

Sporty's Academy Operations Manual

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1 Introduction

1.1 Welcome

The Sporty's Eastern Cincinnati Aviation Operations Manual is for our students, employees, and Flight Instructors. Team members are expected to be familiar with the appropriate chapters of this Manual pertinent to their responsibilities, as well as the content available at [SportysAcademy.com](#) and [FlyECA.com](#). All airport users should be familiar with the [Customer and Airport User Handbook](#) as well as the information available online. Copies of the Handbook are available at the reception desk as well as online. Customers are asked to acknowledge their understanding of the *Customer and Airport User Handbook* when completing the Blanket Aircraft Rental Agreement.

As a team, it's vitally important that we understand this material so we can manage Clermont County/Sporty's Airport (I69) and our operations safely and efficiently and ensure an exceptional customer experience.

Many routine procedures are found in this Manual. If you have questions regarding a procedure not found in the Manual, please ask your supervisor. Pricing information for services may be found in the ECA billing system or on the ECA website. If you have suggestions for how this Manual can be improved, please let an appropriate management representative know. We expect to make changes as we constantly strive to improve.

1.2 Mission Statement & Values

Mission Statement - Sporty's Academy provides quality education, pilot, and aircraft services, using the highest degree of safety and industry leading practices, to create the best customer experience.

Values –

1. Safety – The guiding principle for all our activities and processes.
2. Quality – A commitment to quality products and services utilizing industry leading practices and continuous improvement.
3. People – Striving for the best experience without compromising safety or quality.
4. Teamwork – Leveraging our collective talents and expertise to improve our services.
5. Accountability – To our clients, our peers, ourselves, and the organization at large.
6. Integrity – We treat people as we would expect to be treated.
7. Community – We promote a fun and supportive environment where people are appreciated and respected.

1.3 Emergency Contact Procedures

In the event of an accident or emergency involving one of our aircraft the following procedures apply:
Immediately attend to any medical needs of passengers and crew. Do not hesitate to call 9-1-1 for help.

Promptly dial 513.735.9100 extension 205 for ECA (or 0 for the operator) and explain the nature of the problem.

If no answer above, or during non-business hours, DO NOT LEAVE VOICE MAIL, make calls in the following sequence:

- A. Sporty's Academy Phone 513.919.2907
- B. Alternate Sporty's Academy Phone 859.630.9968
- C. Michael Wolf 513.678.6758
- D. Chuck Gallagher 513.678.6759 or 513.528.3634
- E. Jason Pruitt 513.608.4476
- F. Eric Radtke 513.708.0140

In case of other emergencies, or when anything that needs to be reported occurs, follow the same procedure.

A list of contact numbers is also located in the aircraft key book.

For after-hours returns notifications, please contact the on-duty security guard at 513.200.4256.

2 General Policies

2.1 Hours of Operation

2.1.1 Sporty's ECA normal operating hours are:

Monday – Thursday 8:00 a.m. – 6 p.m.*

Friday 8:00 a.m. – 6 p.m.

Saturday 8:00 a.m. – 6 p.m.

Sunday 10:00 a.m. – 6 p.m.

*During daylight saving time, Monday – Thursday's hours are 8:00 a.m. to earlier of 7:00 p.m. or Sunset

We are closed on New Year's Day, Easter, Thanksgiving, and Christmas.

2.2 Sporty's Facilities

2.2.1 Studying Locations

Sporty's Cafe offers workspace, pilot lounge, simulator, vending, and free Wi-Fi during normal business hours. If you are looking for a more private place to study, the Vorbeck library offers a smaller, quieter place to work with access to a host of training resources including Sporty's complete video-based training library.

2.2.2 Student Parking Locations

Student vehicles should be parked in spaces marked "FLIGHT STUDENT." Student vehicles should not be parked in spaces marked "STORE CUSTOMER," "RESERVED," or "VISITOR."

2.2.3 Instructor & ECA personnel Parking

Flight instructors and ECA employees should park in non-marked parking spots. Do not park in any spot marked "STORE CUSTOMER," "RESERVED," "FLIGHT STUDENT," or "VISITOR."

2.3 Vorbeck Library

2.3.1 Background

Joe Vorbeck, who devoted his life to aviation education, was a founder of our Program. The aviation research library on the second floor of the Sporty's Building was established in his honor. The Vorbeck Library is available for use by students for research or as a quiet place to study.

2.3.2 Reference Only

Material from the Vorbeck Library may not be checked out and should be returned to the appropriate shelf or cart prior leaving the Sporty's building.

2.4 Student Flight Records

2.4.1 Policy

We maintain a Student Flight Record for each student. The Student Flight Record is the property of Sporty's and remains in the Sporty's building at all times.

2.4.2 Student Access

Students may review their Student Flight Record at any reasonable time by requesting their assigned Instructor to review the record with them.

2.4.3 Instructor Responsibility

Instructors maintain the Student Flight Record. Students are responsible for obtaining and maintaining their own personal flight logbooks and are encouraged to maintain complete records of all flight time.

2.4.4 Record Retention

We will maintain a student's training record for a period of no less than one (1) year after the last lesson recorded, date of final checkride, or date informed of student's termination of training, whichever is latest. After this time, records may be discarded.

2.5 Aircraft and ATD Scheduling

2.5.1 Policy

All aircraft and aviation training devices (ATDs) are reserved using the appropriate Sporty's Academy scheduling system. Only Instructors, staff, and approved students/renters may reserve the aircraft and ATDs.

2.5.2 Solos

Local solos should be scheduled by the instructor of record, not the soloing student directly.

2.5.3 Student Progress

Students are encouraged to accelerate their progress by flying whenever aircraft and their instructor are available. If their instructor is not available, the student should coordinate with their CFI to arrange supplemental CFI coverage, if appropriate.

2.5.4 UC Students

Solo/PIC Cross-Countries should not be scheduled during times when students have other classroom course obligations. UC students will be scheduled for their expected number of lessons per week, unless a student is pending a stage check or checkride examination, the student has an excused absence, or a member of management has been notified of the reason for an absence.

2.6 Cross-Country Flights

2.6.1 Fuel Policy

All cross-country flights will be dispatched with full fuel unless otherwise approved by management.

2.6.2 Reimbursement

Students must obtain receipts for fuel and oil purchases in order to be reimbursed. Purchases other than fuel and oil must have prior approval from a member of management.

2.6.3 Cell Phone

Students should carry a cell phone on cross-country flights to be used when they need to call Sporty's Academy.

2.6.4 Dispatch Information

All pilots (dual/solo/rental) are required to add flight route, airports, and flight rules information to their Flight Schedule reservation on any cross-country flights (50 NM or greater). We also require cross-country flights to call or email Fly@SportysAcademy.com each day if gone for more than one day. Let us know where you are, the name of the airport and FBO where the airplane is, when you intend to leave, and your next destination.

2.6.5 International Procedures

Flights outside the lower 48 states require written authorization from flight school management. If you would like to fly outside this region, please speak with your flight instructor or see a member of management at least two weeks prior to your planned flight.

2.7 Cancellation

2.7.1 Policy

Courtesy demands that students attend and be on time for all scheduled flight Lessons. ECA will insist on this. Nonetheless, from time to time Flight Lessons may need to be canceled. Generally, Flight Lessons will not be canceled due to poor weather conditions. Simulator or ground lessons will be substituted, as appropriate. "No show" invoices will be issued if cancellations are made on less than 24 hours notice. For more information on UC "No show" invoices, [see section 6.3](#)

2.7.2 Inclement Weather

Flight Lessons will be canceled due to weather only by a student's assigned Instructor. If practical, ground, or simulator lessons will be substituted for canceled Flight Lessons.

2.8 Alcohol and Drugs

2.8.1 Policy

No student will be permitted in our aircraft or facilities while under the influence of alcohol or drugs. Students will comply with [14 CFR § 91.17](#), concerning the use of alcohol and drugs, and [14 CFR § 61.53](#), prohibiting flight during a pilot's medical deficiency.

2.8.2 Illegal Drugs

No student will possess or use any illegal drug, or controlled substance for which there is no appropriate prescription, while enrolled in the Program. Failure to comply with the above may result in immediate termination of enrollment.

2.9 Student Progress Review

2.9.1 Policy

At any time a member of management or an assigned Instructor may initiate a Progress Review for any reason relating to a student's performance, attitude or conduct. Once a Progress Review is initiated, the assigned Instructor and the Chief Instructor will meet with the student to discuss the student's difficulties in the Program. A plan of action may be developed to correct the difficulties. Any written plan will have specific goals and will be noted in the student's record.

2.9.2 Student Progress Notification

If a student has two consecutive unsatisfactory Flight Lessons or 3 incomplete lessons, a member of management will be promptly notified. As a result of this performance, management may suggest a Progress Review. Whenever a student is significantly behind programmed track, a Progress Review will be conducted.

2.9.3 Intent

The purpose of the Progress Review is to determine the nature of any problems that may be impeding the student's progress. The goal is to detect problems early and correct them before they become a significant impediment to progress.

2.10 Pilot and Medical Certificates

2.10.1 Record Keeping Requirements

Copies of students' and instructors' proof of citizenship, current Medical Certificates (or equivalent FAA approved substitution), and all Pilot Certificates must be in each Student/Instructor file. This includes any current Student Pilot Certificate, current Temporary Pilot Certificate, current Pilot Certificate, or current Flight Instructor Certificate.

2.10.2 Updating Certificates

After receiving a new Medical Certificate, Photo ID, or any new Pilot Certificate, students should present them to their assigned Instructor. The assigned Instructor will place a copy in the customer file. Instructors will upload their personal documents to their file.

2.10.3 Possession

Students and Instructors must have their current Pilot Certificate, Photo identification, and Medical (or equivalent) in their possession for all Flight Lessons (dual and solo).

2.11 Insurance

2.11.1 Liability

When using our aircraft, students are provided aircraft liability insurance to a maximum of \$100,000 for third party bodily injury and property damage claims.

2.11.2 Physical Damage Exclusion

The aircraft insurance does not include physical damage coverage (i.e. damage to the aircraft they are flying) when acting as PIC, Renters, including solo student pilots, are responsible for aircraft damage. All aircraft renters are required to carry a minimum of \$60,000 in physical damage (hull) insurance. For additional information, please see the Blanket Aircraft Rental Agreement or visit SportysAcademy.com. Clients completing multiengine or ATP training in the Aztec will require \$100,000 in physical damage (hull) insurance, which includes multiengine airplanes, for the practical exam and during rental operations.

3 Operating Procedures

3.1 General Operating Procedures

- 3.1.1 a. Students are responsible for determining the airworthiness of aircraft for each flight. This includes a preflight inspection and checking the upcoming inspections list for maintenance compliance.
- b. An aircraft with frost, ice, or snow on any surface is considered un-airworthy, and appropriate action must be taken. [See section 3.26](#) Cold Weather Operations.
- c. If there is any question of airworthiness, an instructor should be consulted.
- d. Takeoffs and landings are allowed only at approved airports (see SportysAcademy.com). Operations on unpaved runways are permitted only on dual flights, and on runways 2,500 feet or greater in length. The assigned Instructor will ensure field conditions are adequate (i.e., check for wet grass, etc.).
- e. No touch-and-go landings except for dual, instructional flights in fixed-gear aircraft.
- f. No simulated emergencies on non-dual flights.
- g. Student pilots must abide by limitations placed in their logbook and PQ card.
- h. Intersection departures are prohibited except when at least 3,000 feet is verified as available for take-off.
- i. FAA flight plans should be filed, opened, and closed and/or flight following should be used for each leg of all flights (dual and solo) that are 50 NM or more from the original departure point.
- j. All cross-country flights should be dispatched from Clermont County Airport with full fuel or as authorized.
- k. All solo flights must be flown from the left seat except CFI applicants authorized by a member of management.
- l. Students must purchase (or download a Sporty's Academy approved electronic copy) and use the manufacturer's Pilot's Operating Handbook (POH) for each make and model aircraft flown. A checklist approved by Sporty's Academy must be used for all flight operations.
- m. All flights without an instructor onboard must have flight details (flight rules, flight type, and route/leg information) added to the ECA flight schedule system for the dispatch of an aircraft.

3.2 Accidents and Emergencies

- 3.2.1 Procedure
[Please see section 1.3](#)
- 3.2.2 Notification Requirements
A member of management will assume responsibility for notification of the NTSB under Part 830 and other notifications as appropriate.
- 3.2.3 Moving of Aircraft
Aircraft involved should not be moved without managerial approval except as necessary for medical or safety reasons.
- 3.2.4 Confidentiality
The situation should not be discussed with anyone, except as instructed by a member of management. Do not post pictures online or in other public forums.

3.3 Scheduling Aircraft

- 3.3.1 Policy
Aircraft will be held for no more than 15 minutes after its scheduled time of departure. If pre-flight has not commenced by then, the aircraft may be re-assigned.

3.3.2 Currency Verification

Renters and students are able to access the Schedule at SportysAcademy.com. When scheduling we will:

A. check for pilot currency; and

B. verify that route of flight and destination airport identifier on cross-country flights has been entered.

3.3.3 Non-standard Business Hours

To ensure equitable availability, management approval may be required to schedule certain night, early morning, and overnight rentals.

3.4 Minimum Rental and After-Hours Charge

3.4.1 Policy

A minimum charge of 50% of the time of the aircraft rental scheduled applies. For example, if a pilot schedules an aircraft for four (4) hours, the minimum billing will be two (2) hours.

3.4.2 Minimum Billing Schedule

Minimum billing caps at two (2) hours per day during the week; four (4) hours per day on weekends. A 30 minute minimum applies at all times. There will be no minimum billing due to weather delays or cancellations; other cancellations must be made 24 hours in advance. "No show" invoices (for ½ the time scheduled) will be collected before another rental may be scheduled.

3.4.3 Non-standard Business Hours

Non-instructional flights dispatched outside of normal hours of operation must make prior arrangements and may be subject to a management fee.

3.5 Weather Standards

3.5.1 General Policy

The following are certain minimum weather conditions in which Sporty's ECA Aircraft may be dispatched from the Clermont County Airport. Students need to evaluate the winds and weather (actual and predicted) for the entire period before beginning any flight. Solo/PIC flight Pilot Qualification (PQ) cards will be issued which may supersede these minimum weather conditions. The PQ cards will also show maximum authorized winds for the particular student. For any instructional activities, the assigned Instructor will dispatch the student.

3.5.2 Minimum Weather Conditions Chart

	Ceiling (AGL)	Visibility
VFR Day – Traffic Pattern		
Dual	1500	3 Miles
Solo / PIC	1500	3 Miles
VFR Day – Local and Cross Country		
Dual	2500	5 Miles
Solo / PIC	2500	5 Miles
VFR Night		
Dual	2500	5 Miles
Solo / PIC	2500	5 Miles
IFR Day/Night		
Dual	Reported and predicted weather shall be at least 900 foot ceiling and 1 mile visibility at Cincinnati Lunken Airport, or 400 foot ceiling and 1 mile visibility at Northern Kentucky/Greater Cincinnati International Airport.	
Solo / PIC	Chief Instructor or Assistant Chief Instructor authorization required.	
Wind Limitations		
Dual Flight	Maximum 25 kts – Any direction, including gust factors	
Solo / PIC Flight	Maximum 20 Kts – Any direction, including gust factors	

3.5.3 PQ Monitor

The PQ website monitor is the primary resource to be used for wind and PQ decisions at the Clermont County Airport. In lieu of the PQ website, the Clermont County / Sporty's Airport AWOS data should be used for manual determination of the PQ. If there is a significant conflict between the Clermont weather and the current METARs for the nearby airports (LUK, CVG, ILN, & HAO), a managerial Instructor will make a determination on the wind information to use.

3.5.4 Crosswind Limitations

No operations are permitted above the maximum demonstrated crosswind component stated in the aircraft POH. If a maximum demonstrated crosswind component is not stated in the aircraft POH, and no limitations have been specified elsewhere within this manual or other ECA / Sporty's Academy policy, a crosswind limitation of 15 knots applies.

3.6 Wind and Weather Minima; PQ Cards

3.6.1 General

ECA uses Pilot Qualification (PQ) Cards to provide individual limitations for wind velocity, crosswind component, and visibility when renters are flying Sporty's ECA aircraft. PQ Cards are issued and updated as necessary and appropriate by our Flight Instructors. Flights are dispatched only if the pilot's qualifications reflect the current conditions, and those conditions are current to within one hour. All students and renters must have a PQ Card when flying (unless a Flight Instructor is aboard).

3.6.2 Solo Flight Dispatching

The Flight Instructor of any student pilot flying solo will be present to check weather and dispatch that student. Students must be re-dispatched by his/her instructor if a student cross-country is delayed by weather for more than 2 hours. The re-dispatch may be by telephone. Students in more advanced courses should consult with their instructor about their plans before being dispatched on a solo or PIC flight within the course, but the Flight Instructor is not required to be present for the dispatch. Refer to [section 10.7.3](#).

3.6.3 Solo/PIC Wind Limitations

If winds are at 20 knots or higher, or gusting to 20 knots or higher, only dual flights will be dispatched without management approval. No flight operations with winds in excess of 25 knots or if the crosswind component exceeds the maximum demonstrated for that aircraft. The PQ criteria are:

Wind Velocity:	Crosswind Component:	Visibility:
1 0-10 kts.	1 0-5 kts.	1 above 5 mi.
2 11-15 kts.	2 6-10 kts.	2 above 3 mi.
3 16-20 kts.	3 11-15 kts.	3 below 3 mi. (IFR only)

3.7 Currency Requirements

3.7.1 Students

Student pilots who have not flown an ECA aircraft for 15 days must have a check out from a Sporty's Academy Flight Instructor.

3.7.2 Recreational, Private, Commercial, and Airline Transport Pilots

Other pilots who have not flown the applicable ECA aircraft model (C172 or C182) for 60 days must have a check out from a Sporty's Academy Flight Instructor.

3.8 Dispatch Procedures

3.8.1 General

"Dispatch" is a term in airline aviation usage which may have a technical meaning. We use the dictionary meaning of the term, "to send off." If we say we are "dispatching" an aircraft, we are only giving the pilot the aircraft dispatch book, dispatch sheet, and keys. We assume no responsibility for any operational decisions by a pilot-in-command.

3.8.2 Fuel Requirements

All non-instructional flights must be dispatched from I69 with full fuel unless prior authorization has been obtained.

3.8.3 Flight Details

All non-instructional flights are required to provide route of flight and destination airport in the online schedule.

3.8.4 Arrival Time

Students should arrive at the airport at least 30 minutes before their scheduled Flight Lessons to complete the tasks necessary to facilitate an on-time departure (weather briefing, performance calculations, weight and balance, etc.)

3.8.5 Dual Flight Lessons

The assigned Instructor will obtain the appropriate Lesson information. The instructor will obtain the aircraft keys from ECA. The student will then determine that the aircraft is airworthy by checking the inspection times and ensuring that any previously identified maintenance items have been repaired or noted, as appropriate. If a student is not clear about any maintenance issue, he/she should consult an Instructor.

3.8.6 Solo/PIC Flight Lesson

The assigned Instructor will check the student's preflight planning and interpretation of the weather. The assigned Instructor will give the required Lesson information to the student to take on the flight. If unable to personally dispatch the student, the assigned Instructor will arrange for another Sporty's instructor to dispatch the student in person. PIC flights after obtaining a primary certificate do not require a personal dispatch by the instructor but must follow the guidance in [section 10.7.3](#).

3.9 Recovery Procedures

3.9.1 Dual Flight Lesson

After returning from a flight, the assigned Instructor will record items requiring maintenance and notify the appropriate people. The student will record the Hobbs and tach times on the dispatch sheet, secure the aircraft, and return the keys and dispatch book to ECA. The assigned instructor will complete the lesson sheet or digital record, as appropriate, within the Student Flight Record.

3.9.2 Solo/PIC Flight Lesson

After returning from a flight, the student should record items requiring maintenance and notify the instructor recovering the flight who will notify appropriate personnel. The student records the Hobbs and tach times on the dispatch sheet, secures the aircraft, and returns the keys and dispatch book to ECA. The student completes the lesson sheet or digital record, as appropriate, according to the appropriate Grading Criteria. The instructor will ensure that this is included in the Student Flight Record.

3.9.3 Other than assigned CFI recovery

If another instructor has recovered the flight, the assigned Instructor will ensure that the lesson sheet or digital record is included in the Student Flight Record before the next scheduled lesson.

3.10 Solo / PIC Re-Dispatch Procedures

3.10.1 Policy

Due to unforecast conditions or other in-flight considerations, students may determine it appropriate to land at an airport other than an originally planned and approved airport. In such an event, call as indicated in this manual and advise of the un-programmed landing and all facts surrounding the situation. An instructor will re-dispatch the flight by telephone, as appropriate, after evaluation of the situation.

3.10.2 Delay

These re-dispatch procedures must also be followed if, when on a cross-country flight, a departure is delayed two (2) hours or more from scheduled times.

3.11 Aircraft Discrepancies (Squawks)

3.11.1 Policy

All maintenance discrepancies must be recorded on the Squawk Sheet and reported to Sporty's ECA staff. No one is allowed to operate an aircraft that has an open write-up ("Awaiting Review" in FSP).

3.11.2 Cross-Countries

If a maintenance discrepancy or anything else unusual is detected on a cross-country, follow the emergency contact procedures as outlined in [section 1.3](#). Do not attempt to fly the aircraft until authorization has been obtained.

3.12 Pre-flight – Batteries

3.12.1 Light Checks

The fastest way to wear down an aircraft battery is with a high energy using accessory, such as the landing light. The best way to check it is to look for an indication on the amp or voltage meter when turning the light on; then turn it off.

3.12.2 Pitot Heat

Use the same method to check pitot tube heat. No indication — no pitot tube heat. Pitot tube heat can be checked manually after that by carefully and quickly pressing your hand to the pitot tube. Do not wrap your hand around the pitot tube.

3.12.3 Fees

Fees may be assessed for improper aircraft shutdown or securing.

3.13 When to Add Oil

3.13.1 General

The aircraft engines on our fleet have a sump large enough to carry enough oil so that in case of a damaged piston ring, cylinder, or an oil leak, on a long cross-country there will still be enough oil to get the aircraft to its destination. We use the following criteria for adding oil to the engine.

3.13.2 Fill Levels

We add one quart of oil when

If the engine oil capacity is: the dipstick reading is at or below:

12 quarts	8.5 quarts
9 quarts	7 quarts
8 quarts	6 quarts

Over-filling, or even filling the oil to its maximum capacity, causes excessive oil use.

3.13.3 Cross- Country Considerations

If you are taking an aircraft on a long cross-country, we will bring the oil level up as far as we can by adding even quarts of oil, but without over-filling the sump.

3.14 Fuel Testing

3.14.1 Policy

Fuel samples should be deposited into the nearest red 5-gallon container. For our hangar customers, we ask that the fuel be released to the air downwind rather than poured onto the pavement or grass.

3.15 Fire Precautions and Procedures

3.15.1 Cold Weather Operations

During cold weather operations, while starting aircraft, the manufacturer's cold start starting procedure must be used. For additional cold weather procedures, [see section 3.23](#).

3.15.2 Smoking

Smoking is prohibited within 50 feet of any aircraft. In addition, no smoking is permitted in aircraft, in Sporty's buildings, or on any ramps or aprons at Clermont County Airport. Smoking is only permitted in designated areas.

3.16 Starting Procedures

3.16.1 Policy

Before boarding aircraft, students must ensure that nothing will be in the vicinity of the propeller during start. Just prior to engine start, students should turn on anti-collision/Beacon lights, call "clear," listen for response, check the immediate vicinity, then wait momentarily before engaging the starter. Hand propping of aircraft is prohibited.

3.16.2 Aircraft Specific Considerations

Aircraft shall be started in accordance with established procedures and those contained in the applicable POH.

3.17 Taxiing Procedures

3.17.1 Policy

The primary requirement of safe taxiing is positive control; the ability to stop or turn where and when desired. Aircraft controls shall be appropriately positioned relative to wind direction. The taxiing speed should be such that when the throttle is closed, the aircraft will be stopped promptly. Clearance from all obstructions and other aircraft must be ensured.

3.17.2 Wingtip Clearance

If at any time there is doubt about wingtip clearance, the aircraft must be stopped. If no assistance is available to verify clearance, the engine must also be shut down.

3.18 Securing Aircraft

3.18.1 Policy

It is the responsibility of the student and/or instructor to ensure that the aircraft is properly secured at the completion of each flight. If a student is required to move an airplane, he/she must use the proper tow-bar. When using tow-bars always keep a hand on the tow-bar while it is on the aircraft. This is to ensure the tow-bar is removed once the aircraft is in position and the unfortunate error of starting (or trying to fly!) with a tow-bar attached to the nose gear is avoided.

3.18.2 Shutdown

After shutdown, install the control lock, if applicable, chock both main wheels and attach the tie down ropes. Tighten the ropes in such a manner as to firmly secure the aircraft without over-stressing it. Make a final check of the cockpit, ensure that the parking brake is off and ignition or magneto and master switches are off, and all trash has been removed. Ensure all doors, windows, and vents are closed to prevent water damage from rain showers.

3.18.3 Unattended Aircraft

Aircraft must be secured before being left unattended. At a minimum this includes chocking the main wheels.

3.19 Fuel Requirements

3.19.1 VFR Flight

No person may begin a flight under VFR unless (considering wind and forecast weather conditions) there is enough fuel to fly to the first point of intended landing and (assuming normal cruising speed): during the day or night, to fly after that for at least 1 hour, unless an exception is made by a member of management.

3.19.2 IFR Flight

No person may begin a flight in a Sporty's Academy aircraft under IFR unless it carries enough fuel (considering weather reports, forecasts, weather conditions, and assuming normal cruising speed): to complete the flight to the first airport of intended landing; fly from that airport to the alternate airport; and fly after that for 45-minutes at normal cruising speed.

3.19.3 IFR Alternate

In all cases, an IFR alternate will be planned for IFR flights.

3.20 Collision Avoidance

3.20.1 Policy

All students and instructors shall maintain a continuous, vigilant watch for other traffic as the primary means of collision avoidance when flying in visual meteorological conditions.

- a. Keep attention outside the aircraft as much as possible.
- b. Be alert for distractions that may draw attention away from the outside.
- c. Use a complete scan from as far behind the aircraft as reasonable, sweeping in 10° increments around the front of the aircraft to as far behind as reasonable on the other side.
- d. Be aware of potential blind spots inherent in the type of aircraft you are flying and scan the area that may be blocked out by either wing before all turns.
- e. Make gentle turns left and right as necessary when climbing or descending to help see past the aircraft engine cowling.
- f. Be prepared to react appropriately to avoid a collision hazard by remaining in a normal flying position with hands and feet on proper controls.
- g. Be especially alert for any aircraft in flight that appears on the horizon, growing in size, and remains in the same relative position. This aircraft is on a collision course.
- h. Take prompt action to avoid possible traffic conflicts.
- i. Observe right-of-way regulations, but do not create a collision hazard by insisting on the right-of-way.
- j. Monitor and use the appropriate frequencies when in traffic patterns and the practice area.

3.20.2 Lighting

The anti-collision lights must be on during any operation except when operationally disadvantageous. Landing lights must also be on during takeoff and landing operations and in the vicinity of an airport (10 NM). Landing lights should be operated in other flight operations to enhance the "see and avoid" concept, particularly when operating in the practice area.

3.20.3 Obstructions

Students should familiarize themselves with all obstruction locations in the local area and along any proposed route of flight.

3.21 Low Passes / Fly-bys

3.21.1 Policy

Low passes or fly-bys can be dangerous as they interfere with normal airport operations and set bad examples. These types of maneuvers are not permitted at Clermont County Airport.

3.22 Minimum Altitudes and Limitations

3.22.1 Policy

The minimum altitudes flown will be in accordance with § FAR 91.119 (c), except:

- a. The minimum altitude for normal operations shall be 1,500 feet above ground level (AGL).
- b. For ground reference maneuvers training, the minimum altitude shall be 1,000 feet AGL. Altitudes as low as 600 feet AGL may be used by the Instructor for demonstration purposes.
- c. For simulated engine-out training, a safe altitude shall be observed at all times, normally at least 500 feet AGL unless making an approach to an approved airport. This maneuver may only be practiced with a qualified Instructor on board the aircraft.

-
- 3.22.2 High Minimums Applicability
Specified maneuvers, listed below, have higher minimum altitudes than noted above during certain training scenarios.
The "high minimums" altitude is applicable in any training scenario in which the student has not accomplished the first solo and/or the instructor has less than 400 hours of dual flight instruction given through Eastern Cincinnati Aviation.
- 3.22.3 High Minimums Multiengine
For multiengine operations, other minimum altitudes apply. These are covered in the General Rules for Multiengine Operations [section 3.30.10](#). The "high multiengine minimums" altitude is applicable in any training scenario where the instructor has less than 100 hours of multiengine PIC time or has less than 50 hours of dual multiengine flight instruction given through Eastern Cincinnati Aviation.
- 3.22.4 High Minimums Altitude
Slow Flight & Stalls, – 2500' AGL for "high minimums" flights (see multiengine high minimums in section 3.30.10).

3.23 Maneuvers Guide

- 3.23.1 General
In the interest of safety, standardization, and effective use of flight training time, Sporty's Academy uses a designated Maneuvers Guide for all flight training operations. Maneuvers and procedures within this guide should be strictly adhered to at all times. Deviations in any of the procedures described therein require notification to a member of management.

3.24 Practice Area

- 3.24.1 Boundaries
A local practice area has been designated to provide for student instruction and solo practice.

The Sporty's Academy local practice area is defined as follows:

West boundary: A North/South line passing through Clermont County Airport

North boundary: Highway 28

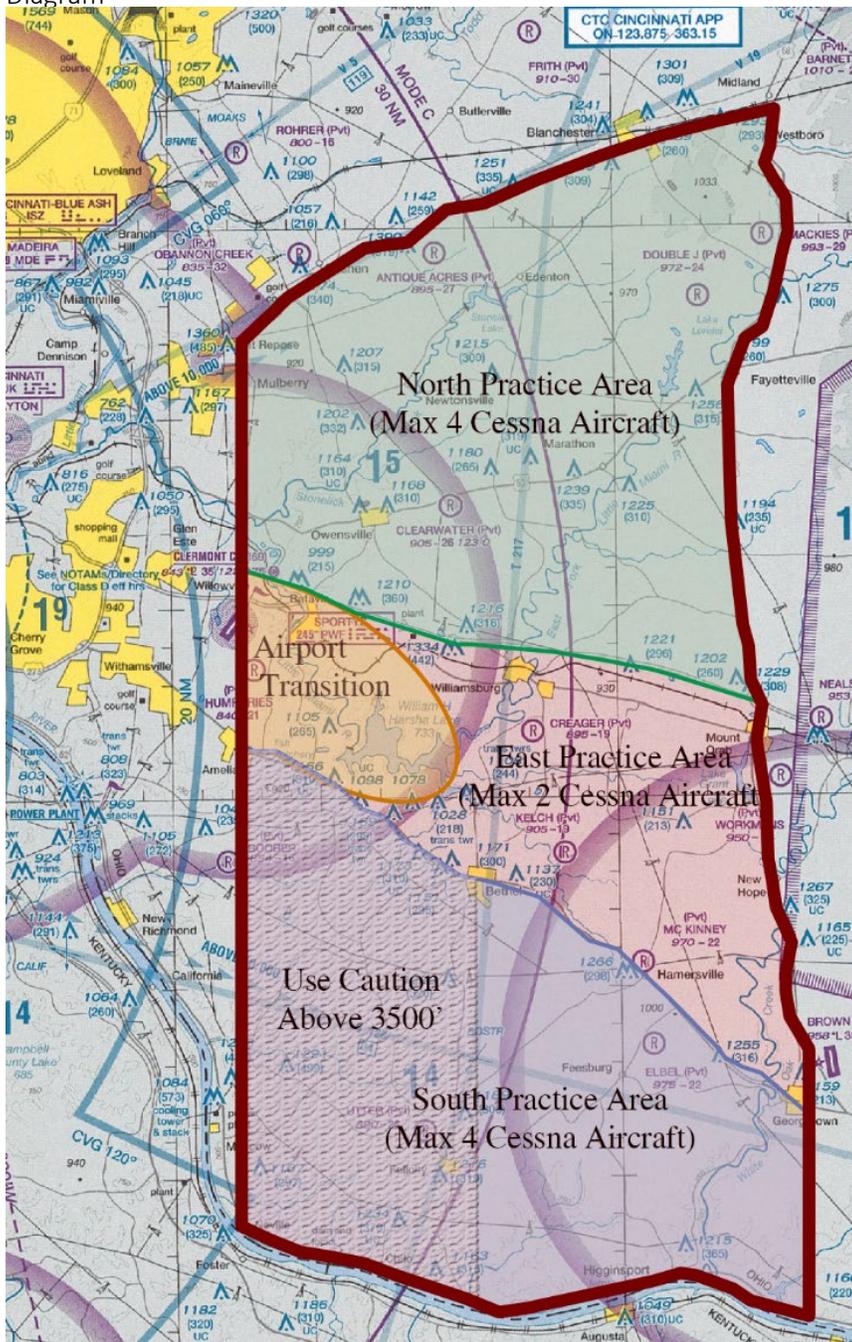
East boundary: Highway 68

South boundary: Ohio River

The normal vertical limits of the practice area are from 1,500 feet AGL to 5500 feet MSL.

- 3.24.2 Position Reporting
Regular updates of current position and intended altitude(s) of use should be made on 122.75. Divisions within the practice area are used for position reporting to help identify other training aircraft locations in addition to landmarks.

3.24.3 Diagram



3.25 Aerobatic Maneuvers & Formation Flying

3.25.1 Policy

No aerobatic maneuvers, intentional spins, or formation flights shall be performed in Sporty's Academy aircraft.

3.25.2 Spin Training

The spin training required for the Certified Flight Instructor certificate will generally be performed through an outside contractor approved by management. The training may only be performed in an ECA aircraft with approval for the flight by a member of management. In this case, appropriate weight and balance calculations must be completed and filed with the Chief Instructor and no baggage may be carried in the aircraft.

3.26 Cold Weather Operations

3.26.1 Policy

- a. Above 32°F (0°C) Normal operations
- b. At or Below 32°F (0°C) Carry cold weather gear including gloves, hat, boots, warm coats, and cell phone.
- c. 5°F to 20°F (-15 to -7°C) Engine precautions should be considered (avoid long idle periods while in-flight, aggressive power changes, etc.) .
- d. Below 5°F (-15°C) No operations authorized without prior permission.

3.26.2 Cell Phones/Handheld Radio

Below 20°F (-7°C) open field survival time is measured in minutes. With a filed flight plan it takes rescuers 5 hours on average to locate a downed aircraft. Unless talking to ATC, the average rescue time is 3 days with no flight plan. A cell phone or handheld radio could greatly reduce those times.

3.26.3 Contamination

Any aircraft with frost, ice, or snow on any surface is considered unairworthy and appropriate action must be taken. Approved actions are limited and include moving the aircraft to a heated hangar, repositioning the aircraft to defrost with the assistance of the sun, and/or clearing loose snow from the aircraft with the approved snow removal broom. No other actions may be performed without approval from management. When combating these issues during non-local flights, please consult a member of management for guidance.

3.26.4 Priming carbureted engines

When starting an engine that has not been run for several hours during cold weather, be sure to prime the engine, verify that magnetos are off, and pull the prop through several times before reentering the cockpit. After reentering the cockpit, be sure to prime again, then start the engine. On normally aspirated engines, use prime to feed in extra fuel if necessary.

3.26.5 Engine Fires

If an engine fire should occur, be sure to keep the engine spinning to pull in the fire. If the engine does not start immediately, the mixture should be pulled, but keep cranking to pull in the fire.

3.26.6 Fire Precautions

Be sure you know where fire extinguishers are located (both inside the aircraft and near tie-downs) before attempting a start.

3.27 Snow Covered and Icy Runway Operations

3.27.1 Policies

- A. Use caution walking on snow/ice covered ramps and when pulling aircraft out of hangar. Do not walk with hands in pockets.
- B. Aircraft wheel pants (covers) should be removed. Snow/slush may become packed in and freeze.
- C. Do not use aircraft parking brakes. They may freeze in the parked position.
- D. Proper crosswind corrections are needed from start-up until the plane is tied. Aircraft will weather vane more easily in icy conditions.
- E. Aircraft with free castering nose/tail wheels may not be controllable on icy surfaces requiring braking during ground maneuvering.
- F. Taxi extremely slowly with minimal nose steering.
- G. Avoid brakes during a slide. Use aerodynamic controls (rudder) for steering. (Add power to attempt to straighten the aircraft out and give the rudder a boost with prop wash.)
- H. Be prepared to shut down the engine if sliding off a runway or taxiway becomes imminent.
- I. Avoid taxiing through slush/standing water. If unavoidable, ride brakes through water/slush to prevent freezing.
- J. Avoid taxiing with flaps extended (especially on low wing aircraft). Frozen debris may accumulate and interfere with complete flap retraction in the air.
- K. Treat snowy/icy runways as you would a soft field. Use soft field taxi/takeoff/landing techniques.
- L. No touch and go's. No solo student pilot operations. No operations in gusty conditions. Limited crosswind operations.
- M. Use a clear patch for run-up. If unable, perform the run-up on an open long taxiway, while closely monitoring aircraft movement for any directional change. Be prepared to pull the power if aircraft speed exceeds taxi speed limitations, or directional control is lost.
- N. Plan for much longer takeoff and/or landing distances. (Deep snow could prevent acceleration needed for takeoff; thin ice could mean stopping on available runway is not possible.)
- O. Accumulations of ice on landing gear may interfere with gear retraction. Wet or slushy landing gear should be cycled a couple of times to ensure that gear does not freeze into the retracted position.
- P. Minimal (i.e., no) braking on landing. Pump brakes if necessary as opposed to holding continuous pressure.
- Q. Use caution braking on "patchy" (alternating clear and ice covered) conditions to avoid blown tires.
- R. Leave flaps/spoilers extended on landing for maximum aerodynamic braking.

3.28 Passengers on Training Flights

3.28.1 Policy

The only persons authorized to be on board aircraft during dual training are:

- a. Instructors.
- b. Other students enrolled at the Clermont County Airport.
- c. FAA Designated Examiners or Inspectors conducting a flight test.
- d. Prospective students only when assigned by the Chief Instructor or member of management.

3.28.2 Solo Flight

Students are required to be the sole occupant of the airplane on Solo training flights.

3.28.3 Passenger/Crew Manifests

All persons on board a flight need to be listed in the schedule system. If passengers are to be carried, they should be listed in the notes section of the reservation.

3.29 Training Airports

3.29.1 Approved Airport List

The airports listed at <https://sportysacademy.com/customerportal/> are those public use airports to be used during training in addition to the Clermont County Airport. A management instructor may approve airports other than those listed on an individual flight basis.

3.29.2 Soft Fields

Airports listed there without a hard-surfaced runway may only be used on Dual flights with an ECA instructor in an approved aircraft.

3.30 General Rules for Multiengine Operations

3.30.1 General

All policies and procedures indicated in this manual and the [ECA Customer and Airport User Handbook](#) apply unless otherwise indicated in the multiengine sections.

3.30.2 Landings

All landings will be made to a full stop.

3.30.3 Runway Length

Minimum paved runway length for takeoff or landing must be equal to or greater than the Accelerate-Stop Distance calculated using the density altitude, gross weight, and wind plus a safety factor of 500 feet (Day) or 1,000 feet (Night). Minimum Runway Length for all operations is 3000 feet.

3.30.4 Approved Maneuvers

Except in an emergency, maneuvers and operations not described in any of the FAA multiengine standards, as a part of 14 CFR Part 61 multiengine training requirements, or an ECA approved training course outline are prohibited.

3.30.5 Feathered Engine Issues

In the event a propeller cannot be unfeathered during practice or during the practical test, it shall be treated as an emergency.

3.30.6 Cold Weather Considerations

Extended flight operations with an engine intentionally shut down for practice are prohibited when the surface temperature is below 32°F (0°C). Dual flight demonstrations of engine shutdown and restart may be performed at temperatures below this limitation provided that the restart is accomplished within 1-2 minutes.

3.30.7 Altitude limits on shutdowns

Simulated engine failures below 3000 feet AGL may only be conducted by retarding a throttle.

3.30.8 Engine Failures

An actual engine failure that cannot be resolved in flight shall be treated as an emergency.

3.30.9 SE Approaches

Single-engine practice approaches and landings may only be conducted with the "failed" engine in a simulated failed condition.

3.30.10 Maneuvering Altitude Limitations

Practice of maneuvers such as steep turns, slow flight, stalls, and VMC demonstrations shall be conducted above 3000 feet AGL. (4000 feet AGL for "high minimum multiengine flights" as noted in the Multiengine Add-On Training Packet Maneuvers Guide.)

3.30.11 Ingress/Egress with Engines Running

In general, entry and exit of the aircraft should be conducted with both engines shut down. At no time, shall entry or exit of the aircraft be conducted with the right engine running. At no time, shall entry or exit of the aircraft with the left engine running be conducted without two qualified pilots at the controls.

3.31 Additional Flight Rules for Non-Supervised Multiengine

3.31.1 Definition

All flights without an ECA approved CFI with a CFI-Multiengine Airplane rating in a pilot's seat are considered to be Non-Supervised flights and subject to these rules.

3.31.2 Dual Pilot Requirements

All non-supervised flights are to be conducted with two multiengine rated and approved pilots in the pilots' seats unless written approval is received from the Sporty's Academy/ECA Chief Multiengine Instructor or a Sporty's Academy/ECA officer.

3.31.3 PIC Seat Designation

The acting PIC shall fly from the left seat.

3.31.4 Engine Shutdown Limitation

Intentional shutdown of an engine for practice is prohibited.

3.31.5 Engine Failures

Simulated engine failures may not be practiced below 3000 feet AGL.

3.31.6 Aborted Takeoffs

Accelerate-Stop demonstrations and aborted takeoff practice are prohibited. This does not preclude aborting a takeoff when necessary for safety.

3.32 Vehicles

3.32.1 Please do not park vehicles in the grass and please do not drive through grassy areas. There is a minimum charge of \$25.00 for parking or driving through grass. Ruts and other damage will be repaired and charged on a time and material basis. Please do not block hangars or taxiways. The minimum towing charge is \$75.00. Motorcycles may not be parked on any asphalt surface unless a block of wood or a steel plate is placed under the kick-stand as kick-stands may damage the surface. Vehicles left on an aircraft ramp, including in front of a T-hangar, must be unlocked, with the key in the ignition, to avoid towing charges.

The Airport surfaces are for the use of aircraft. But from time-to-time there may be a need to travel from one side of the Airport to the other with a vehicle other than an aircraft. In this situation, aircraft have the right of way. The vehicle may be used at no more than moderate speeds on taxiways, but never on any part of the runway. The North parallel taxiway and then the service road at the Southeast end of the runway should be used. Never cross the approach ends, and never cross the runway at the mid-field intersection. A \$50.00 fee will be charged for crossing the runway.

Hangar customers' note: When out flying we would like your car inside your hangar. You may lock the hangar, but leave the keys in the ignition and the car unlocked so we can move it in case of an emergency. Cars may also be left – locked – in one of the parking lots.

Tie-down customers' note: At the back of the [ECA Customer and Airport User Handbook](#) is a diagram of how to correctly park in your tie-down space.

4 Safety

4.1 Philosophy

- 4.1.1 While "safety" is a core value of Sporty's Eastern Cincinnati Aviation, it does not happen on its own. Throughout this manual you will find policies and procedures that are designed to maintain a lowest acceptable level of risk consistent with operating an aviation organization.
- 4.1.2 As aviators, we all strive to be safe and perform within the rules and regulations. We are all capable of making mistakes. This section explores how we will evaluate the safe nature of our complex and evolving operations.

4.2 SMS Overview

4.2.1 SMS Foundations

There are four pillars of a Safety Management System:

- Safety Policy – determines who is responsible for what safety actions in the organization.
- Safety Risk Management – managing the organization's risk to the lowest acceptable level.
- Safety Assurance – risks are evaluated and measured to ensure they stay within an acceptable level.
- Safety Promotion – the ongoing promotion of safety throughout the organization from the top down.

4.2.2 Safety Policy

We will operate our organization at the lowest acceptable level of risk. We will continually evaluate our culture and organization for safe practices. We will promote and encourage safety in all that we do. We will honor and protect a just culture encouraging free and open communication about safety matters.

- **Just Culture** – The foundation of the four pillars is just culture. We define just culture as an environment where mistakes are not criticized, nor blame cast. The culture seeks to learn and evolve from unintentional errors so that they may be prevented in the future. Acts that are illegal, grossly negligent, deliberate, or committed with malice or willful disregard for regulations, procedures, or policies will have consequences. We seek safety solutions, not blame.
- **Responsibilities** – Sporty's Eastern Cincinnati Aviation is a large organization with many different points of contact, not only with the organization, but with safety matters. Each member of our community plays a significant role in Safety Awareness, Safety Promotion, and Just Culture.
- **Management** – The management team will be responsible for creating policies that ensure the safe operation of the flight school and aircraft operations. In conjunction with the Safety Management System, they will continue to evaluate those policies for effectiveness and appropriateness to the operation. The management team will be responsible for advising the instructors, customers, and staff on their role in the process. Safety must be continually promoted throughout the organization. Managers will continuously promote ideas that keep the system safe. The Management team is the keeper of the "Just Culture."

- **Flight Instructors** – The flight instructors are the carriers of the safety programs and process in the student pilot community. They set the example. Each instructor is charged with following the rules, regulations, and policies that are in place. The matrix of Federal, State, local, company regulations, and personal minimums are the framework by which we all assure that the operation is run at the lowest acceptable risk level. Additionally, the instructors are the reporting point for those times that something goes awry. The instructors are responsible for interacting with the Safety Management System by filing reports as issues occur and hazards are identified. This may be the first time many of our instructor cadre has interacted with a Safety Program, but it will not be the last. The instructor cadre plays an important role in promoting our Just Culture as well. They will be the ones who live the culture and feel free to report those issues they see. The managers implement the culture, the instructors live the culture
- **Students & Renters** – Customers are able to interface with the Safety Management System. Just because a pilot is new to aviation or progressing through ratings does not mean they do not bring keen insight into the process. A customer may bring any concerns they have to their instructor, a member of the management team, or through the Safety Management System. Each item will be reviewed thoroughly. As many of our student pilots hope to be flight instructors here at Sporty's, student pilots are also a part of the Just Culture. Their observations will be treated with the same scrutiny and bound by the same considerations of Just Culture as any other submission.
- **Dispatch** – the Dispatch team may indeed be the last best step in ensuring that safety systems and protocols are being followed. Many of our processes and procedures hinge on their final review before handing out the keys to an aircraft. As such, they should feel free to review any and all information available to them and report them as necessary to the management team or through the Safety Management System.

4.3 Safety Risk Management

- 4.3.1 In order to adequately evaluate risk, and therefore mitigate risk, there must be a method to gather information, analyze and set policy when a risk factor presents itself. The Safety Management System is how that process starts, flows, and creates policy.
- 4.3.2 In order to assess a risk, the risk must be known. Any unplanned safety related event or observation should be considered worthy of a report. The matter will be thoroughly evaluated.
- 4.3.3 The investigation is not seeking to place blame but to learn the facts from the various parties involved. What the team will look for includes human factors, mechanical issues, organizational influences, etc. to determine how the incident occurred.
- 4.3.4 After a report is received, a review will take place. Risk matrixes, industry trends, industry best practices, and subject matter experts will all be considered. The Safety Committee will review each report, evaluate research and investigations, and make recommendations.

4.4 Safety Assurance

- 4.4.1 After a safety issue is reviewed, implementation and evaluation will occur. The implementation could be a policy change, a training event, a follow up with the original submitter, or a simple "thank you." The evaluation is the control put in place to assure an ongoing safe operation, policies reflect activities and that implemented changes work and create a safer environment. The assurance steps include:
 - Identifying trends
 - Evaluating the effectiveness of corrective and implemented actions
 - Updating safety goals, objectives, and performance measures
 - Continuous Improvement: Periodic audits of current processes and procedures will take place to ensure that safety policy is both relevant and state of the art for the industry.

4.5 Safety Promotion

- 4.5.1 The leadership of Sporty's Academy, from the top down supports a safe and just culture. Our safe and just culture will be constantly promoted, through a demonstrated commitment to both. All decisions, policies, and procedures will be reviewed through the filter of "does this not only maintain our safety culture, but does it improve it?"
- **Training** – All staff and CFIs will be trained on procedures and policies as well as safety culture and how to promote it through contact with our customers. Safety reports will be discussed at the monthly CFI meetings. Flight Instructors are required to attend the CFI meetings and other training events as needed to maintain this culture.
 - **Communication** - To facilitate the operation and maintain an effective SMS program, the Academy will communicate and review safety related information through meetings, electronic and written communications.
 - **Stand Down** –As needed, there will be a safety stand down to review the safety matters of the organization. The safety stand-down will likely occur in conjunction with the monthly CFI meetings.
- 4.5.2 Safety Management System
- A Safety Management System (SMS) is designed to effectively manage the risks faced by the flight school, customers, and other users on a daily basis through a process. The purpose of the SMS is:
- Promoting both a reactive and proactive approach to identifying and mitigating risks
 - Reactive - responds to an occurrence or incident
 - Proactive - identifies safety issues and acts on them before they escalate to an occurrence or incident
 - Ensuring consistent and optimal, aircraft and human performance
 - Seeking feedback on and continuously improving safety management activities

4.6 Change Management:

- 4.6.1 When a change in operation occurs that could have an impact on the safety of the operation, a change management process will be followed. The process is designed to assess the safety risks to a policy change. The process is in place to ensure that all parties with a voice in the change are heard and their safety concerns are acted upon.
- 4.6.2 Changes that will trigger a change management process:
- New aircraft type added to fleet
 - New operating procedure is developed
 - Any time a member of management identifies the need

4.7 Duties and Responsibilities

- 4.7.1 VP Operations
- Sustaining conditions that foster a safe environment for training and renting aircraft
 - Serves as the Accountable Executive for the SMS program
 - Ensuring adherence to company safety policy
 - Promotion of Safety and Just Culture
 - Supports the SMS program and system
 - Attends Safety Committee meetings

4.7.2 Director of Safety/Safety Officer

- Administers the Safety Management System
- Safety Committee Chair – schedules committee meetings
- Manages SMS process and Safety Committee
- Monitors and reports on the results of Committee findings
- Provides Safety updates, bulletins and other communications to various internal constituencies
- Monitors industry practices
- Approves and declines Flight Risk Assessment Tool (FRAT) submissions
- Make recommendations for policy changes and updates to the FOM
- Addresses safety deficiencies and opportunities

4.7.3 Chief Instructor or designee

- Advises on safety matters
- Approves and declines Flight Risk Assessment Tool (FRAT) submissions
- Make recommendations for policy changes and updates to the FOM
- Provides Safety updates, bulletins, and other communications to various internal constituencies
- Attends Safety Committee meetings

4.7.4 Safety Committee

- Committee
 - Safety Director/Designated Safety Officer – Chairperson
 - Vice President of Operations
 - Chief Flight Instructor or designee
 - Director of Maintenance
 - 141 Check Instructor representative
- Committee activity
 - Review safety reports
 - Investigates SMS reports as needed
 - Committee members, as assigned, assist with investigations
 - Committee members, as assigned, report back to Committee on matters in their area of expertise
 - Makes recommendations for outcomes from safety matters and SMS reports
 - Meets regularly and as needed to advise on safety matters, including SMS reports
 - Keeps all records, through the SMS program of safety reports

4.7.5 Employees and CFIs

CFIs, interns, dispatch operations, and others are responsible for safe operations. They will perform their duties with a focus on their personal safety and the safety of fellow employees, customers, property, and equipment. In the event a safety issue arises or an incident occurs, staff will report these matters through the safety management system. Additionally, all staff should feel free to discuss any matter with their management team.

4.7.6 Customers

Customers will be responsible for operating our equipment with the highest regard for their personal safety and the safety of the staff, other customers, property, and equipment. Customers who are involved in incidents or occurrences will report them through the safety program with assistance from their CFI if applicable. Customers are encouraged to report any unsafe operations they encounter.

4.8 SMS PROGRAM - Strategy and Objectives

- 4.8.1 Sporty's Eastern Cincinnati Aviation has a top down safety strategy that establishes a proactive, progressive, and effective culture which includes all members of our flying community.
- 4.8.2 Our primary objective, in the SMS process is creating a just, non-punitive culture where all members feel confident and free to report safety matters.
- 4.8.3 Team members are not blamed for safety issues that they report. Our key objectives are as follows:
 - Safe and efficient flight operations performed in compliance with standard operating procedures and company policies
 - A hazard identification and tracking process that aids in establishing and mitigating risk
 - Our employees and CFIs are well trained. They hold the certifications appropriate to the training they conduct. The CFIs receive recurrent training and opportunities to improve their instructional ability through training.
 - Customers are well trained and entrusted with operating in a safe manner
 - Tools for safety that are both well developed and evolutionary to reflect our changing environment
 - Tools for safe operation and reporting that are well known by all members of our flying community
- 4.8.4 The Safety Management System (SMS) is the process whereby we record, process, and track our safety systems.

Program Participation

- Management
- CFIs
- Employees
 - Line Service
 - Dispatch/Operations
 - Maintenance personnel
- Customers

4.9 Report Types

- 4.9.1 There are two primary report types; **post event** and **hazard identification**.
- 4.9.2 Sporty's Eastern Cincinnati Aviation utilizes an online web form to support its Safety Management System. A link to the form is found on the Sporty's Academy website. The form will require a sign-in to prevent spam but the submission may be kept anonymous.
- 4.9.3 It is encouraged that all safety related matters be reported through the reporting form. There are times when a safety report is mandatory.
 - Mandatory – the following require an safety report:
 - Incident – an event that causes property damage or injury
 - Occurrence – unsafe acts and deviations from policies, procedures, FAA instructions, mechanical issues, diversions, etc.

4.10 Hazard Identification, Response, and Reporting

- 4.10.1 The purpose of a hazard identification program is to proactively identify and address potential deficiencies in safety management. All members of the SAI community are expected to participate in the hazard identification program. Reports will be filed through the reporting system form.
- 4.10.2 Ideally, a safety report that identifies a hazard would be processed within 90 days of receipt and may be processed more quickly.

4.10.3 When a potential safety issue or hazard is reported, the following will occur:

The process is as follows

1. Complete the safety report through the web form as soon after the observation or occurrence as possible
2. Safety committee receives the report through the web form
3. Investigation into the observation begins
 - a. Task assigned to appropriate committee members
 - b. Risk and root cause analysis utilized as needed
 - c. Policy review
 - d. Interviews with parties involved
4. Results of the finding presented to the Safety Committee
 - a. Committee recommends action to be taken
5. Policy changes are referred to the change management process if required
6. Results are publicized
7. Follow up on matter to ensure compliance and effectiveness

4.11 Occurrence Reporting

4.11.1 All safety reporting and documentation is recorded through the Safety Management System web form.

The process is as follows:

1. A report is received
2. An initial response is made
 - a. Report redacted to protect identity of submitters
 - b. Urgent matters addressed immediately
 - c. Other matters passed to Safety Committee for review
3. Staff assigned to investigate the report
4. Research/Investigation
 - a. Risk Matrix and/or root cause analysis performed
 - b. Factors assigned, if known
 - c. Investigation handled by appropriate staff or committee member
 - d. Duties assigned as necessary
5. Discussion of event
6. Analysis of steps to take
 - a. Revisions to policy
 - b. Duties assigned as necessary
7. Results shared with entire SAI community
 - a. Operations Bulletins
 - b. Email
 - c. Safety notes
8. Changes published to appropriate manuals

4.12 Investigation Process

4.12.1 Root Cause Analysis

Root Cause Analysis is a systemic approach to finding underlying issues that contributed to an undesirable event. The purpose of conducting a root cause analysis is to define problematic areas, analyze causes, and prevent future reoccurrences. This analytical tool will allow for a comprehensive, organization wide review of significant factors leading to an incident/accident. A series of systems and events are interconnected to any given result. By methodically dissecting each complex system involving an individual incident/accident, fundamental and more pertinent problems may reveal themselves in the process. Through the use of a cause and effect analysis, SAI is striving for continuous improvement in maintaining a safe operation within a positive safety culture.

4.12.2 The process:

1. Identify event
 - a. SMS or other reporting
2. Perform Risk Matrix
3. Interview individual(s) involved
4. Collect documents associated with event
 - a. Aircraft
 - b. Fuel
 - c. Maintenance
 - d. Human resources
5. Identify contributing factors
 - a. Organizational
 - b. Known Problems
 - c. Pre-conditions to unsafe acts
 - d. Unsafe Acts
6. Review policies and procedures
7. Analyze information and data
8. Evaluate information and data
 - a. Create a timeline of events
9. Identify corrective action
 - a. Implement change management

4.13 Compliance Monitoring

4.13.1 In order to ensure that the policies, processes, and procedures in place are effective and followed, Sporty's Academy will perform an internal audit reviewing the following:

- Safety procedures – biannually
- Training and Standards records – as needed
- Student records – as needed
- Rental records – at time of rental
- Maintenance records – as recommended by maintenance department
- PQ card currency – at each aircraft rental
- Any rule or procedure change – to document success – as needed

4.13.2 SMS Training and Education (recurrent)

- Initial – safety system users will be trained on safety, safe operations, and the reporting systems
- Recurrent – recurrent training will consist of a review of policy changes, changes to the FOM, and occurrences/incidents.
 - CFI – At ARPC, safety processes and the reporting system will be reviewed
 - Renters – will continually have available access to online safety training
 - Flying Club members – will continually have available access to online safety training
- Promotion
 - Ongoing safety updates and communications through various outlets will be issued to keep all parties advised of safety matters.

5 Customer Service

5.1 General Philosophy

5.1.1 Customer Interactions

Please try to avoid these trite expressions and be sincere, say:

"Thank you and come back." (instead of, "Have a nice day.")

"Hello, may I help you?" or "Welcome to the Airport" (instead of, "How are you?")

"This is your receipt. Thank you." (instead of, "Here you go.")

"Thank you." (instead of, "There you go.")

"You're welcome." (instead of, "No problem.")

The above sayings sound insincere. Let's try these:

"Welcome to Sporty's!"

"Thank you!"

"Thank you!"

"Thank you!"

"Please hurry back!"

The point is — we are a service oriented company — our customers make it all happen. Let's not be afraid to thank them. Thank you!

Remember, you are both the first and the last impression a customer will have of us.

5.2 What is a Customer?

5.2.1 Customers are the most important people ever in this office— in person, on the phone, or electronic communication.

Customers don't depend on us — we depend on them.

Customers are not an interruption of our work — they are the purpose of it. We are not doing them a favor by serving them — they are doing us a favor by giving us the opportunity to serve.

We don't argue or match wits with our customers. Nobody ever won an argument with a customer.

Customers are people who bring us their wants. Our job is to handle them profitably, for them and for ourselves.

—L. L. Bean

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6 UC Students

6.1 Flight Periods

6.1.1 Definition

During each academic semester that a student is enrolled in a Pilot Flight course, the student will have a minimum of three (or an equivalent thereof) scheduled Flight Periods a week with an assigned Instructor. Flight Lessons are given during these Periods. The Flight Periods should be treated like any other college class. They are designed to optimize student's flight training.

6.1.2 Selection of Flight Periods

Prior to the beginning of each academic semester, each student enrolled in a Pilot Flight course at UC Clermont College will submit a flight block availability sheet. Assignments will be posted prior to the beginning of the semester. Reasonable attempts will be made to accommodate students' schedules. Students will not be scheduled in conflict with classes they are taking on campus. Students' outside work schedules will be considered but may create a conflict with available Flight Periods. In cases where a student's outside work activities conflict with scheduled Flight Periods, it will be the student's responsibility to prioritize activities. Flight training may have to be delayed until the following academic semester if a student is not able to attend scheduled Flight Periods.

6.1.3 Changes in the Flight Period Schedule

Changes to the Flight Period Schedule may be necessary. Prior approval from a Management Representative is required for any changes to a student's Flight Period. A Management Representative may change a student's Flight Period schedule due to aircraft, simulator, or instructor availability, provided that the change does not create a conflict with the student's class schedule. Changes will be posted on the Flight Period Schedule.

6.1.4 Instructor Assignments

A Management Representative will make and post instructor assignments prior to the start of the academic semester (this may be a bit later but prior to the start of the new Flight Periods during the Fall semester). The assignment list will include the date that instructor assignments and Flight Periods will begin. Students are not guaranteed the same assigned Instructor each academic semester.

6.1.5 Flight Training Between Semesters

Students who are behind on Flight Lessons are expected to continue training between academic semesters. Students desiring to get ahead may also continue training. Students expecting to continue training between academic semesters should notify their instructor and make necessary arrangements.

6.1.6 Student/Instructor Conflict

Students and Instructors are always required to act professionally and attempt to limit personal conflict between parties as much as possible. However, personal conflicts may still occur. If conflicts cannot be managed by both parties effectively, the instructor should notify a member of management to discuss possible actions. Appropriate actions, up to student reassignment, will be considered and discussed confidentially.

6.2 Attendance

6.2.1 General

Flight Lessons may need to be canceled from time-to-time. Acceptable reasons for canceling are:

Waiting for a Stage Check

Waiting for an FAA Flight Test

Other reasons deemed acceptable by the Chief/Asst. Chief Instructor/Management Representative

6.2.2 Weather

Flight Lessons may only be cancelled for weather conditions by the instructor. Simulator or ground lessons may be substituted, as appropriate, for the Flight Lesson.

6.2.3 Exceptions

A management instructor must approve all cancellations 24 hours prior to the scheduled time, otherwise students are expected to attend all flight, simulator, and ground instruction scheduled Flight Periods, regardless of weather conditions. Absences are recorded on an Attendance Report which is submitted to the supervising instructor for that course.

6.2.4 Tardiness

If a student will be absent or is going to be late for a Flight Lesson by more than 15 minutes, he/she should notify the assigned Instructor as soon as possible (at least 1 hour before the time scheduled) and explain the reason. The assigned Instructor will complete an Attendance Report and forward it to the flight school office.

6.3 No-Show Penalty

6.3.1 General

An Attendance Report marked "No-Show" will be submitted for a student who (a) fails to attend a scheduled Flight Period (including cancellation with less than 24 hour notice), (b) is more than 15 minutes late, or (c) is unprepared for a scheduled Flight Lesson. No-Show Penalties are charged at a rate of 50% of the aircraft or simulator scheduled, and 100% of the instructor fees for the scheduled Flight Lesson. A student who arrives on time for the lesson but fails to be ready to use the scheduled aircraft or simulator within 15 minutes of the scheduled time, also may be charged a No-Show Penalty.

6.3.2 Student Responsibilities

If notice of a cancellation of a Flight Period is less than 24-hours before the Flight Period, an Attendance Report will be submitted marked "No-Show." Students will be given an opportunity to explain the reason for the absence. The supervising instructor will evaluate the reason for the absence and determine whether a No-Show Penalty will be charged.

6.3.3 Lesson Preparation

If an assigned Instructor determines that a student is unprepared for a Flight Lesson, an Attendance Report will be submitted with "Unprepared for Lesson" indicated as the reason. The No-Show Penalty will be charged unless the Chief/Asst. Chief Instructor waives the fee because a reasonable explanation is provided. No-Show Penalties must be paid before training will resume.

6.3.4 Funding Sources

No-Show Penalty payments cannot be deducted from students' training account balances. Failure to pay a No-Show Penalty will result in an incomplete or failing grade for the flight course. Any student who receives 3 No-Show Penalties in a Pilot Flight course will receive a failing grade for the course.

6.3.5 Record Keeping

Copies of Attendance Reports are kept on file.

6.4 Dress Code

6.4.1 General

Students shall present an appropriate clean (bathed) and well-groomed appearance at all times with clothes washed, free of holes, and not excessively worn. Student dress is intended to promote safety and professionalism. Student appearance is a reflection of their commitment and intent in the Professional Pilot Program.

6.4.2 Policy

At all time, students are required to adhere to these minimum requirements:

- 1) Shoes must cover feet. (NO SANDALS)
- 2) Shirts with "distasteful" slogans are not permitted.
- 3) Shirts/blouses must cover a substantial part of the torso. (NO CUT-OFF TSHIRTS, MUSCLE SHIRTS, or TANK TOPS)

6.4.3 Stage Checks & Checkrides

Stage checks are intended to acquaint students with evaluations and interviews similar to those experienced throughout a career in professional aeronautics. Therefore, dress should be similar to attire which would be worn in a job interview. This includes a shirt, tie, and dress slacks for men, a blouse and slacks or suit for women. Consult your flight instructor if you are unsure of proper Stage Check dress. Checkride requirements are the same as stage checks.

6.4.4 Cold Weather Operations

Winter operations require additional consideration for clothing and gear. When the temperature is below 32° F, students are required to carry gloves, hat, boots, very warm coat, and cell phone. Remember, in these conditions, open field survival time is measured in minutes. For additional specifics, see [section 3.26 Cold Weather Operations](#).

6.5 Stage Check Preparation

6.5.1 Requirements

The following material shall be completed PRIOR to the scheduled starting time for all stage checks. Example: if scheduled at 8:00am the student will meet with the stage check instructor and hand them the performance and limitations (promptly at 8:00am) and be ready to give the briefing:

- 1) Performance and Limitations (Aircraft Weight and Balance Form)
 - a. Weight and Balance
 - b. Take-off and Landing distances (for each airport of intended landing)
 - c. V-Speeds appropriate to your aircraft
- 2) Weather briefing
 - a. Verbal Briefing of weather conditions and sources of weather
 - b. NOTAMS for each airport of intended landing
 - c. TFRs
- 3) For all end of course stage checks
 - a. FAA Knowledge test results
 - b. Completed IACRA, with FTN Number
 - c. Other documents specified on the appropriate checklist, especially for 141 end of course stage checks

6.5.2 Flight Only

If the stage check does not include a ground portion, all efforts should be made to have aircraft preflighted prior to the scheduled time. The student will then meet the check instructor inside at the scheduled time to provide the pre-flight briefing and review of the weather. If the student is unable to preflight in advance, due to schedule or preceding aircraft usage, they should notify the check instructor before beginning their briefing.

6.6 FAA Tests

6.6.1 Knowledge Tests

The appropriate FAA Knowledge Test will be completed as part of the Aviation Lecture or Flight course. Failure to take or pass a FAA written will result in a suspension of flight training. [See section 6.12](#), Aviation Academics for more information.

6.6.2 Practical Tests

The FAA Practical Test cannot be scheduled, the student's logbook endorsed, the graduation certificate signed, or a FAA Form 8710 (IACRA) signed until the appropriate Stage Check has been satisfactorily completed. Required attire for FAA Practical Tests is the same as for Stage Checks. Alternative procedures exist for end of course Stage Checks where Sporty's Academy has examining authority.

6.6.3 Scheduling Practical Tests

The assigned Instructor will submit a checkride request, when appropriate, and a member of management will schedule the Practical Test. Students and instructors (unless designated) may not schedule the Practical Test directly.

6.6.4 Unsatisfactory Performance

If an FAA Practical Test is unsatisfactory the following applies:

a. Second Attempt

A member of management will be consulted to help determine a plan of action to prepare for a second attempt.

b. Third Attempt

If the student's performance on the second attempt is unsatisfactory, a Progress Review will be initiated.

6.7 No-Fly List

6.7.1 Policy

A list of students who are not eligible for Flight Lessons is maintained. Students may be on this list because of problems with academic performance or attendance, failure to pay flight fees or maintain a minimum \$500 flight fee balance, unpaid No-Show Penalties, etc.

6.7.2 UC Flight Fund System

[See 6.10.3](#)

6.8 Announcements

6.8.1 General

Announcements of meetings and other important information will be posted or disseminated electronically. Students are responsible for reading announcements regularly. Once an announcement has been posted for two days during an academic semester, it will be assumed that all students have read it.

6.8.2 Canvas

UC's Canvas system and student email system will also be used for announcements. Students are responsible for checking Canvas on a regular basis and reviewing any announcements found there. Students must also ensure a valid email address that is checked regularly is entered in his/her Canvas profile.

6.9 Vacation

6.9.1 Policy

Students should take vacations during periods between Academic Semesters if that time is not needed to make up Flight Lessons. A student needing to take time off during an Academic Semester must receive prior approval from management.

6.10 Payment of Flight Fees

6.10.1 General

Flight Fee payment must be reflected in the online aviation account portal through UC. Failure to maintain a minimum balance of \$500 will result in the student's immediate placement on the No-Fly list. Training may not continue until a payment is made that brings the account back above the minimum balance.

6.10.2 Late Payments

Students who are late paying the Flight Fee are not guaranteed assignment of a flight instructor or a Flight Period.

6.10.3 Account Portal

The aviation account portal is available at <https://webapps2.uc.edu/aviation/>. The student will use his or her normal UC login credentials to access this system.

6.11 Attendance and Class Participation

6.11.1 Policy

Attendance is mandatory. Class participation is expected. Missed class periods are required to be made up. The make-up session will be scheduled outside the normal class time. If a missed class is not made up, the FAA ground requirements for the related flight course will not be met, and the flight certificate or rating cannot be obtained until the missed class is made up.

6.11.2 Tardiness Policy

Tardiness will not be tolerated. Students who arrive late to class (or leave early) are disruptive to the other students in the class. Each student is allowed one class tardy. A class tardy is defined as arriving any time after the scheduled start time of the class and up to 15 minutes afterward. Students more than 15 minutes late arriving to class will not be admitted, and the class period will be required to be made up.

6.11.3 Class Make Up

Students who miss a scheduled lecture class are required to cover this material with their flight instructor. Students should contact their CFI and inform them they have a class that needs to be made up, provide the CFI with which lecture was missed, and bring a copy of their syllabus to show their CFI. This make up should be conducted during their normal scheduled flight block, with advanced notice. Once the material has been covered, the CFI will inform the lecture course instructor of the completed material.

If the student does not have a CFI assigned for the semester, they should inform the lecture course instructor and receive instructions on the appropriate procedure to cover the missed material.

6.12 Aviation Academics

6.12.1 General

Students are expected to maintain a C- or better average in their aviation academic courses. During the academic semester, at approximately midterm, each student's academic performance will be reviewed. If a student's performance is determined to be below a C- average the student will be placed on the No-Fly list until the end of the academic semester. Students placed on the No-Fly list are expected to use the extra time gained to improve their academic performance.

6.12.2 Failing Grades

Any student receiving a final grade of F in an academic class will be placed on the No-Fly list and is required to retake and pass the course before he/she will be removed from the No-Fly list. Any student who fails to receive at least a C- final grade in an aviation class will be placed on the No-Fly list at the beginning of the following academic semester until the student's academic record is reviewed and a determination made regarding the student's flight status.

6.12.3 FAA Knowledge Exam Courses

In a course where an FAA knowledge exam is a required part of the course, and a student receives a final grade below a C-, but not an F, the student will remain on the No-Fly list until such time as the FAA knowledge test is taken and passed. If the student previously passed the FAA knowledge exam, the student's academic record will be reviewed and a determination made regarding the student's flight status. Additional instruction may be required.

6.12.4 Non-FAA Knowledge Exam Courses

In a course where an FAA knowledge exam is not a required part of the course, and a student receives a final grade below a C-, but not an F, the student will remain on the No-Fly list until approval to proceed is granted by the supervising instructor.

6.12.5 Academic Probation

Students on Academic Probation at the University of Cincinnati will be placed on the No-Fly list for the duration of the Academic Probation.

6.13 Professionalism

6.13.1 General

Students in the University of Cincinnati Professional Pilot Training Program are considered professional pilots the day they enroll. Professional pilots are expected to act, fly, and behave in a specific manner. Professionals have a positive attitude and are:

- a. Punctual,
- b. Well groomed,
- c. Persistent,
- d. Consistent,
- e. Cooperative,
- f. Thorough, and
- g. Courteous to others.

6.13.2 Training

If you want to be a professional in aviation, you need to be professional while you train in aviation. The staff at Sporty's Academy is dedicated to being professional, and to train students to be professionals.

6.13.3 Discipline

Students and staff are expected to maintain these qualities. Students who do not maintain the expected standards of professionalism may be placed on the No-Fly list, or they may be asked to withdraw from enrollment in the Program.

7 Administrative Tasks

7.1 Enrollment Procedures

7.1.1 Part 61/141 Enrollment (new student to Sporty's Academy)

1. Complete enrollment checklist.
2. Submit completed checklist to the "new enrollment" inbox near the instructor mailboxes or email to checkflights@sportys.com with the appropriate receipt and any other attachments.
3. Ensure Blanket Aircraft Rental Agreement (BARA) personal information has been completed and then file the BARA in the BARA filing cabinet.
4. Citizenship verification documents must be verified and uploaded to Flight Schedule Pro. Any other available documents (e.g. photo ID, pilot certificate, medical, etc.) should also be uploaded to Flight Schedule Pro.

7.1.2 Part 61/141 Enrollment (returning student)

1. Complete enrollment checklist.
2. Submit completed checklist to the "new enrollment" inbox near the instructor mailboxes or email to checkflights@sportys.com with the appropriate receipt and any other attachments.
3. Verify Flight Schedule Pro access is still available to the student, and update any documents listed in FSP to current documents.
4. Citizenship verification documents must be verified and uploaded to Flight Schedule Pro.
5. Verify that the customer's BARA record is still valid, and renter's insurance is on file (as appropriate).

7.2 First Solo

7.2.1 General

First solos are an exciting time for a student and a major accomplishment that we celebrate and honor here at Sporty's Academy. While this can be an exciting time for a student, it can also create anxiety in others. Make sure that you are reading your student and their emotions around the time preparing for the first solo. For those students who are nervous about the experience, consider not informing them in advance that the upcoming lesson might be their first solo. This may help eliminate an unnecessary buildup of emotions and anxiety. If your student has shown excessive emotion/anxiety about the upcoming solo, please consult a member of management for guidance.

7.2.2 Procedure

1. **Prior to stage 1 stage check**, have the student complete remaining sections of the Blanket Aircraft Rental Agreement and sign the document. Ensure that **all items** are completed and copies of the student pilot certificate, medical (if required), proof of insurance (if required), and valid, unexpired copies of citizenship documents are uploaded to Flight Schedule Pro.
2. Submit the BARA to the flight school inbox. If the BARA is approved, it will be returned back to the BARA filing cabinet. If there are issues with missing items or incomplete documentation, the BARA will be returned to your inbox with notes for completion. This process can take up to one week.
3. At least one day prior to the intended solo, verify approval of the BARA by ensuring ECA management has signed the document.
4. **Day of solo** – Complete instructor authorization section of the BARA by authorizing the aircraft and limiting conditions (usually PQ numbers) for the student.
5. Fill out and sign a PQ card for the student with appropriate limitations.
6. Start the flight lesson with normal full-stop landings with no assistance from the CFI.
7. If performance is suitable to first solo, taxi back to the ramp and shutdown the aircraft. Secure the aircraft with chocks and return to the building.

8. Complete an additional review of the current and expected weather conditions. These should be suitable for the first solo flight. First solo flights should not be conducted when the local weather is indicating a gust factor or highly variable conditions.
9. Complete required endorsements in student's logbook (see AC 61-65 for guidance, if needed)
10. Install first solo camera on the right window of aircraft. For installation assistance see instruction sheet in briefing area where camera is stored or consult with the video department. If the student would prefer not to have it recorded, reiterate the milestone significance and free video product that we produce to celebrate the student accomplishment. If the student still prefers not to use the camera, skip this step.
11. Wait near the aircraft while the student starts the engine to ensure they do not need assistance with the hot-start procedure.
12. Inform management that a first solo is taking place.
13. Head to the tower or observation spot to watch the student landings. Be available on the radio but try not to interfere if not required.
14. Once the last landing has been completed, meet the student back at the tie-down to assist in securing the aircraft and congratulate your student. Turn off the first solo camera and collect it from the aircraft.
15. Return the aircraft keys and dispatch book to the FBO desk. Return the first solo camera to the briefing area and notify the video production department.
16. Complete the "First Solo" checklist.
17. Return completed form to the flight school inbox.

7.3 Flight Check Procedures

7.3.1 Part 61 Flight Check Requests

All part 61 students will participate in scheduled TCO stage checks through the normal stage check process, unless management has been contacted and approved.

1. Obtain current flight check request form from sportysacademy.com/cfi.
2. Complete student section of the form with your student as appropriate.
3. Complete CFI checklist at bottom of the form as appropriate. For items that are not required for that stage, leave item blank.
4. Save PDF and submit to checkflights@sportys.com in accordance with instructions on the form.
5. If the student is submitting for a final stage check (course completion), submit an additional form for the Checkride request at the same time as the stage check request. Ensure that student's IACRA application is ready for signatures.
6. Ensure FSP scheduling accuracy for your future scheduled lessons while the student is pending the stage check. Ensure that the student has the appropriate aircraft checkouts and current insurance (as required) prior to the final stage check.

7.3.2 Part 141 Flight Check Requests

1. Obtain current flight check request form from sportysacademy.com/cfi.
2. Complete student section of the form with your student as appropriate.
3. Complete CFI checklist at bottom of the form in its entirety. For items that are not required for that stage, leave item blank.
4. Save PDF and submit to checkflights@sportys.com in accordance with instructions on the form.
5. If the student is submitting for a final stage check (course completion), follow the appropriate checklist to ensure prepared for examining authority paperwork. Ensure that student's IACRA application is ready for signatures.

6. Ensure FSP scheduling accuracy for your future scheduled lessons while the student is pending the stage check. Ensure that the student has the appropriate aircraft checkouts and current insurance (as required) prior to the final stage check.

7.3.3 Unsatisfactory Performance

For unsatisfactory performance during a stage check or checkride, retrain the student as necessary using "record of extra training" lessons. If more than 2 attempts are required to resubmit for the stage check, seek managerial counsel in accordance with [section 2.9.3](#) student progress review. For unsatisfactory checkride performance, retrain as necessary using the above steps and consult a member of management to determine if a stage check is required prior to checkride scheduling.

7.4 Certificate Completion

7.4.1 General

The completion of a certificate or rating is a major accomplishment in the life of our students. This should be celebrated and the person who helped them achieve their goal should be there to help congratulate them. While we do not require that you are present during the checkride, we encourage that you should be available at the conclusion.

7.4.2 Procedure

After the checkride is complete, have the student complete the "certificate information form". Return completed form to the flight school inbox.

7.5 Terminations

7.5.1 All students

If you have determined that your student is no longer going to continue flight training at Sporty's Academy, inform management via email or other documented means.

7.5.2 Student Hold or Uncertain status

If you have a student that you are uncertain if they intend to continue or if they are going on an extended break from flight training, please notify management via email or other documented means. Include all information that is relevant, especially if a return date or time period is known. Management will indicate the hold status in the records system and/or contact the student to determine intentions.

7.5.3 International Students

If you are working with an international student and that student has a dramatic change in frequency of scheduled lessons (e.g. 3 per week to 1 per week, or none), please inform a member of management. Certain international students are under obligations to maintain minimum training levels and we are obligated to report changes in training frequency.

7.6 FAR 141 to FAR 61 Transfer

7.6.1 Process

When a student needs to terminate 141 enrollment and switch to part 61 training, speak to a member of management.

7.6.2 Warning

Ensure that the enrollment section in the front of a paper TCO or appropriate documentation in a digital TCO reflects the termination and change prior to operating under FAR 61 procedures.

7.7 Promotional Flight Experiences

7.7.1 Introductory Flights (including other promotional flight packages)

After completing an introductory or other promotional flight experience, please have the customer complete the "First Flight" checklist. Complete the bottom half of form with the customer to ensure that all promotional items are provided to the customer prior to leaving. Once form is completed, return it to the flight school inbox.

7.7.2 Flight Package Breakdowns

Introductory Flight – 0.5 Hrs flight time / 1.0 Hrs instructional time

Airman's Package – 1.0 Hrs flight time / 1.5 Hrs instructional time

Youth Flight – 1.0 Hrs flight time / 2.0 Hrs instructional time

"The Flight Experience" – Three 0.7 Hrs RTD / 1.0 Hrs instructional time lessons, Fourth lesson is flight lesson (1.0 ft / 1.5 instruction) to Lunken airport and back. Student receives Learn to Fly Course during purchase; instructor involvement with course is key to allowing student to make full use of the course. Additional considerations are applicable to this package. Please speak with a manager for additional details.

7.8 Aircraft Checkouts

7.8.1 Aircraft Checkouts for Existing Customers

Provided that the student in question already has completed at least one aircraft checkout, adding any additional rental privileges are solely up to the instructor to determine qualification and minimum flight capability demonstration, excluding multi ([see section 11.1](#)) or G1000 privileges ([see section 11.3](#)).

Once completed with additional checkout, issue a new PQ card with additional aircraft privileges, update the back of the BARA with the new aircraft, and update FSP "Aircraft Checkouts" section as appropriate.

7.8.2 Aircraft Checkouts for New Customers

1. At least 24 hrs prior to aircraft checkout, customer should be given access to the [Customer & Airport User Handbook](#) and Blanket Aircraft Rental Agreement (BARA).
2. The checkout should be considered complete when the customer and instructor are confident in the consistent, SAFE operation of the aircraft as well as adherence to ECA policies and procedures.
3. The following items are designed for relatively current pilots and to be completed in the spirit of a flight review.
4. Discuss previous flying history and recent flight experience with the customer to determine pilot history and expected capabilities.
5. Checkout is considered at a minimum 1 hour of ground and 1 hour of flight covering the topics listed on the "Minimum Aircraft Checkout Requirements" checklist. Additional time and topics may be required for any pilot to perform consistent safe operation as well as adherence to ECA policies.
6. Complete "Minimum Aircraft Checkout Requirements" checklist. Submit completed form to flight school inbox.
7. Complete BARA with all required items and submit to flight school inbox. If customer requests renting privileges prior to one week after the checkout, please notify management ASAP to ensure speedy processing of the BARA.
8. Complete FSP account with customer and complete all required profile sections (including aircraft checkouts, documents and insurance).
9. Issue PQ card as appropriate.

7.9 Flight Reviews, Instrument Proficiency checks, Recent Flight Experience Flights, etc.

7.9.1 Flight Review

No specific internal procedure is required for completing a customer's flight review. We do offer a checklist that will help organize your activities and ensure that you complete the required items under regulation, but this document is for your reference only. We do not require it to be turned in. If you are looking for additional guidance on how to complete a flight review, we recommend that you read Advisory Circular 61-98. As always, if you need help or are uncertain how to proceed, speak with a member of management.

7.9.2 Instrument Proficiency Check

No specific internal procedure is required for completing a customer's instrument proficiency check other than regulatory requirements according to ACS. We do offer a checklist that will help organize your activities and ensure that you complete the required items under regulation, but this document is for your reference only. We do not require it to be turned in. If you are looking for additional guidance on how to complete an IPC, we recommend that you read Advisory Circular 61-98. As always, if you need help or are uncertain how to proceed, speak with a member of management.

7.9.3 Rental Currency Flights

When a renter or flight student has not flown in the required number of days ([see section 3.7](#) for more details) that pilot will need to have a flight with a flight instructor to become current again. These rental currency flights have no specific guidance, but establishing that the customer is still competent in the consistent, SAFE operation of the aircraft as well as adherence to ECA policies and procedures, is paramount. This flight could be as simple as a few landings in the traffic pattern, or it could be as involved as a new aircraft checkout. The previous renting history, pilot experience, and tenure at ECA/Sporty's Academy are just some of the factors in determining the appropriate flight tasks. If you have questions or would like additional guidance, speak with a member of management.

8 Outside Organization Requests

8.1 Press Interviews

8.1.1 Policy

When we receive requests from the press for an interview, statement, or other information, we should give these requests to Bill Anderson at extension 341. Do not talk to anyone from the press about the Airport or ECA's business. Also, do not refer to Bill as the spokesperson; he is simply the one who handles these requests. This allows us to have a consistent policy throughout our companies.

8.2 Government Representatives

8.2.1 General

The appearance of a law enforcement or other government or representative can be intimidating. In fact, they are trained to intimidate you. Don't let it happen!

Our company policy is: "Unless it is an emergency do not offer or give any information to any government representative, local, state, or federal. In an emergency a government person, with proper credentials can, of course, exercise emergency authority."

The proper way to handle any unannounced government person is through an appropriate senior management representative, for this purpose call Bill Anderson, Michael Wolf, or Chuck Gallagher. If the government person is from the FAA, call Paul Jurgens, Chuck Gallagher, Bill Anderson, or Michael Wolf. Outside Sporty's regular business hours try to reach them using the cell phone numbers on the ECA phone list. They may wish to speak with the representative on the telephone.

When a senior representative of management is not here or available, the government representative should be taken upstairs to Sporty's Cafe and asked to wait for the arrival of a senior management representative. If a government person requests an appointment it should also be referred to senior management.

If you recognize a government representative at the Airport without a senior representative of management present, report it immediately. The person should not be allowed any access or to inspect anything. The person's identity and the organization represented should be determined. In the event of any question later you will want to be able to say you complied with this manual.

9 ECA Line Service & Dispatch

9.1 Management Representatives

9.1.1 Policy

A list of Management Representatives to be notified in various situations is posted in the briefing room. The situations which require notification or attention from a management representative are spelled out in this Manual. The individuals listed are in the order they should be contacted in situations which need immediate attention. The list is dated and subject to change.

9.1.2 Management Representatives List

Please see [our online file](#) for a complete and up-to-date list.

9.2 New Customers, Prospects, and Promotion

9.2.1 Flying Prospects

When a prospective student pilot calls or visits the Airport, write down his or her name and phone number and direct them to the website SportysAcademy.com. Contact an appropriate management representative immediately. If the prospect is a "walk-in," he or she should leave with a prospect folder located in the supply closet. Information should be returned to ECA.

9.2.2 Introductory Flights

If a customer asks about taking an introductory flight lesson or other first flight experience, consult SportysAcademy.com for a detailed description and pricing for each package and assist with scheduling the experience or refer to a member of management.

9.2.3 Aircraft Purchase Prospects

Aircraft purchase inquiries should be referred to a member of management for further information. If a member of management is not available, take the customer's contact information and have a member of management follow up.

9.2.4 Gift Cards

When selling a gift card, record the name, address, and phone number of the donor (the person giving the card) and the donee (the person receiving the card) on the invoice (payment on account).

Gift cards are sold for specific gift packages or in specific dollar amounts.

9.2.5 Photographs

Pictures of ECA customers should be taken on the following occasions:

- A. After a first flight.
- B. After first solo.
- C. After any successful checkride.

9.3 Operations Guidelines

9.3.1 Learn Your Job

Whenever you have a question about the job you are doing – find out how to do it right. Most of our training at ECA is "on the job" training, so we don't expect our employees to know everything all the time. If you have a question – please ask.

9.3.2 Moving Aircraft

- A. Do not move any aircraft if there is a question in your mind. Call a supervisor.
- B. Always move aircraft slowly and carefully. Be constantly alert.
- C. Do not move any aircraft with the parking brake set.
- D. Do not become distracted while moving an aircraft; stop moving if someone talks to you.
- E. Always check nose gear turning limits or be sure of them before moving.
- F. Never assume – get off the tug and visually check clearances whenever in doubt.
- G. Turn off the ignition before leaving the tug.
- H. Chock the aircraft before removing the tug.
- I. Powered tugs may only be used by properly trained personnel.

9.3.3 Hangar Rash

That's an old name for damages to aircraft when they are being moved in or out of hangars. While the name has an element of humor, there is absolutely nothing funny about it. The danger is very real because aircraft are moved or parked in close proximity to other aircraft, hangar walls, and doors. Whenever the hangar is being stacked or un-stacked, we will have a management representative in charge. Be sure a management representative is present when moving an aircraft in or out of any T-Hangar, unless the aircraft owner is present and takes responsibility.

9.3.4 Securing Aircraft

Aircraft should be tied down and hangar doors lowered when not in use. Especially when there is any talk of "Thundershowers," – all aircraft must be tied down and hangar doors lowered. Be prepared to turn off computers, etc.

When aircraft are placed into a tie-down, a hangar spot, or a place on the ramp, make sure both main wheels are chocked.

9.3.5 Hangaring Plan and Schedule

During cold weather, our hangaring plan should be finalized every afternoon by approximately 4:00 p. m. As the last flights of the day come in, aircraft that are to be hangared can be taxied directly to the tie downs in front of the assigned hangar or to the hangar ramp and chocked. After ECA has been locked up, and/or the proper people are available, we shall stack the hangars.

9.3.6 Closing Eastern Cincinnati Aviation

When closing ECA for the day, use the Closing Checklist.

9.3.7 Aircraft Taxiing into Grass

Sometimes a pilot will pull into the grass while you are directing the pilot to a parking location.

Immediately signal the pilot to stop and cut the engine. If the aircraft is a tail dragger, it could nose over and damage the prop. If the aircraft has a nose gear, the nose wheel may sink and damage the propeller.

9.3.8 Proper Hand Signals

Use the correct hand signals when directing and parking aircraft. See the diagrams in [Appendix 13.1](#) at the back of this Manual for the proper hand signals.

9.3.9 Aircraft Squawks and Maintenance

Any aircraft with a squawk is grounded. Squawks may be cleared only by one of the listed management representatives.

Before maintenance on any aircraft is referred to Select Aircraft Service, Cincinnati Avionics, or anyone else, it must have the prior approval of a management representative listed for maintenance referrals.

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- 9.3.10 Dead Batteries on ECA Aircraft
Notify an appropriate management representative to supervise before proceeding.
- A. Turn the master switch off and let the aircraft sit for ten minutes so the battery can recover slightly.
 - B. At the end of this time, connect the external power plug and do a standard jump start from the Lektro. This is done with the master switch in the off position unless specified otherwise in the aircraft's operating handbook.
 - C. After disconnecting the external power plug, the master switch may be turned on. If at this time there is no indication of the battery charging, the engine in the aircraft will have to be shut down and the battery given a very slight charge before starting again with the external power unit using the above procedure.
 - D. If there is no sign of charging, do not turn on any of the electrically powered equipment, especially the radios.
- 9.3.11 Turn on Runway Lights
Runway lights and PAPI's should be turned on for any high-performance aircraft. When cloud ceilings are low or the visibility is poor, turn runway lights and PAPI's on for all approaching aircraft.
- 9.3.12 Landing Larger Aircraft
When the active runway is Runway 4 and a larger aircraft (such as a turboprop or jet) that requires most of the runway length calls in, give the pilot the following warning:
- "Runway 4 has a 0.7% downhill gradient and a 532 foot displaced threshold."
- All Flight Instructors and others in the pattern should cooperate with a larger aircraft if the pilot wants to use Runway 22.
- 9.3.13 Mowing and Snow Removal NOTAMS
NOTAMS for I69 are only issued by authorized individuals.
- 9.3.14 Helicopters
When helicopters arrive at I69, they should be advised on UNICOM to park on the helicopter landing pad or in the grass. The metal skids of the helicopters can damage paved surfaces.
- 9.3.15 NDB or AWOS Outages
In case the NDB (non-directional radio beacon) or the Automated Weather Observing System (AWOS) stops working, contact an appropriate management representative so the FAA (Flight Service) can be notified of the outage.
- 9.3.16 Response to Radio Checks
When responding to a request for a radio check, simply say, "I hear you."
- 9.3.17 Report Extended Use of Wash Rack
We want tie-down customers outside Sporty's to have a facility they can be proud of when bringing family, friends, and other passengers to the Airport. To keep up this appearance, we have asked them to move their aircraft to the designated wash rack or other available tie-down nearby whenever they want to wash or wax their aircraft, remove the cowl, etc. We also ask them to check with the office if they plan to use such a space for more than an hour or two. If the customer is planning on using the space for more than a few hours leave a voice mail for an appropriate management representative.
- 9.3.18 Bird Problems
Spring is the time of the year when we start having bird problems. Keep all propellers in the 1 o'clock position. If you see any signs of birds building a nest in an aircraft, notify management.

9.3.19 Banner Towing and Balloon Launches

Anyone asking to tow banners or launch balloons out of I69 must be referred to an appropriate management representative. We will want to meet with the pilot to discuss date, time, and safe procedures.

9.3.20 Ramp Procedures for Impending Thunderstorms

There is no safe place outside when thunderstorms are in the area. If you hear thunder, you are likely within striking distance of the storm. Therefore, it is the policy of Sporty's Eastern Cincinnati Aviation to begin vacating ramp areas when thunder is heard or as directed by management.

The following additional guidance should be viewed as minimum accepted practice for approaching thunderstorm activity:

- 15 miles: monitor storm activity and begin communicating alerts and ramp closures. Local flight operations should be parked and secured. Contact your supervisor about approaching threat.
- 8 miles: ensure all personnel have up-to-date information, begin securing aircraft and plan to vacate ramp areas
- 5 miles: stop any fueling operations
- 3 miles: ramp closed – stop all activity and seek shelter

If you should be taxiing or parking an aircraft after the ramp has been closed (pilots, instructors, and maintenance personnel), never take shelter under the wing of an aircraft – metal doesn't attract lightning, but serves as an excellent conductor. Remain inside the aircraft if necessary.

If you happen to be conducting local flight operations with approaching thunderstorm activity (pilots and instructors), monitor communication frequencies for updates and plan to have airplane parked and secured prior to 15 miles or consider an alternate airport or holding pattern.

9.3.21 Line Technician Good Practices

- A. Take the time to do the job properly. If you do not know how to do the job, ask your supervisor.
- B. Your number one priority. The most important person at ECA is the customer you are currently talking to or servicing.
- C. Whenever time permits:
 - (1) Help push back, chock, and tie down any aircraft, unless one of our instructors is on board.
 - (2) De-bug leading edges, this includes wings, engine cowls, and wheel fairings.
 - (3) Vacuum interiors; report dirty interiors.
 - (4) Clean windshields, but be sure you know what to use and how to do it.
- D. Always have a clean rag in your back pocket. You never know when it will be needed.
- E. Moving soft aluminum into stationary objects does not make good sense. Don't.
- F. Use the radio only when you are at least 10 feet from the fuel truck. You will live longer.
- G. Always "write it down" – NOW! Don't trust your memory.
- H. If the temperature is below 30°F, be sure the renter is familiar with cold weather starting. If not, he/she should be referred to an appropriate member of management.
- I. Remember the "**Look but Do Not Touch**" policy means that while we encourage visitors to look at our aircraft, we politely advise them – "Please do not touch."
- J. When you find anything broken or wrong with our equipment, **tell your supervisor.**

9.3.22 More Rules to Work By

- A. There is nothing on an aircraft we can't fix properly.
 - B. It's easier to answer a stupid question than to straighten out a screw-up.
 - C. Use Rule #B so we don't have to use Rule #A.
- Eddie Rickenbacker, 1927

9.3.23 Gratuities

It is against our policy for employees to accept tips. If you are offered one – politely explain that the offer is appreciated, but that you are not allowed to accept it.

9.3.24 Attire for Line Technicians

The first person seen by visitors to Sporty's and Clermont County Airport is a Line Technician. Therefore, we want to make a good first impression, and we want our Line Technicians to be recognized as Airport employees.

Always wear an ECA shirt and/or cap. If your shirt cannot be seen, wear your ECA cap. Your shirt must be tucked in and pants are to be a solid color. You are to be neatly groomed.

9.3.25 Telephone Policy

If you must make a personal call, the limit is 2 minutes.

9.4 Servicing Transient Customers

9.4.1 Quick Turnarounds

Our transient customers deserve your immediate attention. They are to be considered the highest priority customer. This is a procedure that is followed at all good airports. Get help!

9.4.2 Free Tie-down with Fuel

We offer transient pilots up to three nights free tie-down if they top-off their aircraft at I69.

9.4.3 Do We Have a Restaurant?

If a customer asks if we have a restaurant, read the following:

"There are soups, sandwiches, snacks, coffee, and soft drinks upstairs at our Sporty's Cafe."

9.4.4 Courtesy Cars, Crew Cars, Etc.

When a customer requests a vehicle, refer them to the FBO desk. If the desk is not staffed, refer them to an appropriate management representative.

9.5 Fuel Service

9.5.1 Fuel Trucks

The fuel trucks are a source of pride to ECA. They are sorely missed when they are out of service. Keep them clean inside and out.

- A. Report anything that is broken, including decals.
- B. Keep the oil neatly stored in the box provided.
- C. The emergency shutoff must be used each night at closing. In other words, set it to the position where fuel cannot be pumped out of these trucks.

9.5.2 Fueling – Bonding

Before fueling an aircraft, attach the wire from the fuel truck to an unpainted part of the aircraft, such as the exhaust stack. This is called bonding and provides a path of least resistance for static electricity between the truck and the aircraft. Bonding will prevent a static discharge spark when fueling.

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- 9.5.3 Fueling UC Aircraft
When a University of Cincinnati aircraft returns from a flight, it should be refueled immediately. Do not wait for the instructor or the student pilot to request fuel.
- 9.5.4 Over-fueling Aircraft
When fueling ECA aircraft, do not overfill. Leave some room for expansion.
- 9.5.5 Requests for Oil
Only Line Technicians and flight instructors are permitted to add oil to flight school aircraft. On occasion, you may be the only Line Technician when a customer requests oil. Simply put out the "Gone Fueling" sign and take the transceiver with you.
- Don't forget:
A. check before adding oil; do not take anyone else's word for it;
B. we don't add oil to a customer's aircraft unless the customer is present, watching.
- 9.5.6 Fueling Gyrocopters and Ultralight Aircraft
We fuel gyrocopters or ultralight aircraft when equipped with four-cycle engines.

9.6 Administration

- 9.6.1 Customer Information
We want to know who our customers are. Therefore, when students complete their first lesson, be sure to get all the information we need about them in the computer. (Name, address, phone number, email.)
- Prior to a student pilot being endorsed for solo, we must have a Blanket Aircraft Rental Agreement approved since the student has become the renter. Be sure the Pilot Information Section of the Agreement has been completed.
- 9.6.2 Enrollment Procedures
We need to be very careful and sure about the identity of our customers. Therefore we have developed the following procedures for everyone receiving training or an aircraft checkout in ECA aircraft.
- A. Before the first flight training session:
- (1) U. S. Citizens must show proof of citizenship by presenting:
 - An unexpired U. S. Passport
- OR
- Government issued photo identification and birth certificate
- (2) Non-U. S. Citizens must be referred to a member of management.
- B. Before their first PIC flight, everyone must have:
- (1) Been approved for training (or checkout)
 - (2) An Aircraft Rental Agreement completed with online FSP profile completed.
 - (3) Provided a copy of their U. S. Pilot Certificate
 - (4) Provided a copy of their U. S. Medical Certificate (if required)
 - (5) Provided proof of adequate non-owned aircraft insurance or aircraft insurance with a non-owned aircraft clause

The information is to be filed in the customer's FSP account.

A single introductory type flight conducted prior to a potential client starting flight training does not require proof of citizenship. This flight is being conducted for marketing purposes and by letter of interpretation has been exempted from this requirement by the TSA.

9.6.3 Pilot Qualification (PQ) Cards

Any pilot not flying with one of our Flight Instructors on board must have a Pilot Qualification (PQ) Card when flying. The PQ card provides the pilot's limitations for wind velocity, crosswind component, and visibility when flying ECA aircraft. PQ Cards are issued and updated as necessary by our Flight Instructors. Flights should only be dispatched if the pilot's qualifications reflect the current conditions available on the PQ Board, and those conditions are current to within one hour.

Our Flight Instructors can interpret PQ conditions if the PQ board is down.

9.6.4 Signatures on Agreements

It is important that we have a legible printed name and a signature on agreements.

In Ohio, a juvenile may disavow contracts at age 18. Ask any juvenile customer to have a parent co-sign as legal guardian. Once the customer has reached age 18, new contracts should be signed.

9.6.5 Check the Computer

As you know from the [Customer and Airport User Handbook](#), all renters must be current. Students who have not flown for 15 days must have a check out. Other pilots who have not flown an ECA aircraft for 60 days must have a check out.

Always see if the renter is authorized and current by looking at the computer. If the renter does not check out on the computer, call management or get a Flight Instructor.

9.6.6 Scheduling Aircraft

We will hold an aircraft for no more than 15 minutes after its scheduled time out. If pre-flight has not commenced by then the aircraft may be re-assigned.

Customers are able to access the Schedule at [SportysAcademy.com](#). When scheduling please:

A. ensure currency in the aircraft scheduled;

B. verify correct contact information;

C. record the destination airport identifier and route of flight on cross-country flights; and

D. be familiar with after-hours scheduling

(Renters flying after closing time must have a credit card on file or have an account balance of at least \$300.00.)

Please notify management for any flights scheduled between these times: Friday 6 p.m. — Saturday 8 a.m., and Saturday 6 p.m. — Sunday 10 a.m.

Whenever an aircraft will be away more than two hours, be sure the destination identifier is on the reservation.

Do not schedule an aircraft to fly with the FAA without permission from an appropriate management representative.

9.6.7 When Billing Customers

When invoicing from the dispatch sheet or fuel sheet, it is imperative that you record the invoice number and link the invoice in FSP when appropriate. When you omit posting the invoice number chances are good that the customer will be billed twice.

9.6.8 Invoicing Fuel and Oil

When you pump fuel into an aircraft, either one of ours, a hangar customer, or a transient, you are responsible for filling out the fuel sheet including beginning and ending meter readings. If there is an error, it will show up with the very next aircraft to be fueled. You also need to record oil put into a hangar customer's or transient aircraft on the fuel sheet.

9.6.9 Customers with Funds On Account

How do you handle a customer who comes to the window and says they have money "on account" and they want to use that toward their invoice? The first thing you must do is check the FSP account listing and make sure they do have money "on account." Then:

A. Ring up the invoice as a "charge". If the invoice amount is less than the amount "on account" you are finished.

B. If the invoice amount is greater than the amount "on account" you must subtract the amount "on account" from the total invoice, and charge the difference.

Any renter or student pilot with money on account must have a balance of at least \$300.00 before being given the aircraft Hobbs book and keys.

9.6.10 Purchasing "On Account"

Banks do not give flight instruction and we do not loan money. All our charges are by credit card.

We will allow charges on account only for hangar customers who are not on our past due accounts report.

9.6.11 Sporty's Academy Invoicing

Sporty's Academy invoices shall be entered in the computer by an appropriate management representative or staff member.

9.6.12 Minimum Billing

Our policy is a minimum billing of 50% of the time of the rental scheduled. In other words, if a customer schedules an aircraft for four hours, the minimum billing will be two hours. If a customer rents an aircraft for one hour, the minimum shall be thirty minutes. All minimum billing will cap off at two hours per day during the week, and four hours per day on weekends. A minimum bill of thirty minutes applies at all times.

9.6.13 Cancellations and No Shows

There has been some confusion over who cancels a student's flight instruction because of adverse weather. Since instructors are the prime point of contact with the student, they should be the one to cancel the student's flight lesson. Also, we want to remember that we never cancel a flight instruction lesson; we simply change it from a flight to a ground lesson. All students seem to need extra study time on the ground.

Whenever weather causes a flight cancellation, there will be no minimum billing. Other cancellations must be made 24 hours in advance.

When a student or a renter is a "no show," report it immediately to the appropriate management representative using the online form. All "no show" invoices shall be paid before the customer may schedule an aircraft again.

10 Flight Instructor

10.1 Expectations

10.1.1 Our Flight Instructors are expected to develop a high level of professionalism. Note the qualities of professionalism in [section 6.13](#) telling our students what is expected of them. Qualities that are expected of a Flight Instructor are numerous, but the following should be reviewed and kept in mind:

A. Flight Instructor courtesy and punctuality are essential. Our students are making time in their busy schedules to fly with us and should be treated with care and respect. Flight Instructors should arrive for their first scheduled activity at least 15 minutes prior to the scheduled start time.

B. Always remind yourself that the student currently working with you is the reason that you are here. Do not allow yourself to be distracted by phone calls, texts, or other interruptions. Strive to give each student your undivided attention. Consider the ethics of charging someone for your time that he or she is not receiving.

C. Flight Instructors should adhere to applicable Training Course Outlines (TCO's) at all times while striving to make the learning process challenging and fun. Flight Instructors should also develop training scenarios within the TCO that students can benefit from and enjoy doing. Traveling to special airports, stops for dinner, and tours of aviation facilities are all highly encouraged. Ground and flight lessons should be documented in the TCO before the next training event occurs.

D. Students have various styles of learning that will change from time to time. Flight Instructors should be aware of this, adjust their teaching styles and methodology accordingly, and be willing to try new methods.

E. Involvement in aviation activities will improve knowledge and enhance an instructor's marketability to other students. Attendance of aviation safety seminars, professional organizations and continual research are encouraged.

F. When a Flight Instructor leaves us for another flying job we want to be able to say to the new employer, "You're fortunate, because you're hiring a person who is always punctual – and a real team player!"

10.2 Attire for Flight Instructors

10.2.1 Dress Code

The dress code applies whenever the Flight Instructor is in contact with any current or potential students. This means scheduled and unscheduled lessons at the Clermont College campus and at the Clermont County Airport, even if the Flight Instructor is not scheduled that day.

A. WINTER - November 1 through March 31.

- Shirt - Sporty's Academy specified button down uniform shirt or a button down dress shirt with short or long sleeves (for part-time instructors without a uniform shirt).
- Sweaters - Crew neck, V-neck, or Cardigan sweaters are acceptable.
- Pants - Dress or casual slacks only. Belts are required.
- Shoes - Comfortable dress or casual shoes (no sneakers). Socks are required.

B. SUMMER - April 1 through October 31. Same as WINTER except:

- Shirt – Sporty's Academy specified knit shirt or business dress.

Sporty's Academy specified jackets are the preferred outerwear for all seasons when appropriate for the weather. Cold weather operations would require an additional coat to at least be in the airplane.

10.2.2 Appearance

Flight instructors will also present a clean, bathed, professional appearance at all times while in contact with any current or potential clients. This includes a clean shaven face (neatly trimmed moustache permitted), wrinkle free clothing, and attire that is free from visible signs of wear.

10.3 Certificates

10.3.1 Records

A current copy of all Pilot and Medical Certificates must be in each instructor's file. This applies to the current Temporary Pilot Certificate, the current Pilot Certificate, the current Flight Instructor Certificate, and the current Medical Certificate.

10.3.2 Possession

Flight Instructors must have all current Certificates in their possession for all flight lessons (dual and solo).

10.4 Meetings

10.4.1 Flight Instructor meetings are held on the third Thursday of every month. Attendance is mandatory with no personal time off approved. The meetings are designed to disseminate important information, improve our Flight Instructors' ability to teach, and further their careers.

10.5 Illness; Other Absence

10.5.1 A Flight Instructor unable to attend a Flight Period due to illness, emergency, or any other reason must report that to management as soon as possible.

10.6 Vacation and Personal Time off

10.6.1 Flight Instructors should plan vacations during periods between university academic periods. The Flight Instructor needs to complete a Notice of Time Off form and submit it to Flight School Management at least one week prior to ensure adequate time for planning. If a Flight Instructor needs a day, or part of a day, off to take care of personal business; the Flight Instructor is responsible for arrangements for a substitute Flight Instructor to work with the students for the time in question. At all times, Flight School Management must be notified of time off in writing.

10.7 Students Flying Solo

10.7.1 First Solo

The Flight Instructor of any Student Pilot flying solo must be at the Airport to dispatch that student. For an initial solo the Flight Instructor shall be in the tower or on the flight line with a transceiver. We also wish to notify others in the building of the first solo occasion, so please activate the solo alarm as the student is returning from the aircraft.

Please remember that the first solo is a major milestone and an accomplishment our customers will remember for a lifetime. We want to celebrate the occasion with the traditional cutting of the shirttail. Supplies can be found in the ECA office. Shirttails should be hung on the bulletin board in the ECA office. A framed shirttail will be presented to our customer at a later date. Remember to take a picture, complete the required paperwork, and return to ECA.

10.7.2 Solo, other than first solo

Flight instructors are required to dispatch their students for ALL solo flights. In the event that the instructor cannot be present to dispatch their student, another instructor should be arranged to dispatch the student. At all times, student solos will be monitored by an instructor, either in person, or via phone.

10.7.3 Licensed Student flying solo/PIC

After a student pilot has obtained a primary license, each flight without an instructor does not require a supervised dispatch. That being said, the instructor of record will still be informed of all scheduled flights and activities and should be in consultation with their student to provide a sounding board for weather, training objectives, and cross-country decisions.

10.8 Runway Usage

10.8.1 Policy

It is the responsibility of the Flight Instructors to make sure the proper runway is in use. If a Flight Instructor decides the wrong runway is in use, he/she is to take the situation in hand and make sure all those affected know we are switching runways. Do not delegate this obligation to our Line Technicians or staff.

10.8.2 Large Aircraft Considerations

All Flight Instructors and others in the pattern should cooperate with a larger aircraft if the pilot wants to use Runway 22 for the upslope landing distance advantage. Allowing a larger aircraft access to a busy training traffic pattern is a common courtesy that we should extend.

10.8.3 Calm Wind Runway

Runway 22 is considered our preferred calm wind runway. If winds are light and variable, this is also our preferred runway to help cutdown on runway changes back and forth as the wind shifts.

10.9 Flight School Appearance

10.9.1 The Flight Line

As a part of pre-flight, students should be taught that we want to keep our flight line neat. Coil tie down ropes neatly on the appropriate block and place the chocks on the pilot side block, displaying ECA. If the aircraft was secured with two sets of chocks, place the second set on the instructor side block, displaying ECA.

10.9.2 Windshield Cleaning

It is the Flight Instructor's responsibility to ensure a clean windshield for the student. If you have not been properly trained, see the Chief Line Technician. Helpful hints:

- A. Apply only chemicals and towels found in the stocked windshield cleaning supplies.
- B. Use enough chemical to absorb any grit or dust on the windshield.
- C. Use an open palm for better coverage.
- D. Wipe lengthwise (up and down in the direction of the wind flow).
- E. DO NOT USE ANY SHARP EDGE TOOLS — SUCH AS CREDIT CARDS.

10.9.3 Aircraft Interiors

After each flight the flight instructor and the student are responsible for ensuring that the interior of the aircraft is neat and clean for the next client. Be sure to check interior pockets for trash when clearing out the airplane. Seat belts should be buckled prior to leaving the aircraft unless the belts are equipped with air bags (these should be left unbuckled).

10.9.4 CFI Work Area

While the CFI work area is intended to be your workspace, this area is in visible sight of customers and as such, should always be kept presentable. Additionally, the area should be kept free from displaying any items that may be deemed offensive.

10.10 Aerial Survey vs. Charter, Introductory, and Sightseeing Flights

10.10.1 Policy

Requests for aerial survey photography using our aircraft for commercial purposes should be referred to this section under Charter Requests. Same activity for personal use should be referred to either Sightseeing Flights or Introductory flights as appropriate to the true intent of the flight. If in doubt which section to use, please speak to a member of management.

10.10.2 Charter Requests

Any charter requests should be referred to the Sporty's Air Charter Director of Operations, Eric Radtke. ECA (dba Sporty's Air Charter) is authorized to conduct charter operations.

10.10.3 Sightseeing flights

We do provide sightseeing flights but only a few pilots are permitted to do these due to FAA drug testing requirements. Check with flight school management to determine eligible pilots for this type of flight.

10.10.4 Introductory Flights

Our instructors may also ask "walk-in" persons if they are interested in an "introductory flight." It's a good way to recruit students, and if an instructor and aircraft are available, an introductory flight may be given. After such a flight, the Flight Instructor should be sure to ask to schedule another lesson, etc. For additional guidance, see [section 7.6](#).

10.11 International Pilots – Caution!

10.11.1 Flight Review Requirement

To be a legal pilot-in-command of a U. S. registered aircraft, pilots with an FAA Pilot Certificate based on a license issued by another ICAO member country are required to have evidence of a current FAR section 61.56 flight review (BFR) endorsed in their logbook. This can be confusing; the conditions for FAA's issuance of such a certificate, unlike issuance of most pilot certificates, will not have included the equivalent of a flight review.

10.12 Flight Instruction Not Booked thru ECA

10.12.1 Outside Instruction

When performing flight instruction not booked through ECA or Sporty's Academy, Flight Instructors shall be sure: (a) to commence that instruction from an airport other than I69, (b) not to wear any ECA or Sporty's Academy insignia wear, and (c) that the student understands ECA and Sporty's Academy are not connected in any way with the operation. In other words, ECA and Sporty's Academy cannot accept responsibility and obviously the operation is not covered by our insurance. Do not start, stop, or finish at I69.

10.12.2 Non-ECA Aircraft

When performing flight instruction that is booked thru ECA or Sporty's Academy, but is not conducted in our aircraft, instructors are required to ensure the owner of the aircraft has signed the Flight Instruction Agreement prior to conducting any training in customer aircraft. A copy of this signed form should be uploaded to FSP. If you are uncertain if this has been completed, see management before any flight activity.

10.13 Using Sporty's Courses

10.13.1 Instructor Access

Each Flight Instructor has been provided online access to Sporty's Learn to Fly and Instrument courses. These courses are for Flight Instructor's personal use only. The access should not be shared with others.

10.13.2 Student Requirements

Sporty's online courses are to be used for all primary, instrument, commercial, multiengine and G1000 training as mandatory material. Training estimates are predicated upon the use of the course, and students should be encouraged to obtain written test endorsements from the course.

10.14 Starter Duty Cycle

10.14.1 The "Recommended Starter Duty Cycle" specified in the aircraft manual is considered an operational limitation for ECA aircraft. If a duty cycle is not specified in the manual, utilize the duty cycle specified for the newer C172s.

Crank the starter for 10 seconds followed by a 20 second cool down period. This cycle can be repeated two additional times, followed by a ten minute cool down period before resuming cranking. After cool down, crank the starter again, three cycles of 10 seconds followed by 20 seconds of cool down. If the engine still fails to start, an investigation to determine the cause should be initiated.

10.15 Flight Operations with a Deferred Maintenance Item

10.15.1 Open Squawks

The clearing of squawks is covered in [Section 9.3.9](#) of this document. This must be accomplished prior to flight.

10.15.2 Deferred Maintenance Procedure

If a non-required item has been deferred, the pilot in command is responsible for ensuring that the aircraft complies with all aspects of FAR §91.213, including ensuring any that required placarding and disabling of the equipment and required maintenance documentation have been accomplished prior to flight. When in doubt, refer to the regulations and discuss with management.

10.15.3 To Be Verified

When your aircraft contains a write-up that has been deferred as “to be verified”, you must perform a write-up at the end of the flight to discuss your findings relevant to the squawk. Even if the squawk has been verified positive or negative, we still ask that you report your findings.

10.16 Circuit Breakers

10.16.1 Policy

We adhere to the FAA's latest policy on resetting tripped or popped circuit breakers. Do not reset a tripped circuit breaker in flight unless the reason for the trip has been clearly identified and resolved.

If the component is required for continued safe flight (a rare condition in our aircraft), a single reset may be attempted after the breaker has cooled provided that the breaker is monitored closely and the cockpit is monitored for any smoke or unusual smells. If the breaker trips a second time, it should be left alone and the flight should be terminated as soon as practical.

Do not reset a circuit breaker that has been found to be tripped during the preflight inspection. Refer this to maintenance as a squawk that must be addressed in some manner prior to flight operations (repair, deferral & §91.213, etc.). It is possible that the breaker was pulled by maintenance or other personnel for a reason other than a fault, but this must be confirmed and clarified prior to flight operations.

10.17 Taxi Speeds

10.17.1 General

As noted in [section 3.17.1](#) , "The taxiing speed should be such that when the throttle is closed, the aircraft will be stopped promptly." To further clarify, taxiing in the tie-down and ramp areas should be no faster than a brisk walk. Taxiing on the main taxiways may be faster but must be well controlled.

10.18 Touchdown Zone

10.18.1 Policy

Unless practicing specific approved maneuvers, all landings must touch down in the first third of the runway in use. If the landing will not occur within this touchdown zone, the student should initiate a go-around. Teach your students this requirement and be prepared to remind them if they forget.

10.18.2 Touch-and-go considerations

A touch-and-go should not be initiated after a long landing even if within the touchdown zone.

10.18.3 Short Landings

As a matter of practice, landings should not occur prior to the numbers on either end of the runway. When planning the touchdown point on any landing, do not use the end of the paved runway as it is too easy for your student to come up short.

10.19 Runway Operations

10.19.1 Exiting the Runway

As a general rule, exiting from the runway at midfield should only involve a 45° turn to a high speed taxiway exit. If the turn to the 45° exit is blocked by another aircraft that just exited the runway, a turn to the 135° exit is only permissible if the aircraft is slowed to a normal taxi speed while proceeding straight ahead on the runway. No high speed braking turns unless necessary to avoid aircraft damage.

If the aircraft is too fast for exiting at midfield, it is generally a better practice to use the full length and exit at the end of the runway.

Common Courtesies

When performing multiple takeoffs and landings at the Sporty's/Clermont County Airport, please use common sense and courtesy toward your fellow aviators.

Taxi backs for another takeoff after a full stop landing should normally occur on the northwest taxiway (the Warbird museum side of the runway) unless there is an obvious reason to avoid this.

Touch-and-go's should generally be avoided when there are several aircraft in the traffic pattern and several others on the ground awaiting an opportunity to takeoff. If the situation occurs, adjust your traffic pattern to allow the other aircraft to takeoff along with an appropriate announcement on the CTAF. If the crowded situation continues, consider practicing landings at another nearby airport.

Unless adjusting for an aircraft departure or other traffic, avoid allowing your student's traffic pattern to grow excessively large.

10.20 Fuel Management

10.20.1 General

Aircraft rental pricing is based upon proper fuel management and this management is critical to the continued operational success of our flight school. Teach your students the appropriate techniques and review them with any aircraft renters during the initial checkout or re-approval process.

10.20.2 Mixture Leaning Procedures

The C-172 POH should be followed at all times. This includes a leaned mixture during all ground operations, leaning the engine on the way to the practice area, and leaning during actual maneuvers. On the pre-maneuver checklist, it states "Adjust the mixture control to the rich position or as necessary". For all academy operations, 'as necessary' is to be used and intended to mean 'lean for training operations', as outlined in the aircraft POH.

10.20.3 Engine Power Settings

When not flying cross-country (in practice area / local area) reduce your maximum engine RPM to 2100 or 2200, depending on aircraft model, for normal cruise flight. The speed impact is negligible when considering the distances covered in the practice area or surrounding local area, but the fuel savings is meaningful.

10.20.4 Student Compliance

These procedures are considered required knowledge for your student's stage checks.

10.21 Parking Procedures

10.21.1 Upon return from a flight activity, the following general parking procedures should be followed unless otherwise instructed by ECA or Sporty's Academy personnel.

- No turns should be initiated when taxiing the airplane in front of its tie down spot. Remain on the center of the taxiway for shutdown then maneuver the aircraft manually using the appropriate tow-bar after shutdown.
 - An exception to this is the Aztec which may be turned slightly (up to about 45°) with a multiengine instructor on board. Turns of 90° are unnecessary and discouraged.
- A proper tow-bar or tug should be used when parking the airplane in its tie down spot.
- Pushing or pulling the airplane by its propeller should only be done after an appropriate magneto ground check during the shutdown process. Continue to treat the propeller as if it could start turning on its own.
- When pushing or pulling the airplane by its propeller, try to utilize both blades of the propeller for this activity. If this is not possible due to having one hand on the tow bar, minimize the stress on the propeller by only applying pressure near the hub and allowing other aircraft handlers to do much of the work. Stress should also be minimized on 3-bladed propellers.
 - On the Aztec, push or pull on both blades near the hub or push back on the wing.
- Secure the aircraft with at least one set of chocks and utilize the appropriate knots for the ropes.

10.22 Diversions

10.22.1 Instructional Flights

In the event that a dual lesson is not able to return to I69 by the scheduled return time, please contact ECA dispatch during normal business hours and inform them of your location, situation, and intended course of action/timeline. If you are diverting after normal ECA hours, please see [section 10.23](#) for further procedures.

10.23 After Hours Returns

10.23.1 Policy

Scheduling for flights that will return after hours should be finalized at least one hour before ECA is scheduled to close. This allows the guard to have an accurate report. The guard must be advised of any return time or aircraft changes after this report has been issued. If you are uncertain if your change has been made too late, assume the [guard needs to be notified](#).

10.23.2 Late Returns

If you or your student is going to be later than the scheduled return time, the guard must be contacted prior to that scheduled time. The phone number may be found in the key book or in [section 1.3 of this manual](#). If after multiple attempts, the guard cannot be reached, start calling the management representatives listed until speaking to one of them directly. You are encouraged to leave a message to all persons that you attempt to contact, but do not assume that message has been received until speaking to someone. Do not leave a message at ECA or with a manager's voicemail and expect that to cover the situation.

10.23.3 Diversions

If the flight diverts to Lunken due to weather and the pilot will be returning to Clermont after hours via the van, the guard should be notified prior to the scheduled time for the flight to return.

10.23.4 No-Go decisions

No special reporting is required if a scheduled flight does not depart at all.

10.23.5 Key Drop

Ensure that your student is aware of the mailbox to be used for returning the keys after hours when the building is secure.

10.24 Lunken Van

10.24.1 General

The Sporty's van located at Lunken airport, used for unexpected weather alternate landings, is parked at the Waypoint Aviation parking lot. If overnighting at Lunken, please park at Waypoint Aviation and let them know you are from Sporty's Academy.

10.24.2 Sporty's Van Procedures:

- Retrieve the van door key from the trailer hitch lock. Use the last 4 digits of the Clermont CTAF frequency to unlock the hitch lock storage container.
- Upon return to Sporty's, please contact your supervisor so that he or she can inform the management team that the Lunken Van is now at Clermont County. Remember to include the tail number of the aircraft you were flying in the message.

10.24.3 Guard Notification

In accordance with after-hours returns, remember to notify the security guard that the aircraft has safely landed at Lunken and will not be returning to Clermont County as scheduled. [See 10.22 for additional information.](#)

11 Instructor Supplements

11.1 Multiengine Operations

11.1.1 The following instructional guidelines for use in the Aztec shall be followed at all times while providing dual instruction to all Sporty's Academy and Eastern Cincinnati Aviation students. These procedures were designed to provide a high level of safety, a means of instructional standardization, and methods to ensure the most "engine conscientious" procedures are being followed.

11.1.2 Minimum Pilot Requirements for Checkout:

Multiengine Rated Pilots:

A. Minimum of 500 hours of airplane flight time and an Instrument Rating. (Minimum of 200 hours of airplane flight time and an Instrument Rating for Sporty's Academy trained pilots.)

B. Minimum of 25 hours of multiengine flight time. (Minimum of 10 hours of multiengine flight time for pilots recently completing their multiengine rating with Sporty's Academy.)

C. Minimum of 5 hours of flight time in type.

D. Check ride and approval by a designated ECA Multiengine Flight Instructor (CFI-ME) with demonstration of knowledge and skills to the Commercial Pilot Airplane Multiengine Land Standards.

E. Demonstration of Instrument Proficiency including unusual attitudes in simulator.

F. Review of the Sporty's Multiengine Training Course (Online, App and TV).

G. Checkouts for pilots who have not recently completed a multiengine rating through a Sporty's Academy training program should include a minimum of 3 flights lasting one hour or longer and 3 standard block ground sessions covering aircraft systems, aircraft performance, normal procedures, emergency procedures, and ECA policies.

(1) The pilot's total experience, multiengine experience, instrument experience, and the recency of the pilot's experience, will all play a factor in determining if the pilot can complete a checkout in the 3 flights and 3 ground sessions.

(2) The key factor in determining acceptance of a rental pilot is the pilot's ability to perform to the MEL Commercial Pilot Airman Certification Standards (ACS). The MEL Commercial ACS is the acceptance criteria regardless of the pilot's current certificate level.

(3) In general, the multiengine single-pilot checkout should not be a part of the 3 Flight/Ground lesson checkout required for multiengine rental.

H. Pilots completing a recent multiengine rating through a Sporty's Academy training program may complete the checkout in 1 flight lasting one hour or longer and 1 standard block ground session. MEL Commercial ACS still applies.

I. All potential multiengine rental pilots must pass a written test on the topics covered in the ground sessions.

(1) This test will be provided by Sporty's Academy, administered by the CFI-ME, and will be Type, Model, and Registration specific.

(2) The potential renter must pass this test with an 85% or better.

(3) The subject of the questions missed must be covered with the potential renter by the CFI-ME until understood.

NOTE: Pilots without a Multiengine Rating are subject to student pilot policies and procedures.

Multiengine students will be issued a PQ card with a "Rental for Checkride Only" limitation when ready for their checkride. This will allow them to rent our aircraft as PIC for the checkride. This PQ card will only be valid with management approved DPEs and Inspectors.

11.2 Additional MultiEngine Instructional Rules:

- 11.2.1 A. All policies and procedures indicated in the [ECA Customer and Airport User Handbook](#) and the multiengine handbook supplement apply unless otherwise indicated in this instructor supplement.
- B. Flight operations with an engine intentionally shut down for practice must be conducted above 3000 feet AGL and at a position where a safe landing on an established airport can be readily accomplished.
- (1) Each student should demonstrate the full shut down procedure during training and understand this operation.
- (2) General practice of simulated engine failures should normally be conducted with the throttles.
- C. Extended flight operations with an engine intentionally shut down for practice are prohibited when the surface temperature is below 32° F (0° C). Dual flight demonstrations of engine shutdown and restart may be performed at temperatures below this limitation provided the restart is accomplished within 1-2 minutes.
- D. Airborne simulated engine failures below 3000 feet AGL may only be conducted by retarding a throttle.
- E. A simulated engine failure after takeoff may not be conducted before the aircraft reaches a safe single engine speed ($V_{SSE}/95$ mph) and the aircraft is at least 300 feet higher than any departure path obstacles.
- F. A simulated engine failure before takeoff may not be conducted above 50% of V_{MC} .
- (1) No simulated engine failures before takeoff should be initiated on the first takeoff of the first flight of the day.
- (2) No simulated engine failures should be initiated where engine oil temperatures on both engines are not well into the normal operating range.
- G. All simulated engine failures when flying by reference to instruments will only be performed under simulated instrument conditions.
- H. No pilot may be released for solo operations without an airplane multiengine land rating on his or her Private pilot or higher grade certificate. This is due to the requirement for two-person crew as defined in the multiengine handbook supplement.
- I. For the purposes of an Accelerate-Stop Demonstration or a planned aborted takeoff in the Aztec, adherence to the following requirements is mandatory:
- (1) The POH distance for the conditions of the day must be calculated.
- (2) The runway used for the demonstration must be twice as long as the calculated requirement and this full length must be utilized.
- (3) May be performed on dual flights only.
- (4) Demonstration should be initiated using a short-field takeoff technique to ensure proper engine indications before brake release and smooth acceleration after brake release.
- (5) Two-engine, symmetric thrust adjustments ONLY.
- (6) May not be performed on the first takeoff of the day.
- (7) Braking should only be aggressive if necessary.
- (8) Student must be aware that the demonstration will occur with discussion included as a part of the pre-takeoff briefing.
- (9) Rotation must not occur prior to power reduction.
- (10) Speed should be kept at least 5 mph below normal rotation speed
- (11) Demonstration may only be performed with brakes available at both pilot stations.
- (12) Runway must be clean and dry with no excessive grade.
- (13) Instructor must use good judgment on other factors not addressed within these requirements.

11.3 G1000 Checkouts - An Instructor's Guide

11.3.1 Pilots must complete the Sporty's Academy G1000 checkout course.

TRAINING NOTES

- A. For students who have little or no experience with Garmin products, it is recommended they complete the Sporty's Garmin G1000 Checkout Course (Online, App and TV).
- B. The minimum ground training requirements, at the discretion of the instructor, may be waived or reduced as long as the student/customer has completed the mandatory viewing requirements.
- C. It is recommended that the majority of the minimum ground training actually be spent in the airplane or an appropriate ATD. The airplane can be scheduled just as it is with any other training aircraft. There is a charge to the student for half of the actual time with the avionics powered, without the engine running.
- D. Utilize flight scenarios as part of the minimum flight training and be creative in providing your own scenarios.
- E. Particular attention during the training process should be given to:
 - (1) Emergency scenarios involving avionics failures
 - (2) Collision avoidance
 - (3) Single-Pilot Resource Management
 - (4) Division of Attention
 - (5) Setting personal limitation
- F. Please see a member of management for any requests to vary from these minimum training requirements.

11.4 Spin Awareness

- 11.4.1 Spin demonstrations are not permitted in our aircraft. We can recommend aircraft and instructors for a proper introduction to full spin training and recovery procedures.

Cross-controlled stalls (Commercial TCO) and skidding turn stall demonstrations and recovery techniques should be practiced from an altitude that allows for recovery above 3,500 feet AGL. Before starting the maneuver, the area must be visually cleared around, above, and below the aircraft.

- These maneuvers may only be performed in an airplane that is approved by the manufacturer for spins in case an inadvertent spin is encountered.
- A weight and balance must be properly completed and filed with ECA personnel prior to the flight.
- The aircraft weight and center of gravity must fall into the approved range for the maneuver. The Cessna 172s must be in the utility category. This may require reduced fuel loads, thus communication with the ECA line personnel is required so that the aircraft has the desired amount of fuel. Passengers are not allowed.
- Prior to the flight, a thorough preflight must be accomplished with emphasis on loose items in the cockpit such as flight bags, oil cans, or other items that could affect the center of gravity or controllability of the aircraft or would prove to be a hazard to the occupants. Additionally the rudder stop bolts and plates should be checked to make certain they mate properly.

Demonstrate the base to final skidding turn entry with flaps up and utilize realistic distractions at low airspeeds. Give the student a task to perform while flying at a low airspeed. Instruct the student to divide his/her attention between the task and flying the aircraft to maintain control and avoid a stall. The following distractions can be used:

- Drop a pencil. Ask the student to pick it up.
- Ask the student to determine a heading to an airport using a chart.
- Ask the student to reset the clock to Universal Coordinated Time.
- Ask the student to get something from the back seat.
- Ask the student to read the outside air temperature.
- Ask the student to call a Flight Service Station (FSS) for weather information.
- Ask the student to compute true airspeed with a flight computer.
- Ask the student to identify terrain or objects on the ground.
- Ask the student to identify a field suitable for a forced landing.
- Have the student climb 200 feet and maintain altitude, then descend 200 feet and maintain altitude.
- Have the student reverse course after a series of S-turns.

12 Airport Activities

12.1 Saturday Fly-Ins

- 12.1.1 Every Saturday we have customer appreciation Fly-Ins (you don't have to fly-in!) with grilled hot dogs, and bratwurst for lunch. Weather permitting, it's held just outside the Sporty's Atrium; inclement weather moves it upstairs in the Sporty's building. You are invited.

12.2 Learning Opportunities

- 12.2.1 Sporty's regularly hosts aviation educational seminars in person and online as a free service. The live presentations are informative and interactive and even allow for audience participation. The events also provide an opportunity to interact with fellow aviators. Visit SportysAcademy.com for upcoming events.

12.3 Aviation Exploring

- 12.3.1 Sporty's sponsors an Aviation Exploring Post (a branch of the Boy Scouts) which is open to all young women and men ages 14 to 20. The post usually meets twice per month during the school year. If you know of anyone who might be interested in joining the Post, please call 513.735.9100, ext. 338 for additional information. If you know of anyone who might be an interesting speaker at one of the Post's meetings, we would also like to hear from you.

12.4 EAA Young Eagles

- 12.4.1 Throughout the year, the Experimental Aircraft Association Chapter 174 and Sporty's welcome young people to the world of aviation at I69 through a Young Eagles Flight. The Young Eagles experience provides interested youth between ages 8 and 17 a free first flight. Registration forms for the next Young Eagles flight date are available by visiting <https://youngeaglesday.org/>

12.5 Civil Air Patrol

- 12.5.1 The U. S. Air Force Auxiliary Civil Air Patrol, Squadron 279, meets Tuesday evenings in the Sporty's Hawk building. Youth (12-18) interested in military aviation careers are welcome to enter the CAP program. Also open to adults who are interested in flying and teaching youth about aviation, the Program is a real community service. Cadets are exposed to military bases and Air Force missions. Anyone interested may visit <https://www.facebook.com/ClermontCAP>.

12.6 Experimental Aircraft Association

- 12.6.1 Chapter 174 of the EAA meets in Sporty's Hawk building at the Clermont County Airport. The Chapter has over 100 members and is open to flyers, airplane builders/restorers, and anyone with an interest in aviation. The Chapter maintains a library of books, videos, and magazines for members to use. Visitors are welcome. For more information visit <https://eaachapter174.org/>

13 Appendices

13.1 Hand Signals

4-3-25. Hand Signals

FIG 4-3-11
Signalman Directs Towing

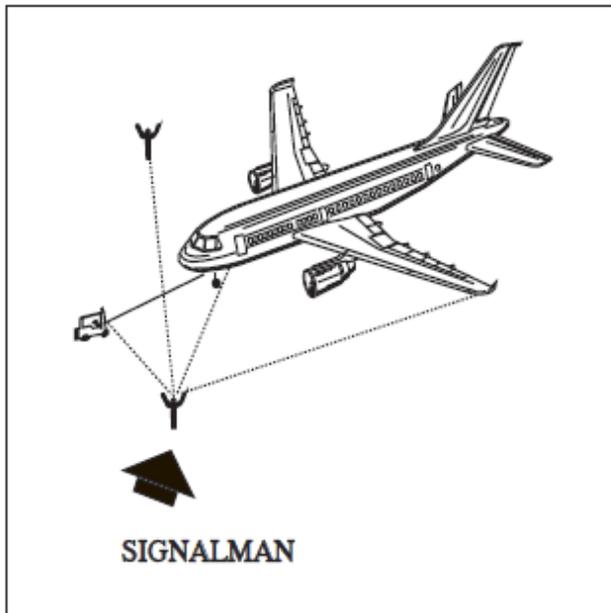


FIG 4-3-12
Signalman's Position

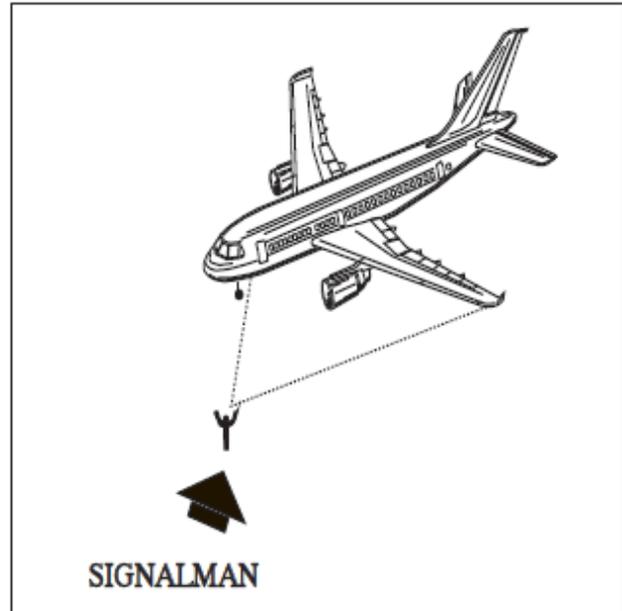


FIG 4-3-13
All Clear
(O.K.)

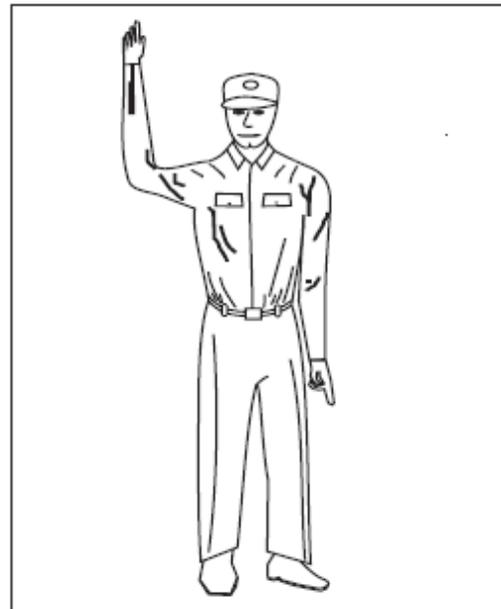


FIG 4-3-14
Start Engine

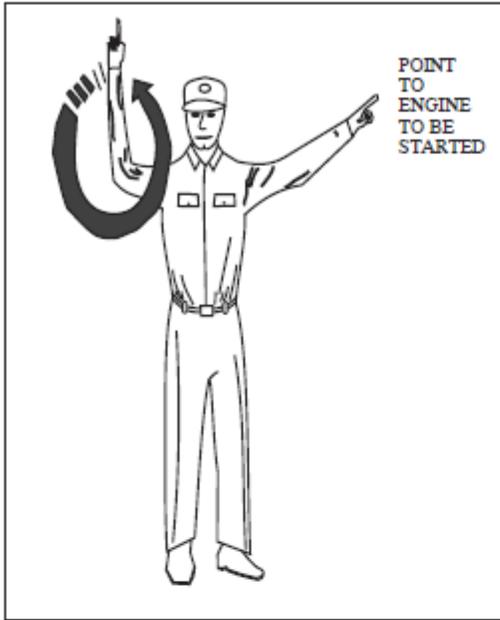


FIG 4-3-16
Proceed Straight Ahead

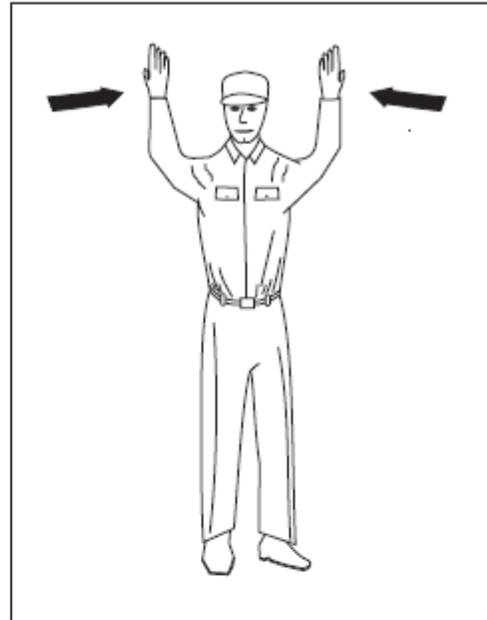


FIG 4-3-15
Pull Chocks

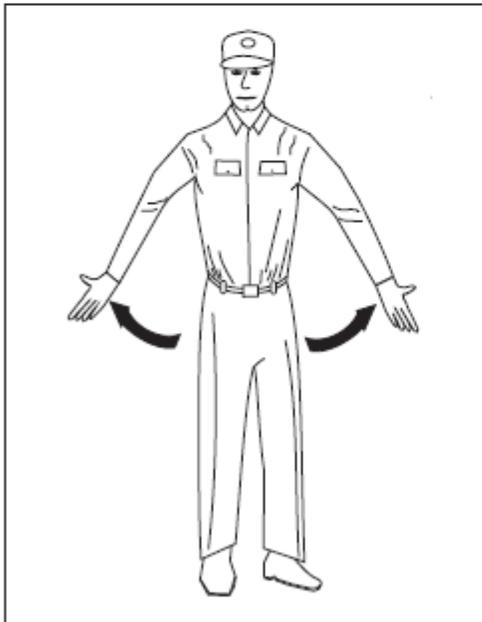


FIG 4-3-17
Left Turn



FIG 4-3-18
Right Turn

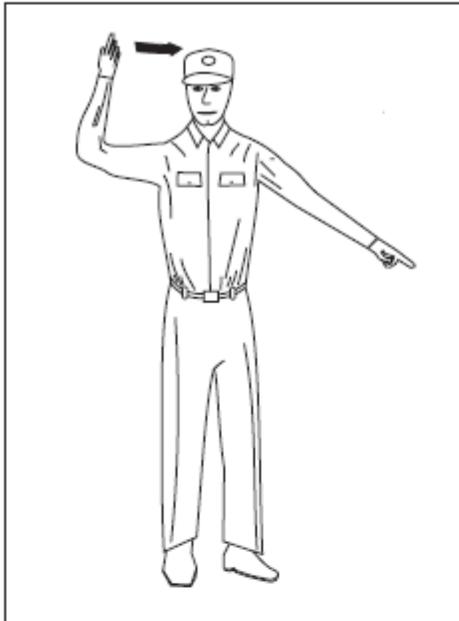


FIG 4-3-20
Flagman Directs Pilot

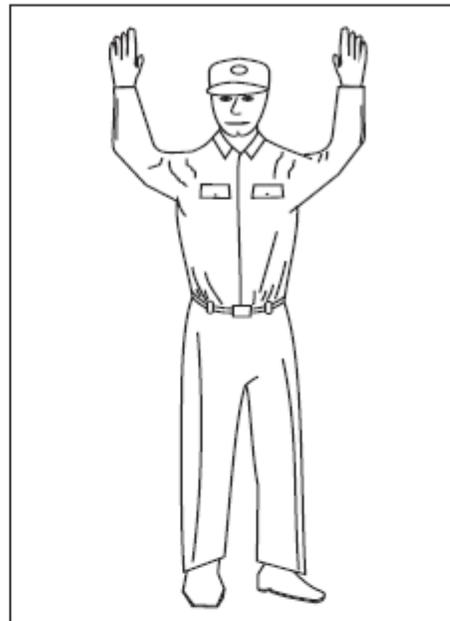


FIG 4-3-19
Slow Down

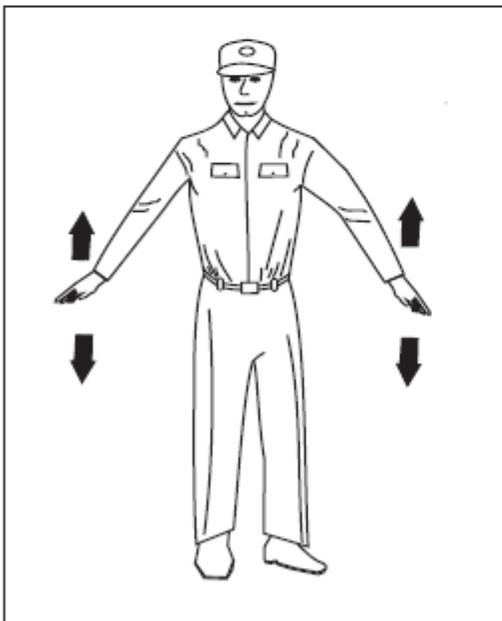


FIG 4-3-21
Insert Chocks

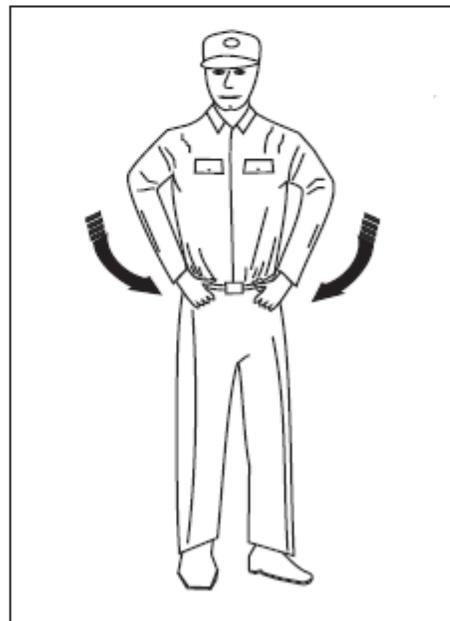


FIG 4-3-22
Cut Engines

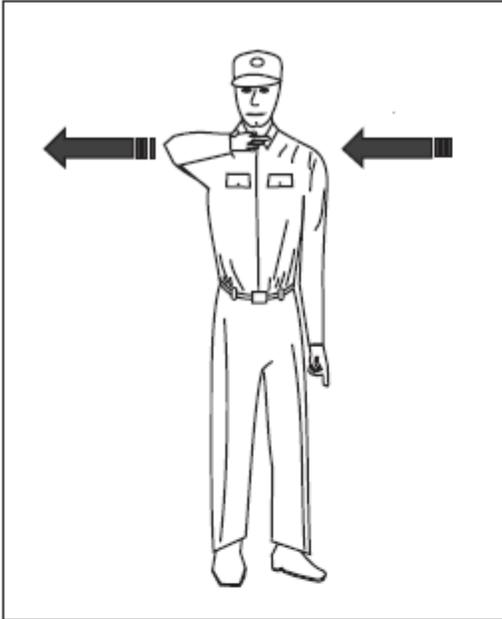


FIG 4-3-24
Stop

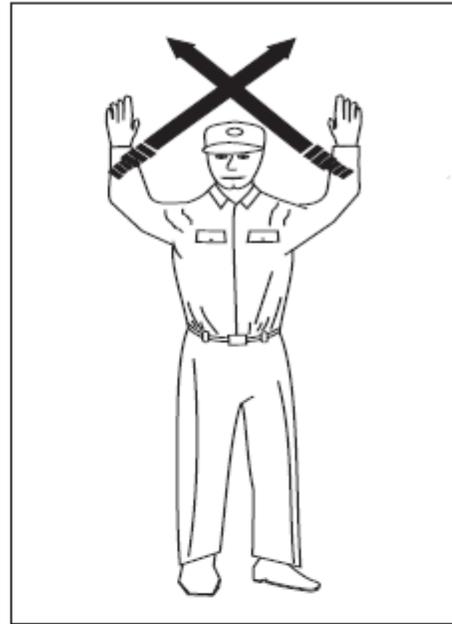
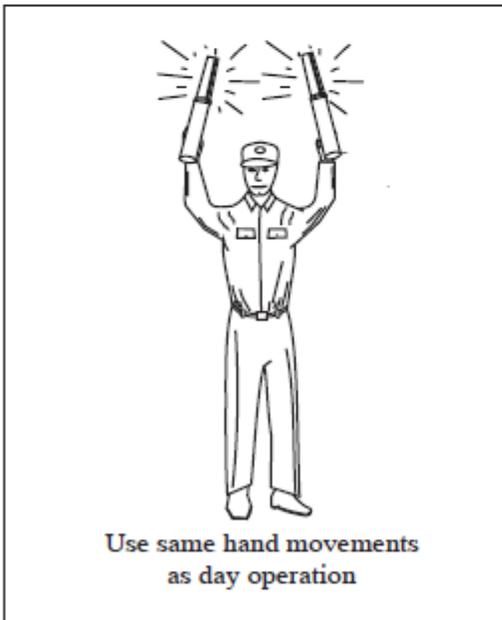


FIG 4-3-23
Night Operation



14 Forms, Handouts, Documents

14.1 Student Forms

- 14.1.1 All student forms can be found on the Sporty's Academy website under the Customer Portal.
<https://sportysacademy.com/customerportal/>

14.2 Instructor Forms

- 14.2.1 All instructor forms can be found on the Sporty's Academy website under the CFI Resources page.
<https://sportysacademy.com/cfi/>