



OVERVIEW

The purpose of the Flight School Operations Manual (FSOM) is to outline the policies and procedures of Tech Aviation Flight School. All aircraft renters and flight school students are expected to read and become familiar with this entire manual. Failure to comply with any section may result in suspension or dismissal from the flight school, revocation of rental privileges, and/or enforcement action by the Federal Aviation Administration (FAA).

In addition to the policies and procedures contained herein, all flight and training operations must be conducted in accordance with applicable Training Course Outlines (TCO), Course Syllabi, Federal Aviation Regulations (FAR), FAA Practical Test Standards (PTS), Aircraft Flight Manuals, Aircraft Checklists, and Aircraft Operations and Maneuvers Manuals.

CUSTOMER SERVICE

The following representatives are available for any questions or concerns regarding operations at Tech Aviation Flight School:

Jason Condon

Call or Text: 570-414-2931

Email: jcondon@techaviationflightschool.com

SCHEDULING & DISPATCH

ONLINE SCHEDULE

Tech Aviation Flight School provides scheduling through an online system, Flight Schedule Pro. Registration and approval is required before you are granted scheduling rights. You may register online or speak to a flight school employee for faster access. Once you become a registered user, you may schedule lessons and aircraft rentals on your own. However, if you schedule on your own, dual flight lessons must be scheduled at least 12 hours in advance. If you need to schedule on shorter notice, you need to do so with your Flight Instructor. Aircraft rentals, on the other hand, may be scheduled at any time. In order to be fair to other renters, we ask that you arrive on time for your scheduled aircraft. For added convenience, renters may also schedule over the phone with a flight school employee during business hours.

SCHEDULING GUIDELINES

Local Flights	Please schedule at least 2 hour blocks. The extra time may be needed to allow for aircraft fueling, preflight, and ATC ground or flight delays.
Cross-country Flights	All cross-country flights need to be scheduled accordingly. We ask that you schedule enough time to allow for aircraft fueling, preflight, and any possible delays due to weather or ATC.
Ground Lessons	Ground lessons are usually scheduled by the Flight Instructor. However, students may schedule ground lessons as needed.

RENTAL MINIMUMS

Aircraft rentals will be charged a minimum flight time based on the following table:

Flight Time Reserved	Minimum Hours Charged
2 - 4 hours	No minimum
4 - 8 hours	1.5 hours
8 - 12 hours	2 hours
12 - 24 hours	3 hours
24 hours +	3 hours per day

AIRCRAFT AVAILABILITY

If an aircraft is not available at the scheduled time due to routine or unscheduled maintenance, flight delay, or extenuating circumstance, another aircraft may be dispatched in its place.

AIRCRAFT EXTENSIONS

It is the pilot's responsibility to return the aircraft by the scheduled due-back time. If an extension is either necessary or requested for any reason, you must call an employee of the flight school. Otherwise, the aircraft is expected to be back on time for the next rental or lesson.

CANCELLATION POLICY

Aircraft rentals and dual lessons may be cancelled for any reason without charge if there is a minimum of 12 hours' notice given. If there is less than 12 hours' notice given and weather or illness is not a factor, the student/renter will be charged a no-show fee. See the current No Show/Cancellation Policy for fee amounts.

RENTER QUALIFICATIONS

Anyone who rents an aircraft from Tech Aviation Flight School, including students, must satisfy the following requirements:

- 1) Hold appropriate certificates and/or ratings for the specific aircraft to be rented with a copy provided.
- 2) Hold a current medical certificate with a copy provided.
- 3) Complete a Pilot Information Form.
- 4) Provide a state or government photo ID to be copied.
- 5) Sign a Tech Aviation Flight School Rental Agreement.
- 6) Receive a Tech Aviation Flight School Cancellation/No-Show Policy.
- 7) Pass a flight check in the specific aircraft to be rented with a Tech Aviation Flight School Instructor, unless already approved through training.
- 8) Maintain 90 day landing currency to carry passengers required by FAR 61.57.
- 9) Meet the flight review requirements of FAR 61.56.
- 10) Hold an Instrument Rating and maintain instrument currency required by FAR 61.57 if the aircraft is to be flown under instrument flight rules.
- 11) Hold an instrument rating and maintain instrument currency required by FAR 61.57 if the aircraft is to be flown on night cross-country flights, unless the flight is specifically required by a Tech Aviation Flight School Flight Training Syllabus.

AIRCRAFT AIRWORTHINESS

MINIMUM REQUIREMENTS

In order for a Tech Aviation Flight School aircraft to be dispatched to a customer it must meet the following criteria:

- 1) Be within the aircraft's annual inspection time period.
- 2) Be within the aircraft's 100 hour inspection time period.
- 3) Be within the aircraft's 50 hour oil change time period.
- 4) Have a current altimeter/pitot static system check.
- 5) Have a current transponder check.
- 6) Have a current ELT battery check.
- 7) Have a 30 day VOR check if the aircraft is flown under instrument flight rules.

AIRCRAFT DISCREPANCIES

The Aircraft Discrepancy Log should be checked prior to flight. No Tech Aviation Flight School aircraft is to be operated with an open discrepancy.

RECORDING DISCREPANCIES

If a discrepancy is found before, during, or after a flight, the discrepancy needs to be properly recorded in the Aircraft Discrepancy Log. Please notify the Flight School of the discrepancy as soon as possible.

INSTRUMENTS & EQUIPMENT

No person may operate a Tech Aviation Flight School aircraft with inoperative instruments or equipment listed in FAR 91.205.

MAINTENANCE STATUS SHEET

All pilots are required to check the Maintenance Status Sheet prior to flight. It is not permitted to fly an airplane if a scheduled maintenance item is due, or will be coming due prior to the end of the planned flight.

WEATHER MINIMUMS

The following minimums apply to all Tech Aviation Flight School aircraft. They are not a substitute for any FAR minimums. All VFR minimums assume that terrain and VFR cloud clearances are followed in accordance with FAR 91.119 and FAR 91.155.

VFR RENTALS (Not Student Pilots)

- 1) 2000' ceiling & 3 statute miles visibility.
- 2) Surface wind not to exceed 25 knots.
- 3) Crosswind not to exceed aircraft's maximum demonstrated crosswind component.

DUAL VFR LOCAL

- 1) 1500' ceiling & 1 statute miles visibility.
- 2) Surface wind not to exceed 30 knots.
- 3) Crosswind not to exceed aircraft's maximum demonstrated crosswind component.

DUAL VFR CROSS-COUNTRY

- 1) 3000' ceiling & 5 statute miles visibility.
- 2) Surface wind not to exceed 30 knots.
- 3) Crosswind not to exceed aircraft's maximum demonstrated crosswind component.

DUAL IFR LOCAL

- 1) Ceiling and visibility that allow for takeoff, approach and landing.
- 2) Surface wind not to exceed 30 knots.
- 3) Crosswind not to exceed aircraft's maximum demonstrated crosswind component.

DUAL IFR CROSS-COUNTRY

- 1) Ceiling and visibility that allow for takeoff, approach and landing.
- 2) Ceilings and visibility at destination airport that allow for takeoff, approach and landing.
- 3) Surface wind not to exceed 30 knots.
- 4) Crosswind not to exceed aircraft's maximum demonstrated crosswind component.

STUDENT PILOT - SOLO LOCAL

- 1) Traffic pattern: 2000' ceiling & 5 statute miles visibility.
- 2) Practice area: 3000' ceiling & 5 statute mile visibility.
- 3) Surface wind not to exceed 15 knots.
- 4) Crosswind not to exceed 10 knots.

STUDENT PILOT - SOLO CROSS-COUNTRY

- 1) 5000' ceiling & 7 statute miles visibility.
- 2) Surface wind not to exceed 15 knots.
- 3) Crosswind not to exceed 10 knots.

GROUND OPERATIONS

RAMP AREA

The ramp area is potentially hazardous and safety must be the prime consideration when conducting activities in this area. Always be aware of all activities around you while on the ramp and try to make eye contact with cockpit crews and equipment operators to acknowledge their awareness of your presence. Running is prohibited on the ramp at all times unless it is imperative for personal safety.

RAMP ACCESS

Only approved renters and their guests may access the general aviation ramp and T-Hangar area at the Airport. Tech Aviation Flight School students and renters are given an access code to the gates in the T-Hangar area and must not share this code without prior approval from the Flight School.

HAND PROPPING

All students and renters are prohibited from hand propping any Tech Aviation Flight School aircraft. If there is a problem in starting an aircraft, please notify the Flight School as soon as possible.

AIRCRAFT DE-ICING

If an aircraft is in need of de-icing due to snow, ice, or frost, please contact the Flight School. Aircraft are not to be flown unless they are free from all contaminants.

AIRCRAFT PRE-HEATING

Aircraft engines are sensitive to freezing temperatures and starting a cold engine can be damaging. If the ambient temperature is below 20 degrees and the aircraft was not recently flown or pulled from the hangar, an engine pre-heat is required. Please contact the Flight School for assistance.

FUELING PROCEDURES

The primary method of fueling is to use the self-serve fueling station at UNV. A credit card is available in the airplane for this purpose. If the self-serve pump is not available, pilots may order fuel from the University Park Airport FBO. Fueling outside of UNV is at the pilot's discretion. The credit card may be used for fueling outside of UNV, but the pilot will be responsible for paying the amount of the difference if the cost of fuel is more than the cost of fuel at the self-serve station at UNV.

Fueling operations are potentially dangerous and pilots are asked to verify that all aircraft electrical switches, including the ignition, are off prior to fueling. When fueling operations are being conducted, pilots and passengers are prohibited from being onboard the aircraft.

SMOKING & TOBACCO PRODUCTS

Smoking and tobacco products are strictly prohibited in Tech Aviation Flight School aircraft and on the ramp at all times.

OBJECTS ON GLARE SHIELD

Please do not put aircraft canisters or headsets on the glare shield. Scratches on the windscreen obscure vision, especially at night, and are difficult to repair.

ENGINE STARTING

Before starting any engine on the ramp, all pilots must verify that the propeller area is clear, including the propeller blast area behind the aircraft. Immediately before starting, pilots are asked to announce “clear” in a loud voice, preferably out the side vent window. Additionally, if an aircraft is being fueled in the immediate area, engine start should be delayed until fueling is completed.

BOARDING & DEPLANING

Because of the inherent danger associated with spinning propellers, no one is permitted to approach, board, or deplane from a Tech Aviation Flight School aircraft with the engine running.

SECURING AIRCRAFT DOORS

During starting and ground operations the aircraft doors are susceptible to damage if they are not properly secured. In order to prevent damage to the door stop mechanism, we ask that you close the door completely before engine start and during ground operations. However, in the Piper airplanes, if ventilation is desired within the cabin during start-up and taxi, the door may be held open only by an occupant that is seated in the front right seat, and if that occupant is not controlling the airplane.

TAXI PROCEDURES

The speed limit of a safe taxi operation always depends on the environment. In congested areas, such as the ramp, the appropriate speed should be comparable to a brisk walk. In less congested areas, the appropriate taxi speed is that which gives the pilot safe, positive control at all times. Only conversation pertaining to flight operations should be conducted during taxi. An Airport Taxi Diagram should be referenced at all times to prevent incursions.

PARKING & SECURING AIRCRAFT

When parking aircraft on the ramp and elsewhere, pilots should exercise extreme caution to ensure adequate clearance between aircraft and vehicles. After shutdown, pilots must properly secure the aircraft with chocks and/or tie downs. All electrical switches should be turned off, all trash and personal items should be removed from the aircraft, and side vent windows should be closed.

FLIGHT OPERATIONS

AIRPORT REQUIREMENTS

- 1) All destination airports must have paved runways that can accommodate the takeoff and landing performance requirements of the specific aircraft.
- 2) Night operations: All destination airports must have sufficient field lighting.

PREFLIGHT ACTIONS

Pilots must follow all procedures listed in FAR 91.103. Special attention should be given to Temporary Flight Restrictions (TFR's) and Notices to Airmen (NOTAMS).

FUEL RESERVES

Tech Aviation Flight School aircraft are required to have the following minimum fuel reserves at all times, assuming normal cruising speeds:

- 1) VFR: Enough fuel to arrive at your destination plus 30 minutes fuel reserve for day operations, and 45 minutes fuel reserve for night operations (FAR 91.151).
- 2) IFR: Enough fuel to fly to your destination, plus your alternate airport if one required, plus 45 minutes fuel reserve (FAR 91.167).

MINIMUM SAFE ALTITUDES

No Tech Aviation Flight School aircraft is to be flown below 500' feet above ground level (AGL) at any time, unless it is taking off or landing. Minimum enroute safe altitudes, as stated in FAR 91.119, are to be strictly adhered to at all times. A minimum altitude of 2000' AGL should be used for all maneuvers, unless another altitude is specified in a Tech Aviation Flight School Training Course Outline (TCO) or in the FAA Practical Test Standard (PTS). Failure to comply with minimum altitude rules may result in FAA violations and/or revocation of rental privileges.

PRACTICE AREA

Tech Aviation Flight School's designated practice area is the area from 500' AGL up to 5500' MSL between the following points:

West Point (Tyrone):	40 deg 40 min N; 78 deg 14 min W
South Point (Spruce Creek):	40 deg 37 min N; 78 deg 08 min W
East Point (Pine Grove Mills):	40 deg 44 min N; 77 deg 53 min W
North Point (Port Matilda):	40 deg 48 min N; 78 deg 03 min W

SIMULATED ENGINE FAILURES

Simulated engine failures are only to be practiced with Tech Aviation Flight School Flight Instructors onboard. All simulated engine failures in single-engine aircraft shall be simulated by retarding the throttle. Turning off the fuel selector and/or mixture control is strictly prohibited. Prolonged descents are only to be made over designated airports, or unpopulated areas to an altitude no lower than 500' AGL. Simulated engine failures are prohibited during departures and climb outs below 500' AGL.

FORMATION FLYING

Formation flying is prohibited in Tech Aviation Flight School aircraft unless approved by the Flight School Manager or Chief Flight Instructor.

SPINS

Spins are prohibited in Tech Aviation Flight School aircraft unless a Tech Aviation Flight School Flight Instructor is providing spin training for a Flight Instructor Certificate in an approved aircraft.

AEROBATICS

Aerobatics are prohibited in Tech Aviation Flight School aircraft.

OVER WATER OPERATIONS

No Tech Aviation Flight School aircraft shall be operated over water unless the aircraft is within gliding distance of land.

FLIGHT INTO KNOWN ICING

No Tech Aviation Flight School aircraft shall be operated into known or forecast icing conditions.

STUDENT PILOTS

GENERAL POLICIES – STUDENT SOLO FLIGHTS

- 1) All Students must be dispatched by a Tech Aviation Flight School Instructor prior to any solo flights.
- 2) The instructor shall verify that the student has received all required training and endorsements prior to each flight.
- 3) The instructor shall verify that the student has a current medical certificate.
- 4) At least one instructor must be present at the flight school during all solo flight operations.
- 5) Students are encouraged to file a VFR Flight Plan for all cross-country flights.
- 6) All night landings must be made to a full stop, unless a Tech Aviation Flight School Flight Instructor is onboard.
- 7) Slow flight, stalls, unusual attitudes, or other maneuvers not specifically required by a Tech Aviation Flight School Flight Training Syllabus are prohibited at night.

STUDENT CHECK-IN POLICY

All students that have a dual lesson scheduled are asked to check in at the flight school 15 minutes prior to the scheduled lesson time. If this dual lesson is to be a cross-country flight, the student must have all flight planning completed before the lesson start time.

PASSENGERS ON DUAL TRAINING FLIGHTS

Tech Aviation Flight School allows passengers on dual training flights if certain conditions are met. The passenger must be specifically approved by the Flight Instructor conducting the lesson. Under no circumstances will a person under the age of 18 be allowed on dual training flights without consent from that person's parent or legal guardian.

SAFETY PROGRAM

INTRODUCTION

This section outlines the Safety Program that is currently in use at Tech Aviation Flight School. It describes standard methods of operation that are consistent with generally accepted and established industry practices and procedures. The company is committed to the concept that safety is an integral part of the Flight School and strict adherence to this program is considered mandatory.

The Safety Program is applied to, but is not limited to, the following areas:

- 1) Training Course Outlines (TCO)
- 2) Aircraft Operation and Maneuver Manuals
- 3) Flight Standards and Training Methods
- 4) Flight Instructor Training Standards
- 5) Instructor Evaluations
- 6) Student Evaluations
- 7) Recurrent and Remedial Training Programs
- 8) Aircraft Dispatch Procedures
- 9) Aircraft Maintenance

AUTHORITY & RESPONSIBILITY

The Chief Flight Instructor and the Flight School Manager have the following authority:

- 1) To define Tech Aviation Flight School's investigative and reporting procedures for accidents, incidents, and hazards.
- 2) To develop the necessary forms and instructions for implementing the Flight School's Safety Program.
- 3) To define and require the reporting of any safety related event.
- 4) To conduct an investigation of any safety related event.
- 5) To request the grounding of any Flight School student, aircraft renter, or Flight Instructor involved in a safety related event which is under investigation by Tech Aviation Flight School and/or the FAA.
- 6) To represent the Tech Aviation Flight School regarding aviation safety matters in dealing with government agencies and professional organizations.
- 7) To promote established aviation safety practices and procedures.
- 8) To distribute aviation safety related information when it becomes available.
- 9) To conduct meetings with Flight School staff to address any safety related issues.

GENERAL POLICIES

REIMBURSEMENT

Tech Aviation Flight School will either pay for or reimburse students and renters for all fuel and oil purchased away from UNV. However, there will be no reimbursement for ramp fees, landing fees, parking fees, facility fees, security fees, or additional fuel surcharges and/or taxes.

UNAUTHORIZED INSTRUCTION

Flight Instruction in Tech Aviation Flight School aircraft is strictly prohibited by Flight Instructors who are not employed by Tech Aviation Flight School. Failure to comply will result in revocation of rental privileges.

MAINTENANCE AWAY FROM UNV

If a Tech Aviation Flight School aircraft experiences mechanical difficulties while away from UNV, the pilot should contact the Flight School as soon as possible.

RIGHT TO REFUSE SERVICES

The Tech Aviation Flight School reserves the right to refuse services to students and renters for the following reasons:

- 1) Financial – Accounts with past due balances.
- 2) Medical – Pilot does not have a current medical.
- 3) Operational – Student or renter pilot was found to be in violation of a FAR and/or a policy set forth in this Operations Manual.
- 4) Administrative – At the discretion of Flight School Manager or Chief Flight Instructor

CLOTHING RESTRICTIONS

All students and renters are expected to abide by the following clothing requirements while conducting operations at Tech Aviation Flight School:

- 1) Tank tops and half-shirts are prohibited.
- 2) Open toe shoes are prohibited, including sandals and flip flops.