Aero Atlanta Operations Manual

Version 5.1 | Effective 07/2022

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1 Overview

1.01 Introduction

Welcome to Aero Atlanta Flight Center (AAFC) and the Aero Atlanta Operations Manual (AAOM). Aero Atlanta conducts flight training activities under 14CFR Part 61 (Certification of Pilots, Flight Instructors, and Ground Instructors), ensuring all our students meet the applicable FAA requirements prior to taking the practical test for the rating sought. It is the mission of AAFC to train safe and conscientious pilots, offer a well-maintained aircraft fleet, and provide exceptional customer service to students, pilots, renters, and aircraft owners. The AAOM shall be used in conjunction with other manuals and publications, including, but not limited to:

- Federal Aviation Regulations (14CFR)
- Aeronautical Information Manual (AIM)
- FAA Advisory Circulars
- FAA Airplane Flying Handbook
- Pilot's Handbook of Aeronautical Knowledge
- Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH)
- Cirrus Flight Operations Manual / Cirrus Transition Training
- Computer-Based Training Aids
- AAFC Private Pilot Syllabus
- AAFC Instrument Pilot Syllabus

The policies and procedures set forth in this manual will help ensure the safety of all company operations, and compliance is mandatory for all AAFC students, pilots, instructors, and renters. Failure to abide by all policies and procedures contained within this manual can result in the suspension or revocation 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 Training, and any other AAFC broadcast NOTAM. Ultimately, the Pilot in Command has final authority and responsibility for the operation and safety of the flight.

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

Periodic revisions to this document will be made as necessary to reflect regulatory changes, and changes in AAFC facilities, aircraft, personnel, and operating procedures. Refer to the AAOM version number and effective / expiration date to make sure you are using the current version of the document; this can be found on the title page. Please feel free to offer comments or suggestions regarding this manual to the Director of Flight Operations either verbally or in writing.

1.02 Deviations

Requests to deviate from the policies and procedures contained within this manual must be made to the Director of Flight Operations or President and will be reviewed on an individual, one-time basis.

1.03 Errors

It is the responsibility of each AAOM recipient to notify us of any errors or omissions found in this publication as soon as possible.

1.04 Company Information

Aero Atlanta Flight Center operates from two locations within the metropolitan Atlanta area. Our primary office is located at the Dekalb-Peachtree Airport (PDK), while our satellite office is located at Cobb County International Airport – McCollum Field (RYY). The street address and hours of operation for each location are listed below.

PDK Flight Center
1954 Airport Road, Suite 66
Chamblee, Georgia 30341

PDK Hours of Operation

Monday	8:00 a.m. – 6:00 p.m.
Tuesday	8:00 a.m. – 6:00 p.m.
Wednesday	8:00 a.m. – 6:00 p.m.
Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	8:00 a.m. – 5:00 p.m.
Sunday	Closed

RYY Flight Center
2600 Cirrus Way, NW
Kennesaw, Georgia 30144

RYY Hours of Operation

Monday	9:00 a.m. – 5:00 p.m.
Tuesday	9:00 a.m. – 5:00 p.m.
Wednesday	9:00 a.m. – 5:00 p.m.
Thursday	9:00 a.m. – 5:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.
Sunday	Closed

Note: Our PDK Office will close at 5 p.m. every day from 11/1 through 2/28. Both of our flight centers are closed on all major holidays.

Aero Atlanta can be reached via telephone at (770) 422-2376 during regular business hours (listed above). If you require immediate assistance outside of these hours, please call the President or Director of Flight Operations at the numbers listed below.

President
Daniel Christman
(404) 308-8638
danieljc@aeroatlanta.com

Director of Flight Operations
Chad Russell
(770) 855-8183
chad.russell@aeroatlanta.com

Our website contains in-depth information about Aero Atlanta, including rental and instruction rates, flight training resources, and online aircraft / instructor scheduling. Visit us online at www.aeroatlanta.com.

FBO services for our PDK flight center are provided by Epps Aviation (770) 458-5891. Fuel for the Clairmont ramp at PDK can be obtained from Acme Fuel Co. (678) 691-3905.
FBO services for our RYY flight center are provided by Hawthorne Global Aviation (770) 422-4300.

The FAA FSDO (Flight Standards District Office) provides regulatory oversight, ensures compliance with Federal Aviation Regulations, and is the final authority regarding flight operations within the state of Georgia. The Atlanta FAA FSDO can be reached at:

DOT/FAA/ATL FSDO-11
Atlanta Tradeport
107 Charles W. Grant Parkway
Hapeville, Georgia 30354
(404) 474-5100

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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, and nobody at Aero Atlanta is exempt from actively participating 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 Aviation Safety Program is characterized by the following elements:

- Dedication to the preservation and protection of life and property;
- Support at all levels and implemented from the top down, from President to first-time renter;
- Safety-oriented flight operations and fleet maintenance;
- The Director of Flight Operations, all AAFC approved flight 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 / 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.
- Together these comprise a Safety Management System (SMS)

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 ensure all appropriate directives are issued.

2.05 Implementation

Implementation of the AAFC Aviation Safety Program is the responsibility of all officers, instructors, pilots, students, renters, and employees of AAFC. AAFC instructors are a direct extension of safety oversight. Further, all AAFC officers, instructors, pilots, students, renters, 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. During these meetings, 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. Presentations will be given during these meetings on various topics related to safety within the organization.

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 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 PAVE 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 and legally is the responsibility of every AAFC pilot.

enVironment

The environment contains the assessment of weather, terrain, the airport, airspace and time of day/night for the flight. All AAFC instructors and pilots must establish and operate within personal minimums, particularly with regard 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. All AAFC instructors and pilots should manage the pressures and assess whether 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 Aviation Safety Program. The primary purpose of the AAFC Safety Reporting System is safety.

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 organization. The recognition and identification of hazards is the foundation for accident prevention and safety awareness.

When important safety-related issues are identified, a Safety Alert will be generated and electronically distributed to all pilots, instructors and staff members within the organization. It is imperative that each flight instructor takes time to review Safety Alerts with his or her student prior to the next flight. 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.

The link to the SRF is attached here.

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 Director ofFlight Operations. 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.

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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 may 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.

BasicMed

On July 15, 2016, Congress passed legislation to extend the FAA's funding. This legislation, entitled the FAA Extension, Safety, Security Act of 2016 (FESSA), includes relief from holding an FAA medical certificate for certain pilots. This relief is called BasicMed.

To operate under BasicMed, you must abide by the following:

a) Comply with the general BasicMed requirements (possess a U.S. Driver's License, have held a medical certificate after July 14, 2006);
b) Get a physical exam with a state-licensed physician, using the Comprehensive Medical Examination Checklist. This checklist must be completed every 48 calendar months with a state-licensed physician;
c) Complete a BasicMed medical education course;
d) Have a copy of your checklist and education course with you while operating the aircraft.

Restrictions to BasicMed include:

a) Aircraft Requirements
   - Any aircraft authorized under federal law to carry not more than 6 occupants;
   - Has a maximum certificated takeoff weight of not more than 6,000 pounds.
b) Operating Requirements
   - Carries not more than five passengers;
   - Operates under VFR or IFR, within the United States, at less than 18,000 feet MSL, not exceeding 250 knots;
   - Flight not operated for compensation or hire.

For a full breakdown of this new medical, please visit the FAA website by clicking here.

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 Recurrent Training

Following the successful completion of a Cirrus recurrent 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

In general, pilots must demonstrate a proficiency level based on the pilot certificate presented to AAFC staff prior to operating an AAFC aircraft as Pilot In Command.

Cirrus Aircraft Pilot Requirements

Pilots wishing to utilize AAFC Cirrus SR2X aircraft (Cirrus SR20 / SR22 / SR22T) must:

- Have satisfactorily completed the Cirrus Transition Training Syllabus as outlined in the Current Cirrus Flight Operations Manual (FOM).
- Meet minimum flight time requirements based on the Cirrus aircraft they would like to rent.
- All AAFC Training Center Instructors (TCI's) will utilize the current version of the Cirrus approved training material and teach according to the general practices as outlined in the Cirrus FOM. 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 and complete a flight or Cirrus Recurrent Schedule with an AAFC TCI for Standardization.
- All pilots completing Cirrus Transition Training will receive a Transition Training Completion Certificate from Aero Atlanta Flight Center.
- Any pilot wishing to utilize the SR22 and SR22T aircraft must be Instrument Rated and have logged 250 hours of total flight time.
- No primary training is to be conducted in the SR22 or SR22T unless approved by the President or the Director of Flight Operations.

Cessna Aircraft Pilot Requirements

Pilots wishing to utilize AAFC Cessna aircraft must:

- Completion of an aircraft questionnaire and an initial checkout which will include a minimum of one hour of flight and one hour of ground training with an AAFC instructor.

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:

AAFC Annual 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.

Annual Cirrus Currency

Cirrus qualified pilots at AAFC are required to undergo annual recurrent training. The pilot has twelve calendar months since the initial checkout date or last recurrent event to complete this flight. This flight is to be conducted in any SR2X aircraft with an AAFC TCI following the Cirrus Training Syllabus Recurrent Guide using Schedule A or B, if instrument rated, or Schedule B if not instrument rated.

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 TCI. This flight is designed to assist and provide guidance for newly qualified Cirrus pilots.

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 TCI. This flight has no minimum required time. This flight is designed to aid Cirrus pilots in maintaining Cirrus proficiency.

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 www.flightschoolcandidates.gov. More information concerning this procedure can be found in this manual. Aero Atlanta Flight center does not provide training VISAs.

3.10 Internet Scheduler

Flight Schedule Pro is used for the online scheduling of aircraft and instructors, maintaining of pilot proficiencies, and tracking of aircraft maintenance status. FSP can be accessed at app.flightschedulepro.com. Each user will be required to have a username and password. 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

Solo 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.

Flight Instruction

Each flight lesson should be scheduled for a minimum of 3 hours with the instructor and aircraft. For cross-country instructional lessons, students should consult with the instructor for the appropriate amount of time to reserve the aircraft.

Ground Instruction

There is no minimum time for ground lessons. Ground lessons may be scheduled with coordination between the student and instructor.

Overdue Aircraft Returns

Pilots are requested to return the aircraft by the end of their reservation. If there are extenuating circumstances preventing this, the pilot should contact AAFC with the revised ETA. Repeated late arrivals without prior arrangement may result in extra charges being applied.

3.12 Rental Minimums

Rental minimums for overnight stays in AAFC aircraft are as follows:

Non AeroClub Members

Monday – Thursday: 3 hours per 24 hour scheduled reservation
Friday – Sunday: 4 hours per 24 hour scheduled reservation

AeroClub Members

Monday – Thursday: 2 hours per 24 hour scheduled reservation
Friday – Sunday: 3 hours per 24 hour scheduled reservation

AeroClub Platinum Members

Monday – Thursday: 1 hours per 24 hour scheduled reservation
Friday – Sunday: 2 hours per 24 hour scheduled reservation

Pilots not meeting rental minimum will be billed for the difference between actual hours flown and the corresponding daily minimums at ½ the hourly aircraft rate.

3.13 Charges, Cancellations, No-Shows, and Damages

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, consumable 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.

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.

Cancellation and No-Show Policy
AAFC requires a minimum of 24 hours' notice of cancellation for any flight. Clients are requested to keep their scheduled activity unless previously notified by their Flight Instructor.

Cancellations
Mutually agreed cancellations between the instructor and the client due to weather or lack of aircraft availability must be communicated directly between the instructor and the client. Clients wishing to cancel an activity must notify the instructor 24 hours prior to the scheduled lesson or will be considered a no-show and subject to a "No-Show" charge.

No-Shows
No-shows will be billed ½ of the scheduled reservation with a minimum of 2 hours of instructor time at the current billable rate.

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

Block Time Purchases
AAFC offers incentives for block time purchases. The amount of the incentive can be obtained from a current rate sheet or on the AAFC website. Only current Aero Club and Aero Club Platinum members are eligible for block purchases.

Fuel Reimbursement
The pilot renting the aircraft shall pay for all fuel and oil while away from the aircrafts home base. If you have a fuel receipt, please leave in the aircraft binder upon completion of your flight so that a credit can be applied to your bill. Fuel is reimbursed at a rate not to exceed the rate paid by AAFC at the aircraft's home base.

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 result in an "Aircraft Cleaning Charge" being 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.

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. Any PIC who leaves a battery switch on after their flight resulting in a drained battery will be charged $250 to recharge the battery.

Prior to exiting an aircraft, please ensure that either the rotating beacon (Cessna) or strobe (Cirrus) switch is left in the “on” position. This will draw attention to the aircraft if left unattended with the battery masterswitch on and mitigate the possibility of an accidentally drained battery.

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.

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. Pilots should check tires for flat spots and damage during the preflight. An aircraft tire can be inspected by moving the aircraft approximately 2 feet to inspect the complete circumference of the tire.

3.14 Insurance and Insurance Deductible

Please refer to Appendix D for insurance and insurance deductible information.

3.15 AeroClub Members

AeroClub members enjoy reduced aircraft rental rates and overnight minimums, reduced or free headset rentals, and additional program benefits – all for a nominal monthly fee. For pricing and a full list of benefits, please see one of our AAFC staff members or instructors.

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4 General Aircraft Operations Policies and Procedures

4.01 General Aircraft Operations

General Compliance

While operating AAFC 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 AAFC of any violation or citation received in connection with the operation of an AAFC aircraft.

Noise Abatement

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

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.

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.

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.

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 or 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 or if using runway 21L at intersection G at PDK.

Lights

Aircraft lights are required to be on appropriate to the operation. Beacon lights must be on 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.

Airport Requirements

Operations are not authorized to airports with less than 2,500 ft 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 4,000 ft 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 Director of FlightOperations.

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

PDK
Fuel can be obtained from Epps Aviation by calling (770) 458-9851. Fuel for aircraft on the Clairmont ramp are serviced by Acme Fuel Co. at (678) 691-3905. Any aircraft at PDK can be fueled by informing AAFC front desk personnel. Oil can be obtained from the back of all AAFC aircraft in a plastic bin. If you require additional oil, please see an AAFC staff member for assistance.

RYY
Fuel and oil can be obtained from Hawthorne Aviation by calling (770)422-4300 or informing AAFC front desk personnel.

All AAFC aircraft use 100LL aviation gas and Philips 20W50 oil in the blue container unless otherwise specified (e.g. during an engine break-in period).

4.02 Aircraft Servicing

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 to receive fuel credit for purchased fuel.

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 unless otherwise specified (e.g. during an engine break-in period). When adding oil to any aircraft, add full quart. (no ½ quarts)

Oil minimum requirements by aircraft type:

Cirrus SR20/SR22/SR22T	6 quarts
Cessna 172S	5 quarts*

*Pilots are encouraged to keep the Cessna 172S closer to 6 quarts and to not overfill 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 Operations

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

4.06 Cold Weather Operations

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

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. All Cirrus Aircraft are equipped with Tanis Engine Pre-Heaters and should be plugged in no less than 2 hours prior to flight when temperatures are below 40°F.

Deicing Procedures

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.

Engine 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 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 Federal Aviation Regulations and AAFC policies and procedures. Multiple tools exist for pilots to obtain appropriate performance calculations of AAFC aircraft to be flown and it is the responsibility of the Pilot-In-Command to ensure all performance parameters of the flight are within limits.

Flight Schedule Pro Check-Out

Prior to obtaining the aircraft binder, pilots are required to check out the aircraft on Flight Schedule Pro to ensure the following:

Pilot Proficiency

Flight Schedule Pro 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.

Required Scheduled Aircraft Maintenance Items

Flight Schedule Pro tracks required aircraft maintenance intervals and will not allow the dispatch of an aircraft if any required maintenance interval has been exceeded.

Aircraft Discrepancies

Flight Schedule Pro allows the pilot to see any resolved and unresolved maintenance discrepancies and will not allow the dispatch of an aircraft if any discrepancies have been reported that result in the aircraft being grounded. The aircraft binder will not be issued to a pilot without a successful dispatch on Flight Schedule Pro.

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

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

Fuel Requirements for 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.

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.

Weather
Prior to every flight, the pilot must obtain an official FAA weather briefing from Flight Service. This briefing may be obtained either by calling 1-800-WX-BRIEF or online at 1800wxbrief.com to determine that the flight can be completed safely. The pilot (along with his or her flight instructor) must plan the flight so as to avoid potentially hazardous weather conditions at all times.

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

Temporary Flight Restrictions (TFRs)
The pilot shall make special note to check the issuance of TFRs before each 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 online by checking the FAA's TFR map on their website at the following address:

FAA TFR Map: 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.

Aircraft Inspections and Scheduled Maintenance
Pilots are required to determine if the required aircraft inspections have been accomplished and must ascertain that a flight can be completed without overflying any required maintenance inspection interval. When an aircraft is within 10 or fewer flight hours of a required inspection interval, Flight Schedule Pro will have a warning next to the tail number alerting the pilot of the upcoming event.

For questions concerning required maintenance, please consult with AAFC personnel.

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 AAFC 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 an AAFC aircraft rests solely with the Pilot-in-Command.

Discovered Maintenance Discrepancies
Any maintenance discrepancy discovered by a pilot should be reported through the Online Scheduling System. Maintenance discrepancies discovered while away from home base should be reported to AAFC immediately for further direction on how to have the discrepancy resolved.

In accordance with 14CFR91.213(d), any inoperative instrument or equipment:
- Must not be part of the VFR-day type certification instruments or equipment required by the aircraft's certification.
- Must not be indicated as required on the aircraft equipment list (see AFM).

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

Final Determination by PIC
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.

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, and a VOR log sheet if required for the flight. For Cirrus aircraft, a bound checklist can be found inside of the aircraft and should be left in the aircraft upon return.

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.

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

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 Pilot’s 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 to be operated until the issue is resolved.

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 to the Director of Flight Operations and any unreporteddamage discovered on any aircraft will become the responsibility of the last person to fly the aircraft. It is imperative that a thorough preflight and postflight inspection be made before and following each flight and that if any damage is discovered it be reported to the Director of Flight Operations.

Cirrus Brake Overtemp Stickers
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 circumstances and AAFC staff should be notified immediately so that proper maintenance action can be taken.

4.08 Ramp and Taxi Operations

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.

Hand Signals
All pilots will familiarize themselves with the hand signals used by ramp personnel. These can be found in the Aeronautical Information Manual (AIM).

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.

***NOTE* Hand Propping any AAFC Aircraft is *expressly* prohibited.**

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.

Strobe Lights
The strobes or rotating beacon, as appropriate, must be turned on prior to starting the engine to alert anyone nearby that an engine is about to start. For night starts, or starts in low visibility, the navigation lights shall 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.

Doors
Cirrus Aircraft Doors should be closed prior to starting the engine to prevent difficulty in shutting the door.

Hand-Propping
The hand-propping of AAFC Aircraft is expressly prohibited!

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.

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.

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. Care must be exercised when taxiing in close quarters to ensure adequate clearance between aircraft.

All AAFC aircraft will be taxied with the nosewheel always centered on the yellow taxiway centerline 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 slowforward 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 ground operation other than engine run-up and takeoff.

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

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 use of Single Pilot Resource Management and Aeronautical Decision Making will help result in the safe outcome for all flights.

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 Perspective+ systems are programmed to remind thepilot to "CHECK FUEL" every 20 minutes and pilots are encouraged to comply with this message and switch tanks as necessary 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.

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

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

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, shutdown, and ask AAFC personnel for assistance. AAFC Personnel will help with parking the aircraft if available.

RYY Notes - Pilots returning to the AAFC facility should taxi onto the ramp, remain on the solid painted yellow line and shut down the aircraft. Pulling through a parking spot is strictly prohibited.

PDK Notes - For aircraft based in hangar locations please park the aircraft on Epps Aviation ramp, as directed byEpps line service personnel. Taxiing of an aircraft by a fuel truck fueling an aircraft on the Clairmont Ramp Alley is expressly prohibited.

For all aircraft tied down, the aircraft should be taxied past the desired parking spot, shut down perpendicular to that spot, then pushed back with the use of the supplied tow bar in the aircraft. Maneuvering of the aircraft as an attempt to line up the aircraft with a tie down spot is prohibited.

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.

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.

Aircraft Securing Procedures

All AAFC aircraft have control locks and pitot covers that must be placed in their respective positions at the conclusion of each flight. Sunshades, if equipped should be placed in the windows.

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 Flight Schedule Pro and click on “Report Aircraft Squawk” for each squawk. A detailed description ofthe discrepancy should be noted here, along with a selection for which aircraft the discrepancy occurred in. The pilot also has the option of selecting “Ground 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.

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.

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.

After Hours Procedures

Refer to Appendix B (PDK) and Appendix C (RYY) for the after-hours procedures at each of our flight centers.

4.10 Night Operations

Night Operations in aviation take special considerations and extra care should be taken when operating aircraft at night. If Instrument Rated, pilots are highly encouraged to file and operate on an Instrument Flight Plan. All Aero Atlanta Cirrus Aircraft are equipped with “Visual Approaches” in the Perspective+ Avionics Flight Deck and all pilots, whether Instrument Rated or not, are highly encouraged to become familiar with and utilize the Visual Approach procedure when conducting night approaches to an airport – if not on an instrument approach.

Aircraft Lights

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. Please ensure all interior and exterior lights are off when securing the aircraft after returning.

Pilot Requirements

Per the Federal Aviation Regulations 61.57 – pilots should have logged 3 takeoff and landings to a full stop within the preceding 90 days prior to carrying passengers. AAFC requires pilots to have an operable flashlight at all times when operating at night.

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5 Flight Training Operations

5.01 Student Pilot

Throughout this section, the use of the term “Student Pilot“ (capitalized) 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) apply to students enrolled in any course of training.

5.02 Director of Flight Operations

All AAFC training is overseen by the Director of Flight Operations. 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 Director of Flight Operations. The Director of Flight Operations is responsible for all facets of the training program and is available to assist students when needed.

5.03 Company Facilities

Aero Atlanta’s PDK flight center consists of 1,200 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.

Aero Atlanta’s RYY flight center consists of 10,000 square feet of space at Cobb County International Airport - McCollum Field in Kennesaw, Georgia. The facility includes a hangar, lounge area, flight planning rooms 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 named as an additional insured on the aircraft’s policy with a Waiver of Subrogation. No training will be conducted if the owner cannot prove adequate insurance coverage. The owner will be billed at the hourly instructionalrate 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 flight instructors shall adhere to the limitations and procedures set forth in the aircraft’s POH and/or the Cirrus FOM, as applicable.

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 uncongested 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 restrictive of the two.

See Appendix A "Student Pilot Solo Flight Requirements and Limitations" 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 follow published AAFC guidelines and Federal Aviation Regulations.

5.12 Simulated Engine Failure

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 1,000 feet AGL. Simulated forced landings will recover at least 1,000 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 AAFC 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 ACS Special Emphasis Areas

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

5.15 Courses

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.

U.S. 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 student's 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.]"

Non-U.S. 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.

Applicants can find information and begin the approval process online at www.flightschoolcandidates.gov. It is highly recommended that applicants speak to their instructor prior to beginning this process in order to expedite the request.

Minors

Clients under the age of 18 must provide documentation from a parent or legal guardian approving them for flight training with an Aero Atlanta Flight Center instructor. This approval can be submitted via electronic mail by the parent or guardian.

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.

Study Materials and Training Kits

Each student enrolled in a course is responsible for obtaining the necessary books and training materials specified by AAFC.

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.

Syllabus
All flight and ground training within a flight course must be conducted in accordance with the AAFC's training syllabus. AAFC uses custom designed syllabi for Private and Instrument courses through Flight Schedule Pro.

Cirrus Transition Training for the Cirrus SR20 / SR22 / SR22T is provided using the Cirrus Transition Course, appropriate to the aircraft flown, and developed by Cirrus Aircraft.

A training syllabus is divided into stages, with each stage containing a series of lessons. Each lesson and stage have specific training objectives and completion standards to which the student is required to perform in order to progress to the next lesson or stage.

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 AAFC exempt students enrolled in any course from meeting all course objectives, standards, and training requirements, as stated in each training syllabus.

Student Solo Operations
See Appendix A - "Student Pilot Solo Flight Requirements and Limitations."

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 to avoid scheduling conflicts. The Director of Flight Operations will assign an instructor to conduct all pre-solo stage checks.

Satisfactory and Unsatisfactory Performance
The instructor who conducts a pre-solo stage check will decide of satisfactory or unsatisfactoryperformance. 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.

Checkride Scheduling and Preparation
The AAFC instructor is responsible for coordination of the FAA practical test, including the scheduling of the examiner and the aircraft. Thestudent's instructor shall notify the Director of Flight Operations when the student is nearing the completion of their training. **Students are not authorized to schedule an examiner on their own**. Arrangements must be made with AAFC to ensure that the aircraft logbooks are available on the date of the check ride.

In the event that the student does not satisfactorily complete the FAA practical test, the instructor notify the Director of Flight Operations immediately and shall meet with the student to discuss the areas found to be deficient on the exam and shall schedule additional trainingtime to adequately prepare the student for a re-test.

Student and Instructor Reassignments
The Director of Flight Operations may approve student/instructor reassignments for any of thefollowing reasons:

- Instructor resignation.
- Instructor change requested by student or instructor.
- Lack of progress in student training.
- Any other reason as deemed appropriate by the Director of Flight Operations.

The Director of Flight Operations will identify an instructor for reassignment based upon availabilityand the student's history in the course. If delays in reassignment are anticipated, the Director of Flight Operations will give a reasonable estimate of when an instructor will become available. Once an instructor has been identified, the Director of Flight Operations will meet with both instructors todiscuss 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.

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.

Training Record

At the conclusion of each flight or ground training session, the instructor shall complete the training record in theFlight Schedule Pro Syllabus. It is the instructors responsibility for thorough documentation of each training session in Flight Schedule Pro and the student logbook.

Recommendations

The instructor shall use the "Instructor Remarks" 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.

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6 Abnormal and Emergency Procedures

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 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 inflight medical emergency that affects a pilot will differ in response to emergencies that affect passengers. The pilot should make a decision that is timely and in the interest of safety for all those aboard.

Remembering the phrase "aviate, navigate, 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 (CAPS).

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 error.

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:

VFR

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

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

On The 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 safe, 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.

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 Director of Flight Operations should be notified as soon as possible when safe to do so 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 contact the NTSB once AAFC is aware that an accident has occurred. Per CFR830 the PIC has reporting requirements when involved in an aircraft accident. The pilot and operator may 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 formand submit by FAX, mail, or email.

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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 you have any questions about proper aircraft care, please ask an AAFC staff member for assistance.

7.02 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.

7.03 Entering and Exiting Aircraft

It is imperative to follow proper aircraft entry and exiting procedures.

High Wing Aircraft (Cessna)
Steps on landing gear struts should be used to step into and out of aircraft.

Low Wing Aircraft (Cirrus)
Low wing aircraft have wing walks that follows a path to the cabin. Extra care should be taken to step only in this area. Nothing should be placed on the wing outside this wing walk area, this includes flight bags, handbags, and luggage of any type.

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.

7.04 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.

7.05 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 seat belts of all occupants are fastened prior to closing the doors and when exiting, refasten the seat belts prior to shutting the door.

7.06 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.

7.07 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.

7.08 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.

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8 Restrictions and Limitations

8.01 General Aircraft Operations

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 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 from the President of AAFC and the aircraft owner.

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 may 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 Director of Flight Operations.

8.07 Smoking

Smoking is strictly prohibited on any ramp and inside, or within 25 feet of, 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 under the influence of alcohol.

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

Consuming food or drink (except for bottled water) in any AAFC aircraft is prohibited.

8.11 Carriage of Pets

The carriage of pets in any AAFC aircraft is prohibited.

8.12 Carriage of Firearms and Hazardous Material

Carrying firearms and/or hazardous material aboard any AAFC aircraft is strictly prohibited.

8.13 Fuel

Takeoff with less than ½ max allowable fuel on board aircraft is prohibited unless verbal permission is

received from an authorized AAFC flight instructor.

8.14 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.

8.15 Use of Checklists

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

8.16 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.

8.17 Touch and Go's

Unless a minimum of 4,000 ft 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.

8.18 Simulated Engine Failures

Engine failures in all aircraft will be simulated by retarding the throttle only. Simulated engine failures will not be continued below 1000 ft AGL unless the aircraft is in the traffic pattern and a safe landing can be made on the runway.

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 ft with a closed throttle.

8.19 180 Degree Returns for Landing

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

8.20 Aborted Takeoffs

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

8.21 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 ft AGL unless as required for the prescribed maneuver as outlined in the Airman Certification Standards.

8.22 Maneuvers

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

8.23 Student Pilot Solo Flights

All student pilot solo flights must comply with the restrictions of Appendix A of this manual.

8.24 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 AAFC approved instructor, the wind limitation is increased to 25 knots, inclusive of gusts.

8.25 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.

8.26 Icing

Flight into known icing conditions is prohibited in all AAFC aircraft except for specific SR22/SR22T aircraft that are certified for flight into known icing conditions (FIKI). In addition, no pilot may fly into known icing conditions unless:

- The pilot has completed the Cirrus Flight Into Known Icing Course within the preceding 12 months;
- The pilot complies with the limitations set forth in the aircraft Pilot Operating Handbook and the limitations described in Cirrus' FIKI Course.

8.27 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.

8.28 Special VFR

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

8.29 Night Restrictions

The following operations are not allowed during nighttime hours:

With Instructor on Board

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

Without Instructor on Board

All maneuvers not permitted during dual operations at night (see above), as well as takeoff or landing without the landing light illuminated, practice of stalls, slow flight, steep turns, or any other maneuver not related to night takeoff and landing practice.

8.30 Instrument Conditions

No pilot may operate any 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.

8.31 Cloud and Visibility Minimums

Takeoffs are not permitted in AAFC aircraft unless the ceiling and visibility are at least 1500 ft 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.

8.32 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.

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Appendix A
Student Pilot Solo Flight Requirements and Limitations

A.01 Student Pilot Solo Flight Requirements and Limitations

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

All students must have a completed *“Initial/90 Day Solo Endorsement Checklist”* - Link Here – on file with AAFC.

An approved AAFC instructor must be physically located at the office at the time of the student’s solo flight for coordination of release. AAFC staff must be present at the location when the flight returns.

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

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

1. Student solo flights will not be permitted during the period from sunset to sunrise.
2. Wind conditions must be, and be forecasted to remain, at or below 10 kts with a maximum of 5 kts crosswind component. No student solo flights in “GUSTING” conditions.
3. Cloud ceilings must be, and be forecasted to remain, above 3,000 ft AGL for cross-country flights.
4. Visibility will be at least 5 miles for local area flights, and at least 8 miles for cross-country flights.
5. All flights will use full available length of runway for takeoffs.
6. A fuel reserve of at least one (1) hour for all phases of the flight will be maintained.
7. All landings are to be full stop unless the student has a touch and go endorsement in his/her logbook.
8. Solo cross-country flights will be started at a time that allows for the completion of the flight with the greater of at least 50 percent of the time of flight or one (1) hour before sunset.
9. No spacing maneuvers are allowed after the turn to base leg has been initiated or anytime below 1000 ft AGL. This includes but is not limited to S-Turns, 360’s, or 270’s to final.

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Appendix B
PDK After Hours Procedures

B.01 PDK After Hours Procedures

Epps Aviation (PDK), the primary FBO for Aero Atlanta Flight Center, is open 24/7 every day of the year.

Departures

1. Aero Atlanta front desk staff will call you within 24 hours of your scheduled flight to verify your flight details including desired fuel levels, oil quantity, headset requirements, and more.
2. Retrieve aircraft binder and keys from the front desk personnel at Epps Aviation.
3. Check out aircraft on Flight Schedule Pro (http://aeroatlanta.Flight Schedule Pro.com) from smartphone or EppsAviation flight planning computers to ensure aircraft/pilot dispatchability prior to flight.
4. If you make a reservation within 24 hours of the scheduled departure time, please contact Aero Atlanta to confirm aircraft availability and flight dispatch requirements (fuel, oil, headsets, etc.)

Arrivals

1. Park the aircraft on Epps Aviation ramp, as directed by Epps line service personnel.
2. Secure aircraft and place keys / fuel receipts inside binder.
3. Return aircraft binder to Epps Aviation front desk personnel.

Please note any aircraft discrepancies / squawks on Flight Schedule Pro.

For dispatch requests, emergencies, or concerns after hours, please contact one of the following:

Daniel Christman:	(404) 308-8638	Epps Aviation:	(770) 458-9851
Chad Russell:	(770) 855-8183	Hawthorne Global Aviation:	(770) 422-4300
Glenn Lindsey:	(404) 285-0029		

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Appendix C
RYY After Hours Procedures

C.01 RYY After Hours Procedures

After-hours access to the RYY facility is granted through access cards issued by Aero Atlanta Flight Center Personnel. Card readers are present on the main entrance door, the pedestrian gate, and through the hangar doors. If you need a card for after hours access, please contact AAFC to make this request. If you need fuel – please call Hawthorne Global Aviation Services for fuel – 770-422-2376.

Departures

1. Complete preflight planning and checkout the aircraft on Flight Schedule Pro from Flight Planning computer to ensure aircraft/pilot dispatchability prior to flight.
2. Obtain aircraft book from behind AAFC front desk.

Arrivals

1. Park the aircraft on AAFC line.
2. Secure aircraft and place keys / fuel receipts inside binder.
3. Return binder to AAFC front desk and leave binder on desk.
4. Check In Aircraft on Flight Schedule Pro

Please note any aircraft discrepancies / squawks on Flight Schedule Pro.

For dispatch requests, emergencies, or concerns after hours, please contact one of the following:

Daniel Christman:	(404) 308-8638	Hawthorne Global Aviation:	(770) 422-4300
Chad Russell:	(770) 855-8183		
Kelby Church:	(678) 834-3967		

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Appendix D

Aero Atlanta Aircraft Insurance

D.01 Aero Atlanta Aircraft Insurance Overview

When it comes to renting an aircraft from any school or organization, the number one concern on any pilot's mind should be, "What's covered if I damage the aircraft while I have it under my care and custody?" At Aero Atlanta, we want our clients to be confident that we have insurance in force that covers damage to the aircraft while under their care. Here are some frequently asked questions to insurance questions we often receive.

What is covered while I am flying Aero Atlanta Flight Center aircraft?
Aero Atlanta Flight Center holds the master policy for all our aircraft, and we are considered the "Named Insured" of the policy. If you as a pilot are "approved by the named insured," then you are covered under the terms of our policy. Our policy also states you must hold a valid US Pilot Certificate and medical certificate as required by the FAA. Each aircraft you rent from us has physical damage coverage, meaning physical damage to the aircraft, and Single Limit Bodily Injury and Property Damage Liability Insurance, which covers damages incurred because of Bodily Injury sustained by any person or Property Damaged. In short, if you cause Physical Damage or Bodily Injury to someone else, our liability insurance steps in on your behalf up to our policy limit. Generally speaking, any personal liability insurance you carry on your homeowner's policy is going to have an aviation exclusion, so if you cause bodily injury to someone else and legal action is involved, you would be dependent on our insurance for liability protection.

Is there a Deductible?
Yes, just like your car, there is a "deductible" on our insurance policy. You as the renter of the aircraft, are responsible for this deductible. However, we do not want you to bear this expense and offer three ways to be relieved from having to pay it. If you choose not to be either an AeroClub Basic or Platinum member, you must pay an additional $10 per hour. If you are an AeroClub Basic Member there are two options for insurance, you can either elect to pay a non-refundable $10 per hour charge or you can put a $500 deposit on file with us. The deposit is refundable after six months of membership and you no longer wish to rent with Aero Atlanta. If you do damage an aircraft, you would need to put another $500 on file with us. If you are an AeroClub Platinum Member, there is no hourly fee or deposit and are simply relieved from paying any deductible you might have when you rent with us.

Do I need "supplemental insurance?"
Again, thinking through how aviation insurance works, there is physical damage you cause to the plane, and liability concerns for bodily harm caused to others, either in the plane or on the ground. For physical damage, you are covered in our aircraft under our policy except for the aforementioned "deductible." Non-owned insurance policies only step in where Aero Atlanta's primary policy would not cover the renter, and the deductible is covered through the options above.

Our liability protection will step in for you as a renter of a "non-owned" aircraft if you do cause property damage or bodily injury to someone else up to the limits of our policy. If you feel you need more liability protection, feel free to discuss that with us and we can get you in touch with our broker.

In summary, we want you as an Aero Atlanta Flight Center Client to feel comfortable with our insurance coverage knowing you are protected if you cause damage to our aircraft. If you have further questions or would like to discuss further, please let us know and we would be glad to get you in touch with our insurance agent! Finally, please note that Aero Atlanta Flight Center, its staff, employees, or officers of the corporation are not a licensed insurance agent with the ability to provide advice for your individual insurance needs.

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