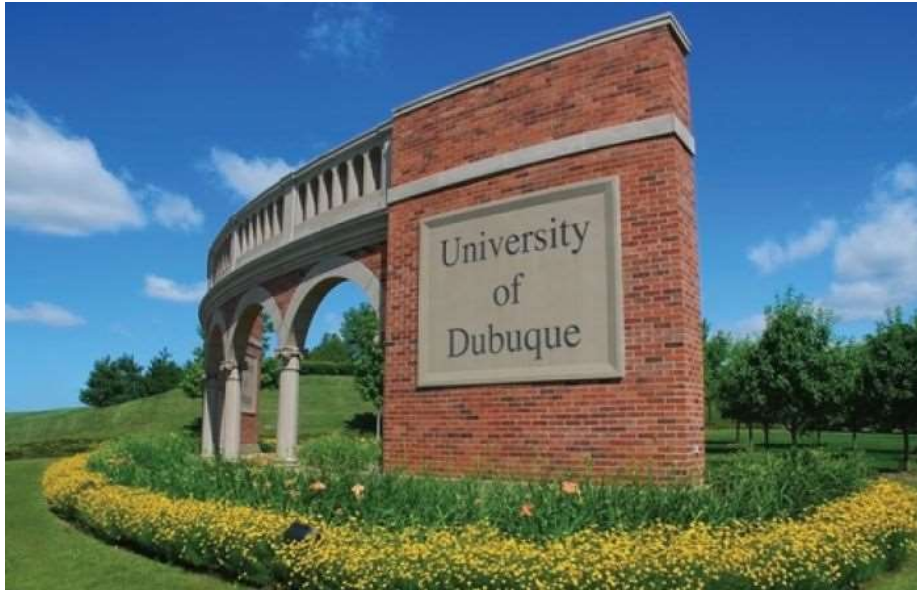


# Student Flight Manual



# University of Dubuque Mission Statement



The University of Dubuque is a small, private university affiliated with the Presbyterian Church (U.S.A) offering undergraduate, graduate, and theological seminary programs. The University is comprised of individuals from the region, the nations, and the world.

As a community, the University practices Christian faith by educating students and pursuing excellence in scholarship. Therefore, the University of Dubuque is committed to:

- The Presbyterian tradition;
- Excellence in academic inquiry and professional preparation;
- Relationships that encourage intellectual, spiritual, and moral development;
- Community where diversity is appreciated and Christian love is practiced;
- Stewardship of all God's human and natural resources;
- Zeal for life-long learning and service.

# Record Of Changes

Revised sections in this document will include a change bar ( | ) on the side of the page where changes have been made.

## **Change 1 ( September 29, 2015)**

- Reformatted entire document to make it more user friendly.
- Director of Maintenance job description updated to match staff manual.
- Key Personnel Table updated to reflect current staff.
- Electronic Flight Bag minimum battery requirement added.
- Late Dispatch Procedures added.
- Overnight Flights Procedures added.
- Video Recording Devices Policy added.
- Appendix D – Overnight Request Form added.
- Appendix E – Drug Test Consent Form added.
- Appendix F – Student Manual Acknowledgement Form added.
- Appendix G – Student Code of Conduct added.

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## PREFACE

The goal of the University of Dubuque's Flight Operations Department is to provide the student with thorough and professional flight training. To achieve this goal, the flight instructor will guide the student through flight training as completely and professionally as possible, following the UD Policy Manual, appropriate FAA publications and applicable Parts of Title 14 of the Code of Federal Regulations. To achieve this end the flight instructor should ensure that e/she and his/her students are thoroughly familiar with all relevant publications. It is the aim of this manual to give the student and the instructor some policies and procedures of the UD Flight Operations Department. It will also assist the student to train thoroughly, efficiently, and above all, safely. Request for waivers to the policies contained here in will be addressed to the Chief Instructor.

This manual applies to all part 61, 91 (for training), and part 141 activities for students, staff, and faculty of the University of Dubuque. Exceptions to this manual for part 141 students must be approved in advance by the Chief Flight Instructor. Exceptions to this manual for part 61 and 91 (for training) students must be approved in advance by the Director, UD Flight Center and the Chief Flight Instructor.

Key organizational information is provided with the preface to assist flight instructors and students in rapid problem resolution.

University of Dubuque

Dubuque Regional Airport

Flight Operations Center

Contact Numbers:

Scheduling (563) 589-3121

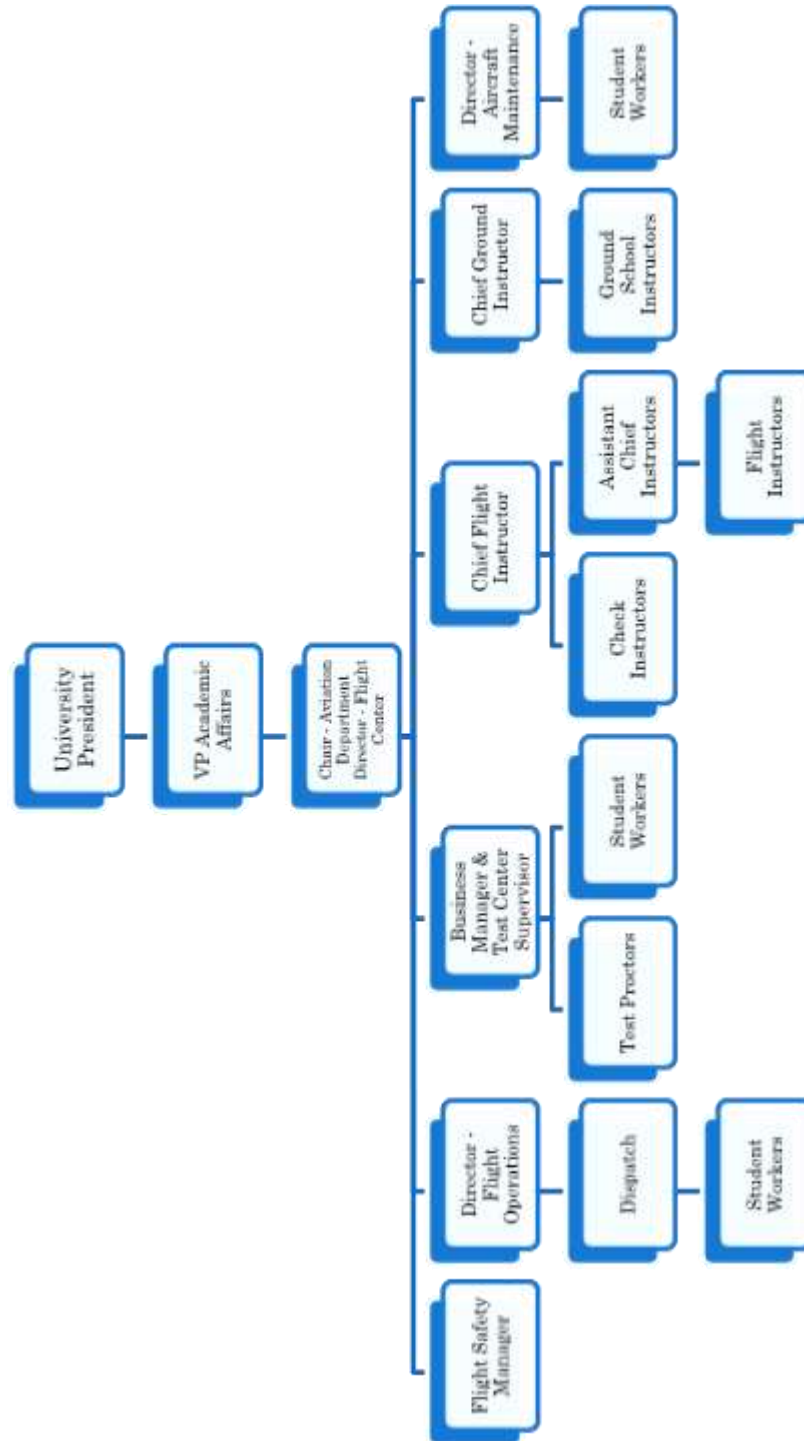
Chief Instructor (563) 589-3277

Flight Operations Director (563) 589-3732

Aviation Office Manager (563) 589-3180

Fax (563) 589-3179

# ORGANIZATIONAL CHART





# KEY PERSONNEL RESPONSIBILITIES

## Director, Flight Center

The Director, Flight Center has responsibility for the safe and efficient functioning of the University of Dubuque's Flight Operations activities of the Aviation Department. The Director supervises the Chief Instructor who is responsible for the day-to-day activities of the Flight Center. The Director's long-term responsibilities revolve around equipment, facilities, and personnel integration and acquisition. Short-term responsibilities focus on safe flight operations and Fiscal Year budget execution. Technology, where funding exists, should be leveraged to increase educational objectives and streamline management functions. Where possible, the Director, Flight Center will participate in flight training activities to verify safe and effective flight training.

## Chief Instructor

The Chief Instructor is responsible for the day-to-day operations of the Flight Center. He is the principle point-of-contact to the FAA for the University of Dubuque. He ensures compliance with Title 14 CFR Part 141 regulations, other applicable regulations and University of Dubuque policies. Day-to-day operations include:

Management of flight training, to include syllabi changes, flight instruction assignments, record-keeping policies and procedures.

Maintenance of a flight standardization program, to include instructor pilot qualifications, proficiency, course assignments, aircraft assignment, check instructor authorizations, stage-check and end-of-courses authorizations and evaluations.

Maintains a flight safety program that includes monthly safety meetings, interfaces routinely with ATC, airfield operations, and commercial operators, documents operational incidents and trends.

Insures adequate maintenance procedures exist.

Maintains dispatch procedures to ensure aircraft are issued to qualified pilots and are airworthy.

Provides student management processes that schedule pilots and aircrafts, assigns grades as appropriate, and tracks quality of training provided.

The Chief Instructor may delegate duties to suitably qualified staff members. When assignment of a duty is of a long-term nature, the Director, Flight Center will be informed. The Chief Instructor will oversee the Chief Ground Instructor for compliance of Title 14

CFR Part 141 regulations. The Chief Instructor will directly supervise the Assistant Chief Instructors and other Flight Instructors as he deems necessary.

Additional duties include:

Raising student concerns and performance issues to the Chair of the Aviation Department for timely resolution.

Daily oversight of the use and condition of Flight Center facilities (operations center, hangar, courtesy van, power-tow, snow-blower, etc.)

In coordination with the Director, prepares budget inputs and oversees execution and stewardship of flight operations funds.

Make "fly" and "no fly" status decisions for individual pilots. Appeal authority is to the Director, Flight Center.

Solicits and interviews potential flight instructor applicants.

Manages UD Aviation Summer programs (UD for Kids, Summer School)

In conjunction with the Director, Flight Center, develop revenue enhancing options and cost-control options to better steward the Aviation Program with the University of Dubuque.

In conjunction with the Director, Flight Center, ensure University flight missions are assigned to appropriately qualified personnel and equipment (Admissions, intro flights, support to President's Office, etc.)

Quality assurance of student records.

## **Assistant Chief Instructor**

Assistant Chief Instructors are supervised by the Chief Instructor. In the absence of the Chief Instructor, Assistant Chief Instructors will ensure the daily activities of the Flight Center are conducted in a safe and professional manner. In general, Assistant Chief Instructors will be assigned areas of responsibility such as: maintenance, dispatch, admissions coordinator, scheduling, student record management, etc. When authorized, Assistant Chief Instructors will perform all duties prescribed in Title 14 CFR part 141.

Assistant Chief Instructor duties include but are not limited to:

Administering stage checks and end-of-course evaluations as authorized.

Conducting instructor initial and annual recurrent flight checks as prescribed by Title 14 CFR part 141.

Teaching flight labs and ground school classes.

Supervise dispatch activities.

Scheduling of aircraft and students.

Supervision of student workers/transportation.

Quality assurance of student records.

Other duties as assigned by the Chief Instructor.

## **Flight Instructors**

Generally, each instructor pilot is responsible to the Chief Instructor through an Assistant Chief Instructor. All new pilots will be on a ninety-day probation period.

At the end of the probation period the instructor pilot will be evaluated on the progress of their students, flying aptitude, personal attitude and adherence with FAA and UD regulations, policies and procedures.

Instructor pilots are responsible for each flight and aircraft to which he or she is assigned and for full compliance with all FAA and University of Dubuque

regulations. The instructor, not student, is responsible for ensuring that the aircraft is properly signed out, airworthy and serviceable for any flight. In addition, the instructor must ensure that all weather and other conditions stated in the University of Dubuque Flight Operations Student Manual are met for Flight training. A further requirement is that instructors update their student records at the end of each flight.

Each instructor pilot will be responsible for keeping current with all regulations, flight training techniques, and FAA minimum or maximum flight time requirements. Also, instructor pilots are required to keep their medicals and FAA Airmen's Certificates up to date and to provide copies to the Chief Instructor.

Full-time flight instructors will, as required, perform weekend instructor duties as specified by the Chief Instructor.

Flight Instructors will perform other duties as assigned by the Chief Instructor, Assistant Chief Instructor or designated Supervisor that support the mission of the university.

## **Director of Maintenance**

The UD Director of Maintenance is responsible to the Director, Flight Center for ensuring that aircraft available to the Flight Center are safe and maintained in accordance with applicable FARs and policies of the University of Dubuque. This position will be filled by an FAA certified mechanic or flight instructor trained in UD maintenance procedures. Duties include but are not limited to:

Managing the flow of aircraft into scheduled and unscheduled maintenance.

Scheduling aircraft maintenance for UD.

Advising the Chief Instructor when scheduled and unscheduled maintenance will possibly affect the master training schedule.

Coordinate with dispatch for aircraft to be ferried to maintenance vendors as required.

Review aircraft squawk sheets to determine serviceability/airworthiness of aircraft.

Ensure daily that the tachometer hours are accurate and records are updated as required.

Ensure that the maintenance portion of scheduling software is accurate and updated as required.

Coordinate with the Aviation Business Office Manager for purchases and invoicing for all maintenance related activities.

Coordinate with the Aviation Business Office Manager on on-hand supply of aircraft oil.

Managing, ordering, and maintaining inventory of parts and components.

Provide a monthly status report to the Aviation Department Chair, Chief Flight Instructor, and the Aviation Business Manager.

Assist Business Manager with Hobbs hour discrepancies with assistance from dispatch.

Ensure that the Aviation Maintenance Assistant is on task.

Manage student work study to ensure that they are performing duties in accordance with Appendix E of the Flight Center Staff Manual.

Ensure aircraft are clean and in a professional looking condition.

Ensure the hangar is always presentable for visitors, prospective students and their parents.

Perform and supervise aircraft maintenance tasks.

Ensure all aircraft logbooks (airframe, engine, propeller, etc.) are maintained as required by applicable FARs.

Manage appropriate maintenance manuals for all aircraft engines, propellers and accessories as required to do on-site maintenance.

Manage calibrated tools list and ensure that calibrated tools are in a “ready” status.

Manage adequate tool inventory to ensure that on sight maintenance can be performed.

Coordinate hangar/facilities maintenance with Dubuque Regional Airport maintenance personnel and/or UD maintenance personnel as appropriate to ensure issues are resolved in a timely manner.

Coordinate with the Flight Safety Manager on all safety and security related concerns.

Be the primary point of contact for the Flight Safety Manager for all hangar and ramp operations.

## **Director of Operations**

The Director of Operations is responsible to the Flight Center Director and Chief Instructor for the integration of aircraft, flight instructors and students into a coherent flight scheduling process. Duties include but are not limited to:

Daily publishing of a flight schedule.

Maintaining a master flight schedule.

Operate / manage the Flight Center courtesy vehicle.

Supervising student dispatch workers.

Opening and closing the Flight Center as assigned.

Ensuring positive control of aircraft keys, credit cards and dispatch books.

Security assurance of student records.

Ensuring Flight Center is always presentable and professional in appearance.

Assist the Director of Maintenance in tracking maintenance.

## **Flight Safety Manager**

The Flight Safety Manager works closely with the Chief Flight Instructor and Director of Maintenance and reports directly to the Aviation Department Chair. The primary responsibility of the Aviation Safety Manager is to identify and promote safety throughout the aviation program. Duties include:

Review Safety Reporting Forms, identify trends, and make recommendations to improve the safety and efficiency of the Aviation Program.

Review Campus Incident Reports when aviation students are involved

Organize meetings with Aviation Department Chair, Chief Flight Instructor, and Director of Maintenance a minimum of once a semester or as needed to review safety forms.

Organize Safety Meetings each semester

Other duties as assigned

## KEY PERSONNEL

<b>Title</b>	<b>Name</b>	<b>Office</b>	<b>Cell</b>
<b>Director, Flight Center</b>	Steven Accinelli	(563)589-3811	(563)580-7171
<b>Chief Flight Instructor</b>	Mike Glynn	(563)589-3277	(563)580-1211
<b>Assitant Chief</b>	Nolan Schneider	(563)589-3823	(480)204-5172
<b>Assistant Chief</b>	Suzanne Peterson	(563)589-3828	(563)451-9526
<b>Assistnant Chief &amp; Flight Safety Manager</b>	Tony Foster	(563)589-3815	(563)249-9167
<b>Director, Flight Operations</b>	Michael Phillips	(563)589-3732	(563)590-8274
<b>Director, Aircraft Maintenance</b>	James Jenkins	(563)589-3812	(563)599-6003
<b>Business Manager &amp; FAA Computer Testing</b>	Kim Bruggenwirth	(563)589-3180	(563)581-4814
<b>Dispatch, General</b>	Yahaira M. Lugo	(563)589-3121	(787)675-2342

# GENERAL OPERATING RULES & PROCEDURES

## Scheduling and Attendance

All students will be assigned an instructor and where appropriate, flight laboratories, consisting of one-hour, forty-five minute, block times, at the beginning of each semester.

A student may book additional flight time if an aircraft and/or instructor are available.

If a student fails to advise their instructor and/or dispatch office of a cancellation 24 hours in advance they may be charged a \$50.00 No Show Fee. Students who fail to attend flight training at scheduled block times more than twice without an excused absence will be moved from their flight laboratory block time and will be required to arrange their flight training through their assigned instructor.

Students should plan to be at the airport at least 15 minutes before their scheduled time to preflight and check weather as necessary.

Aircraft should not be booked while performing pre-flight planning; if the student is not ready to depart within 15 minutes of planned departure time the aircraft will be released to meet other training requirements.

Failure to advise your flight instructor or the dispatch office of a cancellation 24 hours in advance may result in a “no show” charge to your flight account.

## Automobile Parking and Hours of Operation at the Flight Office

Parking on the Northwest side of the flight office is designated as Faculty and Staff parking only.

Student parking is located on the Southeast side of the flight office and a UD parking sticker is required or Airport Security may ticket that vehicle. Overflow parking is available in the gravel lot near the White farmhouse just past the Flight Operations Center.

The normal dispatch hours are:

		<b>School Year</b>	<b>Summer</b>
Monday		7am - 5pm	7am - 8pm
Tuesday		7am - 9pm	7am - 8pm
Wednesday		7am - 9pm	7am - 8pm
Thursday		7am - 9pm	7am - 8pm
Friday		7am - 5pm	7am - 5pm
Saturday		7am - 5pm	7am - 5pm
Sunday		9am - 5pm	Closed

Other times may be prearranged with your instructor.

If there is a question, or you are unsure if your flight will be conducted, check the weather first, and then call the flight office to verify with your instructor.

Note: You must be at the airport for an assigned time block unless your instructor has officially cancelled your lesson. He/she may prepare a different lesson plan or conduct a ground or simulator lesson.

## Weather Briefing

All students must obtain an aviation weather briefing prior to *any* flight. This can be done on your own time or at the flight office before your lesson.

Flight Service Station phone numbers will be available near the telephone at the flight office. The numbers are:

Fort Dodge	1-800-992-7433 (WX-BRIEF)
Dubuque ASOS	557-2579
DUATS/WSI	Flight Planning Room

## Aircraft Owner's Manual and/or FAA Approved Flight Manual

You must own a pilot information manual for each aircraft that you are qualified to fly.

## Flight Account Funds

All students will attempt to maintain a minimum \$300.00 positive flight activity account balance with the UD student business office.

The business office will place students in a “no charge” status when they deem the students have insufficient funds or does not have a financial plan to pay for flight training. Only the business office, the Director of the Flight Center, or the Director of Operations can release a student for flight after entering into a financial “no charge” status.



## Electronic Flight Bag

If current paper charts are not on board the aircraft, all pilots must abide by the following minimum guidelines regarding battery life of their electronic flight bag.

Flight Instructors should start the work day with a minimum of 95%

Students should maintain the following:

Local Flights – 50%

VFR Cross Country and Local IFR – 75%

IFR Cross Country – 95%

## Aircraft Checkout

The keys for the aircraft will be in the individual aircraft dispatch book and will be kept, during normal business hours, at the Dispatch Desk.

Aircraft Dispatch Books should be checked out by the flight dispatcher, your instructor, or by an instructor in the flight office.

It is both the instructor and student's responsibility to ensure aircraft are signed out and in.

The keys and books should be returned in the same manner. If you should take the keys home with you, you must return them by any means possible even if it means another trip out to the flight office. Prior to flight there can be no open "squawks". The squawk sheet must be checked before signing out the aircraft.

The aircraft maintenance status sheet [Fig 3] will be checked against the tach sheet by the PIC prior to dispatch to ensure that there is enough time remaining before scheduled maintenance to conduct the flight. The tach sheet numbers should be confirmed on arrival at the aircraft before flight.

Aircraft marked as "Local Dual ONLY" will be restricted to a 1.5 Hobbs hour radius of Dubuque and the airport destination must have aircraft maintenance available on the field.

## Maintenance Procedures

The "squawk" sheets will be located in the aircraft dispatch book.  
(Appendix A)

There is an aircraft maintenance status sheet with each aircraft dispatch book.  
(Appendix B)

If a squawk is found during preflight inspection consult with your instructor or the supervising instructor on duty prior to making an entry on the aircraft squawk sheet. If the instructor or supervisor is unavailable, consult with the Chief or an Assistant Chief Instructor, or the Director of Maintenance. If none of the above is available, record the discrepancy on the aircraft squawk sheet and return the aircraft dispatch book to dispatch. **Do not proceed** with the flight.

If a squawk is found during your flight or on the post-flight inspection, be sure to record the discrepancy on the aircraft squawk sheet. Inform your flight instructor, Director of Maintenance, Chief or Assistant Chief Instructor to insure the aircraft is not available for dispatch.

A squawk can be recorded by any registered UD aviation student, licensed pilot or Certified Flight Instructor.

The aircraft will be returned to service after the Maintenance Manager, appropriately rated mechanic or maintenance organization is satisfied that the squawk has been corrected or is not valid. Appropriate entries will be made, as required, in the aircraft log book. The squawk sheet will be signed off as having been corrected or not valid by the Director of Maintenance, appropriately rated mechanic or maintenance organization.

If the aircraft is away from home base, telephonic authorization may be given to a student to proceed by the Director of Maintenance, Dispatcher or any UD CFI after consulting or coordinating with an appropriately rated mechanic or maintenance organization.

The Maintenance Manager will be responsible for ensuring that required maintenance is completed in a timely manner.

The Maintenance Manager, with the assistance of the dispatcher, is responsible for recording aircraft Tach times daily and will ensure that the information is up to date at the beginning of the day.

The Director of Maintenance will be responsible for updating the aircraft maintenance status sheets as required for the next scheduled maintenance.

## **Oil Usage and Monitoring**

All oil for the airplanes will be located in the hangars.

Refer to aircraft dispatch book for any specific oil requirements as noted by the Director of Maintenance.

Funnels and paper towels will be located in the hangars.

Empty oil cans and refuse will be placed in the appropriately marked garbage cans located in the hangars.

## Fueling of Aircraft

Dubuque Jet Center will normally fuel UD aircraft at the Dubuque Regional Airport. You may need to fuel your aircraft prior to or after your flight. If re-fueling away from home base, the following guidelines must be followed:

Personally supervise and observe the refueling

The aircraft must be fueled in the open and properly bonded with the fuel truck.

Ensure that the windshield is cleaned.

NO SMOKING anywhere on the airside ramp or in any UD aircraft.

Always ensure fuel caps are secure after refueling.

Use a University credit card or charge it to the University of Dubuque. If neither method is accepted, use your own credit card or cash. You will be reimbursed in your flight account provided you present a receipt.

General Rule: Refuel all airplanes after 2 hours of flight or 2 flight blocks.

## Ramp Safety

Be alert at all times on the ramp and report any suspicious activity to a flight instructor or airport authority.

All iPods should be turned off and cell phones are to be used only to call for fuel.

Keep “heads up” and alert at all times.

UD ramp markings are for guidance only. Use caution and watch your wingtips while taxiing.

No taxiing is permitted between the back row of aircraft and the hangar.

If a fuel truck is refueling an aircraft in the back row, do not taxi past it. Find a different route to your parking spot or shut down and move aircraft by hand.

## Preflight of Aircraft

A complete and thorough preflight must be conducted prior to each flight using UD approved checklists and procedures.

Fuel samples should be taken using the sampling cups provided for this purpose. Clean fuel samples should be returned to the fuel tanks; contaminated fuel samples should be poured into the containers provided in the hanger.

## Hangaring of Aircraft

Hangaring aircraft at the Dubuque Regional Airport must be done with extreme care. The following rules apply:

A minimum of two people will be used when ground handling any aircraft. Both are required and responsible for maintaining proper clearances from other aircraft and obstacles and shall communicate through verbal and/or nonverbal means. Before any hangar door operation, ensure that the internal and external area that the door travels in is clear. The doors will always be opened to their maximum amount and will be closed completely when aircraft are not being moved in or out of the hangar.

All landside doors to the hangar will remain closed and locked at all times.

During the day, aircraft will be parked only in approved areas.

Aircraft will not be left on the ramp when winds are forecasted to exceed 30 knots.

## Starting and Taxiing Aircraft

Start all aircraft outside the hangar at a low rpm (1000-1200) and at such an angle that the prop wash is not blown into the hangar or insure that the hangar doors are closed.

Ensure that the propeller area is clear both visually and verbally; **DO NOT HAND PROP THE AIRCRAFT.**

No matter where you are, taxi with respect to existing traffic, surface, and wind conditions.

Taxi generally should be no faster than a brisk walk. Environmental and traffic flow considerations may require deviation from a brisk walk.

## Fuel Reserve Minima

The minimum fuel reserves for VFR flights in UD aircraft will be 1 hour for day and 1.5 hours for night. When necessary purchase fuel at planned stops.

IFR reserves are as prescribed by FAR 91.167.

## Area Clearing Procedures

Before Takeoff: Prior to taxiing onto a runway in preparation for takeoff, pilots must CLEAR approach area for possible landing traffic. A 360-degree clearing turn should be done if an ATC tower is not in operation.

Climbs and Descents: During climbs and descents pilots must execute gentle pitch and bank change at a frequency which permits continuous visual scanning of airspace ahead, below, above, and to the left and right of their path.

Straight and Level: Develop a visual scan that allows the pilot to look at everything both inside the cockpit and outside the aircraft every 15 seconds.

Traffic Pattern: Obstacles and ATC instructions permitting, the last 4 NM to the traffic pattern should be flown at traffic pattern altitude. At DBQ, the standard traffic pattern altitude is 1900 MSL.

Flight Training Practices: Your flight instructor will have you verbalize clearing procedures by calling out “clear” left, right, above, and below to instill and sustain the habit of vigilance during flight. While flying high-wing airplanes, momentarily raise the wing in the direction of the intended turn and look. Appropriate clearing procedures should precede the execution of all flight maneuvers.

## Collision Avoidance Procedures & Traffic Management

The aircraft identification tag will be placed on the practice area map before each local flight.

UD Company Frequency (121.95) will be monitored at all times while operating in the practice areas and while conducting local practice approaches. Also when able, maintain a listening watch on Dubuque tower frequency.

When conducting practice approaches at the Dubuque airport, the outbound leg is to be flown at a minimum altitude of 500 feet above the highest inbound course altitude for that particular runway.

Be alert at all times. Maintain a thorough visual scan during taxi and in flight. In addition, develop an ability to picture what is happening around you from radio traffic. Develop and maintain situational awareness

## Minimum Altitudes

Except for taking off or landing at approved airports, or in an emergency, no flying is permitted less than 500 feet above ground.

In all cases, CFRs related to minimum altitudes and all applicable Practical Test Standards must be followed.

No dual or solo training will be conducted over the City of Dubuque. No simulated emergency landings will be practiced solo. All simulated/actual emergencies will be handled using the emergency checklist for the appropriate aircraft if time and conditions permit.

No off-airport landings are permitted except in the case of an emergency.

Except for takeoffs and landings, maintain sufficient altitude to allow sufficient time to execute a forced landing.

## Practice Areas

The University of Dubuque practice area includes the Dubuque Class D airspace and extends southwest along highway 151 to Monticello, straight north to Dyersville, east along highway 20 back to Dubuque Class D airspace. Alternate practice areas have been established and are attached as Appendix C .

## Checklist Usage

Our training aircraft do not require two crewmembers and therefore our pilots must demonstrate single-pilot proficiency in the training aircraft to pass the FAA Practical Tests and to safely operate in a single pilot environment.

READ AND DO LISTS: Read and Do Lists must be accomplished only by reference to the lists and not by memory. These actions are normally associated with Abnormal Procedures. However, for safety during training, this philosophy will also be used for all our Normal Procedures and adherence to the checklists for all phases of flight will be required.

The entire Read and Do task must be read before any action is taken. Example: Pilot flying reads: “Throttle, 1800 RPM”, (read eighteen hundred RPM). Pilot flying sets the throttle to 1800 RPM and acknowledges: “EIGHTEEN HUNDRED RPM”. All Read and Do actions are written in the present tense but the response should be in the past tense since the item has been completed, i.e, Pilot flying reads “PROP CLEAR”, the pilot performs the action and acknowledges: “CLEARED”.

At the completion of every checklist phase of flight, the Pilot flying acknowledges: \_\_\_\_\_ checklist complete i.e., “LANDING CHECKLIST COMPLETE”.

If you are interrupted during any checklist, stop and announce - “HOLD CHECK LIST AT\_\_\_\_\_”. When returning to the checklist, start that particular checklist over from the beginning.

MEMORY ITEMS: Memory actions are performed by memory with the aid of a flow pattern to help ensure each task is performed. These are often referred to as “flows” or “flow checks” in larger aircraft. Each training aircraft will have its own flow patterns. It is important to learn these flow patterns to keep items as simple as possible. Too much memorization interferes with the pilot’s ability to learn other tasks crucial to becoming a safe, skilled, proficient pilot.

Most of the memory actions deal with emergency situations when it is impractical to read a checklist. In all cases, the pilot should consult the checklist AFTER the aircraft is stabilized and verify correct actions have been taken. *Bold items on the emergency checklists should be committed to memory.*

## Securing of Aircraft

Upon completion of any flight, the following should be done to properly secure the aircraft:

Checklist completed

Aircraft chocked

Parking brakes off, unless required on for safety

Aircraft tied down or hangared

Control lock installed

Seat belts and harnesses stored

Tow bar removed from nose wheel and stored in baggage compartment

## Unplanned Landings/ Delays

If an unplanned landing (on or off airport) due to weather, mechanical, physical problems, or any unforeseen delay occurs, call UD Flight Operations as soon as possible. Report the situation to your instructor and seek advice. If long distance, call collect for help, advice, or leave a message.

The 800-7- CALL-UD line is available during normal business hours (Monday – Saturday), ask the operator to connect you to the Flight Operations Center or leave a telephone number where you can be reached. UD Security is always available at (563) 589-3135.

Do not take off again unless you have obtained permission from the Chief Instructor, Assistant Chief Instructor, a supervising Instructor or your primary flight instructor.

If the student or instructor must remain overnight they should carry sufficient funds to cover their expenses.

## Emergency Notifications

Emergency Notification Listings for key personnel are located in each aircraft dispatch book and at the Flight Operations Center.

## Fire Precautions and Procedures

There are two types of fires commonly associated with aircraft: electrical and fuel fires.

Electrical: On the ground, turn off the master switch, and shut down the engine. In the air, follow the procedures as outlined in the POH Emergency Procedures. One fire extinguisher is in each aircraft. Fire extinguishers are located in each hangar.

Gas or Oil Fires: Use aircraft checklist under POH Emergency Procedures for fires on the ground or in-flight. Smoking is prohibited on the airside of the airport. Note: Familiarize yourself with the Emergency Section of the POH.

No Smoking at the University Flight Office, on the ramp, or in any University Aircraft at any time. You may smoke only in specially designated areas.



## Cross Country Flights

A flight plan must be filed for flights in excess of 50 nautical miles. Flight instructors may request students file flight plans for flights less than 50 nm or local flights.

No cross-country will begin unless the Chief Instructor, Assistant Chief, Supervising Instructor or your flight instructor have inspected your planning. Your planning must consist of at least the following:

1. Destination
2. Passenger names
3. Estimated time of departure and arrival
4. Current weather
5. Enroute weather
6. Destination weather and forecast
7. Winds aloft forecast
8. Alternate airport, if required
9. Alternate airport weather and forecast
10. Procedures for caring for and securing aircraft away from Dubuque.  
Example: storage, fuel, preheat, maintenance

Allow time for a UD CFI to check flight planning. These preflight activities will be done using the prescribed University of Dubuque Flight forms. A copy of your UD flight plan form and Nav logs must be left with the UD dispatch office before departure.

Cross-country flights should be planned to terminate at Dubuque no later than 10 PM. Your assigned instructor or the Chief Instructor must approve returns after 10 PM.

## Late Dispatch Procedure

Certain circumstances require late night operations in order to meet training requirements. Increased risk comes along with operating during the night and for this reason special procedures must be in place to ensure safety. For this process to work, proper planning and coordination is key. These procedures apply specifically when dispatch is closed or will be closed prior to your return to the flight center.

Coordinate with dispatch what tailnumber will be used for local night operations. This will ensure the plane you need to use is close to the front of the hangar and easily accessible. It is also required per the Student Manual that the student's instructor approves of the flight.

The Jet Center is willing to aid students with push/pull requirements to satisfy the minimum of two people when moving aircraft until 10:00 PM. Any operations past this time will require the aid of a second individual arranged on your own accord.

The procedure for this would entail calling the Jet Center and asking for a top-off of fuel. This can occur at the beginning or conclusion of a flight. Remember that during winter operations that fuel may swell in the tanks while in the hangar and that leaving some room in the tanks is ideal if at the conclusion of a flight.

Perhaps one of the greatest concerns to ensure safety is the filing of a flight plan. It is required to file and open a VFR flight plan for the estimated Hobbs time that the student plans on operating when no dispatch is on duty or will cease operations prior to return to the Flight Center.

If the return of the flight is past the 10:00 PM limitation to request the aid of the FBO to push the plane in, coordination will be required by that of the student to arrange for someone to meet the student at the airport to help push the plane into the hangar. Remember, a minimum of two people are required to move aircraft in and out of hangars. This process also requires proper checkout on the operation of hangar doors. Please see maintenance personnel to receive operational instruction on this task.

When operating outside of regular dispatch hours, please ensure that doors remain closed and latched. Do not allow for doors which gain access to secure areas to be left unlocked or propped open.

## **Supervised Solo Flights**

Your Primary flight instructor will directly supervise all pre-solo flights. This means your instructor will be present at the airport for all your solo flights. If your primary instructor is not available, he/she will arrange that another instructor will be at the airport during your supervised solo flight to provide assistance as required.

All solo endorsements will be checked thoroughly by the supervising instructor to ascertain any and all limitations have been considered.

After considering the known conditions existing at the airport and local area, the supervising instructor may authorize your solo flight to be conducted.

Upon completion of your solo flight, report to the supervising instructor the duration of the flight. Verify proper recording of all Hobbs and Tach information for the flight. Ensure that all paperwork and a post-flight debriefing are completed before leaving the airport.

## Pleasure Flights

Local and Cross-Country: Students may schedule as many solo local flights as they wish, however, judgment must be used. Remember that it costs the same amount for these flights as it does for your training flights. All passengers must be listed on the dispatch sheet prior to departure. Only UD flight students or UD CFI's may be carried on board UD aircraft as prescribed by our insurance carrier. Scheduled flight training has priority over all pleasure flights.

## Overnight Flights

Aircraft may be taken overnight with prior approval of the Chief Flight Instructor and proper planning when aircraft availability permits. Students should completely and accurately fill out the Overnight Request Form (see Appendix D) and submit to the Chief Flight Instructor. The request must be submitted by noon Thursday for all overnight flights occurring during the weekend. All students who take an aircraft overnight should be using a minimum of 2 flight hours per day that the aircraft is away from the home base. Students are responsible for hangaring the aircraft during adverse weather and for all extra fees that may be assessed including hangar fees, tie-down fees, ramp fees, landing fees, call-out fees, etc .

## Formation Flights

Formation Flying greatly increases the collision hazard and overall risk associated with any given flight and it should be taken seriously.

No formation flying is approved in UD aircraft unless it is for the sole purpose of official flight team practices, tryouts, or the NIFA Flight team competition.

Other special events may be considered, but must have the approval of the Safety Manager, Chief Flight Instructor, and Aviation Department Chair. If approved, there must be 2 crew members, including at least one CFI, on board. One crewmember will be the pilot flying and the other looking for traffic.

## Winter Operations

Temperature for flight training:

No local flight training or touch-and-go will be permitted when the outside temperature is colder than -18 degrees Celsius or zero degrees Fahrenheit.

Cross-country flights are permitted up to -25 degrees Celsius or -13 degrees Fahrenheit at the instructor's discretion.

All engines should be pre-heated when the outside air temperature is below 0°C and all heaters should be unplugged prior to refueling and prior to starting the aircraft.

Good judgment should be exercised when choosing winter clothing. All flight students are required to have adequate hats, boots, and gloves in the airplane for all flights.

#### Braking Action Reports of Nil or Poor

When the braking is reported as NIL or a MU reading of 20 or less, no flight operations will be conducted

When the braking action is reported as POOR or an MU reading of less than 35, no solo training will be permitted.

When the braking is reported as POOR or an MU reading of less than 35, no dual flight training will be permitted when the crosswind component exceeds 50% of the authorized crosswind component.

## Summer Operations

Particular attention should be paid to Density Altitude, Take-Off and Climb Performance.

Mixture may need to be leaned prior to take-off and while maneuvering.

Shorts or capris and sandals will not be worn during any flight operations regardless of weather conditions. As a minimum, long pants, shirts, and shoes are required.

## Multiple Unsatisfactory End-of-Course Attempts

If a student has 3 unsuccessful attempts on an End-of-Course Flight evaluation, they must receive a minimum of 3 hours of training from a Certified Flight Instructor before being signed off for a 4th attempt, which will include a full evaluation with a different examiner. If the student has more than 6 unsuccessful attempts, they will do a full evaluation with the Chief Flight Instructor. If this also has an unsuccessful result, it will be grounds of removal from the Part 141 training and they will need to finish under Part 61.

## **Food & Drink**

No food or drink is allowed inside the aircraft with the exception of water in a sealable container.

All containers shall be removed from the aircraft after each flight.

## **Cell Phones/Electronics**

Cell phones and tablets can cause a big distraction in the cockpit and are to be used solely for navigational purposes while in flight.

Texting, emailing, social media or games are not permitted at any point while the engine is running.

This needs to be self-regulating and instructors or students should use the safety reporting forms when they observe someone in violation of this procedure.

## **Video Recording Devices**

The use of Video recording devices including Go-Pro Cameras are prohibited.. The use of such devices can cause an unnecessary distraction during flight.

On rare occasions, prior approval may be granted for dual flights by the Flight Center Director and Chief Flight Instructor.

## **Drug and Alcohol Testing**

All students are required to review and acknowledge the drug testing policy prior to beginning flight training. (Appendix E)

All incidents and/or accidents involving a UD aircraft under power will be subject to mandatory drug and alcohol testing. All students and flight instructors will be directed to the Flight Safety Manager for current procedures. Drug testing will be done at a nearby medical facility and alcohol testing will be conducted by the UD Security and Safety Department. Random alcohol testing is authorized in the Aviation Department. Failure to submit to testing is grounds for employment dismissal and/or student disenrollment.

## Discipline

A safe, professional pilot must be a disciplined pilot.

You must train yourself to exercise self-control and comply with all established safety standards.

Your ability to “take command” of the aircraft and do the right thing at the right time will be tested during stage checks, end of course checks, and many times in your flying career.

Start now to exercise self-control and to comply with established safety standards.

Make your solo time count and practice seriously.

*Always use your checklist!* All items on the checklist must be verbalized and completed during each phase of flight.

## Violations of Procedures

If you are found in violation of the procedures outlined in this manual, the CFRs or other UD procedures, your flying privileges at the University or Dubuque may be suspended for 30 days for the first offense. You have the right to appeal suspensions to the Aviation Department Chairperson.

If you are found to be in violation a second time, flying privileges at the University of Dubuque may be suspended indefinitely and your access to the Flight Operations Center and its facilities will be revoked.

# FLIGHT TRAINING LIMITATIONS

## General

When braking action is poor, the authorized crosswind components will be reduced to 50 percent of the authorized crosswind component for dual flight training. No Solo training will be permitted.

When braking action is reported as nil no flight operations will be conducted.

At no time will flights be conducted when the crosswind component exceeds the recommended maximum established by the aircraft manufacturer.

Each course of instruction has crosswind component restrictions. Your particular flight proficiency level may dictate lower limits than listed.

Solo flights are not authorized in winds greater than 25 knots. Flight Instructors may restrict students to lower wind requirements based on individual proficiency.

Dual flights are not authorized in winds greater than 30 knots. This includes wind gusts.

No touch and go operations in retractable gear aircraft.

Whenever a doubt arises, CONSULT YOUR INSTRUCTOR!

## Private Flight Training

### Ceiling and Visibility:

Dual local - 1200' ceiling, 3 miles visibility

Dual cross-country - 2000' ceiling, 5 miles visibility

Solo local - 1500' ceiling, 5 miles visibility, with your instructor's endorsement.

Solo cross-country - 3000' ceiling, 6 miles visibility, with your instructor's endorsement.

Wind: Maximum solo crosswind component is 75% of the manufacturer's recommended crosswind component. Maximum dual crosswind component is the manufacturer's demonstrated crosswind component.

No solo touch and go operations.

## Commercial Flight Training

### Ceiling and Visibility During the Day:

Local- 1200' ceiling, 3 miles visibility and forecast to improve.

Cross-country- 2000' ceiling, 5 miles visibility and forecast to improve.

### Ceiling and Visibility During the Night:

Local- ceiling 2000' and visibility greater than 6 miles and forecast to improve.

Cross-country- ceiling 3000' and visibility at least 6 miles.

Wind: The maximum crosswind, dual or solo, is the manufacturer's demonstrated crosswind.

Post Private touch and go operations are allowed.

## Instrument Flight Training / IMC Operations

(Instrument students, instrument rated pilots, and CFII's)

Actual instrument flying is encouraged, however, good judgment and understanding of your personal limitations is essential. Your instructor's judgment is the final word for all flights.

All flights into IMC must have at least a 500' ceiling and 1 mile visibility for departure.

You may fly actual, on top, or instrument approaches when:

1. An alternate airport is listed in the flight plan.
2. The designated alternate for the flight is forecasted to have at least 1000' ceiling and 3 miles visibility at the ETA +/- one hour.
3. No actual IFR flight will be conducted if icing conditions are forecasted.
4. The pilot in command will ensure that the VOR equipment on board is checked for IFR operation as per CFR 91.171 (a) (2), 91.171 (b-d).

Wind: Same as for commercial flight training.



## **Flight Instructor Training**

Weather limitation shall be the same as listed in the commercial weather section.

You may fly the aircraft from the right seat only when checked out and endorsed by your flight instructor in the aircraft to be flown. No right seat solos will be conducted in the TB20s unless a rated pilot is in the left seat and approval from the flight instructor has been granted.

You may not give dual instruction.

You may practice dual ground instruction as guided by your flight instructor.

You will not fly the aircraft from the right seat with passengers on board.

## **Flight Instructor Certified Students**

Weather limitations will be the same as for commercial flight training.

You may not give a dual lesson in university aircraft unless employed by the University of Dubuque as a flight instructor.

## **Multi-Engine Students**

Weather limitations will be the same as for commercial flight training.

In the Multi-Engine Course, no deliberate engine shut downs are to be accomplished below 3000' AGL or more than 20 miles from an airport which is suitable for an engine-out landing. Full engine shut down and feathering will not be performed below -15° C or 10° F. OAT as reported by aircraft or FD.

No solo flight is allowed in the Multi-Engine aircraft.

## **Practice Emergency Landings**

No Practice Emergency Landings will be conducted unless it is a Dual lesson.

## Spin Training

Spins are required for the Flight Instructor Certification Course. Other courses do not require spins for certification.

All CFRs concerning spins will be strictly followed.

A weight and balance calculation must be performed before the flight.

No baggage or extraneous equipment will be carried on board. Spins will be performed daytime only.

No Flight Instructor Applicant will practice spins solo or with any other occupants in the aircraft.

## Unpaved Runway Operations

Students without a Private Pilot Certificate will not be allowed to conduct solo operations on an unpaved runway.

No solo operations on unpaved runways will be allowed unless the student has received practical dual training on an unpaved runway.

Students must have instructor consent before operating on an unpaved runway.

Runway conditions must be checked prior to landing or departing from an unpaved runway.

# APPENDIX A

## University of Dubuque

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Date	A/C TACH	Pilot	SQUAWK	CORRECTIVE ACTION	Date

APPENDIX B

**AIRCRAFT MAINTENANCE STATUS SHEET**

**1999**

**CESSNA 172R      N2746F**

**TACH: DO NOT EXCEED**

**100 HOUR @ 1542.6<sup>DD</sup>**

**50 HOUR OIL CHANGE:                      \*\*\*\*\***  
**100 HOUR INSPECTION:                      1542.6**  
**AIRWORTHINESS DIRECTIVE:                1542.6**  
**ANNUAL INSPECTION:                        30 JUN 2004**  
**TRANSPONDER TEST DUE:                    30 JUL 2005**

**STATIC PRESSURE SYSTEM TESTS DUE:**

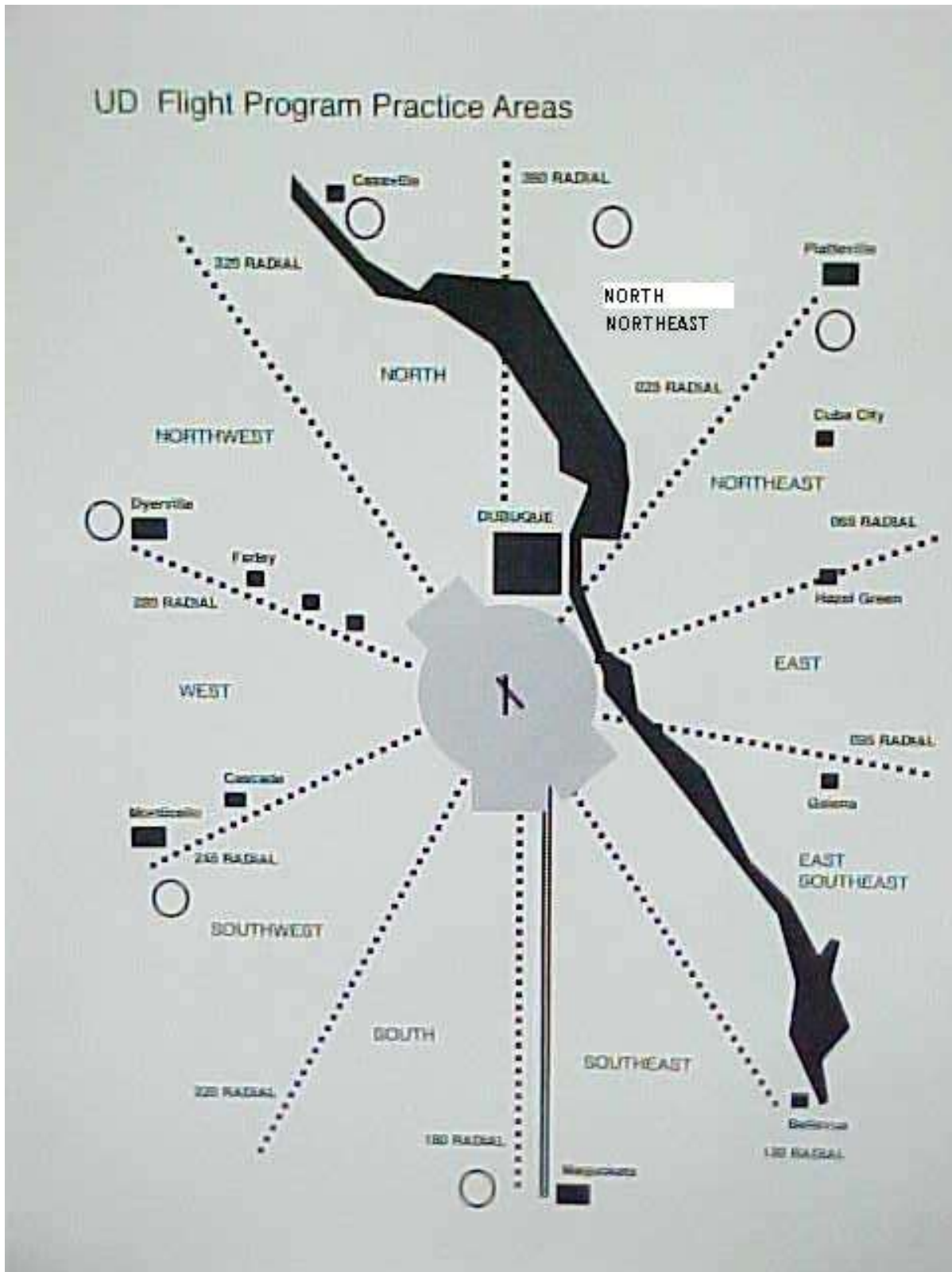
**STATIC SYSTEM:                              30 JUL 2005**  
**ALTIMETER:                                    30 JUL 2005**  
**MODE C ENCODER:                            30 JUL 2005**

**ELT BATTERY DUE:                            28 MAR 2005**

**DATE PREPARED:                              23 MAR 2004**

University of Dubuque

# APPENDIX C



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**APPENDIX D**  
**University of Dubuque**  
**Flight Operations**

Aircraft Overnight Rental Request & Authorization Form

Date of Request: \_\_\_\_\_

Dates of Requested Overnight Flight: \_\_\_\_\_

Aircraft Requested: \_\_\_\_\_

**Additional Passengers Manifest Form**

**PIC Information**

**Passenger #1**

**Passenger #2**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**Passengers must be flight students enrolled at the University of Dubuque**

---

**Flight Information**

Departure

Destination

	City and Airport Identifier	City and Airport Identifier	Date	Time	Name & Contact Number
Leg 1:	_____	_____	_____	_____	_____
Leg 2:	_____	_____	_____	_____	_____
Leg 3:	_____	_____	_____	_____	_____
Leg 4:	_____	_____	_____	_____	_____

**Additional legs may be listed on the reverse side of this form.**

---

**Authorization**

Currency Confirmed By: \_\_\_\_\_

Date: \_\_\_\_\_

Flight Lesson: \_\_\_\_\_ Syllabus: \_\_\_\_\_

Student's Flight Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Flight Instructor: \_\_\_\_\_

Date: \_\_\_\_\_

A copy of this form is to be included with the student's flight plan and left at the weather desk.  
09-30-2015 Revision 18

## APPENDIX E

### University of Dubuque Informed Consent/Release Form for the Aviation Department

I, \_\_\_\_\_, acknowledge that I have received a copy of the Drug Testing Policy for the Aviation Department. I have read the policy statements in their entirety, have been give the chance to ask questions about them, and fully understand their provisions.

I understand that the use of marijuana, opiates, phencyclidine (PCP), and amphetamines as described in the Drug Testing Policy is a violation of University of Dubuque Aviation Department rules for all students. I hereby consent to have samples of my urine collected for random testing as directed or when informed by the University of Dubuque Aviation Department Chair that he or she has determined directly or through UD faculty or staff that there is a sufficient basis for reasonable suspicion that I have used or that I am under the influence of prohibited drugs. I understand that my urine samples may be submitted for testing for prohibited substances and that this analysis will be conducted by qualified laboratory personnel. The purpose of this analysis will be to determine the presence or absence of prohibited substances in my urine.

I authorize the individual or organization designated by the University of Dubuque, as well as appropriate University of Dubuque personnel, to collect urine samples, determine test results and to make a confidential release of the results to the Medical Coordinator appointed by the University, to other University of Dubuque personnel referred to in the Drug Testing Policy for the Aviation Department for the purpose of administering the policy, and to any individual, entity or agency to whom or which disclosure is required by Federal, state, or local law.

I understand that I must sign the Informed Consent/Release Form to participate in the Aviation Flight Program at the University of Dubuque.

I understand and agree that the results of my drug tests will only be disclosed in accordance with the University of Dubuque Drug Testing Policy or as authorized in this form.

I hereby release the University of Dubuque and its Board of Trustees, officers, employees and agents from all liability and legal responsibility for any action related to the implementation of the Drug Testing Policy for the Aviation Department or the release of information and records in accordance with the terms of the Drug Testing Policy for the Aviation Department and as authorized in this form.

Aviation Student:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Date of Birth \_\_\_\_\_

Signature of Aviation Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian (if minor) \_\_\_\_\_ Date \_\_\_\_\_

\*will be kept in the UD Medical Coordinator's Office and in student's current TCO

APPENDIX F

**UNIVERSITY OF DUBUQUE  
AVIATION DEPARTMENT**



The University of Dubuque Aviation Department requires that all student pilots read and be tested on their understanding of the "Student Flight Manual." Completion of this requirement is acknowledged by signing as indicated below.

This form will be kept in the student's Training Course Outline.

I certify that I have read, I understand, and I will comply with the University of Dubuque Student Flight Manual:

Student Pilot \_\_\_\_\_

Date \_\_\_\_\_

I certify that I have tested this student and that I find this student's understanding of the "Student Flight Manual" satisfactory.

Flight Instructor \_\_\_\_\_

Date \_\_\_\_\_



# Student Code of Conduct

## I. General Responsibilities

- \* Safety is the number one priority
- \* Develop and exercise good judgment
- \* Seek professionalism and excellence in airmanship
- \* Follow and obey all rules, regulations, and laws

## II. Passengers and People on the Surface

- \* Avoid taking unnecessary risks to people on the surface or to those in other aircraft
- \* Learn to avoid operations that may cause anxiety or discomfort to future passengers
- \* Conduct and review a thorough pre-flight briefing and risk assessment with an authorized instructor

## III. Training and Proficiency

- \* Desire to train to a proficiency beyond minimum legal requirements
- \* Log accurate records for every flight
- \* Remain alert at all times and avoid becoming complacent
- \* Demand professionalism from your instructor

## IV. Security

- \* Be alert and report any suspicious activity
- \* Check all NOTAMs and TFRs before every flight

## V. Environmental Issues

- \* Try to lessen the environmental impact of aircraft operations
- \* Learn to respect and protect environmentally sensitive areas
- \* Be aware of how to properly handle and dispose of hazardous materials

## VI. Use of Technology

- \* Become familiar with and use technology to your advantage when practical
- \* Monitor company frequency as much as possible
- \* Use flight training devices to their fullest extent

## VII. Advancement and Promotion of Aviation

- \* Maintain a positive attitude and conduct yourself in a manner that promotes honesty and integrity.
- \* Promote ethical behavior in all areas.
- \* Promote Aviation Safety and adhere to the Code of Conduct