FLIGHT OPERATIONS MANUAL

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1) Mission and Introduction

1.01 **Aerowood Aviation Mission** To provide the Central Piedmont area with the highest quality flight training and an outstanding client experience while keeping the safety of the operation at the center of everything we do.

This mission is *why* we are in business. It guides *everything* we do.
It is *supported* by our core values:

Safety • Excellence • Innovation • Integrity

1.02 Introduction

Welcome to Aerowood Aviation. We were founded in 2008 with the goal of sharing our passion for aviation. To that end, we created this document to standardize our operations and provide guidance. Please note that the Federal Aviation Regulations (FARs), Advisory Circulars (ACs) and Aeronautical Information Manual (AIM) take precedence over this document. If you find any part of this document to be in conflict with any aviation related regulation or practice, please let us know.

Aerowood Aviation has an excellent safety record. We owe that to the diligence and professionalism of our pilots, staff, and clients. The single most important quality a pilot can possess is a positive attitude towards safety!

2) List of Revisions – Most recent revisions are here; full list is in Appendix D

Rev #	DATE	HIGHLIGHTS OF CHANGE
Rev 6	October 24, 2022 Updates are in **red**	• Updated Emergency Contacts in **Paragraph 4**. • Replaced "Director of Operations" with "Aircraft Manager" throughout the document. • Added **5.03.04** to clarify that Aerowood instructors are required to submit FAA and Aerowood ASRS forms when they observe a safety related concern • Updated **6.10** to ensure that Hobbs and Tach times are written down **before** turning the Master switch on. • Updated **7.02.02b** to include labels on oil doors for correct oil type and quantity. • Updated **7.02.02h** to include procedures for checking aircraft tire pressure. • Added **7.08.02** to emphasize the use of the procedures in AC 90-66B for arrival at a non-towered field. • Renumbered paragraphs in **7.08**. • Updated **7.09.03** to add the requirement for a walk around inspection after shutdown. • Added **7.09.04** to list requirements for logbook entries for instructional flight. • Updated **10.03** to clarify procedures for maintaining communication with parent or guardian regarding progress of their student. • Added **Paragraph 12**, Training for non-US Citizens • Removed **Paragraph 14**, Non-Aviation Emergency Response Plan • Renumbered paragraphs **12** (to 13) and **13** (to 14) • Added **13.05** to list non-emergency Aerowood Service Center contact number.

3) Purpose of the Flight Operations Manual

A Flight Operations Manual is an essential element of all professional aviation operations. The manual's principal function is to provide operational and administrative information to department personnel. The manual also serves as a communication tool that transmits Aerowood Aviation's (Aerowood) safety practices, policies and procedures to the clients we serve.

Standard Operating Procedures (SOPs) have been instituted to ensure the highest levels of pilot discipline, safety, and training effectiveness. These policies are applicable to all flights that are conducted as part of any course of instruction, aircraft rental, or professional flying at Aerowood. All flights conducted at Aerowood must adhere to the applicable Federal Aviation Regulations (FARs). This Flight Operations Manual (FOM) is superseded by the relevant FARs or the manufacturer's operating handbook. Some redundancy of regulations and operating handbook recommendations may be found in this manual in order to stress certain operating procedures.

Completed FOMs will be distributed in electronic format to all Aerowood clients and employees. A copy will be posted on the Aerowood website. The manual should be readily available to all aviation personnel so that it can be easily referenced when appropriate; the most current version may always be found on the Aerowood website.

All Aerowood employees (full time, part time, and contract) and clients are expected to adhere to the practices, policies, and procedures prescribed in Aerowood's Aircraft Rental Agreement (Appendix A) and in this FOM. Deviation from the policies and procedures prescribed herein by employees may lead to disciplinary action including termination of employment. The practices, policies, and procedures in this manual are intended to maximize the safety of Aerowood; however, they may be waived at the discretion of the Aircraft Manager.

4) Emergency Contacts

- o   Aerowood Office/Megan Slater   980.263.9025
- o   Adam McClinton, General Manager   502.751.5648
- o   Kevin Frantz, Director of Maintenance   704.289.4795

5) Safety

5.01 General. As pilots and instructors, we are bound by relevant Federal Aviation Regulations (FARs) and National Traffic Safety Board (NTSB) regulations to report safety related matters when the conditions meet the threshold for reportability. Aerowood fully supports this process and will assist all concerned agencies as required by law.

5.02 NASA's Aviation Safety Reporting System (ASRS). The ASRS collects, analyzes, and responds to voluntarily submitted aviation safety incident reports in order to lessen the likelihood of aviation accidents. These reports are submitted by pilots, controllers, and others in the aviation community on a non-attribution basis. We encourage our instructors, learners, and renters to participate in this program. Learn more at asrs.arc.nasa.gov

5.03 Internal Aerowood Safety Program

5.03.01 The purpose of this program is to constantly improve our safety practices.

5.03.02 When you observe safety related concerns that fall short of regulatory standards, you are welcome to let us know. Whether in person, by email, or even anonymously, we want you to feel free to relay your thoughts and concerns. We commit to taking your concerns seriously and if within the realm of what we do have control over, will address those concerns.

5.03.03 In order to encourage participation in the Aerowood safety program, we will use the Aerowood Safety Reporting Form in **Appendix B.** This document is based upon the ASRS program and can be used to report anything you see that you feel compromises safety at Aerowood. You may identify yourself or remain anonymous when submitting this form.

5.03.04 Aerowood Instructors who observe safety related concerns **shall** complete both an FAA ASRS form and an internal Aerowood ASRS form and send copies of both forms to the Aerowood Aircraft Manager.

5.04 FAA Safety Team, Wings Program
Aerowood strongly encourages every instructor to participate in the Wings Program. In turn, instructors should encourage their learners to participate as well. Program information and a free account is available at www.faasafety.gov.

6) General Rules

6.01 **Compliance with FAA rules and regulations.** The Customer agrees to abide by all applicable Federal Aviation Regulations (FAR), the Aeronautical Information Manual (AIM), Advisory Circulars (AC), and any other FAA publications, directives, or regulations applicable to the Customer's flight.

6.02 **Compliance with Aerowood Aircraft Rental Agreement.** The Customer agrees to abide by the requirements and procedures set forth in the Aerowood Aircraft Rental Agreement.

6.03 Renter Pilots must hold a valid and current pilot certificate with appropriate ratings. Pilots are responsible for providing photocopied or electronic scans of their Renter's Insurance, current Medical Certificate, Pilot Certificate, and State Driver's License or other government-issued photo ID so that these documents may be uploaded to Flight Circle. Renter pilots will make sure the date for their most recent Flight Review and the expiration date of their Renter's Insurance and Medical is posted in Flight Circle.

6.04 Pilots shall observe all Federal, State, and Local flight rules. All violations will be dealt with by the appropriate governing authorities; Aerowood may immediately suspend or permanently remove aircraft use privileges, pending further action.

6.05 Pilots will never attempt to operate an aircraft when they have a known physical or mental deficiency, such as headache, cold, lack of adequate rest, stress, etc. Within the context of this section, pilots of all levels of certificates, to include learners, must abide by: FAR 61.15 (Offenses involving alcohol or drugs), 61. 23 (Medical certificates: Requirement and duration), and 61.53 (Prohibition on operations during medical deficiency.)

6.06 For flights with landings at other airports, pilots will list all landing airports in the Flight Circle Route Box.

6.07 Smoking is prohibited in all aircraft.

6.08 A checklist appropriate for the aircraft shall be used for all operations. This checklist shall be used as a backup for the flow procedures in each phase of flight.

6.09 Rental pilots will personally conduct a preflight inspection of the aircraft as prescribed by the manufacturer. A post flight inspection will also be conducted to determine if there are any squawks that need to be reported.

6.10 Pilots shall check the Hobbs and Tach **as soon as they arrive at the airplane**. **Before they turn the Master Switch on** they shall record the Hobbs and Tach times in the white Time Book at the beginning and end of each aircraft operation. When writing down the Hobbs and/or Tach times for the aircraft in the Time Book, if the last digit on the meter is in between two numbers, the Customer is to ROUND UP to the higher of the two numbers. (i.e. halfway between 4 and 5 = 5). If at any time a discrepancy appears, it must be reported to Aerowood office staff prior to flight. Renter should verify that all required documents are in the aircraft.

6.11 Rental pilots are responsible for shutting down and securing the aircraft, installing the control lock, pitot tube cover, tying down the three tie-down points, and returning keys and white Time Book to the office. The renter will be responsible for damage to aircraft caused by leaving an aircraft untied. When leaving an airplane unattended at EQY or away from EQY, tie down at least the wings. If tie-downs are not available, at a minimum chock the nosewheel.

6.12 Appropriate charts and equipment shall accompany pilots during all flight operations.

6.13 All aircraft malfunctions shall be reported immediately to a CFI or other Aerowood staff who may then refer to the Aerowood Director of Maintenance for inspection. Discrepancies shall be entered in the Flight Circle squawk system – **See Section 12**. Pilot will not depart with an aircraft if airworthiness is in question.

6.14 No aircraft shall be used to transport any illegal materials or substances.

6.15 No aircraft shall be used for any Commercial Operations.

6.16 **Flight not scheduled during normal business hours.** If the /customer has a flight scheduled at an hour in which Aerowood is not open, then the Customer must ask an Aerowood staff member for the lock box code for the office door before his/her scheduled flight. If the office door was locked when the Customer arrived then he/she is required to lock the door back after picking up or returning the white book and keys. The Customer will not have access to Aerowood inside the FBO between the hours of 2200-0600 (10p-6a). If a Customer wishes to bring an aircraft back after 2200 or depart before 0600, he/she must discuss access arrangements with an Aerowood authorized CFI and obtain written authorization of such access.

6.17 **Flight near airports with Skydiving and Parachute Operations.** All CFIs, students, and renters shall follow the FAA guidelines in the document "FAA and Aerowood guidelines for Flying near fields with Skydiving and Parachute Operations", posted here on the Aerowood Downloads page. Due to the high level of Skydiving activity, student pilot solo cross-country flights to DCM, RUQ, and MEB are not allowed.

7) Standard Operating Procedures

7.01 General Aerowood Standard Operating Procedures (SOP) are a set of procedures developed to enhance the safety of flight. These procedures should be used in addition to Aerowood's Aircraft Rental Agreement (Appendix A) and General Rules (Section 6) and can be used by any pilot for VFR or IFR flight.

7.02 Preflight

7.02.01 Pilots will inspect the aircraft being rented before each flight and ensure that it is in good mechanical condition and airworthy. Pilots acknowledges through this FOM that they are accepting responsibility for the aircraft when they take operational control of the aircraft being rented. This includes reviewing the Pilot's Operating Handbook (POH), the Weight and Balance documents, the squawk list, and the aircraft maintenance logs, for inspection due dates, as well as any other necessary paperwork required to be on board the aircraft pursuant to the FARs.

7.02.01a The POH and Weight and Balance documents for each aircraft are in the aircraft and can also be found online at https://aerowoodaviation.com/site/downloads and the aircraft 100-hour reminder sheet can be found on the first page of the white Time Book for each aircraft. Current squawks and Maintenance Due dates and times are listed in Flight Circle (see Section 12). The PIC (CFI if on a training flight) is responsible for verifying that proper maintenance entries have been made in the maintenance records – this is especially important if your flight is the first flight after return from 100 hour or Annual maintenance.

7.02.01b Pilots will conduct a thorough preflight in accordance with FAR 91.103. This includes terminal and enroute weather, fuel requirements, runway lengths, and aircraft performance at the desired airport with forecasted weather conditions. PIC shall compute takeoff and landing distances with a current Pilot Operating Handbook (POH).

7.02.02 Pilots will use a Flow for preflight with the Checklist used for verification and backup.

7.02.02a Pilots will not depart on any flight unless the aircraft has sufficient fuel to fly to the intended destination (then to an alternate destination, if required) and still have **one hour (60 minutes)** fuel reserve (at normal cruise) remaining upon landing.

7.02.02b Pilots will ensure that the rented aircraft has an adequate amount of oil before departing; if not, the Pilot must add the appropriate amount of oil to the rented aircraft. Labels have been placed on the oil doors listing the correct type of oil to be used in each aircraft along with appropriate quantity limits. Oil added will be logged on the clipboard when oil is picked up in the office, in the white Time Book, and in Flight Circle upon check-in. All aircraft use Phillips 20W-50 oil, except during cylinder or engine break-in. Oil purchases will not be necessary at EQY, as Aerowood keeps oil in the Aerowood office. If Aerowood is out of oil and the Pilot purchases the correct oil from another facility, the Pilot will be completely reimbursed by Aerowood upon presentation of the receipt for the oil.

7.02.02c All 172s in the Aerowood fleet have fuel drain points under the gascolator. These points will be sumped before each flight.

7.02.02d Fuel collected when sumping tanks shall be returned to the tank (if free of contaminants) or disposed of in fuel disposal can at Hangar 9 (if contaminated). Fuel will not be dumped on ground.

7.02.02e When cleaning the windscreen, use up and down motions (instead of circular) to help minimize the appearance of scratches.

7.02.02f As the last step in their exterior preflight, pilots will step away from the aircraft and conduct a Final Walk Around, to include visual inspection of fuel and oil caps, tie downs, exterior gust locks, chocks, cowl plugs, covers, stepladder, and other exterior items.

7.02.02g On training flights, CFIs will check behind students to ensure fuel caps and oil caps and dipstick are securely fastened. CFI's must **remove** and **replace** the oil cap prior to every flight. Do not just check for security.

7.02.02h Preflight should include checking tire pressures. This is especially important on days where temperatures have changed significantly. There is an air compressor outside the Quonset Hut (Hangar 9).

7.02.03 Upon entering the aircraft, a passenger briefing shall be completed which will include **S**eatbelt use, location of **A**ir vents, location of **F**ire extinguisher, **E**xits and **E**mergency Procedures, **E**xchange of Controls, **T**raffic, **T**alking, and **Y**our Questions. This S.A.F.E.T.Y. briefing is detailed in this FAA PDF.

7.03 Before Engine Start Prior to engine start-up a crew briefing shall be completed which will include the following: review of airport diagram, ATIS/AWOS, runway in use, crosswind component, departure/taxi clearance, and who is PIC. There will be a positive exchange of flight controls at all times (and a visual confirmation that the exchange has occurred) and sterile cockpit procedures will exist which prohibits cockpit activities not related to safe flight operation during critical phases of flight. These activities include all ground operations involving taxi, takeoff, and landing or anytime while operating below 1,000 AGL.

7.04 Prior to Taxi During taxi operations, crewmembers will concentrate on taxiing aircraft on centerlines, maintaining situational awareness, and watching for other ground traffic. If situational awareness is lost, the aircraft will be stopped and position on the airport will be identified before proceeding. Pilot will advise ATC (if available) and request assistance and/or progressive taxi information. Flight planning and navigation equipment setup and data input should not be performed during taxi operations.

7.05 Before Takeoff

7.05.01 Before taxiing on to the runway, the Before Takeoff flow and checklist shall be completed. A pre-takeoff brief shall be conducted which will include the following information; verifying correct runway (DG, magnetic compass crosscheck), runway available/runway required, if any obstacles exist on departure, wake turbulence if any, sufficient take off power, and windsock position shall be noted with proper crosswind control position. This brief will also include normal, short and soft field takeoffs, nonstandard noise abatement procedures, and IFR departures. All departure briefings will include initial heading, altitude, and lost communications procedures.

7.05.02 Emergency procedures will be briefed before each takeoff, to include the following information: based on the preflight and performance calculations and any knowledge of the local terrain, the flight crew will determine the best course of action in the event of (1) an engine failure on departure prior to rotation, (2) after rotation with runway remaining, and (3) after rotation with no runway remaining. The pilot will determine the location of suitable terrain for use as an emergency landing site.

7.05.03 Prior to taxiing on to the runway at a non-towered airport, the pilot shall do a clearing turn on the ground to ensure the pattern is clear. At towered airports the pilot shall visually clear the base and final leg of the pattern prior to taking the runway. When cleared for takeoff or when crossing the hold short line at a non-towered airport the flight crew will maintain a sterile cockpit until above 1,000 feet AGL.

7.05.04 At EQY, Runway 23 is the preferred calm wind runway.

7.06 Initial Climb

7.06.01 Aerowood recommends climbing at Vy to an altitude of at least 300 feet below Traffic Pattern altitude, with no power adjustments below 1,000 feet AGL when departing an airport. This will increase the probability of returning to the departure runway in the event of an engine failure on takeoff.

7.06.02 When departing an airport traffic pattern, the pilot shall follow published noise abatement procedures.

7.06.03 If departing from a Towered airport, the pilot shall depart the traffic pattern as advised by ATC.

7.06.04 If operating from a Non-Towered airport, procedures in the AIM and AC 90-66B (Non-Towered Airport Flight Operations) shall be followed, which include:

7.06.04.a If remaining in the traffic pattern, the crosswind turn will be made no lower than 300 feet below Traffic Pattern Altitude

7.06.04.b If departing the traffic pattern, climb will continue on the Departure Leg (takeoff runway extended) until above traffic pattern altitude before making any turns to depart the pattern. Departures will not be made from the crosswind or downwind leg.

7.07 Cruise

7.07.01 Cruise flow and checklist shall be completed upon reaching cruise altitude and allowing engine temperature to stabilize. For all VFR flights, flight following with ATC shall be used if possible.

7.08 Prior to Landing

7.08.01 When inbound to an airport, radio calls will be in accordance with Table 4-1-1 of AIM "Summary of Recommended Communication Procedures".

7.08.02 If arriving at a Non-Towered airport (including EQY), procedures in the AIM and AC 90-66B (Non-Towered Airport Flight Operations) shall be followed, which include:

7.08.02.a If flying over the airport and making a left turn to enter the Downwind (Alternate Midfield Entry, Figure 1 page 9 of the AC) enter **at pattern altitude** and make sure there is room to merge directly onto the Downwind Leg without creating a traffic conflict.

7.08.02.b If the pattern is congested, fly over the airport at 500 feet above traffic pattern, then fly **two miles past the downwind leg** before starting descent and teardrop turn, then enter on a 45 degree entry from the downwind side (Preferred Entry, Figure 1 page 9 of the AC).

7.08.02.c Use the standard traffic pattern when arriving, particularly when other traffic is observed or when arriving at an unfamiliar airport. However, there are occasions where a pilot can choose to execute a straight-in approach for landing when not intending to enter the traffic pattern, such as a visual approach executed as part of the termination of an instrument approach. **Pilots should clearly communicate on the CTAF and coordinate** maneuvering for and execution of the landing with other traffic **so as not to disrupt the flow of other aircraft.**

7.08.03 The Before Landing flow and checklist will be verbalized and completed before entering the pattern.

7.08.04 Aircraft configuration before landing shall be in accordance with the aircraft's procedures described in the POH.

7.08.05 If aircraft is not stabilized (Flaps set, on proper glideslope or visual approach path, speed at 1.3 Vso or as recommended in POH) by 300 feet AGL (VFR) or 500 feet AGL (IFR), the pilot shall execute a go-around per the POH.

7.08.06 If the aircraft has not landed within 400 feet of the intended touchdown point (normal landing) or 200 feet of the intended touchdown point (short field landing), the pilot shall execute a go-around per the POH.

7.09 After Landing

7.09.01 After touchdown, no configuration changes should be made until the aircraft is clear of the runway and *completely past the Hold Short Line*. After clearing the runway at a non-towered airport, the pilot will stop the aircraft and complete the After Landing flow and checklist; then announce on the CTAF that the aircraft is clear. After clearing the runway at a towered airport, the pilot will comply with ATC instructions given by the Tower or Ground Control. The After Landing flow and checklist will be completed as appropriate; however, if Tower instructed the pilot to continue their taxi after clearing the runway (e.g., "Right on Delta, taxi to the ramp") then that instruction should be followed and the After Landing flow and checklist delayed until the aircraft is in the **non-movement area**. If a short field landing is necessary, the flaps may be retracted while on the runway if so instructed and briefed. (there is little advantage in doing this on short field landings in an airplane with electric flaps because the retraction time is so long.) If the flaps are to be retracted during the ground roll, the pilot should verbalize "flaps identified" before retraction. This is to prevent developing bad habits that could carry over to Complex airplane operations.

7.09.02 Before taxiing the PIC will ensure that the proper taxi route is understood. If at any time the pilot is in doubt about the route of taxi or location on the airfield, STOP the aircraft and request clarification from ground control and/or review the airport taxi diagram.

7.09.03 During shutdown, use the Shutdown flow and checklist and secure the aircraft. After shutdown, conduct a walk around to look for squawks that may have arisen during the flight. Per TSA requirements, aircraft should be locked after each flight. If the entry or baggage door locks are inoperative, enter a squawk (see Section 12 below)

7.09.04 Following any instructional flight, Instructors will ensure that the learner's logbook entry for training flights lists **specific training and maneuvers** accomplished during the flight. The entry should also specify the **level of training** received ("Private", "Instrument", "Commercial", etc). The generic notation "maneuvers" should not be used.

7.10 Limitations & Prohibited Operations

7.10.01 Student Pilot Solo Flight

7.10.01a Every Initial or Additional 90-day solo endorsement for Aerowood Student Pilots shall include wind limitations. **Maximum wind for solo flight: 15 kts total (including gusts) and 7 kts crosswind component**. Solo endorsement wind limitations may be more restrictive but not less restrictive. CFIs shall ensure learners understand that their wind/crosswind limitation is based on maximum gusts, not just steady state winds and that learners know how to calculate crosswind component while in the airplane – using a crosswind component diagram or E6B (smartphone apps are acceptable)

7.10.01b **Aerowood Student Pilots flying solo may not depart before the beginning of morning civil twilight and must land before the end of evening civil twilight. Accordingly,** Aerowood CFIs will **not** endorse Student Pilots for solo flight at night (Endorsement A.5 from AC 61-65H).

7.10.01c Unless an Aerowood instructor is onboard the aircraft, all landings will be a **full stop taxi back** or (if runway distance remaining permits and CFI has approved) a **Stop and Go.** Touch and Go landings without an Aerowood instructor on board are not permitted.

7.10.02 The rental pilot will operate the aircraft from the Pilot's seat and will be responsible for the aircraft and its operation at all times. Except when training for a CFI certificate, no person may take off or land an Aerowood aircraft from the right seat. Exceptions require an approval in writing from Aerowood's Aircraft Manager.

7.10.03 Do not load or unload passengers when the aircraft engine is operating

7.10.04 Do not taxi aircraft through tie down ropes (push-back into appropriate tie down space).

7.10.06 Renter pilots shall not allow anyone else to operate the aircraft.

7.10.07 Formation flying is prohibited by all renter pilots.

7.10.08 Emergency or forced landing practice will only be conducted with an Aerowood flight instructor aboard. During all simulated engine failures, pilots will abide by FAR 91.119 (Minimum Safe Altitudes). Engine failures in all aircraft will be simulated by retarding the throttle only. When practicing simulated engine-out procedures that are not conducted with a runway as the intended point of landing, do not go below 500' AGL. Use carb heat before power is reduced to idle and clear the engine at least every 1000 feet of descent to ensure it will develop power and that no carb ice is present.

7.10.09 Do not attempt to start an engine when the ambient temperature has been below 40 degrees for more than two hours in the previous 12 hours, unless the engine has been heated. Instructions for heating are detailed in the *Cold Weather Operations* document on the Aerowood website under the "Downloads" tab.

7.10.10 Aerowood aircraft are not allowed to taxi for the purpose of flight with any frost, ice, or snow adhering to any lifting surface of the aircraft. The aircraft must be completely uncontaminated. FAR 91.527 (Operating in Icing Conditions) prohibits taking off *"an airplane that has frost, ice, or snow adhering to any propeller, windshield, stabilizing, or control surface."*

7.10.11 Unless accompanied by an Aerowood CFI, aircraft must be operated on hard surfaced public use airports or as approved by the Aircraft Manager.

7.10.12 With the exception of the Champ, do not hand-prop any Aerowood aircraft.

7.10.13 Do not place items, including checklists, headsets, and kneeboards on the glareshield. This will help prevent scratches on the interior side of the windscreen.

7.10.14 If during preflight or postflight, the ELT is found to have been activated, the activation must be entered as a Squawk and a maintenance inspection must be performed before the aircraft can be flown.

8) Check Out Procedures

8.01 Aircraft rental approval is restricted to the individual airplane make and model for which the pilot has completed the checkout procedures.

8.02 The renter pilot will study the entire Pilot Operating Handbook, Aircraft Flight Manual, Aircraft Flight Manual Supplements, Pilot Quick Reference Guides (for avionics), and Aerowood's Aircraft Rental Agreement prior to the checkout flight. These documents are available on the Aerowood website.

8.03 In order to be checked out in a new make and model of aircraft, the renter pilot shall complete the Flight Review and Aircraft Checkout form (AW-005A, available on the Aerowood website) and be reviewed by an Aerowood CFI. The renter pilot shall complete an initial minimum one hour flight check out and receive the authorization of an Aerowood Flight Instructor. This authorization must be entered in Flight Circle by the Aerowood CFI.

9) Scheduling Aircraft

9.01 Renter Pilots:

> 9.01.01 The Pilot-in-Command is responsible for the weight and balance of the aircraft; this includes requesting fuel quantities for other than standard fuel loads.

>> 9.01.01a If the renter pilot requires other than normal fuel load for a flight, they must contact the renter pilot or CFI of the preceding flight and request the aircraft not to be filled after their flight. If the renter needs the aircraft to be de-fueled the renter is responsible for the cost of the fuel that is being removed and for the time of the mechanic to de-fuel the aircraft.

> 9.01.02 Aircraft rental is on a first come, first serve basis. As a matter of courtesy, please do not reserve multiple airplanes on the same day during the same time.

> 9.01.03 Cessna 172 rental aircraft may not be rented for more than a six hour block without permission from the Aircraft Manager.

9.02 Student Pilots:

> 9.02.01 All solo flights must be approved and supervised by an Aerowood flight instructor.

> 9.02.02 Scheduling is to be done only under the direct supervision of an Aerowood flight instructor.

9.03 Authorized Instructors. Following is a list of the only persons authorized to provide training, checkrides, or Practical Tests:

- FAA check airman
- Designated Pilot Examiner (DPE)
- Aerowood flight instructor

9.04 Transient Maintenance

    9.04.01 In the event of a mechanical breakdown away from EQY, notify Aerowood of the problem immediately (telephone numbers are in the binder in each rental aircraft and are listed in **Section 4**)**.** If maintenance personnel are not available, leave your name, aircraft number, and telephone number where you can be contacted.

    9.04.02 Do not authorize any repairs to be made to the aircraft without authorization from an Aerowood representative. Failure to do so could result in the Renter being responsible for part or all of the bill.

    9.04.03 Aerowood will not reimburse the Renter for any overtime charges, call-out fees, or any other after hour charges made by the maintenance facility. Other expenses incurred by the Renter as a result of a mechanical delay such as rental cars, hotel rooms, meals, and airline fares, etc. will not be reimbursed.

10) Non-Cirrus training

10.01 For Sport and Private Pilot Training Aerowood follows the syllabus in the Cessna Sport/Private Pilot Training Course, including Progress Checks and Stage Checks as specified in the course.

10.02 For Instrument training, Aerowood follows the syllabus in the Cessna Instrument Rating Training Course**,** including Progress Checks and Stage Checks as specified in the course.

    10.02.01 For Instrument training, Aerowood incorporates the Power-Attitude-Configuration principles as outlined in **IFR – A Structured Approach** by John C. Eckalbar.

10.03 Instructors who have Minor students (under the age of 18 or an 18 year old who is still in High School) <u>must</u> communicate (email or text) with a parent or guardian <u>every time</u> they communicate with the student. Additionally, that minor student <u>must</u> have their parent of guardian listed as an Emergency Contact listed in Flight Circle and the cell phone number for the parent or guardian must be listed in the student's Emergency Contacts. The Instructor will ensure that the parent(s) or guardian(s) understands how to use the Private Pilot syllabus in Flight Circle to track the child's progress.

11) Cirrus Training

11.01 Checkouts Aerowood Aviation follows the framework of training that is used by Cirrus Aircraft. If a pilot has never flown a Cirrus before, they will need to complete a "Transition" course for the model of their choosing prior to soloing in that model.

If a pilot is instrument-rated, they will complete an "Advanced Transition" course instead of a basic (VFR) Transition course. Note: since it is required that all solo Cirrus renters (aside from student pilots) are instrument-rated, all initial Cirrus checkouts will require an Advanced Transition course be completed for the desired make and model.

Transition courses are not only specific to the model aircraft but also to the avionics which the plane is equipped. If a renter chooses to fly a Cirrus that is a different model, they will need to complete an "Airframe and Powerplant Differences" course for the model of plane they wish to get checked out in. If a renter chooses to fly a Cirrus that is equipped with a different avionics package than what they were originally checked out in, they will need to complete an "Avionics Differences" course prior to being checked out.

11.02 Private and Instrument Training For initial (private pilot) and instrument training in Cirrus aircraft, Aerowood follows the Cessna Sport/Private Pilot and Instrument Training Courses. Minor changes will be made at the discretion of the instructor to adjust for Cirrus differences.

In addition to following the syllabus prescribed for their current level of training, Cirrus students will also complete the appropriate course for their plane on Cirrus Aircraft's Learning Management Program, Cirrus Approach. When training for a private pilot certificate, the student pilot will complete a "VFR Transition" course for their appropriate model aircraft.

When training for an instrument rating, prior to their instrument check ride, the student pilot will have completed the VFR "Transition Course" for their appropriate make and model (or the combination of a Transition Course for the initial model Cirrus they were checked out in as well as any appropriate "Differences" courses) as well as the "IFR Add On" course for their appropriate model.

11.03 FIKI Capable Cirrus For Cirrus Aircraft that are FIKI equipped, it is a requirement of the POH for those aircraft for the pilot to complete the "Icing Awareness" course every 24 calendar months prior to flying into known icing. At Aerowood, we will require this course to be completed in the prior 24 calendar months in order to be checked out in that model aircraft, regardless if you plan to fly into known icing or not.

11.04 Recurrent Training In order to continue to rent a Cirrus aircraft with Aerowood, all pilots must complete recurrent training. In its most basic form, recurrent training requires a flight review or IPC in a Cirrus every 6 months with a Cirrus Training Partner (CSIP or Cirrus Training Center). The flight review or IPC will be completed in the form of a "VFR Recurrent Check" or "IFR Recurrent Check" which are both free courses offered on Cirrus Approach.

In lieu of VFR or IFR Recurrent check, a renter can instead do a "Differences" course in a new make or model that they are not yet checked out in in order to satisfy the 6 month recurrent training requirement. Once recurrent training is completed in one Cirrus model, the requirement is sufficed for all models they have been checked out in for 6 months.

12) Training for non-US Citizens

12.01 Aerowood welcomes non-US citizens for flight training.

12.02 Non-US citizens must follow procedures specified in the Flight Training Security Program (FTSP) before they can begin training. Aerowood can assist non-US citizens with this program.

12.03 Training for non-US citizens **may not begin** until a "Permission to Initiate Training" email has been received by Aerowood from FTSP. The student may only train for the ratings or certificates specified in the approval email. The email will specify authorized start and completion dates for the training.

13) Reporting Aircraft Squawks – Flight Circle

13.01 Aerowood uses the Squawk reporting system in Flight Circle.

13.02 Renters or CFIs reporting squawks shall put date of the flight and name and phone number of the reporting person in the Notes section of the squawk along with details of the issue.

13.02 If a Squawk does not affect the airworthiness of an airplane, upon entering the Squawk, change the Status from "New/Pending" (Red) to "Verified/Repair Later" (Yellow)

13.03 If a squawk is created after hours or on weekends that grounds the airplane, contact the Aircraft Manager by phone or text (number in Section 4) before entering the Squawk or putting the airplane in Maintenance in Flight Circle.

13.04 When Squawks are resolved, Maintenance Personnel shall enter details of the corrective action taken to clear the Squawk.

13.05 **No self-repairs.** The Customer agrees not to tamper with or attempt to repair any part of the rented aircraft, but will instead contact an authorized Aerowood CFI or Aerowood employee upon encountering any malfunction with the aircraft.

13.05 **Non-Emergency Aerowood Service Center Contact Number.** 704.289.7727

14) Aviation Incident and Accident Emergency Response Plan

14.01 In the event of an incident or accident involving Aerowood aircraft:

14.01.01 Provide immediately for the first aid of passengers and other persons injured.

14.01.02 Notify Aerowood as soon as possible at the numbers listed in **Section 4,** Emergency Contacts. If the first person does not answer, leave a message, then contact the next person until you can speak to an individual. These Emergency contacts are also listed in the binder in the aircraft.

14.01.03 Secure aircraft and take necessary steps to limit further damage to aircraft.

14.01.04 If possible, take photographs.

14.01.05 Do not discuss the situation with any media personnel.

14.02 In case of other emergency such as mechanical malfunction, unexpected weather, delay, or damage to the aircraft, the Pilot-in-Command shall notify Aerowood immediately at the Emergency Contact numbers listed in **Section 4.**

15) Aerowood COVID-19 Policy

15.01 See **Appendix C**

Appendices

Appendix A: The Aerowood **Aircraft Rental Agreement** is posted on the Aerowood website under the "Training/Rental" Tab, then at the bottom of that page at the button labeled "Rental Agreement (Date)"

Appendix B: The Aerowood **Safety Reporting form** is posted on the Aerowood website under the "Downloads" Tab, then in the Forms, Policies, and Procedures section

Appendix C: The Aerowood **COVID-19 Policy** is posted on the Aerowood website under the "Downloads" Tab, then in the Forms, Policies, and Procedures section

Appendix D: Full list of FOM Revisions

Rev #	DATE	HIGHLIGHTS OF CHANGE
Original	May 27, 2010	
Rev 1	April 20, 2011	Para 9 2, 3, correct insurance protection for renter
Rev 2	March 22, 2019	Change title of this chapter to Standard Operating Procedures
Rev 3	June 24, 2020	Edits to update and align with Aircraft Rental Agreement (Appendix A)
Rev 4	November 24, 2020	Updates to change to Flight Operations Manual
Rev 4.1	March 1, 2021	Changes to 6.03, 7.02.02a, b, and c
Rev 5	December 6, 2021	Edits to update and align with revised Aircraft Rental Agreement. Changes to 4, 6.01, 6.02, 6.03, 6.10, 6.11, 6.16, 6.17, 7.02, 7.05.04, 7.09, 7.10, 8.03, 10.02, 10.03, 10.04, 12.02, 12.03, and 12.05. Other paragraphs are unchanged except for re-numbering In the body of the FOM "Aerowood Aviation" has been changed to "Aerowood" for brevity
Rev 5.1	May 4, 2022	Updated Emergency Contacts in Paragraph 4. 10.01 and 10.02 updated to reflect adoption of Cessna Sport/Private Pilot and Instrument Training Courses. Updated Paragraph 11 and sub-paragraphs under Cirrus Training.
Rev 5.2	May 24, 2022	Updated Student Pilot wind limitations in 7.10.01a
Rev 5.3	June 12, 2022	Updated **7.02.02g** to add that CFIs must remove and replace the oil cap prior to every flight. Clarified the limitation that Student Pilots may not fly at night. **7.10.01b**

| Rev 6 | October 24, 2022
Updates are in red | <li style="color:red">Updated Emergency Contacts in Paragraph 4. <li style="color:red">Replaced "Director of Operations" with "Aircraft Manager" throughout the document. <li style="color:red">Added 5.03.04 to clarify that Aerowood instructors are required to submit FAA and Aerowood ASRS forms when they observe a safety related concern <li style="color:red">Updated 6.10 to ensure that Hobbs and Tach times are written down before turning the Master switch on. <li style="color:red">Updated 7.02.02b to include labels on oil doors for correct oil type and quantity. <li style="color:red">Updated 7.02.02h to include procedures for checking aircraft tire pressure. <li style="color:red">Added 7.08.02 to emphasize the use of the procedures in AC 90-66B for arrival at a non-towered field. <li style="color:red">Renumbered paragraphs in 7.08. <li style="color:red">Updated 7.09.03 to add the requirement for a walk around inspection after shutdown. <li style="color:red">Added 7.09.04 to list requirements for logbook entries for instructional flight. <li style="color:red">Updated 10.03 to clarify procedures for maintaining communication with parent or guardian regarding progress of their student. <li style="color:red">Added Paragraph 12, Training for non-US Citizens <li style="color:red">Removed Paragraph 14, Non-Aviation Emergency Response Plan <li style="color:red">Renumbered paragraphs 12 (to 13) and 13 (to 14) <li style="color:red">Added 13.05 to list non-emergency Aerowood Service Center contact number. |