

Appendix B: Flight Operations Manual



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Section 1: Overview

1. Applicability

- a. Section 2, *AAK General Operating Rules*, applies to all flying associated with the Air Associates of Kansas Flight School aircraft
- b. Section 3, *AAK Student Training Rules*, are in addition to the *General Operating Rules* and apply to any Student instruction under Part 61 or Part 141.

2. Terms and Definitions

- “AAK”, or “Air Associates” refers to Air Associates of Kansas
- “Student” refers to a person enrolled in and receiving training for the FAA Sport or Private Pilot Certificate
- “Renter” refers to a certificated Sport or Private pilot who is: 1) utilizing the aircraft for personal use; 2) undergoing recurrent (Flight Review/IPC) training; 3) undergoing an aircraft checkout; or 4) undergoing training for an advanced FAA certificate or rating
- “Approved Instructor” or “AAK Instructor” refers to an instructor certified under 14CFR61 Subpart H or I, who has been authorized for instruction in AAK aircraft by the Chief Flight Instructor or Assistant Chief Instructor
- “Local Area” is defined as within 25 NM of Johnson County Executive Airport (KOJC).

3. Waivers

- a. Individual variances to these procedures must be approved in written or electronic form, in advance, by the Owner, Chief Instructor or Assistant Chief Instructor.
- b. In no case will a waiver be issued that violates any FAA regulation or FAA-issued Air Agency Certificate.

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Section 2: AAK General Operating Rules

1. Safety & Emergency Contact Information

- a. Safety is the overriding goal for all AAK operations. All renters, flight instructors, staff, and students are encouraged to immediately bring any actual or potential hazards to the attention of the Chief Flight Instructor, Assistant Flight Instructor, and/or owner of Air Associates. When in doubt, stop the activity and ask.
- b. Any pilot involved in an accident, incident, or other event that has caused damage to an aircraft, shall comply with the reporting procedures described in 49 CFR 830. Call 911 if there are any medical issues or injuries. Then, as soon as practical, contact AAK at the following numbers:

Front Desk:	(913) 764-4800
AAK Owner, Tom Cargin cell:	(913) 486-6383
Chief Pilot	See Appendix C

- c. All pilots and AAK employees are cautioned from making statements to the media concerning accidents or incidents; such statements are rarely constructive to the pilot or flight school and may actually impede the investigation. Pilots are also advised to review the Pilots' Bill of Rights prior to speaking to the FAA or NTSB investigators.

2. Aircraft Releases

- a. Only AAK flight instructors or designated administrative personnel are authorized to release aircraft to renters and students. AAK flight instructors may self-release the aircraft for which they are PIC.
- b. The Pilot-in-Command is solely responsible for the preparation and safe conduct of all flights in compliance with 14CFR 61 and 91.
- c. All PICs will accomplish a Flight Risk Analysis prior to a release being granted. If a Flight Risk Analysis does not meet AAK safety protocols, a waiver may be granted by an AAK Instructor.

3. Maintenance Procedures

- a. At aircraft release, PICs will ensure inspection times are current and maintenance discrepancies on the front of aircraft binders are resolved. Only AAK maintenance personnel may resolve discrepancies. Only AAK instructors and maintenance personnel may defer items or restrict operations, such as "VFR only."

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- b. If maintenance discrepancies are noted during preflight, PICs will notify AAK maintenance personnel to resolve the issue before engine start. Aircraft that do not meet 14CFR 91.205 or KOEL /MEL standards are considered unairworthy.
- c. If any pilot makes a precautionary landing at another airport because of a known or suspected aircraft malfunction, the aircraft will not be released for flight unless returned to service by AAK maintenance personnel or a qualified on-site FAA mechanic.

4. Ground Operations

- a. Pilots shall ensure adequate tie-down equipment and chocks are onboard if planning on landing at another airport.
- b. PICs will visually check the fuel and oil levels before every flight.
- c. Smoking is prohibited in, or within 50 feet of any aircraft.
- d. Fire extinguishers will be readily accessible during engine start and aircraft refueling.
- e. During refueling, power will be off, the aircraft will be grounded and cell phones will not be used. Refueling will not be conducted if lightning is occurring within 5 NM.
- f. Hand-propping is prohibited.
- g. Passengers will not board or deplane when aircraft engine(s) are operating.
- h. Pilots shall not taxi within 10 feet of any obstacle unless on an established taxi line. Do not exceed 5 knots taxi speed in congested areas and 10 knots in uncongested areas.
- i. Pilots will ensure the aircraft is tied down (or chocked if tie-downs are not available), flight control lock(s), cowl plugs, nose wheel covers, pitot tube covers, rudder gust locks are installed and doors locked at the conclusion of every flight.

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5. Airports

- a. Unless approved prior by AAK, pilots will only land at active public airports listed in the FAA Chart Supplement and utilize FAA-approved or FAA produced Terminal Procedures.
- b. For Single-Engine aircraft, minimum runway width is 20 feet; minimum length is 2,000 feet or 150% of calculated takeoff or landing distance, whichever is greater.
- c. Pilots will not operate on grass or gravel runways unless accompanied by an Air Associates Instructor.

6. Weather

- a. Pilots will not taxi or takeoff with any frost, ice, or snow adhering to any part of the aircraft.
- b. Pilots will not takeoff or land with total surface winds greater than 35 knots (22 knots for light-sport) (maximum observed value).
- c. Pilots will not takeoff or land with an observed crosswind (maximum gust value) that exceeds the maximum demonstrated crosswind component posted in the aircraft POH unless accompanied by an Air Associates Instructor.
- d. Pilots will not takeoff or land with a tailwind (maximum gust value) exceeding 8 knots or as specified in the POH, whichever is less.
- e. VFR pattern-only flights at KOJC (or transition to/from KIXD and K34) require at least a 1,500' AGL ceiling and 3 miles visibility unless accompanied by an Air Associates Instructor teaching Special VFR procedures with a Special VFR clearance.
- f. VFR flights to local airports within 25 NM of KOJC (K34, KMKC, KLRY, K81, KLWC, KLXT) require at least a 2,000' AGL ceiling and 3 miles visibility at KOJC and the arrival airport.
- g. VFR flights beyond 25 NM of KOJC require at least a 2,500' AGL ceiling and 3 miles visibility at KOJC, enroute and the arrival airport.
- h. VFR-On-Top over a BKN or OVC cloud layer is only allowed by current, instrument-rated pilots.
- i. IFR flights to any airport require the forecast weather to exceed the lowest suitable published approach minimums by 100' ceiling and 1SM mile visibility.

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- j. Instrument approaches may not be initiated to airports that have weather conditions known to be below applicable approach minimums.
- k. Pilots will not takeoff or land when a thunderstorm is within 10 NM of the field or if a cell is producing local effects. Pilots should avoid thunderstorms by at least 20 NM enroute.
- l. Pilots will not fly into known or forecasted icing conditions.

7. Altitudes

- a. Pilots will not cruise below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation or airspace restriction.
- b. Pilots will not descend below 500 feet AGL unless in the traffic pattern.
- c. Practice engine-out landings must be over an approved runway and with an AAK instructor.
- d. When practicing engine-out procedures, ensure proper engine operation and monitor engine temperatures at least every 500 feet.

8. Instruction:

- a. Unless waived by the Owner of T&C Aviation, only AAK instructors may give training toward an FAA certificate or rating.
- b. Unless waived by the Owner of T&C Aviation, the Chief Pilot or Assistant Chief Pilot, only AAK instructors may give aircraft checkouts, Flight Reviews, Instrument Proficiency Checks and takeoff/landing currency updates.

9. Other Prohibitions:

- a. Aerobatic maneuvers
- b. Spins, unless accompanied by an AAK instructor
- c. Formation flights
- d. Flight outside the contiguous United States
- e. Carrying hazardous cargo
- f. Simulated Emergencies when operating in Instrument Meteorological Conditions
- g. Takeoff or landing on unlit runways between official sunset and official sunrise

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Section 3: AAK Student Training Rules

1. Student Solo Management

- a. Solo students must have the appropriate FAA written solo endorsements as well as a completed Flight Risk Analysis prior to any aircraft release. Only AAK flight instructors may endorse a solo student or approve a Flight Risk Analysis.
- b. An AAK flight instructor will be available in person or by phone during the entirety of the solo flight. For the initial solo, the endorsing instructor will be present at the airport.
- c. On the first solo cross country flight, student pilots will only fly to airfields where they have previously demonstrated satisfactory performance to an instructor. Students may then fly the remainder of their solo cross-country requirements to other approved airports as recommended by their instructor.

2. Student Solo Restrictions: Unless waived by the Chief Instructor, solo students:

- a. Will not operate on any runway less than 3000 ft long and 60 ft wide.
- b. Will not fly between sunset and sunrise.
- c. Will not conduct simulated forced landings, engine failures, no-flap landings, or any other maneuver not specifically approved by the endorsing instructor.
- d. Will not fly unless having flown dual within the previous 45 days or more than 10 hours consecutively without a dual flight.
- e. Will not takeoff or land with total surface winds greater than 20 knots (15 knots for light-sport), with a crosswind (maximum gust value) that exceeds 10 knots or with a tailwind.
- f. Will not conduct VFR pattern-only flights at KOJC (or transition to/from KIXD) without at least a 2,000' AGL ceiling and 5 miles visibility.
- g. Will not conduct VFR flights to the practice areas or local airports within 25 NM of KOJC (KMKC, KLRY, K81, KLWC, KLXT) without at least a 2,500' AGL ceiling and 5 miles visibility at KOJC and the arrival airport.
- h. Will not conduct VFR cross-country flights without at least a 3,000' AGL ceiling and 5 miles visibility at KOJC, enroute and the arrival airport.
- i. Will plan on full-stop landing with at least 1-hour of fuel reserve.
- j. Will activate a flight plan or use flight-following on cross-countries.

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Section 4: Multi-Engine Operations Rules

1. Flight Planning: PICs will accomplish the following before all flights:

- a. Determine Accelerate-Stop distance, Accelerate-Go distance, takeoff weight to achieve One-Engine-Inoperative (OEI) rate of climb at liftoff and expected OEI climb for all airports of intended use and expected cruise altitudes.
- b. If OEI operations are planned, determine Stall Speed vs. V_{MC} at applicable altitudes.
- c. Brief rotation speed, conditions for a rejected takeoff, when the landing gear will be raised after takeoff, and when the airplane shall continue to fly versus executing an emergency landing.
- d. Attempt to minimize aircraft gross weight to increase performance.

2. Restrictions:

- a. Takeoff is not allowed if the available runway is less than Accelerate/Stop distance.
- b. Simulated OEI maneuvers will only be practiced with an AAK instructor on board.
- c. Rejected takeoff training maneuvers will be initiated no faster than 50% of V_{MC} . This is approximately 32 KIAS for the BE-76.
- d. Except in an actual emergency, no engine shall be shut down below 3,000 feet AGL.
- e. No simulated engine shutdown shall be initiated below 400 feet AGL.
- f. No simulated or actual engine shutdown shall occur until the aircraft is at least above V_{SSE} .
- g. Prior to any non-emergency engine shut down, the instructor and student shall agree on the plan of action if the engine cannot be restarted.
- h. For simulated OEI landings, the runway length for a normal landing over a 50-foot obstacle shall be doubled and the crosswind limited to 7 knots.
- i. Touch & Go landings are prohibited. Stop & Go landings are permitted when the runway remaining exceeds the Accelerate/Stop distance by 25%.