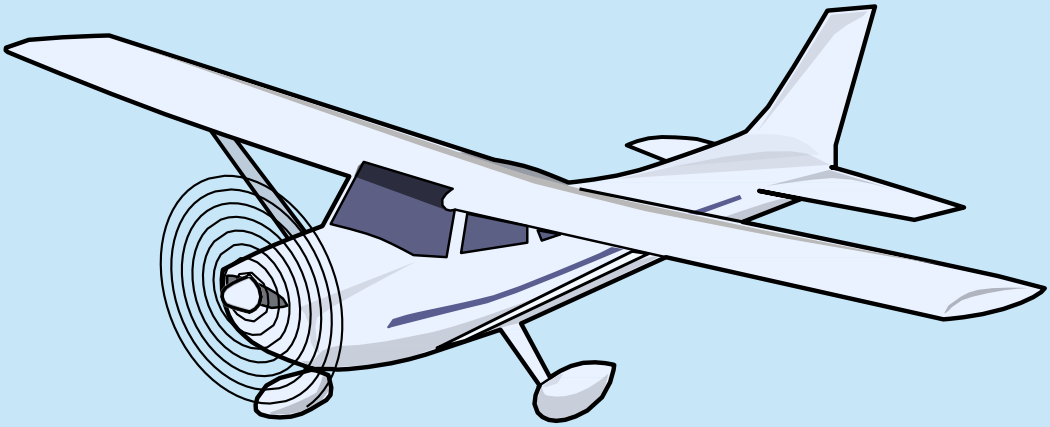
SPRINGS AVIATION

Student/Parent Handbook



Please note that this document serves as an addition to Springs Aviation Rental Agreement and clarifies policies and procedures relevant to the student, renter and school's experience. All Springs Aviation policies outlined in the Student / Parent Handbook apply to students (international included), renters, their families and Staff.

SCHOOL MISSION: Whether it's flight training to get your pilot's license or providing rentals for you to enjoy, Springs Aviation is here to help make your dreams of flying become reality!

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Code of Conduct

Safety is the highest priority.

Always remember that flying should be fun. Lessons should be challenging learning experiences **but should still be fun.**

Strive to always demonstrate professional conduct and integrity.

Act with responsibility and courtesy.

Communicate with fellow instructors, staff, students, and pilots.

Share knowledge and challenge each other to improve.

Leave the aircraft in the condition that you would like it to be in when you begin your flight. If you cannot, communicate with the next pilot in advance so they can plan accordingly.

Report problems through appropriate channels.

Be vigilant and **report** suspicious, **reckless**, or illegal activities.

Springs Aviation maintains a zero-tolerance policy for bullying, negative actions, or derogatory remarks of any kind. In the event of an issue, Springs Aviation reserves the right to terminate its business relationship with any individuals involved.

STUDENT/RENTER EXPECTATIONS

Do homework/studying to maintain and continually improve knowledge and skill

Complete a TOLD sheet before every flight

Coordinate and stay in communication with your CFI

Students are encouraged to train primarily with one instructor to provide a thorough understanding of their progression. Students are encouraged to **communicate with management** if they feel a change in instruction is required.

Complete all FSP dispatch procedures. FSP settings are enabled to ensure that only pilots who have flown and received a checkout in specific aircraft can fly them. These restrictions are in place to prevent pilots from flying aircraft they're not qualified in according to Springs Aviation standards.

Students must keep a copy of Springs Aviation's checklists. They must memorize specific procedures identified by their CFI and understand the checklists, knowing that a checklist is not an exhaustive list of required actions.

Students are expected to do their best to keep the aircraft in the best shape possible.

Students will complete pre-solo (*both for initial and XC flights*) and pre-checkride stage checks to verify skill and knowledge.

Adhere to all Springs Aviation Policies, Federal Aviation Regulations, and General Aviation Best Practices detailed in FAA-published material. *Students should have updated copies of FAA materials (such as a current paper or electronic sectional for navigation.)*

OPERATIONS

AIRPORT OPERATIONS & BEST PRACTICES

Complete a thorough turn-around in the runup area(s) to verify that airspace is clear of traffic so that other planes are not cut off on their final approach when taking off.

Pilotage entry to the traffic pattern

Follow Falcon Hwy to enter the traffic pattern for Runway 15.

Parallel Hwy 24 to enter the traffic pattern for Runway 33.

Traffic pattern entries and exits are to be flown according to the FAR/AIM. - Taxi speeds need to be controlled and not at high speeds.

Taxi speeds on the ramp need to be at a slow walking pace.

Minimize brake use whenever necessary. Do not feel rushed off the runway if a pilot is behind you.

Springs Aviation encourages pilots to get flight following during their flight in the practice area and during cross-countries.

Scheduling

Our aircraft are such vital resources. As such, please be respectful and diligent in proper scheduling procedures. To ensure you have enough time blocked to be back to the tie downs before the end of your reservation and allow enough time for a thorough pre- and post-flight briefing and preflight we require a **minimum** of 2.0 hours for flight lessons.

Overnight flights *(approval basis only)* will be charged a minimum of 3 hours of aircraft time, per 24-hour period, starting at the beginning of your reservation and automatically renews at same time every day, if not checked back in prior to the expiration of the 24 hours, for a maximum of 5 days. *Unless otherwise approved*

Extended daily flights will be charged at least half the scheduled time unless the flight time exceeds 50% of the expected time.

Appointment Priority

Springs Aviation may adjust and/or cancel reservations to accommodate high-priority flights such as *checkrides* and *checkride prep flights, student solos, and maintenance blocks* with as few cancellations as possible.

Springs Aviation may move an appointment to another plane in the same time block if necessary. The pilot then has the discretion to either keep the appointment or reschedule.

STAGE CHECKS

Stage checks are designed to ensure that all our students are given the best opportunity to be safe and competent pilots and to pass their checkride. To that end, Springs Aviation **requires** stage checks before any student solos or pilot takes their check ride. Stage checks must be completed to standards with a lead or assistant-lead CFI before the student completes a solo or checkride.

Pre-Solo (Inital and XC) & Pre-Checkride

Completed with a Check CFI, Students must come prepared to the stage check with TOLD data and must've completed all pre-solo/checkride training and knowledge with their primary instructor.

Stage Checks are a ***verification*** of training and are **not** intended to be a regular training session. Students who need a pre-checkride stage check are expected to be ready to checkride and not several lessons away.

Students shall reference Sporty's syllabus in FSP for details on what will be covered in the ground and flight portions of the stage check.

2-hour ground and 3-hour flight time are recommended for the pre-checkride stage check.

1-hour for ground and 2-hour flight are recommended time for pre-solo

Stage check reviews shall be fair but thorough.

Pre-checkride evaluation determines if the student is safe and consistently within standards with their knowledge and skill.

Knowledge assessment is a vital part of the stage checks. It is not only flight skills.

Aircraft Checkout with Springs Aviation

Recurrency for scheduling permissions is required for everyone, **regardless of experience.**

The following are the maximum timeframes allowed for aircraft checkouts:

C172s – 24 calendar months

C172XP – 18 calendar months

Models L, N, P – Checkout each other

Model R – checks out all models but the XP

Model XP and any HP requires their own check out regardless on currency of other models

No training is allowed in our aircraft unless with **active** Springs Aviation Flight Instructors.

No one may operate the aircraft or act as PIC unless they've completed the appropriate procedures and checkout(s) with active Springs Aviation Flight Instructors.

Billing

Springs Aviation staff attempts to keep billing up to date and complete invoices within 48 business hours after the lesson.

If a pilot has a credit card on file, it will be charged unless another form of payment is available at the end of the lesson/flight.

After-hours billing information may be left in the drop box in the office.

Money on account

You can add money to your account but shall not exceed $3,000 unless pre-approved by Springs Aviation Owner /Operations Manager. Balance will be valid for 1 year from date of purchase. Refunds on Money on Account will not be allowed - **$0 refund.**

All Scholarship and Financing Money shall remain on account for use at Springs Aviation per the stipulations of their scholarship/finance program. Neither Springs Aviation nor the financially responsible party for the money will be sent directly to the pilot.

If an external funding source fails to provide the necessary funds, the student or renter is responsible for balance and expected to pay. If a student or renter ceases to be allowed to utilize Springs Aviation services, they forfeit their money on account.

No-Show and Late Cancellation Charges

If the student/renter doesn't give sufficient **24-hour notice** to cancel appointments (they will be charged $55 per scheduled hour for the flight instructor and 50% of the rate of the aircraft and/or resource per scheduled hour.

The pilot may be responsible for additional fees and lose privileges to fly with Springs Aviation, if cancellation becomes a recurring issue.

IMSAFE, extreme weather, and other emergencies may be excluded from this charge.

Aircraft Care Charges

If aircraft care has been neglected, resulting in unnecessary damage, the pilot responsible may be required to compensate Springs Aviation for repair and/or loss of revenue costs.

For example, if tires come back from a flight with a flat spot and cords showing, the pilot may be responsible for purchasing new tires (at a pro-rated cost depending on the useful life remaining).

Operations against handbook policy, notably those resulting in safety issues, may result in disciplinary charges against the pilot pending staff investigation.

For example: improper starts over 1000 rpm; starting planes in tie down location; improper operation such as tail strikes, off runway incidents, or any other issues that cause damage to aircraft.

Record Keeping

Flight Schedule Pro is used to "Check Out" and "Check In" flights and ground instruction time. Flights are to be “checked out” **BEFORE** take-off NOT after the flight.

Squawks, if any, will be uploaded in Flight Schedule Pro before and after your flight. If an issue arises after a student/renter flight without it being squawked and reported, it may be the responsibility of that pilot to compensate Springs Aviation for damage.

Fuel Reimbursement

If pilots have fuel receipts to turn in after refueling at another airport, please send them to info@springsaviation.com or provide them to the front desk. Springs Aviation will reimburse fuel up to the cost of the fuel, which is the current fuel price at KFLY.

For Example: Fuel Price at KFLY: $5.70/gal Fuel Price at KGLD: $6.50/gal

The total fuel purchased is 20 gallons. Springs Aviation will reimburse the cost of the 20 gallons as if you had bought it at KFLY for $5.70/gal. Springs Aviation ***will not*** *cover the price difference.* **Ramp fees at other airports will not be reimbursed** unless it is due to a maintenance concern.

FACILITIES

Our hangar and office are here to provide renters and students with proper support and accommodation.

Office hours are Mon - Fri 0800 -1600, Sat 0800-1400. Instructors and aircraft may be available outside these hours.

Seat cushions, foggles, keys, oil, funnels, paper towels, lost and found items, and cleaning supplies are kept in the dispatch cabinet on the south side of the classroom.

Restrooms are at the north end of the FBO offices.

Hangar door operation is to be performed **only by mechanics or instructors** who have had training with the door. **No student or renter may operate the door under any circumstances**.

A small study room is provided for one-on-one training sessions, personal study time, meetings, etc. Checkrides take priority over scheduling the study room.

Old sectionals are provided for study and training in the classroom only. Please **do not** take them home.

Simulator

Springs Aviation expects that everyone treats the simulator with as much care as they would with an aircraft or any other resource.

Flight Instructors will complete a simulator checkout, which requires the renter to thoroughly understand the instructor panel and how to fly the simulator.

Customers can get checked out in the simulator to fly by themselves, but they **must be private pilots** or better.

CLEANING & MAINTAINING AIRCRAFT

Please leave Springs Aviation's aircraft in the condition you want at the beginning of your flight to keep them in quality condition. Aircraft must be treated with great care to keep flying for all our pilots.

- Clean the bugs off the windscreen.
- With only the microfiber rags in an up-and-down motion.
- Wipe off the leading edge of the wings with white cotton rags.
- If there is no flight directly after yours or someone standing at the aircraft to assume control, please secure the plane properly and entirely after your flight.
- Keep the **MASTER** checklists in the aircraft.
- Close doors and lock them carefully. **Please do not slam them shut.**
- Keep aircraft doors closed when pre-flighting, moving, or refueling so wind does not damage them.
- Remove all trash from the cabin and baggage compartment at the end of your flight. *Springs Aviation is not responsible for lost, stolen, or damaged items.*
- Buckle the seatbelt back in place.
- Add oil only if the dipstick reads 5 quarts or lower (in the 172s & AA-5).
- **Record oil added to the paper tracker in the aircraft supplies and key cabinet.**
- Use paper towels, not rags, for cleaning oil.
- Add only full quarts at a time.
- 15-50 oil only unless specifically identified by the Director of Maintenance.
- Wingtip and tail ADS-B out operate with the navigation light on.
- Do NOT touch during preflight.
- *Solid red light – **INOP***
- Blinking red light – ***no GPS signal***
- No light – Working Properly
- Pilots are expected to follow the checklists completely.
- Do not touch the rudder trim tab, static wicks, or antennas.

Cold Weather Operations

- Aircraft are **grounded** below 10°F.
- Aircraft need **at least 20 minutes of preheating** for the day's first flight (or if plane was sitting for more than 3 hours since last flight) if temperatures are **less than 40°F**.
- Springs Aviation staff can get aircraft preheaters from the maintenance hangar before appointments.
- Due to cold temperatures, we recommend student solos and renter flights are not scheduled before office hours begin.

- Battery failure due to improper preheating procedures may result in additional charges.

Ramp Safety

Do not walk in front of the aircraft if someone is in the cabin, whether the prop is turning or not.

Ensure the aircraft is secured and will not roll away (*i.e., chock the plane if pulled out from parking.*)

Taxi aircraft at incredibly slow speeds to reduce the chance of damage and for safe operations around other aircraft and people.

Moving & Securing Aircraft

- If you are moving an aircraft and push it into something, **you are responsible for repairs.**
- Use the tow bar when moving an aircraft. **Do not** move a plane by the tail. Do not fixate on the wheels when moving an aircraft. Watch the elevator, rudder, and wing tips.
- Ask someone for help if they're around.
- If you use the electric or gas-powered tug, ensure you've first done so with an instructor or mechanic.
- Be especially careful with these as you move the aircraft in and out of the hangar.
- If parking outside, use tie-downs and chocks. Ensure the parking brake is **OFF** after the aircraft is securely tied down.
- If parking inside, use chocks.
- Keep aircraft doors closed while moving the plane, so they don't get damaged from movement or wind.
- Ensure the entire aircraft is clear of the hangar door when parking inside.

Resources in the Aircraft

For local, daily flights, the only things permitted in the back of the aircraft *(except for required documents, sick sacks, shutdown needs, and personal flight bags*) are chocks. **Towbars are no longer allowed** in planes because students/renters habitually throw them in the back, damaging plastic and scratching the plane.

- The pilot is responsible for not damaging the inside of the plane by not throwing materials around.
- Towbars, oil, cleaning supplies, etc. are located in the classroom and must be returned to their original spot immediately after use.

- An extra tow bar is stashed at the fuel pump for Springs Aviation use. It must remain there.

- For cross-country and mountain flights, specific supplies are available to be taken in the aircraft. *The pilot is responsible for returning the tote to the classroom at the end of their flight and refilling it as necessary.*

Aircraft Launch & Return from the Ramp

The following guidelines are established to minimize noise and to reduce congestion.

- The general direction of movement on the ramp is from West to East as it generally slopes downward to the East.

- Use the tow bar to move the aircraft from the parking spot onto the taxiway to face East.

- Once the aircraft is facing East, proceed with startup procedures.

- Taxi away from the ramp as soon as practical to avoid the additional risk of other pilots walking on the ramp to get to their aircraft and the noise hazard of a running aircraft on the ramp.

- Conduct avionics setup, cockpit configuration, and instructor guidance as much as possible at the runup area.

- **Avoid taxiing the aircraft out of the parking spot,** if possible, as this causes a severe hazard to other aircraft because of the amount of thrust it takes to get out of the parking spots. If you are alone and unable to move the plane alone, that would be an exception. Please minimize high **RPM** as much as possible.

- Upon return, follow the diagram below, taxi the aircraft directly into the parking spot, and tie it down.
- Please minimize high **RPM** as much as possible.

- If a pilot gets stuck rolling into the spot, get out and *(using the towbar)* immediately pull into the proper position.

- If there is an apparent reason to deviate *(e.g., a fuel truck in the way, other aircraft in the way*), use your best judgment and mitigate risk as much as possible.

Engine Starting Procedures

General Starting Guidelines for Aircraft Equipped with Carburetors and Primers

As a general guideline, aircraft **should not** be cranked for more than 10 seconds.

- If the aircraft is cold (has not run in 2-3 hours), prime two to three times and pump throttle twice.
- If the aircraft has been sitting outside all night and the temperature has reached freezing, it should be pulled into the hangar to defrost. Even if it is pulled into the hangar, an engine heater should be used to warm the engine.
- If the aircraft engine is hot (still warm to the touch from having been run recently—within 30 minutes), no prime is needed, and pumping the throttle is dependent on how warm the engine is.
- Engine should be started at 1000 RPM or less.
- Verify that the oil pressure is alive within 30 seconds of startup.

General Starting Guidelines for Aircraft Equipped with Fuel Injected Lycoming

As a general guideline, aircraft **should not** be cranked for more than 10 seconds.

- If the aircraft is cold (has not run in 2-3 hours), push the throttle and mixture full forward, run the fuel boost pump for 5 seconds, and observe a rise in fuel flow on the gauge.

- Pull the throttle and mixture out, leaving the throttle cracked ¼".

- Crank the engine and advance the mixture forward as the engine begins to start.

- No boost pump is needed if the aircraft engine is hot (it is still warm to the touch from being run recently). Crack the throttle ¼" and pull the mixture out. Advance mixture as the engine begins to start.
- If the aircraft has been sitting outside all night and the temperature has reached freezing, it should be pulled into the hangar to defrost. Even if it is pulled into the hangar, an engine heater should be used to warm the engine.
- Engine should be started at 1000 RPM or less.
- Verify that the oil pressure is alive within 30 seconds of startup.

General Starting Guidelines for Aircraft Equipped with Fuel-Injected Continentals

As a general guideline, aircraft **should not** be cranked for more than 10 seconds.

- If the aircraft is cold (has not run in 2-3 hours), push the throttle and mixture full forward, run the fuel boost pump for three seconds, and observe a rise in fuel flow on the gauge.

- Pull the throttle out leaving it cracked ¼".

- Leave mixture full forward.

- If the aircraft engine is hot (it is still warm to the touch from being run recently), run the boost pump for 1 second. Crack the throttle ¼" and leave the mixture in.

- If the aircraft has been sitting outside all night and the temperature has reached freezing, it should be pulled into the hangar to defrost. Even if it is pulled into the hangar, an engine heater should be used to warm the engine.

- As soon as reasonably possible, reduce the throttle to 1,000RPM.

- Verify that the oil pressure is alive within 30 seconds of startup.

INCIDENT/ACCIDENT REPORTING AND FORMS

Incidents/Accidents

- **PICs (CFIs/Renters)** are **responsible** for the care and proper operation of aircraft.
- In the event of an incident/accident, *Instructor/Student/Renter,* depending on the severity of the incident/accident, ensure everyone is safe; **call 911 if necessary**
- **DO NOT MOVE AIRCRAFT**
- Call office/owners to notify **immediately** *(719-244-2315/719-244-2316)*
- Fill out **separate incident reports** same day, **in separate rooms** for each and all person(s) involved, no exceptions. These forms are to be filled out immediately and given to the owner of Springs Aviation or Management.
- If a ***CFI*** or ***student/renter*** is involved in an incident/accident, they are **required to take 24 hours off** from utilizing Springs Aviation equipment.

AIRCRAFT INCIDENT REPORT

Date: _____ Time: _____ Reported By: _____

Name: _____

Address: _____

Phone Number: _____

Location: _____

Weather Conditions: _____

_____

_____

Nature of Incident: _____

Aircraft Type & Tail Number: _____

Nature of Medical Incident: _____

Explanation of incident: _____

_____

Student Handbook Acknowledgment Form

By signing below, I acknowledge that I have received, read, and understood the contents of the Springs Aviation Student Handbook. I agree to abide by the policies, rules, and regulations outlined in the handbook. I understand that it is my responsibility to stay informed about the school's expectations and any updates or changes to the handbook.

I further acknowledge that I have had the opportunity to ask questions about the contents of the handbook, and I am aware of the procedures for addressing any concerns or clarifications.

I understand that failure to adhere to the policies may result in disciplinary action in accordance with the guidelines established in the handbook.

Student Information:

Full Name: _____

Parent/Guardian Information (if required):

Full Name: _____

Relationship to Student: _____

Contact Information: _____

Signatures:

Student's Signature: _____ Date: _____

Parent/Guardian's Signature (if under 18): _____ Date: _____

TELEPHONE NUMBERS:

Airport Manager: **Dave Elliot**: 719-339-0928

Owners: Bobby & Donna Hosmer: 719-244-2315 / 719-244-2316

Maintenance Manager: **Walter Laugesen**: 719-659-4668

Police Department: **Emergency**: 911, **non-emergency**: 719-444-3140

Fire Department: **Falcon Fire Department:** 719-495-4050

Sherriff Department: **Falcon Division**: 719-444-7240

Hospital: **Common Spirit St. Francis** (Closest Hospital from Airport): 719-571-5000

Spill Duty Officer: (800) 422-0798