On The Fly Aviation

Standard Operating

Procedures

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Introduction

The policies and procedures listed in this document are to be followed by all Instructors, Pilots, Students, and any other Users of OTFA facilities and aircraft. The purpose of this document is to ensure safe operations, while enabling good ADM on the part of all those involved.

This document is not a replacement for competent flight instruction or formal training. Wherever gaps in guidance exist, the FAR's, AIM, and manufacturer's data supersede this document.

The final section, Explanations, will contain more detailed instruction of the 'why' behind the Standard Operating Procedures.

Contacts

Business Phone: 830-560-0071
Chief Pilot: 940-902-1327
Email: ontheflyaviationtx@gmail.com

NTSB: 844-373-9922 or 202-314-6290

Weather

Weather Minimums and Fuel Reserves

Conditions must meet these conditions at each airport where a landing is anticipated. Operations outside these minimums may be conducted with approval from the Chief Pilot.

Operation Type	Max Wind	Max Cross Wind	Min Ceiling	Min Visibility	Fuel Reserves
Dual VFR	30 KTS	MAX demonstrated	1000 Ft	3 SM	FAR 91.151
Dual IFR	30 KTS	MAX demonstrated	*	*	FAR 91.167
Solo Student	15 KTS	5 KTS	2000 Ft	7 SM	60 Minutes
Solo PPL	25 KTS	15 KTS	1500 Ft	5 SM	45 Minutes
Solo IFR	25 KTS	15 KTS	800 Ft	2 SM	FAR 91.167

*Must be equal to or greater than *that* required by the highest approach (appropriate to aircraft approach category) at the destination and alternate airport.

Temperature

1. Operations must cease if temperature exceeds 115* Fahrenheit, or measures below 15* Fahrenheit on the surface.

Icing

1. Flight Into Known Icing (FIKI) condition is a "No Go" decision at OTFA.
2. Aircraft must be completely free of ice, snow, and frost prior to BOTH: engine start and beginning take off roll.

Thunderstorms

1. Pilots must avoid thunderstorms by at least 20nm from take off to landing, if they are identified as: severe or producing "HEAVY" or "EXTREME" (red or purple) radar returns.
2. Aircraft must be returned to the hangar if thunderstorms are within 5nm, and expected to reach the field.

SIGMETS

1. Pilots may NOT fly through any SIGMET unless given permission from the Chief Pilot.
2. Flight around, under, or above SIGMETs may be accomplished without express permission from the Chief Pilot, though discussion is encouraged if such flight is anticipated.

Billing

This section describes how Aircraft and Instructor time will be recorded and charged to the customer. All times will be in whole, and tenths of an hour. One tenth of an hour equals 6 minutes. Example: 1.7 = 1hr and 42min = 102 minutes.

Aircraft Time: The Customer will record the times read from the Hobbs Meter at the beginning and ending of an event involving the aircraft and will be charged the difference between the two. If the meter between two numbers, the higher number shall be recorded. If there is no Hobbs meter installed, or it is inoperative, then Aircraft Time will be computed at Tach Time multiplied by 1.3 .

Instructor Time: Starts at the beginning of the interaction between student and instructor for the purpose of flight training and ends once the lesson has been fully debriefed and all student logbook records completed. Total instructor time will be divided into Flight Time (equal to Aircraft Time) and Ground Time. Ground time includes the pre/post briefs and any other necessary student/instructor interaction to conduct the lesson. Any time that was spent doing other activities such as: bathroom breaks, solo preflights, phone calls, etc., will be subtracted from total Ground time.

Check Rides: Pilots taking FAA Check Rides will be charged Ground Time equal to the number of hours the instructor is on site for the checkride event. This includes IACRA, documentation, ground/flight portion stand by, and debrief.

Solo Flights: Pilots performing supervised solo flights, will be charged Ground Time equal to the number of hours the instructor spent on site, while the solo is taking place.
On The Fly Aviation accepts Visa, MasterCard, American Express, Electronic Funds Transfers, Cash, and Check as forms of payment. NO REFUNDS on Flight Training after the charge has been processed. Credit card transactions are subject to a 3.5% Banking Services fee.

Reimbursements

Should personal funds be needed to purchase fuel or oil while away from KBAZ, the following policy will govern pilot reimbursements:

Fuel reimbursement will be made up to 110% of the current self-serve fuel cost at KBAZ, with return of the original fuel receipt. Example: If current self-serve is $4.95/gal at KBAZ, then reimbursement may be up to $5.45/gal. Oil reimbursements will be made up to 100% of current OTFA cost to purchase oil. Example: If OTFA purchases oil at $7.95/qt, then reimbursements may be made up to $7.95/qt.

Scheduling

OTFA is open Monday through Saturday. Solo flights and renting may be accomplished on Sundays with prior notification and approval of OTFA management.

All scheduling will be performed through the Flight Circle software. A Pilot login may be initiated either by themselves, or by OTFA personnel. Once the login is authorized, events may be scheduled either by the pilot or OTFA personnel. If an event is to be scheduled outside the available time of either the instructor or aircraft; permission must be obtained by simply contacting the affected instructor, chief pilot, dispatcher, or owners. Flights scheduled overnight must be approved by OTFA management or the Chief Pilot.

Check Rides: Once a check ride is scheduled with the DPE, that pilot who is taking the check ride shall receive priority scheduling to ensure they are prepared.

Cancellations

If an event is canceled on the same day or within 12 hours prior to the scheduled start time, a fee of $60.00 will be charged to the pilot's account. Exceptions to the cancellation fee are the following:

1. Unsafe weather or conditions outside of minimums listed in these SOP's.
2. Pilot sickness or conditions judged to violate the IMSAFE checklist (cancellations due to alcohol will not be exempt).
3. Maintenance causing the aircraft to be unairworthy.
4. Personal or family emergency (these will be handled on a case by case basis).
5. Any other situation discussed with OTFA and deemed appropriate for last minute cancellation.

All effort will be made to not charge a fee to the pilot's account, and the exceptions should cover most common cancellation reasons. The majority of the fee goes to the instructor to cover their lost time.

Checklists

Checklists will be provided for each aircraft that OTFA operates. Even some procedures not involving the aircraft will have checklists. All pilots and instructors are expected to follow the checklist whenever it is present. Please, pay attention to each item, and perform it correctly. When used correctly, checklists are an enormous tool to help prevent accidents and ensure safe and efficient operations.

Preflight

1. The requirements of 14 CFR 91.103 must be met prior to flight (NWKRAFT).
2. Do not use the doors frames or armrests as hand holds while entering or exiting the aircraft.
3. Minimum time should be spent with the battery ON during preflight to avoid unnecessary discharge.
4. The tow bar must NOT be left on the nose wheel unless actively towing the airplane.
5. Window cleaner and microfiber towels will be available at OTFA, or in the back of the aircraft, to clean the windows before each flight.

Startup, Taxi, and Runup

1. Ensure the aircraft is pointed in such a way that the prop blast will not affect any people or property on the surface.
2. Special attention should be given to throttle position during engine start, that RPMs do not exceed 1000 before engine oil pressure is indicated (1).
3. Lean *aggressively* for all ground ops, after start up (2).
4. Perform a *gentle* brake check before taxi.
5. Understand and read back ALL taxi clearances. If any doubt exists, clarify before crossing other taxiways or runways.
6. RPMs must be kept at a minimum. 1000 RPM (generally less) should be the maximum required once rolling. (DO NOT RIDE THE BRAKES)
7. Keep taxi speeds at or below 15kts ground speed. (DO NOT RIDE THE BRAKES)
8. To slow down the first action should be to reduce throttle.
9. If a complete stop is required the throttle must be reduced to idle before applying brakes.
10. Minimum time should be spent at high RPM during engine run up

Take Off and Climb

1. Do not delay aircraft rotation once the appropriate speed is reached.
2. Unless an obstacle is present or while training for a specific maneuver, all climbs to altitude should be made at Vy + 10kts or faster (3).

Cruise, Descent, Landing, and Maneuvers

For the purpose of this section, "landings" (touch and go, stop and go, low approaches, power off approaches, and full stop taxi backs) are considered maneuvers.

1. Checklists for Cruise, Descent, and Landing portions of flight must be completed.
2. All practice/flight training maneuvers should be conducted at an altitude at or above1000 feet AGL.
3. Ground reference and landings are of course exceptions to the above restriction.
4. Simulated emergencies should be conducted at or above 500 feet AGL.
5. All maneuvers should be conducted with sufficient altitude that a safe landing can be made in the event of engine power loss. (FAR 91.119(a))

Shut Down and Securing

1. Ensure all avionics and electrical equipment are off BEFORE pulling the mixture to idle cut off.
2. Ensure seatbelts are properly stowed, and not caught or hanging outside of doors.
3. If the aircraft is to be left unattended outside for any amount of time the control lock will be installed.
4. Tie downs will be provided in the back of the aircraft, should there not be any already installed in the parking spot.
5. Install the provided chocks at the nose wheel when securing the aircraft.

Fueling

1. The standard fuel load for OTFA aircraft will be the following for each aircraft: BE23 Sundowner= 30 gal (bottom of tabs).
2. *Fueling should be performed after every flight, refilling back to the standard fuel load.
3. Fuel caps should be installed such that the latches fold aft into the stowed position.
4. The purchase of fuel should be made with the fuel card in the aircraft. If that does not work or is not available then a reimbursement according to the policy listed in the billing section.
   *Unless instructed otherwise by OTFA personnel.

Accidents and Incidents

Pilots accept liability for any damage done to the aircraft while in their possession, including the deductible of On The Fly Aviation's insurance. In the event of an accident or incident, pilots must not permit

the aircraft to be moved unless expressly authorized by On The Fly Aviation management or local, state, or federal authorities and must do all that they can to protect the aircraft and its equipment from further loss. Pilots must report all accidents, major or minor, to On The Fly Aviation at once, together with the names and addresses of witnesses and involved parties. Refer to the Contacts section for appropriate numbers to contact.

Explanations

1. If engine speed exceeds 1000 RPM during start up, the throttle was opened too far. Aircraft engines are not equipped with a "choke" like other gasoline engines, and are therefore very sensitive to throttle blade position. Meaning often what the engine needs is more FUEL, not air, during start. When in doubt, keep the throttle out.
2. Because engine speed and load are at a minimum while performing most operations on the ground, the mixture control may be placed in any position. To provide adequate margin against detonation during high power operations, and to aid in starting, most aircraft fuel systems are set extremely rich in the "Full Rich" position. TOO rich, in fact, for most operations besides startup and when full power is required. The best practice is to lean the mixture as much as possible while conducting ground operations, except during engine start and applying full power for take off. If roughness is encountered during engine run up, the mixture should be richened until roughness subsides.
3. The increase over published climb speed is due to the following reasons: aid in CHT cooling, provide better forward visibility over the nose for spotting traffic and navigation, and give faster ground speed.