mile 45 for a left downwind, runway 18.”
- At this point, fly the remainder of the pattern as you would for a normal pattern entry.



Departure Procedure

- While at the hold-short position, aircraft should monitor CTAF and ensure no aircraft is either on final or inside of the base to final position.
- When clear, the aircraft should make an appropriate, unambiguous radio call. Avoid calls such as “taking the runway” as this is not a clear, concise radio call.
    - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, taxiing onto runway 36 for takeoff.”
- Taxi onto the runway, making one last check to ensure no aircraft is on final.
- In all circumstances, departing aircraft should continue climbing above pattern altitude after takeoff and plan to transit outbound at or above 3000’ MSL by 4 nm from KRGA.
- If staying in the pattern:
    - Consideration should be given to ensure appropriate interval with any other aircraft established in the pattern.
    - Take off and continue upwind, climbing to at least 1700’ MSL.
    - Turn crosswind and make the appropriate call. (“Central Kentucky Traffic, Cessna 92LC, turning crosswind, runway 36.”)
    - Continue climb to 2000’ MSL and turn downwind; make the appropriate call. (“Central Kentucky Traffic, Cessna 92LC, turning downwind, runway 36.”)
    - At midfield downwind, Pre-Landing Check.
    - Approximately 45° past the intended point of landing, turn base and make the appropriate call. (“Central Kentucky Traffic, Cessna 92LC, turning base, runway 36.”)
    - Approaching final, begin turn to final and make the appropriate call. (“Central Kentucky Traffic, Cessna 92LC, turning final, runway 36.”)
    - If other aircraft are in the pattern, it is appropriate to add your intentions (full stop or touch and go) to the base and final calls, i.e., “…turning base, runway 36, touch and go.”

- If departing the pattern:
    - Climb straight ahead to 1700’ MSL, then either;.
        1. Continue straight ahead until leaving 2500 MSL, then on course ≥3000’ MSL/ OR
        2. Turn right 45° until *leaving* 2500 MSL, then on course ≥3000’ MSL.
        - Sample radio call: “Central Kentucky Traffic, Cessna 92LC, departing the pattern straight-out/right 45 to the _____practice area.” (Or if leaving the pattern for a cross country, “…departing the pattern to the northwest.”)
    - Regardless of the procedure, it is expected that all outbound traffic climb at a sufficient rate to achieve ≥3000’ MSL within 4 nm from KRGA.
- KRGA Practice Areas

Appendix B

Solo Dispatch Checklist

Before any student solo or check ride can be dispatched in Flight Schedule Pro the following items must be complied with:

- ☐ Review all previous aircraft maintenance squawks to ensure that there are no open discrepancies. If there are, please notify the Aircraft Maintenance Manager or Chief Flight Instructor immediately.
- ☐ Ensure that the assigned aircraft is FMC (full mission capable) for the assigned mission.
- ☐ Dispatched aircraft must have no "inop" equipment.
- ☐ No private buddy flights allowed; commercial buddy flights must be authorized by the chief instructor.
- ☐ No solo flights allowed if IMC forecast along route, unless it is a Commercial of Flight Instructor Syllabus flight and it meets conditions of section 6.4 (2.A, 2.B, 2.C, and 2.D) of this SOP.
- ☐ Ensure that the winds are within limits as per Section 7 of this SOP.
- ☐ Ensure that students have completed safe for solo flight evaluation or have flown within the following intervals:
  A. Student Pilots –No more than 14 days.
  B. Private Pilots- No more than 30 days.
  C. Commercial Pilot (students) - No more than 30 days.
  If the student's landing skills have not been evaluated as safe-for-solo within the time intervals prior mentioned, the dispatching instructor shall take that student into the landing pattern for enough landings to verify landing competence and then send the student on their solo.
- ☐ Ensure that the student has all required navigational charts, airport directories, and approach plates for appropriate frequencies and airport diagrams. Fully charged I-Pads with ForeFlight ™ or equivalent software package installed, and all required charts have been pulled in from memory and visible to the student before departing will be an acceptable substitute.
- ☐ Establish a method of tracking and communicating with the student to allow the CFI to monitor the students' progress throughout the flight and make sure they land at all airports as planned. Cell phones, Flight Aware ™, or combination of both are acceptable methods.
- ☐ All student cross countries must be on an activated VFR/IFR flight plan with flight following.
- ☐ Ensure proper preflight planning was completed by verifying weight and balance, NAV Logs with leg fuel and time calculations, and any other performance calculations. Additionally, mandatory reserve fuel calculations and, if on IFR flight plan, fuel requirements and ETE to a suitable alternate will be annotated.
- ☐ All other policies and procedures set forth in the SOP and MDG must be complied with.

If all above listed items are in compliance, then dispatch the student(s) in Flight Schedule Pro.
In closing out the student's flight in Flight Schedule Pro, ensure that any student-reported discrepancies have been entered in the Binder system and followed-up by notifying the Aircraft Maintenance Manager.
If the aircraft is grounded, contact the next scheduled pilot. Also, ensure that the flight lesson is correctly entered in CTA and maintenance turnaround is noted both in CTA and Flight Schedule Pro

before the student's next scheduled flight. This is an instructor responsibility and not the students.
Each student must have a signed copy of the dispatch checklist in their possession for **every** Solo.

Student Solo name_____ Syllabus Flight/Lesson _____
Student Signature _____ Date _____
CFI Signature _____ Date _____

APPENDIX C

Cold Weather Operations

The purpose of this document is to prepare for cold weather operations and inclement winter weather. The goal is to protect our aircraft from extreme temperatures while ensuring student and instructor safety.

EKU FTC and FBO personnel shall work together to ensure proper execution of this operational directive.

- During winter operations, every effort shall be made to hangar all EKU operated aircraft during periods of foul/inclement weather. Priority shall be given to EKU owned aircraft. The aircraft that EKU does NOT own and should NOT be given hangar priority are: N99870, N53720, N62946, N65276, N9985B, and N9838B.
- The stacking order of the aircraft shall be dictated by the published flight schedule. EKU FBO line crew shall use the published EKU flight schedule for the following day/next scheduled flight day to determine order and placement of assigned aircraft in available hangar spaces. Coordination among EKU Maintenance Manager, Flight Scheduler, Flight Operations Manager, and Line Crew Supervisor is highly encouraged. The daily flight schedule shall be published no later than 1600 each workday.
- Once stacked, the aircraft shall be plugged into the sump heaters by the line crew if the outside air temperature is forecasted to be below 32 degrees Fahrenheit.
- Aircraft shall stay plugged in until they have been pre-flighted, and the flight crew is ready to conduct flight operations. Line personnel shall be notified approximately 15 minutes prior to the anticipated engine start time to allow adequate time to move aircraft from the hangar.
- It is the PIC responsibility to notify line personnel to move aircraft from the hangar.
- Instructors/line crew must pay particular attention to unplugging the electric sump heater prior to moving aircraft.
- If the aircraft has been allowed to set on the ramp more than 30 minutes, cold start procedures should be used.
- If the aircraft has been on the ramp for more than 30 minutes and the ambient temperature is below 20F, the propane heaters must be used to preheat the A/C prior to engine start.
    - **Only line personnel and approved staff are authorized to use the propane preheaters**.
- All A/C must be free of frost, ice, or snow. Line staff or authorized personnel may defrost the aircraft with a 50-50 water/propylene glycol mixture on an as-needed basis.
- Use of any foreign objects other than the propylene glycol mixture to physically remove frost, ice, or snow is strictly prohibited.
- Suspension of flight operations due to extreme cold weather shall be at the discretion of the Chief Instructor Pilot.
- All aircraft surfaces shall be free of any contamination prior to engine starts.

Aircraft starters are often abused in the winter. All EKU aircraft are equipped with Skytech Starters. These starters have strict operational limits that must be adhered to. Failure to do so will result in the starter overheating and breaking.

- You are allotted six start attempts of 10 seconds max per attempt.
- You must wait 30 second in-between each attempt.
- After six attempts the starter must cool down for 30 ***minutes.***
- If the flight crew is having difficulty starting an aircraft, they should notify the maintenance manager as soon as possible.

IF THERE ARE ANY QUESTIONS REGARDING COLD WEATHER OPERATIONS – DISCUSS WITH CHIEF INSTRUCTOR, OPERATIONS MANAGER OR MAINTENANCE MANAGER

EKU AVIATION

APPENDIX D

Pilot/Academic Review Process

The Pilot Review Board Process is designed to review a Professional Pilot students' progress, suitability, or probability of successful program completion. The intent of the Review process is to offer student corrective measures, or when necessary, issue sanctions to include suspension and/or termination from the flight training program. It is important to understand that dismissal from the Professional Pilot concentration does not mean dismissal from the university. The review process is only meant to determine a student's status within the program. However, there may be situations where the conduct that resulted in dismissal from the program would be referred to the
office of Student Affairs. In all cases, aviation students are subject to the University's Code of Student Conduct as well as the EKU-A Standard Operating Procedures (SOP) manual.

The Pilot Review Board process may be initiated for reasons which may include, but are not limited to:

- Inability to master flight tasks within a reasonable amount of training
- Demonstrated lack of aptitude
- Academic concerns
- Insufficient motivation, accountability, or enthusiasm
- Violation of FAA regulations;
- Violation of school policies or procedures;
- Making unauthorized flights;
- Violation of drug or alcohol laws*;
- Violation of any local, state, or federal law **
- Excessive NO-SHOW and/or Cancellations;,
- Issues related to safety of flight.
- Demonstrated or suspected psychological irregularities, to include suicidal proclivity or stated/suspected malicious intent, threat, or FAA Regulation violation
- Other event/issues as determined by the Chief Flight Instructor

*The Aviation Student Drug and Alcohol Testing Policy is incorporated herein and available at the following website: https://aviation.eku.edu/sites/aviation.eku.edu/files/files/Aviation%20Alcohol%20%20Drug%20Testing%20Policy%20-%20Revise%20draft%206-26-2019.pdf

**It shall be the responsibility of a student who has been charged, adjudicated, or convicted of any local, state, or federal law or statute to inform the Chief Flight Instructor or Executive Director of the incident withing 7 days of occurrence.

It should be remembered that there is a considerable amount of solo flight training mandated by the airman certification process, so the opportunity for an accident, either genuinely accidental or deliberate, is ever-present. Therefore, it is imperative that a process which extends all possible consideration to student success in a transparent manner be in place to protect students and Eastern Kentucky University from the possible consequences of ill-advised continuation of student flight training.

The Pilot Review Board membership will be dictated by the causal issue that generated the initiation of the review and as outlined in the following paragraphs. Any remedial flight training events (ground, simulators, flights) are at the students' expense.

Once a determination has been made that a Professional flight student is to undergo a Pilot Review Board, the student will be grounded from further flight training until completion of the Flight Review Board process. The following steps will be followed:

A. Pilot Review Board:

1) The flight related causal events may include, but are not limited to:
   - Three consecutive failures of a flight syllabus lesson

- Failure to solo after 25 hours
- Except for Private Stage 1, exceeding stage check minimums by 100% of those required by the approved syllabus.
- Two consecutive unsatisfactory attempts at a stage check.
- Lack of Progress.
    - The expectation is for a student to complete at least one flight lab per 19 weeks and to maintain systematic progress in their flight training.
- Failure to begin an approved flight lab within 19 weeks from finishing a ground school.

2) Pilot Review Board membership: Operations Manager, Assistant Chief Flight Instructor(s) and Chief Flight Instructor

3) The following process will occur:
    a. Step 1:
    - A review of the student's flight records and a conference between the student, the assigned primary flight instructor, and the Assistant Chief Flight Instructor

    - Assistant Chief's approved course of actions:
        - Option 1: Discontinue Pilot Review Board Process - student's records will be annotated, and the student returned to flight status.
        - Option 2: Recommend assignment of new primary instructor
        - Option 3: Written plan of remedial action to include additional ground instruction, simulator and/or flight events
        - Option 4: Continue to step 2.

    -The appropriate Assistant Chief will document the action taken from step 1 in the notes section of the student's individual Flight Schedule Pro account.

    b. Step 2:
    - Once the Assistant Chief Instructor has decided that the Pilot Review Board process should proceed, a review of the student's flight records and a conference between the student, the assigned primary flight instructor, the Assistant Chief and Chief Flight Instructor. Chief Flight Instructors approved course of action:
        - Option 1: Discontinue Pilot Review Board Process - student's records will be annotated, and the student returned to flight status.
        - Option 2: Assignment of new primary instructor
        - Option 3: Written plan of remedial action to include additional ground instruction, simulator and/or flight events
        - Option 4: Suspension from flight program
            - Terms and length of suspension to be written and provided to student.
        - Option 5: Recommendation for termination from flight program

    -The appropriate Assistant Chief will record meeting minutes of step 2 of the Pilot Review Board and save them in the PRB section of the Aviation folder in the EKU "N" drive.

    If recommendation for termination is forwarded

    c. Step 3:
    - Once the Chief Flight Instructor has recommended termination for a flight student, the student's flight records and minutes of the Pilot Review Board will be forwarded to Director of EKU-A for final determination of student's status. The Director of EKU-A approved course of action:
        - Option 1: Approve termination recommendation
        - Option 2: Suspension from the flight program.

B. Additional/Other Review Board Process

1) This alternative review process will apply when a student has been immediately suspended for one or more of the following reasons outlined in Paragraph 5.7(e):
    - Violation of FAA regulations;

- Violation of school policies or procedures;
- Making unauthorized flights;
- Violation of drug or alcohol laws*;
- Violation of any local, state, or federal law **
- Excessive NO-SHOW and/or Cancellations;,
- Safety of Flight.
- Demonstrated or suspected psychological irregularities, to include suicidal proclivity or stated/suspected malicious intent, threat, or FAA Regulation violation
- Other event/issue as determined by the Chief Flight Instructor.

*The Aviation Student Drug and Alcohol Testing Policy is incorporated herein and available at the following website: https://aviation.eku.edu/sites/aviation.eku.edu/files/files/Aviation%20Alcohol%20%20Drug%20Testing%20Policy%20-%20Revise%20draft%206-26-2019.pdf

**It shall be the responsibility of a student who has been charged, adjudicated, or convicted of any local, state, or federal law or statute to inform the Chief Flight Instructor or Executive Director of the incident withing 7 days of occurrence.

2) Board membership: Assistant Chief Flight Instructor, Chief Flight Instructor, Student Advisor (as required), Director EKU-A

3) The following process will occur:
   a. Step 1:

- The Pilot Review Board will review the students applicable record(s) and all available information based on the issue that resulted in the initiation of the Pilot Review Board.

- Depending on the seriousness of the issue, the Pilot Review Board may invite the student to participate in the process. Approved options are:

    - Option 1: Continued participation in the flight program based in a “probationary status”.
        - Student shall be given written conditions for continued participation
    - Option 2: Suspension from the flight program
    - Option 3: Termination from the flight program

- The Chief Flight Instructor will record minutes of the meeting and save them in the PRB section of the Aviation folder in the EKU “N” drive, along with providing a printed copy to the Director EKU-A.

C. Academic Review Process

1) The academic causal events may include but are not limited to:
- Failure to maintain attendance requirements in applicable ground schools, which will result in:
    - Assignment of an “F” for the ground school class and
    - Immediate grounding from all flight training activities
- Two consecutive unsatisfactory attempts at a required FAA Airman Knowledge Test, which will result in:
    - Initiate Pilot Review Board process outlined in A. above.
- Failure to maintain a 2.75 Overall GPA, as stated in the EKU-A Flight Lab policy, which will result in:
    - Current lab may be completed but may not register for subsequent lab and
    - May request a review of mid-term grades to determine if flight training may resume
- Failure to maintain a 2.75 Overall GPA for two consecutive semesters, which will result in:
    - Current lab may be completed but may not register for subsequent lab and
    - May not resume flight training until 2.75 Overall GPA or above is achieved
- Failure of a AVN prefixed class for a third time OR any degree required FAA knowledge test for a third time, which will result in:
    - Dismissal from Aviation Pro-Flight Concentration