



**CAPITAL CITY AVIATION**  
POLICIES AND PROCEDURES  
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*2160 West Case Road Box 15, Columbus, OH 43235*  
*(614) 459-2541*  
[www.capitalcityaviation.com](http://www.capitalcityaviation.com)

## TABLE OF CONTENTS

<b>MEMBER PILOTS:</b> .....	4
STANDARD CHECKOUT .....	4
NIGHT OPERATIONS .....	4
IFR OPERATIONS .....	4
CURRENCY REQUIREMENTS.....	5
SPECIAL VFR OPERATIONS.....	5
RUNWAY LIMITATIONS.....	5
PREFLIGHT PLANNING .....	5
PREFLIGHT INSPECTION.....	6
COLD WEATHER OPERATIONS .....	6
FUEL PURCHASES .....	7
AIRCRAFT FUELING AND SERVICING OF OIL.....	7
DRUG AND ALCOHOL USE.....	8
PROHIBITED OPERATIONS.....	9
AIRCRAFT RETURN.....	9
FLIGHT TIME REQUIREMENTS.....	10
AIRCRAFT SCHEDULING .....	10
AIRCRAFT CANCELLATION.....	10
FLIGHT INSTRUCTOR SCHEDULING AND CANCELLATION .....	10
OVERDUE AIRCRAFT.....	11
MINIMUM DAILY CHARGES .....	12
PAYMENT .....	12
ACCOUNT REFUNDS .....	13
USE BY OTHER PILOTS .....	13
MAINTENANCE .....	13
AIRCRAFT MAINTENANCE DISCREPANCIES .....	14
AIRCRAFT ACCIDENT OR INCIDENT PROCEDURES .....	14
AA) INSURANCE .....	15
<b>STUDENT PILOT POLICIES AND PROCEDURES:</b> .....	16
SYLLABUS.....	16
LESSON PREPARATION.....	17
PRACTICE AREAS .....	18
WEATHER MINIMUMS.....	18
STUDENT PILOT CURRENCY .....	19
STUDENT PILOT MEDICALS AND STUDENT PILOT CERTIFICATES .....	19
FLIGHT OPERATIONS .....	20
STUDENT PILOT WIND LIMITATIONS .....	21
RECOMMENDED PRACTICE AIRPORTS .....	22
RECOMMENDED CROSS COUNTRY DESTINATIONS .....	22
SECURING UNATTENDED AIRCRAFT.....	22

MINIMUM FUEL REQUIRMENTS .....	23
MINIMUM ALTITUDES .....	23
COLLISION AVOIDANCE.....	24
GROUND OPERATIONS.....	25
FIRE PRECAUTIONS AND PROCEDURES.....	26
UNPROGRAMMED LANDINGS.....	26

## **MEMBER PILOTS:**

### **STANDARD CHECKOUT:**

- a) The Member must demonstrate that he or she possesses the required license and ratings, meets the total flight time, time in type and other minimum requirements to act as pilot-in-command of the rental aircraft as determined by the insurance underwriter.
- b) Each Member must receive a standard aircraft checkout by a CCA staff instructor in the make and model of the aircraft they wish to rent. For Cirrus Transition Training, the training must be provided by a CCA- Cirrus Standardized Instructor Pilot (CSIP) or Cirrus Training Center Instructor (TCI). A standard Cirrus check out will consist of the online, ground and flight transition program specified by Cirrus Design Corporation and Cirrus Training Center (CTC) guidelines. For other make and model aircraft, a standard aircraft checkout will consist of ground training on aircraft systems, limitations, weight and balance calculations and aircraft performance, followed by flight(s) in the make and model. The duration of the standard aircraft checkout may be increased at the discretion of the CCA instructor. The Member will also be required to meet at least the minimum standards outlined in FAA Airman Certification Standards, FAA Practical Test Standards and/or CTC tasks and operations standards, as appropriate to the pilot certificate and ratings then held by the Member. If the Member is unable to demonstrate the required level of proficiency, the Member will not be authorized for solo or passenger-carrying operations until he or she receives additional dual instruction and achieves the required proficiency. Members are required to meet all FAA required Flight Review, IFR currency (if applicable), and passenger-carrying currency requirements prior to conducting any solo or passenger-carrying operations.

### **NIGHT OPERATIONS:**

- a) In order to operate a CCA aircraft between one hour after sunset and one hour before sunrise, the Member must complete a night checkout with a CCA staff instructor. A Member who is first checked out for night operations does not need to complete a standard daylight checkout. All airports used during night operations shall be equipped with appropriate runway lighting. The night checkout requirement may be waived at the discretion of a CCA staff instructor after review of the Member's recent experience. Under no circumstance shall night flight in CCA aircraft be permitted while carrying passengers unless the member meets the minimum FAA 90 day experience requirements.

### **IFR OPERATIONS:**

- a. In order to operate a CCA aircraft on an IFR flight plan and/or in instrument meteorological conditions (IMC), the Member must 1. Be instrument rated 2. Meets the FAA currency requirements of 61.57(c) or have passed an instrument proficiency check (IPC) within the preceding six (6) months 3. Demonstrate to ACS minimum standard at least two instrument approaches in actual or simulated instrument conditions during your CCA check out. 4. Or be accompanied by a CCA staff instructor.

## **CURRENCY REQUIREMENTS:**

a) In addition to meeting all operation currency requirements set forth in the Federal Aviation Regulations as well as the requirements set forth above, no Member may operate a CCA aircraft unless he or she has flown and completed three takeoff and landings within the previous ninety (90) days in make and model (45 days for Cirrus and Bonanza makes). In the event the Member has not flown or completed the three takeoff and landings within the previous ninety (90) days (45 days for Cirrus and Bonanza makes) an additional standard aircraft checkout in the aircraft make and model may be required as determined by a CCA staff instructor. Additionally, all Members are required to complete a standard aircraft checkout every twelve (12) calendar months unless a flight review or additional pilot certificate/rating has been completed within the preceding twelve (12) months with a CCA staff instructor.

## **SPECIAL VFR OPERATIONS:**

a) No Member shall request or accept a Special VFR clearance.

## **RUNWAY LIMITATIONS:**

a) Except as a precaution or in an emergency, no Member shall attempt a landing on a runway that is not hard-surfaced (except for fixed-gear aircraft without wheel fairings and any other aircraft approved by CCA administration and only if the runway is dry). Operations on loose gravel runways are prohibited. Except as a precaution or in an emergency, no Member shall attempt a takeoff or landing on a runway that does not meet the capabilities of the aircraft as properly calculated in the Pilot's Operating Handbook (POH).

## **PREFLIGHT PLANING:**

a) For any flight not in the vicinity of an airport, or a flight into IMC, the Member shall become familiar with all available information concerning the flight, which shall include weather reports and forecasts, fuel requirements, alternates available if the planned flight cannot be completed, and any known traffic delays of which the pilot in command has been advised by Air Traffic Control (ATC). For any flight, the Member shall become familiar with runway lengths at airports of intended use, and the takeoff and landing distance data contained in the aircraft's FAA Approved Flight Manual and other reliable information appropriate to the aircraft, relating to aircraft performance under expected values of airport elevation and runway slope, aircraft gross weight and center of gravity, and wind and temperature. For all flights, the Member shall obtain a standard weather briefing from any

FAA-approved source that includes applicable Notices to Airmen (NOTAMS) and temporary flight restrictions (TFRs).

### **PREFLIGHT INSPECTION:**

a) Member shall personally conduct a preflight inspection as prescribed by the manufacturer of the aircraft; including checking the fuel from all sumps and determining that the fuel and oil on board the aircraft are sufficient for the purpose for which the Member intends to use the aircraft. If damage is found prior to flight, Member shall bring this information to a CCA representative's attention, in order to protect the Member from the liability for the damages incurred prior to his or her flight. All damage caused by negligence of the Member is the Member's responsibility.

### **COLD WEATHER OPERATIONS**

#### a) Preheat Requirements

The Member shall not start an engine during cold weather, when the temperature is below 32 degrees Fahrenheit unless:

1. Aircraft has been flown within the preceding 60 minutes.
2. Aircraft has been in a heated hangar
3. The engine has been properly preheated in accordance with the engine manufacturer's guidelines within 30 minutes.
4. Tanis (plug in oil pan/ cylinder heater) has been in use for the preceding two hours and the aircraft has not been unplugged for more than 30 minutes prior to flight and the temperature is above 20 degrees Fahrenheit.
5. All aircraft with glass cockpits must be placed in heated hanger for more than two hours to within 30 minutes of departure if outside air temperature is below 20 degrees Fahrenheit.

\*Preheats at OSU can be arranged with OSU operations at (614) 292-5580.

\*Preheats and heated hanger space will be expensed to the Member

b) In the event that frost or ice has accumulated on the airframe, the Member must arrange to have the aircraft put in a heated hanger for a sufficient amount of time in order to melt any accumulation prior to takeoff. This can be accomplished by contacting the airport operations directly.

- c) Aircraft engines can be difficult to start in the winter even after preheating. If the battery is run down during an attempt to start the aircraft, call a CCA representative on duty or the airport operations to arrange a battery cart to assist in further start attempts. If you are unfamiliar with battery cart operations, please call a CCA representative for assistance. The proper GPU plug for a particular type of aircraft must be used as well as a proper voltage set on the GPU. Using the improper setting or plug can result in substantial damage to the aircraft electrical system. Using an automobile as an external power source is prohibited. This can be waived by an authorized CCA representative. Do not run a battery down and then leave the aircraft without notifying CCA. A discharged battery is prone to freezing which may cause permanent damage. Resulting in the need for replacement and/or repairs to the electrical system.

### **FUEL PURCHASES:**

- a) Each aircraft is supplied with Credit Cards. Each Epic card is aircraft specific and is only authorized for fuel purchases at FBOs. In the event the aircraft credit card type is not taken by the FBO, the Member will be reimbursed for all fuel purchases at the OSU rate on the day of purchase. Members must obtain a receipt for all purchases and leave the receipt with the aircraft documents in the provided pouch located in the aircraft binder.

### **AIRCRAFT FUELING AND SERVICING OF OIL:**

- a) All fueling at OSU airport will be performed by OSU line service personnel using 100LL for all aircraft. To request fueling at OSU airport call OSU operations on 122.95 or (614) 292-5580. Unless previously arranged, have the aircraft refueled when you return after your flight (except N326KB which shall be filled to the bottom of the tabs tabs). Weight and balance requirements may dictate that a lighter fuel load be used for the next aircraft Member.
- b) Self service fueling stations are approved for CCA operations. Observe all proper fueling precautions. Including proper bonding and fuel straining at completion of each fueling. (See aircraft fueling procedures located in the approved Airplane Flight Manual or Pilot's Operating Handbook).
- c) Only approved ashless dispersant aviation oil of appropriate grade should be used when servicing the oil reserves in CCA aircraft.
- d) Oil type is listed on the bottom of the dispatch sheet for each specific aircraft.
- e) Aircraft with new engines require mineral oil for the first 50 hours. Do not mix with ashless dispersant oils.

- f) The fly-away kits located in the baggage compartment of each aircraft will contain the proper grade and type of oil for replenishment of reserves. Additional oil can be found in the CCA office.
- g) After servicing aircraft oil please record the number of quarts added on the Check-In page in the MyFBO system.

### **DRUGS AND ALCOHOL USE:**

- a) Pilots are restricted from consuming alcohol within 8 hours prior to flying or when BAC exceeds .04%. Members are prohibited from operating any CCA aircraft while under any present or residual influence of alcohol or drugs, regardless of the time passed since consumption. In addition, all Members are restricted from taking over the counter medications, prescription medications, or illegal substances which are not approved by the Federal Aviation Administration. If you have any concerns about medication you may be taking please consult an Aviation Medical Examiner to determine if you're flying is restricted during its use. Smoking is prohibited in all CCA aircraft and related facilities.

### **PROHIBITED OPERATIONS:**

a. The aircraft shall not be flown:

- I. If it has not been properly dispatched using the CCA scheduling software.
- II. To carry persons or property for hire.
- III. To give or receive flight instruction, unless such flight instruction is being given by a CCA staff instructor.
- IV. In any race, contest, or aerobatics including spins.

\*If aerobatics, including spins, are to be performed Members must be accompanied by a CCA staff instructor qualified to perform such maneuvers, and only in aircraft certificated to do so.

### **AIRCRAFT RETURN:**

- a) Upon return of a rental aircraft, the Member shall properly tie-down or hangar the aircraft, install the control lock, buckle the seatbelts, install the pitot tube cover, cowl plugs, replace the windscreen covers, and remove any trash and empty oil bottles, and lock the aircraft. Assure that the supplied checklist is in the aircraft binder and return the aircraft keys to the key box.

b) In the event items are lost, stolen, or misplaced, CCA will charge the following replacement fees:

**Aircraft keys** - \$10 minimum/key

**Checklist** - \$25

**Fuel Card** - \$100

\*All other items will be at cost.

## **FLIGHT TIME REQUIREME:**

- a) The minimum pilot flight time requirements for rental of CCA aircraft are set forth in the CCA insurance policy binder. These minimums can be viewed upon request. CCA staff instructors or representatives may not waive these requirements to less than the minimum denoted in the insurance policy binder. CCA reserves the right, however, to amend these requirements at any time, with or without notice. Higher requirements, on a case by case basis may be imposed at the sole discretion of the CCA staff instructor or a CCA representative. Such different requirements may be necessary to ensure safe flight.

## **AIRCRAFT SCHEDULING:**

- a) Aircraft scheduling is generally accomplished on a first come, first served basis.
  - a. If a Member has booked a flight of only a few hours duration that would block a potential multi-day reservation for another member, occasionally a request may be made to re-schedule or switch to a different aircraft to accommodate an uninterrupted multi-day reservation. Honoring such a request is still at the discretion of the Member with the original reservation, but we do ask that good faith consideration be given to accommodating such a request if possible. It is very likely that the favor would be returned for the Member sometime in the future.
  - b. Circumstances where a Member may be involuntarily removed from the schedule is to accommodate:
    - i. an FAA check ride for a CCA student. The coordination of the availability of the student, aircraft, instructor, examiner, maintenance and weather can be quite a challenge in arranging these important events, and occasionally we must give check rides priority in scheduling. Every effort will be made to keep this action at a minimum, and to move the Member to a different aircraft. This typically will affect only training aircraft. We will communicate this situation to the originally scheduled Member as soon as possible.
    - ii. unscheduled maintenance or required periodic inspections, the timing of which is out of CCA's control. We make every effort to plan periodic maintenance and block the schedule during those times to avoid involuntary cancellations, but accurately planning for these inspections can be quite challenging.
- b) All scheduling is done subject to an aircraft's prior need for maintenance and/or periodic inspection. If a scheduled aircraft is unavailable due to maintenance and/or periodic inspection, CCA will endeavor to provide a similar aircraft if one is available. A scheduled reservation will be made available to other Members if the aircraft is not dispatched within one half hour of the reservation time. Reservations should be adjusted to reflect the anticipated dispatch time to allow efficient scheduling of the aircraft.

## **AIRCRAFT CANCELLATION:**

- a) If an aircraft has been reserved, but the Member will not be able to perform the flight, it is the obligation of the Member to cancel the flight reservation. If the flight has not been cancelled within four hours of reservation time it is at the discretion of the aircraft owner to charge a fee equal to that of 50% of the rental block time, to a maximum of 3 hour at a rate equal to the aircraft rental fee.

\*This fee is will be waived if the cancellation is due to circumstances outside of the Members' control, as determined by CCA approved representative (i.e. weather, maintenance).

### **FLIGHT INSTRUCTOR SCHEDULING AND CANCELLATION:**

- a) Flight Instructor scheduling is done on the CCA website using the scheduling function. Instructor availability is displayed on the website based on the Flight Instructors entries. Any time not marked unavailable should be considered a potential lesson time.
- b) If a flight slot is scheduled less than 24 hours in advance contact the instructor directly to confirm the reservation. Instructors may be busy and may go four (4) hours or more without a chance to check the schedule for upcoming flights.
- c) If an instructor cancels a flight lesson for reasons other than those outside of their control the instructor will waive the instruction fee for a session equal to the block time scheduled.
- d) If it becomes apparent that you cannot make the reservation, please cancel the aircraft and instructor reservation as soon as possible. This allows other Members to use that time to fly with the instructor. In the event of a cancellation the fee structure is as follows:
  - I. Cancellation occurs more than 24 hours in advance = No fee
  - II. Cancellation occurs 24 hours to 4 hours before reservation time. = 50% of block time at instructors hourly ground rate.
  - III. Cancellation occurs less than 4 hours before reservation time. = 100% of block time at instructors hourly ground rate.
  - IV. This fee can be waived at the discretion of the instructor.

\*This fee can be waived if the cancellation is due to circumstances outside of the Members' control, as determined by CCA approved representative (i.e. weather, maintenance).

### **OVERDUE AIRCRAFT:**

- a) If it is determined that you will not be able to return the aircraft at the end of your reservation you must notify a CCA-approved representative as soon as possible so alternate plans can be made for the next Member. Please avoid returning aircraft past your scheduled time as this could result in cancellation of the next Member's flight. If the aircraft is returned late, resulting in the cancellation of the next reservation, the aircraft owner may charge *a fee equal to that of 50% of the rental block time, to a maximum of 3 hour at a rate equal to the aircraft rental fee*. Of this late fee, \$25 will be credited to the account of the Member who was forced to cancel his/her reservation.
- b) If a CCA staff instructor is on board, the fee is waived for the Member and the fee becomes the responsibility of the instructor.

### **MINIMUM DAILY CHARGES:**

- a) In the event the Member reserves an aircraft for 6.0 hours or more on any weekday, Member shall pay CCA for no less than 1.0 hour of usage, regardless of actual usage. If the Member reserves an aircraft for 6.0 hours or more on a weekend day or holiday, Member shall pay CCA for no less than 3.0 hours of usage, regardless of actual usage. In the event the Member flies less than the required minimum, Member will be billed for the remainder at the current hourly rate for the aircraft flown. Under special circumstances, these minimum fees may be adjusted at the discretion of the aircraft owner.

### **PAYMENT:**

- b) CCA accepts payment by check, MasterCard, or Visa. The Member expressly agrees to pay CCA at the conclusion of each flight and in all instances on demand for:
  - I. The hours, to the nearest present tenth, of usage indicated by the reading on the hour meter (Hobbs) during the term of the rental (or, if the Hobbs is inoperative, 115% of the tachometer time used), and any charges to fulfill the minimum daily charges at CCA's current rental rates.
  - II. Any charges for failure to appear for a scheduled appointment or reservation without having given notification in accordance with CCA Rental Cancellation policy set forth above.
  - III. Any expenses incurred by CCA to return an aircraft to its home base due to the Member's inability to do so.

- IV. Any charges incurred by the Member for landing, parking, tie-down fees or any and all other fees incurred by the Member in connection with their use of an aircraft.
- V. The value of any parts, accessories, instruments, and other items which are missing from the aircraft when it is returned to its home base, where the occurrence was due to the Member's neglect to properly lock and secure the aircraft when left unoccupied during the rental period including checklists.
- VI. Any damage to aircraft, aircraft accessories, hanger equipment, or any other property that was damaged due to Member negligence.

**ACCOUNT REFUNDS:**

- a) If a refund of any credit on a Members' account is required, CCA will refund the funds within thirty (30) days following initial contact by Member.

**USE BY OTHER PILOTS:**

- a) Only the Member, other CCA Members meeting the Pilot in Command requirements, and CCA staff instructors shall be allowed to pilot or operate CCA aircraft at any time.

**MAINTENANCE:**

- a) Except for minor repairs or scheduled maintenance performed by qualified personnel, costing \$100.00 or less, Member will not have repairs made to any part of the aircraft or its equipment without specific authorization from a CCA-approved representative. In the event of repairs where the estimated downtime exceeds 24 hours, the Member has the option of:
  - I. Returning by other means at Member's own expense, in which case expenses incurred in bringing the aircraft to home base will be borne by CCA, unless no defect in the aircraft is determined.
  - II. Remaining with the aircraft at Member's own expense until repairs have been completed enabling return to home base.

\*Any maintenance action (except for minor repairs) should be discussed with a CCA representative.

### **AIRCRAFT MAINTENANCE DISCREPANCIES:**

- a) In the event that a maintenance discrepancy resulting in an un-airworthy aircraft has been discovered, immediately notify a CCA representative or instructor. In addition, do not replace the key in the key box. A tag with the notation "Grounded, Do Not Fly" should be affixed and the key should be placed in a location so as to prevent use by other Members. Do not leave without first notifying a CCA representative or staff instructor. If the discrepancy has been discovered at an airport other than OSU, The CCA representative will advise of further procedures.

### **AIRCRAFT ACCIDENT OR INCIDENT PROCEDURES:**

- a) *Aircraft accident* means an occurrence associated with the operation of an aircraft, which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.
- b) *Incident* means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
- c) In the event that a CCA aircraft is involved in any accident or incident as further defined in NTSB Part 830 the PIC shall immediately notify a CCA representative. In addition, all required reports to the NTSB, FAA, and ATC facility shall be completed. Under no circumstances should a Member leave an accident or incident scene without first properly notifying a CCA representative.

### **INSURANCE:**

- a) A current record of Member's Non-Owned Aircraft Insurance Policy must be in CCA's possession prior to renting aircraft. Member acknowledges the following LIMITS OF LIABILITY: \$100,000 each accident, \$1,000,000 property damage, and \$100,000 each passenger. Each Member operating a CCA aircraft as PIC, or student pilot solo, must carry non-owned aircraft insurance with hull coverage equal to the current insurance policy loss deductible of \$5,000.

## **Addendum**

# **STUDENT PILOT POLICIES AND PROCEDURES**

## **SYLLABUS**

Students joining Capital City Aviation for the purpose of starting a new flight training curriculum or finishing a previous flight training curriculum shall use the prescribed syllabus based on make and model of aircraft. Upon enrollment, a flight training record folder will be started to assist with curriculum requirements.

- I. If a pilot has partially completed training at another facility the enrollment representative will determine how much credit to assign for previous training, and use that information to place the student in the syllabus at the appropriate starting point.
- II. Quizzes – Prior to completion of each stage and before the progress check can be completed the student should complete the appropriate quiz for that stage to a score of 80% or better corrected to 100% with an instructor.
- III. Progress Checks -During the course, occasional checks for student progress within the syllabus will be administered by trained progress check instructors. These are to insure that the student is advancing through the syllabus successfully as well as providing an opportunity for another instructors input. Before the progress check the instructor will assure that all ground sessions as well as quizzes for that stage have been completed and noted on the training folder.
- IV. End of Course Flight Check – At the conclusion of training the student will complete an end of course flight check with a CCA trained End of Course Instructor. This is a final training session to assure the private pilot applicant is ready for the final ride with an FAA examiner. All appropriate paperwork will be completed prior to starting the session including record of completion of the written test as well as a signed FAA form 8710.

## **LESSON PREPARATION**

- a) Prior to each flight your instructor will assign material for you to study in correlation with the syllabus. Be sure to arrive prepared and have the assigned material read.
- b) During the preflight briefing, your instructor and you will discuss the details of the lesson. Pay close attention to the information provided from your instructor. Question any point that is not completely clear. Now is the time to make sure you understand the subject to assure less time is spent in the aircraft with distractions inherent to the flying environment.
- c) At the completion of your flight your instructor will review the lesson. This is a good chance to review correct procedures and have any questions answered.
- d) During this time your instructor will note your progress on the student training file folder. If the flight is solo note the maneuvers you have completed on the folder as well as any comments you may have about the flight. You do not need to rate your own performance.

## **PRACTICE AREAS**

The Capital City Aviation Practice Areas are shown in Chart A-1 and Chart A-2. The boundaries are determined as follows.

1. North Practice Area- From OSU Airport (OSU) tracking north on I-71 to abeam the northern tip of Delaware Reservoir westbound to Richwood. From Richwood Marysville Airport (MRT) then following 33 southeast bound to OSU Airport. All aviators should monitor 122.75 for traffic advisories from Ohio State Aviation Aircraft, and other CCA aircraft.
2. South Practice Area- From OSU tracking northwest on 33 (South side) to Marysville Airport (MRT) direct to Madison County Airport (UYF). From Madison County Airport (UYF) tracking east on I-70 (North side) to OSU Airport (OSU). All aviators should monitor 122.75 for traffic advisories from Ohio State Aviation Aircraft, and other CCA aircraft.

## **D) WEATHER MINIMUMS**

- a) A preflight weather briefing from an approved Flight Service Station (FSS) is required for all CCA training flights.
- b) Flight Training weather minimums for dual and solo flights are as follows:
  - I. Dual VFR – 3 miles visibility with ceilings at least 1500’ AGL
  - II. Dual IFR – ceiling and visibility forecast throughout the route of flight will be at least 800’ and 2 miles; and always above all appropriate FAA terminal weather minimums. Intentional flight into known icing conditions is prohibited.
- c) Solo Flight
  - I. (Local) – 7 miles visibility with ceilings of at least 2000’ AGL
  - II. (Cross Country) – 7 miles visibility with ceilings of at least 4000’ AGL
  - III. Or as deemed necessary by your instructor

## **STUDENT PILOT CURRENCY**

- a) No student pilot may operate a Capital City Aviation aircraft solo unless they have flown with a CCA-approved instructor in the previous 30 days and the appropriate signoffs have been completed in the logbook and on the student pilot certificate. The student shall also possess the minimum required aircraft insurance as per CCA requirements.

## **STUDENT PILOT MEDICALS AND STUDENT PILOT CERTIFICATES**

- a) Pilot medical certificates and Student Pilot Certificates should be acquired within the first 5 sessions of training. As well, they should be kept current throughout

training. Be aware that a student pilot certificate may expire before a medical certificate in some situations.

- b) You can find an Aviation Medical Examiner on the FAA website.

## **FLIGHT OPERATIONS**

- a) All student cross-countries must be performed while a CCA club representative is on duty. This assures the proper assistance is available in the event of any complications.
- b) Night Flight – All student pilots will have a CCA staff instructor on board during night flights in CCA aircraft.
- c) Grass fields – All student pilot operations on grass fields will be accomplished with a CCA staff instructor on board in daylight conditions only.
- d) CCA Student Pilots will not perform flights requiring aircraft to remain overnight unless accompanied by a CCA staff instructor.

## **STUDENT PILOT WIND LIMITATIONS**

- a) Dual flights are at the instructor's discretion and must insure the conditions are within his/her capabilities.
- b) Student solo flights may not depart when actual or forecast winds, for the duration and up to one hour after expected time of completion of the flight, exceed 16 kts, steady or gusting, or the crosswind component is in excess of 8 knots. If a limitation in your logbook is less than stated here use the logbook limitation ONLY.

## **SECURING UNATTENDED AIRCRAFT**

- a) Any aircraft left unattended must be chocked by a minimum of one wheel or tied down. Some aircraft have temporary tie downs located within the flyaway kit
- b) Aircraft should be returned to and parked in the designated CCA spots.

- c) To prevent damage upon a completion of a flight the flight controls will be immobilized with a control lock or seat belt. The aircraft must also be properly tied down, chocked and locked.
- d) Replace any additional coverings including pitot tube covers.
- e) Please keep the aircraft neat and clean. Remove any trash or debris.
- f) Please lock the aircraft upon completion of a flight (if so equipped).

## **MINIMUM FUEL REQUIRMENTS**

- a) For cross-country flights (planning), the minimum fuel reserve for departure is one (1) hour, after considering winds and weather.
- b) For cross-country flights (en route), an additional fuel stop is required while en route any time the estimated fuel reserve becomes less than one (1) hour.
- c) For local flights, the minimum fuel reserve for departure is forty-five (45) minutes more than needed to complete the flight at cruise power.

## **MINIMUM ALTITUDES**

- a) FAR 91.119 Minimum safe altitudes: General.
  - I. Except when necessary for takeoff or landing, no person may operate an aircraft below the following altitudes:
  - II. *Anywhere.* An altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.
  - III. *Over congested areas.* Over any congested area of a city, town, or settlement, or over any open air assembly of persons, an altitude of 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft.
  - IV. *Over other than congested areas.* An altitude of 500 feet above the surface, except over open water
  - V. Or sparsely populated areas. In those cases, the aircraft may not be operated closer than 500 feet to any person, vessel, vehicle, or structure.

- b) Simulated power failure emergencies when NOT accompanied by an CCA staff instructor:
  - I. No pilot shall descend below 1000' AGL.
  - II. An engine failure may be simulated only by retarding the throttle. Shutting off the mixture or fuel selector to simulate an engine failure is **NOT** acceptable.
  - III. Care should always be taken not to disturb people or livestock on the ground.
  - IV. Simulated power failure emergencies when accompanied by a CCA staff instructor:
    - i. The minimum altitude is 500' AGL and only with the engine running and when the instructor determines that it is safe.
    - ii. At no time should the aircraft be allowed to get closer than 500' to any person, structure, vehicle or vessel as required **By FAR 91.119**.

## **COLLISION AVOIDANCE**

- a) All pilots must be constantly vigilant on the ground or while airborne for obstructions or other aircraft.
- b) Due to the high density of operations, extra care should be taken between OSU and the practice area.
- c) Special care should also be taken just outside the OSU Airport traffic area and in the vicinity of common visual checkpoints such as 315, 270 (the outer beltway), the twin water towers, or O'Shaughnessy Dam/ Columbus Zoo.
- d) Prior to performing any air work or ground reference maneuvers proper clearing procedures should be performed to assure there is no air traffic in the area.

## **RAMP ACCESS AND TSA REQUIREMENTS**

- a) All Members must possess a CCA issued ramp access card for unsupervised ramp operations. These should be received during initial enrollment.

- b) New students are required by federal law to pass a TSA background check. This background check can be waived for U.S. Citizens. In the event that a student does not pass the background check, all training will be discontinued and a full refund of unused monies will be issued less the initiation fee.

## **GROUND OPERATIONS**

- a) Only Cessna Skyhawks, the Piper Warrior and the Bonanza may be pulled by hand OUT of a t-hangar. ALL aircraft will be pushed back INTO a t-hangar ONLY by OSU Line Service. All aircraft stored in heated, community hangars will be towed in and out only by OSU Line Service.
- b) No pilot or instructor shall attempt to start an aircraft by hand propping.
- c) A brake check should be done immediately after the aircraft begins to move from its parking place. Extra care shall be taken during night operations.
- d) Except when necessary to avoid obstructions or other aircraft, all taxi operations should be on the taxiway centerline and at a speed no faster than a brisk walk.
- e) Extreme care should be exercised when taxiing in the immediate vicinity of other parked aircraft.
- f) When taxiing, there must be at least a 5-foot clearance from all other objects. If you are in doubt, tow the aircraft, or have another person outside the aircraft to check clearances.
- g) Taxiing the aircraft across tie-down cables for parking is considered a dangerous procedure. Damage to propeller, wingtips, and tires occur easily. Always taxi on a marked taxiway line.
- h) Do not taxi through a snowdrift or ice dam
- i) Avoid placing any items near the windscreen on top of the Instrument panel glare shield. Windscreens scratch very easily.

## **FIRE PRECAUTIONS AND PROCEDURES**

- a) Each pilot shall follow the pilot's handbook emergency procedures whenever necessary in the event of a fire either on the ground or in flight.

- b) Avoid throttle priming carbureted aircraft as this has been known to cause fires around the carburetor and engine air intakes.
- c) In the event that a fire has occurred notify the CCA representative immediately after fire has been extinguished.

### **UNPROGRAMMED LANDINGS**

- a) An “Unprogrammed Landing” is defined as any landing which takes place at a location other than initially planned for. (i.e. other airports or emergency landings made off airport.)
- b) Any pilot who makes an Unprogrammed Landing either on or off airport shall contact CCA by phone, or obtain permission to re-dispatch prior to taking off. Notification of CCA is not required if a CCA staff instructor is on board and the landing was at a public use airport.
- c) In some cases it may be required for a CCA staff instructor to take off and return the aircraft to OSU Airport.



**CHART A-1: North Practice Area** - From OSU Airport (KOSU) tracking north on I-71 to abeam the northern tip of Delaware Reservoir westbound to Richwood. From Richwood Marysville Airport (MRT) then following 33 southeast bound to OSU Airport. All aviators should monitor 122.75 for traffic advisories from Ohio State Aviation Aircraft, and other CCA aircraft.

