



## KFTC SOP

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### 1.1 OPERATIONAL DIRECTIVES

1. The KFTC Flight Operations – Standard Operating Procedures Manual (SOP) is a publication produced for the use by all KFTC students, renters, and instructor pilots.
2. In addition to this publication, all flight training must be completed in accordance with:
  - A. Applicable Code of Federal Regulations (CFR).
  - B. The applicable Pilot Operating Handbook.
  - C. KFTC Aircraft Standardization Manual.
3. The purpose of this publication is to ensure the safe and efficient operation of all KFTC flight operations.
4. All pilots are required to familiarize themselves with the contents of this SOP and sign a "Statement of Understanding."
5. Compliance with the policies outlined within this SOP is mandatory.
6. Failure to comply with any KFTC policy or applicable CFR may result in suspension or removal from KFTC.
7. Suggested changes to the SOP should be submitted to the Chief Flight Instructor.

### 1.2 MANUAL CURRENCY

1. Pilots are responsible for using and flying with the most current edition of all applicable FAR's.

### 1.3 SOP WAIVER AUTHORITY

1. All KFTC students and instructors will comply with procedures and processes outlined in this manual and all other applicable publications.
2. Only the Chief Flight Instructor may issue an SOP waiver. Waivers are for single (one-time) instances and issued on a case-by-case basis.
3. Waivers will **never** be used to violate any pertinent FAR.
4. If the Chief Flight Instructor is not physically present, and a waiver is requested, approval may be granted via voice or text.

### 2.1 SAFETY

1. Safety is a priority at KFTC. At all times, judgements, and decisions regarding any given flight will err on the side of caution.
2. Every instructor, renter, and student at KFTC is responsible for operational safety.
3. If something looks, feels, or appears unsafe, it probably is.
4. Never assume that your Flight Instructor is aware of any discrepancy.
5. A student or flight instructor may terminate a flight at any time in the interest of safety. If a flight is terminated for any reason, the student and instructor must thoroughly debrief and any safety issues should be discussed with the Chief Flight Instructor or Owner.
6. Clean the aircraft after each flight. A dirty windshield is a safety-hazard. Windshields should be sufficiently clean so as to ensure traffic and obstacle avoidance.
7. Renters insurance is **highly recommended** for all renters.

### 2.3 Starting and Taxi

1. All pilots will conduct a thorough preflight of the aircraft before every flight. The preflight inspection will be accomplished with the use of the aircraft's checklist.
2. Fuel quantity will be visually determined before every flight.
3. Starting procedures will be as outlined in the starting engine checklist.
4. At no time will aircraft be started by hand propping.
5. If the aircraft fails to start after several attempts, discontinue starting procedures and get assistance from a flight instructor. Starter cool-down intervals, as stated in the relevant POH will be observed.
6. No aircraft will be left unattended while unsecured, or while the engine is running.
7. Taxi at a speed which is appropriate for the existing conditions. Low power, low speed, and constant vigilance will be maintained when taxiing in congested areas.

8. Flight control deflections will be used in accordance with the proper crosswind taxiing technique.

#### **2.4 Fire Precautions**

1. All renters will be instructed (before their first solo) on precautions against ground and in-flight fires, and the procedures to be taken if they should occur.
2. All renters will be instructed in the location and use of the fire extinguisher in the aircraft.
3. Renters will be familiar with the emergency procedures relating to fires in the Pilot's Operating Handbook for the particular aircraft being operated.
4. Extreme care should be taken to avoid excessively rich start (caused by pumping throttle), and potential fire.

#### **2.5 Procedures after Unscheduled Landings**

1. On-airport: In the event of an unscheduled landing (a landing at any airport other than the airports indicated on the flight plan the renter will secure the airplane by installing the control lock, throttle lock, tie-downs, and/or whatever means are available. At no time will the flight be continued without the specific authorizations of either the Chief Flight Instructor, or the Owner.
2. Off-airport: The renter will assess personal injury and damage to the aircraft first, assure fuel is shut off and all fire potential has been eliminated. If possible, secure the aircraft and determine location. Immediately report to the primary instructor, providing as much information as possible (injuries, damage, location, etc). At no time will the renter attempt to take off from an unprepared landing area.

#### **2.6 Aircraft Discrepancies**

1. Anytime the student, instructor, or renter discovers a discrepancy (squawk) with the aircraft it will be verbally reported to the Owners and the owner will determine if the aircraft will be taken off flight status. The following procedure will be followed.
2. The student, instructor, or renter will provide airplane data and as detailed a description of the "squawk" as possible to the flight schedule website or application.
3. The aircraft will not be dispatched for flight until the Mechanic or his delegates has given approval.
4. If the aircraft is determined to be unairworthy by the mechanic or delegates it will not be dispatched for flight until signed off by a mechanic as airworthy.

#### **2.7 Fuel Reserves**

1. Required fuel reserves for all VFR local flights will be no less than 45 minutes day and one (1) hour night. Cross-country flights must land with no less than one (1) hour reserve. All solo cross-country flights must begin with at least half tanks. Fuel reserves for IFR flights will be as stated in 14 CFR 91.167: enough fuel to fly to the intended destination, from the intended destination to the alternate (if an alternate is required), and thereafter for 45 minutes at normal cruise speed.

#### **2.8 Collision Avoidance**

1. Pilots should be alert for other aircraft at all times—in the air and on the ground.
2. All pilots will adhere to the "see and avoid" concept and be particularly vigilant when not in radar contact.
3. Pilots will use clearing turns, both left and right, to clear the area prior to performing any maneuvers. Clearing turns will involve approximately 30° of heading change and enough bank to provide unhindered visibility around, above and below the present flight position.
4. Pilots will always scan the approach area prior to taking the runway and when turning from base to final.
5. When taxiing in a congested area and in doubt about wingtip clearance, the pilot will shut down the engine and maneuver the aircraft by hand until sufficient clearance of the obstacle is assured.
6. The use of anti-collision lights is mandatory on all flights. Anti-collision lights must be ON during all flights, day or night, and landing lights on aircraft are MANDATORY within 4 NM miles of airports during day flights.

### 3.1 Scheduling

1. Students, instructors, and renters will utilize Flight Schedule Pro for aircraft scheduling.
2. Flights not cancelled due to weather shall be cancelled at least 24 hours in advance. Failure to do so will result in half of the scheduled time being billed.
3. Aircraft will be brought back with enough time for fueling to occur if necessary so the next flight may depart on time.
4. In cases where aircraft schedules must be removed due to checkrides every attempt will be made to schedule them in another aircraft closest to their chosen time slot.
5. Instructors will make every attempt to plan checkrides as to cause minimal disruptions to other students.

### 3.2 Attendance Policy

1. No-Show Fees. Note: A "No-Show" is the failure of a student to show up for a scheduled flight event.
  - a. First No-Show: Student will be charged for one hour of instruction.
  - b. Second No-Show: Student will be charged for two hours of instruction.
2. Instructor No-Show.
  - a. If an instructor does not notify the student of their intent to cancel a flight block at least 12 hours prior to the scheduled event, the student will then receive 1 hour of free instruction.
  - b. Weather cancellations do not require advance notice, but still require the instructor to notify the student.
  - c. Instructors will be subject to disciplinary action at the discretion of the Chief Instructor if they fail to show up for a scheduled event or provide appropriate notification to their students.

### 4.1 Airport Requirements

1. No student pilots may operate on runways:
  - a. Under 3,000' in length
  - b. On non-improved (grass) surfaces.

### 4.2 Takeoff and Landings

1. Touch and Go's are not permitted for first time solo.
2. Instructor will observe and monitor first student solo and end the lesson if necessary.
3. Takeoff will be aborted if not airborne by the last 1000ft of runway remaining.
4. All pilots will execute a "Go Around" (discontinue the approach/landing) under the following conditions:
  - a. If the approach is not stabilized by 300' AGL.
  - b. If runway alignment is not maintained from 200' AGL through touchdown.
  - c. If airspeed is less than 60 knots (Cessna 172/PA28) or 55 knots (Bristell NG-5) at any time prior to entering the round-out phase of the landing.
  - d. If you lose sight of the runway during flare on the Bristell NG-5.
  - e. If more than 30° angle of bank is required from base through the final turn.
  - f. If touchdown does not occur within first 1/3 of runway.

### 4.3 Sterile Cockpit

1. A "sterile cockpit" will be maintained during all critical phases of flight.
2. Critical phases of flight are defined as taxi, take-off, landing and all other non- cruise flight operations below 1,000 feet AGL.
3. To maintain a sterile cockpit, crew members will only perform essential duties required for the operation of the aircraft during all critical phases of flight.
4. Pilots will refrain from engaging in nonessential conversation during all critical phases of flight.
5. Flight instruction from an instructor is considered essential and authorized during all critical phases of flight.

### 5.1 Flight Schedule Pro

1. Post flight must be completed in flight schedule pro.
2. Correct tach and hobbs on post flight ensure correct maintenance tracking and billing.

### 5.2 Aircraft Cleaning

1. All aircraft must be wiped down after each flight.
2. Use separate wipes for the wings and the windows.
3. Cleaning solution and wipes are stored in the baggage compartment of the aircraft.
4. Additional wipes are in the back office at KFTC.
5. Failure to wipe down aircraft will result in a cleaning fee being assessed to the renter.

### 5.3 Fueling

1. Fueling will be accomplished by Louisville Executive Aviation.
2. If fuel is needed away from LOU the renter will be reimbursed the fuel cost up to the fuel rate paid by KFTC at LOU.

### 5.4 Securing and Tie Down

1. All aircraft will be chocked after each flight.
2. If high winds are expected install control locks if equipped and tie down the aircraft.
3. Aircraft taken over night will be tied down and secured.
4. If weather requires a hanger away from LOU the renter is financially responsible for the cost.

### 6.1 Instructor Authorized Flights

1. Destination Familiarity – the student either has a current AFD extract or an electronic device with Foreflight© in their possession for the flight. It is required for solo flights that the student have prior dual experience at the destination.
2. Weather Minimums: A KFTC flight instructor is responsible for assessing the known risks of any flight, dual or solo. A KFTC instructor's FRAT submission before the flight shall serve as verification of an assessed and accepted level of risk regarding all of the following:

**Dual Flights:** The weather minimums for dual IFR flights will be visibility no less than 2 miles, and/or ceiling no less than 600 feet, or higher as required by regulation. All flights involving IMC will be dual. The ceiling/visibility minimums for dual VFR flights will be at the discretion of the flight instructor, though for *any* flight, the flight instructor must consider legalities and the benefit to the student's training before making a GO-NOGO weather decision. The sustained wind speed, peak wind gust and x-wind component limits, as published below, are not at the discretion of the instructor and are preflight planning limits applicable to all dual and advanced solo flights.

All Dual Flights: Area	Sustained Wind Speed	Peak Wind Gust	X-Wind Component
Traffic Pattern	≤ 25 KTS	≤ 35 KTS	≤ Max POH
Local Flight	≤ 25 KTS	≤ 35 KTS	≤ Max POH
Cross Country	≤ 25 KTS	≤ 35 KTS	≤ Max POH

**Solo Flights:** The weather minimums for solo flights will be as shown in the following charts for STD (Student), PVT (Private) and COMM (Commercial) Pilots:

Solo, <b>STUDENT</b> Pilots: <b>Area</b>	<b>Ceiling</b>	<b>Visibility</b>	<b>Sustained Wind Speed</b>	<b>Peak Wind Gust</b>	<b>X-Wind Component</b>
Traffic Pattern	3,000	5 Miles	≤ 12 KTS	≤ 15 KTS	≤ 6 KTS
Local Flight	3,000	5 Miles	≤ 12 KTS	≤ 15 KTS	≤ 6 KTS
Cross Country	4,000	6 Miles	≤ 12 KTS	≤ 15 KTS	≤ 6 KTS

Solo, <b>PRIVATE</b> or <b>COMMERCIAL</b> Pilots: <b>Area</b>	<b>Ceiling</b>	<b>Visibility</b>	<b>Sustained Wind Speed</b>	<b>Peak Wind Gust</b>	<b>X-Wind Component</b>
Traffic Pattern	2,000	3 Miles	≤ 20 KTS	≤ 25 KTS	≤ 15KTS
Local Flight	3,000	5 Miles	≤ 20 KTS	≤ 25 KTS	≤ 15KTS
Cross Country	3,000	5 Miles	≤ 20 KTS	≤ 25 KTS	≤ 15KTS

Any or all flights may be grounded when, at the discretion of the Chief Flight Instructor or Owner, the weather conditions do not fall within the parameters set forth in this section, or are not conducive to effective flight training.

1. Rest in the last 24 Hrs – CFI is satisfied that student is adequately rested.
2. Drugs/Medication – Student shall verify/attest to the CFI that they are not using any drugs or medication not specifically authorized in writing by the FAA.
3. Solo Landings – Within the last 90 days, the student has made at least one landing as the sole manipulator of the controls in the same make/model aircraft for which a solo endorsement is desired.

## 6.2 Procedures after Unscheduled Landings

1. On-airport: In the event of an unscheduled landing (a landing at any airport other than the airports indicated on the flight plan or authorized by the flight instructor in the solo cross country endorsement), the student will secure the airplane by installing the control lock, throttle lock, tie-downs, and/or whatever means are available. At no time will the flight be continued without the specific authorizations of either the Primary Flight Instructor, the Chief Flight Instructor, or the Owner.
2. Off-airport: The student will assess personal injury and damage to the aircraft first, assure fuel is shut off and all fire potential has been eliminated. If possible, secure the aircraft and determine location. Immediately report to the primary instructor, providing as much information as possible (injuries, damage, location, etc). At no time will the student attempt to take off from an unprepared landing area.

## 6.3 Student Solo Flights

1. No student may begin a solo flight until it has been approved by that student's instructor who will electronically authorize the flight after an appropriate risk assessment: adequate fuel, suitability of airports of intended use, weather, and weight and balance data.

2. No student may begin a solo flight without instructor verification of required documents, to include: Student Pilot Certificate, Medical Certificate, Logbook with proper endorsement(s), and government issued photo ID.
3. Passengers will not be carried on student pilot solo flights.
4. Solo night cross-country flight will not be allowed. All solo cross-country flights must be back at KFTC no later than official sunset.
5. All planning for student solo cross country flights must be approved by that student's primary instructor.
6. Destination airports for primary student solo cross-country flights will be chosen from the list of approved cross-country airports or those airports approved by the Chief Flight Instructor.
7. Flight Following is required for each leg of each private solo cross country flight.
8. A de-briefing with the student's primary instructor must occur after solo cross-country flight.
9. Cross-Country Flight, Instrument and Commercial Students:
  - a. Destination airports for dual cross-country flights will be at the discretion of the flight instructor.
  - b. Landing fees incurred during cross-country flight will be the responsibility of the student.
  - c. Destination airports for solo Private and Commercial grade pilots will be at the discretion of the student with approval from the student's flight instructor.
  - d. A debriefing with the primary flight instructor must occur after the return of all flights, with emphasis on cross country flights. This briefing/debriefing time will be logged in the student's training record.
  - e. A flight plan must be filed and activated for each leg of each cross country flight, or alternatively, the pilot must remain in continual contact with ATC (Flight Following).

#### 6.4 Approved Local Solo Airports

KLOU	KJYV	KIMS	KBRY
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#### 6.5 Approved Short Solo Cross Country Routes

KLOU-KBAK-KLOU	KLOU-KHNB-KLOU
KLOU-KLEX-KLOU	KLOU-KBWG-KLOU
KLOU-KBMG-KLOU	KLOU-KOWB-KLOU

#### 6.6 Approved Long Cross Country Routes

KLOU-KBAK-KBMG-KLOU	KLOU-KHNB-KOWB-KLOU
KLOU-KLEX-KIOB-KLOU	KLOU-KBWG-KBRY-KLOU

#### 6.7 Stage Checks

1. Prior to first solo students will be required to take a stage check with the Chief Flight Instructor or designee.
2. Stage check will consist of 1.5 hour ground and 1.5 hour flight referencing Sporty's Syllabus.
3. Unsatisfactory stage checks will be referred back to the primary instructor for additional training.
4. Prior to taking a check ride students will be required to complete the check ride prep stage check.
5. The check ride stage check will consist of a minimum of 1.5 hour ground, 1.2 hour flight and .3 SIMC.

#### 6.8 FAA Written Test

1. Written Test Requirements
  - a. FAA written knowledge tests are required for Private, Instrument, Commercial, and Flight Instructor.
  - b. To be eligible for a FAA written knowledge test, each student must receive required endorsement per AC-61-65(H).
  - c. Preparation and practice tests can be done through the Sporty's curriculum, Sheppard Air or any suitable study material.



- d. When the student is ready to take the exam, your instructor will guide you through the process.
- e. Students must receive a 90% or higher on three practice tests in order to receive the required endorsement.
- f. For Private, Instrument, and Commercial, test results should be presented to the student's instructor for endorsement.

### **6.9 Record Keeping**

1. Student files will be in the file cabinet at KFTC.
2. All pre solo written tests will be corrected to 100% and filed in the student's folder.
3. A copy of the students medical and pilot license will be uploaded to FSP once received.
4. TSA citizenship verification documents will be uploaded to FSP.
5. KFTC is not responsible for missing records.

### **6.10 Training Syllabus**

1. All students will be required to purchase at a minimum the Sporty's Syllabus and Ground Training Guide.
2. Instructors will follow the syllabus as written.
3. Lessons may be skipped for weather, but instructors will make every attempt to make up the lesson ASAP.
4. Instructors will complete the appropriate page of the syllabus for each lesson.

### Statement of Understanding

As a pilot of Kentucky Flight Training Center aircraft, I certify the following:

I have received a copy of the KFTC Standard Operating Procedures (Revision 1) \_\_\_\_\_  
(Initial)

I have read and understand the current Procedures. \_\_\_\_\_ (Initial)

In the interest of safety, during normal ground and flight operations, I will follow the Standard Operating Procedures while flying KFTC aircraft. \_\_\_\_\_ (Initial)

\_\_\_\_\_  
**Pilot Name (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Pilot Signature**