Operations Manual

Effective 15 September 2024
Revision 4.3

Revisions to this Manual

Effective the date of the distribution of this manual are revisions to the following sections.

- 3.05 Type Checkout Procedures
- 3.06 Currency Requirements
- 3.11 Instructor Charges
- 3.12 Insurance & Deductibles
- 4.11 Procedures for Grounding Aircraft

Purpose

This document includes the latest (current as of 15 September 2024) revision of the Texas Skies Flight School Operations Manual. This document is available to view on our website or at the TSFS front desk.

We ask that you take the time to review this document in its entirety and complete the Google Form (available via QR code at the front desk, as well as via link at the end of this document) acknowledging that you know where to find this document.

The policies and procedures outlined within provide clear and concise direction for best practices at Texas Skies Flight School. This document addresses safety protocols and standard procedures that we want all our pilots to know and follow. If you have questions about what is contained in this document, please see any Texas Skies staff member.

Table of Contents

Section 1. Overview
- 1.01 Introduction
- 1.02 Deviations
- 1.03 Errors
- 1.04 Company Information

Section 2. Texas Skies Flight School Aviation Safety Program
- 2.01 Scope
- 2.02 Philosophy
- 2.03 Characteristics
- 2.04 Oversight
- 2.05 Implementation
- 2.06 Aviation Safety Training and Meetings
- 2.07 Self and Flight Evaluation
- 2.08 Safety Reporting System
- 2.09 Accident/Incident Investigation
- 2.10 Accidents Involving Cirrus Aircraft
- 2.11 Aviation Safety Program Review

Section 3. Administrative Policies and Procedures
- 3.01 Pilot Records
- 3.02 Flight Review
- 3.03 Cirrus Recurrency
- 3.04 Pilot Information Changes
- 3.05 Initial Checkout Procedures
- 3.06 Currency Requirements
- 3.07 Foreign Certificated Pilots
- 3.08 Flight Schedule Pro
- 3.09 Activity Lengths
- 3.10 Rental Minimums
- 3.11 Rental Charges
- 3.12 Insurance and Deductible
- 3.13 Convenience Fee
- 3.14 Multimedia Usage

Section 4. General Aircraft Operations Policies and Procedures
- 4.01 General Aircraft Operations
- 4.02 Aircraft Servicing
- 4.03 Aircraft Checklists

4.04 Manipulation of Controls
4.05 Reckless Operation
4.06 Cold Weather Operations
4.07 Preflight Duties and Responsibilities
4.08 Ramp and Taxi Operations
4.09 In-Flight Duties and Responsibilities
4.10 Post Flight Duties and Responsibilities
4.11 Procedures for Grounding Aircraft
Section 5. Flight Training Operations
5.01 Definitions and Terms
5.02 Chief Pilot
5.03 Company Facility
5.04 TSFS Aircraft
5.05 Owner Aircraft
5.06 Compliance with Aircraft Operating Procedures
5.07 Recommended Training Airports
5.08 Practice Areas
5.09 Solo Limitations and Requirements for Student Pilots
5.10 Dispatch Authority
5.11 Simulated Engine Failures
5.12 Student Pilot Radio Identification
5.13 PTS Special Emphasis Areas
5.14 Courses
Section 6. Abnormal & Emergency Operations
6.01 Overview
6.02 General Emergencies
6.03 Deteriorating Weather
6.04 Medical Emergencies
6.05 Airsickness
6.06 Lost Communications
6.07 Forced Landing
6.08 Fires
6.09 Accidents and Incidents
Section 7. Aircraft Care and Maintenance
7.01 Overview
7.02 Food and Beverages
7.03 Windshields
7.04 Entering and Exiting Aircraft

7.05 High Heeled Shoes
7.06 Seatbelts
7.07 Cirrus Seats
7.08 Items Placed on Aircraft Surfaces
7.09 Gel Pens
7.10 Trash
7.11 Cleaning Fees
Section 8. General Operations, Restrictions, & Limitations
8.01 General
8.02 Operations Outside the Contiguous United States
8.03 Operations for Hire
8.04 Formation Flying, Aerobatic Flight, and Spins
8.05 Careless/Reckless Operation
8.06 Grass/Unimproved Airports
8.07 Smoking
8.08 Alcohol and Drug Restriction
8.09 Carriage of Intoxicated Passengers
8.10 Carriage of Firearms or Hazardous Material
8.11 Fuel
8.12 Manipulation of Controls
8.13 Use of Checklists
8.14 Malfunctions
8.15 Touch and Go Landings
8.16 Simulated Engine Failures
8.17 Power-Off 180 Landings
8.18 Short-Field Landings
8.19 Aborted Takeoffs
8.20 Minimum Enroute Altitudes
8.21 Maneuvers
8.22 Student Pilot Solo Flights
8.23 Wind Limitations
8.24 Summer Operations
8.25 Frost, Ice, and Snow
8.26 Thunderstorms
8.27 Special VFR
8.28 Clouds and Visibility Minimums
8.29 Flight Instructor Duty Limitations
8.30 Use of Mounted Devices

Section 9. 5C1 Operations, Restriction, & Limitations
- 9.01 Boerne Stage Airfield Declarations
- 9.02 Touch and Go Landings
- 9.03 Night Restrictions
- 9.04 Prohibited Activities on the Ramp and Taxiways
- 9.05 Golf Cart Usage
- 9.05 Runway Crossing Procedure
- 9.06 Unmanned Aircraft Systems and Drone Compliance
- 9.07 Taxiway Safety and Compliance

Section 1. Overview

1.01 Introduction

Welcome to Texas Skies Flight School and the Texas Skies Operations Manual. This manual will be referenced as the TSOM. Texas Skies Flight School will be referenced in this manual as TSFS. It is the mission of TSFS to train safe and conscientious pilots, offer an expertly maintained aircraft fleet, and provide exceptional customer service to pilots, students and potential customers.

This manual shall be used in conjunction with other manuals and publications, including but not limited to:

- Federal Aviation Regulations (14 CFR)
- Aeronautical Information Manual
- FAA Advisory Circulars
- Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH)
- Cirrus Flight Operations Manual
- Computer Based Training Aids
- Cirrus Transition Syllabus/Cirrus Approach
- TSFS Private Pilot Syllabus

This manual provides the policies and procedures set forth to assure the safety of all company operations, applies to all TSFS pilots, and compliance is mandatory. Instructors, pilots, students and renters are required to abide by all policies and procedures contained within this manual, and failure to abide by these policies and procedures can result in the loss of flight privileges.

In addition to the policies and procedures contained herein, all flight operations must be conducted in strict accordance with all applicable Federal Aviation Regulations, the approved applicable Aircraft Information Manual or Pilot's Operating Handbook (AFM/POH), the Cirrus Flight Operations Manual, the approved TSFS Pilot Course Outline, the Cirrus Transition Syllabus, and any other TSFS broadcast NOTAM. This manual, however carefully outlined and precisely adhered to, cannot replace the exercise of good judgment in case of emergency or when conditions dictate.

If a question arises regarding a certain company policy or procedure, the matter should immediately be brought to the attention of the Chief Pilot or Director of Operations. Do not hesitate to contact the Chief Pilot or Director of Operations at any time for clarification of any issue.

Any subsequent changes to this manual will be issued as an amendment with a description explaining the change in the form of a TSOM with instructions as to placement within this manual.

Please feel free to offer comments or suggestions regarding this manual to the Chief Pilot or Director of Operations either verbally or in writing.

1.02 Deviations

Requests to deviate from the policies and procedures contained within this manual must be made to the Chief Pilot and will be reviewed on an individual basis. Only the Chief Pilot or Director of Operations are authorized to grant one-time deviations to the policies and procedures contained within this manual.

1.03 Errors

It is the responsibility of each manual holder to notify TSFS of any errors or omissions found in this publication. Errors should be reported as soon as possible to TSFS for immediate correction.

1.04 Company Information

Address
Boerne Stage Airfield
408 Boerne Stage Airfield
Boerne, TX 78006

Website Address
www.TexasSkiesFlightSchool.com

Email Address
TexasSkiesFlightSchool@gmail.com

Office Manager
Holly Bott
830-388-6350
Monday - Friday, 9am-5pm

Chief Pilot
Casey Ratliff
210-347-8726

Director of Operations
Olivia Mason
214-244-1136

Base Servicing Information
Boerne Stage Airfield
400 Boerne Stage Airfield
Boerne, TX 78006

FAA Flight Standards District Office - San Antonio
10100 Reunion Place, Suite 200
San Antonio, TX 78216
210-308-3300 or 800-292-2023

Section 2. Texas Skies Flight School Aviation Safety Program

2.01 Scope

The scope of the TSFS Aviation Safety Program applies to all instructors, pilots, students, employees and officers of Texas Skies Flight School.

2.02 Philosophy

Safety is of the utmost concern to Texas Skies Flight School. Safety is not coincidental and is a proactive choice made by the officers and management of TSFS. Safety is everyone's responsibility at Texas Skies Flight School, and no one is exempt from actively engaging in the Aviation Safety Program. The purpose and emphasis of this program is accident prevention and hazard identification which utilizes an active education program with the overall goal being the preservation and protection of life and property. TSFS is committed to the concept of safety being an integral part of all flight training and rental operations. Adherence to carefully developed operational policy, procedures, and flight training curriculum is an essential part of the program.

2.03 Characteristics

The TSFS Safety Program is characterized by the following elements:

- Preservation and protection of life and property.
- The TSFS Safety program is supported at all levels and is implemented from the top down, from the Chief Pilot to beginning student pilot.
- Safety oriented flight operations and fleet maintenance.
- The Chief Pilot, all TSFS approved instructors, pilots and employees are responsible for the implementation and utilization of procedures that minimize operational risk.
- Safety education is included in each level of flight training to promote the awareness of issues impacting the safety of flight.
- The unrestricted flow of any information and reporting to and from the management of TSFS that might affect the safety record of the organization.
- An effective emergency response plan that outlines protocol for communication during accidents and accident investigation.

2.04 Oversight

Oversight of the Aviation Safety Program is the responsibility of the TSFS Chief Pilot who serves as a member of the TSFS Aviation Safety Council (ASC). The ASC is a committee formed to promote safety education and accident prevention. The ASC has the final approval authority for all TSFS safety initiatives and directives and has the responsibility to ensure all appropriate directives are issued.

2.05 Implementation

Implementation of the TSFS Safety Program is the responsibility of all officers, instructors, pilots, students, and employees of TSFS. TSFS Instructors are a direct extension of safety

oversight. Further, all TSFS officers, instructors, pilots, students and employees are responsible for the reporting of hazard identification and for accident incident prevention.

2.06 Aviation Safety Training and Meetings

All TSFS Instructors will attend regularly scheduled quarterly meetings and a safety emphasis time will be set aside to discuss issues affecting safety at TSFS and to promote ideas in the interest of safety education, awareness and compliance. TSFS Pilot Safety Meetings will be scheduled on a regular basis to promote safety within TSFS and to discuss safety-related incidents and alerts. In addition, presentations will be given on various topics which are safety-related.

2.07 Self and Flight Evaluation

It is estimated that over two-thirds of all aviation accidents and incidents have their roots in human performance issues and errors. It is of paramount importance that all TSFS instructors and pilots evaluate themselves prior to each and every flight to determine if the flight can be achieved without the safety of that flight being compromised. This evaluation should be done by incorporating the FAA's P.A.V.E. checklist into each preflight.

- Pilot. Prior to conducting any operation, each pilot should assess his or her own personal physical and mental readiness utilizing the FAA's IMSAFE checklist.
- Aircraft. Assessing and ascertaining whether or not the aircraft is able to complete any given flight safely is the responsibility of each and every TSFS pilot.
- EnVironment. The environment contains the assessment of weather, terrain, the airport, airspace, and nighttime for the flight. All TSFS Instructors and pilots must establish and operate within personal minimums particularly pertaining to weather. All Cirrus pilots should utilize the Envelope of Safety with respect to personal minimums for wind, ceiling and visibility, and determine wherein the envelope the pilot should operate.
- External Pressures. External pressures are influences external to the flight that create a sense of pressure to complete a flight often at the expense of safety. Many pressures can influence a flight and all TSFS Instructors and pilots should manage the pressures and assess whether or not these pressures are creating an unacceptable risk for the flight.

2.08 Safety Reporting System

TSFS has established a Safety Reporting System (SRS) that includes the collection of data through a Safety Reporting Form, the analyzing of safety incidents by the ASC, and the dissemination of information and analysis through Safety Bulletins and Alerts. The unrestricted flow of information with regards to safety between TSFS management, instructors, and pilots is paramount to the success of the safety program. The main purpose of the TSFS Safety Reporting System is safety and is not meant to be punitive in nature and is meant to help collect safety deficiencies within the organization and among TSFS pilots and instructors.

The Safety Reporting Form (SRF) is used to collect voluntarily submitted aviation safety incident/situation reports from all pilots, instructors, and TSFS staff who have been involved in

or observed an incident or situation in which aviation safety may have been compromised. These forms are available in both electronic and non-electronic means and can be submitted with complete anonymity. The overall goal is to collect these reports and for the ASC to analyze them in the furtherance of safety within the TSFS organization. The ASC is committed to not use the information gathered from the SRF against the reporter for disciplinary measures for unintentional safety violations and will only use the information for the promotion of safety education. Hazard identification forms the foundation for basic accident prevention and safety awareness.

Education is the overarching goal of the Safety Reporting System. The distribution of safety-related information within TSFS is accomplished via the collection of information through the SRF which is then disseminated to the TSFS community using Safety Alerts and Safety Bulletins distributed through various electronic and non-electronic means. Safety Alerts are safety-related issues of high concern within the organization and will be issued to all pilots, instructors, and staff at TSFS via electronic communication and shall be read by each pilot and each TSFS instructor should review Safety Alerts with his or her student before the next flight.

Safety Reporting Forms (SRF) are located at the front desk. You may obtain an SRF by asking our front desk staff or your instructor.

2.09 Accident/Incident Investigation

All accidental damage to TSFS aircraft and equipment; injury to pilots, passengers, or TSFS staff resulting from aircraft operation; or damage to non-TSFS property or injuries to members of the general public resulting from TSFS operations shall be reported immediately to the TSFS Chief Pilot or Director of Operations. When appropriate, TSFS will ensure that the FAA and NTSB are notified and will participate in the NTSB investigation.

The TSFS Chief Pilot will be responsible for coordinating post-accident assistance to TSFS personnel, family members and others.

2.10 Accidents Involving Cirrus Aircraft

Any accident involving a Cirrus aircraft will adhere to TSFS accident reporting rules as well as those set forth by Cirrus Aircraft.

The ASC will conduct an internal investigation of all accidents and will produce a report of the accident with a complete account of the facts surrounding the occurrence with all findings and recommendations.

2.11 Aviation Safety Program Review

The ASC convenes yearly and can meet in conjunction with any Aviation Safety Meeting for the express purpose of an internal self-evaluation and review of all safety accidents and incidents during the past year. The ASC will also conduct a yearly review of all compliance with aviation regulations, safety standards, a review of the TSOM, and determine the effectiveness of the TSFS Safety Program.

Section 3. Administrative Policies and Procedures

3.01 Pilot Records

It is the responsibility of all pilots to maintain required documents regarding their airman and medical certification on file with TSFS. Failure to supply TSFS with current records can result in loss of flight privileges.

Pilot Certificates

Certificated pilots are responsible for ensuring their airman certificates and documents are up to date with TSFS. Each pilot shall provide TSFS with updated records any time a certificate is issued, re-issued, renewed or a new category or class rating is added.

Medical Certificates

Each pilot is responsible for maintaining a current medical certificate. Each pilot shall provide TSFS with an updated medical certificate upon completion of his or her medical exam.

3.02 Flight Review

Following the completion of a required flight review, the pilot shall submit to TSFS a copy of the logbook endorsement (or satisfactory legal equivalent) evidencing satisfactory completion of the review.

3.03 Cirrus Recurrency

Following the successful completion of a Cirrus recurrent training event, pilots are requested to provide TSFS with appropriate documentation regarding this event.

3.04 Pilot Information Changes

Each pilot should provide TSFS with any updated contact information, including changes of address, phone number and email address, as soon as practical.

3.05 Initial Checkout Procedures

1. **Cirrus**

   Certificated pilots wishing to utilize TSFS Cirrus SR2X aircraft must have completed the Cirrus Transition Training Syllabus as outlined in the Current Cirrus Flight Operations Manual. The hourly requirement to complete this transition varies based upon pilot experience and aptitude but does contain minimum flight time requirements. All TSFS Approved Cirrus Instructors will utilize this syllabus and teach according to the general practices as outlined in the Cirrus FOM. The Cirrus FOM outlines several Basic, Advanced, and Differences training courses and each pilot must have completed the

appropriate course for the Cirrus configuration that they intend to fly. The Cirrus Transition Training is finished upon the successful completion of a checkout flight with our Cirrus Standardized Instructor Pilot (CSIP).

Pilots with previous Cirrus experience who wish to utilize TSFS Cirrus aircraft must provide documentation showing satisfactory Cirrus Transition Training and provide a Cirrus Transition Training Completion Certificate. All pilots completing Cirrus Transition Training will receive a Transition Training Completion Certificate from TSFS.

Students trained in the SR20 who wish to transition to the SR22 or SR22T (or vice versa) will need additional instruction regarding airframe and powerplant differences, and they may be required to complete the Airframe & Powerplant Differences course in Cirrus Approach.

2. **Non-Cirrus "Legacy" Aircraft**

   Certificated pilots wishing to utilize TSFS Cessna or Piper aircraft must complete an initial checkout, which will include a minimum of a one-hour flight and one hour of ground training with a TSFS instructor. This flight will be conducted at the discretion of the instructor using a TSFS checkout schedule and, upon satisfactory completion, will count as the checkout for the make and model of aircraft flown.

3.06 Currency Requirements

The following currency requirements must be met by all participating TSFS renters and pilots. In addition to maintaining recent flight experience as required by FAR 61.57 and accomplishing a flight review as prescribed in FAR 61.56, the following recurrent guidelines must be met.

1. **Currency**

   a. **Yearly**

      Pilots at TSFS are required to undergo yearly recurrent training. Each pilot has twelve calendar months from the initial checkout date or last re-current event to complete this flight. This flight is conducted with a TSFS instructor and includes ground and flight time. For private pilots without an instrument rating, this flight is conducted at the discretion of the flight instructor to include a flight review and meet the Recurrent Guide requirements. For instrument rated-pilots, the yearly recurrent event will rotate between a flight review and then the following year, an Instrument Proficiency Check.

   b. **30-Day Following Initial**

      From the period between 30-60 days after receiving their initial checkout in each aircraft make and model, pilots are required to undergo a 30-day refresher flight with a TSFS instructor. This flight is conducted at the discretion of the instructor and is designed to assist and provide guidance for newly-qualified pilots.

c. **30-Day Recency**

Qualified pilots who have not flown the make and model aircraft within the previous 30 days are required to undergo a proficiency flight with an TSFS instructor. This flight is conducted at the discretion of the instructor and has no minimum required time.

2. **TSFS Aircraft Yearly Proficiency**

All pilots at TSFS are required to undergo an annual proficiency check. This flight is conducted at the discretion of a TSFS instructor in the make and model of the pilot's discretion. The purpose of this flight is to help the pilot stay proficient in the operation of the airplane. It is permissible to conduct this flight in concurrence with a Flight Review or Instrument Proficiency Check.

3.07 Foreign Certificated Pilots

Pilots with foreign pilot certificates may rent and receive instruction in TSFS aircraft provided they follow the procedures to convert their foreign license to a United States certificate. This process begins with the pilot contacting the San Antonio FSDO. For potential students who are not US citizens, the process begins by completing an application online at the TSA Flight Training Security Program (formerly the Alien Flight Student Program) website. More information concerning this procedure can be found in this manual 5.15(c).

3.08 Flight Schedule Pro

The Flight Schedule Pro can be logged into at flightschedulepro.com. Each user will be required to have a username and password. Flight Schedule Pro allows for the online scheduling of aircraft and instructors, the maintaining of pilot proficiencies, and the tracking of aircraft maintenance status. If scheduling an instructor within 24 hours of the desired time, please contact the instructor directly to confirm that instructor's availability. Same day scheduling does not guarantee the instructor's availability.

3.09 Activity Lengths

1. **Flights**

In general, pilots are requested to only reserve the aircraft on the schedule for the desired flight time for any given flight. Pilots should allow time for preflight planning and are asked to not block the aircraft on the schedule if extensive pre-flight planning is anticipated. In such situations, please contact TSFS for assistance.

2. **Instruction**

For all instructional operations, 2 to 3-hour blocks should be scheduled with the instructor based upon the lesson requirements. For cross country instructional lessons, students should consult with the instructor for the appropriate amount of time to reserve the aircraft.

3.10 Rental Minimums

Rental minimums for overnight stay in TSFS aircraft are as follows:

- Monday – Thursday: 2 hours for each 24-hour scheduled reservation
- Friday – Sunday: 4 hours for each 24-hour scheduled reservation

Deviations from the above minimums need to be requested prior to departure with either the Chief Pilot or Director of Operations.

3.11 Rental Charges

1. Rental Charges

Each person renting an aircraft at Texas Skies Flight School will be charged rental fees based upon the hourly Hobbs meter in the aircraft. Rental fees include the billable hourly rate, fuel charges (see Section 3.11.4), insurance fees, and applicable taxes. It is up to the pilot to determine if the Hobbs meter from the previous flight has been recorded accurately; if a discrepancy is found, please note the discrepancy and alert TSFS immediately so the proper time can be billed. Payment is due upon completion of the flight. If the flight is being charged to the credit card kept on file with TSFS, it will be charged by the end of the month following the flight and a receipt will be e-mailed to the e-mail address on file.

2. Instructor Charges

All time spent with an instructor will be charged at that instructor's billable rate per hour.

Any renter or student requesting pilot or instructional services will pay the appropriate published hourly or day rate and any additional expenses incurred by the instructor as the result of overnight travel, including airline and transportation fees, hotel stays and meals. Each day on an overnight trip will be charged at either the full day rate or half day rate, as deemed appropriate by TSFS staff.

If an instructor is requested to begin a flight away from a base airport, the student will pay an hourly driving rate for the instructor's travel time to the specified airport.

3. Cancellations and No-Shows

TSFS requires at least 24 hours' notice of cancellation for any flight. Mitigating circumstances include weather, illness, emergencies, and medical problems. It is requested that renters notify TSFS and/or instructors as soon as possible regarding cancellations. In the event that a renter is a no-show for an instructional flight or does not notify TSFS regarding the cancellation prior to 24 hours before the flight, that person will be billed one hour of instructor time and one hour of aircraft time/rate.

4. Fuel Charges & Fuel Reimbursement

Rental rates are either noted as "wet" or "dry" rates. Wet rate aircraft include the cost of fuel, and a fuel card for the FBO fuel pump is provided with the keys for the aircraft at checkout. In wet rate aircraft, if fuel is purchased off station, the fuel will be reimbursed at the TSFS rate in conjunction with the local Boerne Stage FBO rate.

In dry rate aircraft, renters are responsible for the cost of fuel. The start and end fuel level must be noted by the renter on the aircraft's Hobbs sheet and in Flight Schedule Pro. If the end fuel is lower than the starting fuel, a fuel charge will be added to the invoice for the difference, at the local FBO rate. If the end fuel is higher than the starting fuel, TSFS

will not reimburse the pilot for the surplus fuel. Pilots should plan the fuel required for their flight accordingly.

5. **Aircraft Care Charges**

   TSFS pilots, students and renters are requested to return the interior of the rented aircraft in a clean condition. Failure to do so will warrant an "Aircraft Cleaning Charge" applied to the invoice. This charge will appear for cleaning trash, debris, supplies, and episodes of airsickness or leaving the airplane in a generally unkempt condition including the failure to replace aircraft covers and sunshades. The Aircraft Cleaning Charge will vary depending on condition.

6. **Battery Switch**

   Leaving a master battery switch on in an airplane will drain the battery entirely. The process for re-charging a drained battery takes several hours and leads to potential flight cancellations. A pilot who leaves a battery switch on after their flight, resulting in a drained battery, will be charged the full maintenance fee of $100 to recharge the battery. TSFS asks that renters, prior to exiting the aircraft, ensure that either the Rotating Beacon Light or Strobe Light switch is left in the "ON" position. This will mitigate the potential for draining the battery if the master switch is inadvertently left on, as any lights illuminated on an unattended aircraft alert others as to this condition.

7. **Careless Operation Damage**

   Any pilot who carelessly operates and causes damage to TSFS equipment or to other property through use of TSFS aircraft will be charged the cost of repair to that equipment or property.

8. **Flat Spotted Tires**

   Landing an aircraft while holding brake pressure can damage and potentially destroy a tire and is evidenced by flat areas on the tire where the tread has been shaved down. This damage requires replacement of the tire. Any renter who has flat-spotted a tire will be billed and charged for the price of a new aircraft tire.

9. **Headset Rentals**

   Pilots or passengers needing a headset may rent a headset from the front desk. Headset rentals will be annotated on the Hobbs sheet and charged a daily rate. Headsets not returned or lost will be replaced or charged to the PIC's account.

   There is a $5 daily charge for headset rental. If a headset is required during your flight, it should be included under equipment on the reservation in Flight Schedule Pro. TSFS members will be waived the $5 fee for headset rental but must still include the equipment on their reservation.

3.12 Insurance and Deductible

All TSFS aircraft are insured in a rental policy. The policy of TSFS is, if renters are found causal in damage or mishap to aircraft, they are responsible for paying the TSFS deductible. Deductibles can be paid from either personal insurance or via the individual.

Students and renters are required to purchase supplemental aircraft renter's insurance (also known as non-owned aircraft insurance). We require a minimum of $30,000 non-owned aircraft physical damage liability coverage in order to cover the cost of the TSFS deductible.

Please speak with our front desk staff regarding exact requirements prior to purchasing renter's insurance, if you are unsure which policy you need.

3.13 Convenience Fee

A convenience fee of 3% will apply to all card transactions at TSFS. This fee will show as a line item on invoices through Flight Schedule Pro, labeled as "CC Convenience Fee".

3.14 Multimedia Usage

TSFS reserves the right to take photographs/video of TSFS operations, without the expressed written permission of those included in the photograph/video. TSFS also reserves the right to use any photographs or videos taken by students or renters that are shared with TSFS or posted to our social media pages. These photographs/videos may be used in publications or other media produced by TSFS, including but not limited to: websites, social media, brochures, etc. Any person or organization not affiliated with TSFS may not use, copy, alter, or modify TSFS media without advance authorization from TSFS. By participating in TSFS operations, students and renters agree to release, defend, hold harmless and indemnify TSFS from any and all claims involving the use of their picture or likeness.

Section 4. General Aircraft Operations Policies and Procedures

4.01 General Aircraft Operations

1. **General Compliance**

   While operating TSFS aircraft, pilots shall comply with all applicable Federal Aviation Regulations, all regulations and ordinances of any airport to or from which the pilot operates, and all other Federal, State and Local laws affecting operation of the aircraft. A pilot shall immediately notify TSFS of any violation or citation received in connection with the operation of a TSFS aircraft.

2. **Noise Abatement**

   At all airports with established noise-abatement procedures, pilots shall comply with those procedures as required.

3. **Sterile Cockpit Procedures**

   Pilots are requested to abide by sterile cockpit procedures. The sterile cockpit concept recognizes that flight operations other than routine cruise flight are intrinsically more hazardous and require the undivided and vigilant attention of all crewmembers. The Pilot in Command (PIC) is responsible to ensure that non-essential conversations, activities, and otherwise distracting actions do not occur during critical portions of flight. Critical portions of flight are taxi, takeoff, climb, descent, landing, and operations in high-density traffic areas or heavy ATC periods. It is the responsibility of the pilot to brief passengers on sterile cockpit procedures.

4. **Wake Turbulence Avoidance**

   Pilots shall adhere to proper wake turbulence avoidance procedures as prescribed in the Aeronautical Information Manual. In a situation where the proper course of action cannot be ascertained, pilots shall elect to wait a period of time to ensure wake avoidance can be maintained.

5. **Collision Avoidance**

   Pilots are requested to "see and avoid" and practice proper collision avoidance and visual scanning techniques when operating an aircraft. Good practice includes proper scanning techniques, radio attentiveness and briefing passengers on collision avoidance.

6. **Lights**

   Aircraft lights are required to be on appropriate to the operation. Beacon lights must be on at any time the aircraft master switch is in the "ON" position. Strobe lights are required during flight at all times. Landing lights are required to be on when operating within 10 miles of an airport below 3000 feet AGL and navigation lights are required to be on from the period of sunset to sunrise. For strobe light equipped aircraft, pilots may consider not using strobe lights during operations where those lights may cause a hazard or distraction to other pilots.

7. **Airport Requirements**

   Operations are not authorized to airports with less than 3000' of paved runway surface available for takeoff and landing. In addition, if touch and go landings are to be practiced, a minimum runway length of 4000' is required. Private airports that meet this requirement must provide permission for a pilot to operate TSFS aircraft at that location. Pilots shall become familiar with all available information concerning their intended airport of use. Except in the event of an emergency, operations on grass/unimproved surface airports are not authorized unless written permission is received from the TSFS Chief Pilot or Director of Operations.

8. **Intersection Takeoffs**

Any pilot utilizing an intersection takeoff (excluding intersections at displaced thresholds) in TSFS aircraft must know and have briefed the distance available for takeoff from that intersection. This information can be found in the Airport Facility Directory or from a tower controller. Student pilots are not permitted to utilize an intersection takeoff and must always use the full available runway length for takeoff. As an exception, students are not required to conduct full length takeoffs if a back-taxi is required to reach full length provided the available takeoff length from the intersection is at least 4,000 feet.

9. Base Servicing

When pilots require aircraft servicing including fuel and oil at the 5C1 location, the following procedures shall be practiced:

a. Fuel can be obtained via the fuel pumps from the FBO. Once checked out from your flight instructor, students may use golf carts to reposition Cirrus aircraft only. Using golf carts with other aircraft can cause damage and is discouraged.

b. Oil can be obtained from the north side of the main TSFS hangar. If the renter requires more oil, please see a TSFS staff member for assistance. All TSFS aircraft use 100LL aviation gas and Philips 20W50 oil in the blue container. Additions to the aircraft will be annotated in the log accompanying the oil.

4.02 Aircraft Servicing

1. Fueling and Self Fueling

When operating away from an TSFS base, pilots shall have facility line service fuel the aircraft or use self-service fueling stations. If self-fueling is required, pilots should familiarize themselves with proper and safe self-fueling procedures. Any aircraft, whether being fueled by a full-service facility or by the pilot, should be grounded with a proper grounding cable. Fuel receipts must be turned in to TSFS following the completion of the flight in order to receive fuel credit for purchased fuel. Fuel receipts should be placed in the aircraft binder.

2. Oil

Pilots are required to know the type and amount of oil required for the airplane that they are operating. All TSFS aircraft use Philips 20W50 oil. Oil minimum requirements vary by aircraft type. Pilots are encouraged to not overfill the oil as the tendency is for the engine to dump out any excessive oil. Furthermore, the oil level read on the dipstick of a “hot” engine may not be accurate due to some oil still being circulated in the engine.

4.03 Aircraft Checklists

Pilots are required to use TSFS approved aircraft checklists at all times. TSFS provides checklists in the aircraft binder and the checklist should be returned at the end of the flight.

Cirrus bound checklists are kept in the aircraft and made available for all renters. Digital checklists are encouraged for all Cirrus students and renters post preflight. Any checklist not returned or left in the aircraft will incur a charge (retail price) to the renter for that checklist. Checklists are available for purchase in the pilot shop if a personal checklist is desired. If renters, students or pilots wish to use a custom checklist, that checklist must be approved for use by a TSFS staff member.

4.04 Manipulation of Controls

Only the pilot authorized to fly TSFS aircraft may manipulate the controls while operating an aircraft. Pilots are required to fly the aircraft only from the left seat and may not allow passengers seated elsewhere to manipulate the controls.

4.05 Reckless Operation

Reckless operation of TSFS aircraft will not be tolerated. This includes but is not limited to reckless abrupt control inputs and aerobatic flight. Any pilot who operates recklessly will immediately lose all flight privileges.

4.06 Cold Weather Operations

Operating in cold weather (less than 40 degrees F) presents its own unique challenges for pilots. Pilots are
requested to adhere to the following procedures when operating in cold weather.

1. **Deicing**

   Accumulations of ice, snow and frost on flying surfaces have a dramatic effect on the ability to create lift. In accordance with FAA rules, TSFS requires all aircraft to have a completely clean and uncontaminated wing prior to operation. Furthermore, freezing rain and drizzle are not permitted departure conditions. Deicing fluid is available from TSFS personnel who can assist with wing contamination removal. Do not use de-icing fluid on any aircraft window. Pilots shall not use any kind of scraping device to remove ice, snow or frost from any aircraft surface.

2. **Starting**

   Aircraft starting in cold weather should be conducted quickly and efficiently. Starting should commence immediately after the priming procedure to prevent fuel from condensing inside the cylinder. Starters should be operated on a 10 second duty cycle with 30 seconds of rest in between each cycle to ensure the starter does not overheat.

4.07 Preflight Duties and Responsibilities

1. **Introduction**

   Prior to each flight, including local flights, the Pilot-In-Command is responsible for the completion of the following requirements, and will determine before departure that the

flight can be conducted safely and in accordance with all applicable regulations and TSFS policies and procedures.

2. Flight Schedule Pro Checkout

Prior to obtaining the aircraft binder, pilots are required to check out the aircraft on the Flight Schedule Pro. This process is required to ensure:

a. Pilot Proficiency. Flight Schedule Pro tracks pilot proficiencies as outlined by TSFS currency requirements and aircraft dispatch will not be allowed by the scheduler if required proficiencies are not met.

b. Required Scheduled Aircraft Maintenance Items. Flight Schedule Pro tracks required aircraft maintenance intervals and will not allow the dispatch of an aircraft if any required maintenance interval has been exceeded.

c. Aircraft Discrepancies. Flight Schedule Pro allows the pilot to see any resolved and unresolved maintenance discrepancies and will not allow the dispatch of an aircraft if any discrepancies have been reported that render the aircraft not flyable.

The aircraft binder will not be issued to a pilot without a successful dispatch on Flight Schedule Pro.

3. Manifest

TSFS does not require a paper manifest for each flight. All passengers in TSFS must be annotated in reservations via Flight Schedule Pro.

4. Fuel

a. Local Flights. Notwithstanding the FAA part 91 fuel requirements, all aircraft must have a minimum of one-half maximum allowable fuel on board. Instructors may adjust fuel requirements for profiles to be flown (Pattern Only, Short Ferry Flight)

b. Cross-Country Flights. All flights departing on cross-country flights outside of the boundaries of the practice area must carry the maximum allowable fuel on board the aircraft, considering weight and balance and performance.

c. IFR Flights. All flights departing under IFR must conform to the minimums as outlined in FAR 91.167.

d. Student Solo Flights. All Student Pilots departing on Solo Flights and departing the airport area are required to have the maximum allowable fuel on board subject to that Student Pilot's instructor recommendations.

e. Minimum Fuel Requirements. Notwithstanding VFR Fuel Requirements listed in FAR 91.151 and IFR Fuel Requirements listed in FAR 91.167, Pilots shall determine that the aircraft has sufficient fuel to complete the flight and fly after that for 45 minutes at normal cruising speeds during daylight conditions and 1 hour at normal cruise speeds during night conditions.

5. Weight and Balance

Prior to every flight, the pilot must determine that the aircraft is properly loaded and that no weight and balance limitations are exceeded.

6. Weather

The pilot is required to obtain weather reports and forecasts from an authorized source of weather information to determine that the flight may be completed safely, and to plan the flight so as to avoid potentially hazardous weather conditions. Pilots are encouraged to get a full weather briefing from the Flight Service Station at 1-800-WX-BRIEF or to use the ForeFlight Weather Briefing produced with the flight plan.

7. Notices to Airmen (NOTAMs)

The pilot shall become familiar with all Notices To Airmen (NOTAMs) that may affect the flight.

8. Temporary Flight Restrictions (TFRs)

The pilot shall make a special note to check the issuance of TFRs before flight. According to the FAA, the most current way to check for active or upcoming TFRs is to contact flight service at 1-800-WX-BRIEF. TFR's can also be seen by logging in to an online approved briefing source such as ForeFlight or by checking the FAA's TFR map on their website at http://tfr.faa.gov/tfr_map_ims/html/index.html. However, when using online sources, it is important to note that only Local Flight Service Stations have the most up to date TFR information.

9. **Maintenance and Maintenance Discrepancies**

a. Aircraft Inspections and Scheduled Maintenance. Pilots are required to determine if the required aircraft inspections have been accomplished and must ascertain that a flight can be completed without overflying any required maintenance inspection interval. When an aircraft is within 10 or fewer flight hours of a required inspection interval, Flight Schedule Pro will alert users of the upcoming event. For questions concerning required maintenance, please consult with TSFS personnel.

b. Unresolved Maintenance Discrepancies. Flight Schedule Pro details the Deferred Maintenance Items (DMI) or "Squawks"and contains a list of maintenance discrepancies that have been previously reported to the Company concerning the

aircraft but have not yet been corrected. Prior to each flight, the pilot shall carefully review the maintenance discrepancies to determine if the flight can be completed safely and in compliance with Federal Aviation Regulations. The decision to accept and operate a Company aircraft rests solely with the Pilot-in-Command.

In accordance with 14 CFR 91.213(d), any inoperative instrument or equipment:

i. Must not be part of the VFR-day type certification instruments or equipment required by the aircraft's certification.
ii. Must not be indicated as required on the aircraft equipment list (see AFM).
iii. Must not be required by FAR 91.205 for the specific kind of flight operation being conducted.
iv. Must not be required to be operational by any airworthiness directive applicable to that aircraft.

Any inoperative item must be deactivated and placarded "Inoperative" in accordance with the provisions of 14CFR43.

Finally, a determination must be made by the Pilot-In-Command of the aircraft that the inoperative instrument or piece of equipment is not required and that its deactivation does not constitute a hazard to the aircraft for the remainder of the flight.

10. Aircraft Dispatch

Each aircraft is dispatched through Flight Schedule Pro. The dispatch binders at the front desk will also be used to ensure accuracy. Aircraft keys and Hobbs sheets will be stored in the aircraft's binder.

11. Aircraft Documents

It is the responsibility of the pilot in command to determine that the required aircraft documents are on-board and accessible to aircraft crew and passengers.

12. Current Charts

Each pilot shall have in their possession current paper or digital charts and publications appropriate to the type of operation being conducted.

13. Aircraft Preflight Inspection

It is the responsibility of each pilot to ensure that the aircraft flown is in an airworthy condition prior to any operation. Pilots must thoroughly preflight the aircraft prior to each operation utilizing the checklist as outlined in the Pilots Operating Handbook or an approved checklist authorized by TSFS. If something is discovered during the preflight inspection that creates doubt as to the airworthiness of the aircraft, an TSFS staff member should be notified immediately and the aircraft should not be operated until the issue is resolved.

14. Aircraft Damage

The Pilot in Command is responsible for their aircraft from the time the aircraft binder is issued until the aircraft is returned. Any damage occurring to an aircraft must be reported immediately and any unreported damage discovered on any aircraft will become the responsibility of the last person to fly the aircraft. It is imperative that a thorough preflight and post-flight inspection be made before and after each flight and that if any damage is discovered it be reported to TSFS staff immediately.

15. Cirrus Brake Overtemp Stickers

Some TSFS Cirrus Aircraft are equipped with brake overtemp stickers and these should be inspected both before and after each flight. If the overtemp sticker is gray or black, the aircraft should not be operated under any circumstance and TSFS staff should be notified immediately so that proper maintenance action can be taken.

4.08 Ramp and Taxi Operations

1. General

The ramp is a potentially hazardous area that warrants extreme caution. A wide array of traffic including aircraft, vehicles, pilots, passengers, animals and personnel can be present, and care must be taken whenever operating within this area. When approaching an airplane, always remain clear of propellers and assume that they are going to turn unexpectedly at any moment.

2. Hand Signals

All pilots will familiarize themselves with the hand signals used by ramp personnel. These can be found in the Airman's Information Manual.

3. Starting

Before starting an engine, the pilot must ensure that the propeller area is clear. The visual check must include the area in all directions to clear the propeller arc, as well as the prop blast area behind the aircraft. Pilots should always be mindful of which way the aircraft is facing during startup as the propeller blast from the startup and initial taxi will cause small rocks and dirt to be blown about. It is vital pilots ensure the area behind the aircraft is clear prior to starting and the pilot shall call "CLEAR" and then wait for any response prior to turning on the magneto switches and engaging the starter. If fueling operations are in effect at an adjacent aircraft, the pilot will wait until the fueling is completed before starting the engine.

a. Priming. If engine priming is required prior to start, the pilot shall follow the manufacturer's priming procedures and be ready to engage the starter immediately after the priming is complete. Waiting additional time before

engaging the starter after the engine is primed will cause the effect of the priming to be diminished or lost.

b. Strobe Lights. The strobes or rotating beacon, as appropriate, must be turned on prior to starting the engine in order to alert anyone nearby that an engine is about to start. For night starts, or starts in low visibility, the navigation lights should also be illuminated prior to start. Strobe light equipped aircraft must use the strobe lights except for at night if it is determined that the strobe lights may cause a hazard or distraction to other aircraft.

c. Ventilation. During warm weather operations or when additional ventilation is desired inside the aircraft, a common practice is to open the aircraft door(s) to provide for better cooling and ventilation of the cabin. To prevent damage to the doorstop mechanism caused by propeller blast or wind, pilots shall ensure that during engine starting and taxiing the aircraft doors are either securely shut or are manually held off the doorstop mechanism.

d. Hand-Propping. The hand propping of TSFS Aircraft is expressly prohibited!

e. Special Note for Starting Operations at 5C1. Pilots starting aircraft must ensure proper clearances are obtained by repositioning all aircraft parked on the north ramp area. Care should be taken to ensure an aircraft is positioned in such a way as to avoid sending propwash into other aircraft or hangars.

4. Movement and Non-Movement Areas

All pilots will become familiar with the terms movement and non-movement areas outlined in the AIM and understand both areas for any airport at which they are operating.

5. Clearances

IFR clearance request should be obtained prior to boarding the aircraft. Then, after the Before Take Off checklist is complete, ATC must be called for IFR release and to activate the flight plan. The most likely clearance to be received departing from 5C1 is: "NXXXXX is cleared to destination via route. Upon entering controlled airspace, turn heading 030 and maintain 3000 feet. Contact SAT on 125.1".

6. Taxiing

As the aircraft moves out of the parking position, brakes on the pilot's side and the instructor's side (on dual flights) should be tested to ensure proper operation. The speed limit of a safe taxi operation always depends on the situation. In general, the taxi speed should be such that the pilot has safe, positive control at all times. Taxi speed on the ramps and in the vicinity of other aircraft should be no faster than a brisk walk. Particular care must be exercised when taxiing in close quarters to ensure adequate clearance between aircraft. All TSFS aircraft will be taxied with the nosewheel centered on the yellow taxiway centerline at all times unless necessary to avoid obstacles on or near the

taxiway. Pilots should be aware that adherence to the centerline does not always guarantee obstacle/wingtip clearance. Constant vigilance, combined with slow forward speed, should be maintained when near other aircraft or obstacles.

Pilots are strongly advised to minimize brake usage while taxiing. Proper taxi speed and planning not only improves safety, but also helps to extend the service life of brake components and tires. “Riding the brakes” in wheel-pant equipped aircraft can cause the wheel pants to catch fire. Throttle control should be used to control speed, then braking action as required. At all times, 1500 RPM is the maximum allowed RPM for any operation other than engine run-up and takeoff.

5C1 is a non-controlled field and extra vigilance needs to be applied to ensure safe taxi operations. If in doubt of clearance, stop the aircraft and make adjustments

a. Leaning for Taxi

All aircraft should be properly leaned for taxi operations according to the manufacturer’s recommendations and as outlined within the aircraft checklist.

4.09 In-Flight Duties and Responsibilities

1. General

Pilots are encouraged to follow the simple aviation phrase “Aviate, Navigate, Communicate” in that order. In doing so, responsibilities arise in flight that must be tended to. Proper use of Single Pilot Resource Management and Aeronautical Decision Making will help result in the safe outcome for all flights.

2. Enroute Weather

Pilots are strongly encouraged to update weather forecasts while enroute by contacting Enroute Flight Advisory Service (EFAS) on 122.0. Pilots are requested to submit pilot weather reports (PIREPs) to the nearest Flight Service Station (or Flight Watch facility).

3. Engine and Fuel Management

Fuel exhaustion and mismanagement continues to be a leading cause of accidents. It is critical that pilots frequently review fuel consumption during the flight to ensure an adequate supply of fuel is always available. In the Cirrus SR2X aircraft, Perspective and Perspective+ systems can be programmed to remind the pilot to switch tanks every 20 to 30 minutes and pilots are encouraged to comply with this message unless flight duties do not allow this to safely be accomplished.

The importance of proper engine operation cannot be over-emphasized. Cruise power settings should be set in accordance with the procedures outlined in the Pilot’s Operating Handbook. During cruise flight, the engine should be leaned for Best Power or Rich of

Peak as outlined in the Pilot's Operating Handbook. Aircraft with cylinder head temperature gauges should be constantly monitored to avoid engine damage and pilots should become familiar with the operating range of the cylinder head temperature gauges.

4.10 Post Flight Duties and Responsibilities

1. General

Great care should be taken during the post flight procedure to ensure the airplane is properly secured, cleaned and free of any damage.

2. Parking

5C1 parking spots for TSFS aircraft exist in tight spaces. If any pilot is uncomfortable with the proximity of their aircraft to another aircraft or structure during parking, please stop and ask TSFS personnel for assistance.

3. Tow Bars

Each aircraft has its own tow bar for push back into a parking spot. Tow bars are to be removed only for this purpose and are not to be left unattended while attached to the nose wheel. Once the aircraft has been steered into its spot, secure the tow bar in the baggage compartment of the aircraft. At no times should pulling on the prop be the preferred method of movement.

4. Tie Downs and Chocks

All TSFS aircraft shall be tied down using ropes at each parking spot. Care should be taken to secure the aircraft without over stressing it. Complicated knots are not required and may prevent the next pilot from conducting an efficient preflight. Chocks should also be used on at least one tire. Cirrus aircraft require the chock to be on the main tire, due to the free-castering nose wheel. If you need assistance tying down an aircraft, please ask TSFS personnel.

5. Control Locks and Covers

TSFS aircraft may have pitot covers or control locks that must be placed in their respective positions at the conclusion of each flight. Please call the Texas Skies Flight School desk staff to assist with the cover if the aircraft is so equipped. Care should be taken when removing and replacing the covers so as to not damage the aircraft.

6. Maintenance Discrepancies and Groundings

If a maintenance discrepancy or "Squawk" is noted during a flight, the pilot shall, at the completion of the flight, annotate the discrepancy on the Hobbs sheet and in Flight Schedule Pro. If the aircraft needs grounding, notify the Chief Pilot, Director of Operations or Director of Maintenance of the problem and the aircraft binder will be

removed from the front desk. This process will provide the assurance that no pilot will fly a grounded aircraft.

In Flight Schedule Pro, click on “Report Discrepancy” for each squawk. A detailed description of the discrepancy should be noted here, along with a selection for which aircraft the discrepancy occurred in. The pilot also has the option of selecting “Ground the Aircraft” for issues that are unsafe for flight. Verbal squawks given to TSFS personnel do not guarantee accurate reporting. Therefore, pilots shall report all maintenance squawks and discrepancies through the online reporting system.

7. **Recording Hobbs and Tach Times**

   At the conclusion of each flight, the pilot shall record the Hobbs/Flight and Tach times in the aircraft binder and on Flight Schedule Pro upon check-in.

8. **Aircraft Cleaning**

   It is the responsibility of each pilot to ensure that the airplane interior has been cleaned and all items and trash removed at the conclusion of each flight.

9. **After Hours Procedures**

   The TSFS Front Desk is staffed Monday through Friday from 9am to 5pm and intermittently on weekends. Operations after these hours or when the front desk is unattended should be discussed with your instructor. For emergencies after hours, contact the Chief Pilot or Director of Operations.

10. **Night Operations**

    Pilots shall take care when operating aircraft at night. Pilots must have in their possession an operable flashlight at all times when operating at night. Position lights must be turned on when operating between sunset and sunrise. Strobe lights must be operated while in flight. Taxi and landing lights may be used for taxi, takeoff and landing but use caution when operating around other aircraft so as not to blind other pilots. Pilots must taxi on open, approved, and well lit taxiways and runways only. When returning from a night flight, pilots should ensure all interior and exterior lights are turned off.

4.11 Procedures for Grounding Aircraft

If a renter, student, or instructor determines an aircraft needs to be grounded for maintenance, the following procedures should be used:

a) During normal business hours when the TSFS front desk staff is present:

i) On FSP's check-in page, report the squawk and ground the aircraft.
ii) Report the problem to the front desk staff in person. They will ensure the aircraft is not dispatched until maintenance can take place.

b) After hours or on weekends when the TSFS front desk is not staffed:
i) On FSP's check-in page, report the squawk and ground the aircraft.
ii) Put the plane's black book (including keys) in the black box attached to the side of the front desk. This will ensure that the plane cannot be flown until maintenance can take place.

Section 5. Flight Training Operations

5.01 Definitions and Terms

Throughout this chapter, the use of the term “Student Pilot” shall refer only to students currently enrolled in TSFS Private Pilot course and who hold a current Student Pilot certificate. All other references to “students” apply to students enrolled in any course of training.

5.02 Chief Pilot

All TSFS training is overseen by the Chief Pilot. The Chief Pilot is responsible for all facets of the training program and is available to assist students when needed. If a student’s assigned instructor is unable to provide a satisfactory answer or solution to a problem, the student should immediately call the situation to the attention of the Chief Pilot.

5.03 Company Facility

TSFS’s 5C1 facility consists of 2000 square feet at Boerne Stage Airfield. The facility includes a pilot supply retail center, lounge area, pilot briefing rooms and an FAA Certified Cirrus Simulator.

5.04 TSFS Aircraft

TSFS instructors are authorized to provide training in TSFS aircraft to students and Student Pilots. Student Pilots are permitted to solo TSFS aircraft provided solo requirements are met. Only TSFS authorized instructors may conduct flight training in TSFS aircraft.

5.05 Owner Aircraft

TSFS instructors are permitted to provide instruction in owner-owned aircraft. The owner is required to provide proof of aircraft airworthiness and insurance before any training can take place and Texas Skies Flight School should be listed as an additional insured on the aircraft’s policy. No training will be conducted if the owner cannot prove adequate insurance coverage. The owner will be billed at the hourly instructional rate for owner aircraft.

5.06 Compliance with Aircraft Operating Procedures

All TSFS aircraft will be operated in adherence to the procedures outlined in the aircraft operating handbook and for all Cirrus SR2X aircraft, as outlined in the Cirrus FOM. For all flight and training operations, pilots, students, Student Pilots, and instructors shall adhere to the limitations and procedures set forth in the POH and the Cirrus FOM.

5.07 Recommended Training Airports

The following airports are recommended training airports when operating out of a TSFS base. These airports typically remain light in traffic and are free from parachute and aerobatic activity.

- Kerrville Schreiner (ERV)

- Stinson (SSF)
- Castroville (CVB)
- Gillespie (T82)
- Hondo (HDO)
- Uvalde (UVA)
- New Braunfels (BAZ)
- Kelly AFB (SKF)
- San Marcos (HYI)

5.08 Practice Areas

TSFS aircraft conducting training flights shall utilize local practice areas at the discretion of the instructor. These areas should be away from inbound and outbound airport traffic, over un-congested population areas, have suitable off-airport landing areas in case of emergencies and off local airport runway extended centerlines.

The area east of Kerrville extending to Canyon Lake is the main practice area for TSFS. The area west of 5C1 at higher altitudes should be avoided due to arrivals into KSAT.

5.09 Solo Limitations and Requirements for Student Pilots

In addition to the FAA requirements for Student Pilot solo flight, TSFS has outlined its own limitations for Student Pilot solo flight. Where a conflict exists between FAA and TSFS limitations, the limitation will defer to the more restrictive of the two.

Included in Texas Skies Flight School's student pilot solo requirements and limitations are the following. This is not an exclusive list and instructors may issue additional restrictions for Student Pilots.

- A dual flight is required within the last two weeks prior to any solo flight. Flight Schedule Pro will not allow a student pilot to book a solo flight if they have not flown dual within the past two weeks.
- The instructor of a student pilot should know when their student is flying solo. Student pilots should brief their instructor on their flight plan and discuss weather prior to the solo flight.
- Student pilots on solo flights are only allowed to perform full stop landings. Touch-and-go landings and stop-and-go landings are strictly prohibited during student pilot solo flights.
- Student pilots should utilize standard procedures during solo flights, including standard traffic pattern entry and exit and standard radio calls.
- At 5C1 (or any airport), student pilots on solo flights are not allowed to land over gliders positioned in the extended threshold. If there is a glider positioned in the extended threshold, the student pilot should initiate a go-around and request over the radio that the glider be removed from the runway environment.
- Student pilots are subject to extra limitations that their instructor lists on their solo endorsement. These limitations should be factored in when planning a solo flight.

Student Pilots are also subject to the restrictions and limitations listed in Section 8 of this document.

5.10 Dispatch Authority

The final authority as to the dispatch of a solo or dual training flight rests with the student's flight instructor but shall always be in compliance with published Company guidelines and Federal Aviation Regulations.

5.11 Simulated Engine Failures

Engine failures in TSFS aircraft will only be simulated by smoothly retarding the throttle. Practicing aborted takeoffs to a touchdown are prohibited. Simulated engine failures are prohibited on Student Pilot solo flights. Instructors shall guard against shock cooling the engine by keeping temperatures within normal operating range and advancing the power to full or clearing the engine occasionally during the emergency descent. Engine failures in single-engine aircraft will not be simulated below 500 feet AGL. Simulated forced landings will recover at least 500 feet AGL unless the aircraft is in a position to land at an approved airport without interference to other traffic at the airport.

5.12 Student Pilot Radio Identification

Student Pilots, while operating an aircraft solo, are required by Company policy to identify themselves as Student Pilots on initial contact to an FAA facility. Example: "Boerne Stage Traffic, Cirrus 737 Bravo Sierra, ten miles northwest, full stop, Student Pilot, Boerne Stage." This requirement only applies to the initial call-up. Subsequent transmissions to the same facility need not include the "Student Pilot" identification.

5.13 PTS Special Emphasis Areas

Students and Student Pilots will take care to adhere and place extra emphasis on the Special Emphasis Areas outlined in the Practical Test Standards.

5.14 Courses

TSFS offers courses leading to a variety of FAA certificates and ratings. All courses are operated under 14 CFR Part 61 of the Federal Aviation Regulations.

1. **Eligibility**

   Students should carefully review, with their instructor, the FAA eligibility requirements for the certificate or rating being sought in order to resolve any possible compliance issues prior to beginning a course. Course prerequisites and requirements for completion are contained in 14 CFR 61.

2. **US Citizens**

All students who are U.S. citizens should be prepared to present for verification a valid U.S passport or original birth certificate or other form of proof of citizenship before initiation of training. The student's instructor, after verifying the validity of the student's proof of citizenship, shall make a copy of the document to be kept in the students training files. The instructor will also make the following endorsement in the student's logbook:

"I certify that [insert student's name] has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor's signature and CFI number.]"

3. Non-US Citizens

All non-U.S. Citizens shall comply with Transportation Security Administration's / Department of Homeland Security "Flight Training Security Program," 49 CFR Part 1552. No flight or ground training will begin until TSA approval has been granted for training to begin. Applicants can find information and begin the approval process by going online at: http://www.flightschoolcandidates.gov. It is highly recommended that applicants speak to their instructor prior to beginning this process in order to expedite the request.

4. Minors

Clients under the age of 18 must have signed documentation from a parent or legal guardian approving them for flight training with a Texas Skies Flight School instructor.

5. Medical Certification

All students must obtain an FAA medical certificate appropriate to the pilot certificate being sought prior to solo flight and a copy should be placed on file with TSFS. It is preferable to get the medical at the initiation of training to allow time to resolve any unforeseen problems that could delay the issuance of a medical certificate. Each student is solely responsible for ensuring that his or her medical certificate is kept current during the course of training.

6. Study Materials

Each student enrolled in a course is responsible for obtaining the necessary books and training materials as recommended by TSFS. Use of outdated publications for flight operations is strictly prohibited.

For new students, TSFS suggests that students obtain the Jeppesen or Sporty's Private Pilot Training Course. Students should study outside of their lessons, via book or online course, and are encouraged to bring questions or items of discussion to their instructor during ground lessons.

7. Continuity of Training

Continuity of training is extremely important in the effective and efficient completion of a course. Continuity not only refers to the successive order in which lessons are completed, but also to the frequency of training activities.

8. Syllabus

All flight and ground training within a flight course must be conducted in accordance with the TSFS's training syllabus (with amendments incorporated as necessary for students enrolled in a 14 CFR 61 course). The company uses custom designed TSFS syllabi for Private and Instrument courses. Cirrus Transition Training for the Cirrus SR20 / SR22 is provided using the Cirrus Transition syllabus, appropriate to the aircraft flown, and developed by Cirrus Aircraft. A training syllabus is divided into stages, with each stage containing a series of lessons. Each lesson and stage have specific training objectives and completion standards to which the student is required to perform in order to progress to the next lesson or stage.

Students should be reminded that a single lesson may require one or more training sessions to complete. A lesson is considered complete only when the student performs to the completion standards for that lesson. Under no circumstances will the Company exempt students enrolled in any course from meeting all course objectives, standards, and training requirements, as stated in each training syllabus.

9. Student Solo Operations

Students must have received sufficient training, complete a pre-solo written check and stage check, and be properly endorsed by their instructor in order to conduct solo flight. Required endorsements must be uploaded to Flight Schedule Pro via TSFS Front Desk staff in order to reserve and check out solo flights.

10. Pre-solo Stage Checks

At the completion of the pre-solo stage of training, students are required to pass a stage check with an authorized instructor. The Chief Pilot should receive adequate notice of an upcoming stage check so as to avoid scheduling conflicts. The Chief Pilot will assign an instructor to conduct all pre-solo stage checks.

The instructor who conducts a pre-solo stage check will make a determination of satisfactory or unsatisfactory performance. The student will be informed of his or her performance and the instructor will consult with the student's regular instructor regarding the stage check.

11. Checkride Preparation

The student and instructor are responsible for coordinating the FAA practical test, including scheduling the examiner and the aircraft. Arrangements must be made with TSFS to ensure that the aircraft logbooks are available on the date of the check ride. The student's instructor shall notify the Chief Pilot of the result of the practical test within 48 hours of the exam. In the event that the student does not satisfactorily complete the FAA practical test, the instructor shall meet with the student to discuss the areas found to be deficient on the exam and shall schedule additional training time to adequately prepare the student for a re-test.

12. Student and Instructor Reassignments

The Chief Pilot may approve student/instructor reassignments for any of the following reasons:

a. Instructor resignation.
b. Instructor change requested by student or instructor.
c. Lack of progress in student training.
d. Any other reason as deemed appropriate by the Chief Pilot.

The Chief Pilot will identify an instructor for reassignment based upon availability and the student's history in the course. If delays in reassignment are anticipated, the Chief Pilot will give a reasonable estimate of when an instructor will become available. Once an instructor has been identified, the Chief Pilot will meet with both instructors to discuss student status, progress in the course, etc. The current instructor should ensure that all training documents are updated and properly completed before releasing the student to the new instructor.

Students should expect to fly with multiple instructors throughout their training for progress assessments and stage checks, as well as instructor availability.

13. Training Records

Although the student and instructor share the responsibility of properly completing all training records, the instructor shall be held responsible for all errors or omissions contained in any Company training record or student logbook.

14. Logbook

At the conclusion of each flight or ground training session, the instructor (or student, in the case of a non-instructional training operation) shall make an appropriate entry in the student's logbook. Operations and maneuvers covered during the flight lesson or ground training session shall be recorded in detail in the comments section of the logbook.

15. Lesson Records

At the conclusion of each flight or ground training session, the instructor (or renter, or solo student) shall ensure the Hobbs and Tach times are recorded in the aircraft binder and on Flight Schedule Pro. Failure to maintain complete training records in accordance with this chapter is a serious violation of TSFS policy and will not be tolerated.

16. Recommendations

The instructor shall provide a constructive critique of the student's performance during the lesson. Strong points, as well as areas found to be weak, should be listed, along with a brief explanation. A helpful reference is the completion standards listed for the lesson, along with the appropriate Airmen Certification Standards or Practical Test Standards guide.

17. Cross Country Flights

Prior to any student solo cross-country flights, all students must complete a PAVE checklist that must be reviewed by the endorsing instructor. The PAVE checklist can be found on file at the front desk.

Section 6. Abnormal & Emergency Operations

6.01 Overview

This section contains policies and guidelines for TSFS pilots involved in various abnormal or emergency situations. At no time is this section intended to supersede the abnormal and emergency procedures as detailed in the approved Pilot's Operating Handbook. Each pilot is responsible for accomplishing the abnormal or emergency checklist items as specified by the aircraft manufacturer in the approved and current POH.

6.02 General Emergencies

Some emergencies are more immediate than others. Emergency procedures may require steps to be performed from memory. Pilots will demonstrate proficiency in the use of memory items as well as checklist usage prior to qualification to operate an aircraft solo.

When an emergency occurs, the primary duty of a pilot is to fly the aircraft. The three basic rules to remember that will aid immeasurably for a safe emergency situation resolution:

1. MAINTAIN AIRCRAFT CONTROL
2. ANALYZE THE SITUATION AND TAKE PROPER ACTION
3. LAND AS SOON AS PRACTICAL

Above all, the Pilot in Command is the final authority as to how the emergency situation will be handled. However, if time permits, ATC, Flight Service, or nearby aircraft may be able to provide helpful assistance and ideas that may have otherwise been overlooked.

6.03 Deteriorating Weather

To the VFR pilot, a reduction in visibility and/or ceiling can be an emergency situation. Marginal VFR and IFR conditions can occur suddenly with rapidly moving fronts and thunderstorms during certain times of the year. To best avoid an encounter with IFR conditions, pilots must remain alert to changing conditions and be ready to take timely action to avoid being caught in rapidly deteriorating weather. All pilots should have an alternative course of action in mind and should be ready to execute that course of action when conditions start to deteriorate. At no time should a flight continue into questionable weather conditions when options providing greater safety margins are available. If avoidance is not possible, the flight should be terminated as soon as practical, the aircraft secured, and the safety of all occupants assured. Further flight should not be attempted until conditions improve and notification should be made as soon as possible to TSFS staff.

6.04 Medical Emergencies

In-flight medical emergencies require safe, informed decisions regarding diverting and emergency procedures. An inflight medical emergency that affects a pilot will differ in response to emergencies that affect passengers. The pilot should make a decision that is timely and in the interest of safety for all those aboard. Remembering the phrase "Aviate, Navigate,

Communicate" in that order will help in dealing with medical emergencies while in flight. When flying Cirrus aircraft, it is the responsibility of the pilot to brief all passengers on the deployment procedures of the Cirrus Airframe Parachute System.

6.05 Airsickness

Airsickness, while certainly uncomfortable, does not inherently necessitate an in-flight emergency. Pilots should be aware of weather conditions that can induce airsickness and be cognizant of passengers' experience and comfort level. Pilots should be prepared with airsickness bags for passengers.

6.06 Lost Communications

It is virtually impossible to provide procedures applicable to all possible situations associated with two-way radio communications failure. During two-way radio communications failure, when confronted by a situation not covered in the regulation, pilots are expected to exercise good judgment in whatever action they decide to take. Be advised that many "radio failures" are caused by operator failure. Complete knowledge of your equipment and how to use it is essential. Always check the radio and audio panel configurations as well as volume levels before assuming radio failure. General guidelines for radio failures are as follows:

1. **VFR**

   Be cognizant of other aircraft operating in the traffic pattern and give way to all aircraft. Follow the proper procedures outlined in the AIM for entering a traffic pattern and landing without radios.

2. **IFR**

   Follow the steps as outlined in the FAR 91.185.

6.07 Forced Landing

In the event that a forced landing becomes necessary, it is possible that the landing will take place in a relatively remote area. Unless the exact position of the aircraft is known along with the direction and distance to the nearest aid and assistance, it is best to stay with the aircraft. Staying with the aircraft will afford shelter and a larger target for search and rescue personnel to observe from the air. Pilots should ensure that the ELT is turned on and transmitting after conducting a forced landing.

6.08 Fires

1. **Ground**

   The majority of fires that do occur on a ramp stem from improper priming procedures during cold weather, which results in an induction fire. Utilize the proper priming procedures set forth in the aircraft POH to determine the safest and most effective method to use when starting the engine. In the event of an induction fire while starting, follow the

recommended procedure listed in the Pilot's Operating Handbook and the aircraft checklist. Most fires can be "sucked" into the engine if the pilot remains calm, continues to crank the engine and shuts off the fire's source of fuel. If the fire does not go out, evacuate the aircraft and report the fire. If a fire extinguisher is available and the fire is still small, accessible and manageable, try to extinguish the fire with the fire extinguisher, but avoid any possibility of personal injury.

2. **In-Flight**

   An engine fire when airborne, due to the intense heat, could cause structural failure, among other things. If an engine fire should occur while airborne, secure the engine, utilize the appropriate fire checklist for the aircraft and make an emergency descent to land as soon as possible. Do not attempt to restart an engine that has been shut down due to fire.

   If the fire is electrical, the situation is not as critical. Shut the master switch off and follow the appropriate checklist to isolate the defective device and then land as soon as practical.

3. **Crash Fire Rescue**

   Boerne Stage Airfield does not have Crash Fire Rescue on the airfield but does have coordination with Leon Springs Volunteer Fire Department and EMS which is located 1,000 feet off the departure end of Runway 17 for support in the event of an aircraft emergency.

6.09 Accidents and Incidents

In the event of an accident, incident, or precautionary landing, TSFS staff should be notified immediately and the following information relayed:

1. Date and time of the incident
2. Location of the incident
3. Persons aboard
4. Number and type of injuries
5. Description of the event
6. Damage to the aircraft

Contact information for relevant TSFS staff and emergency numbers is listed on a card contained in the aircraft binder.

A pilot should not admit fault or blame to anyone other than TSFS staff and absolutely no statement or comments should be made to members of the press. Persons involved in any aircraft accident or incident should:

1. Immediately contact emergency personnel if there are injuries.
2. Contact TSFS staff and relay the above information.
3. Fill out an NTSB Form 6120.1 (see below guidance as outlined by the NTSB)

Federal regulations require operators to notify the NTSB immediately of aviation accidents and certain incidents. An accident is defined as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious

injury, or in which the aircraft receives substantial damage. An incident is an occurrence other than an accident that affects or could affect the safety of operations.

In the event of an accident, TSFS will make contact with the NTSB regional once TSFS is aware that an accident has occurred. Should you be directed to complete the Form 6120.1 - "Pilot/Operator Aircraft
Accident/Incident Report", obtain the form from the requesting NTSB office or download the PDF version, sign the form and submit by fax, mail, or email.

Section 7. Aircraft Care and Maintenance

7.01 Overview

Texas Skies Flight School proudly offers modern, clean aircraft to its pilots for use. Many of the aircraft are leased by TSFS from owners who are proud of their investment and do not want to see their aircraft abused or mistreated. If the aircraft are mistreated, owners will be less inclined to continue to allow the aircraft to be used in a leased arrangement with TSFS. It is imperative that students, pilots, and passengers utilizing TSFS aircraft follow proper aircraft care procedures. This helps maintain aircraft in safe working condition and ensures that subsequent users continue to have access. If a user has any questions about proper aircraft care, it is requested that they immediately consult with a TSFS staff member.

7.02 Food and Beverages

Consuming food and beverage, other than water, in TSFS aircraft is prohibited. Anything brought into the aircraft should be removed after the flight.

7.03 Windshields

No items (excluding aircraft keys) are to be placed on the glare shield or dashboard of any aircraft. This includes headsets, kneeboards, clipboards, electronic devices or anything with a hard surface that can potentially scratch the windshield. Suction cups used to attach devices to windows should not be used on windshields but may be used on side or rear windows.

Care should be taken when cleaning an aircraft windshield that proper materials are utilized for cleaning. TSFS staff will provide pilots with aircraft cleaning materials. When operating aircraft away from a TSFS base, do not allow materials to be used to clean the windshield that will scratch or damage the surface.

7.04 Entering and Exiting Aircraft

It is imperative to follow proper aircraft entry and exiting procedures. High wing aircraft have steps on struts that should be used to step into and out of aircraft. Low wing aircraft have skid tape that follows a path to the cabin. Extra care should be taken to step only in this area. All passengers must be briefed on proper entry and exit of aircraft. When entering and exiting the aircraft, pilots should ensure that the seat is in the full aft position to allow the ease of entrance and egress from the aircraft. This also helps prevent shoes from scuffing interior panels as pilots and passengers enter and exit the aircraft. Pilots should also take great care in shutting aircraft doors gently, as repeated slamming of the doors can cause damage.

7.05 High Heeled Shoes

High heeled shoes are not permitted in any of TSFS's low wing aircraft as the heels may dent the skin of the aircraft. Please ask passengers to remove high-heeled shoes during the entry and exit to the aircraft to prevent this damage.

7.06 Seatbelts

Care should be taken when closing aircraft doors so that seatbelts are completely inside the aircraft prior to shutting the door, as the buckle can damage the interior and exterior of the aircraft if inadvertently left in the path of the door. To prevent damage, pilots should ensure that seatbelts of all occupants are fastened prior to closing the doors and when exiting all aircraft.

7.07 Cirrus Seats

In Cirrus Aircraft, care should be taken so as to not stand or kneel on the seat. The seats are equipped with a crushable aluminum core which can be damaged with direct pressure from kneeling or standing on the seat. The energy absorbent core is used in the event of a CAPS deployment and helps protect the occupant from injury upon touchdown underneath the canopy.

7.08 Items Placed on Aircraft Surfaces

Items may not be placed on the exterior surface of any TSFS aircraft. This includes headsets, flight bags, backpacks, purses or luggage. Placing items on an aircraft exterior surface can potentially damage the aircraft.

7.09 Gel Pens

The use of gel pens in TSFS aircraft is prohibited. These pens will leak when subjected to altitude changes. Retractable roller ball pens are the preferred pen and should be used for writing down clearances and making notes.

7.10 Trash

All trash and waste shall be removed from any TSFS aircraft upon completion of the flight by the pilot.

7.11 Cleaning Fees

For any excessive trash, dirt, or waste left in the aircraft upon its return, TSFS reserves the right to charge an aircraft cleaning fee.

Section 8. General Operations, Restrictions, & Limitations

8.01 General

TSFS pilots are expected to not only abide by the FAA's rules and regulations but also the policies set forth by TSFS in this section and in previous sections of the TSOM. The underlying purpose for all policies, restrictions, and limitations is safety. Any TSFS pilot who flagrantly violates these policies and procedures will lose all flying privileges with TSFS.

8.02 Operations Outside the Contiguous United States

Pilots wishing to operate a TSFS aircraft outside of the 48 contiguous United States must obtain special permission by the Chief Pilot of TSFS. For international travel, the pilot is responsible for verifying that the aircraft has all permits and documents required for landing in a foreign locale and for re-entry into the US. Permission to operate a TSFS aircraft internationally is granted on a case-by-case basis. Approval for one trip does not imply or guarantee approval for subsequent trips.

8.03 Operations for Hire

Other than flight instruction activity within TSFS, the carrying of persons or property for compensation or hire is strictly prohibited in all TSFS aircraft. Operation of TSFS aircraft in this manner is grounds for immediate revocation of TSFS rental privileges.

8.04 Formation Flying, Aerobatic Flight, and Spins

TSFS aircraft may not be operated in formation with any other aircraft, may not conduct aerobatic flight, and may not be used for conducting spins. Operation of TSFS aircraft in this manner is grounds for immediate revocation of TSFS rental privileges.

8.05 Careless/Reckless Operation

No pilot is allowed to operate TSFS aircraft in a careless or reckless manner.

8.06 Grass/Unimproved Airports

Except in the event of an emergency, operations on grass or unimproved surface airports are not authorized unless prior written permission is received from the TSFS Chief Pilot or Director of Operations.

8.07 Smoking

Smoking is strictly prohibited on any ramp, as well as in or near all TSFS aircraft.

8.08 Alcohol and Drug Restriction

No pilot may act as PIC of a TSFS aircraft within 12 hours after the consumption of any alcoholic beverage or while still under the influence of alcohol in any way.

8.09 Carriage of Intoxicated Passengers

Under no circumstance shall a pilot permit a person who appears to be intoxicated, or who demonstrates by manner or physical indications that the individual is under the influence of drugs or alcohol, to be carried onboard TSFS aircraft.

8.10 Carriage of Firearms or Hazardous Material

Under no circumstance will Hazardous Material be transported unless appropriate aviation regulations are followed. Carriage of personal firearms are permitted only with appropriate prior coordination and with License to Carry state regulations followed.

8.11 Fuel

All TSFS aircraft must be flown with appropriate fuel reserves and must comply with weight and balance limitations. Pilots are responsible for conducting proper preflight planning to ensure they have enough fuel to complete their mission with the appropriate amount of fuel reserves for their flight, as dictated by the Federal Aviation Regulations, and to ensure the aircraft loading falls within the weight and balance envelope.

8.12 Manipulation of Controls

As stated previously, only verified renters are allowed to manipulate the controls of any TSFS aircraft, regardless of other passengers' qualifications. If a passenger wishes to be checked out in a TSFS aircraft, they must contact the front desk and provide the appropriate documents.

8.13 Use of Checklists

Provided checklists and approved digital checklists are the only approved checklists to be used in TSFS aircraft. Checklists are designed to either be line-by-line or flow-then-check. All PIC's should reference the checklist on all phases of flight, regardless of experience.

8.14 Malfunctions

All flight malfunctions will be handled in accordance with the POH where appropriate. Pilots are reminded to "Aviate, Navigate, Communicate" in the event of a malfunction, during flight and after. All pilots experiencing inflight malfunctions and emergencies will let either the Director of Operations or Chief Pilot know as soon as possible upon landing.

8.15 Touch and Go Landings

Touch-and-go operations are limited to runways of at least 4,000-feet.

For initial aircraft pattern learning and for lessons to solely work on the aircraft pattern, TSFS aircraft should utilize area airports, such as:

- South Texas Regional at Hondo (KHDO)
- Kerrville Municipal (KERV)
- Castroville Municipal (KCVB)
- Gillespie County Municipal (T82)

Please refer to Section 9 for Touch and Go Landing restrictions at 5C1.

8.16 Simulated Engine Failures

Simulated Engine Failures are an important part of training and becoming a proficient pilot and will only be accomplished with a TSFS instructor onboard.

8.17 Power-Off 180 Landings

Power-off 180 Landings are an important part of training and becoming a proficient pilot and will only be accomplished with a TSFS instructor onboard.

8.18 Short-Field Landings

When performing short-field landings in TSFS aircraft, the aiming point for touchdown should be the thousand-foot markers on the runway. It is only permitted to practice short-field landings aimed to land on the runway numbers if an instructor is on board and if there is an extended threshold (underrun) on the chosen runway.

8.19 Aborted Takeoffs

Simulated Aborted Takeoffs should be accomplished below 30 knots and should not be conducted at airfields with less than 4,000 feet of available runway.

8.20 Minimum Enroute Altitudes

TSFS aircraft will not be flown below 1,000 feet AGL unless during landing and takeoff operations. Enroute Operations should be planned at a minimum of MSA altitudes to ensure obstacle clearance.

8.21 Maneuvers

Area maneuvers will be started no lower than 3,000’ AGL and complete at a minimum of 1,500’ AGL. Maneuvers beginning below 3,000’ AGL require an instructor onboard.

8.22 Student Pilot Solo Flights

In addition to the FAA requirements for Student Pilot solo flight, TSFS has outlined its own limitations for Student Pilot solo flight. Where a conflict exists between FAA and TSFS limitations, the limitation will defer to the more restrictive of the two.

8.23 Wind Limitations

TSFS aircraft will be flown within limits of POH. Student Pilots will not fly with more than 15 knots of crosswind. Instructors may set more restrictive limitations for specific situations or students.

8.24 Summer Operations

Hot weather can present new flying challenges to students and renters at 5C1. The following practices should be implemented to ensure a safe flight.

- Care for the aircraft and engine in high temperatures:
    - During taxi and ground operations, lean the mixture to prevent carbon buildup on the sparkplugs
    - Monitor the engine temperatures and CHTs during climb. Climb at a lower pitch attitude and faster airspeed, if able, to allow more air to flow over the engine for cooling.
- Airports see a rise in activity during the summer. When entering a traffic pattern:
    - Maintain situational awareness by monitoring local frequencies at least 10 miles out from the airport and utilizing visual traffic information systems.
    - Make proper radio calls. Refer to the AIM, Chapter 4, Section 2: Radio Communications Phraseology and Techniques.
    - Use standard traffic pattern entries, as outlined in the AIM, Chapter 4, Section 3.

8.25 Frost, Ice, and Snow

TSFS aircraft will not be flown with ANY frost, ice, or snow on any lift-producing surface. Icing should be avoided on all flights. If encountered, the first objective should be to exit icing conditions. During flight planning, pilots will ensure no forecast icing conditions will be encountered along planned routing. Aircraft with operational FIKI systems are exempt from this restriction.

8.26 Thunderstorms

Thunderstorms should be avoided at all times. Avoid all thunderstorms by a minimum of 10 miles below 10,000’ MSL and 20 miles above 10,000’ MSL.

8.27 Special VFR

TSFS aircraft are <u>not</u> permitted to be flown under special VFR.

8.28 Clouds and Visibility Minimums

TSFS will abide by FAA cloud clearance and visibility minimums in each type of airspace. Additionally, pilots must follow their own personal minimums to ensure safety of flight.

8.29 Flight Instructor Duty Limitations

TSFS will follow FAA limitations and requirements regarding flight instructor duty.

8.30 Use of Mounted Devices

Mounted devices may be used inside the aircraft, so long as their placement and use do not compromise safety. Devices may not be mounted externally on the aircraft without express permission from the Chief Pilot or Director of Operations on a case-by-case basis. Authorization to use externally-mounted devices applies to individual flights only, and new authorization must be sought for each subsequent use. Violation of this policy may result in the loss of rental privileges.

Section 9. 5C1 Operations, Restriction, & Limitations

9.01 Boerne Stage Airfield Declarations

The policies specific to this section comply with the Declaration of Covenants, Conditions, and Restrictions of the Boerne Stage Airfield (5C1), hereafter known as the "Boerne Stage Airfield Declarations". These policies are enforced by TSFS and Boerne Stage Airfield. All TSFS pilots are expected to comply with these operations specific to operations at Boerne Stage Airfield. The Boerne Stage Airfield Declarations are attached in full to the end of this document.

9.02 Touch and Go Landings

Touch-and-go operations at Boerne Stage Airfield should be limited to the following:

- TSFS aircraft may perform touch-and-go landings at 5C1 for student/renter familiarization.
- TSFS aircraft should perform touch-and-go landings at 5C1 only to maintain currency.
- Touch-and-go landings at 5C1 are prohibited during high traffic times. If other aircraft are waiting to depart, aircraft performing touch-and-go landings should exit the pattern.

For repeated landings at 5C1, TSFS aircraft should perform full stop landings and taxi back to takeoff.
For initial aircraft pattern learning and for lessons to solely work on the aircraft pattern, TSFS aircraft should utilize other area airports.

9.03 Night Restrictions

All night landings at 5C1 must make use of vertical guidance due to night illusions and obstacles.

9.04 Prohibited Activities on the Ramp and Taxiways

All activities on the ramp and taxiways shall be conducted in a safe and professional manner, and in compliance with all applicable regulations and guidelines. No activities shall be permitted that may pose a risk to the safety of persons, aircraft, or property, or interfere with safe aircraft operations. Specifically, any activities that may cause a distraction or obstruction on the ramp or taxiways, or create a hazardous situation, are strictly prohibited.

9.05 Golf Cart Usage

Golf carts used by TSFS personnel must be equipped with an LED beacon on top of the vehicle. Golf cart usage should be limited to airflight purposes or support of such. Students may utilize golf carts for Cirrus aircraft repositioning only.

9.05 Runway Crossing Procedure

When required and deemed essential to cross the runway, TSFS personnel shall utilize the farthest, most northern runway taxi crossing.

9.06 Unmanned Aircraft Systems and Drone Compliance

The use of UAS or drones are prohibited on Boerne Stage Airfield without prior approval of Boerne Stage Airfield management. Such usage shall abide by all FAA regulations in addition to those of Boerne Stage Airfield.

9.07 Taxiway Safety and Compliance

Taxiways shall remain unblocked and free of any unattended vehicles, aircraft, or other obstructions. Aircraft have the right of way over other vehicles and equipment when taxiing to or from the runway. Specifically, aircraft transitioning to the runway have the highest priority, followed by other aircraft on the taxiway, and then other motorized vehicles. All personnel and vehicles on the taxiway shall yield to aircraft and shall give way as necessary to avoid interfering with safe aircraft operations. Additionally, all personnel shall abide by posted speed limits.

To acknowledge and accept the policies outlined in this document, follow the link here.