



2026-2027

OPERATIONS MANUAL

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

V1.3 Effective July 15, 2026

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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

Sporty's Academy **TEAM**



Dustin Yockey

Chief Instructor/ Pilot

Vice President, Sporty's Academy

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 that 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

Sporty's Academy **TEAM**



Collin Keith

Assistant Chief Instructor/ Pilot
ckeith@sportys.com

As an Assistant Chief Instructor, Collin supports and guides daily flight operations, serving as a central point of contact for real-time operational or safety assistance. He provides direction during situations involving weather, maintenance concerns, or other pre-flight decisions. After taking an introductory flight at Sporty's, he knew immediately that he wanted to pursue aviation as a career. His love for both aviation and teaching naturally led him to a role within flight training. Collin enrolled in the UC's Aviation Technology program and went on to earn his bachelor's degree in Technical and Applied Science. He brings an enthusiastic approach to training, and his favorite part of instructing is watching concepts "click" for his students.



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



Aubrey Vance

Sales & Customer Experience Associate
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

POH Pilot's Operating Handbook

SOF Supervisor of Flying

SUMMARY OF CHANGES

V1.1 Effective August 15, 2025

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

V1.2 Effective December 15, 2025

Management Personnel Updates, Items in Chapter 2 Streamlined into Other Chapters, Addition of Cold Weather Operations Chapter, PQ Limitation Updates

V1.3 Effective July 15, 2026

Management Personnel Updates, Reference Corrections, Clarified Existing Language

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
- Transportation Security Operations Center (TSOC): 1-866-655-7023

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

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: This room is used for FAA Knowledge tests at Clermont County Airport only.

2.3 Parking Lot

Students, renters, employees and Flight Instructors should not park in spaces marked "STORE CUSTOMER," "RESERVED," or "VISITOR." Specific parking spots are required for emergency and airport equipment.

2.4 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 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.

2.5 Alcohol and Drugs

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

2.6 Flight Attire

At a minimum, all aircraft occupants should dress prepared for the weather conditions and for potential emergencies. For winter, see the Cold Weather requirements in Chapter 5.

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

2.7 Aircraft Insurance

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

This liability insurance does not include physical damage (hull) coverage (i.e. damage to aircraft). All clients 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 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.

2.8 Payment

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

UC flight students can find payment information in Chapter 9.

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.

Overdue balances are subject to a 10% late payment fee. Overdue balances prohibit future flights from being scheduled.

2.9 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

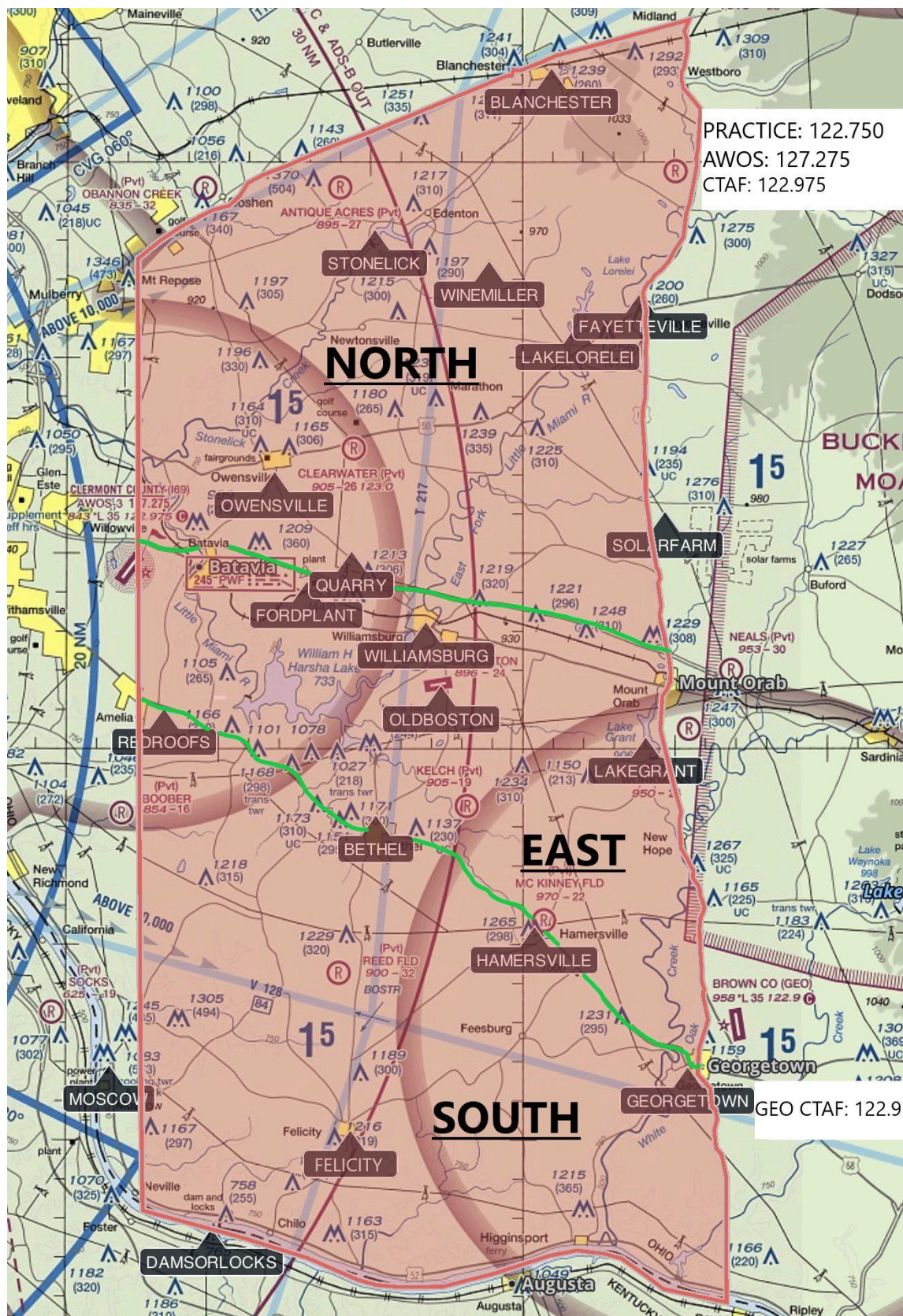
Regular updates of current position and intended altitude(s) of use should be made on 122.75. In addition to landmarks, three divisions of the practice area are used for position reporting (North, East, and South) to help with position radio calls.

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 in the practice area (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.

2.10 Sporty's Practice Area - Map



3. AIRCRAFT OPERATING PROCEDURES

3.1 General

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

Clients 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.
- Clients 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

Clients (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. See the Cold Weather Operations in Chapter 5.

3.3 Takeoffs and Landings

All clients (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 unless at least 3,000 feet is verified as available for takeoff.
- **Line up and wait:** prohibited at non-towered airports.

3.4 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 Clermont County Airport.

3.5 Aerobatic Maneuvers and Formation Flying

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

3.6 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.

3.7 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

3.8 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.

3.9 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.

3.10 Cleaning Windscreens/Windshields

Aircraft windscreens 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 ECA line technician or instructor using materials supplied by ECA. Renters may request windshield cleaning by requesting at the ECA front desk.

3.11 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 ECA aircraft, in Sporty's buildings, or on any ramps or aprons at Clermont County Airport. Smoking is only permitted in designated areas.

3.12 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 ECA 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.

Only an ECA Instructor or Line Technicians may add oil to ECA aircraft when at Clermont County Airport.

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...	Keep oil level at...
12 quarts	8.5 quarts
9 quarts	6 quarts
8 quarts	5 quarts
7 quarts	5 quarts

3.13 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. Be aware of starter duty cycles found in the applicable POH.

3.14 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.

3.15 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.

Aircraft must be secured before being left unattended.

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

3.16 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 ECA Instructors 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 an ECA Instructor.

3.17 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 cowlings.
- 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.

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.

4. MULTIENGINE 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 multiengine 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 multiengine flights" as noted in the Multiengine Add-On Training Packet Maneuvers Guide. "High multiengine minimums" altitude is applicable in any training scenario where the CFI-ME 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 Multiengine Renter Minimum Requirements

Renters of Sporty's multi-engine aircraft must have:

- Multiengine Rating
- Instrument rating
- Completed the Sporty's Multiengine Training Video Course (available Online, TV, and App)

4.13 Aztec Rental Flights

All Piper Aztec flights will be conducted with an ECA Instructor (CFI-ME) on board. Prior to any flights, clients should have a ground session lasting a minimum of two (2) hours to cover specific aircraft systems, aircraft performance, normal procedures, emergency procedures, and Academy policies.

4.14 Multi-engine Training/ Practical Exams

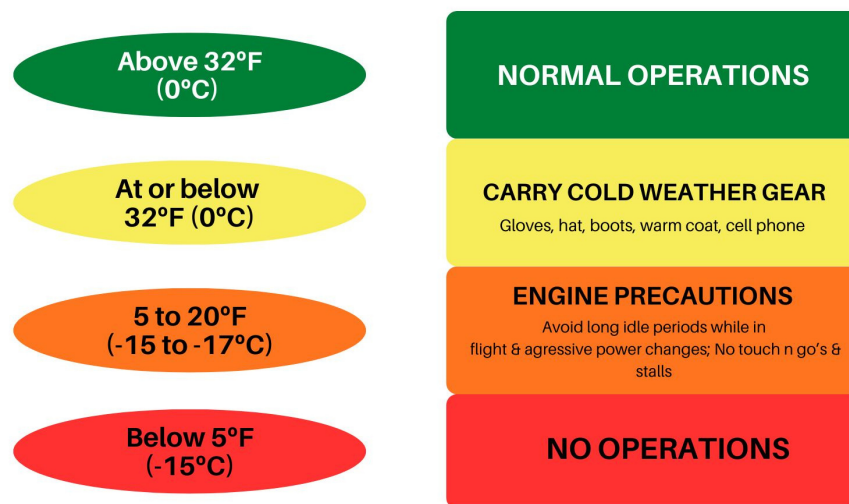
Pilots without a multiengine rating are subject to student pilot policies and procedures. Multiengine students will be issued a PQ card with a "Rental for Checkride Only" limitation when ready for the FAA Practical Exam. This allows multiengine students to rent the aircraft without an ECA CFI-ME onboard for the Practical Exam. This PQ card will only be valid for practical exams with management approved DPEs/FAA Inspectors.

5. COLD WEATHER OPERATIONS

5.1 General

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

5.2 Cold Weather Operating Temperatures



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.

5.3 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 CPO for guidance.

5.4 General Hangaring Procedures

When the overnight temperature is forecasted to be below 37°F, we will hangar aircraft. ECA aircraft are primarily hangared in the two grey hangars closest to the Sporty's building. Due to minimal available hangar space, the entire fleet is unfortunately not able to be hangared overnight. In addition, morning flights prior to 8am will not be available.

When hangared, clients (renters and students) need to arrive 15-20 minutes early to ensure preflight is complete. Besides, it's easier to preflight in a warm hangar!

For all operations, the fleet is separated into even and odd flight blocks. The 8am block will be hangared overnight. The 8am aircraft will leave the hangar PROMPTLY at 8am and pushed back into tie down spots. The 9am block then gets pulled into the hangar to melt any contamination. At 9am (unless more hangar time is needed), the aircraft will PROMPTLY leave the hangar.

5.5 Leaving the Hangar

When pulling aircraft out of the hangar, clients (renters and students) help push the aircraft out of the hangar. This helps quicken the process for engine start and keeps the engine warm during cold weather.

Clients are not able to steer aircraft out of the hangar. Only ECA Instructors and personnel are able to steer the aircraft. This minimizes potential aircraft damage. ECA Instructors and personnel will also ensure the wingtips do not get close to the hangar walls.

Only certain people are able to open the hangar door. ECA Instructors, renters, students are not able to open the hangar door.

5.6 Scheduling Changes

During hangaring season, all morning scheduling needs to be completed by 4pm the day before. This allows our team to hangar for the next morning.

5.7 Hangar Fee for Cancelled Flights

For inexcusable cancellations made the morning of a flight when the aircraft was hangared, a hangaring fee will be charged to the client (renter and student). This does not include any cancellations made for weather.

5.8 Aircraft Operations

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.

Priming Fuel Injected Engines: Normal cold start operations should be used. Be mindful of flooding the engine.

If needed, engine preheat is available. Instructors or the ECA desk can assist. The entire preflight should be completed and the occupants inside, ready to start the engine. Be mindful of starter duty cycles as outlined in the aircraft's POH.

5.9 Fire and Carbon Monoxide Precautions

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.

All ECA aircraft are equipped with carbon monoxide detectors. Keep an eye on these as cabin heat is being used more often.

5.10 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.

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.

5.11 Snow Covered and Icy Runway/Taxiway Notifications

NOTAMs are primarily used to convey current winter runway/taxiway conditions.

Clients may also call in to confirm weather conditions. Students should communicate with their instructor.

5.12 “Dual Only” Operations

Depending on weather conditions, we may resort to “dual-only” operations. Only flights with an ECA instructor will be dispatched. Any student or renter with a flight scheduled during “dual-only” operations will be contacted directly.

6. SAFETY PROCEDURES

6.1 Philosophy and Overview

While “safety” is a core value of Sporty’s Academy and ECA, 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 ECA, 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 clients. Safety reports will be discussed at the monthly instructor 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, ECA 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 instructor meetings.

6.2 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

ECA’s SMS is maintained by the Director- Safety, Security and Compliance.

ECA’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.

6.3 SMS Program: Strategy and Objectives

ECA 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 ECA employees and Instructors are well trained. They hold the certifications appropriate to the training they conduct. Instructors 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, instructors, employees (line service, dispatch/operations, maintenance personnel, etc.), and clients all participate in the SMS.

6.4 Safety Reporting

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

ECA'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.

[ECA Safety Reporting Form](#)

6.5 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

6.6 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 – at each aircraft rental
- Any rule or procedure change – to document success – as needed

6.7 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.

- Instructors – 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.

6.8 Committee Representatives

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

6.9 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 Instructors

- 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

Clients (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

7. RENTER POLICIES

7.1 General

Renters must comply with Chapters 1-6 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) are held to this Chapter.

7.2 Aircraft Rental Checkouts

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

To begin renting at ECA, all renters must undergo a Checkout. This Checkout consists of a ground and flight portion with an ECA 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.

7.3 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 their rental checkout.

Renters are unable to book an ECA Instructor when making their own reservations.

All reservations must have flight details (flight rules, flight type, and route/leg information) added before dispatch of the aircraft.

7.4 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 their 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.

7.5 Scheduling Outside of Standard Business Hours

To ensure equitable availability, ECA approval may be required to schedule certain night, early morning, and overnight rentals. Prior arrangements must be made for flights dispatched outside of normal hours and may be subject to a fee for management time involved.

7.6 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.

7.7 Currency Verification

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

- check pilot for Sporty's recent flight experience,
- 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.

7.8 ECA Recent Flight Experience Requirements

Renters are expected to maintain currency requirements as per [14 CFR § 61.56](#) and [14 CFR § 61.57](#).

Renters are also required to maintain ECA Recent Flight Experience in our aircraft fleet. Pilots who have not flown the applicable ECA aircraft model (C172or C182 or Aztec) for 60 days must have a check out from a ECA Instructor. For C172s, a flight in any ECA C172 (C172 M/N/R/S/RG) can be used for ECA recent flight experience.

7.9 Cancellations

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.

7.10 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.

7.11 Flight Reviews and Instrument Proficiency Checks

Clients at Sporty's only for a flight review and/or Instrument Proficiency Check (IPC) are considered renters. Clients should confirm whether they intend on renting ECA 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.

7.12 Recordkeeping

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 FSP file. This includes current Temporary Pilot Certificates and Pilot Certificates.

Updating Documents: After receiving a new document, pilots should email a copy to sportysacademy@sportys.com.

Renters are required to comply with [14 CFR § 61.3](#) regarding documents in their possession during all flights.

7.13 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 keybook, dispatch sheet, and keys. We assume no responsibility for any operational decisions by a pilot-in-command.

Renters 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.)

All flights must be dispatched from the Airport with full fuel unless otherwise approved by the SOF.

7.14 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.

After securing the aircraft, the pilot will record the Hobbs and tach times on the dispatch sheet. They should note any items requiring maintenance on the dispatch sheet and notify ECA staff at the front desk. The pilot shall confirm the aircraft is secure and return the keybook to the ECA front desk.

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.

7.15 Cross-Country Flights

We follow the definition of cross-country as defined in 14 CFR § 61.1. All pilots are required to carry a cell phone on cross-country flights.

All pilots are required to add flight route, airports, and flight rules information to their FSP reservation on any cross-country flights (50 NM or greater). For cross-country flights consisting of several days, we require updates from renters. Place calls to 513-735-9100 or email sportysacademy@sportys.com each day to 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.

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 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.

International/Alaska Procedures: Flights outside the lower 48 states require written authorization from the CPO. 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. Renters are liable for all additional fuel and oil purchases on their cross-country flights. Renters do not get reimbursed for these.

7.16 Flying to Other Airports

Renters are held to airport limitations listed in the Blanket Aircraft Rental Agreement. At a minimum, renters may only land at established, public airports that have a hard surface of at least 3,000 feet.

Renters do not require management approval to land at other airports.

7.17 Flying to EAA Airventure and Sun 'n Fun

Renters are prohibited from using ECA aircraft to fly to KOSH during EAA AirVenture. Renters are also prohibited from using ECA aircraft to fly to KLAL during Sun 'n Fun.

7.18 Weather Standards: Ceiling and Visibility

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	600' AGL	2 SM

7.19 Weather Standards: Winds

Flights will not be dispatched if the wind is higher than 20 knots in any direction. This includes any gust factors.

Crosswinds: 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.

7.20 Pilot Qualification (PQ) Cards

ECA uses Pilot Qualification Cards (PQ Cards) to provide limitations for wind velocity, crosswind component, and visibility when renters are flying ECA aircraft. PQ Cards are issued and updated as necessary and appropriate by ECA Instructors. In order to have a higher PQ card, a ECA instructor must have flown with the renter in those conditions. All renters must have a PQ when flying.

Flights are dispatched only if the renter's PQ card matches or is higher than the current PQ conditions as displayed on the PQ monitor. If weather conditions improve to be within the pilot's PQ card, the conditions must be maintained for two (2) consecutive PQ cycles.

When a manually calculated PQ is required, the conditions must be based on current weather data from within the last hour.

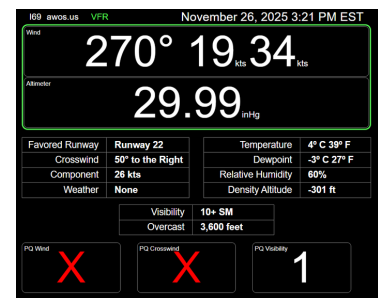
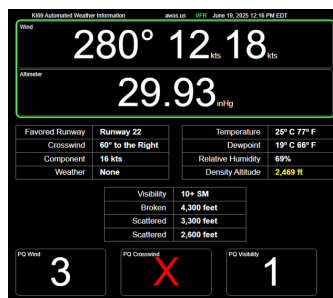
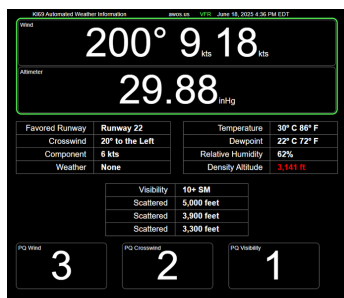
Beyond the PQ system, low clouds or ceilings, icing conditions, nearby thunderstorms, and other circumstances may also prohibit aircraft dispatches. See the SOF or CPO for questions.

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

7.21 Pilot Qualification (PQ) Monitor

The PQ monitor is the primary resource to be used for renter 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.

When the wind or visibility is higher than the highest PQ limitations, a red "X" will appear in that category. No one may fly when a red "X" appears.



8. ALL FLIGHT TRAINING STUDENTS

8.1 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:

UC Clermont (Part 141): Think of this as the "private school" method.

- Students earn an Associate's degree in a two-year program.
- Students are usually able to use federal student loans towards tuition (which includes flight lesson costs).
- Eligible graduates are able to qualify for a R-ATP (a reduction in total flight hours to apply to the airlines).
- Students stay Part 141 the entire program.

Sporty's Academy (Part 141): Think of this as the "public school" method.

- Students not interested in a college degree or who might already have obtained one.
- Students either pay for flight training on their own or with outside (non-federal student loan) funding.
- No R-ATP eligibility, but are able to obtain an initial flight job earlier than Part 61 to accrue hours towards ATP.
- GI Bill benefits can be used towards specific courses.

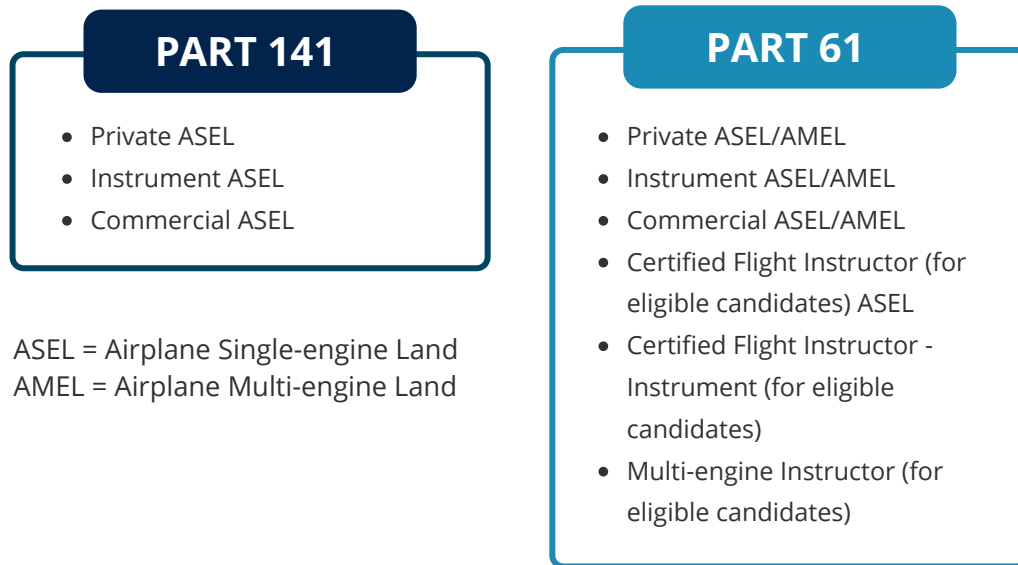
Sporty's Academy (Part 61): Think of this as the "home school" method.

- Students with busy lifestyles or prior aviation knowledge/flight time.
- Students either pay for flight training on their own or with outside (non-federal student loan) funding.
- No R-ATP eligibility.
- No GI Bill benefits can be used.

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.

8.2 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.



8.3 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 Academy (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.

8.4 Complex and/or High Performance Endorsements

Clients at ECA 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.

8.5 Aircraft and ATD Scheduling

All aircraft and aviation training devices (ATDs or simulators) are reserved using FSP. Students are given individual access to FSP during the training enrollment process. It is in the best interest of the student to always be viewing their training record via FSP.

ECA instructors are responsible for creating/editing reservations for all training flights.

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

8.6 Students Completing Personal Flights and Scheduling

Once a student completes their first certification (sport, recreational, or private), they are given the ability to schedule their own flights in FSP for personal flights. However, students are unable to select a Flight Instructor when making their own reservations.

If a certificated student wishes to complete a personal flight (a flight not being used towards a flight lesson), they are held to renter policies in Chapter 7.

8.7 Scheduling Outside of Standard Business Hours

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

8.8 Late Arrivals for Reservations/ Tardiness

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

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.

8.9 Cancellation

Courtesy demands, and the Academy insists, that students attend and be on time for all scheduled lessons. Students must inform the lesson's instructor of cancellations at least 24 hours in advance. "No show" penalty invoices may be issued if cancellations are made within 24 hours' notice. An Attendance Report may also be submitted if cancellations are made within 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.

8.10 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.

8.11 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.

8.12 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 Sporty's 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.

8.13 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.

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 are required to add flight route, airports, and flight rules information to their FSP 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.

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 ECA 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.

8.14 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 the instructor or CPO and advise of the alternate 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.

8.15 Currency Verification

Students may access the schedule at SportysAcademy.com. When scheduling and dispatching, ECA will:

- check pilot for Sporty's recent flight experience,
- 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.

8.16 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 from training.

Dual flights: After securing the aircraft, the instructor will record the Hobbs and tach times on the dispatch sheet. They should note any items requiring maintenance on the dispatch sheet and notify ECA staff at the front desk. The instructor shall confirm the aircraft is secure and return the keybook to the ECA front desk or closet, if after hours.

Solo/PIC 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 on the dispatch sheet and notify ECA staff at the front desk. The student shall confirm the aircraft is secure and return the keybook to the ECA front desk. If after hours, the keybook shall be placed in the Keybook Drop Box located outside on the front pillar of the building.

8.17 Cross-Country Flights

We follow the definition of cross-country as defined in 14 CFR § 61.1. All pilots are required to carry a cell phone on cross-country flights.

All pilots are required to add flight route, airports, and flight rules information to their FSP reservation on any cross-country flights (50 NM or greater). For cross-country flights consisting of several days, we require updates from students. Place calls to 513-735-9100 or email sportysacademy@sportys.com each day to 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.

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 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.

International/Alaska Procedures: Flights outside the lower 48 states require written authorization from the CPO. Please see the CPO at least two weeks prior to your planned flight.

Fuel Reimbursement: Students must obtain receipts for fuel and oil purchases in order to be reimbursed. Leave receipts in the keybooks when arriving back to Clermont. Reimbursements are given at \$1 less than the posted Sporty's rate.

8.18 Weather Standards: Ceiling and Visibility

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: Solo/PIC*	600' AGL*	2 SM*

*or as determined by the SOF/CPO

8.19 Weather Standards: Winds

Solo/PIC Flights: Flights will not be dispatched if the wind is higher than 20 knots in any direction. This includes any gust factors.

Dual Flights: Flights will not be dispatched if the wind is higher than 25 knots in any direction, unless approved by the SOF/CPO. This includes any gust factors.

Crosswinds: 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.

8.20 Pilot Qualification (PQ) Cards: PIC and Solo Flights

ECA uses Pilot Qualification Cards (PQ Cards) to provide limitations for wind velocity, crosswind component, and visibility when students are flying ECA aircraft for PIC and solo training flights. PQ Cards are issued and updated as necessary and appropriate by ECA Instructors. In order to have a higher PQ card, a ECA instructor must have flown with the student in those conditions. All students must have a PQ when flying past their solo. Dual flights are not held to the student's PQ.

Flights are dispatched only if the student's PQ card matches or is higher than the current PQ conditions as displayed on the PQ monitor. If weather conditions improve to be within the pilot's PQ card, the conditions must be maintained for two (2) consecutive PQ cycles.

When a manually calculated PQ is required, the conditions must be based on current weather data from within the last hour.

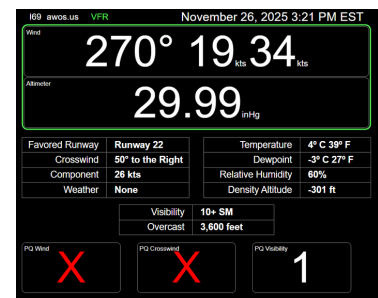
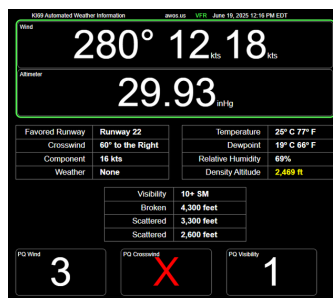
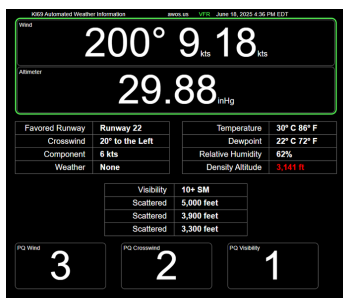
Beyond the PQ system, low clouds or ceilings, icing conditions, nearby thunderstorms, and other circumstances may also prohibit aircraft dispatches. See the SOF or CPO for questions.

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

8.21 Pilot Qualification (PQ) Monitor

The PQ monitor is the primary resource to be used for 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.

When the wind or visibility is higher than the highest PQ limitations, a red "X" will appear in that category. No solo/PIC flight may be dispatched when a red "X" appears.



8.22 Recordkeeping

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.

Updating Documents: After receiving a new document, students should present them to their assigned Instructor or email a copy to sportysacademy@sportys.com.

Students and Instructors are required to comply with [14 CFR § 61.3](#) regarding documents in their possession during all flights.

8.23 ECA Recent Flight Experience Requirements

Students are expected to maintain currency requirements as per [14 CFR § 61.56](#) and [14 CFR § 61.57](#). Students are also required to maintain ECA Recent Flight Experience in our aircraft fleet. This requirement is based on the level of certification the student holds.

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

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

8.24 Passengers on Training Flights

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

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

PIC flights: Students are limited to one additional passenger who may be a certificated pilot. 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.

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.

8.25 Flying to Other 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 ECA 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: Students are held to airport limitations listed in the Blanket Aircraft Rental Agreement. At a minimum, students may only land at established, public airports that have a hard surface of at least 3,000 feet. Students do not require Academy management approval to land at other airports.

8.26 Flying to EAA Airventure and Sun 'n Fun

Students are prohibited from using ECA aircraft to fly to KOSH during EAA AirVenture. Students are also prohibited from using ECA aircraft to fly to KLAL during Sun 'n Fun.

8.27 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.

8.28 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.

8.29 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.

8.30 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.

8.31 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.

8.32 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

8.33 Lesson 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 5.

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 termination of enrollment.

8.34 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 a Sporty's Check Instructor, 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 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.

8.35 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.

8.36 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 normal 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.

8.37 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. Repeated violations may lead to termination of enrollment.

8.38 Stage Checks: Check Instructor

The Check Instructor cannot be the student's normally assigned instructor nor can it be the instructor from the student's latest flight.

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

8.39 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.

8.40 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 Sporty's 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.

8.41 Courses with Examining Authority

For Part 141 courses conducted under Examining Authority, the End-of-Course Test serves as the FAA Practical Test for that course. End-of-Course Tests administered under Examining Authority are subject to a separate testing fee in addition to applicable aircraft rental charges.

Upon successful completion of the End-of-Course Test, the student must contact the Chief Instructor to complete the required FAA certification paperwork. Completion and processing of this paperwork is subject to a separate processing fee.

9. UNIVERSITY OF CINCINNATI STUDENTS

9.1 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 1-9 of this manual. Policies in Chapter 9 override those in Chapter 8 where applicable.

9.2 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. 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.

9.3 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.

9.4 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.

9.5 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.

9.6 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.

9.7 Passengers on Training Flights

PIC flights are limited to one additional passenger who is a certificated UC student also in the UC Aviation program. 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.

9.8 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.

9.9 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.

9.10 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.

9.11 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.

9.12 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.

9.13 Dress Code

Students are expected to maintain a professional appearance throughout the Professional Pilot Program. Refer to Chapter 8 for flight lesson and stage check dress code requirements and Chapter 5 for winter clothing and operational requirements.

9.14 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

9.15 FAA Knowledge “Written” Exams & FAA Practical Tests “Checkrides”

FAA Knowledge Exams

During the UC Aviation Program, students are required to successfully complete three FAA Knowledge Exams. Preparation for each knowledge test is incorporated into the corresponding aviation lecture course, with the material covered in those courses supporting both the FAA Knowledge and Exams and FAA Practical Exams.

FAA Knowledge Exams are administered by an authorized testing center and are not included in the program’s tuition or flight fees. Students are responsible for all testing fees.

Students are expected to take and pass each required FAA Knowledge Exam on their first attempt. Failure to take or satisfactorily pass a required FAA Knowledge Exam 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	Private 3
IRA - Instrument Rating Airplane	Instrument 3
CAX - Commercial Pilot Airplane	Commercial 3

FAA Practical Tests

During the UC Aviation Program, students are required to successfully complete three FAA Practical Tests. These certification evaluations assess the knowledge, skills, and proficiency required for each certificate or rating. Upon successful completion of each Practical Test, students earn the applicable FAA certificate or rating and become eligible to advance to the next phase of training. Practical Tests are conducted either by an FAA Designated Pilot Examiner (DPE) or under the school's FAA Examining Authority, as applicable.

Practical Tests conducted by a Designated Pilot Examiner are not included in the program's tuition or flight fees. Students are responsible for all examiner fees. Aircraft rental charges associated with these tests are included in the applicable Flight Fee.

For Part 141 courses conducted under Examining Authority, the End-of-Course Test serves as the FAA Practical Test for that course. End-of-Course Tests administered under Examining Authority are subject to a separate testing fee in addition to applicable aircraft rental charges.

Upon successful completion of the End-of-Course Test, the student must contact the Chief Instructor to complete the required FAA certification paperwork. Completion and processing of this paperwork is subject to a separate processing fee.

9.16 No-Fly List

A No-Fly List is maintained for students who are temporarily ineligible for flight training. Students may be placed on the No-Fly List for reasons including, but not limited to, unsatisfactory academic performance or attendance, failure to pay flight fees, failure to maintain the required minimum flight account balance of \$500, unpaid No-Show Penalties, or other administrative deficiencies.

Students will be notified by email if they are placed on No-Fly status. The notification will identify the reason for the restriction and the steps required to regain flight eligibility. The student's color status may also be included in the notification.

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

9.17 UC Flight Account and Adding Funds

Flight Fee payments and account activity are available to view through the online UC aviation account portal available at <https://webapps2.uc.edu/aviation/>. The student will use their normal UC login credentials to access this system. Students are responsible for regularly reviewing their account to monitor transactions and maintain a sufficient balance.

As students progress through the program, they will enroll in five flight courses, each with an associated Flight Fee. Payment of each Flight Fee adds funds to the student's flight account as they advance through the curriculum. Students who are late paying the Flight Fee are not guaranteed assignment of an Instructor or a Flight Block.

Because each flight course is taken only once, students who have completed all five flight course enrollments and require additional flight funds must email Dawn Hundley the amount they'd like to add at cahalld@ucmail.uc.edu. She will then create a bill to be paid in Catalyst.

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.

9.18 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 flight instructor assigned for the semester, they should inform the lecture course instructor and receive instructions on the appropriate procedure to cover the missed material.

9.19 Aviation Academic Courses

Students are expected to maintain a final grade of C- or higher in all aviation academic courses. During each academic semester, student academic performance is reviewed at approximately the end of each month. Students who fall below a C- average will be placed on the Academic No-Fly List, and all flight training will be suspended until they regain satisfactory academic standing.

Students placed on the Academic No-Fly List are expected to use the time away from flight training to improve their academic performance through independent study, meetings with their flight instructor, tutoring, or other available academic support resources.

Failing an Aviation Course (Below C- Average)

Students who earn a final grade below C- in an aviation course will be placed on the Academic No-Fly List. They will remain on the Academic No-Fly List until they retake the course and their academic performance is reviewed during the first scheduled Academic No-Fly List evaluation of the semester.

Failing an Aviation Course (F or Below)

Any student who receives a final grade of F in an aviation academic course will be placed on the Academic No-Fly List and must successfully retake the course before becoming eligible for removal from the Academic No-Fly List.

Repeating an Aviation Course

Students who are required to repeat an aviation academic course may register for the course only if space is available. Enrollment is subject to classroom capacity, class size limitations, and instructor availability. A second attempt at an aviation academic course is defined as repeating the course following either a withdrawal or failure to earn the required minimum grade. Students who do not successfully complete an aviation academic course on their second attempt will be removed from the UC Aviation Program and will not be eligible for readmission.

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.

9.20 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.

10.



10.1 General

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.

Flying Club members are expected to comply with Chapters 1-7 of this manual. If the club member is also completing any training, Chapter 8 is also expected.

10.2 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)
- Aircraft rentals at wet rate, to include fuel reimbursement
- No minimum billing for 1-2 day rentals
- One free 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)

10.3 Membership Cost

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

Membership dues that are 30 days past due will result in that member being removed from the club.

10.4 Club Aircraft by Tail Number

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

10.5 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.

10.6 Using Free 1 Hour of Flight Instruction (Annually)

To use your free flight hour of flight instruction, please contact a Sales and Customer Experience Associate. They will pair you with a flight instructor in a club aircraft of your choosing.

10.7 Cross-Country Flight Fuel Reimbursement

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.

Purchases other than fuel and oil must have prior approval from the CPO.

Please see the ECA front desk for any billing questions.

10.8 Members Who Are Also Academy Students

Flying club members are eligible to be Academy flight students. When training is completed in club aircraft, members are still awarded the discounted price for aircraft rental. Instruction rates are not eligible for discounted rates (other than the one free hour benefit). If flight training is completed in non-club aircraft, full aircraft rates apply.

11. TIE-DOWN AND HANGAR CUSTOMERS

11.1 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.

11.2 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](#).

11.3 Hangar Use

T-Hangars are for storage of aircraft only. Storage of flammables 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.

11.4 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 and the center gust lock pin 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.

11.5 Hangar Modification

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

11.6 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.

11.7 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.

11.8 Fuel Testing

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

11.9 Portable Fuel Containers

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

11.10 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.

11.11 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

11.12 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.

11.13 UNICOM

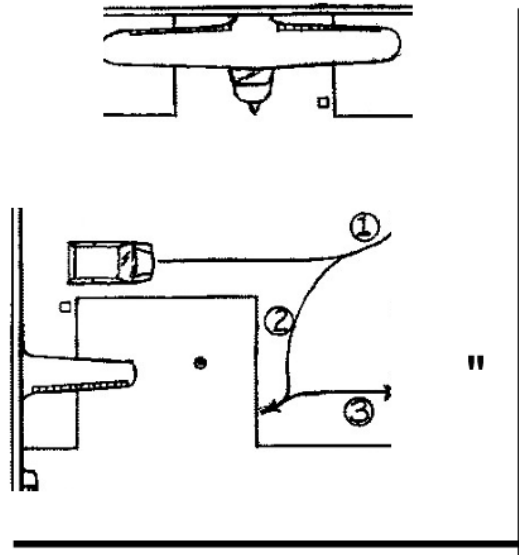
ECA personnel normally answer UNICOM calls. However, they might be completing other duties and may not answer. Therefore, we ask everyone to respond to a UNICOM call asking for active runways or wind information if no one else is available.

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.

11.14 Personal Vehicles

See Chapter 2.

11.15 Parking a Car in a Tie-Down



12. AIRPORT ACTIVITIES

12.1 Overall Activities



Saturday Fly-Ins

Weather depending, every Saturday from April through October, we grill hot dogs, metts and brats from noon to 2pm in appreciation of our customers just outside the Sporty's Atrium. 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/>.

12.2 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](#)

12.3 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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