AEROATLANTA
FLIGHT CENTER

Dear Aero Atlanta Student, Renter and Pilot,

This document includes the latest revision of the Aero Atlanta Operations Manual. We ask that you take the time to review this document in its entirety and sign a statement stating that you have done so. The policies and procedures outlined within provide clear and concise direction for best practices at Aero Atlanta Flight Center. This document addresses safety, efficiency and specific procedures that we want all of our students, pilots and renters to know and follow. If you have any questions, please see any AAFC staff member

AEROATLANTA
FLIGHT CENTER

Operations Manual

Effective September 1, 2014
Revision 3.1

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Section I- Overview

1.01 Introduction

Welcome to Aero Atlanta Flight Center and the Aero Atlanta Operations Manual. This manual will be referenced as the AAOM. Aero Atlanta Flight Center will be referenced in this manual as AAFC. It is the mission of AAFC to train safe and conscientious pilots, offer a well-maintained aircraft fleet and provide exceptional customer service to pilots, students and potential customers.

This manual shall be used in conjunction with other manuals and publications, including but not limited to:
a. Federal Aviation Regulations (14CFR)
b. Aeronautical Information Manual
c. FAA Advisory Circulars
d. Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH)
e. Cirrus Flight Operations Manual.
f. Computer Based Training Aids
g. Cirrus Transition Syllabus
f. AAFC Private Pilot Syllabus

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

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

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

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

Quarterly Changes will also be made by the last day of each month following the quarter.

Please feel free to offer comments or suggestions regarding this manual to the Chief Flight Instructor either verbally or in writing.

1.02 Deviations

Requests to deviate from the policies and procedures contained within this manual must be made to the Chief Flight Instructor and will be reviewed on an individual basis. Only the Chief Flight Instructor or President is authorized to grant one-time deviations to the policies and procedures contained within this manual.

1.03 Errors

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

1.04 Company Information

1) PDK Location
DeKalb Peachtree Airport
1954 Airport Road
Atlanta, GA 30329

2) RYY Location
Cobb County McCollum Field
1723 McCollum Parkway
Kennesaw, GA 30144

3) Telephone Numbers
770-422-2376
770-422-AERO

4) Mailing Address
1723 McCollum Parkway
Suite 501
Kennesaw, GA 30144

5) Website addresses
www.aeroatlanta.com
aeroatlanta.skyscheduler.com

6) Company President
Daniel Christman
danieljc@aeroatlanta.com
770-422-2376 office
404-308-8638 cell

7) Chief Flight Instructor
Benjamin Kroll
ben.kroll@aeroatlanta.com
770-422-2376 office
678-699-0583 cell

8) Base Servicing Information
PDK- Epps Aviation 770-458-5891
RYY- Hawthorne Aviation 770-422-4300

9) Federal Aviation Administration
Atlanta Flight Standards District Office
DOT/FAA/ATL FSDO-11
Atlanta Tradeport
107 Charles W. Grant Parkway
Hapeville, GA 30354
Phone: (404) 474-5100
Fax: (404) 474-5250

Section 2 – Aero Atlanta Flight Center Aviation Safety Program

2.01 Scope

The scope of the AAFC Aviation Safety Program applies to all instructors, pilots, students, employees and officers of Aero Atlanta Flight Center.

2.02 Philosophy

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

2.03 Characteristics

The AAFC Safety Program is characterized by the following elements:

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

2.04 Oversight

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

2.05 Implementation

Implementation of the AAFC Safety Program is the responsibility of all officers, instructors, pilots, students, and employees of AAFC. AAFC Instructors are a direct extension of safety oversight. Further, all AAFC officers, Instructors, pilots, students and employees are responsible for the reporting of hazard identification and for accident incident prevention.

2.06 Aviation Safety Training and Meetings

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

2.07 Self and Flight Evaluation

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

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

2.08 Safety Reporting System

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

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

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

Safety Reporting Forms (SRF) are located at both PDK and RYY front desk and flight planning stations.

2.09 Accident/Incident Investigation

All accidental damage to AAFC aircraft and equipment; injury to pilots, passengers, or AAFC staff resulting from aircraft operation, or damage to non AAFC property or injuries to members of the general public resulting from AAFC operations shall be reported immediately to the AAFC president or Chief Flight Instructor. AAFC will ensure that the FAA and NTSB are notified and will participate in the NTSB investigation.
The AAFC president will be responsible for coordinating post-accident assistance to AAFC personnel, family members and others.

2.10 Accidents Involving Cirrus Aircraft

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

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

2.11 Aviation Safety Program Review

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

Section 3- Administrative Policies and Procedures

3.01 Pilot Records

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

3.02 Pilot Certificates

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

3.03 Medical Certificates

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

3.04 Flight Review

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

3.05 Cirrus Recurrency

Following the successful completion of a Cirrus re-current training event, pilots are requested to provide AAFC with appropriate documentation regarding this event.

3.06 Pilot Information Changes

Each pilot should provide AAFC with any updated contact information including changes of address, phone number and email address.

3.07 Pilot Proficiencies

1) Initial Check-Out Procedures

a) Cirrus

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

completed the appropriate course for the Cirrus configuration to be flown. Pilots with previous Cirrus experience who wish to utilize AAFC Cirrus aircraft must provide documentation showing satisfactory Cirrus Transition Training and provide a Cirrus Transition Training Completion Certificate. All pilots completing Cirrus Transition Training will receive a Transition Training Completion Certificate from AAFC.

b) Cessna 172S

Pilots wishing to utilize AAFC Cessna aircraft must complete an initial checkout which will include a minimum of a one hour flight and one hour of ground training with an AAFC instructor. This flight will be conducted at the discretion of the instructor using an AAFC checkout schedule and upon satisfactory completion will count as the Cessna checkout for the make and model of aircraft flown. The Cessna 172S G1000 aircraft has an additional checkout questionnaire and may require additional checkout flight time.

c) Cessna 182T

3 hours in type
High Performance Endorsement
No Student Pilot Operations allowed

d) Piper Arrow PA-28

Pilots wishing to utilize the Piper Arrow must have at a minimum:

- Private Pilot Certificate
- A logbook endorsement for Complex Aircraft
- 25 Hours PIC in PA28R
- Flight Check with AAFC Instructor

Note – The 25 hour PIC time requirement can be reduced to 10 hours PIC in PA28-R for pilots with at least 25 hours in Complex aircraft. For commercial rated pilots, a minimum of 5 hours in type is required.
Note – No primary training or Introductory Flights will be conducted in the Piper Arrow.

3.08 Currency Requirements

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

1) Cirrus

a) Yearly

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

b) 90-Day Following Initial

From the period between 90-120 days after receiving their initial Cirrus checkout, pilots are required to undergo a 90 day refresher flight with an AAFC instructor. This flight is conducted at the discretion of the instructor and is designed to assist and provide guidance for newly qualified Cirrus pilots.

c) 90-Day Recency

Cirrus qualified pilots who have not flown a Cirrus aircraft within the previous 90 days are required to undergo a proficiency flight with an AAFC instructor. This flight is conducted at the discretion of the instructor and has no minimum required time. This flight is designed to aid Cirrus pilots in maintaining Cirrus proficiency.

2) AAFC Aircraft Yearly Currency

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

3.09 Foreign Certificated Pilots

Pilots with foreign pilot certificates may rent and receive instruction in AAFC aircraft provided they follow the procedures to convert their foreign license to a United States certificate. This process begins with the pilot contacting the Atlanta FSDO. For potential students who are not US citizens, the process begins by completing an application online at the TSA Alien Flight Training website. More information concerning this procedure can be found in this manual 5.16 (c).

3.10 Internet Scheduler

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

3.11 Activity Lengths

1) Flights

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

2) Instruction

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

3.12 Rental Minimums

Rental minimums for overnight stay in AAFC aircraft are as follows:
Monday – Thursday: 2 hours for each 24 hour scheduled reservation
Friday – Sunday: 1 hour for each complete 8 hour scheduled reservation

Pilots not meeting rental minimum will be billed the ½ the hourly aircraft rate to make up the total required for the scheduled reservation.

3.13 Charges

1) Rental Charges

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

2) Instructor Charges

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

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

Any renter or student requesting pilot or instructional services will pay the appropriate published hourly or day rate and any additional expenses incurred by the instructor as the result of overnight travel including airline and transportation fees, hotel stays and meals.

3) Cancellations and No-Shows

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

4) Fuel Charges

Fuel charges are based upon the current fuel rate and average fuel burn for the type of aircraft flown. Fuel charges are billed based upon the hourly Hobbs meter installed in the aircraft.

5) Block Time Purchases

AAFC offers discounts for block time purchases. The amount of discount can be obtained from a current rate sheet or on the AAFC website. Only current AAFC club members are eligible for block discount rates.

6) Fuel Reimbursement

For pilots who purchase fuel away from an AAFC facility, a fuel credit will be applied to their bill. Fuel is reimbursed at a rate not to exceed the rate paid by AAFC at the aircrafts home base. If you have a fuel receipt, please leave in the aircraft binder upon completion of your flight.

7) Aircraft Care Charges

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

8) Battery Switch

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

9) Careless Operation Damage

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

10) Flat Spotted Tires

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

3.14 Insurance and Deductible

Regardless of a student, pilot or renter's personal insurance situation, AAFC requires that person to be covered by AAFC's zero-deductible insurance policy. Club members can pay a refundable (after 6 months of good standing and no longer renting AAFC aircraft) deposit. Non-club members are required to pay an additional $5 (non-refundable) per flight hour for the zero-deductible coverage policy.

Section 4- General Aircraft Operations Policies and Procedures

4.01 General Aircraft Operations

1) General Compliance

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

2) Noise Abatement

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

3) Sterile Cockpit Procedures

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

4) Wake Turbulence Avoidance

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

5) Collision Avoidance

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

6) Intersection Takeoffs

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

7) Lights

Aircraft lights are required to be on appropriate to the operation. Beacon lights must be on at any time the aircraft master switch is in the "ON" position. Strobe lights are required during flight at all times. Landing lights are required to be on when operating within 10 miles of an airport below 3000 feet AGL and navigation lights are required to be on

from the period of sunset to sunrise. For strobe light equipped aircraft, pilots may consider not using strobe lights during operations where those lights may cause a hazard or distraction to other pilots.

8) Airport Requirements

Operations are not authorized to airports with less than 2500' of paved runway surface available for takeoff and landing. In addition, if touch and go landings are to be practiced, a minimum runway length of 4000' is required. Private airports that meet this requirement must provide permission for a pilot to operate AAFC aircraft at that location. Pilots shall become familiar with all available information concerning their intended airport of use. Except in the event of an emergency, operations on grass/unimproved surface airports are not authorized unless written permission is received from the AAFC President or Chief Flight Instructor.

9) Base Servicing

When pilots require aircraft servicing including fuel and oil at the RYY or PDK locations, the following procedures shall be practiced:

a) PDK

Fuel can be obtained from Epps Aviation by calling the Epps main telephone line or informing AAFC front desk personnel.

Oil can be obtained from the back of all AAFC aircraft in a plastic bin. If the renter requires more oil, please see an AAFC staff member for assistance. All AAFC aircraft use 100LL aviation gas and Philips 20W50 oil in the blue container

b) RYY

Fuel and oil can be obtained from Hawthorne Aviation by calling the main telephone line or informing AAFC front desk personnel. All AAFC aircraft use 100LL aviation gas and Philips 20W50 oil in the blue container.

4.02 Aircraft Servicing

1) Fueling and Self Fueling

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

2) Oil

Pilots are required to know the type and amount of oil required for the airplane that they are operating. All AAFC aircraft use Philips 20W50 oil. Oil minimum requirements by Aircraft Type:

- Cirrus SR22/22T – 6 quarts
- Cirrus SR20 – 6 quarts
- Cessna 182T – 8 quarts
- Cessna 172S – 5 quarts
- Piper Arrow – 5 quarts

Pilots are encouraged to keep the Cessna 172S closer to 6 quarts and to not overfill the oil as the tendency is for the engine to dump out any excessive oil.

4.03 Aircraft Checklists

Pilots are required to use AAFC approved aircraft checklists at all times. AAFC provides checklists in the aircraft binder and the checklist should be returned at the end of the flight. Cirrus bound checklists are kept in the aircraft and made available for all renters. Any checklist not returned or left in the aircraft will incur a charge (retail price) to the renter for that checklist. Checklists are available for purchase in the pilot shop if a personal checklist is desired.

If renters, students or pilots wish to use a custom checklist, that checklist must be approved for use by an AAFC staff member.

4.04 Manipulation of Controls

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

4.05 Reckless Operation

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

4.06 Cold Weather Operations

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

1) Engine Preheat

AAFC operates an engine pre-heater that blows warm air over engine components. Pilots are requested to speak with AAFC personnel on cold weather days to get assistance with preheating their aircraft.

2) Deicing

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

3) Starting

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

4.07) Preflight Duties and Responsibilities

1) Introduction

Prior to each flight, including local flights, the Pilot-In-Command is responsible for the completion of the following requirements, and will determine before departure that the flight can be conducted safely and in accordance with all applicable regulations and AAFC policies and procedures.

2) SkyScheduler Check out

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

1- Pilot Proficiency – Skyscheduler tracks pilot proficiencies as outlined by AAFC currency requirements and aircraft dispatch will not be allowed by the scheduler if required proficiencies are not met.
2- Required scheduled aircraft maintenance Items – Skyscheduler tracks required aircraft maintenance intervals and will not allow the dispatch of an aircraft if any required maintenance interval has been exceeded.
3- Aircraft Discrepancies – Skyscheduler allows the pilot to see any resolved and unresolved maintenance discrepancies and will not allow the dispatch of an aircraft if any discrepancies have been reported that render the aircraft not flyable.

The aircraft binder will not be issued to a pilot without a successful dispatch on Skyscheduler.

3) Manifest

RYY- Each pilot is required to complete a detailed flight manifest for every flight. This manifest will be placed with the front desk in order to receive the aircraft binder. If the manifest in unable to be printed, the manifest shall be saved within the manifest program. The manifest is to include weather, destination, weight and balance and pilot information.

4) Fuel

a) Local Flights

Notwithstanding the FAA part 91 fuel requirements, all aircraft must have a minimum of one-half maximum allowable fuel on board.

b) Cross-Country Flights

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

c) IFR Flights

All flights departing under IFR must conform to the FAA minimums as outlined in Federal Aviation Regulations paragraph 91.167.

d) Student Solo Flights

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

e) Minimum Fuel Requirements

Notwithstanding VFR Fuel Requirements listed in FAR 91.151 and IFR Fuel Requirements listed in FAR91.167, Pilots shall determine that the aircraft has sufficient fuel to complete the flight and fly after that for 45 minutes at normal cruising speeds during daylight conditions and 1 hour at normal cruise speeds during night conditions.

5) Weight and Balance

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

6) Weather

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

7) Notices to Airmen (NOTAMs)

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

8) Temporary Flight Restrictions (TFRs)

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

9) Maintenance and Maintenance Discrepancies-

a) Aircraft Inspections and Scheduled Maintenance

Pilots are required to determine if the required aircraft inspections have been accomplished and must ascertain that a flight can be completed without overflying any required maintenance inspection interval. When an aircraft is within 10 or fewer flight hours of a required inspection interval, the aircraft binder will have a warning sheet in the front alerting the pilot of the upcoming event. For questions concerning required maintenance, please consult with AAFC personnel.

b) Unresolved Maintenance Discrepancies

The Deferred Maintenance Items (DMI) or "Squawks" are noted on the online scheduling site, and contains a list of maintenance discrepancies that have been previously reported to the Company concerning the aircraft, but have not yet been corrected. Prior to each flight, the pilot shall carefully review the maintenance discrepancies to determine if the flight can be completed safely and in compliance with Federal Aviation Regulations. The decision to accept and operate a Company aircraft rests solely with the Pilot-in-Command.

In accordance with 14CFR91.213(d), any inoperative instrument or equipment:

a. Must not be part of the VFR-day type certification instruments or equipment required by the aircraft's certification.

b. Must not be indicated as required on the aircraft equipment list (see AFM).

c. Must not be required by FAR 91.205 for the specific kind of flight operation being conducted.

d. Must not be required to be operational by any airworthiness directive applicable to that aircraft.

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

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

10) Aircraft Binder

Each aircraft is dispatched with an Aircraft Dispatch Binder along with the aircraft keys. These binders should be taken aboard the aircraft during the flight. Included within each binder are the aircraft keys, a time sheet denoting Hobbs and Flight/Tach times, a VOR log sheet, and a checklist for non-glass panel aircraft. For glass panel and Cirrus aircraft, a bound checklist can be found inside of the aircraft and should be left in the aircraft upon return.

11) Aircraft Documents

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

12) Current Charts

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

13) Aircraft Preflight Inspection

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

14) Aircraft Damage

The Pilot in Command is responsible for their aircraft from the time the aircraft binder is issued until the aircraft is returned. Any damage occurring to an aircraft must be reported immediately and any unreported damage discovered on any aircraft will become the responsibility of the last person to fly the aircraft. It is imperative that a thorough

preflight and post flight inspection be made before and following each flight and that if any damage is discovered it be reported to AAFC staff immediately.

15) Cirrus Brake Overtemp Stickers

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

4.08 Ramp and Taxi Operations

1) General

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

2) Hand Signals

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

3) Starting

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

a) Priming

If engine priming is required prior to start, the pilot shall follow the manufacturer's priming procedures and be ready to engage the starter immediately after the priming is complete. Waiting additional time before engaging the starter after the engine is primed will cause the effect of the priming to be diminished or lost.

b) Strobe Lights

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

c) Ventilation

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

d) Hand-Propping

The hand propping of AAFC Aircraft is expressly prohibited!

e) Special Note for Starting Operations at RYY

Pilots starting aircraft in the two northern most west facing parking spots are asked to pull the aircraft out of the spot and face the aircraft south bound prior to starting as the propeller blast from the engine start and taxi operation causes debris to be blown in to the hangar directly east of the parking spots.

4) Movement and Non-Movement Areas

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

5) Clearances

Approval must be obtained prior to moving an aircraft onto the movement area during the hours a control tower is in operation. When ATC clears an aircraft to "taxi to" an assigned takeoff runway, the absence of holding instructions does not authorize the aircraft to cross any runway which the taxi route intersects. A clearance to cross each runway as it is encountered must be received from ATC. To prevent runway incursions, pilots should query ATC whenever in doubt about any taxi instruction. Pilots are required to read back all hold short instructions.

6) Taxiing

As the aircraft moves out of the parking position, brakes on the pilot's side and the instructor's side (on dual flights) should be tested to ensure proper operation. The speed limit of a safe taxi operation always depends on the situation. In general the taxi speed should be such that the pilot has safe, positive control at all times. Taxi speed on the ramps and in the vicinity of other aircraft should be no faster than a brisk walk. Particular care must be exercised when taxiing in close quarters to ensure adequate clearance between aircraft. All AAFC aircraft will be taxied with the nose-wheel centered on the yellow taxiway centerline at all times unless necessary to avoid obstacles on or near the taxiway. Pilots should be aware that adherence to the centerline does not always guarantee obstacle/wingtip clearance. Constant vigilance, combined with slow forward speed, should be maintained when near other aircraft or obstacles. Pilots are strongly advised to minimize brake usage while taxiing. Proper taxi speed and planning not only improves safety, but also helps to extend the service life of brake components and tires. "Riding the brakes" in wheel pant equipped aircraft can cause the wheel pants to catch fire. Throttle control should be used to control speed, then braking action as required. At all times, 1500 RPM is the maximum allowed RPM for any operation other than engine run-up and takeoff.

a) Leaning for Taxi

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

4.09 In-Flight Duties and Responsibilities

1)General

Pilots are encouraged to follow the simple aviation moniker "Aviate, navigate and communicate" in that order. In doing so, responsibilities arise in flight that must be tended to. Proper used of Single Pilot Resource Management and Aeronautical Decision Making will help result in the safe outcome for all flights.

2) Enroute Weather

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

3) Engine and Fuel Management

Fuel exhaustion and mismanagement continues to be a leading cause of accidents. It is critical that pilots frequently review fuel consumption during the flight to ensure an adequate supply of fuel is always available. In the Cirrus SR2X aircraft, the Garmin 430 and Perspective systems are programmed to remind the pilot to switch tanks every 20 to 30

minutes and pilots are encouraged to comply with this message unless flight duties do not allow this to safely be accomplished.

The importance of proper engine operation cannot be over-emphasized. Cruise power settings should be set in accordance with the procedures outlined in the Pilot's Operating Handbook. During cruise flight, the engine should be leaned for Best Power or Rich of Peak as outlined in the Pilot's Operating Handbook. Aircraft with cylinder head temperature gauges should be constantly monitored to avoid engine damage and pilots should become familiar with the operating range of the cylinder head temperature gauges.

4.10 Post Flight Duties and Responsibilities

1)General

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

2) Parking

Both base location parking spots for AAFC aircraft exist in tight spaces. If any pilot is uncomfortable with the proximity of their aircraft to another aircraft or structure during parking, please stop and ask AAFC personnel for assistance. For aircraft based in hangar locations at PDK, please see AAFC personnel for proper parking and hangar procedures.

a) PDK

Parking aircraft at PDK will be on the Clairmont ramp to the east of the 1954 Airport Road building. Aircraft must be taxied straight ahead past their desired parking spot and then shut down. The aircraft shall then be pushed manually back into its spot by use of the aircraft towbar. Aircraft are not permitted to be turned while under taxi power once the centerline stripe has been reached.

For hangared aircraft at PDK, please see Appendix B for specific procedures

b) RYY

Aircraft parking at RYY is located on the ramp just east of Atlanta Executive Jet Center. Pilots are requested to taxi down one of the two taxi lanes northbound. NO PULL THROUGH TAXIING IS PERMITTED. The airplane shall not be maneuvered to line up with any spot but be taxied straight ahead past the desired parking spot and shut down to be pushed into the desired spot. This prevents prop blast from entering adjacent hangars.

3) Tow Bars

Each aircraft has its own tow bar for push back into a parking spot. Tow bars are to be removed only for this purpose and are not to be left unattended attached to the nose wheel. Once the aircraft has been steered into its spot, secure the tow bar in the baggage compartment of the aircraft.

4) Tie Downs

All AAFC aircraft shall be tied down using ropes at each parking spot. Care should be taken to secure the aircraft without over stressing it. Complicated knots are not required and help the next pilot efficiently preflight. If you need assistance tying down an aircraft, please ask AAFC personnel.

5) Control Locks and Covers

All AAFC aircraft have control locks and pitot covers that must be placed in their respective positions at the conclusion of each flight. Both the Piper Arrow Cirrus aircraft have either covers or sunshades which must be replaced on or in the aircraft. Please call the Aero Atlanta desk staff to help assist with the cover if the aircraft is so equipped. Care should be taken when removing and replacing the covers so as to not damage the aircraft.

6) Maintenance Discrepancies

If a maintenance discrepancy or "Squawk" is noted during a flight, the pilot shall, at the completion of the flight, login to the Skyscheduler and click on "Report Discrepancy" for each squawk. A detailed description of the discrepancy should be noted here, along with a selection for which aircraft the discrepancy occurred in. The pilot also has the option of selecting "Down the aircraft" for issues that are unsafe for flight. Verbal squawks given to AAFC personnel do not guarantee accurate reporting. Therefore, pilots shall report all maintenance squawks and discrepancies through the online reporting system.

7) Recording Hobbs and Tach Times

At the conclusion of each flight, the pilot shall record the Hobbs and Flight/Tach times in the aircraft binder.

8) Aircraft Cleaning

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

9) After Hours Procedures

See appendix C for the after-hours procedures.

10) Night Operations

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

Section 5- Flight Training Operations

5.01 Definitions and Terms

Throughout this chapter, the use of the term "*Student Pilot*" (capitalized, italic) shall refer only to students currently enrolled in AAFC's Private Pilot course and who hold a current Student Pilot certificate. All other references to "students" (lower-case, non- italicized) apply to students enrolled in any course of training.

5.02 Chief Flight Instructor

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

5.03 Company Facility

AAFC's PDK facility consists of 1200 square feet at DeKalb Peachtree Airport in Atlanta Georgia. The facility includes a pilot supply retail center, lounge area, two pilot briefing rooms and a flight planning area.
AAFC's RYY facility consists of 1500 square feet of space at Cobb County McCollum Field in Kennesaw, Georgia. The facility includes a lounge area, flight planning room and large classroom and briefing area.

5.04 AAFC Aircraft

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

5.05 Owner Aircraft

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

5.06 Compliance with Aircraft Operating Procedures

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

5.07 Operating of AAFC Aircraft for Hire

Except for flight training operations, AAFC aircraft are not to be flown for hire under any circumstances. Any pilot, renter, student or *Student Pilot* who violates this rule will lose all flight privileges.

5.08 Recommended Training Airports

The following airports are recommended training airports when operating out of an AAFC base. These airports typically remain light in traffic and are free from parachute and aerobatic activity.
PDK Base- Gainesville Airport (GVL) 33 NM NE, McCollum Airport (RYY) 14 NM NW, Lawrenceville Airport (LZU) 18 NM NE, Covington Airport (CVC) 27 NM SE
RYY Base- Cartersville Airport (VPC) 14 NM NW, Paulding County Airport (PUJ) 16 NM SW, Canton Airport (CNI) 20 NM NE, Calhoun Airport (CZL) 31 NM NW

5.09 Practice Areas

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

5.10 Solo Limitations and Requirements for Student Pilots

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

See Appendix A for specific Student Pilot Solo Limitations

5.11 Dispatch Authority

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

5.12 Simulated Engine Failures

Engine failures in AAFC aircraft will only be simulated by smoothly retarding the throttle. Practice aborted takeoffs to a touchdown are prohibited. Simulated engine failures are prohibited on *Student Pilot* solo flights. Instructors shall guard against shock cooling the engine by keeping temperatures within normal operating range and advancing the power to full, or clearing the engine occasionally during the emergency descent.

Engine failures in single-engine aircraft will not be simulated below 500 feet AGL. Simulated forced landings will recover at least 500 feet AGL unless the aircraft is in a position to land at an approved airport without interference to other traffic at the airport.

5.13 Student Pilot Radio Identification

Student Pilots, while operating an aircraft solo, are required by Company policy to identify themselves as *Student Pilots* on initial contact to an FAA facility. Example:
"Peachtree Tower, Cirrus 908 Charlie Bravo, ten miles northwest with Charlie, full stop, Student Pilot.'
This requirement only applies to the initial call-up. Subsequent transmissions to the same facility need not include the student identification.

5.14 PTS Special Emphasis Areas

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

5.15 Courses

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

1) Course Requirements

a) Eligibility

Students should carefully review, with their instructor, the FAA eligibility requirements for the certificate or rating being sought in order to resolve any possible compliance issues prior to beginning a course. Course prerequisites and requirements for completion are contained in 14CFR61.

b) US Citizens

All students who are U.S. citizens should be prepared to present for verification a valid U.S passport or original birth certificate or other form of proof of citizenship before initiation of training.
The student's instructor, after verifying the validity of the student's proof of citizenship, shall make a copy of the document to be kept in the students training files. The instructor will also make the following endorsement in the student's logbook.
"I certify that [insert student's name] has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor's signature and CFI number.]"

c) Non-US Citizens

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

d) Minors

Clients under the age of 18 must have signed documentation from a parent or legal guardian approving them for flight training with an Aero Atlanta Flight Center instructor.

e) Medical Certification

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

f) Study Materials and Jeppesen Kits

Each student enrolled in a course is responsible for obtaining the necessary books and training materials specified by AAFC. For new students, AAFC requests the student obtain the AAFC Jeppesen Private Pilot Training Course available from AAFC. Use of expired publications for flight operations is prohibited

g) Continuity of Training

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

h) Syllabus

All flight and ground training within a flight course must be conducted in accordance with the AAFC's training syllabus (with amendments incorporated as necessary for students enrolled in a 14CFR61 course). The company uses custom designed AAFC syllabi for Private and Instrument courses. Cirrus Transition Training for the Cirrus SR20 / SR22 is provided using the Cirrus Transition syllabus, appropriate to the aircraft flown, and developed by Cirrus Aircraft. A training syllabus is divided into stages, with each stage containing a series of lessons. Each lesson and stage has specific training objectives and completion standards to which the student is required to perform in order to progress to the next lesson or stage.

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

i) Student Solo Operations

See Appendix A for Student Solo Operations Limitations

j) Pre-solo Stage Checks

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

k) Satisfactory and Unsatisfactory Performance

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

l) *Checkride Preparation*

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

m) Student and Instructor Reassignments

The Chief Flight Instructor may approve student/instructor reassignments for any of the following reasons:
a. Instructor resignation.
b. Instructor change requested by student or instructor.
c. Lack of progress in student training.
d. Any other reason as deemed appropriate by the Chief Flight Instructor.
The Chief Flight Instructor will identify an instructor for reassignment based upon availability and the student's history in the course. If delays in reassignment are anticipated, the Chief Flight Instructor will give a reasonable estimate of when an instructor will become available. Once an instructor has been identified, the Chief Flight Instructor will meet with both instructors to discuss student status, progress in the course, etc. The current instructor should ensure that all training documents are updated and properly completed before releasing the student to the new instructor.

n) Training Records

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

o) Logbook

At the conclusion of each flight or ground training session, the instructor (or student, in the case of a non-instructional training operation) shall make an appropriate entry in the student's logbook.

p) Training Record

At the conclusion of each flight or ground training session, the instructor shall complete the training record in the student binder. Failure to maintain complete training records in accordance with this chapter is a serious violation of AAFC policy and will not be tolerated.

q) Recommendations

The instructor shall use the "Comments" section to provide a constructive critique of the student's performance during the lesson. Strong points, as well as areas found to be weak, should be listed, along with a brief explanation. A helpful reference when filling out this section is the completion standards listed for the lesson, along with the appropriate Practical Test Standards guide. The feedback given in this section must be effective. Simply stating that a particular maneuver was "poor" provides little guidance to another instructor reviewing the training record and while the comments should be brief, they should explain observations sufficiently.

r) Cross Country Flights

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

Section 6- Abnormal & Emergency Operations

6.01 Overview

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

6.02 General Emergencies

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

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

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

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

6.03 Deteriorating Weather

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

6.04 Medical Emergencies

In flight medical emergencies require safe, informed decisions regarding diverting and emergency procedures. An in-flight medical emergency that affects a pilot will differ in response to emergencies that affect passengers. The pilot should make a decision that is timely and in the interest of safety for all those aboard. Remembering the phrase “Aviate, navigate and communicate” in that order will help in dealing with medical emergencies while in flight. When flying Cirrus aircraft, it is the responsibility of the pilot to brief all passengers on the deployment procedures of the Cirrus Airframe Parachute System.

6.05 Airsickness

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

6.06 Lost Communications

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

1) VFR

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

2) IFR

Follow the steps as outlined in the Federal Aviation Regulations, §91.185.

6.07 Forced Landing

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

6.08 Fires

1) Ground

The majority of fires that do occur on a ramp stem from improper priming procedures during cold weather, which results in an induction fire. Utilize the proper priming procedures set forth in the aircraft POH to determine the safest and most effective method to use when starting the engine. In the event of an induction fire while starting, follow the recommended procedure listed in the Pilot's Operating Handbook and the aircraft checklist. Most fires can be "sucked" into the engine if the pilot remains calm, continues to crank the engine and shuts off the fire's source of fuel. If the fire does not go out, evacuate the aircraft and report the fire. If a fire extinguisher is available and the fire is still small, accessible and manageable, try to extinguish the fire with the fire extinguisher, but avoid any possibility of personal injury.

2) In-Flight

An engine fire when airborne, due to the intense heat, could cause structural failure, among other things. If an engine fire should occur while airborne, secure the engine, utilize the appropriate fire checklist for the aircraft and make an emergency descent to land as soon as possible. Do not attempt to restart an engine that has been shut down due to fire. If the fire is electrical, the situation is not as critical. Shut the master switch off and follow the appropriate checklist to isolate the defective device and then land as soon as practical.

6.09 Accidents and Incidents

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

1. Date and time of the incident
2. Location of the incident
3. Number and type of injuries
4. General description of the mishap and damage.

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

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

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

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

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

Section 7- Aircraft Care and Maintenance

7.01 Overview

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

7.02 Food and Beverages

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

7.03 Windshields

No items (excluding aircraft keys) are to be placed on the glare shield or dashboard of any aircraft. This includes headsets, kneeboards, clipboards, electronic devices or anything with a hard surface that can potentially scratch the windshield. Suction cups used to attach devices to windows should not be used on windshields but may be used on side and rear windows. Care should be taken when cleaning an aircraft windshield that proper materials are utilized for cleaning. AAFC staff will provide pilots with aircraft cleaning materials. When operating aircraft away from an AAFC base, do not allow materials to be used to clean the windshield that will scratch or damage the surface.

7.04 Entering and Exiting Aircraft

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

7.05 High Heeled Shoes

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

7.06 Seatbelts

Care should be taken when closing aircraft doors so that seatbelts are completely inside the aircraft prior to shutting the door as the buckle can damage the interior and exterior of the aircraft if inadvertently left in the path of the door. To prevent damage, pilots should ensure that seatbelts of all occupants are fastened prior to closing the doors and when exiting all aircraft other than Cessna 172S or 182T, refasten the seatbelts prior to shutting the door.

7.07 Cirrus Seats

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

7.08 Items placed on Aircraft Surfaces

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

7.09 Gel Pens

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

7.10 Trash

All trash and waste shall be removed from any AAFC aircraft upon completion of the flight by the pilot. AAFC reserves the right to charge an aircraft cleaning fee if the aircraft is not cleaned upon its return.

Section 8- Restrictions and Limitations

8.01) General

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

8.02) Operations Outside the Contiguous United States

For pilots wishing to operate an aircraft outside of the 48 contiguous United States, special permission must be obtained by the President of AAFC.

8.03) Operations for Hire

Other than flight instruction activity, the carrying of persons or property for compensation or hire is prohibited in all AAFC aircraft.

8.04) Formation Flying/Aerobatic Flying/Spins

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

8.05 Careless/Reckless Operation

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

8.06 Grass/Unimproved Airports

Except in the event of an emergency, operations on grass/unimproved surface airports are not authorized unless written permission is received from the AAFC President or the Chief Flight Instructor.

8.07 Smoking

Smoking is strictly prohibited on any ramp and near or in all AAFC aircraft.

8.08 Alcohol and Drug Restriction

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

8.09 Carrying of Intoxicated Passengers

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

8.10 Food and Beverage

With the exception of bottled water, consuming food or drink in any AAFC aircraft is prohibited.

8.11 Carriage of Firearms and Hazardous Material
It is strictly forbidden to carry firearms or any type of hazardous material onboard any AAFC aircraft.

8.12 Fuel
Takeoff with less than ½ max allowable fuel on board aircraft is prohibited unless verbal permission is received from AAFC staff.

8.13 Manipulation of Controls
Pilots flying AAFC aircraft may only fly from the left seat and may not permit passengers to manipulate aircraft controls unless the pilot flying is an authorized AAFC instructor.

8.14 Use of Checklists
All pilots will utilize AAFC approved checklists during all phases of flight including preflight and post-flight inspections. Completing checklist items while taxiing is prohibited.

8.15 Malfunctions
In the event of a malfunction of any part of the aircraft or its accessories, pilots may not molest, or attempt to repair any part of the aircraft or its accessories and will contact Aero Atlanta Flight Center for instructions as to what actions to take.

8.16 Touch and Go's
Unless a minimum of 4,000' of landing runway is available, all landings will be made to a full stop. All landings in retractable gear aircraft will be to a full stop.

8.17) Simulated Engine Failures
Engine failures in all aircraft will be simulated by retarding the throttle only. Simulated engine failures will not be continued below 500' AGL during the day or 1000' AGL during nighttime hours unless the aircraft is in the traffic pattern and a safe landing can be made on the runway. Simulated engine failures will not be initiated below 500' AGL. During all simulated engine failures, pilots will abide by FAR§91.119. Instructors shall ensure the safe operation of simulated engine failures by clearing the engine every 1000' feet with a closed throttle.

8.18 180 Degree Returns for landing
No AAFC pilot may practice a 180 degree return for landing from the departure end at any time.

8.19 Aborted Takeoffs
Except in an emergency, aborted takeoffs to touchdown are prohibited after aircraft rotation.

8.20 Minimum Altitudes
All AAFC pilots must comply with the Altitudes as prescribed by FAR§91.119. All maneuvers should be planned so as to be completed at an altitude no lower than 1500' AGL unless as required for the prescribed maneuver as outlined in the Practical Test Standards.

8.21 Maneuvers
Maneuvers other than those prescribed in an approved AAFC flight course syllabus are prohibited in AAFC aircraft.

8.22 Student Pilot Solo Flights
All student pilot solo flights must comply with the restrictions of Appendix A of this manual and must be under the direct supervision of an approved AAFC instructor.

8.23 Wind Limitations

No flight operations shall be conducted in winds greater than 20 knots. This limitation is inclusive of gusts and requires all pilots to stay informed of current weather and wind conditions. It is the responsibility of each pilot to ensure they are operating within wind limitations. If the flight is operated as an instructional flight with an instructor onboard, the wind limitation is increased to 25 knots, inclusive of gusts.

8.24 Frost/Ice/Snow

AAFC aircraft are not allowed to taxi for the purpose of flight with frost, ice, or snow adhering to any lifting surface of the aircraft. The aircraft must be completely uncontaminated.

8.25 Icing

Flight into known icing conditions is prohibited.

8.26 Thunderstorms

Flights may not be conducted, nor takeoffs or landings attempted, in the presence of a thunderstorm. Any aircraft encountering an area of thunderstorms should avoid that area by a minimum of 20 miles and if this is not possible, turn around and land as soon as practical.

8.27 Special VFR

Special VFR operations are not allowed in AAFC aircraft by non-instrument rated pilots.

8.28 Night Restrictions

The following operations are not allowed during nighttime hours:

1) With instructor on board

No practicing of unusual attitudes; short or soft field takeoff and landings; simulated engine outs below 1000’ AGL when not in the vicinity of an airport.

2) Without instructor on board

All maneuvers not permitted during dual operations at night; no takeoff or landings without the landing light illuminated; no practice of stalls, slow flight or steep turns or any other maneuver not related to night takeoff and landing practice.

8.28 Instrument Conditions

No pilot may operate an AAFC aircraft in instrument conditions unless that pilot is IFR rated and current as outlined in FAR§61.57. No pilot may conduct an instrument approach to a runway if the weather is below the prescribed minimums for that approach procedure. No simulated emergencies of any kind are permitted when operating in Instrument Meteorological Conditions.

8.29 Cloud and Visibility Minimums

Takeoffs are not permitted in AAFC aircraft unless the ceiling and visibility are at least 1500’ and 5 miles unless that aircraft has filed an FAA IFR flight plan and received a clearance from ATC. Unless maneuvering for takeoff and landing, practice maneuvers are not allowed during night hours or if the flight visibility is not at least 5 statute miles.

8.30 Flight Instructor Duty Limitations

All approved AAFC instructors will comply with FAR §61.185 with a maximum On-duty time of 14 hours. All AAFC instructors can only have a maximum of 6 consecutive working days and a minimum off-duty time in a 7 day week of 24 consecutive hours.

Appendix C

Student Pilot Solo Flight Requirements

The following requirements apply to all solo student pilot flights in Aero Atlanta Flight Center aircraft. They have been developed with your safety as the foremost concern while providing a structured and cost efficient program for obtaining you private Pilot Certificate. They are in addition to, and do not replace, all Federal, State, Local or Flight Center regulations

_____ An approved Flight Center instructor or Flight Center manager on duty must be available for
(Initial) direct telephone contact at the time of the student's solo flight.

_____ All student solo flights will be under the direct supervision of a Flight Center approved
(Initial) instructor, familiar with the student's performance and limitations.

_____ Students must have flown, **either solo or dual within the preceding 14 days,** and are
(Initial) required to fly with an approved instructor at least every third flight.

The following minimum conditions must be met throughout any student solo flight:

_____ Student solo flights will not be permitted during the period from sunset to sunrise.
(Initial)

_____ Wind conditions must be, and be **forecasted to remain, at or below 10kts and 5kts of**
(Initial) **crosswind component**. No student solo flights in "GUSTING" conditions.

_____ Cloud ceilings must be, and be forecasted to remain, **above 3000' AGL for cross-country**
(Initial) **flights.**

_____ Visibility will be **at least five (5) miles for local area flights, and at least eight (8)**
(Initial) **miles for cross country flights.**

_____ All flights will use full available length of runway for take-offs.
(Initial)

_____ **A fuel reserve of at least one (1) hour for all phases of the flight will be maintained.**
(Initial)

_____ All landings are to be planned full stop unless the student has a touch and go endorsement* in
(Initial) his/her logbook.

_____ Solo cross-country flights will be started at a time that allows for the completion of the flight
(Initial) with the greater of at least 50 percent of the time of flight or one (1) hour before sunset.

_____ No spacing maneuvers are allowed after the turn to base leg has been initiated or anytime below 1000' AGL.
(Initial) This includes but is not limited to: (S-Turns, 360's, or 270's to final)

Appendix B
AAFC Hangar Aircraft at PDK

N328MC- SR22 Gen5
Hangar- Claremont Ramp Hangar
Access- Hangar may be accessed via Claremont ramp walk-through gate
Action- Aircraft will be pulled out of hangar by AAFC personnel and put in hangar upon return by AAFC personnel.
Parking- Cars may be parked near the Claremont ramp next to AAFC office.

N83GT- SR22 Gen5
Hangar- West county T-hangar #52
Access- Hangar may be accessed via access gate south of Airport Road on east side of Claremont Road. Gate key is located in aircraft binder. Use designated lane to drive to hangar.
Action- Aircraft will be pulled out of hangar by AAFC personnel and put in hangar upon return by AAFC personnel.
Parking- Cars may be parked inside hangar or in designated parking areas near hangar.

N624HS- SR22T-Gen5
Hangar- West county T-hangar #20
Access- Hangar may be accessed via access gate south of Airport Road on east side of Claremont Road. Gate key is located in aircraft binder. Use designated lane to drive to hangar.
Action- Aircraft will be pulled out of hangar by AAFC personnel and put in hangar upon return by AAFC personnel.
Parking- Cars may be parked inside hangar or in designated parking areas near hangar.

Appendix C
After Hours Procedures PDK

Aero Atlanta PDK office hours are Monday-Saturday 10am-6pm, Saturday 9am-5pm and closed on Sunday. For renters wishing to use AAFC PDK aircraft outside of these hours, the following after hours procedures must be adhered to.

Departure After Hours (Reservation made with at least 24 hours notice)
If aircraft reservation was made more than 24 hours in advance, the aircraft binder and keys will be left with the front desk personnel at Epps Aviation.

Arrival After Hours
If arriving after hours at PDK, return the aircraft binder and keys to personnel at Epps Aviation front desk.

Departure After Hours (Reservation made within 24 hours of flight)
For reservations made within 24 hours of the flight and the flight is scheduled for after hours, please contact Aero Atlanta Flight Center at 770-422-2376 to confirm after hours procedure. For immediate dispatch requests after hours, please contact Daniel Christman 404-368-8638 or Ben Kroll 678-699-0583.

After Hours Procedures RYY

Departure:

Until 8pm on any day of Flight:

- If no AAFC personnel available to assist you:
- If you require fuel, please see the Jet Center front desk and advise of fuel needs
- Complete manifest and checkout airplane in AAFC flight planning room
- Obtain aircraft book from behind AAFC front desk and leave manifest
- If there is a problem, please contact Ben Kroll at 678-699-0583

After 8pm

- Please advise AAFC of fuel needs prior to 5pm on day of flight
- The flight school and FBO will be closed
- The aircraft book/key will be placed in the aircraft for you
- You may access the ramp via the walk through gate under the FBO turnaround

Arrival:

Until 8pm on any day of flight

- Return book to AAFC
- If no AAFC personnel are present, leave book on front desk counter
- Place all fuel receipts in aircraft book
- If there are any aircraft discrepancies, please note them on Skyscheduler

After 8pm:

- Leave aircraft book/key in airplane
- Place all fuel receipts inside the aircraft book
- You may exit the ramp via the walk through gate under the FBO turnaround
- If there are any aircraft discrepancies, please note them on Skyscheduler

Please note:
If you schedule an aircraft for a same day flight and are concerned about the aircraft being ready or the availability of AAFC personnel please call the front desk, 770-422-2376 or Ben Kroll to confirm.

If you have a fuel receipt and need a copy for your own records, please let us know and we can either email you a copy of the receipt or return the original to you after we have processed your flight.

If you encounter any problems with accessing or checking out aircraft, please contact Ben Kroll at 678-699-0583.

Please do not leave notes concerning aircraft/rental issues. Instead, either call the AAFC front desk and leave a message or email ben.kroll@aeroatlanta.com.

If you are unfamiliar with checkout, manifest, or discrepancy reporting, please let an AAFC instructor know so we can assist you.