



2025-2026

OPERATIONS MANUAL

A Handbook for Sporty's Academy Students,
Renters, Flying Club Members, and Airport Users

V1.1 Effective August 15, 2025

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WELCOME MESSAGE



Chuck Gallagher, P.E.

President, ECA

cgallagher@sportys.com

This Operations Manual is for our students, renters, Flight Instructors, and customers of the policies and procedures in place at Clermont County Airport (I69). Much of the information is for flight training customers and renters; however, there is also information for aircraft owners with based aircraft and other airport users. Everyone is expected to be familiar with the appropriate chapters of this Manual pertinent, as well as the information available at sportysacademy.com. Customers acknowledge their understanding of this when completing the Blanket Aircraft Rental Agreement and/or a Hangar Lease Agreement.

Sporty's Eastern Cincinnati Aviation (ECA) has been appointed Airport Manager of I69 by the Clermont County Commissioners. We are committed to creating a general aviation friendly environment and advancing the airport on behalf of the County's citizens. Safety is paramount to that commitment. Maintaining and finding ways to improve the Airport's facilities is also important. As Airport Manager, we are responsible for all airport grounds. This includes mowing, snow removal, and maintaining the overall appearance of the Airport. We depend on profitability in order to meet our commitment and thank you for your patronage.

We truly care about aviation, its future, and the future of I69. We believe it's this passion that sets us apart from other FBOs. Our aircraft fleet is used extensively by the University of Cincinnati-Clermont College Aviation Technology Program. We maintain these aircraft to a very high standard and treat them with the utmost care. We wish to rent aircraft to those pilots we believe will operate the aircraft with this same level of care as if it were their own.

Our philosophy is that we also support the other businesses on the Airport. We are interested in their success and hope you will support them too. For this reason, and because of safety concerns, we do not allow major aircraft maintenance or repair on the Airport except by the businesses at I69. Minor preventative maintenance by owners is permitted.

If you have any questions, comments, or concerns, please contact me. Thank you for choosing Sporty's.



MISSION STATEMENT

The Academy provides quality education, pilot, and aircraft services, using the highest degree of safety and industry leading practices, to create the best customer experience.

OUR VALUES

Safety – The guiding principle for all our activities and processes.

Quality – A commitment to quality products and services utilizing industry leading practices and continuous improvement.

People – Striving for the best experience without compromising safety or quality.

Teamwork – Leveraging our collective talents and expertise to improve our services.

Accountability – To our clients, our peers, ourselves, and the organization at large.

Integrity – We treat people as we would expect to be treated.

Community – We promote a fun and supportive environment where people are appreciated and respected.

MEET THE

TEAM



Dustin Yockey

Chief Instructor/ Pilot

Director of Flight Operations

dyockey@sportys.com

As a teenager, Dustin started showing his interest in becoming a pilot, whether that was standing out on his front porch to watch what was flying over his childhood home or exploring the many aviation museums he had visited. Dustin had his first flight lesson while he was in college and after that he was hooked. After obtaining his bachelor's degree at Ohio University in Aviation Science, he found that his favorite part about aviation is being able to share his interest with others by teaching them how to fly. "Nothing makes me feel better than seeing one of my students develop a strong love for aviation and succeed."



Jayme Frederick

Asst. Chief Instructor/ Pilot

UC Aviation Program Coordinator

jfrederick@sportys.com

Ironically, Jayme hated airplanes as a kid. Airplanes were boring; she wanted to work with rockets. But in college, she learned that she would rather fly than be involved with engineering. She transferred into UC's Aviation Technology program and completed her bachelor's degree in Technical and Applied Science. Her early flight training wasn't without its challenges, and experience fuels her passion for mentoring and supporting today's aviation students. Outside of Sporty's, Jayme is a member of Women in Aviation, International's The Wright Chapter and is a big advocate for introducing aviation to young girls.

MEET THE



Trent Grothaus

Supervisor of Flying (SOF)
tgrothaus@sportys.com

As Supervisor of Flying, Trent helps the team oversee flight operations. He acts as a central point of contact for students needing real-time operational or safety assistance and provides guidance during situations including weather issues and mechanical concerns. A previous Assistant Chief at Sporty's who completed his initial flight training at other schools, Trent has great insight on operational issues and suggests improvements. Having spent time working for a regional airline, Trent also offers mentorship to our instructors and students wishing to take the same path.

Don Wykoff

Flight Operations Team Member
dwykoff@sportys.com

Don began working part-time at Sporty's in 1974 which provided the opportunity to pursue pilot training. He completed his first solo flight in September 1974 and earned his Private Pilot Certificate two months later. Over the past five decades, Don served as a USAF T-38 instructor pilot and F-16 fighter pilot, completed a distinguished career with Delta Airlines as a captain on the MD-88, B-737, and B-767. He's held influential roles in aviation safety, including leadership positions with both the Air Line Pilots Association and International Federation of Air Line Pilot's Association, and co-authoring critical aviation fatigue management guidelines. Don works now as a consultant, mentor, and coach within Sporty's Academy. He recently was awarded the prestigious Wright Brothers Master Pilot Award by the FAA for his unwavering commitment to safe flight operations for 50 years or more.

MEET THE



Tim Tyler **Aubrey Vance**

Sales & Customer Experience Associates
sportysacademy@sportys.com

Our Sales & Customer Experience Associates are responsible for ensuring our aircraft renters and students have a positive experience here at Sporty's. They specialize in pairing students with the right instructors based on their goals and learning style. They manage and adjust scheduling to ensure a smooth experience for both students and instructors, and regularly meet with prospective students to help them explore programs and find the best fit for their needs.



DEFINITIONS/ABBREVIATIONS

BARA Blanket Aircraft Rental Agreement

CFI Certified Flight Instructor

CPO Chief Pilot's Office (Chief, Asst. Chief, and/or SOF)

ECA Eastern Cincinnati Aviation

FSP Flight Schedule Pro

PQ Pilot Qualification

SOF Supervisor of Flying

SUMMARY OF CHANGES

V1.1 Effective August 15, 2025

Original Issuance; Merged earlier Sporty's Operations Manual and ECA Handbook

1. EMERGENCY PROCEDURES

1.1 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 fire department and emergency medical assistance.

Promptly dial 513.735.9100 extension 205 for ECA (or 0 for the operator) and explain the nature of the problem. **DO NOT LEAVE A VOICEMAIL.** If there is no answer, or during non-business hours, make calls in the following sequence:

1. Dustin Yockey - 513.646.2844
2. Jayme Frederick - 513.704.6648
3. Chuck Gallagher - 513.678.6759 or 513.528.3634
4. Jason Pruitt (ECA Maintenance Manager) - 513.608.4476

In case of other emergencies, follow the same procedure. When anything needs to be reported, use the list of contact numbers located in the aircraft key book.

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

Other Useful Contact Numbers

- Clermont County Sheriff - 513.732.7500 / 513.753.2873 (Batavia Township Substation)
- OH State Highway Patrol - 513.732.1510
- Clermont County Emergency Manager - 513.732.7661
- OH State Office of Homeland Security - 614.387.6171
- OH Statewide Terrorism Analysis & Crime Center - 844.55.STACC (844.557.8222)
- Greater Cincinnati Fusion Center (local counter terrorism unit) - 513.263.8000
- FBI (Cincinnati Field Office) - 513.421.4310
- GA Secure Hotline - 866.GA.SECURE (866.427.3287)

Local Contacts for the Transportation Security Administration

- Gerald Goebel – Transportation Security Inspector - 859.393.7254(c) / 859.488.0252(o)
- Tony Nettles – Asst. Federal Security Director – Law Enforcement - 734.612.3779(c) / 859.488.0279(o)
- KY Coordination Center – 859.488.0866 / 859.488.0865

1.2 Notification Requirements

The President of ECA is responsible for notification of the NTSB under Part 830 and other notifications as appropriate.

1.3 Moving of Aircraft

Aircraft involved should not be moved without the President of ECA's approval unless necessary for medical or safety reasons.

1.4 Confidentiality

The situation should not be discussed with anyone, except with, and as instructed by, the President of ECA. Do not post pictures.

1.5 Press Interviews/ Government Representatives

Any requests from the press/media (interviews, statement, etc.) should be directed to the ECA President.

At any time, government representatives should be referred to a member of Academy or Sporty's management.

2. GENERAL POLICIES

2.1 Hours of Operation

ECA Normal Operating Hours:

- Monday through Thursday: 8:00am - 6:00pm
 - During Daylight Savings Time: 8:00am - 7:00pm
- Friday and Saturday: 8:00am - 6:00pm
- Sunday: 10:00am - 6:00pm

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

ECA closes at 3:00pm for other federal holidays.

2.2 Sporty's Facilities

Parking Lot: Students, employees and Flight Instructors should not park in spaces marked "STORE CUSTOMER," "RESERVED," or "VISITOR." We have specific spots where equipment must be parked.

Sporty's Cafe (2nd floor upstairs): This space offers workspace, pilot lounge, vending, and free Wi-Fi, and electrical outlets during normal business hours. This is a public space available for use by all.

Classroom: The Classroom consists of the projector, large tables, and shelves of reference material from the Vorbeck library. This area is available for ground lessons with instructors, for use by students for research, or for a quieter place to study. Materials on the shelf are reference only and may not be checked out. Return materials to the appropriate shelf prior to leaving the room.

Avionics Trainer: This simulator is a mock-up of the avionics in our fleet. Students are welcome to use this trainer by themselves for familiarization of buttons, procedures, etc. at no additional cost. If using with an instructor present, the instructor may charge for their time.

CFI-Only Area: This area consists of ground cubicles, reference shelf, lockers, and mailboxes for our flight instructors. Students in this area should be with a CFI. If waiting for a ground lesson that's to be held in a cubicle, please wait at a table in the Classroom area.

FRASCA Simulator Room: This space is for those using the FRASCA. Please refrain from distracting those using the FRASCA.

FAA Testing Room (former Vorbeck Library): This room is used for FAA Knowledge test at Clermont County Airport. Please refrain from using when testing is underway.

2.3 Aircraft and ATD Scheduling

All aircraft and aviation training devices (ATDs or simulators) are reserved using Flight Schedule Pro. Pilots are given individual access to Flight Schedule Pro during the rental checkout or training enrollment process.

Students/renters are unable to select a Flight Instructor when making their own reservations. Only Instructors, staff, and approved students/renters may reserve the aircraft and ATDs.

All flights must have flight details (flight rules, flight type, and route/leg information) added to the Academy flight schedule system before dispatch of the aircraft.

2.4 Late Arrivals for Reservations

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

2.5 Currency Verification

Renters and students may access the schedule at SportysAcademy.com. When scheduling and dispatching, we will:

- check pilot for Sporty's currency,
- ensure adequate insurance and BARA approval (first solo and beyond), and
- on cross-country flights verify that route of flight and destination airport identifier has been entered.

2.6 Renters: Reserving Aircraft

Renters can view the schedule, make their own reservations (no more than 14 days out but at least 2 hours in advance) or delete your own reservations (greater than 2 hours in advance). Renters can have up to 12 future reservations, 1 reservation per day, and a max of 5 reservations per week. Reservations must start and end within business hours if making your own reservation. For scheduling outside of these parameters, please call 513-735-9100 for help.

2.7 Students: Reserving Aircraft

Students can view the schedule. For training flights, flight instructors will create these reservations on the schedule. If a student (minimum Private Pilot certification) wishes to reserve a personal flight (flight not going towards a lesson), they follow the above Renters policy.

2.8 Scheduling Outside of Standard Business Hours

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

2.9 Renters: Cancellation

Renters have the capability to cancel their reservations via Flight Schedule Pro up to 24 hours before their reservation. If needing to cancel within 24 hours of the reservation, please call 513-735-9100 for help.

Minimum Rental charges may be enforced for cancellations non-weather related that are within 24 hours of the reservation.

2.10 Minimum Rental and After-Hours Charge

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

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

Prior arrangements must be made for non-instructional flights dispatched outside of normal hours and may be subject to a fee for management time involved.

2.11 Flight Attire

At a minimum, pilots and all passengers should dress prepared for the weather conditions and for potential emergencies. For winter, see the Cold Weather requirements in Chapter 3.

Closed shoes (shoe completely encloses the foot) are required to be worn for all flights by all occupants in the aircraft.

2.12 Payment

Sporty's Academy/ECA requires payment after services rendered. Please see the ECA front desk for any billing questions.

Payment Options:

- **Credit card:** Payment with credit card is encouraged. We accept all major credit cards. Credit cards can be placed on file and charged automatically after lessons/flights. A different card can be used each time as well, just tell the desk personnel when returning the keys.
- **Cash/Check:** Cash is accepted. Checks should be made payable to "Eastern Cincinnati Aviation."
- **Money on Account:** While we do not encourage large sums of money to be deposited on account, we will maintain funds on accounts for future services at ECA/Sporty's Academy. Current balance information can be accessed on Flight Schedule Pro. See the ECA desk to make these deposits.

2.13 Alcohol and Drugs

No renter or student will be permitted in our aircraft or facilities while under the influence of alcohol or drugs. Everyone is expected to comply with 14 CFR § 91.17, concerning the use of alcohol and drugs, as well as 14 CFR § 61.53, prohibiting flight during a pilot's medical deficiency.

No renter or student will possess or use any illegal drug, or controlled substance for which there is no appropriate prescription, while enrolled at the Academy. Failure to comply with the above may result in immediate termination of enrollment. Aviation requires the compliance of federal law, not state law.

2.14 Aircraft Insurance

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

The aircraft insurance does not include physical damage (hull) coverage (i.e. damage to aircraft). All renters, including solo student pilots, are responsible for aircraft damage and are required to carry a minimum of \$60,000 in physical damage insurance. For additional information, please see <https://sportysacademy.com/insurance/>.

Clients completing multiengine or ATP training are required to carry \$100,000 in physical damage (hull) insurance which includes multiengine aircraft, both for the practical exam and during rental operations.

2.15 Recordkeeping

Students: Copies of current Photo ID, proof of citizenship, current Medical Certificate (or equivalent FAA-approved substitution), Renter's insurance information, and all Pilot Certificates must be in each student's file on Flight Schedule Pro. This includes current Student Pilot Certificates, Temporary Pilot Certificates, and Pilot Certificates.

Renters: Copies of renters' current Photo ID, Medical Certificates (or equivalent FAA-approved substitution), all Pilot Certificates, proof of renter's insurance, completed BARA, and current PQ card must be in each person's online file. This includes current Temporary Pilot Certificates and Pilot Certificates.

All Pilots: After receiving a new Medical Certificate, Photo ID, or any new Pilot Certificate, pilots should present them to their assigned Instructor or email a copy to sportysacademy@sportys.com.

Renters, students, and Instructors are required to comply with 14 CFR § 61.3 regarding documents in their possession during all flights.

2.16 Aircraft Rental Checkouts

Eastern Cincinnati Aviation/Sporty's have multiple C172 models that are available to rent: C172 M/N, C172 R/S, C172 RG, and C182 T.

To begin renting at ECA, all renters must undergo a Checkout. This Checkout consists of a ground and flight portion with a Sporty's Academy flight instructor. Prior to starting the Checkout Process, potential renters are sent a Rental Checkout packet containing information that includes what will be on the ground and flight portions of the Checkout. The packet also contains what documentation the potential renter should send in prior to the Checkout.

Rental Checkouts are styled like a flight review, with heavy focus on ECA policies. Once the initial checkout process is complete for one aircraft model, renters must complete an additional flight checkout in each additional model they wish to fly. The only combined model checkout can be the M and N models.

The C172RG requires a complex endorsement to be flown. The C182 T requires a high-performance endorsement to be flown. This training can be done through Sporty's Academy and the checkout process can be completed within the training.

Students undergo the checkout process as they complete their training at Sporty's.

2.17 Sporty's Recent Flight Experience Requirements

Renters are expected to maintain currency requirements as per 14 CFR § 61.56 and 14 CFR § 61.57. Renters and students are also required to maintain Sporty's Recent Flight Experience in our aircraft fleet. This requirement is based on the level of certification the renter or training student holds.

Student Pilot Certificate: Student pilots who have not flown an Academy aircraft for 15 days must have a checkout from an Academy Flight Instructor. This is required in order to fly solo at Sporty's.

Recreational, Private, Commercial, and Airline Transport Pilot Certificates: These pilots who have not flown the applicable Academy aircraft model (C172 or C182 or Aztec) for 60 days must have a check out from an Academy Flight Instructor. For C172s, a flight in any Academy C172 (C172 M/N/R/S/RG) can be used for Sporty's recent flight experience.

2.18 Approved Airports

Part 141 Training: All other airports used under Part 141 must be approved by the CPO. Students may view the approved airports list at <https://sportysacademy.com/customerportal/>. Any airport listed on the approved airport list without a hard-surfaced runway may only be used on Dual flights with an Academy Instructor aboard in an approved aircraft. The Director of Flight Operations may approve airports other than those listed on an individual flight basis. Approval from the Director of Flight Operations requires written request (via email) and requires a minimum of 24 hours' advance notice.

Part 61 Training and Renters: All airports used during any operations must meet the criteria specified in the [Blanket Aircraft Rental Agreement](#).

2.19 Dispatch Procedures

"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.

Renters and students should arrive at the airport at least 15 minutes before scheduled flights to complete the tasks necessary to facilitate an on-time departure (weather briefing, performance calculations, weight and balance, etc.)

Cross-Country Flights: 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). For cross-country flights consisting of several days, we require call or emails sportysacademy@sportys.com each day. Let us know where you are, the name of the airport and FBO where the aircraft is, when you intend to leave, and your next destination.

Non-dual/Non-training flights: These flights must be dispatched from the Airport with full fuel unless prior authorization has been obtained. The pilot is required to provide route of flight and destination airport information in the online schedule.

Dual/Training Flights: The assigned Instructor will obtain the appropriate Lesson information and obtain the aircraft keys from ECA. The student will preflight the aircraft and determine that the aircraft is airworthy by checking inspection times and ensuring that previously identified maintenance items have been repaired or noted as appropriate. The student should consult an Instructor or the SOF regarding maintenance questions.

Solo/PIC Training Flights: The assigned Instructor will check the student's preflight planning. PIC flights after obtaining a primary certificate do not require a personal dispatch by the Instructor. For any student-certificated solo activities, an Academy flight instructor is required to be present to dispatch the aircraft. The instructor will review any flight planning, ensure correct logbook endorsements, and confirm the student has the required documents available.

2.20 Training Flights: Re-dispatch Procedures

Due to unforecasted weather conditions or other in-flight considerations following dispatch, a student may determine it appropriate to land at an airport other than an originally planned and approved airport. In such an event, a call should be made to advise of the un-programmed landing and all facts surrounding the situation. An Instructor or the SOF will re-dispatch the flight by telephone, as appropriate, after evaluation of the situation.

Delay: A re-dispatch is required if, when on a cross-country flight, a departure is delayed two (2) hours or more.

2.21 Recovery Procedures

Each pilot is required to confirm that the Securing checklist is complete. This includes attaching any control locks, ensuring that all switches are turned off, and that the aircraft is secured/ tied down correctly. Failure to do so may result in a fee and/or grounds to remove renting status.

Non-dual/ non-training flights: After securing the aircraft, the pilot will record the Hobbs and tach times on the dispatch sheet. They should note any items requiring maintenance and notify ECA staff at the front desk. The pilot shall secure the aircraft, return the keybook to the ECA front desk.

Dual/Training Flights: After securing the aircraft, the Instructor will record the Hobbs and tachometer times on the dispatch sheet, including any applicable billed instructor time. The Instructor will note of any items requiring maintenance and notify Academy Staff, as applicable. The Instructor will return the keybook to the ECA front desk. The Instructor and student complete the lesson's digital record in the Student Flight Record.

Solo/PIC Training Flights: After securing the aircraft, the student will record the Hobbs and tach times on the dispatch sheet. They should note any items requiring maintenance and notify an Instructor or ECA staff. The student shall secure the aircraft, return the keybook to the ECA front desk, and meet with the assigned Instructor to complete the lesson's digital record, as appropriate. The Instructor will ensure that the lesson is included in the Student Flight Record.

After-Hours Returns: For any non-dual flight returning after business hours, the keybook shall be placed in the Keybook Drop Box located outside on the front pillar of the building. For dual flights, the instructor will return the keybook to the ECA supply closet.

2.22 Personal Vehicles Located Other than Main Parking Lot

Please do not park vehicles in the grass and do not drive through grassy areas. There is a minimum charge of \$25 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.

Motorcycles may not be parked on any asphalt surface unless a block of wood or steel plate is placed under the kick-stand as kick-stands may damage the surface. Designated motorcycle parking spots are located near the visitor spots.

Vehicles left on an aircraft ramp, including in front of a hangar, must be unlocked, with the key in the ignition, to avoid towing charges.

The Airport surfaces are for the use of aircraft. From time-to-time, there may be reason to travel to the other side of the Airport in a vehicle other than in 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 runway approach ends, and never cross the runway at the mid-field intersection. A \$50 fee will be charged for crossing the runway.

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

Tie-down customers note: Please follow the directions on parking vehicles in a tie-down in Chapter 10.

2.23 Low Passes / Fly-bys

Low passes and fly-bys interfere with normal airport operations, set a bad example, and can violate the FARs. These types of maneuvers are not permitted at the Airport.

2.24 Aerobatic Maneuvers and Formation Flying

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

Spin training: The spin training required for the Certified Flight Instructor certificate will generally be performed through an outside contractor approved by the Chief Pilots Office (CPO). The training may only be performed in an Academy aircraft with approval for the flight by the SOF. Written weight and balance calculations must be completed and filed with the Chief Pilot. No baggage may be carried.

2.25 Sporty's Practice Area

A local practice area has been designated for student instruction and solo practice. The local practice area is defined as follows:

Lateral Boundaries

- West boundary: A North/South line passing through the Airport
- North boundary: Highway 28
- East boundary: Highway 68
- South boundary: Ohio River

Position Reporting

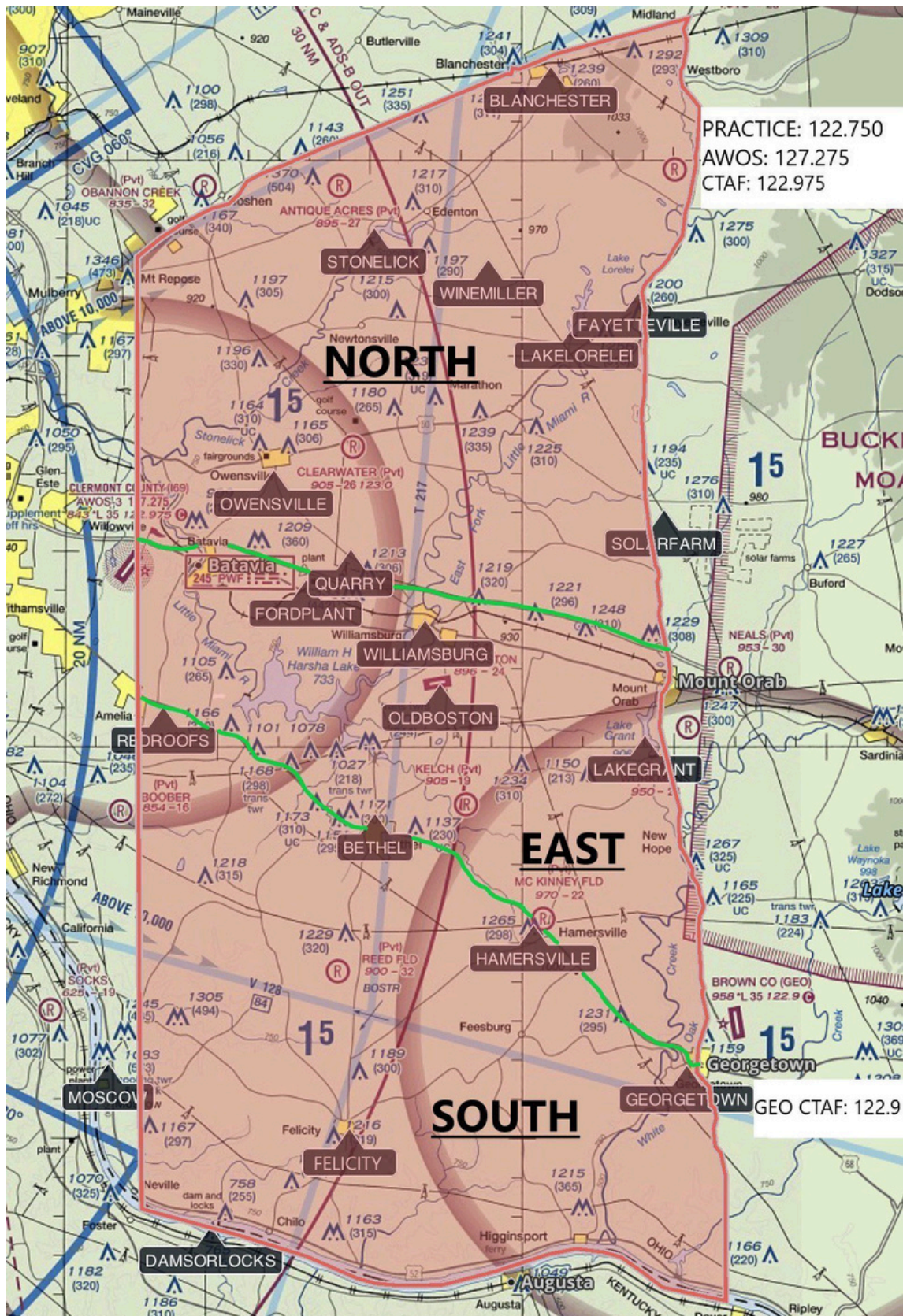
Regular updates of current position and intended altitude(s) of use should be made on 122.75. In addition to landmarks, three divisions of the practice area are used for position reporting (North, East, and South) to help with position radio calls.

This practice area is still normal airspace for all pilots to use, not just space dedicated to Sporty's students. Other non-Sporty's traffic may be in the area. Be sure to make note of the sectional chart's markings for other airspace notations.

The air-to-air frequency we use (122.75) is a common non-ATC frequency that pilots can use to talk during flights over. Ohio State also uses this frequency for their practice area operations. OSU flights call their practice area "State Practice." At Sporty's, we start our calls with "Clermont County Practice Area" to minimize confusion.

Schools associated at Lunken Municipal (KLUK) know about our practice area and frequencies.

2.26 Sporty's Practice Area - Map



2.27 Cold Weather Operating Temperatures

Operating Temperatures:

- Above 32°F (0°C)
 - Normal operations
- At or Below 32°F (0°C)
 - Carry cold weather gear including gloves, hat, boots, warm coats, and cell phone.
- 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.); clothing as above.
- Below 5°F (-15°C)
 - No operations authorized without prior permission.

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. Use of a cell phone or handheld radio will greatly reduce those times.

3. AIRCRAFT OPERATING PROCEDURES

3.1 General

All renters and students are to follow procedures outlined in the [Aeronautical Information Manual](#) (AIM) and follow regulations as applicable under 14 CFR.

Renters and students must also abide by these specific procedures:

- No simulated emergencies on non-dual flights.
- Student-certificated pilots must abide by limitations placed in their logbook and PQ card.
- All flights must be flown from the left seat except CFI applicants authorized by the SOF or CPO.
- Students must have access to an 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 the Academy must be used for all flight operations.
- A weight and balance must be calculated for every flight.

3.2 Airworthiness

Renters and students are responsible for determining the airworthiness of aircraft for each flight. This includes a preflight inspection and checking the dispatch sheet for maintenance compliance and upcoming inspections. If there are any questions regarding airworthiness, an instructor or the maintenance team should be consulted.

An aircraft with frost, ice, or snow on any surface is considered un-airworthy, and appropriate action must be taken.

3.3 Takeoffs and Landings

All renters and students must comply that:

- **Unpaved runways:** only approved by management on dual training flights. The Instructor will ensure field conditions are adequate (i.e., check for wet grass, etc.).
- **Paved runways:** minimum length is 3000 feet.
- **Touch-and-gos:** only approved on dual training flights.
- **Intersection departures:** prohibited except when at least 3,000 feet is verified as available for takeoff.
- **Line up and wait:** prohibited at non-towered airports.

Part 141 students: takeoff and landings are only allowed at approved airports (see sportysacademy.com)

3.4 Weather Standards

Before beginning any flight, pilots need to evaluate the winds and weather (actual and predicted) for the entire period they opt to use the aircraft. Flights will not be dispatched unless the following weather minimums are met for the specific type of operation:

Minimum Weather Condition Chart		
Flight Operation	Ceiling (Lowest BKN or OVC layer)	Visibility
VFR Day: Traffic Pattern Only	1500' AGL	3 SM
VFR Day: Local and Cross-Country	2500' AGL	5 SM
VFR Night	2500' AGL	5 SM
IFR Day or Night: Dual	400' AGL	1 SM
IFR Day or Night: Solo/ PIC <i>*or as determined by the SOF/CPO</i>	600' AGL	2 SM

Flights will also not be dispatched if the wind is higher than the following:

Wind Limitations	
Flight Operation	Maximum Wind
Dual Flight	25kts (Any direction, including gust factors)
Solo/ PIC Flight	20kts (Any direction, including gust factors)

3.5 Pilot Qualification (PQ) Cards

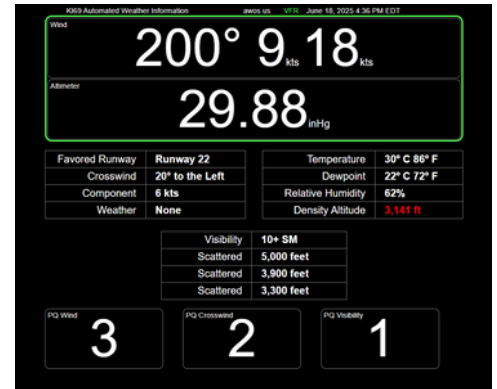
Sporty's uses Pilot Qualification Cards (PQ Cards) to provide individual limitations for wind velocity, crosswind component, and visibility when renters and students (Solo/PIC) are flying Academy aircraft. PQ Cards are issued and updated as necessary and appropriate by our Instructors. Flights are dispatched only if the pilot's qualifications reflect the current conditions as displayed on the PQ monitor.

When a manually calculated PQ is required, the conditions must be based on current weather data from within the last hour. All pilots must have a PQ Card when flying unless an Instructor is aboard.

Beyond the PQ system, low clouds or ceilings, icing conditions, nearby thunderstorms, and other circumstances may also prohibit aircraft dispatches. See the SOF or CPO for questions.

3.6 Pilot Qualification (PQ) Monitor

The PQ monitor is the primary resource to be used for wind and Solo/PIC PQ decisions at the Airport. In lieu of the [PQ website](#), the Airport AWOS data may be used to determine the PQ. If there is a significant conflict between the Airport's weather and the current METARs for nearby airports (LUK, CVG, ILN, & HAO), a SOF will decide on the wind information to use.



PQ Card Criteria					
Wind Velocity		Crosswind Component		Visibility	
1	0-10kts	1	0-5kts	1	Above 5 SM
2	11-15kts	2	6-10kts	2	Above 3 SM
3	16-20kts	3	11-15kts	3	Below 3 SM

3.7 Crosswind Limitations

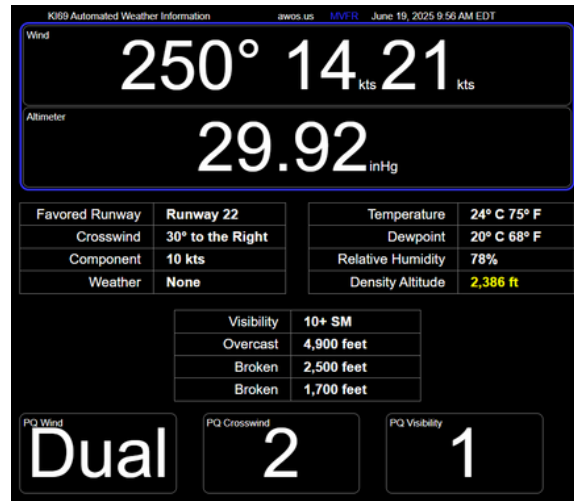
No operations are permitted above the maximum demonstrated crosswind component stated in the aircraft POH. If a maximum demonstrated crosswind component is not stated in the aircraft POH, and no limitations have been specified elsewhere within this manual or other Academy policy, a crosswind limitation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



3.8 Wind Limitations

No operations are permitted above 25kts of headwind and a red X will post on the PQ board.

Operations above 20kts are only permitted with an instructor onboard. The PQ board will read “DUAL” if this occurs.



3.9 Cross-Country Flights

We follow the definition of cross-country as defined in [14 CFR § 61.1](#). See Chapter 2 for cross-country reservation information.

Filed Flight Plans/Flight Following: 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.

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

All pilots are required to carry a cell phone on cross-country flights.

International/Alaska Procedures: Flights outside the lower 48 states require written authorization from the CPO. If you would like to fly outside this region, please see the CPO at least two weeks prior to your planned flight.

Fuel Reimbursement: Purchases other than fuel and oil must have prior approval from the CPO. Please see the ECA front desk for any billing questions.

- Students and flying club members must obtain receipts for fuel and oil purchases in order to be reimbursed. Leave receipts in the keybook when arriving back to Clermont. Reimbursements are given at \$1 less than the posted Sporty's rate.
- UC students must obtain receipts for fuel and oil purchases in order to be fully reimbursed from their UC flight account. Reimbursement forms are available at the ECA Front Desk and must be completed by UC students. These then get turned into the desk with the receipt attached.
- Renters are liable for all additional fuel and oil purchases on their cross-country flights. Renters do not get reimbursed for these.

3.10 Fuel Requirements

VFR Flight: No person may begin a flight under VFR (considering wind and forecast weather conditions) unless 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 the SOF.

IFR Flight: No person may begin a flight under IFR (considering wind and forecast weather conditions) unless 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 and 45 minutes**, unless an exception is made by the SOF.

3.11 Aircraft Discrepancies (SQUAWKS)

All maintenance discrepancies must be recorded on the SQUAWK section of the dispatch sheet and reported to ECA staff. **Certain SQUAWK statuses determine the ability for that aircraft to be dispatched, see below.**

If an aircraft discrepancy or anything else unusual is detected on a cross-country flight, the emergency contact procedures as outlined in Chapter 1 should be followed. No attempt to fly the aircraft should be made without authorization.

SQUAWK Statuses:

Deferred temporarily: SQUAWK has been reviewed by maintenance and aircraft is able to operate

Deferred until inspection: SQUAWK has been reviewed by maintenance and aircraft is able to operate

No problem found: Used when closing SQUAWK

Repaired: Used when closing SQUAWK

To be verified: SQUAWK has been reviewed by maintenance and aircraft is able to operate. Please notate if you find the same problem.

Awaiting Review: No one is allowed to operate.

3.12 Cleaning Windshields

Aircraft windshields are made of a material that is easily scratched and not compatible with some cleaning materials. Improper cleaning can lead to scratches, permanent fogging, swirls, and other damage that may decrease visibility or structural integrity.

In general, cleaning should only be accomplished by a properly trained line technician or flight instructor using materials supplied by ECA. Renters may request windshield cleaning by requesting at the ECA front desk.

3.13 Fire Precautions and Procedures

During cold weather operations, while starting aircraft, the manufacturer's cold start starting procedure must be used.

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.

3.14 Pre-flight Procedures

A full pre-flight completed by the pilot-in-command should be completed prior to every flight. Proper pre-flight procedures can be found in the aircraft's POH.

Aircraft must be secured before being left unattended for any reason. At a bare minimum, this includes chocking the main wheels. In addition to this, the following operations apply to our aircraft:

Batteries:

The fastest way to wear down an aircraft battery is prolonged use of a high energy 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. Alternatively, turning the lights on and accomplishing a quick visual check is acceptable.

Use the same method to check pitot tube heat. No indication on the amp or voltage meter means 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 as it can burn.

Fuel Testing

Fuel samples should be deposited into the nearest red 5-gallon container. If no container is available nearby the fuel may be released to the air downwind. Fuel should never be poured onto the pavement or grass.

Adding Oil:

The aircraft engines in the Academy's 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.

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

When taking an aircraft on a long cross-country, bring the oil level up as far as you can without over-filling the sump, but only add oil in even quarts.

Use the following criteria when adding engine oil:

If engine capacity is...	Add one quart of oil when dipstick reading is at or below...
12 quarts	8.5 quarts
9 quarts	6.5 quarts
8 quarts	5 quarts
7 quarts	5 quarts

3.15 Runway Usage

Runway 22 is the preferred runway during calm winds or direct crosswinds.

If the active runway is Runway 4 and a larger aircraft requests to use Runway 22, we ask that everyone cooperates with the larger aircraft.

3.16 Runway Lights

The runway lights are illuminated by clicking a radio transmitter microphone on the Common Traffic Advisory Frequency (CTAF) - 122.975 as follows:

- 3 clicks for the Precision Approach Path Indicator (PAPI)
- 5 clicks for runway lights medium intensity
- 7 clicks for runway lights high intensity

3.17 Engine Starting Procedures

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

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

3.18 Taxiing Procedures

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. 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.

3.19 Securing Procedures

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

It is the responsibility of the pilot to ensure the aircraft is properly secured at the completion of flight. This includes positioning the aircraft at the back (aft) of the tie down space to ensure wingtip clearance for taxiing aircraft. If an aircraft needs to be moved, the proper tow-bar must be used. When using tow-bars always keep one hand on the tow-bar while installed on the aircraft. This ensures the tow-bar is removed once the aircraft is in position and mitigates starting the aircraft with the towbar attached.

3.20 Securing Procedures, cont'd

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

Failure to properly secure aircraft may result in a fee and/or grounds to remove renting status.

3.21 Minimum Altitudes and Limitations

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

- The minimum altitude for normal operations is 1,500 feet above ground level (AGL).
- For ground reference maneuvers training, the minimum altitude is 1,000 feet AGL. Altitudes as low as 600 feet AGL may be used by the Instructor for demonstration purposes.
- 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.

3.22 Maneuvers Guide

In the interest of safety, standardization, and effective use of flight training time, the 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 approval of the SOF.

3.23 Collision Avoidance

All pilots shall maintain a continuous, vigilant watch for other traffic as the primary means of collision avoidance when flying in VFR. In addition to this, the following procedures should be used:

- Keep attention outside the aircraft as much as possible.
- Be alert for distractions that may draw attention away from the outside.
- 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.
- 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.
- Make gentle turns left and right as necessary when climbing or descending to help see past the aircraft engine cowling.
- Be prepared to react appropriately to avoid a collision hazard by remaining in a normal flying position with hands and feet on proper controls.
- 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.
- Take prompt action to avoid possible traffic conflicts.
- Observe right-of-way regulations, but do not create a collision hazard by insisting on the right-of-way.
- Monitor and use the appropriate frequencies when in traffic patterns and the practice area.

Collision Avoidance, cont'd

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.

Ground Obstructions: Pilots should familiarize themselves with all obstruction locations in the local area and along any proposed route of flight.

3.24 Cold Weather Operations

Airworthiness: 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 the SOF or the Chief Pilots Office for guidance.

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 manually pull the prop through several times before reentering the aircraft. After reentering the aircraft, be sure to prime again, then start the engine. On normally aspirated engines, use prime to feed in extra fuel if necessary.

Engine Fires: If an engine fire should occur, be sure to keep cranking the engine to pull in the fire. If the engine does not start immediately, the mixture control should be pulled, but keep cranking to pull in the fire. Be sure you know where fire extinguishers are located (both inside the aircraft and near tie-downs) before attempting a start.

3.25 Snow Covered and Icy Runway/Taxiway Operations

Use caution walking on snow/ice covered ramps and when pulling aircraft out of hangar. Do not walk with hands in pockets.

Do not use aircraft parking brakes. They may freeze in the parked position.

No touch and go's. No solo student pilot operations. No operations in gusty conditions. Limited crosswind operations.

Before Takeoff Checks: 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 movement or directional change. Be prepared to pull the power if aircraft speed exceeds taxi speed limitations, or directional control is lost.

Snow Covered and Icy Runway/Taxiway Operations, cont'd

Taxiing, Takeoff, and Landing:

- Proper crosswind corrections are needed from start-up until the aircraft is tied down. Aircraft will weather vane more easily in icy conditions.
- Taxi extremely slowly with minimal nose steering.
- 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.
- Be prepared to shut down the engine if sliding off a runway or taxiway becomes imminent.
- Avoid taxiing through slush/standing water. If unavoidable, ride brakes through water/slush to prevent freezing.
- Avoid taxiing with flaps extended (especially on low wing aircraft).
 - Frozen debris may accumulate and interfere with complete flap retraction once in the air.
- Treat snowy/icy runways as you would a soft field. Use soft field taxi/takeoff/landing techniques.
- 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.
- 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.
- Minimal (i.e., no) braking on landing.
 - Pump brakes if necessary, as opposed to holding continuous pressure.
- Use caution braking on "patchy" (alternating clear and ice covered) conditions to avoid blown tires.
- Leave flaps/spoilers extended on landing for maximum aerodynamic braking.

4. MULTI-ENGINE AIRCRAFT OPERATING PROCEDURES

4.1 General

All renters and students are to follow all policies and procedures indicated in this manual.

4.2 Landings

All landings will be made to a full stop.

4.3 Runway Length

Minimum paved (no unpaved operations allowed) 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 multi-engine operations is 3000 feet.

4.4 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.

4.5 Feathered Engine Issues

It shall be treated as an emergency if a propeller cannot be un-feathered either during practice or during the practical test.

4.6 Engine Failures

It shall be treated as an emergency if an actual engine failure occurs in flight that cannot be promptly resolved.

4.7 Single-engine Approaches

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

4.8 Limits on Shutdown Demonstrations

Dual flight demonstrations of engine shutdown and restart may be performed at temperatures below 32°F only if the restart takes place within 1-2 minutes. Simulated engine failures below 3000 feet AGL may only be conducted by retarding a throttle.

4.9 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).

4.10 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 multi-engine flights" as noted in the Multi-engine Add-On Training Packet Maneuvers Guide. "High multiengine minimums" altitude is applicable in any training scenario where the MEI has less than 100 hours of multi-engine PIC time or less than 50 hours of dual multi-engine flight instruction given through Academy.

4.11 Entering/Exiting with Engines Running

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.

4.12 Non-MEI Supervised Operations

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

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 SOF.

Engine Shutdown Limitation: Intentional shutdown of an engine for practice is prohibited.

Simulated Engine Failures: May not be practiced below 3000 feet AGL.

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

5. SAFETY PROCEDURES

5.1 Philosophy and Overview

While “safety” is a core value of Academy, it does not happen on its own. Our policies and procedures are designed to maintain a lowest acceptable level of risk consistent with operating an aviation organization.

The leadership of 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 should 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.

5.2 Safety Management System (SMS)

An 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

Sporty's Eastern Cincinnati Aviation's SMS is maintained by the Director- Safety, Security and Compliance.

Sporty's Academy's signed Safety Policy and SMS documentation is located in the office of the Director- Safety, Security and Compliance. A copy of this Safety Policy is located in the appendices.

5.3 SMS Program: Strategy and Objectives

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.

Our primary objective in the SMS process is creating a just, non-punitive culture where all members feel confident and free to report safety concerns and questions.

Team members are not blamed for safety issues that they report. Our key objectives are:

- Safe and efficient flight operations performed in compliance with standard operating procedures and policies
- A hazard identification and tracking process that aids in establishing and mitigating risk
- All Academy 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

The SMS is the process whereby we record, process, and track our safety systems. Management, CFIs, employees (line service, dispatch/operations, maintenance personnel, etc.), and customers all participate in the SMS.

5.4 Safety Reporting

There are two primary report types; post event and hazard identification.

Sporty's utilizes an online web form to support its Safety Management System. A link to the form is found on the Academy website. The form will require a sign-in to prevent spam, but the submission may be kept anonymous.

It is expected that all safety related matters be reported through the reporting form. There are times when a safety report is mandatory.

- Mandatory – the following require a safety report:
 - Incident – an event that causes property damage or injury
 - Occurrence – unsafe acts and deviations from policies, procedures or FAA instructions, mechanical issues, diversions, etc.

[Sporty's Safety Reporting Form](#)

5.5 Hazard Identification, Response, and Reporting

The hazard identification program's purpose is to proactively identify and address potential deficiencies in safety management. All members of our flying community are expected to participate in the hazard identification program. Reports are to be filed through the reporting system form.

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

1. Pilot(s) 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 findings presented to the Safety Committee
 - a. Committee recommends action to be taken
5. Policy change recommendations are referred to the management change process if required
6. Results are publicized
7. Follow up to ensure compliance and effectiveness

5.6 Compliance Monitoring

In order to ensure that the policies, processes, and procedures in place are effective and followed, the 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

5.7 SMS Training and Education

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 Operations Manual and occurrences/incidents.

- CFI – 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.

5.8 Committee Representatives

- Safety Director/Designated Safety Officer – Chairperson
- Director of Flight Operations, Chief Pilot or designee
- Director of Maintenance
- 141 Check Instructor representative

5.9 Duties and Responsibilities

President, Academy

- 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 a Just Culture
- Supports the SMS program and system
- Attends Safety Committee meetings

Director of Safety, Security and Compliance

- 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 stakeholders
- Monitors industry practices
- Approves/declines Flight Risk Assessment Tool (FRAT) submissions
- Make recommendations for policy changes and updates to the FOM
- Addresses safety deficiencies and opportunities

Chief Instructor/Director of Flight Operations

- Advises on safety matters
- Approves/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

Committee Responsibilities

- 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

Employees and CFIs

- Perform their duties with a focus on their personal safety and the safety of fellow employees, customers, property, and equipment
- Report any safety issues/incidents through the SMS

Customers (Pilots, Students, Airport Users, etc.)

- Operating our equipment with the highest regard for their personal safety, the safety of the staff, other customers, property, and equipment.
- Report issues/incidents through the SMS

6. RENTER POLICIES

6.1 General

Renters must comply with Chapters 1-5 of this Manual.

A renter is deemed as anyone using an aircraft/FRASCA without the intention of using it for instruction or training purposes. Students who opt to complete “personal flights ” (ie - flying not going towards training), therefore are held to this Chapter.

6.2 Flight Reviews and Instrument Proficiency Checks

Customers at Sporty's only for a flight review and/or Instrument Proficiency Check (IPC) are considered renters. Customers should confirm whether they intend on renting our aircraft after their flight review/IPC with the Academy management team in addition to the instructor assigned.

Information for flight reviews and IPCs are emailed directly to clients. Contact a Sales & Customer Experience Associate for more information.

6.3 Complex and/or High Performance Endorsements

Customers at Sporty's only for a complex and/or high performance endorsements are considered students. They are to follow any appropriate policies outlined in Chapter 7, in addition to Chapters 1-5 of this Manual. Customers should confirm whether they intend on renting our aircraft after their endorsement with the Academy management team in addition to the instructor assigned.

Information for complex and high-performance endorsements are emailed directly to clients. Contact a Sales & Customer Experience Associate for more information.




7. ALL FLIGHT TRAINING STUDENTS

7.1 General

The FAA designates two main types of flight schools: Part 141 and Part 61. These titles come from specific chapters in the Code of Federal Regulations. Both allow people to become pilots, but there are differences on how students train. Both have the same certifications, require passing the same exams, and follow FAA regulations, but under different structures.

Think of it as choosing how to accomplish a high school diploma: you can attend a private/public school, or even be home schooled.

Sporty's offers both Part 141 and 61 in three main pathways:

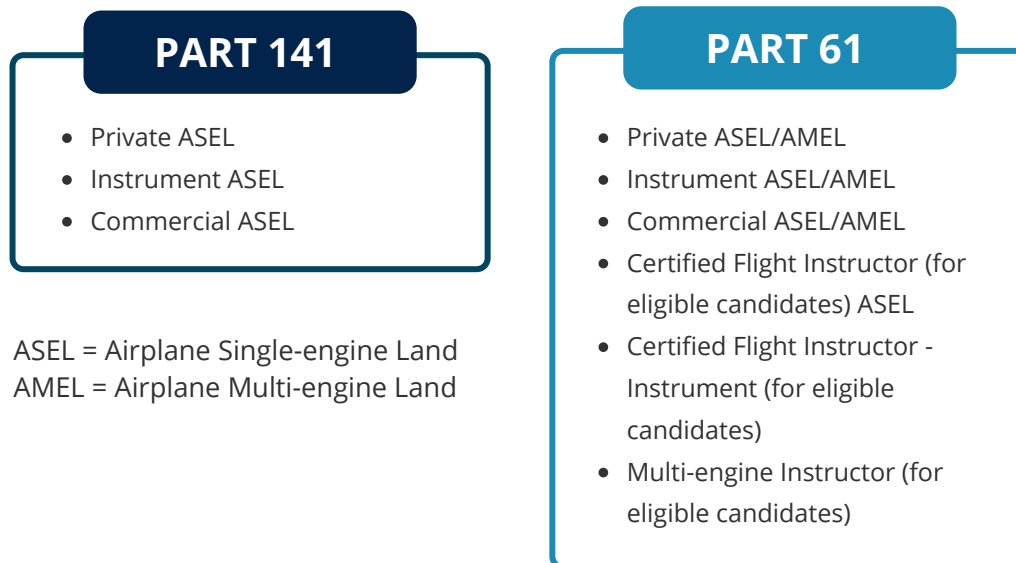
 Part 141	 Part 141	 Part 61
Think of this as the "private school" method.	Think of this as the "public school" method.	Think of this as the "home school" method.
Students earn an Associate's degree in a two-year program.	Students not interested in a college degree or who might already have obtained one.	Students with busy lifestyles or prior aviation knowledge/flight time.
Students are usually able to use federal student loans towards tuition (which includes flight lesson costs).	Students either pay for flight training on their own or with outside (non-federal student loan) funding.	Students either pay for flight training on their own or with outside (non-federal student loan) funding.
Eligible graduates are able to qualify for a R-ATP (a reduction in total flight hours to apply to the airlines).	No R-ATP eligibility, but are able to obtain an initial flight job earlier than Part 61 to accrue hours towards ATP.	No R-ATP eligibility.
Students stay Part 141 the entire program.	GI Bill benefits can be used towards specific courses.	No GI Bill benefits can be used.

General, cont'd

Students must comply with Chapters 1-5 of this Manual. University of Cincinnati (UC) students also comply with Chapter 8 where applicable. Students are defined as anyone using Sporty's Academy for any training towards a certificate or endorsement. This does not include those here for just flight reviews or Instrument Proficiency Checks.

7.2 Sporty's Academy's Courses by Part

Regardless of which path you take (141 or 61), flight training requires a high level of self-discipline. Pilots must exhibit a high level of self-motivation and accountability in managing their own learning journey.



7.3 Choosing Part 141 or Part 61

Students make the choice of Part 61 or 141. Discussions of this are completed during a student's enrollment appointment.

- If attending the UC program, it's expected students stay 141 throughout their time in the UC program (private, instrument, and commercial ASEL). Exceptions for students transferring to 61 are limited and considered on a case-by-case basis.
- If attending directly through Sporty's (non-UC), students choose for each training course.

Note: If a student starts 141, transferring to 61 is possible. However, transferring from 61 to 141 requires the student to go back and complete all of the lessons in order (essentially, starting over).

It's required to meet with a member of Sporty's Academy management to discuss transferring 141 to 61.

7.4 Student Flight Records (SFR)

We maintain a digital Student Flight Record (SFR) for each student, regardless of Part 141 or 61, through Flight Schedule Pro. Students are expected to access their SFR often and ensure that any personal documents are kept up-to-date, as well as view their Training Course Outline (TCO) often to stay prepared for upcoming lessons.

Students are responsible for obtaining and maintaining their own personal flight logbooks and are expected to maintain complete records of all flight time.

7.5 Training Course Outline and Course Syllabus

Regardless of Part 141 or 61 status, all students are enrolled in a Training Course Outline and Syllabus (TCO) for their selected course(s). A TCO is a step-by-step lesson book that is FAA approved used for flight training. While Part 61 and Part 141 differ on structured order of this book, the same building block method of training is used.

It's expected of students to understand how their course works (found in the beginning section of each PDF version of the TCO) and to review each lesson prior to completing that lesson with their instructor. A PDF version can be found under the "Documents" tab within the TCO on Flight Schedule Pro.

7.6 Scheduling

Academy flight students work with the Sales and Client Experience office to schedule a flight instructor that fits their initial schedule availability. Once established, it will be up to the student and instructor to establish an appropriate flight schedule.

If changes to the Flight Schedule are necessary, the instructor and student will agree upon a new time and the instructor will coordinate aircraft availability as needed.

If a change is needed due to instructor leaving the Academy, the departing instructor will work with the Sales and Client Experience office to ensure a smooth transition to a new instructor.

7.7 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 the CPO to discuss possible actions. Appropriate actions, up to student reassignment, will be considered and discussed confidentially.

7.8 Breaks in Training/ Withdrawing

Long breaks in training have an adverse effect on training performance. Following an extended break, a progress review will be accomplished to determine a plan for future training including moving to the Part 61 training program. Students must reach out to the CPO before returning to training. Students who withdraw are not guaranteed readmission. Training progress while at the Academy, cancellation reasons, etc. will be reviewed before allowing re-enrollment. Re-enrolled students are required to meet with a member of the CPO before training can resume.

7.9 Cancellation

Courtesy demands, and the Academy insists, that students attend and be on time for all scheduled Flight Lessons. Generally, Flight Lessons will not be canceled due to poor weather conditions. Simulator or ground lessons will be substituted, as appropriate. "No show" invoices may be issued if cancellations are made on less than 24 hours' notice.

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

7.10 Tardiness

Students are expected to arrive at least 15 minutes prior to the lesson's start. This allows for a final weather brief and aircraft preflight.

If a student will be absent or is going to be late for a scheduled lesson by more than 15 minutes, they must notify the assigned Instructor as soon as possible (at least 1 hour before the time scheduled) and explain the reason.

7.11 No- Show Penalty

An Attendance Report may be submitted for a student who:

- fails to attend a scheduled lesson (including cancellation with less than a 24-hour notice),
- is more than 15 minutes late, or
- is unprepared for a scheduled Flight Lesson.

Students will be given an opportunity to explain the reason for the absence. The CPO will determine whether a No-Show Penalty will be charged.

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. The penalty must be paid before the next 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.

7.12 Payment of Flight Lessons

Payment for each training period shall be made following completion of the lesson. Training may not continue until each previous lesson is paid for. Payment options are outlined in Chapter 2. UC Student payment is under Chapter 8.

7.13 Student Progress and Progress Reviews

We expect that our students maintain a high level of self-discipline during training. Pilots must exhibit a high level of self-motivation and accountability in managing their own learning journey.

Students are expected to accelerate their progress by flying whenever aircraft and their instructor are available. Students are required to use the Sporty's online video courses to enhance ground knowledge. Our video courses are built right into our training courses and can be used to help lessen the cost of ground training.

At any time or whenever a student is having difficulties with a course, the assigned Instructor or the CPO may initiate a Progress Review. This could be related to a student's performance, attitude or conduct. Once a Progress Review is initiated, the assigned Instructor and the CPO will meet with the student to discuss the student's difficulties. A plan of action may be developed to correct the difficulties, which may include transferring from the Part 141 program to the Part 61 program or, in some cases, separation from the school. Any written plan will have specific goals and will be noted in the Student's Training Record.

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

7.14 Progress Review Notification

If a student has an unsatisfactory stage check, two consecutive unsatisfactory Flight Lessons, three incomplete lessons, or whenever a student is significantly behind their programmed track, the CPO will be notified, and a Progress Review initiated.

7.15 Progress Review: Part 141 to 61 Transfer Outcome

A student may be subject to transfer from the Part 141 to the Part 61 training program for the following reasons:

- Recommendation resulting from a Progress Review
- Absence or excessive cancellations or no-shows
- Failure of Knowledge Exam on first attempt
- Excessive break in training

7.16 Passengers on Training Flights

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

- Instructors.
- Other students enrolled at the Airport.
- FAA Designated Examiners or Inspectors conducting a flight test.
- As approved by the Chief Pilot's Office.

Solo training flights: Students are required to be the sole occupant of the aircraft on solo training flights.

Passenger/Crew Manifests: All crew on board a flight need to be listed on the FSP reservation. The number of passengers must be listed in the notes section of the reservation, if applicable.

7.17 Dress Code

Students should present an appropriate, professional appearance at all times. Pilots share small spaces in the training environment and must be aware of body odor, oral hygiene, and heavily scented perfumes or colognes which may negatively affect others. Student dress is intended to promote safety and professionalism. For all lessons, you must adhere to the dress code policy.

Minimum requirements:

- Closed shoes (foot completely enclosed) are required to be worn for all flights
- Clothing free of offensive or inappropriate graphics, language, or symbols
- Shirts or tops that fully cover the torso and shoulders (no cut-off t-shirts, crop tops, muscle shirts, or tank tops)
 - Collared shirts with sleeves are preferred
- Pants, slacks, shorts, or dresses that are of appropriate length and fit

Students should dress for the weather conditions and potential emergencies. For winter, see the Cold Weather requirements in Chapter 2.

Failure to adhere to the dress code may result in a verbal warning, a requirement to change attire, and denied access to aircraft, simulator, and ground lessons. Repeated violations may lead to removal from training.

7.18 Stage Checks

Sporty's Academy requires students to undergo stage checks in the courses that are offered, regardless of Part 141 or 61. Stage checks are evaluations during training to establish a student's level of progress and identify areas that may require additional attention. They are completed with Sporty's team of Check Instructors, designed to give the student and normal instructor a third-party opinion on the student's progress.

Stage checks heavily mimic a FAA Practical Test, with each stage having its own completion standards that build up to those found in the [FAA's Airmen Certification Standards](#) used on the FAA Practical Test. Tasks for each stage check can be found in the Training Course Outline (TCO), accessible to the students. FAA and aircraft reference materials are allowed to be used during stage checks.

Stage checks require both an oral/ground portion and a flight portion. Students must satisfactorily pass both portions. Multiple attempts will trigger a progress review with the CPO.

7.19 Stage Checks: Scheduling

Stage checks are scheduled by Academy management upon receiving a request from the normally assigned instructor. Once scheduled, specific information regarding the stage check will be emailed to students and the normal instructor, allowing ample time to prepare.

7.20 Stage Checks: Weather

The student must determine whether or not the flight can be completed. Check Instructors are not able to help make weather decisions. Students may use other applicable resources (including their own instructor).

If the ground and flight are scheduled for the same day, the ground portion will take place regardless of the weather. Weather conditions will be looked at again just before the flight.

If only the flight was scheduled (either a previous reschedule, a recheck, etc), the student must notify the Check Instructor. The Check Instructor will work with you about rescheduling.

7.21 Stage Checks: Dress Code

Stage checks are intended to acquaint students with evaluations and interviews similar to those experienced throughout a professional aviation career. Therefore, business casual should be worn at a minimum. Consult your Instructor if you are unsure of proper Stage Check dress. Appropriate checkride attire is the same as stage checks.

Examples of business casual:

- Collared shirt, polo shirt, sweaters
- Dress pants or slacks
- Dress shoes or professional-looking boots

Business casual is typically solid, neutral colors and simple patterns. Shirts should be tucked into pants with a belt. *Jeans may not be worn.*

Failure to comply with either the normal flight lesson or stage check dress code, as appropriate to the lesson being conducted, may result in being deemed unprepared for the lesson and a No-Show penalty may be given.

7.22 Stage Checks: Check Instructor

The Check Instructor cannot be the student's normally assigned instructor nor can it be the instructor the student last did a lesson with.

Check instructor contact information may be found in the "Instructors" tab on FSP.

7.23 FAA Knowledge (Written) Tests

Delayed in taking or failure to satisfactorily pass a FAA Knowledge Test on the first attempt will result in a reassignment in the Part 61 Flight Program. Recommendations of when to take the following FAA Knowledge Tests are:

FAA Knowledge Test	Completed before student gets into Sporty's Stage
PAR - Private Pilot Airplane	P3
IRA - Instrument Rating Airplane	I3
CAX - Commercial Pilot Airplane	C3

Students interested in our CFI course must have the Fundamentals of Instruction (FOI) and Flight Instructor Airplane (FIA) tests completed before training.

7.24 FAA Practical Test (Checkride)

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. Alternative procedures exist for end of course Stage Checks where Academy has examining authority.

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

If an FAA Practical Test is unsatisfactory, a progress review will be initiated. The CPO will be consulted to help determine a plan of action to prepare for subsequent attempts.

7.25 Courses with Examining Authority

For Part 141 courses that have examining authority, the End-of-Course test takes the place of the FAA Practical test for that course. More information will be provided if a course has been approved for examining authority.

8. UNIVERSITY OF CINCINNATI STUDENTS

8.1 General

In September 1992, Sporty's Academy and the University of Cincinnati, on behalf of Clermont College, signed the initial agreement for the Academy (with the approval of the Ohio Board of Regents) to implement a professional flight program. Since then, with training at the Airport and on the Clermont College campus, the program has successfully graduated thousands of students.

UC students are expected to comply with Chapters 1-8 of this manual. Policies in Chapter 8 override those in Chapter 7 where applicable.

8.2 Flight Blocks

During each academic semester that a student is enrolled in a Pilot Flight course, the student will have an assigned Flight Block consisting of a minimum of three (or an equivalent thereof) scheduled flight lessons a week with an assigned flight instructor. Flight lessons are held at the Clermont County Airport at the Sporty's building. Flight lessons are to be treated like any other college class.

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 request with their availability. UC students will not fly unless they have submitted a flight block and they must be enrolled in a flight course. Assignments will be posted prior to the beginning of the semester. The assignment list will include the date that Flight Blocks will begin. 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 Blocks. 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 or the student may be removed from the program if they are not able to attend scheduled Flight Periods.

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

Students are not guaranteed the same assigned Instructor each academic semester. Students must have an open Pilot Flight course in UC's Catalyst in order to be eligible for flying.

8.3 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.

8.4 Vacation

With such a short time to complete the UC Aviation Program in the anticipated time, students should take vacations during periods between Academic Semesters if that time is not needed to make up flight lessons. A student taking vacation time off during an Academic Semester must notify their aviation class instructors and flight lesson instructor at least one week prior to taking leave.

8.5 Breaks in Training

UC students are expected to fly without breaks to maintain the two-year program timeline. A break in training longer than three weeks requires a notice to the CPO prior to the anticipated break. Following an extended break, a training review will be accomplished to determine a plan for future training which may include moving to the Part 61 training program.

8.6 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 the Chief Pilot's Office to discuss possible actions. Appropriate actions, up to student reassignment, will be considered and discussed confidentially.

8.7 Passengers on Training Flights

PIC flights are limited to one additional passenger who is a certificated UC student. Approval must be obtained from the Chief Instructor at least 24 hours in advance. Requests need to be emailed and include date of flight, lesson number, and passenger information.

8.8 Flight Course Progress

Students are responsible for completing the flight course during the semester enrolled. If the student is unable to complete it within that semester, the student has 6 months (two additional consecutive semesters) from the end of that semester to complete that course. In addition, a Student Progress Review (see Chapter 7) will be held, which may result in the student being removed from the program.

While students are assigned a normal flight block, they are encouraged to work with their instructor to add additional lessons to make up for those cancelled. This is, of course, determined by the instructor's availability. Students may not reach out to other instructors to request additional lessons. Any instructor substitutions will be made by the student's instructor or management.

8.9 Using Flight Block Time for Ground Lessons

Students are encouraged to use their scheduled flight block time for ground instruction when weather or other factors prevent flying. This time can be valuable for reviewing course material, briefing maneuvers, or preparing for upcoming stage checks. However, these are still considered lessons and payment comes from the student's UC flight account charged at a ground instruction rate.

8.10 Flight Lesson Attendance

Flight lessons may need to be canceled from time-to-time. Reasons for cancelling include:

- Waiting for a Stage Check
- Waiting for an FAA Practical Test
- Other reasons deemed acceptable by the CPO

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

Personal student cancellations must be made more than 24 hours prior to the scheduled time, otherwise students are expected to attend all flight, simulator, and ground instruction scheduled flight lessons, regardless of weather conditions. Absences are recorded on an Attendance Report which is submitted to the supervising Instructor for that course.

8.11 Flight Lesson Tardiness

If a student expects to be absent from, or late for, a Flight Lesson by more than 15 minutes, they 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.

8.12 No-Show Penalty

An Attendance Report will be submitted for a student who:

- fails to attend a scheduled flight lesson (including cancellation with less than 24-hour notice)
- is more than 15 minutes late
- is unprepared for a scheduled flight lesson

Copies of Attendance Reports are kept on file.

Students will be given the opportunity to explain the reason for the absence. The CPO will evaluate the reason for the absence and determine whether a No-Show penalty will be charged.

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.

No-Show penalties must be paid before training will resume. No-Show penalty payments cannot be deducted from students' UC flight account balances.

Failure to pay will result in an incomplete or failing grade for the flight course. Any student who receives three No-Show penalties in a Pilot Flight course will receive a failing grade for the course.

8.13 Communications

Announcements and other important information will be posted to Canvas or sent via UC email. Students are responsible for checking/reading announcements and emails regularly. After two days, all announcements and emails are assumed to have been read by students. Stage check information is sent only through email.

Communications to a student's flight instructor are primarily done through phone calls or texts.

8.14 Dress Code

Student appearance is a reflection of their commitment to the Professional Pilot Program. Review Chapter 7 for flight lesson dress code and stage check dress code. Review Chapter 2 for winter requirements.

8.15 Stage Checks

UC flight courses are "single-assessment grading" and use the corresponding stage check to complete the courses. UC students have 2 attempts to pass a stage check (2 attempts on the ground, two attempts on the flight), even those not used as grade completions. Failure to satisfactorily complete in the two attempts will lead to a progress review, with potential removal from the UC Aviation Program.

Stage checks are required by all UC students to complete.

UC Flight Course	Students Go Through Sporty's Stage(s)	Stage Check for Grade Change
AVTN 2021	P1	P1
AVTN 2022	P2, P3	P3
AVTN 3021	C1	C1
AVTN 3022	I1, I2, I3	I3
AVTN 3023	C2, C3, C4	C4

8.16 FAA Knowledge “Written” Tests

During the UC Aviation Program, students will take three FAA Knowledge Tests. The appropriate knowledge test may be completed as part of the Aviation Lecture. Subjects learned in the UC Aviation lecture series are used toward the FAA Knowledge and Practical Tests.

Failure to take or satisfactorily pass a FAA Knowledge Test on the first attempt will result in a reassignment in the Part 61 Flight Program or removal from the UC Aviation Program.

FAA Knowledge Test	Completed before student gets into Sporty’s Stage
PAR - Private Pilot Airplane	P3
IRA - Instrument Rating Airplane	I3
CAX - Commercial Pilot Airplane	C3

8.17 No-Fly List

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.

Students are notified via email if they are placed on no-fly status and the corresponding remedy. Color status may be included in the email.

No-Fly Status Color	Meaning
Red	Below \$500 Account Minimum
Yellow	Warning - Below \$1,000
Green	Academic No-Fly, Only remedial ground lessons can be completed
Blue	UC Issue - Must contact Dawn Hundley or Jayme Frederick

8.18 UC Flight Account and Adding Funds

Flight Fee payments will 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.

Students who are late paying the Flight Fee are not guaranteed assignment of an Instructor or a Flight Block.

The UC aviation account portal is available at <https://webapps2.uc.edu/aviation/>. The student will use their normal UC login credentials to access this system. It is the students' responsibility to routinely access this account and check on their transactions.

If all of the five flight courses have already been enrolled and paid: To make a payment, email Dawn Hundley the amount you'd like to add at cahalld@ucmail.uc.edu. She will then create a bill in Catalyst for the student to pay.

8.19 Lecture Attendance and Class Participation

Lecture attendance is mandatory as all ground lessons are required by the FAA. Class participation is expected. If the day's work is a required lesson, the missed class period is required to be made up. The make-up session will be completed at the student's next flight block time and completed with the student's flight instructor. Students should contact their flight instructor about making up the class, provide the flight instructor with which lecture was missed, and bring a copy of their lecture to show their flight instructor. Once the material has been covered, the flight instructor will inform the lecture instructor of the completed material.

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.

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.

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.

8.20 Aviation Academic Courses

During the academic semester, approximately at the end of each month, 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 Academic No-Fly list. Students placed on the Academic No-Fly list are expected to use the extra time gained to improve their academic performance.

Failing an Aviation Course (Below C- Average)

Students are expected to maintain a C- or better average in their aviation academic courses. Any student who fails to receive at least a C- final grade in an aviation class will be placed on the No-Fly list until the first report of the Academic No-Fly list is run when they retake the course.

Failing an Aviation Course (F or Below)

Any student receiving a final grade of F in an aviation academic class will be placed on the No-Fly list and is required to retake and pass the course before they will be removed from the No-Fly list.

After a student has attempted an aviation class but needs to retake due to being below a C- registering in the class is subject to seat availability in the classroom, class size limitations, and flight instructor/aircraft availability. After a student has attempted an aviation class for a second time, defined as either a withdrawal or failure to achieve an acceptable grade, the student will be removed from the UC Aviation Program and unable to return.

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.

8.21 Professionalism

Students in the University of Cincinnati Aviation Program are considered professional pilots the day they enroll. Establishing and maintaining a personal professional reputation is crucial to success. The National Business Aviation Association (NBAA) Safety Committee identifies six traits of personal professionalism as a starting point for those who want to improve their own performance: character, attitude, engagement, competency in vocational skill, image, and continuous improvement.

Character: Integrity, Honesty, Truthfulness, Forthrightness, Responsibility, Diligence, Ethics, Mentoring

Attitude: Service Mentality, Responsibility, Determination, Initiative, Team Player

Engagement: Performance, Improvement, Participation, Volunteering, Feedback, Partnership

Competency in Vocational Skill: Skill, Expertise, Training, Performance, Personal Effectiveness, Good Communication

Image: Maturity, Etiquette, Loyalty, Respect, Discretion, Excellence

Continuous Improvement: Culture, Management, Education, Debriefing, Resiliency

All of these traits are required of pilots, let alone professional pilots. The standards of professionalism expected in the aviation industry begin during training. Developing and maintaining those standards as a student is essential for long-term success. The staff at Sporty's Academy is dedicated to being professional, and to train students to be professionals.

Students 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 removed from the UC Aviation Program.

9.



9.1 General

Sporty's Flying Club is the perfect opportunity to get more enjoyment and utility from your pilot certificate, delivering a host of exclusive benefits for pilots flying select rental aircraft at Sporty's ECA. Whether you're an afternoon recreational flyer or require safe, reliable transportation for business or vacation, membership in Sporty's Flying Club provides valuable benefits to create a fun, hassle-free aviation experience.

The Club year is September 1 – August 31, although members may join at anytime, space permitting.

Those interested in joining should reach out to a Sales & Customer Experience Associate.

9.2 Membership Benefits

- G1000-equipped Cessna 182T Skylane at a 15% discount (vs posted rate)
- TAA Cessna 182S Skylane at a 15% discount (vs posted rate)
- G1000-equipped Cessna 172S Skyhawk at a 20% discount (vs posted rate)
- Cessna 172RG Cutlass at a 20% discount (vs posted rate)
- Aircraft rentals at wet rate, to include fuel reimbursement (see Chapter 3)
- No minimum billing for 1-2 day rentals
- One hour of flight instruction annually (\$50 value)
- Sporty's G1000 Online Video Course (\$99 value)
- Special ForeFlight subscription rate (33% savings)
- Sporty's Flying Club Polo Shirt (\$49 value)

9.3 Membership Cost

- 1-time Membership Fee: **\$299**
- Monthly Dues: **\$45** (1 year minimum commitment)

9.4 Club Aircraft by Tail Number

- N6167L: G1000-equipped Cessna 182T Skylane
- N253WP: TAA Cessna 182S Skylane
- N12064: G1000-equipped Cessna 172S Skyhawk
- N9706B: Cessna 172RG Cutlass

9.5 Reserving Aircraft

Sporty's Flying Club Membership offers convenient, online scheduling for our airplanes at a discounted rental rate. Members are entitled to **17 full days** of access annually (day = more than 8 hours of scheduled time or overnight rental).

Additional days are scheduled on a first come, first serve basis. Access to rental periods of less than 8 hours is unlimited throughout the year. Members are permitted 3 active reservations at any given time to ensure equitable access to Club airplanes.

Club members can view the schedule, make their own reservations (no more than 30 days out but at least 2 hours in advance) or delete your own reservations (greater than 2 hours in advance). Club members can have up to 4 future reservations, 1 reservation per day, and a max of 5 reservations per week. Reservations must start within business hours if making your own reservation. For scheduling outside of these parameters, please call 513-735-9100 for help.

10. TIE-DOWN AND HANGAR CUSTOMERS

10.1 General

Before moving an aircraft to I69 as a home base, ECA will assign a tie-down space. Contact the FBO for hangar or tie-down space. A hangar or tie-down agreement will need to be completed prior to occupancy. The agreement will require you to comply with Airport policies, including those in this Handbook.

10.2 Security

Doors to unattended hangars should be kept locked. Aircraft on tie-downs should be locked. Report any suspicious activity. Sporty's/ECA and the Clermont County Airport community participate in the [AOPA Watch Program](#).

10.3 Hangar Use

T-Hangars are for storage of aircraft only. Storage of flammables is not permitted. Major maintenance is not permitted. Major maintenance is not permitted, and no aircraft maintenance is permitted by outside contractors without prior ECA written consent. Hangars undergo regular fire department inspections.

10.4 Hangar Doors

When hangar doors are raised or lowered, always keep a hand on the operating switch. Do not jam anything in the latch to hold it. Be sure to move both side latches out of the way so they do not interfere with movement of the door.

Do not leave hangar doors open when the hangar is unattended. There have been multiple cases where the hangar door has flipped over the roof due to high winds. Even if gone on short flights, leave the hangar door down. It does not need to be latched unless there are significant winds.

10.5 Hangar Modification

Modifications to hangars are not permitted. Exceptions are made only with specific written consent signed by a member of ECA management.

10.6 Clearing Snow from Hangar Aprons

Please call ECA at least 24 hours in advance of your flight to ensure proper snow removal from your hangar apron.

10.7 Wash Rack

A designated aircraft wash area with water is in the north tie-down area. Please utilize this area only for aircraft washing. Check with ECA if you plan on using this space for more than one hour.

10.8 Fuel Testing

Fuel samples should be released into the air downwind, rather than poured onto the pavement or grass.

10.9 Portable Fuel Containers

ECA is only permitted to pump fuel directly into aircraft. We cannot sell fuel for portable containers.

10.10 Rental Payment

We will charge regular rental to customers' credit card accounts on the first of the month. A credit card is required to be placed on file.

10.11 Ultralights Based at I69

Anyone planning to base or fly an ultralight aircraft at Clermont County Airport must ensure the pilot has a 2-way VHF radio communications

10.12 Flight Instruction

Those wishing to use Sporty's Academy for instruction in their own aircraft can do so by calling 513-735-9100 or email sportysacademy@sportys.com. We will then connect you with an instructor. All instructor rates and billing will be between the individual instructor and the aircraft owner, not Sporty's.

10.13 UNICOM

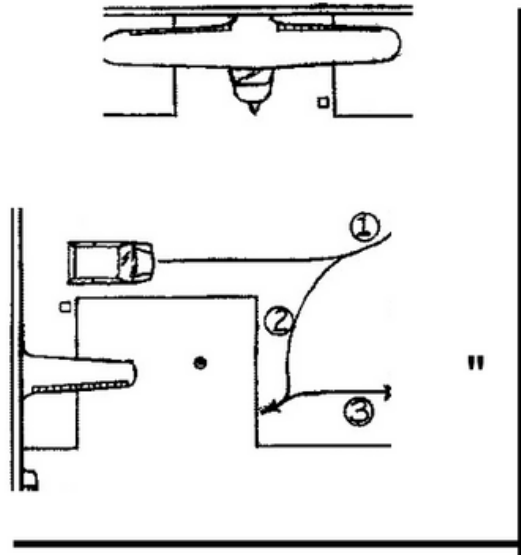
ECA personnel normally answer UNICOM calls. However, they might be completing other duties and may not answer. Therefore, we ask everyone to respond to a UNICOM call asking for active runways or wind information if no one else is available.

Transient flyers should be treated as you would be preferred to be treated at other airports. If the weather is less than VFR, please also turn on the runway lights so the transient will have the advantage of the REILs and the PAPIs.

10.14 Personal Vehicles

See Chapter 2.

10.15 Parking a Car in a Tie-Down



11. AIRPORT ACTIVITIES

11.1 Overall Activities



Saturday Fly-Ins

Every Saturday, Sporty's hosts a customer appreciation 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 Cafe. All are welcome!



Learning Opportunities

Sporty's regularly hosts free aviation educational seminars and webinars. The live presentations are informative and interactive, and even allow for audience participation. More information can be found at <https://www.sportys.com/webinars>.



Experimental Aircraft Association, Chapter 174

EAA Chapter 174 meets in the Sporty's HAWK building and is open to pilots, airplane builders/restorers, and anyone with an aviation interest. The Chapter maintains a library of books, videos, and magazines for members to use. Visitors are welcome.

For more information, visit <https://eaachapter174.org/>.

11.2 Other Local Aviation Groups

[Ohio Aviation Association](#)

[Cincinnati Warbirds](#)

[Women in Aviation, International - The Wright Chapter](#)

[Pilots for Christ - Cincinnati Tri-State Chapter](#)

[Cincinnati Aviation Heritage Society](#)

[Cincinnati Aeromodelers Inc](#)

11.3 Youth Activities

Sporty's and other local organizations are proud to sponsor aviation activities for young people.



EAA Young Eagles

Throughout the year, the Experimental Aircraft Association Chapter 174 and Sporty's welcome young people to the world of aviation through a Young Eagles Flight. Interested youth between ages 8 and 17 receive a free first flight. Registration forms for the next Young Eagles date are available at <https://eaachapters.org/>.



Civil Air Patrol (CAP)

The US Air Force Auxiliary Civil Air Patrol, Squadron 279, meets Tuesday evenings in the Sporty's HAWK building. Youth ages 14 to 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.

For more information, visit <https://www.ohwg.cap.gov/locations/southwest-ohio/batavia-oh-279>.



LET'S WORK TOGETHER

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