



CAPITAL CITY AVIATION
POLICIES AND PROCEDURES MANUAL

Operating Address: 2160 West Case Road, Columbus, OH 43235
Business Office Address: 2000 Norton Rd , Columbus, Ohio 43228
(614)459-2541

www.capitalcityaviation.com

TABLE OF CONTENTS

| | |
|---------------------------------|----------|
| Administration | 4 |
| All Members | 5 |
| Flight Schedule Pro | |
| Aircraft Scheduling | |
| Aircraft Cancellation | |
| Flight Instructor Scheduling | |
| Flight Instructor Cancellation | |
| Intro Flights | |
| Currency Requirements | |
| Flight Time Requirements | |
| Standard Checkout | |
| Ramp Access | |
| Ground Operations | |
| Preflight Planning | |
| Preflight Inspection | |
| Fire Precautions and Procedures | |
| Cold Weather Operations | |
| Night Operations | |
| IFR Operations | |
| Runway Limitations | |
| Fuel Purchases | |
| Oil Servicing | |
| Unprogrammed Landings | |
| Aircraft Return | |
| Overdue Aircraft | |
| Securing Aircraft | |
| Payment | |
| Minimum Daily Charges | |
| Account Refunds | |
| Maintenance | |
| Aircraft Accidents Procedures | |
| Prohibited Operations | |
| Operator Rental Insurance | |

Student Pilots**19**

Syllabus

Student Pilot Currency

Student Pilot Medicals

Student Pilot Certifications

Weather Minimums

Ground Operations

Flight Operations

Practice Areas

Policies and Procedures Manual Revisions:

January 21, 2016; August 10, 2016; December 19, 2016; April, 2020; July 2022

ADMINISTRATION

| | |
|----------------------------------|--|
| President | Tom Baxter |
| General Manager | Heather Backus |
| Chief Flight Instructor | Paul Palmisciano |
| Assist. Chief Flight Instructors | Kyle Sanders, Nicholas Klein, Steven Kinsey |
| Director of Customer Experience | Tom Backus |
| Director of Maintenance | Mike Fleming |
| Maintenance Coordinator | Saryn Mayfield |

Should members have questions or concerns, they should first reach out to their primary flight instructors. If unavailable, members shall call the CCA phone line to be connected to an Admin personnel at: (614) 459-2541. If it's an emergency, let them know you are a member, and the call is urgent to be connected with an Admin personnel. Business hours are Monday-Friday 9a-5p.

If you have questions, comments, or concerns that do not need an immediate response, please feel free to email: info@capitalcityaviation.com. You will receive a response within 24-48 hours.

Do not contact any Administration on their personal cell phone.

ALL MEMBERS

1. All current Federal Aviation Regulations (FAR's) will be adhered to in addition to the material listed in the Capital City Aviation (CCA) Policies and Procedures Document.
2. All Cessna, Cirrus, and Bonanza manufacturing policies will be complied with that are not listed in this Policies and Procedures Document
3. All engines and propellers will be operated according to specific manufacturer's procedures, however due to the issues seen with magnetos on the Cirrus, we are eliminating the grounding check on shut down.

Flight Schedule Pro:

1. Before a member may rent a CCA aircraft or schedule flight lessons:
 - a. All documents in Flight Schedule Pro (FSP) must be filled out.
 - b. The member must upload a photo ID
 - c. A valid Credit Card needs to be put on file.
 - d. Endorsements need filled out
2. If any member has questions call the CCA telephone line: (614) 459-2541 or their primary flight instructor, if assigned one.

Aircraft Scheduling:

1. Aircraft scheduling is accomplished on a first come first served basis.
 - a. If a member books a flight of a few hours duration that would block multi-day reservation, a request may be made to reschedule or switch to a different aircraft to accommodate the multi-day reservation.
2. A minimum of 2 hours is required for all flights. If a flight block is less than this, the instructor has the option of canceling the flight.
3. Circumstances where a member may be involuntarily removed from the schedule are:
 - a. Priority is given to an FAA check ride for a CCA student.
 - b. Unscheduled maintenance or required maintenance inspections. The timing is out of the control of CCA.
4. Should a member's flight be canceled for maintenance, and the aircraft returns to service before the member's original flight, the block time will be rebooked for the member.

Aircraft Cancellation:

1. If an aircraft has been reserved, but the member is not able to complete the flight, it is the obligation of the member to cancel the flight.
2. If the reservation needs to be canceled, the member needs to delete the aircraft reservation on FSP as soon as possible. This allows other members to book a flight.
3. Canceling a flight 24hrs in advance will issue a warning that prevents the member from canceling, the member should call their primary flight instructor or the CCA telephone: (614)459-2541 and speak with an administrator who can cancel the flight.

Flight Instructor Scheduling:

1. Flight instructor scheduling is done on Flight Schedule Pro (FSP).
2. Instructor availability is displayed on FSP. Any time not marked unavailable should be considered a potential lesson time.
3. Members who are taking instructional flights should book flights with their primary flight instructor.
4. If a flight slot is scheduled less than 24 hours in advance, contact the instructor to confirm the reservation. Instructors may be busy and may go 4 hours without being able to check their schedule.
5. Students should only schedule with their assigned primary instructor.
Non-primary instructors may cancel reservations to open their schedule for their assigned students.

Student Instructor Cancellation:

1. In the event of a flight cancellation the instructor fees occur as follows:
 - a. Cancellation occurs more than 24 hours in advance - no fee
 - b. Cancellation occurs 24 to 4 hours before reservation time - 50% of block time at instructor's hourly ground rate.
 - c. Cancellation occurs less than 4 hours before reservation time - 100% of block time at instructor's hourly ground rate.
 - d. These fees can be waived by the instructor if the cancellation occurs to circumstances outside of the member's control (weather, maintenance, airport closures).

- e. For multiple cancellations, other than weather, maintenance, or airport closures, membership will be reviewed, which could result in a membership suspension or termination.

Intro Flights:

1. Non-members are allowed to be signed up for up to 3 intro flights before they must sign up as a CCA member.
2. Non-members are required to provide:
 - a. Photo ID/Profile picture
 - b. Emergency contact information
 - c. Credit card on file
3. The CCA member who sets up the intro flight will complete a profile detailing the future goals and past experience with aviation for the intro flight candidate. Instructor performing the intro flight will cater the flight to the description given.
4. Policies and procedures need signed

Currency Requirements:

1. In addition to meeting all operation currency requirements by the FAA, no member may operate a CCA aircraft unless the member has completed:
 - a. 3 take offs and landings within 90 days in the Cessna aircraft.
 - b. 3 take offs and landings within 60 days in the Cirrus aircraft.
 - c. 3 take offs and landings within 45 days in the Bonanza
2. Any member not in currency needs to fly with a CCA instructor in the specific aircraft make and model.
3. FSP only tracks one currency rate, if a member has not flown in the previous 60 days, they will not be allowed to check out.
4. All members are required to take a standard flight review, with a CCA instructor, every 12 calendar months, unless a flight checkout or additional pilot certificate/rating has been completed within the past 12 months.
 - a. To schedule a flight review, book an instructor and under the “comments” section make a note that it is for a flight review.
5. For Cirrus aircraft, each member must complete a 6-month review for IFR or VFR flights.
 - a. Any member that completed the currency requirements in the SR22 models will be credited towards the SR20 currency. SR20 currency does not complete the SR22 requirements.

Flight Time Requirements:

1. The minimum pilot flight time requirements for rental of CCA aircraft are in the CCA insurance policy binder.
2. Flight requirements cannot be waived.
3. Higher requirements may be imposed on a case-by-case basis, to ensure safe and proper flying.

Standard Checkout:

1. The member must show that they possess the required license and ratings, the total flight time, time and sign offs in type of aircraft, and other minimum requirements to act as pilot-in-command (PIC) of the rental aircraft that the insurance underwriter has declared.
2. Each member must receive a standard aircraft checkout by a CCA instructor in the make and model of aircraft they wish to rent. A standard checkout will include ground training on aircraft systems, limitations, weight and balance, aircraft performance, and a flight portion in the make and model.
 - a. New members must also complete an aircraft questionnaire, found on the CCA Google Drive.
3. All members must meet the standards outlined in the FAA Airman Certification Standards, FAA Practical Test Standards, and/or CTC tasks and operations, appropriate to the pilot license and rating held by the member.
 - a. For Cirrus Transition Training, the training must be completed with a CCA Cirrus Standardized Instructor Pilot (CSIP) or Cirrus Training Center Instructor (TCI).
 - b. A Cirrus checkout will include the online, ground, and flight transition program specified by Cirrus Design Corporation and Cirrus Training Center (CTC) guidelines.
 - c. If the member already has a Cirrus certificate, they will need to be checked out by a CCA TCI or CSIP.
4. If the member is unable to demonstrate the level of proficiency, they will not be authorized for solo or passenger-carrying operations, until the member receives additional dual instruction.
5. All members are required to meet all FAA required Flight Reviews, IFR currency (if applicable), and passenger-carrying currency requirements prior to conducting such flights.

Ramp Access:

1. All members must possess a CCA issued BuckID card that allows access to the ramp. These cards are received upon initial enrollment.
 - a. There will be a \$50 fee if cards are lost, and a replacement card is issued.

Ground Operations:

1. All aircraft stored in t-hangars will be pulled out and pushed in by the renter.
 - a. All pull outs and push backs must be done with at least two people.
 - b. For solo flights, members should call the office number to request help pulling and pushing aircraft into the hangar, if beginning or ending the flight at the t-hangar.
2. All aircraft stored in a community heated hangars, will be towed in and out by OSU Line Service
3. No member shall attempt to hand prop any CCA aircraft.
4. A brake check should be done immediately after the aircraft begins to move from its parking place.
5. All taxi operations should be done on the taxiway centerline and at a speed no faster than 10-15 knots, unless necessary to avoid obstructions or other aircraft.
6. While taxiing, there must be at least a 5-foot clearance from all other objects, if you are in doubt, have the aircraft towed or have another person wing-walk for clearance.
7. Taxiing over tie-down ropes is a dangerous procedure. Damage to the propeller, wingtips, and tires may occur, do not taxi at high RPMs over the tie-down ropes
8. Do not taxi through snow drifts or an ice dam.
9. Avoid placing any items near the windscreen on top of the instrument panel glare shield. Windscreens scratch easily.
10. Do not park airplanes with the tail facing the hangar, this can cause unnecessary stress on aircraft components, as well as blow dirt and debris around the hangar space.

Preflight Planning:

1. For any flight the member shall become familiar with all available information concerning the flight, these items include:
 - a. Weather reports and forecast
 - b. Fuel requirements
 - c. Alternate airports, in case the flight cannot be completed

- d. Known traffic delays given by Air Traffic Control
- e. Runway lengths at all airports of intended use
- f. Takeoff and landing distance data, supplied by the Pilot's Operating Handbook (POH).
- g. Aircraft performance under expected values of airport elevation, runway slope, gross weight, center of gravity, wind, and temperature
- h. Obtain a weather briefing from an FAA-approved source that includes Notices to Airmen (NOTAMS) and Temporary Flight Restrictions (TFR). Sources may include: 800-WX-Brief, 1800wxbrief.com, Foreflight.

Preflight Inspection:

- 1. The member shall personally conduct a preflight inspection outlined by the aircraft manufacturer
- 2. If any damage is found on the preflight, the member must notify a CCA representative in order to protect the member from liability. All damage caused by negligence will be the responsibility of the member.
- 3. Any empty oil containers and trash found; a fee will be added to the previous member who flew. Any member should notify a CCA staff member of any trash or oil containers left in the plane, so the member does not get charged.

Postflight Inspection:

- 1. After each flight members must:
 - a. Secure the aircraft with chocks, pitot covers, control locks, and cowl plugs
 - b. If the aircraft is parked on the west ramp, it must be tied down
 - c. Remove all trash or else a fee can be added to the member's account
 - d. Make sure the checklists stay in the aircraft
 - e. Take keys back to the key box
 - f. Walk around the aircraft for any damage that may have been sustained during the flight, notify a CCA member if damage is found.
 - g. **Do not leave the parking brake on**, either in the hangar or out on the west ramp.

Fire Precautions and Procedures:

1. Each member shall follow the Pilot Operating Handbook (POH) or CCA approved checklist emergency procedures whenever necessary in the event of a fire either on the ground or in flight.
 - a. CCA approved emergency checklists are located in all aircraft.
 - b. If a checklist is missing, notify a CCA administrative member, or your primary flight instructor.
2. Avoid throttle priming carbureted aircraft, when the prop is not spinning, as it has been known to cause fires around the carburetor and engine air intakes.
3. In the event that a fire has occurred notify a CCA representative or a Maintenance Personnel immediately after the fire has been extinguished. The member shall not complete the flight until the aircraft has been inspected.

Cold Weather Operations:

Preheats at OSU can be arranged with OSU operations at (614) 292-5580. Space in heated hangars are limited and spots may not be available. Preheats will be at the expense of the member for \$12 and can be paid at the Fixed Base of Operations (FBO) front desk.

1. Preheat Requirements:
 - a. The member shall not start an engine during cold weather when the temperature is below 35°F unless:
 - i. The aircraft has flown within 60 minutes
 - ii. The aircraft is in a heated hangar
 - iii. Engine has been properly preheated in accordance with the engine manufacturer's guidelines within 30 minutes
 - iv. The oil sump/cylinder heaters have been in use for 2 hours
 - v. All aircraft with glass cockpits must be placed in a heated hangar for more than 2 hours before the flight. Once heated, aircraft can only sit outside for 30 minutes if the ambient air temperature is below 20°F.
2. If frost or ice accumulates on the aircraft, the member must arrange to have the aircraft put in a heated hangar until all accumulation has melted. Contact OSU operations for service. No flight can occur with frost or ice accumulation on the aircraft.
3. Aircraft engines may be difficult to start in the winter, even after preheating. Cirrus and Bonanza aircraft can be started with a Ground Power Unit (GPU), ask OSU operations for service.

- a. Do not leave a dead battery without notifying a CCA representative.
Leaving a discharged battery is prone to freezing, causing permanent damage. Cost to replace a dead battery will be at the member's expense.
4. Any aircraft not located in a community heated hangar shall not be flown once the temperature is below 15°F.
5. Any aircraft not located in a community heated hangar needs to have the engine heater plugged in when located at the t-hangar below 35°F.
6. Oil temperature gauge may not register, even after a flight, operations are still allowed according to the aircraft's POH.

Night Operations:

1. 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 instructor.
2. A member who has completed a night operations checkout does not need to complete a standard daylight checkout.
3. Carrying passengers is prohibited, in CCA aircraft, unless the member meets the minimum FAA 90-day currency requirements.
4. All airports used during night operations must be equipped with appropriate runway lighting.

IFR Operations:

1. In order to operate a CCA aircraft on an IFR flight plan and/or in instrument meteorological conditions, the member must be:
 - a. Instrument Rated
 - b. Meets the FAA currency requirements of Part 61.57(c), or passed an Instrument Proficiency Check (IPC) within the preceding six months.
 - c. Demonstrate to ACS minimum standards at least two instrument approaches in actual or simulated instrument conditions during the member CCA check out.
 - d. Be accompanied by an Instrument Rated CCA instructor if the member is not current Instrument Rated

Runway Limitations:

1. Aircraft with retractable gear and/or wheel fairings are prohibited from landing on a runway that is not hard surfaced, unless in an emergency situation.
2. Any non-hard surfaced runways must be dry and approved by the CCA administration.
3. Operations on loose gravel runways are prohibited
4. No member shall takeoff or land on a runway that does not meet the capabilities of the aircraft as properly calculated in the POH, unless in an emergency.

Aircraft Fueling:

1. All fueling at OSU will be performed by OSU line service personnel using 100LL for all CCA aircraft.
2. Request fueling from OSU operations on 122.95 or (614) 292-5580. Requests for line service are on a first come first served basis.
3. Members should call for a refueling after each flight, unless previously arranged.
4. Aircraft should be taken to the west or east ramp for fuel, refueling at the t-hangars is prohibited.
5. Members should request "Fill to the tabs" for N742LG and N326KB.
6. Weight and Balance requirements may dictate that a lighter fuel load be used for the next member.
7. Self-service fueling stations are approved for CCA operations. Ensure proper:
 - a. grounding from the service cart to the aircraft
 - b. fuel straining at the completion of each fueling
 - c. Procedures are listed in the POH
8. Each aircraft is supplied with Credit Cards. The Epic card is specific to the plane and is only authorized for fuel purchases at non-OSU FBOs. If a credit card does not work at the FBO, the member should use their credit card and will be reimbursed. Members must obtain a receipt for all purchases, which are to be put in the aircraft binder, stored in each plane.
9. After 10pm, members must call OSU Operations at: (614)292-5580 to get a hold of line service to request services.

Oil Servicing:

1. Phillips 20W-50 XC (Blue bottle) oil is used in all aircraft

2. Aircraft with new engines require mineral (black bottle) oil for the first 25-50 hours. Do not mix with other oils
3. Each fly-away kit located in the aircraft baggage will have one or two quarts of the proper oil. Extra oil can be found in each hangar
4. Record the amount of oil used **when checking in the plane on FSP.**
5. No more than 2 quarts of oil should be added, if more oil is required, a CCA representative should be notified, and the member should not fly. There is an engine issue that will need to be addressed.
6. Throw away any empty oil bottles, do not keep them in the plane, this creates a fire hazard. Any empty bottles found will be the responsibility of the previous flier.

Unprogrammed Diversion:

1. “Unprogrammed Landing” is defined as any landing which takes place at a location other than initially planned for. (divert for an emergency, fuel, weather)
2. Any pilot that makes an unprogrammed landing either on or off the airport shall contact a CCA representative at (614) 459-2541. Notification is not required if a CCA instructor is on board and the landing was at a public airport.
 - a. CCA instructors should contact an Assistant Chief and/or a Maintenance Personnel if damage is suspected.
3. In some cases, it may be required that a CCA instructor take off and return the aircraft to OSU.

Aircraft Return:

1. Upon return, the aircraft must be tied down on the west ramp, or put in the proper hangar, chocked, pitot cover installed, cowl plugs inserted, buckle seat belts, install yoke control lock, and remove all trash and empty oil bottles.
2. Do not set the parking brake, damage can occur if line service tries to tow with the parking brake set.
3. Members must return keys to the key box in the stairwell next to hangar #3
4. Members shall check in the aircraft on FSP and an invoice needs to be completed. Administrative fee of \$10.00 added to each invoice not completed.
5. In the event items are lost, stolen, or misplaced, CCA will charge the following replacement fees:
 - a. Aircraft keys - \$10 each key
 - b. Checkmate Checklist - \$25

- c. Any Aircraft Credit Card - \$100
- d. BuckID card - \$50

Overdue Aircraft:

1. If it is determined that the member will not be able to return the aircraft by the end of the reservation, notify a CCA representative as soon as possible. The next member with the aircraft will need to be notified.
2. If the next flight is canceled due to a late returning aircraft, the aircraft owner may charge a 50% fee of the rental block time up to 3 hours. \$25 of this fee goes to the member with the canceled flight reservation.
3. If a CCA instructor is on board, the fee is waived for the member and will be the responsibility of the instructor.

Securing Aircraft:

1. Any aircraft left unattended must have a minimum of one wheel chocked or tied down. Some aircraft have temporary tie downs located in the flyaway kit.
2. Aircraft should be returned to and parked at the designated CCA spots on the West Ramp. Picture of location is located by the key lockbox in the stairwell by hangar #3.
3. After 5pm, all airplanes must end each flight at the designated t-hangars, unless communication with the next flight has been established. Cirrus aircraft will continue to operate from the CCA designated spots on the West Ramp.
4. Return the aircraft to the t-hangar during operating hours if there is at least 4 hours until the next flight.
5. If a flight ends after 10pm, the member or instructor shall call OSU operations at (614)292-5580 to get a hold of line service to request services.
6. If a solo or rental member flight ends after 11pm, the member must tie-down and secure the aircraft at the designated CCA spots on the West Ramp, line service terminates fuel and tow services at 11pm.
7. To prevent damage upon a completion of a flight, the flight controls must be immobilized with a control lock or seat belt.
 - a. If a control lock is missing, squawk it while checking in the plane.
8. Install pitot tube cover and insert cowl plugs
 - a. If cover or plugs are missing, squawk it while checking in the plane.
9. Remove trash and any empty oil containers. Throw empty oil bottles in the trash cans located in each hangar.

Payment:

1. CCA accepts payment by check, MasterCard, or Visa.
2. The member agrees to pay CCA at the conclusion of each flight and in all instances that include:
 - a. The hours indicated on the Hobbs meter, if the Hobbs is inoperative the tachometer will be used as referenced at 120% (1.2 x tach).
 - b. Any charges for failure to appear for a scheduled appointment or reservation without having given proper notification in accordance with CCA Rental Cancellation policy set forth above.
 - c. Any expenses incurred by CCA to return an aircraft to its home base due to the member's inability to do so.
 - d. Any charges incurred by the member for landing, parking, tie-down fees or all other fees incurred in connection with their use of an aircraft.
 - e. The value of any parts, accessories, instruments, and other items which are missing from the aircraft when it is returned to its home base, which was caused by the member's neglect to properly lock and secure the aircraft.
 - f. Any damage to aircraft, aircraft accessories, hangar equipment, or any other property that was damaged due to member negligence.

Minimum Daily Charges:

1. If the member reserves an aircraft for 6 hours or more on any weekday, the member shall pay CCA for no less than 1 hour of usage, regardless of actual usage.
2. If the member reserves an aircraft for 6 hours or more on a weekend or holiday, the member shall pay CCA for no less than 2 hours of usage, regardless of actual usage.
3. If the member flies less than the required minimum, the member will be billed for the remainder at the current hourly rate for the aircraft flown.
4. Under special circumstances, these fees may be waived at the discretion of the aircraft owner.

Account Refunds:

1. If a refund of any credit on a member's account is required, CCA will refund the funds within 30 days following initial contact by the member.

Maintenance:

1. All maintenance is to be done by a current A&P or IA certified mechanic.
2. Members should contact Maintenance personnel and create a squawk if any maintenance needs done to an aircraft.
3. If a member or student, with an instructor, volunteers to fly an aircraft for maintenance, their flight cost will be reduced.
4. In the event that a maintenance discrepancy resulting in an unairworthy condition is found, immediately contact maintenance personnel.
 - a. Place the “Do Not Fly” sign that is located inside the aircraft on the glareshield.
 - b. Create a squawk in FSP

Aircraft Accidents/Incidents Procedures:

1. “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.
2. “Incident” means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.
3. 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 without first properly notifying a CCA representative.

Prohibited Operations:

1. The aircraft shall not be flown:
 - a. If it is not properly dispatched/checked out using FSP
 - b. To carry persons or property for hire
 - c. To give or receive flight instruction, unless such flight instruction is being given by a CCA instructor.
 - d. In any race, contest, or aerobatics including spins without consulting a CCA representative.
2. No member shall request or accept a Special VFR clearance.
3. Pilots are prohibited from consuming alcohol 8 hours before flying or when BAC exceeds 0.04%.

4. Members are prohibited from flying CCA aircraft while under the present or residual influence of alcohol or drugs.
5. Members are prohibited taking over the counter medications, prescription medication, or illegal substances which are not approved by the FAA.
6. The FAA has a list of non-approved medications.
7. Consult with an FAA medical examiner for any questions or concerns.
8. Smoking/vaping is prohibited in all CCA aircraft and facilities

Operator Rental Insurance:

1. A current record of the member's Non-Owned Aircraft Insurance Policy must be in the CCA's possession prior to renting an aircraft.
2. 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 of \$5,000.
3. Insurance information is located in the CCA office and in the welcome packet.

STUDENT PILOTS

Syllabus:

1. 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
2. Instructors are expected to follow the Sporty's syllabus diligently for private, instrument, and Commercial students.
3. The ASA syllabus will be followed by CFI candidates.
 - a. If a pilot has partially completed training at another facility the assigned CCA flight instructor will determine where to start the student in the syllabus training.
 - b. Previous flight training will be entered onto the student's Flight Schedule Pro account by going to their "Course Enrollments" page and updating their "previous training".
 - c. 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.
 - d. Progress (stage) Checks - are periodically given throughout all our respective programs. Progress checks may be administered by an Assistant Chief prior to the progress check, the primary flight instructor will ensure that all ground lessons and quizzes have been completed and accounted for on the student's account.
 - e. End of Course Flight Check - at the conclusion of training the student will complete an end of course flight check with a CCA Assistant Chief flight instructor. This is a final training session to assure the pilot is ready for the final ride with an FAA Examiner.
 - f. All appropriate paperwork will be completed prior to starting the check ride with the FAA Examiner including record of completion of the written test as well as a signed FAA form 8710.

Student Pilot Currency:

1. No student pilot may operate a CCA aircraft solo unless they have flown with a CCA approved instructor in the previous 14 days, and the appropriate sign offs have been completed in the logbook.
2. The student shall also possess the minimum required aircraft insurance as per CCA requirements

3. New students will receive a copy of the Capital City Aviation “Welcome Packet” which includes detailed information on our recommended insurance provider and our minimum insurance policy requirements.

Student Pilot Medicals:

1. Should be acquired before flight training begins.
2. Medicals should be kept current throughout training.
3. Students can find an Aviation Medical Examiner on the FAA website.
4. New students will receive a copy of the Capital City Aviation “Welcome Packet” which includes detailed information on recommended Aviation Medical Examiner’s in the area.

Student Pilot Certifications:

1. Certifications shall be acquired within the first 5 training sessions with their instructor.
2. Student pilots must carry the following documents with them when conducting any solo flights:
 - a. Government Issued Photo ID
 - b. Student Pilot’s License
 - c. Current Medical Certificate
 - d. Logbook containing appropriate solo endorsements

Weather Minimums:

1. A preflight weather briefing from an approved Flight Service Station (FSS) is required for all CCA flights or ForeFlight.
2. A weather briefing card must be filled out.
3. Solo flight minimums:
 - a. Local flights - 7 miles visibility with ceilings of at least 3000’ AGL
 - b. Cross Country - 7 miles visibility with ceilings of at least 4000’ AGL
 - c. Minimums are subjected to change per student’s flight instructor, but cannot go below these numbers.
4. Wind limitations
 - a. Dual flights are at the instructor’s discretion and the Student pilot’s comfort and must insure the conditions are within the student’s capabilities.

- b. Student solo flights are not permitted if, when actual or forecast winds, for the duration and up to one hour after expected time of completion of the flight, exceed 16kts, steady or gusting, or the cross-wind component is in excess of 8kts.
- c. If a limitation listed in the Student Pilot's logbook is less than stated above, use the logbook limitation only.

Flight Operations:

- 1. Solo flight is not permitted unless the student has flown with a CCA approved instructor in the previous 14 days and the appropriate sign offs have been completed in the student's logbook.
- 2. The first three solo flights must be supervised by the student's instructor, the instructor must be onsite at the airport where the solo is taking place.
- 3. All student cross countries must be performed during normal CCA business hours 9a-5p. Instructors must be on site and approve flights that are outside of normal business hours.
- 4. Night Flight - all student pilots will have a CCA instructor on board during night flights in a CCA aircraft.
 - a. Solo flights at night are strictly prohibited
- 5. Grass Fields - all student pilots operations on grass fields **will be accomplished with a CCA instructor on board during daylight conditions only.**
 - a. Student solo grass field operations are strictly prohibited.
- 6. CCA Student Pilots will not perform flights requiring aircraft to remain overnight unless accompanied by a CCA instructor.

Practice Areas:

- 1. CCA practice Areas are shown in Chart 1, pictured in the Charts and Figures Section.
- 2. All CCA aircraft should monitor and transmit on 122.75, if able, for traffic awareness of other CCA and OSU traffic while operating in any practice area.

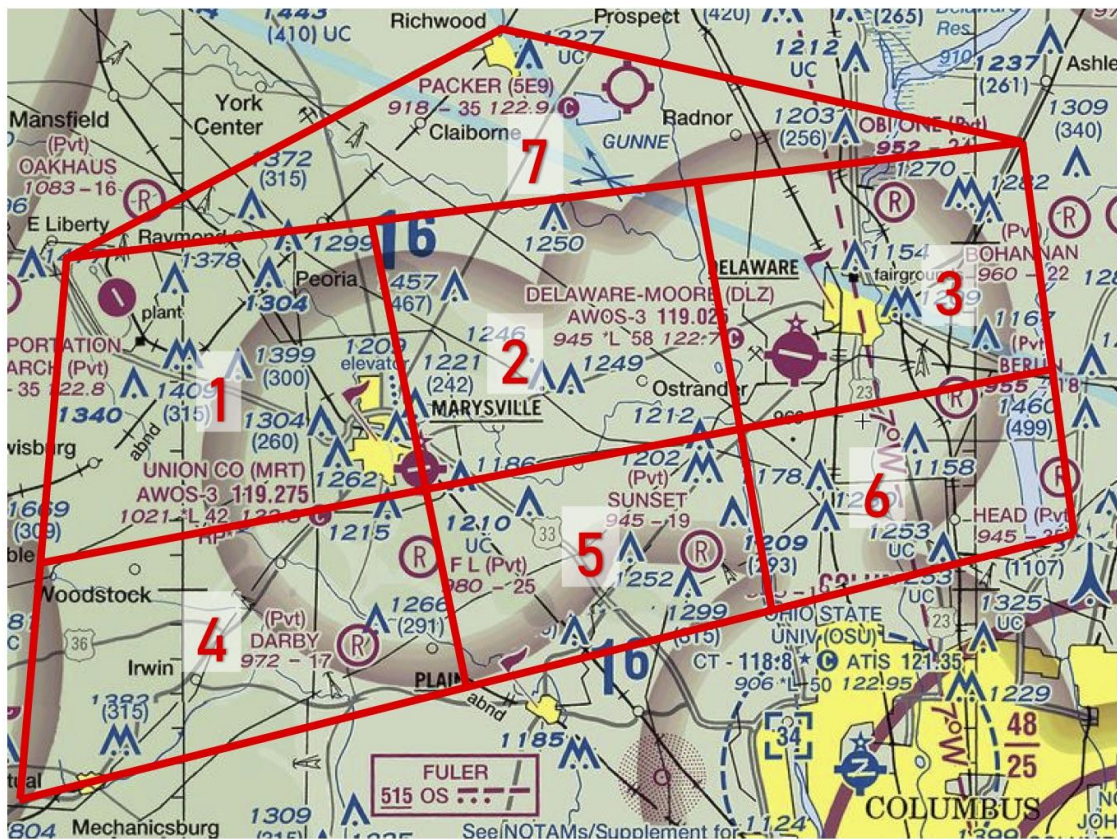
CHARTS AND FIGURES

Chart 1



CCA /OSU PRACTICE AREA

Flight Instruction & Club
Aircraft Rental
2160 West Case Road
Columbus, OH 43235
Phone: (614) 459-2541



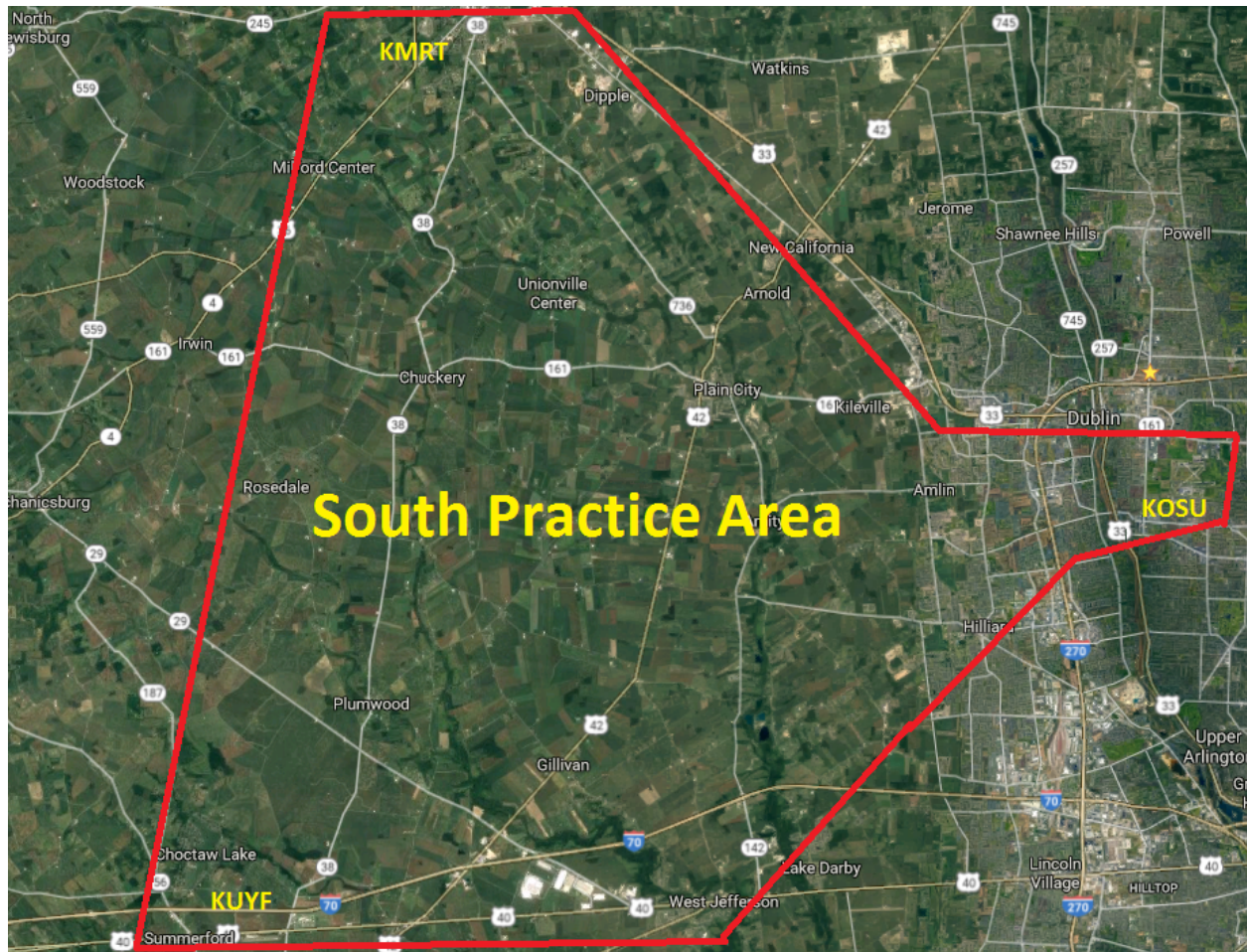
MARCH 2019

Chart 2



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.

Chart 3



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.

