

# Northern Nevada Aviation Operations Manual

## Table of Contents

### Status Page

Chapter 1 .....	Company Overview and Financial Practices
Chapter 2.....	Aircraft Dispatch Procedures
Chapter 3.....	Pilot Qualifications and Currency Requirements
Chapter 4.....	Aircraft Operations
Chapter 5.....	Pilot Training
Chapter 6.....	Flight Instructor Procedures
Chapter 7.....	Maintenance Procedures

### Attachments

1 .....	Pilot Checkout Requirements
2 .....	Student Pilot Practice Areas
3 .....	Emergency Response Procedures

### Forms

Welcome Letter	Dispatch Form
Pilot Training Record	Flight Instructor Training Summary
Written Test Record	Security Awareness
Aircraft Dispatch Logs	Accident / Incident Initial Report
Covenant Not to Sue	
Rental Agreement	



## Company Overview and Operating Practices

### 1.1 Mission Statement

- 1.1 Dedicated to helping aviators achieve their aviation goals in the safest, most expeditious manner with the highest customer service, in a comfortable learning environment.

### 1.2 Northern Nevada Aviation Staff

#### **Executives**

Patrick Johnston – CEO/Owner  
Denise Johnston - Owner

#### **Flight Instructors**

Bill Bradford –Chief Flight Instructor  
Bonnie Phillips- Flight Instructor  
William Molloy – Flight Instructor  
Renee Whitton-Bodman – Flight Instructor  
Paul Adamson – Flight Instructor  
Chris Muller – Flight Instructor

#### **Administrators**

Antonia Spielman – Pilot Shop Manager  
Jennifer Johnston – Pilot Shop Attendant  
Brandon Bianco – Pilot Shop Attendant  
Bailey Tibbs – Pilot Shop Attendant  
Matthew Johnston – Office Assistant

#### **Maintenance**

Troy Duffy- Chief A&P

### 1.3 Flight Safety

- 1.3.1 Flight safety is everyone's responsibility. Staff and customers are encouraged to immediately bring any safety related issues, or any potential safety issues to the manager's attention.

### 1.4 Flight Instructor Status

- 1.4.1 For the purposes of this manual, all certificated flight instructors, whether full-time employees, part time employees, or independent contractors, are required to comply with the procedures in this manual. This is necessary because of the high degree of standardization and supervision required to conduct flight operations without undue risk to the customers, staff, and general public. It does not imply any status used by the IRS for defining employee status.

## **1.5 Payment Policy**

- 1.5.1 Payment for Services is due at the time the service is rendered.
- 1.5.2 Customers will be informed of the loan programs available for their flight training. Loans from these programs will be administered according to the loan agreement.
- 1.5.3 No products are to leave the pilot shop unless paid for in full. Items for sale are not to be loaned to customers or employees.

## **1.6 Insurance Coverage**

- 1.6.1 Northern Nevada Aviation maintains liability insurance in the amount of \$1,000,000 per occurrence, limited to \$100,000 per passenger and hull coverage with a deductible of \$1,000, except for retractable, multi-engine, composite or aircraft over 25 years old which will have a deductible of \$5000.
- 1.6.2 Insurance coverage does not preclude the insurance company from subrogating claims against the Pilot in Command.

## **1.7 Facilities**

- 1.7.1 Staff members will actively ensure the facility, aircraft, and ramp areas are kept clean. Dispose of all outdated charts and regulations.

## **1.8 Terms and Definitions**

- ◆ The term “company” used in this manual refers to Northern Nevada Aviation.
- ◆ The term “PIC” or “Pilot” refers to the Pilot In Command of the aircraft
- ◆ The term “Student” refers to someone who does not hold a Private, Commercial, or ATP certificate appropriate to the aircraft category flown
- ◆ The term “IPC” refers to an Instrument Proficiency Check as defined by 14 CFR 61.57, FAA–S-8081-4, and Attachment 2 of this manual
- ◆ The term “Flight Review” refers to a flight review prescribed by 14 CFR 61.56 and Attachment 1 of this manual
- ◆ The term “Stabilized Approach” means the aircraft is properly configured, an appropriate airspeed and rate of descent are established and only minor heading, pitch, and power inputs are required to maintain the flight path
- ◆ The term “TAA” refers to a technically advance aircraft, or one having a GPS with moving map display, with or without the ability to couple the GPS navigation data to an autopilot

## Aircraft Dispatch/Scheduling Procedures

### 2.1 Dispatch Procedures

- 2.1.1 Aircraft will not be dispatched unless the dispatching authority has personally verified the procedures established in this manual have been accomplished.
- 2.1.2 Aircraft keys will be kept in a secure location, inaccessible to customers.
- 2.1.3 Only the Chief Executive Officer or the Chief Flight Instructor are authorized to dispatch any aircraft for non-revenue operations.

### 2.2 Dispatch Authorization

- 2.2.1 The following staff members are authorized to dispatch aircraft for hire:  
Executives  
Administrators  
After Hours: Atlantic Aviation Dispatcher
- 2.2.2 Company instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of their assigned customers when the dispatcher is unavailable.

### 2.3 Dispatcher Actions

- 2.3.1 The individual dispatching an aircraft will ensure the PIC:
  - ◆ Has read the pertinent sections of this manual
  - ◆ Has presented a valid government picture identification
  - ◆ Meets the currency requirements of Paragraph 3.2
  - ◆ Has a valid FAA Pilot Certificate in his/her possession
  - ◆ Has a valid FAA Medical Certificate in his/her possession
  - ◆ Has completed the Dispatch Form
  - ◆ Has received and signed a Rental Agreement
  - ◆ Has received and signed the Covenant Not to Sue
  - ◆ Has an account in good standing
- 2.3.2 Aircraft will not be dispatched to student pilots unless authorized by their assigned instructor.
- 2.3.3 If a student pilot makes an unscheduled landing, the aircraft will not be re-dispatched without the Chief Instructor's authorization.
- 2.3.4 If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft will not be re-dispatched unless approved by the Maintenance A&P on duty, Chief Instructor, or CEO.

## **2.4 Scheduling of Aircraft**

- 2.4.1 Renter shall provide 24 hour notice of cancellations and be present within 30 minutes of scheduled time.
- 2.4.2 A minimum charge of one hour will be charged to the renter for failure to comply with section 2.4.

## **Pilot Qualification and Currency Requirements**

### **3.1 Qualifications**

- 3.1.1 Before flying, customers must complete the:
- ◆ Customer Data Form
  - ◆ Rental Agreement
  - ◆ Covenant Not to Sue
  - ◆ Appropriate aircraft pilot checkout(s)
  - ◆ Appropriate written test(s)
- 3.1.2 Refer to Attachment 1 for a list of Pilot Checkout Requirements.
- 3.1.3 Pilots must complete a Make and Model checkout in each aircraft they desire to fly as PIC.
- 3.1.4 Pilots must complete a Night Checkout if they desire to fly as PIC at night.
- 3.1.5 Pilots who are instrument rated must complete an IPC to act as PIC of company aircraft certified for IFR flight.

### **3.2 Pilot Currency**

- 3.2.1 Pilots must have completed a Flight Review, in the most complex aircraft they are authorized to fly, within the preceding 24 calendar months, to act as PIC of company aircraft.
- 3.2.2 Pilots must have completed a Flight Review, in each Category aircraft they are authorized to fly, within the preceding 24 calendar months.
- 3.2.3 Pilots with an instrument rating must have completed an IPC within the previous six months if flying an aircraft certified for IFR flight.
- 3.2.4 To act as PIC, pilots shall have accomplished three takeoffs and landings within the preceding 90 days in each make and model aircraft they wish to fly.
- 3.2.5 Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding 90 Days must accomplish a recurrency check with an NNA CFI for that make and model aircraft. For aircraft with Retractable landing gear, the experience must be within the previous 60 days.

## Aircraft Operations

### **4.1 Preflight Actions**

- 4.1.1 Pilots shall file a flight plan for all flights outside the local area. The local area includes 25 NM of Reno airport, and the NNA practice areas.
- 4.1.2 The PIC shall ensure appropriate survival and safety equipment for the intended flight is onboard the aircraft.
- 4.1.3 The PIC shall ensure an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.
- 4.1.4 Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption in an airplane.
  - 4.1.5.1 Pilots will terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it appears the aircraft will not have at least a 1 hour fuel reserve in an airplane.
  - 4.1.5.2 Unless weight and balance limitations dictate otherwise, pilots will takeoff with full fuel for any flight outside the local area.
- 4.1.6 Pilots shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment.
- 4.1.7 Each passenger shall occupy a seat with an individual seat belt; children under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.
- 4.1.8 Pilots will compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.
- 4.1.9 Pilots will calculate weight and balance data for each flight.
- 4.1.10 Pilots will ensure loose items are secured prior to flight.

### **4.2 Ground Operations**

- 4.2.1 Pilots will not taxi on surfaces where braking action or directional control is questionable.
- 4.2.2 Pilots will not takeoff or land on surfaces with standing water, snow, or ice.
- 4.2.3 Fire extinguishers shall be readily accessible during engine start and aircraft refueling.

- 4.2.4 Pilots are personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.
- 4.2.5 Pilots will use the designated tow bar to move aircraft and use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the airplane.
- 4.2.6 Pilots must park aircraft only in designated ramp areas.
- 4.2.7 Smoking is prohibited in, or within 50 feet of aircraft.
- 4.2.8 Airplanes will be tied down, both main wheels chocked, flight control lock installed, all doors locked, and the pitot tube cover installed when parked.
- 4.2.9 Passengers will not board or deplane when any of the aircraft engines are operating.
- 4.2.10 During preflight operations, pilots shall treat all propellers/rotors as if the engine may start, pilots shall ensure:
  - ◆ All passengers remain well clear of propeller/rotor arc
  - ◆ Mixture is in the cutoff position
  - ◆ Magnetos are off

### **4.3 Engine Starting and Taxiing**

- 4.3.1 Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Information Manual.
- 4.3.2 Before starting engines pilots will turn on the rotating beacon, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.
- 4.3.3 Pilots must use caution to prevent damage as a result of propeller/rotor blast.
- 4.3.4 Pilots must be thoroughly familiar with engine fire procedures during start. Pilots should:
  - ◆ Use caution not to over prime
  - ◆ In case of engine fire during start, follow manufactures guidance; however, do not endanger themselves or their passengers
  - ◆ Do not try and fight the fire if they have exited the aircraft
- 4.3.5 Pilots will obtain taxi clearance at controlled airports, or self announce taxi intentions at uncontrolled airports, before leaving the parking spot.
- 4.3.6 Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.
- 4.3.7 Pilots shall not exceed 5 MPH taxi speed in congested areas.

4.3.8 Pilots shall not taxi when ground visibility is less than 1/8 SM.

#### **4.4 Weather Minimums**

4.4.1 Day VFR airplane minimums are 1,500 foot ceiling and 3 miles visibility for the local area; 2500' ceiling and 5 miles visibility for all other flights.

4.4.1.1 Day VFR helicopter minimums are 1,000 foot ceiling and 3 miles visibility for the local area; 1500' ceiling and 3 miles visibility for all other flights.

4.4.2 Night VFR airplane minimums are 2,500 foot ceiling and 5 miles visibility.

4.4.2.1 Night VFR helicopter minimums are 2,000 foot ceiling and 5 miles visibility.

4.4.3 Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

4.4.4 Pilots shall comply with maximum crosswind component data posted in the aircraft checklist.

4.4.5 Pilots shall not takeoff when the tailwind component exceeds 10 Knots.

4.4.6 Flight will not be initiated if surface winds are forecast to be greater than 25 knots and flights will be terminated as soon as practicable if surface winds exceed 25 knots.

4.4.7 Helicopter visibility minimums are 1 statute mile, or as required by 14 CFR 91; which ever is greater.

#### **4.5 Night Flight**

4.5.1 The following shall not be performed at night:

- ◆ Aerobatics
- ◆ Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an 14 CFR 141 approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight
- ◆ Operations at airports without runway lighting
- ◆ Visual or non-precision approaches to runways outside the local training area without visual glide path guidance
- ◆ Simulated emergency training, to include forced landings, except to lighted runways
- ◆ Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction
- ◆ Local VFR night flight, unless the pilot maintains visual contact with an airport approved for night operations or holds a current instrument rating
- ◆ Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown is onboard as a safety observer and has access to the flight controls

- ◆ Land and Hold Short Operations (LAHSO)
- ◆ Solo flight/student pilot operations (cross-country and/or local).

## 4.6 Operations at Uncontrolled Airports

### 4.6.1 Pilots shall:

- ◆ Avoid extended holding delays across the hold line or in takeoff position
- ◆ Not perform straight-in VFR approaches to uncontrolled airports (*Note:* This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF)
- ◆ Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual*
- ◆ Only land at active public airports listed in National Oceanic and Atmospheric Administration (NOAA) flight information publications, or those designated by the Chief Instructor
- ◆ Not takeoff or land airplanes on runways less than 2,000 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater
- ◆ Not takeoff or land airplanes on runways less than 50 feet wide
- ◆ Not takeoff or land airplanes on unpaved runways.
- ◆ Overfly (500' Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing (*Note:* Not applicable to actual instrument approaches.)

## 4.7 Minimum Altitudes

### 4.7.1 Pilots shall:

- ◆ Not fly below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction
- ◆ Not descend airplanes below 500' AGL, unless the aircraft is established on a stabilized approach
- ◆ Not descend airplanes below 500 feet AGL during practice simulated forced landings, except to approved runways
- ◆ Ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft
- ◆ Not conduct aerobatic maneuvers below 2,500 feet AGL
- ◆ Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft

## 4.8 Multi-Engine Aircraft

- 4.8.1 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, unusual attitudes recoveries, or simulated engine failures unless accompanied by a company instructor pilot approved for instruction in that Make and Model aircraft.

- 4.8.2 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes recoveries below 3,000 feet AGL.
- 4.8.3 Instructors shall not simulate engine failures on the runway at an airspeed greater than  $1/2 V_{MC}$  and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.
- 4.8.3 Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL nor below recommended  $V_{SSE}$  or  $V_{YSE}$ , whichever is greater.
- 4.8.4 Instructors may demonstrate feathering of one propeller above 3,000 feet AGL and in a position where a safe landing can be accomplished on an approved runway should difficulty be encountered in unfeathering the propeller.
- 4.8.5 Instructors may only simulate engine failures, while airborne, below 3,000 feet AGL by retarding the throttle of the selected engine.
- 4.8.6 Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.
- 4.8.7 Pilot Requirements for Aztec Checkout**
- 4.8.8 Unless otherwise approved by the Chief CFI or his designee, a total time of 200 hours is required in airplanes with 50 hours of multi-engine time or 20 hours in type.

#### **4.9 Other Restrictions**

- 4.9.1 Pilots shall not:
- ◆ Conduct formation flights
  - ◆ Use company aircraft for towing aircraft or banners
  - ◆ Use company aircraft for parachuting or sky diving
  - ◆ Use company aircraft for commercial purposes
  - ◆ Takeoff with snow or frost on the aircraft
  - ◆ Land on runways with snow or ice
  - ◆ Conduct simulated emergency procedures or autorotations unless a company instructor is on-board the aircraft
  - ◆ Fly outside the United States
  - ◆ Carry any hazardous cargo
  - ◆ Attempt to takeoff if they have made an unscheduled off-airport landing
  - ◆ Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction
  - ◆ Conduct contact approaches
  - ◆ Hand prop any aircraft
  - ◆ Perform intentional in-flight engine shutdowns, except as provided in 4.7.4

4.9.2 The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:

- ◆ Prohibited by the flight manual
- ◆ Weight and balance considerations dictate otherwise
- ◆ A pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under VFR in the local training area
- ◆ The pilot is a flight instructor flying under VFR in the local training area
- ◆ The pilot is a flight instructor conducting flight instruction or receiving/administering flight checks

#### **4.10 Refueling**

4.10.1 Pilots shall:

- ◆ Turn off all aircraft power prior to refueling
- ◆ Ensure cell phones are not used during refueling
- ◆ Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft
- ◆ Maintain the ground until fueling connections have been removed
- ◆ Not refuel if thunderstorms are present in the vicinity of the airport
- ◆ Seek Full Service Fuel when available and avoid maneuvering the aircraft in close proximity to fueling stations and other aircraft, whether under power or by hand, whenever possible.

## Pilot Training

### 5.1 Training Prerequisites

- 5.1.1 Customers enrolled in any course must have a valid Third Class medical certificate prior to the first flight lesson.

### 5.2 Student Pilots

- 5.2.1 Solo Student Pilots shall not:

- ◆ Fly when the crosswind component exceeds 10 knots
- ◆ Fly when the surface wind exceeds 20 knots
- ◆ Fly in the traffic pattern when weather is less than 1500' Ceiling and 3 Miles Visibility
- ◆ Fly in the local training area when weather is less than 6000' Ceiling and 6 Miles visibility
- ◆ Fly Cross Country when the weather is less than 6000' Ceilings and 6 miles visibility
- ◆ Fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR 61.87
- ◆ Fly solo after the official Sunset or before the official Sunrise
- ◆ Conduct simulated forced landings, engine failures, or autorotations

- 5.2.2 The Chief Instructor shall develop standard training cross-country routes. Only the Chief Instructor may authorize the use of other routes.

- 5.2.3 All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the Chief or Assistant Chief Instructor.

- 5.2.4 On the first solo cross country flight, student pilots shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the Chief Instructor.

### 5.3 Written Tests

- 5.3.1 Required written tests are detailed in Table 2.3.

- 5.3.2 All written exams will be documented on the Written Exam Answer Sheet.

- 5.3.4 The minimum passing score on any test is 80 percent. An instructor will correct the test to 100 percent and review all deficient areas with the customer prior to flight. Customers receiving less than 80% on a written test will be referred to the Chief Instructor.
- 5.3.5 Questions should provide the customer a self-paced study of all pertinent aspects of the subject material and flow sequentially from the source documents.
- 5.3.6 Each aircraft open book test shall cover pertinent aspects of the aircraft systems, procedures, and operating limits. Computing takeoff data, including weight and balance, takeoff, climb, cruise, and landing data shall also be evaluated. Each aircraft closed book examination shall examine the information on the reverse side of the Written Exam Answer Sheet.

## **5.4 Runway Incursion Awareness**

- 5.4.1 All training courses will emphasize Runway Incursion Awareness. As a minimum all aspects of Advisory Circular 91-73A shall be covered with each customer.

## Flight Instructor Procedures

### **6.1 Chief Instructor Responsibilities:**

- ◆ Direct all flight training and checkout activities according to 14 CRF Parts 61 and 91; and this manual
- ◆ Make customer/instructor assignments
- ◆ Develop standardized flight check procedures
- ◆ Stop any pilot from flying when, in the Chief Instructor's judgment, flight safety may be compromised

### **6.2 Flight Instructors Responsibilities:**

- ◆ Stop any pilot from flying when, in the instructor's judgment, flight safety may be compromised
- ◆ Act as PIC of the aircraft while conducting flight instruction
- ◆ Maintain a valid FAA Second Class Medical Certificate
- ◆ Assist the Chief Instructor, as required, in developing training and checkout procedures
- ◆ Conduct training and checkouts according to this manual and applicable FARs

6.2.1 Instructors will complete a checkout with the Chief Instructor or a CFI designated by the Chief Instructor for each make and model aircraft in which they will instruct.

6.2.3 Instructors must complete an annual evaluation with the Chief Instructor for every Category and Class aircraft in which they instruct. The Chief instructor will determine what maneuvers will be performed and which aircraft will be used for flight.

### **6.3 Instructor Pilot Conduct**

6.3.1 The viability of Northern Nevada Aviation is directly dependent on the service flight instructors provide our customers, and the safety of customers is directly dependant on the quality of instruction performed.

### **6.4 Pilot Checkout Procedures**

6.4.1 Our customers come to us with widely differing flight experience; however, there is no guarantee they have ever been properly trained to fly general aviation aircraft. Your job is to conduct a thorough checkout each and every time you fly with one of our customers. The existence of this company is dependent on our safety record, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving and our procedures and training programs need to evolve with them. We highly encourage your personal inputs to make these programs better. Please bring any suggestions to the Chief Instructor.

- 6.4.2 All initial aircraft checkouts and annual checkouts will be conducted according to Attachment 2. Instructors will complete all necessary items for and endorse the pilot for a Flight Review according to 14 CFR 61. Subsequent aircraft make and model checkouts will be conducted according to Attachment 2; however, the Flight Instructor need not complete the additional items necessary for the Flight Review unless the customer is transitioning to or from a TAA aircraft.
- 6.4.3 All initial instrument checkouts will be preformed according to Attachment 2 and 14 CFR 61.57, and instructors will complete an endorsement for a Instrument Proficiency Check. Subsequent make and model checkouts for pilots with instrument ratings need not include an Instrument Proficiency Check unless the customer is transitioning to or from a TAA aircraft. In all cases the instructor must ensure the customer has demonstrated the ability to use all installed equipment under IFR conditions.
- 6.4.4 Instructors will ensure checkouts are conducted according to this manual and pilots are able to complete the maneuvers to the standards established in the appropriate FAA Practical Test Standards for a Private Pilot / Instrument Rating. The intent of the checkout is to ensure the pilot is capable of meeting the standards; it is not designed as a flight test. In-flight instruction can be given as necessary; however, the flight instructor must be confident the pilot is capable of performing each maneuver without intervention or instruction. If a pilot cannot perform a maneuver to the required standard, instructors will refer them to the Chief/Assistant Chief Instructor to develop an appropriate course of training. Be sure to emphasize to the customer that this retraining is for their safety and that all pilots need periodic refresher training to maintain their skills.

## Maintenance Procedures

### 7.1 Maintenance Director Responsibilities:

- ◆ Ensure aircraft records are maintained according to manufacturer's maintenance manuals and FAA directives
- ◆ Establish a program of scheduled inspections, routine maintenance, and component overhauls, and develop a maintenance/inspection procedures manual according to FAA Advisory Circular 145-3
- ◆ Ensure current maintenance status is reflected in aircraft dispatch books.
- ◆ Ensure all aircraft parts are labeled as to serviceability according to FAA Advisory Circular 145-3
- ◆ Ensure all precision measurement tools are calibrated at least annually according to guidelines established in 14 CFR 145
- ◆ Maintain a technical library containing, as a minimum, the following:
  - Aircraft, engine, and propeller service manuals
  - Airworthiness directives, service letters, and service bulletins for each make and model aircraft maintained
  - All applicable FARs and ACs (ex. FARs 23, 39, & 43; AC 43 Series)
- ◆ Develop, conduct and document initial training for all company mechanics. As a minimum this training shall include:
  - OSHA Requirements
  - Tool Control Procedures
  - Maintenance Documentation
  - Engine ground run/taxi procedures for each aircraft operated
  - Familiarization with corrosion control procedures

### 7.2 100 Hour Inspections

7.2.1 100 Hour Inspections prescribed by 14 CFR 91.409 are required for all aircraft.

### 7.3 Time Between Overhaul (TBO) and Life Limited Components

7.3.1 Aircraft components will be overhauled at the manufacturer's recommended TBO.

7.3.2 Aircraft components will be replaced at the manufacturer's recommended replacement interval.

7.3.3 Actions directed by manufacturer's mandatory service bulletins will be performed.

### 7.4 Grounding

7.4.1 Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy. Pilots shall document grounding on the aircraft discrepancy log, and the aircraft shall not be operated until released by authorized company personnel.

## **7.5 Maintenance Records**

- 7.5.1 Logbooks entries shall contain reference to the manufacturers service manual, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed and the part number(s), and serial number(s) if applicable, of all parts installed during the maintenance process.
- 7.5.2 All date entries in shall use be made using a two number day, 3 letter month, and 2 number year format (ex. 15 Sep 03).

## **7.6 Functional Check Flight (FCF)**

- 7.6.1 FCFs are required for aircraft being returned to service after having undergone alterations or repairs which, in the opinion of the Chief of Maintenance could:
- ◆ Alter the flight characteristics of the aircraft
  - ◆ Affect the navigation systems of the aircraft.
  - ◆ Adversely affect the operability of aircraft systems and cannot be adequately ground tested
- 7.6.2 The Chief Instructor will designate the instructor pilots to perform FCFs of aircraft being returned to service following maintenance.

## **7.7 Deferred Maintenance**

- 7.7.1 The manager will be the final authority for approving those discrepancies the Maintenance Director has determined may safely be deferred until the next scheduled inspection. Discrepancies the Maintenance Director does not think can be deferred shall be considered grounding items.

## **7.8 Tool Control**

- 7.8.1 The Maintenance Director will develop procedures to insure tools are not inadvertently left inside aircraft during maintenance. These procedures shall be included in the maintenance procedures manual.

## **7.9 Corrosion Control**

- 7.9.1 Aircraft shall be treated for corrosion according to AC 43-4, Corrosion Control For Aircraft. As a minimum, all flight control/trim surfaces, brackets, and mounting hardware shall be free of corrosion.

## **Attachment #1 Pilot Checkout Requirements**

Unless otherwise approved by the Chief CFI or his designee, the aviator must meet the minimums listed below to rent the specific NNA aircraft. Meeting the minimum requirement does NOT guarantee the aviator a successful checkout in the aircraft. Other factors may prevent an aviator from obtaining a successful checkout in an NNA aircraft and those factors will be determined at the sole discretion of the NNA CFI or management.

### **Cessna 172s**

- 1) Private Pilot's License
- 2) Current Medical
- 3) Current Flight Review (BFR)
- 4) Knowledge of the specific Aircraft's POH, the San Francisco Sectional Chart, the Airport Facilities Directory, the NNA Operations Manual, the NNA Safety Procedures/Practices and the NNA Rental Agreement
- 5) Demonstrate a minimum of 3 take offs and landing including crosswind landing capabilities.
- 6) Demonstrate the ability to navigate and communicate within Class C airspace.

### **Cessna T182T**

- 1) Private Pilot's License
- 2) Current Medical
- 3) Current Flight Review (BFR)
- 4) 100 hours total time in Single Engine Land Airplane
- 5) 5 hours of time in Type
- 6) Knowledge of the specific Aircraft's POH, the San Francisco Sectional Chart, the Airport Facilities Directory, the NNA Operations Manual, the NNA Safety Procedures/Practices and the NNA Rental Agreement
- 7) Demonstrate a minimum of 3 take offs and landing including crosswind landing capabilities.
- 8) Demonstrate the ability to navigate and communicate within Class C airspace.

**Piper Arrow**

- 1) Private Pilot's License
- 2) Current Medical
- 3) Current Flight Review (BFR)
- 4) 150 hours total time in Single Engine Land Airplane
- 5) 5 hours of time in Type
- 6) Knowledge of the specific Aircraft's POH, the San Francisco Sectional Chart, the Airport Facilities Directory, the NNA Operations Manual, the NNA Safety Procedures/Practices and the NNA Rental Agreement
- 7) Demonstrate a minimum of 3 take offs and landing including crosswind landing capabilities.
- 8) Demonstrate the ability to navigate and communicate within Class C airspace.

**Piper Aztec**

- 1) Private Pilot's License, Multi-Engine Land
- 2) IFR Rating
- 3) Current Medical
- 4) Current Flight Review (BFR)
- 5) 200 hours total time in Airplanes
- 6) 20 hours of Multi-Engine time
- 7) 5 hours of time in Type
- 8) Knowledge of the specific Aircraft's POH, the San Francisco Sectional Chart, the Airport Facilities Directory, the NNA Operations Manual, the NNA Safety Procedures/Practices and the NNA Rental Agreement
- 9) Demonstrate a minimum of 3 take offs and landing including crosswind landing capabilities.
- 10) Demonstrate the ability to navigate and communicate within Class C airspace.

## **Attachment #2**

### **Student Pilot Practice Areas**

The following areas are designated as approved student pilot practice areas:

- 1) The Nervino Airport (O02) and associated valley south of the airport
- 2) Palamino Valley 15 miles north of the Reno airport (KRNO) and outside of Class C airspace.
- 3) The airspace over Lake Pyramid
- 4) Lake Winnemucca dry lake bed east of Lake Pyramid
- 5) The vicinity of Silver Springs valley surrounding the Silver Springs airport (KSPZ)

Attachment #3  
Northern Nevada Aviation  
Accident/Incident  
Response Procedures

Immediate Actions

- 1) In the event of suspected accident, incident, or overdue aircraft, complete as much of the Accident / Incident Report as possible.
- 2) Notify the following people as soon as possible  
  
Owner @ 775-225-2423 or 775-857-3839  
Chief CFI @ 775-209-0641  
Insurance Carrier Mark Brown at Falcon Ins. @ 281-540-8822
- 3) Do not make any statements speculating as to the cause of the incident to anyone.
- 4) If you received inquires, take the name and phone number of the person making the inquiry and tell them someone from the company will contact them as soon as they can.
- 5) Ensure the actions prescribed in the following documents are completed.
  - a. Accident / Incident Initial Report
  - b. Management Actions
  - c. Aircraft Checklist

Northern Nevada Aviation Accident / Incident Initial Report	
Date of Occurrence:	Time Of Occurrence:
Name of Person Reporting Incident:	
Phone # / Contact Data of Person Reporting Incident:	
Aircraft Identification:	
Location of Occurrence: (Airport, Nearest Town, Nearest VOR, Etc)	
Persons Involved	
Name:	Injuries:
Name	Injuries:
Name:	Injuries:
Name:	Injuries:
Damage to Aircraft:	
Damage To Other Property:	
Who to Contact At Scene:	

Northern Nevada Aviation  
Accident / Incident  
Management Actions

- 1) Determine if NTSB Notification is required, if so notify them at:  
**206-870-2200 or 310-380-5660**  
**<http://www.nts.gov/alj/legal.htm>**  
(See NTSB 830 for what constitutes as reportable occurrence)
- 2) Notify the local Flight Standards District Office: 775-858-7700
- 3) Notify the company's legal counsel.  
Rick Trachock 775-624-1000
- 4) Notify the company insurance carrier: 281-540-8822
- 5) Secure the records of all individuals involved.
- 6) Secure the records of the aircraft involved.
- 4) Secure the aircraft until released by the FAA/NTSB.
- 5) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physician's report of each individual.
- 6) Make no statements about the occurrence to anyone.
- 7) Make no speculations as to the cause of the occurrence.
- 8) Secure names and addresses of witnesses.
- 9) Arrange for photos of the incident.
- 10) Gather and secure any other pertinent information, names of investigating officials, law enforcement, etc.

Mishap Procedures  
Aircraft Checklist

- 1) Give first aid as needed to injured persons.
- 2) Move away from the aircraft and do not return except to assist passengers or for survival.
- 3) Notify emergency personnel if possible.
- 4) Notify Northern Nevada Aviation as soon as practicable.
- 5) Secure the aircraft until released by the FAA/NTSB.
- 6) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physicians report of each individual.
- 7) Make no statements about the incident to anyone.
- 8) Make no speculations as to the cause of the incident.
- 9) Secure names and addresses of witnesses, law enforcement personnel, investigators, etc.
- 10) Arrange for photos of the incident.