

Prestige Worldwide Aviat-i-on LLC.

Standard Operating Procedures



Section 1 Organization and Accountabilities

1.1.0 General

This manual contains the guidance and policy to ensure safety and efficiency in operating light airplanes for flight training applications.

Prestige Aviation encourages feedback and suggestions on improving policies and procedures outlined in this manual to enhance the overall safety of flight operations.

1.1.1 Distribution

A copy of this manual will be supplied to the following:

- Each pilot operating the aircraft owned/operated by the flying club.
- Aircraft owner(s).
- Each member of the board.

1.1.2 Key Words Defined

The following words will be used throughout this manual. The associated definitions apply.

- “Will” and “shall” mean a mandatory requirement.
- “Should” is used as a recommended or preferred method. Not mandatory.
- “May” is used as a suggested means of compliance.
- “LCA” is Light Civil Aircraft
- “LCA Operator” and “Pilot-in-Command” will be used as one and the same.
- “Pilot-in-Command” is you or the flight instructor.
- “Safety Pilot” a Certificated Flight Instructor or another pilot rated/trained in the category and class of aircraft for the type of operations to be conducted.
- Prestige Worldwide Aviation LLC will be referred to as *Prestige Aviation*

1.1.3 Manual Deviations

All personnel directly involved with the operation of aircraft owned, leased, or borrowed by the Company shall be familiar with the Flight Operations Manual. All aircraft operations will be conducted in accordance with all applicable FARs, local and national laws, manufacturers’ aircraft manuals/limitations and this manual. Deviations from this manual are permitted in the interest of safety when it is necessary to protect the passengers, crew and aircraft from events that are not included herein.

1.1.4 Standard Operating Procedures

- A. Standard Operating Procedures (SOPs) are outlined in Section 3 and provide the Pilot-in-Command (PIC) with guidance and standardization for both routine and non-routine, potentially hazardous situations. These procedures include predetermined forecast, identified and mitigations hazards that will promote safety and efficiency for the LCA Operator.

- B. Whenever possible, the PIC will consult a Chief or Assistant Chief Flight Instructor if a situation arises that is not addressed by an SOP.

1.1.5 Pilot-in-Command

- A. The PIC is directly responsible for, and is the final authority as to, all decisions regarding the operation of the aircraft.
- B. The PIC has the authority to conduct or not conduct the flight, change destination, route, or departure as he/she sees fit to maintain operational safety.
- C. The duties of the PIC include:
- Checks weather, applicable NOTAMs, determines fuel, and oil.
 - Ensures weight and balance.
 - Ensures that all flight planning requirements have been met.
 - Ensures the flight objectives are met.
 - Ensures his/her license is valid, medical certificate, and government issued photo ID.
 - Operates aircraft as per Standard Operating Procedures and aircraft limitations.
 - Checks aircraft in and out using appropriate Flight Schedule Pro Application recording aircraft times, fuel and any squawks.
 - Utilizes “The Mirror” to mitigate all associated risks to the lowest possible level.

1.1.6 Flight Schedule Pro

The PIC is responsible for ensuring the aircraft is properly checked in and out prior to each flight operation. Prestige Aviation and its insurance company consider this to be an essential part of preflight action as this is where many communications regarding maintenance status of the aircraft.

Section 2 Safety Management System (SMS)

2.1.0 General

A safety management system (SMS) is the process by which *Prestige Aviation* identifies the hazards and associated risks that are inherent in flight operations, assesses them and develops appropriate mitigation to eliminate the hazards or reduce the associated risk to an acceptable level. The mitigations are then implemented and tracked to ensure they are appropriate and effective. All of this is carried out within a policy framework so as to achieve specified safety management goals and objectives.

2.1.1 Purpose

The purpose of the SMS is to manage safety proactively and effectively by integrating control of risk into normal day-to-day business practices. This is done by:

- a. Obtaining consistent and optimal aircraft and human performance.
- b. Identifying and managing safety risks specific to *Prestige Aviation*.
- c. Actively supporting the SMS.

2.1.2 Safety Policy

While utilizing aircraft for business is a productive component of operations at *Prestige Aviation*, it is not the primary focus. LCA Owner/Operators are uniquely susceptible to being distracted with non-flying responsibilities, thoughts, pressures and commitments that might jeopardize safety. Safety is an important operating principle and an essential part to all measurements of success at *Prestige Aviation*. Aviation safety in particular is the responsibility of the Owner/Operator of the Light Business Airplane, as well as the Pilot-in-Command. SMS is the cornerstone of this Flight Operations Manual and forms the core of *Prestige Aviation* safety efforts toward flying excellence. Risk mitigation to the lowest possible level is the target of all LCA operations.

2.1.3 Safety Risk Management (SRM) Performance Goals

- A. The PIC is the judge as to whether the aircraft shall takeoff and where it shall land, taking into account all factors of his or her current qualifications, student qualifications, and personal condition for the envisioned flight. Furthermore, the PIC is responsible for determining that the aircraft is currently airworthy and that airport, airspace and weather conditions are within legal and acceptable parameters. The PIC will exercise this responsibility effectively and will use all available resources to make appropriate and effectively conservative decisions.
- B. Each PIC will perform their duties giving primary concern for their own safety as well as that of their passengers to include fellow employees, customers, vendors and the property and equipment entrusted to their care.
- C. The PIC may determine the applicable risks and mitigations throughout the trip scheduling, pre-trip planning, and trip execution phases by using this manual as guidance, *to include completion of the Risk Assessment Tool (“The Mirror”)*, a copy of which is located in Appendix D. The Mirror is designed to be used before each flight to mitigate associated risk to the lowest possible level.

2.1.4 Safety Assurance

In order to identify emerging hazards and risks as well as monitor effectiveness of current mitigation efforts, a tracking system (Appendix E: Trip Debrief Sheet – Hazard/Incident Report) to record issues and events for periodic review will be implemented that encompasses the following areas:

- Flight Operations Manual: usefulness / updating
- Risk Assessment Tool: usefulness / updating
- Aircraft Checklist: accuracy / validation

- Airplane Flight Manual / Pilot Operating Handbook: review / validation
- Maintenance & Ground Handling: interface / procedures
- Airworthiness & Maintenance: currency / documentation
- Weight & Balance: accuracy / validation
- Pilot Training: quality control / documentation

In addition, ongoing reference to external resources, such as the following examples, should be explored to stay abreast of the latest aviation safety trends and information:

- NBAA Safety Website - <http://www.nbaa.org/ops/safety>
- FAA Safety Website - <http://www.faasafety.gov>
- National Transportation Safety Board - <http://www.nts.gov>
- Aviation Safety Reporting System - <http://asrs.arc.nasa.gov>
- AOPA Air Safety Institute - <http://www.aopa.org/asf>
- Skybrary Aviation Safety Reference - <http://www.skybrary.aero>
- Regional, state and local associations
- Insurance carriers

2.1.5 SMS Promotion

Prestige Aviation will work diligently to ensure that a positive safety culture prevails throughout the organization. In order to achieve that objective, open communication with all persons involved in flight operations will be encouraged and safety information will be exchanged. These persons may include nonemployee ground-handling personnel, aircraft maintenance technicians, other aviation associates and vendors, Safety Pilots, business colleagues and family members, as needed. In addition, training on the concepts of SMS to include the safety tenets embodied in this Flight Operations Manual will be provided to all persons involved in flight operations (reference Section 4.1.2).

Section 3 Standard Operating Procedures

3.1.0 Flight Operations and Limitations

1. All aircraft will be operated by the limitations set in the POH and any other limitations set by Prestige Worldwide Aviation.
2. Aircraft may have additional restrictions listed in addendums attached to this document. Additionally, club approved instructors may apply restrictions to individual pilots at their discretion.
3. No aircraft will depart when winds exceed 30kts.
4. No aircraft will depart or plan to arrive at an airport that will exceed the crosswind limitation set forth in the POH.
5. No Aircraft will Depart with a wind-shear advisory.
6. No Aircraft will Depart into IMC when Icing is Probable, an AIRMET is Published, or a Pilot Report is observed.

7. No Aircraft will be operated in ground temperatures below 10F.
8. No Aircraft will do Touch and Goes below 20F, all landings must be full stop.
9. When OATs are below 30F, special considerations must be taken prior to performing certain maneuvers: Example – Power off 180s, emergency descents etc. This is to limit shock cooling.
10. When OATs are below 45F all aircraft (if equipped) will have the oil/cowl Pre-Heaters plugged in when parked.
11. When OATs are below 45F, ample time will be given to warm up the oil before a run up and departure is executed.
12. For aircraft equipped with engine monitors: no run ups will be conducted with cylinder temperatures below 200F & oil temperature below 100F.
13. All aircraft will be properly tied down and secured when not in the hangar.
14. All Pilots must have a renters insurance policy of at least \$5,000 in hull coverage before **ANY** flight is permitted.

3.1.0-1 Aircraft Checkouts

1. Prior to the first flight, each new member shall attend an INDOC class with a club-authorized flight instructor detailing these SOPs as well as any other applicable club practices and policies. All members shall attend an annual recurrent INDOC course at least once per year.
2. All Checkouts will be conducted in accordance with 3.1.0 & appropriate aircraft addendums as well as Appendix F.
3. No aircraft will be taken farther than 100nm during the checkout phase without prior board approval.
4. Prior to a student pilot solo, that student must fly with a different instructor for a secondary instructor's safety perspective.
5. All Club Documents must be uploaded prior to any flight.
 1. Complete User Profile
 2. Emergency Contact
 3. Photo Identification
 4. Pilot's Certificate
 5. Medical Certificate
 6. Club Application
 7. Club Bylaws
 8. Club SOPs
 9. Appropriate Renter's Insurance
6. Checkouts are valid for 12 calendar months, unless otherwise specified by aircraft specific addendums.
7. All checkouts are considered invalid if the member's INDOC course is out of date.

3.1.0-2 Aircraft Currency

1. All members shall maintain currency in the club aircraft in accordance with their checkouts.
2. Each member shall maintain currency in each club aircraft a minimum of every 90 days.
3. Members shall maintain currency in the most complicated aircraft for which they are checked out every 45 days.
4. Certain aircraft may require different currency requirements as described by the addendums attached to this document.

3.1.1 Responsibilities and Authorities

1. The Pilot-in-Command (PIC) will authorize and conduct all flights utilizing guidance from this manual to include the Safety Risk Management Performance Goals outlined in Section 2.1.3. Operational control is delegated to the PIC.
2. The PIC is responsible for the following:
 - a Conducting the flight in accordance with the applicable Federal Aviation Regulations, or if in international airspace, the regulations of the applicable jurisdiction.
 - b Conducting the flight in accordance with the FAA approved and current Aircraft Flight Manual/Pilot Operating Handbook (AFM/POH) of the aircraft to be operated.
 - c Ensuring that all applicable licenses, certificates, and permits have been obtained and verified prior to flight and are carried onboard the aircraft, including but not limited to:
 - Aircraft airworthiness certificate;
 - Aircraft registration;
 - Radio station license; (international)
 - Current and FAA approved AFM/POH;
 - Current aircraft weight and balance;
 - Aircraft Minimum Equipment List (MEL) or Master Minimum Equipment List; (if applicable)
 - Check in and Check out on Flight Schedule Pro.
 - Aeronautical charts appropriate for the flight; (digital allowed)

NOTE: The PIC is Financially responsible for the aircraft if any damage shall occur because of Pilot Error or Negligence

1. For a non-Insurable claim, first offense, the PIC is responsible for 50% of recovery costs, other than instructor time which is billed at 100%.
2. For a second offense, The PIC is responsible for 100% of the entire repair & recovery cost.
3. If a third offense shall occur, The PICs membership in the club will be re-evaluated and possibly terminated.
4. The PIC will ensure all electronic databases are current for the operations being conducted.
5. The PIC will verify the status of the aircraft's airworthiness (see Appendix B). All maintenance items shall be reviewed. The next scheduled inspection is listed on the aircraft time log to ensure that time between inspections is not exceeded. Reference Section 5.
6. CFI Responsibilities:
 1. All CFI's instructing in *Prestige Aviation* aircraft will abide by all limitations and restrictions set by this manual.
 2. The CFI is ultimately responsible for the safe operation of the flight regardless of whether or not they are the PIC.
 3. CFI's will be held just as responsible for any damage and/or negligence to the aircraft as the PIC. - CFI's will also be required to have annual checkouts in all aircraft.

3.1.2 Flight Planning and Preflight Requirements

1. The PIC shall become familiar with all available and relevant flight information, as per FAR 91.103 (Preflight action), including the status of nav aids, approaches, facility hours and current operating environment.
2. The PIC will ensure meteorological conditions permit safe operations for the specified flight.
3. The PIC will plan for contingencies if the destination cannot be reached, or if the flight plan cannot be followed as planned.
4. The PIC will ensure the aircraft is within weight and CG limits per the AFM/POH.
5. The PIC will ensure runway lengths at all airports of intended use are adequate for takeoff and landing with a recommended 15% additional buffer over AFM/POH calculations.
6. The PIC will perform a visual preflight inspection of the aircraft in accordance with the manufacture's POH/AFM.
7. **FLIGHT SCHEDULE PRO** is considered to be an integral part of the mandatory preflight actions. Failure to check out an aircraft will be considered a failure to complete the mandated actions required by 91.103 and the aircraft will be considered taken without permission.

3.1.2.1 Cockpit Discipline

1. Current checklists shall be used by all pilots on all aircraft during each phase of flight. The checklists prescribe the normal procedures to be followed for each aircraft type. Every pilot shall follow the checklist as the manufacturer intended.
2. During key phases of ground and flight operations, the PIC is responsible for creating a sterile cockpit by eliminating undue distractions and extraneous cockpit conversation that do not apply directly to the operation of the airplane. This includes placing all cell phones and PDAs on standby or “airplane mode” prior to commencing preflight.
3. Verbal callouts serve to double check critical checklist items, maintain situational awareness and help manage information during single-pilot operations. Pilots shall develop their own verbal callouts. Some examples of standard callouts are:
 - “Runway Heading Aligned”
 - “Target Speeds...”
 - “Initial Altitude...”
 - “Initial Heading...”
 - “Power Set”
 - “Airspeed Alive”
 - “Rotate”
 - “Positive Rate – Gear Up”
 - “Two for Three Thousand”
 - “1,000 feet to go”
 - “Nav Source Verified”
 - “Approach Mode Armed”
 - “Approach Mode Active”
 - “Localizer or Course Alive”
 - “Glideslope Alive”
 - “Final Approach Fix, no flags”
 - “GUMP Check”
 - “1,000’ Above Minimums”
 - “500’ Above Minimums”
 - “100’ Above Minimums”
 - “Gear Down: Landing”

3.1.3 VFR Flight

1. Flight may be conducted under Visual Flight Rules using the criteria in this section.
2. The appropriate and current VFR charts must be onboard the aircraft.
3. The flight should be conducted utilizing flight following services provided by Air Traffic Control when appropriate on a cross country.
4. If the arrival airport does not have an instrument approach available, a

contingency plan for an alternate airport that has an acceptable instrument approach will be considered. The meteorological conditions for the entire flight must be at least 1,000 ft above the highest instrument approach minimums published at the arrival or potential alternate airport.

5. No VFR flight, day or night, will be conducted when there is less than three miles visibility on any segment of the trip.
6. VFR night landings should be made only to runways with vertical guidance, for example, VASI/PAPI, ILS Glideslope or published VNAV approach guidance.
7. Except for take off and landing, no aircraft operations are permitted below 1000 AGL and may not be any closer than 500 feet to ANY obstacle. These minimums will be increased to 2,000 AGL and 1,000 feet in mountainous terrain.
8. No Special VFR is permitted without board approval. Board approval will only be granted to instrument rated pilots.
9. VFR-on-Top must remain with ATC services until a visual landing can be made.

3.1.4 IFR Flight

1. Flights conducted under Instrument Flight Rules will not depart unless the weather at the departure airport is at or above instrument approach minimums for the applicable departure runway.
2. Flights with a destination airport with only one runway or one instrument approach shall file an alternate airport regardless of forecasted weather.
3. Flights departing into IFR conditions shall have a takeoff alternate identified within 25NM of the departure airport. A takeoff alternate or "T-ALT" is defined as an airport that is at or above landing minimums applicable to the runway(s) in use.
4. IFR flights will not depart for the destination unless the weather forecasts at the ETA show the ceiling and visibility at or above published approach minimums.
5. Published Instrument Departure Procedures shall be used for all applicable runways.
6. An alternate arrival airport will be filed and listed if the weather at the destination is below the following: One hour before to one hour after ETA, the ceiling will be at least 2,000 ft. above airport elevation and the visibility will be at least three miles.
7. Board approval will be required for flights departing with forecasted weather of less than 500' ceilings and/or less than 1sm of visibility.
8. An alternate airport will be listed for any destination that is on an island.
9. The weather minima used for IFR departures and approaches shall be those specified in the standard instrument approach procedures for the intended airport.
10. Circling approaches Day or Night are not authorized for weather less than 1,000 ft ceiling and 3 miles visibility.
11. Contact approaches are authorized but not recommended.
12. Visual approaches should be made to runways with vertical guidance, for example, VASI, PAPI, ILS Glideslope, or published VNAV approach guidance.
13. An autopilot with at least heading mode may be used.

3.1.5 Fuel and Oil Supply

1. A flight shall not be initiated unless the aircraft carries enough fuel and oil supply to ensure it can safely complete the flight as planned plus adequate reserves. The PIC shall take into account meteorological conditions, ATC delays, and unforeseeable taxi delays.
2. The flight will be planned to arrive at the destination or alternate (if required) with no less than one hour of fuel remaining.

3.1.6 Weight and Balance

The PIC is responsible for the proper loading of the aircraft so as not to not exceed weight and balance limits prescribed in the AFM/POH. Aircraft takeoff weights shall not exceed that which would limit the aircraft from meeting performance requirements for takeoff, enroute, and landing phases of flight. If actual passenger weights are not available, pre-determined weights can be used:

Adult male	200 lbs – 90 kg
Adult Female	170 lbs – 77 kg
Child <12yrs	75 lbs – 34kg
Infant <2yrs	30 lbs – 14 kg

3.1.7 Aircraft with a Minimum Equipment List (MEL)

The PIC will comply with MEL procedures approved for the specific aircraft with a copy of the MEL shall be carried onboard the aircraft. MEL deferral procedures are specified in the MEL approved for the aircraft. The PIC shall ensure that all “Operations” and “Maintenance” procedures are followed.

3.1.8 Aircraft without an MEL

For aircraft without an approved MEL, if a malfunction occurs, the PIC will contact the Owners. If the aircraft is deemed unairworthy, the PIC shall ground the aircraft and seek repairs (Section 5.0).

3.1.9 Severe Weather

No aircraft will be operated in an area of known thunderstorms unless the aircraft is equipped with operating weather radar. NEXRAD equipment alone is not sufficient. An area of thunderstorms is defined as within 25NM.

3.2.0 Icing

1. The PIC shall **give careful consideration** to all factors involved when operating into areas of known icing or anticipated icing and assure the aircraft is **certified**

for flight into known icing with all anti-icing and deicing systems functioning properly. Continued flight into areas of moderate or greater icing should be avoided. If icing conditions are encountered that were not forecast or reported, it should be reported to Air Traffic Control or Flight Service.

2. No flight will be conducted in areas of freezing precipitation or severe icing.
3. Aircraft not certified for flight into known icing are prohibited from operating in any icing conditions.
4. At present, no *Prestige Aviation* aircraft is FIKI.

3.2.2 Passenger Safety Briefing

Passengers, even Safety Pilots who have not been properly trained and briefed on crew coordination, can pose a hazard of their own in some situations. (For example, pilots unaccustomed to carrying passengers may find their conversations and questions a distraction during the preflight as well as in-flight.) The PIC shall therefore ensure all passengers are given an appropriate safety briefing that covers at least the following:

1. Prior to boarding:
 - Make sure passenger vehicles are not allowed on the ramp or in the hangar without close supervision and escort;
 - Point out unique injury hazards of the airport ramp and hangar environment, including slips and falls, wingtips, static wicks, etc.
2. Prior to takeoff:
 - Where and how carry-on luggage is required to be stowed;
 - The use of safety belts or safety harnesses;
 - When seat backs must be secured in the upright position and chair tables stowed;
 - The use and location of the passenger oxygen system, including the location of oxygen masks;
 - Location and use of the portable oxygen bottle;
 - The location and use of emergency exits;
 - The location of any emergency equipment the passenger may have a need for in an emergency situation such as ELT, fire extinguisher, survival equipment, (including life rafts), and first aid kit;
 - Procedures on use of portable electronic devices;
 - Procedures for “sterile cockpit” (reference Section 3.1.2.1B);
 - Safety Pilots shall be briefed on division of cockpit duties and expected protocols.
3. Inflight for turbulence:
 - When the use of seat belt is required; § The requirement to stow carry-on luggage.
4. Prior to passenger deplaning:
 - The safest direction and most hazard free route for passenger movement away from the airplane;

- Any dangers associated with the type of airplane, such as wing steps, pitot tubes, engine and propeller safety zones;
- The PIC or Safety Pilot shall escort passengers to and from the airplane to a safe nonmovement area.

Section 4 Qualifications and Training

4.1.0 Flight Crew Licenses & Ratings

1. To act as PIC or Safety Pilot of a *Prestige Aviation* owned or leased aircraft, a pilot must hold at least a Private Pilot license with appropriate ratings for category and class. Solo students must have a Student Pilot Certificate.
2. All pilots acting as PIC, including safety pilots must be club members and meet all other PIC requirements of the club.
3. All Solo Students must be Supervised by the instructor endorsing them, meaning the CFI must be within the local area and available while a Solo is occurring.
4. Must also hold a Basic Med or better medical certificate.

4.1.1 Flight Crew Qualifications and Competency

1. The pilot must have a current flight review in the same aircraft category and class.
2. The pilot must also maintain 90 day currency in all aircraft they intend on flying, if not a CFI check out will have to be performed before scheduling privileges are re-instated.
3. Formal type-specific recurrent training shall be completed annually at a minimum for all Instructors and Pilots.
4. The pilot shall be instrument current (per FAR 61.57(c) or (d) as appropriate) if operated in IMC.
5. The pilot shall complete an instrument proficiency check every six months if operated in IMC or meets the criteria of 4.1.0 (C).
6. If flying with passengers not on a training flight. Within the preceding three (3) calendar months prior to the flight, the pilot must have logged at least three (3) takeoffs and three landings to a full stop in the same make and model being flown. Note: These conditions may be accomplished by performing this event at night.
7. The pilot shall be current for night operations (per FAR 61.57 (b)) in an aircraft of the same category and class if not operating as a training flight.

4.1.2 Training Resources

Many resources are available for students and instructors. Examples may include:

1. Aircraft manufacturer and type-specific ownership clubs or associations
2. Flight Review Guidance: http://www.faa.gov/pilots/training/media/flight_review.pdf
3. IPC Guidance: http://www.faa.gov/pilots/training/media/IPC_Guidance.pdf
4. FAA Risk Management Handbook, Including Single-Pilot Resource Management: <http://www.faa.gov/library/manuals/aviation/media/FAA-H-8083-2.pdf>
5. FAA Online Training Course Catalog: <https://www.faasafety.gov/>
6. AOPA Air Safety Institute: <http://www.aopa.org/asf/>

4.1.3 Flight Training

1. Prestige Worldwide Aviation does not provide flight training to its members.
2. Prestige Worldwide Aviation club members may receive flight instruction from ONLY club members that are FAA Certified Flight Instructors and approved by the board.
3. All flight instructors must receive both PIC and instructor seat checkouts in each aircraft they wish to teach in.
4. All flight instruction must comply with all other sections of these SOPs and all other club policies and procedures.
5. Instructors shall be considered independent contractors and are welcome to charge a rate that they deem appropriate for the aircraft and training as they and the student agrees to.
6. Instructors may NOT give dual instruction to anyone that is not a club member.
7. Flight instructors must be immediately available for student solos and must be able to be at Lewis University Airport within 30 minutes of receiving a call for assistance.

4.1.4 FAA Practical Examinations

1. Any FAA practical examination is authorized for any member in club aircraft, provided they have received the appropriate training by a club approved club member that is an FAA Certified Flight Instructor.
2. All practical examinations shall have the required logbooks provided to the examinee in order demonstrate airworthiness to the examiner as required by the applicable Airman Certification Standards or Practical Test Standards.
3. Each applicant wishing to use a club aircraft for a practical examination must notify a board member no less than ten (10) business days prior to the examination to ensure all aircraft documents are ready to comply with paragraph 2 of this section.
4. A satisfactory result on any practical examination will be counted as a full checkout in the aircraft used during that examination. This will reset the clock for that checkout, including the IPC portion if that examination is an Instrument, CFII or ATP examination.
5. Aircraft used for practical examinations may NOT be reserved during the oral portion of the examination. Instructors and applicants may use a one-hour grace period at their discretion to ensure the aircraft is ready in a timely manner for the flight portion of the exam. Aircraft scheduled during the entire examination time will be subject to a fee of 75% of the entire booked time, regardless of flight time.
6. Examinations taking place at an airport other than Lewis University Airport are not subject to the constraints of line 5 of this section.

Section 5 Maintenance Procedures

5.0 General

While many of the maintenance activities are performed under contract to independent maintenance providers and personnel, the responsibility for these activities still rests with the LCA Operator. All maintenance will be conducted in accordance with applicable Federal Aviation Regulations by properly authorized personnel using only FAA-approved parts and properly calibrated tools. Any preventative maintenance performed by the LCA Operator will be limited to those activities specifically allowed by certificated pilots under FAR Part 43.

5.1.0 Person Responsible for Maintenance

Prestige Aviation designates the maintenance coordinator for the planning, control and coordination of all maintenance activities, to include liaison with approved maintenance providers and personnel. This individual will be empowered to make necessary maintenance arrangements to keep the aircraft in a safe operating condition and in compliance with applicable regulations, including the authority to remove from service any aircraft that does not meet safety and compliance guidelines. This individual will report directly to the LCA Operator. The PIC is also authorized to obtain aircraft maintenance services, as needed, **in order to** assure the aircraft maintains a current and valid airworthiness certificate (reference Section 3.1.1 and Appendix B).

5.1.1 Maintenance Control System

1. The aircraft shall be maintained in accordance with the aircraft manufacturer's recommended maintenance program which includes, at minimum, an aircraft annual inspection.
2. Aircraft discrepancies or service difficulties shall be reported immediately to the Person Responsible for Maintenance specified in 5.1.0 above for appropriate action and resolution.
3. The Person Responsible for Maintenance shall implement a system to ensure the aircraft is in compliance with all applicable Airworthiness Directives and other mandatory maintenance requirements and assure proper, compliant documentation accordingly.
4. All technical records, including aircraft logbooks and current status of applicable Airworthiness Directives, shall be stored in such a manner that allows each PIC to personally review content prior to flight. The IRS-compliant aircraft time sheet or aircraft log carried onboard the aircraft should also list appropriate inspection due dates and service intervals.
5. Before each flight, the PIC shall consult the aircraft time sheet or aircraft log and take note of the next scheduled maintenance requirement and the current list of any

outstanding defects to decide whether the flight may take place. If in doubt as to the time remaining to maintenance tasks, or the acceptability of defects, the PIC must contact the Person Responsible for Maintenance or the LCA Operator.

Section 6 Security Procedures

6.0 General

The NBAA Security Protocol was developed to serve as the NBAA recognized and Transportation Security Administration (TSA) endorsed standard for demonstrating an acceptable security protocol for Business Aviation. Adoption of the NBAA Security Protocol is voluntary and intended for use by business aircraft operators with a need to operate internationally and to access airports within Temporary Flight Restrictions (TFR's).

- A. The National Business Aviation Association seeks to assist TSA in developing security guidelines that recognize the unique characteristics of business aviation and support TSA in meeting its responsibilities regarding aviation security.
- B. The Pilot-in-Command will be responsible for the aircraft security during all flight operations.

6.1.0 Assessing the Threat

The first step in the development of an effective security program is to assess the threat against *Prestige Worldwide Aviation*, personnel, aircraft, and facilities and the vulnerabilities of the Flight Operations. Threats may relate to the nature of business the company conducts, location of the company business, nationality of the company, profile of passengers carried, and the value of goods carried.

6.1.1 Preventative Measures

1. The focus of *Prestige Worldwide Aviation* preventative security measures will be to:
 - a Prevent unauthorized access to company aircraft and facilities;
 - b Prevent the unauthorized introduction of weapons or explosives onto company aircraft or into company facilities;
 - c Prevent the use of company aircraft to commit other unlawful acts, such as the transport of illicit drugs.
2. Challenge persons on the ramp who don't belong.
3. Report any suspicious activities to club officials and/or local law enforcement as deemed necessary by the member.
4. Each member will be issued a badge by CrewID. This badge will be considered the ultimate identification for all members. Badges will be surrendered to a club officer upon resignation from the club.

Section 7 Compliance

7.1 Member Adherence to Bylaws and Rules

Each member of Prestige Worldwide Aviation shall strictly abide by all rules set forth in these SOPs, the club's by-laws and any other club communications such as emails, meetings and other forms of verbal communication.

7.2 Club Oversight

Board members reserve the right to monitor club aircraft by using tools such as ADS-B data, FAA records and any other tools deemed necessary to ensure all members are following the rules as defined in 7.1 of this document.

7.3 Billing

Aircraft will be billed as near to the end of each flight as possible. It is expected that each flight will be paid for in a timely manner, no later than the 15th of each month. Members with a total balance of \$1,000 will receive a reminder by email. If a member's balance reaches \$1,500, that member will not be able to continue flight operations until the bill is paid.

7.4 Consequence for non-compliance

Any violation of these SOPs may result in penalties such as, but not limited to, verbal warnings, written warnings, grounding, suspension from club activities, and termination from the club. The board shall determine what consequence is appropriate for each infraction. Penalties shall be treated in accordance with the level of infraction.

Appendix A

Risk Assessment Tool “The Mirror”

<i>I. Are you current?</i>		
<i>A. In Category (Airplane) and Class (Single-Engine; Multiengine)?</i>	Yes	No
<i>B. In the Make and Model?</i>	Yes	No
<i>C. Takeoffs and Landings (Day or Night, as applicable to intended flight)?</i>	Yes	No
<i>D. Instrument Currency for IFR flights: Hours, Approaches, Holds or IPC?</i>	Yes	No
<i>E. Have you had type-specific training in the last twelve (12) months?</i>	Yes	No
Subtotal “No” Answers:	_____	
<i>II. Are you up to it <u>today</u>?</i>		
<i>A. Considering current personal circumstances, do you feel up to flying today?</i>	Yes	No
<i>B. Will you be mentally focused on flying now and after any meetings?</i>	Yes	No
<i>C. Have you properly compartmentalized non-flying concerns?</i>	Yes	No
<i>D. Are you properly rested for today’s flight (reference Section 3.2.1)?</i>	Yes	No
<i>E. Can this flight be readily postponed or rescheduled without undue pressure?</i>	Yes	No

Subtotal “No” Answers:	_____
<i>III. What does today’s flight look like?</i>	
<i>A. Will you be filing either a VFR or IFR flight plan?</i>	Yes No
<i>B. Are you familiar with departure airport, area, terrain and procedures?</i>	Yes No

<i>C. Is the departure runway clean and dry (no snow, ice, standing water)?</i>	Yes No
<i>D. Have you completed weight & balance and takeoff-distance calculations?</i>	Yes No
<i>E. Is today’s departure weather VFR?</i>	Yes No
<i>F. Are enroute weather conditions expected to be VFR?</i>	Yes No
<i>G. Is the forecast free of icing, heavy rain, thunderstorms or severe turbulence?</i>	Yes No
<i>H. Will the cabin altitude be below 9,000 ft for the entire flight?</i>	Yes No
<i>I. Are you familiar with the arrival airport, area, terrain and procedures?</i>	Yes No
<i>J. Is today’s arrival weather forecast to be VFR?</i>	Yes No
<i>K. Does the arrival airport have a precision approach available?</i>	Yes No
<i>L. Can the approach be accomplished without circling to land?</i>	Yes No
<i>M. Is the arrival runway clean and dry (no snow, ice, standing water)?</i>	Yes No
<i>N. Are surface winds less than 25 knots and/or crosswind less than 15 knots?</i>	Yes No

<i>O. Will today's flight be completed entirely under daylight conditions?</i>	Yes	No
Subtotal "No" Answers:	_____	
IV. Aircraft Condition		
<i>A. Has the aircraft flown since its last maintenance inspection or repair?</i>	Yes	No
<i>B. Have you determined that the aircraft is currently airworthy (Appendix B)?</i>	Yes	No
<i>C. Will you land with at least one (1) hour of fuel remaining in the tanks?</i>	Yes	No
Subtotal "No" Answers:	_____	
Total of all "No" Answers: _____		

Normal	Caution	No - Go
0 - 3	4 - 6	Greater than 6

Normal: Continue normal operations.

Caution: Proceed with caution. Consult Flight Operations Manual for guidance and mitigations.

No-Go: Critical Decision to be made. Do not make the flight.

Appendix B

Airworthiness Checklist

- ___ Airworthiness Certificate (original)
- ___ Registration Certificate (original)
- ___ Radio Operator Ship License (international flights or aircraft 12,500 lbs +)
- ___ Aircraft Flight Manual or Pilot Operating Handbook (current revision) including current weight and balance data.
- ___ Current status listing all applicable Airworthiness Directives, including time or date of recurring action.
- ___ Inspection due date (e. g., Annual / 100 hour / progressive event)
- ___ ELT battery due date and 12-month operational inspection.
- ___ VOR equipment check for IFR operations.
- ___ Compass deviation card.
- ___ Static system inspection
- certification ___ Altimeter
- inspection certification
- ___ Transponder inspection certification.
- ___ Current status of life-limited parts per T. C. D. S.
- ___ FAA form 337s for alterations or repairs.
- ___ Inoperative equipment certifications.
- ___ External data plate / serial number.

The FAA indicates that “airworthy” means an aircraft and component parts meet its type design (or properly altered configuration) and is in a condition for safe operation. The above items must be verified and current in order to render a ‘Standard Airworthiness’ determination under FAR Part 91. Appendix B is designed as guidance only and is subject to change based upon current regulations. The decision to accept an aircraft in its present condition belongs to the Pilot-in-Command.

Appendix C

Airplane Weight & Balance Form

FORWARD AND REARWARD C.G. EXTREMES							
	Most Forward C.G. loading				Most Rearward C.G. loading		
Item	Weight	Arm	Moment		Weight	Arm	Moment
A/C Empty Weight							
Oil							
Pilot							
Passenger							
Fuel Header							
Fuel Main							
Fuel Aux							
Baggage							
Totals							
Forward C.G.	Total Moment / Total Weight				Rearward C.G.	Tot. Moment / Tot Weight	

Appendix D

Emergency Response Plan

I. Initial Notifications	Comments
<i>Unless absolute knowledge to the contrary exists, assume all persons onboard have survived but are injured. Do not make statements to the media at this time.</i>	
1. Confirm emergency personnel are responding or have responded and that on-scene protocols are being observed (see Part III below).	
2. Notify immediate family members (see Part II below).	
3. Notify the FAA and NTSB.	
4. Notify the insurance carrier.	
5. Notify the Person Responsible for Maintenance (Section 5.1.0).	
II. Accommodation of Family Members	
<i>A company's first and highest responsibility is to the families of those involved in the accident. Every appropriate provision for their comfort and accommodation should be considered, assigned and acted upon first, prior to internal company or public comment. Take immediate steps to notify the family. If possible, inform them in person using company representatives, local police, Red Cross, etc.</i>	
III. On-Scene Response	
1. Organize on-site assistance as necessary by providing or arranging for immediate first aid along with Fire/EMS/Police response.	
2. Note the time, place and description of the occurrence and the names with points of contact for any injured people and witnesses, including all passengers.	
3. Other than responding to emergency medical treatment inquiry, do not speak to anyone on the scene and do not assume any obligation or liability. Unless served a subpoena, you are under no legal obligation to make a statement to any government official. However, a pilot must cooperate in producing aircraft documents, pilot's license, medical certificate and blood alcohol tests.	
4. Take all reasonable precautions to protect the aircraft, aircraft components and contents from further damage. Do not move or otherwise disturb the scene without approval of the FAA. Do not abandon the aircraft or property and assure arrangements have been made to properly secure the accident scene.	
IV. External Statement	
<i>A brief statement confirming notification of the accident along with concern for all involved and full cooperation with appropriate authorities is initially sufficient.</i>	

Appendix E

Trip Debrief (Hazard/Incident Report)

<i>Date of Flight:</i> _____	<i>Destination/Purpose:</i> _____
<i>General Comments About the Flight:</i> (what went right; what went wrong; what can be improved; any new hazards uncovered; etc.)	<i>Recommendations for Improvement:</i> (procedural change, work on during next training event, specific ways to eliminate, correct or minimize a hazard, etc.)
<i>Who to share this information with?</i> <input type="checkbox"/> Maintenance <input type="checkbox"/> Aircraft Owner <input type="checkbox"/> FBO <input type="checkbox"/> ATC <input type="checkbox"/> Safety Pilot <input type="checkbox"/> CFI / Training Facility <input type="checkbox"/> Other Pilot(s) <input type="checkbox"/> Passengers <input type="checkbox"/> Colleagues / Associates <input type="checkbox"/> Office Personnel <input type="checkbox"/> Family <input type="checkbox"/> NASA ASRS <input type="checkbox"/> FAA <input type="checkbox"/> Other <input type="checkbox"/> None	<i>Do any of the following need to be amended?</i> <input type="checkbox"/> Flight Operations Manual <input type="checkbox"/> Risk Assessment Tool <input type="checkbox"/> Aircraft Checklist <input type="checkbox"/> Maintenance Procedures <input type="checkbox"/> Ground Handling Procedures <input type="checkbox"/> Training <input type="checkbox"/> Other <input type="checkbox"/> None <i>Corrective Action Taken:</i> <i>Corrective Action Date:</i> _____

Something useful can be learned on each and every flight. It is therefore recommended the Trip Debrief Sheet be completed by the PIC for each trip and filed per SMS guidance, Section 2.1.4.

Appendix F

Aircraft Check Out Form

Aircraft Checkout Form

PILOT NAME:		CHECKOUT DATE:	
AIRCRAFT MAKE & MODEL:		AIRCRAFT TAIL #:	
CHECKOUT TYPE: <input type="checkbox"/> Initial Aircraft Checkout* <input type="checkbox"/> Club Flight Review <input type="checkbox"/> 61.56 Flight Review <input type="checkbox"/> 61.57 IPC <input type="checkbox"/> Solo (Page Two/Three)			
<input type="checkbox"/> FLIGHT CHECK COMPLETED <input type="checkbox"/> POLICIES REVIEWED HOURS IN MAKE & MODEL			
All items listed with an * are mandatory items for initial check out			
I. ORAL DISCUSSION		VIII. APPROACHES & LANDINGS	
A. Review Pilot Credentials*	<input type="checkbox"/> 0 <input type="checkbox"/> 1	A. Normal Approaches & Landings*	<input type="checkbox"/> 0 <input type="checkbox"/> 1
B. Review CFI Policies & Procedures*	<input type="checkbox"/> <input type="checkbox"/>	B. Crosswind Approaches & Landings*	<input type="checkbox"/> <input type="checkbox"/>
C. Local Procedures*	<input type="checkbox"/> <input type="checkbox"/>	C. Forward Slip to Landing	<input type="checkbox"/> <input type="checkbox"/>
D. Electronic Flight Bag (EFB)	<input type="checkbox"/> <input type="checkbox"/>	D. Go-Around*	<input type="checkbox"/> <input type="checkbox"/>
E. Aircraft Performance*	<input type="checkbox"/> <input type="checkbox"/>	E. Short-field Approach & Landing	<input type="checkbox"/> <input type="checkbox"/>
F. Aircraft Systems*	<input type="checkbox"/> <input type="checkbox"/>	F. Soft-field Approach & Landing	<input type="checkbox"/> <input type="checkbox"/>
II. PREFLIGHT PREPERATION		IX. EMERGENCY PROCEDURES	
A. Certificates & Documents*	<input type="checkbox"/> 0 <input type="checkbox"/> 1	A. Emergency Approach & Landing*	<input type="checkbox"/> 0 <input type="checkbox"/> 1
B. Obtaining Weather Information*	<input type="checkbox"/> <input type="checkbox"/>	B. Systems & Equipment Malfunction*	<input type="checkbox"/> <input type="checkbox"/>
C. Determine Weight & Balance*	<input type="checkbox"/> <input type="checkbox"/>	C. POH Bold Face Knowledge*	<input type="checkbox"/> <input type="checkbox"/>
D. Determine Takeoff Performance*	<input type="checkbox"/> <input type="checkbox"/>	D. Emergency Gear Extension*	<input type="checkbox"/> <input type="checkbox"/>
E. Determine Cruise Performance*	<input type="checkbox"/> <input type="checkbox"/>	X. SAFETY AWARENESS	
F. Determine Landing Performance*	<input type="checkbox"/> <input type="checkbox"/>	A. Clearing Turns & Collision Avoidance	<input type="checkbox"/> 0 <input type="checkbox"/> 1
G. Cross-Country Flight Planning*	<input type="checkbox"/> <input type="checkbox"/>	B. Vigilance, Risk Mgmt, & Judgement*	<input type="checkbox"/> <input type="checkbox"/>
H. Aircraft Systems*	<input type="checkbox"/> <input type="checkbox"/>	C. Fuel Management*	<input type="checkbox"/> <input type="checkbox"/>
I. Aeromedical Factors	<input type="checkbox"/> <input type="checkbox"/>	D. Ground Handling Procedures*	<input type="checkbox"/> <input type="checkbox"/>
III. GROUND OPERATIONS		XI. IPC ORAL	
A. Visual Inspection*	<input type="checkbox"/> 0 <input type="checkbox"/> 1	A. Flight Planning	<input type="checkbox"/> 0 <input type="checkbox"/> 1
B. Starting Engine (s)*	<input type="checkbox"/> <input type="checkbox"/>	B. Weather	<input type="checkbox"/> <input type="checkbox"/>
C. Taxiing*	<input type="checkbox"/> <input type="checkbox"/>	C. SRM	<input type="checkbox"/> <input type="checkbox"/>
D. Use of Checklists (Mandatory)*	<input type="checkbox"/> <input type="checkbox"/>	D. Clearances	<input type="checkbox"/> <input type="checkbox"/>
E. Passenger Briefing	<input type="checkbox"/> <input type="checkbox"/>	E. Lost Comms/Emergencies	<input type="checkbox"/> <input type="checkbox"/>
F. Sterile Cockpit Procedures	<input type="checkbox"/> <input type="checkbox"/>	F. ODP/SID	<input type="checkbox"/> <input type="checkbox"/>
G. Post-Flight Procedures*	<input type="checkbox"/> <input type="checkbox"/>	G. Enroute	<input type="checkbox"/> <input type="checkbox"/>
IV. AIRPORT & TRAFFIC PATTERN OPS		H. STARS	
A. Radio Comms & ATC Light Signals	<input type="checkbox"/> <input type="checkbox"/>	I. Approaches	<input type="checkbox"/> <input type="checkbox"/>
B. Surface & Traffic Pattern Operations	<input type="checkbox"/> <input type="checkbox"/>	J. After Landing	<input type="checkbox"/> <input type="checkbox"/>
C. Airport & Runway Markings & Lighting	<input type="checkbox"/> <input type="checkbox"/>	XII. IPC FLIGHT	
V. TAKEOFF & CLIMB		A. SRM	
A. Normal Takeoff & Climb*	<input type="checkbox"/> 0 <input type="checkbox"/> 1	B. Copying Clearances	
B. Crosswind Takeoff & Climb*	<input type="checkbox"/> <input type="checkbox"/>	C. GPS usage	
C. Short-field Takeoff & Climb	<input type="checkbox"/> <input type="checkbox"/>	D. Comms	
D. Soft-field Takeoff & Climb	<input type="checkbox"/> <input type="checkbox"/>	E. Nav Aids	
VI. CROSS-COUNTRY FLYING		F. Slow Flight	
A. Pilotage & Dead Reckoning	<input type="checkbox"/> 0 <input type="checkbox"/> 1	G. Stalls	
B. Radio/GPS Navigation*	<input type="checkbox"/> <input type="checkbox"/>	H. Steep Turns	
C. Diversion	<input type="checkbox"/> <input type="checkbox"/>	I. Climbs/Descents	
D. Lost Procedures	<input type="checkbox"/> <input type="checkbox"/>	J. Precision Approach	
VII. MANEUVERS		K. Non - Precision Approach	
A. Power-Off Stalls*	<input type="checkbox"/> 0 <input type="checkbox"/> 1	L. RNAV Approach	
B. Power-On Stalls*	<input type="checkbox"/> <input type="checkbox"/>	M. Missed Approach	
C. Maneuvering During Slow Flight*	<input type="checkbox"/> <input type="checkbox"/>	N. Holds	
D. Steep Turns*	<input type="checkbox"/> <input type="checkbox"/>		
E. Ground Reference	<input type="checkbox"/> <input type="checkbox"/>		

Note: Actual checkout form may vary depending on aircraft.

Appendix G

Aviation Safety Action Program

1. The goal of the Aviation Safety Action Program (ASAP) is to enhance aviation safety through the prevention of accidents and incidents. Its focus is to encourage voluntary reporting of safety issues and events that come to the attention of the club and its officers.
2. To encourage members to voluntarily report safety issues even though they may involve an alleged violation of Title 14 of the Code of Federal Regulations (14 CFR), certain enforcement related actions may be mitigated by voluntarily self-reporting. Reporting is to be considered completely voluntary.
3. ASAP reports may be submitted for any incident that did or may have occurred that would did or would have resulted in a safety of flight issue. Some events may be things such as, mechanical failures in flight, any inadvertent violation of 14 CFR, losses of separation with another aircraft, or any incident resulting in damage to the aircraft. ASAP reports may also be requested by any board member, however even when requested, ASAP reports are still to be considered voluntary.
4. The voluntary submission of reports will eliminate any financial and/or training related penalties other than as described in section 6 of this appendix.
5. ASAP reports shall be submitted to the safety officer, president, vice president and the aircraft captain of the involved aircraft. by email within 48 hours of the event occurring. If the event was the result of a mechanical failure or damage to the aircraft, effort should be made to make the report as soon as possible.
6. ASAP reports shall be considered to be confidential to the officers described in section 5 of this Appendix unless that report involves: criminal activity, substance abuse, controlled substances, alcohol, intentional falsification of records, intentional disregard for safety, or intentional violation of SOPs or bylaws and/or damage to the aircraft.

Prestige Worldwide Aviation

Aviation Safety Action Program

Pilot in Command Name:	Aircraft Involved:
Date of Event:	Time of Event:
Type of Event:	Approximate Location of Event:
ATC Notified?	ATC Facility:
Weather at Time of Event:	Type of Flight Plan:
Narrative of Event:	
Was an ASRS filed with NASA?	Any Aircraft Damage or Injuries to Pilot or Passengers?
Suggested Changes:	
Pilot Signature:	Date Filed:

Appendix H

Extended Reservation Requests

1. For any reservation that will extend beyond the 96 block hours (4 days) or will be flown beyond 500nm from Lewis University Airport, a formal request form will be filled out and either approved or not by the president of Prestige Worldwide Aviation. At the president's discretion, he may assign this task to the Vice-President.
2. Request forms must be submitted no less than ten (10) business days prior to the tentative requested departure date. Club members requesting extended reservations must be in good standing with the club. Any reservations expected to exceed fifteen (15) flight hours may, at the discretion of the treasurer, require a 50% deposit prior to final approval.
3. While on extended trips, the club member will be directly responsible for all fees., including, but not limited to, parking fees, ramp fees, hangar or tiedown fees, fuel any other costs associated with the aircraft not being kept inside the Prestige Worldwide Aviation hangar at Lewis University Airport. For wet rate aircraft, all fuel receipts will be submitted to Michael via his email michael@flylewis.com no later than 48 hours after the completion of the trip.
4. The member is directly responsible for the condition of the dircraft. Due diligence will be used to decide whether the airplane will be parked inside a hangar or parked on a ramp while the airplane, however, if any damage or mechanical issues arise from the airplane being parked outside, the member will be held 100% responsible for any and all repairs.

Prestige Worldwide Aviation

Extended Reservation Request

Name:		Aircraft:	Destination:
Planned Departure Date:		Planned Return Date:	
Flight Plan Type:		Estimated Total flight time:	
Route of Flight (Planned point to point legs only unless significant dogleg route is required):			
Any route hazards:		Alternate routes:	
Each Airport of Intended use	Fuel Available (Y/N)	Maintenance Available (Y/N)	
Intended Overnight Airports	Outside Tiedown Available? (Y/N)	Hangar Available (Y/N)	

Approved _____ Denied _____ Board Member Signature _____

I, _____ have read and agree to follow the Standard
Operating Procedures as outlined in this document.

Signed: _____

Date: _____

Aircraft Addendum

Piper PA28-161 Warrior II

N21116

Captain: Jason Klann

608-438-0360

Requirements to fly solo:

1. Private Pilots License or Solo Endorsement.
2. Current Medical.
3. A comprehensive checkout to include a minimum of 1 hour of ground and 1 hour of flight time with a club approved Certified Flight Instructor.
4. Student solos must have logged a minimum of 5 hours of time in type and have had flight time logged with at least 2 different club approved Certified Flight Instructors.
5. Completed Checkout Form.

Limitations:

1. IFR flight can be legally accomplished in N21116, however a thorough review of limitations of /S navigation is highly recommended.
2. 30 knots total wind and POH published crosswind components shall not be exceeded.
3. No training limitations to be set on N21116.

Fuel Policy:

Please return N21116 with fuel at the tabs. Fuel will be reimbursed up to the current Self-Serve fuel price at Lewis University Airport.

Aircraft Addendum

Piper PA28-181 Archer II N3060B

Captain: Jim Subka
708-941-9919

Requirements to fly solo:

1. Private Pilots License or Solo Endorsement.
2. Current Medical.
3. A comprehensive checkout to include a minimum of 1 hour of ground and 1 hour of flight time with a club approved Certified Flight Instructor.
4. Student solos must have logged a minimum of 5 hours of time in type and have had flight time logged with at least 2 different club approved Certified Flight Instructors.
5. Completed Checkout Form.

Limitations:

1. 30 knots total wind and POH published crosswind components shall not be exceeded.
2. Training will not be limited in N3060B, however, preference training preference will be given to N21116. If N21116 is already reserved, then training may be scheduled in N3060B. Please note: Solo endorsements are NOT interchangeable between 161 and 181 models of the PA28.

Fuel Policy:

Please return N3060B with fuel at the tabs. Fuel will be reimbursed up to the current Self-Serve fuel price at Lewis University Airport.

Aircraft Addendum

Belanca 8KCAB Decathlon CS

N53818

Captain: Christopher Kenney
218-329-6487

Requirements to fly solo:

1. Private Pilot's Certificate.
2. Current Medical.
3. Tailwheel Endorsement.
4. 10 hours logged in 8KCAB.
5. 50 landings in BL8 to include:
 - a. 3 point
 - b. Wheel (2 point)
 - c. 1 wheel
 - d. Balked
 - e. Bounced
 - f. Go-Around
 - g. Soft Field (not simulated)
 - h. Crosswinds
6. Completed Checkout Form (with all other prescribed tasks completed).
7. Approval by checkout instructors: Michael Weimer and Christopher Kenney.

Limitations

1. No student solos.
2. 30 day currency required regardless of other aircraft currency.
3. Student training may be performed by a club Certified Flight Instructors for certain demonstrations.
 - a. During limited student pilot flights, Certified Flight Instructor must perform all take off and landing maneuvers.
4. Winds not to exceed 15 knots total. Crosswind limited to 10 knots.
 - a. Instructors reserve the right to place further limitations in a case-by-case basis.
5. IFR flight is strictly prohibited.
6. Acrobatic flight is strictly prohibited outside of provisions listed below.
7. Flight instructors wishing to teach in N53818 must complete a front seat and rear seat checkout with Michael Weimer.

Requirements for acrobatic flight:

1. Pilots wishing to fly acrobatic maneuvers must have completed a UPRT course at a competent acrobatic flight school.
 - a. UPRT to include, but not limited to spins and inverted spins.
2. Pilot-In-Command must carry an \$80,000 non-owned aircraft policy.
3. All occupants of the aircraft must have parachutes on, regardless of whether the aircraft will be occupied solo or dual.
4. Pilot-in-Command is responsible for any cleaning/sanitization of the aircraft from upset stomachs or other similar events.

Fuel Policy:

Please return N53818 with half fuel. Fuel will be reimburse up to the current Self-Serve fuel price at Lewis University Airport

Aircraft Addendum

Cessna 182G Skylane

N2003R

Captain: Steven Perrotta

815-257-0209

Requirements to fly solo:

1. Private Pilot Certificate
2. Current Medical
3. 100 hours total time logged
4. High Performance Endorsement
5. 50 hours of time logged in C182 with a minimum of 5 hours dual received in N2003R between a minimum of two club approved Certified Flight Instructors.
 - a. In lieu of 50 hours in C182, members with at least 100 hours can log a minimum of 10 hours in N2003R with a minimum of two club flight instructors.
6. Completed Checkout Form completed by approving instructor.
7. Approval instructors are: Scott Hall and Michael Weimer.

Limitations:

1. Student solos are STRICTLY prohibited.
2. Student pilot training may not be conducted without prior board approval for each limited flight.
 - a. During limited student pilot flights, the Certified Flight Instructor must perform all landing maneuvers.
3. Winds not to exceed 30 total knots and 15 knots of crosswind component.
4. Ice shall be avoided at all costs.
5. Flight Instructors must complete both left and right seat checkouts prior to instructing in N2003R.

Fuel Policy:

1. N2003R is a dry rate aircraft. Members shall return the aircraft with 60 gallons of fuel after each flight.
2. Calculating the amount of fuel can be accomplished using 14 gallons per tach hour during flight.
3. If fuel is within two gallons, the club will charge the two gallons a Lewis's regular fuel rate to the member and credit the next member for the additional fuel.
4. If fuel is short more than two gallons, a fuel truck will be used to refill the aircraft. The club will charge the member full-service rate plus a \$25.00 refueling fee.
5. Members continuously shorting fuel may be subject to additional action by the board.