Aspen
Flying Club
at Centennial Airport
12/14/05

ASPEN FLYING CLUB

INSTRUCTOR POLICIES AND STANDARDS

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NAME

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DATE

ASPEN FLYING CLUB
INSTRUCTOR POLICIES AND STANDARDS

The Privilege of instructing in the Aspen Flying Club (AFC) may be granted following approval of the Chief Flight Instructor, to any instructor who meets the high standards of knowledge, experience, and proficiency established by the club. These established standards significantly exceed those required by the Federal Aviation Administration (FAA), and not every instructor will qualify. AFC additionally reserves the right to suspend or revoke instructor privileges within the club at any time, without cause.

The following is a list of instructor privileges awarded on the basis of knowledge, experience, seniority, and necessity. Each privilege is awarded separately by the Chief Flight Instructor and noted into the instructor file.

Certified Flight Instructor (CFI)
- Single Engine Privileges
- Private Pilot Course Privileges
- Commercial Pilot Course Privileges
- Mountain Flying Instruction Privileges (with mountain checkout)
- Phase Check Privileges
- Flight Instructor Course Privileges

Certified Flight Instrument Instructor (CFII)
- Instrument Rating Course Privileges

Multi-Engine Instructor (MEI)
- Multi-Engine Privileges

MINIMUM REQUIREMENTS

1. Single Engine Privileges
   - 300 hours total time
   - Oral and flight check with the Chief Flight Instructor unless waived
   - Private pilot course privileges
   - Instrument rating course privileges

2. Multi-Engine Privileges
   - § 750 hours minimum flight time
   - § 500 hours dual given
   - § 50 hours multi-engine flight time, unless waved by the Chief Flight Instructor
   - § 5 hours make and model
   - § Training at high density altitudes in twin engine airplanes
   - § Oral and flight check with the Chief Flight Instructor unless waived

3. Flight Instructor Course Privileges (CFI)
   - Must be qualified per Federal Aviation Regulation (FAR) 61.195 (h)
   - 500 hours dual given
   - Authorization of the Chief Flight Instructor
   - Recommended 5 students for check rides, and they must have passed

4. Mountain Flying Instructing Privileges
   One of the following must be satisfied, including a Mountain Checkout by an approved AFC instructor
   - 500 hours flight time in mountainous terrain, in light aircraft, in the Colorado mountains or equivalent
   - Successful completion of the AFC mountain flying course

5. Phase Check Privileges
   - 500 hours dual given
   - Recommended 5 students for check rides, and they must have passed
   - A required need for additional phase check instructors

General

1. Each instructor must have a working knowledge of the Rules and Regulations of AFC. Instruction shall always be in accordance with the current Rules and Regulations.

2. Once each calendar year a standardization flight check must be accomplished with the chief flight instructor in the most complex aircraft he/she is authorized to instruct in. If the ride is to be done in a multi-engine aircraft, the Chief Pilot may choose to sit in the back and observe the instructor teaching the student. Receiving an additional certificate or rating may also satisfy this flight check. The aircraft and the Chief Pilot expenses are at the normal rate and the responsibility of the instructor. This flight check will also serve as the yearly Aspen Proficiency Check (APC).

3. **Each instructor is required to attend regularly scheduled instructor meetings. Do not schedule a flight during the meeting. The meetings are held on the second Tuesday of every month at 6:00 p.m. Unless otherwise authorized, instructor privileges are automatically suspended when an instructor fails to attend the meeting or review the video within two weeks following the meeting.**

4. Instructors will utilize an approved curriculum (Jeppesen, Sporty's, etc) for all training including Private, Commercial, Instrument, and Multi engine. Additionally, training records (horse blankets) will be kept for all training, and updated after each lesson. Each item accomplished should be graded according to the Aspen Flying Club grading scale, and both the instructor and student should initial the record.

5. Each instructor is responsible to insure his/her students comply with the Aspen Flying Club phase check requirements for **all** curricula. These phase checks will be scheduled with the Chief Pilot. Instructors are not to schedule the checks with another instructor. Advanced students are required to participate in phase checks before going on a check ride.

6. Instructors will be present at the beginning of **all** FAA practical tests.

7. Instructor participation in the regularly scheduled membership safety meeting is encouraged to set a good example for all students. Dual or solo flights for student pilots **MAY NOT** be scheduled during a safety meeting.

8. Instructors will not perform low altitude maneuvers over homes or businesses.

Flight Operations

1. Landing of AFC aircraft shall be limited to paved runways at public use airports. Exceptions are:

   A. Prior written approval from the Chief Pilot
   B. Emergencies

2. No pilot or instructor shall attempt to start an aircraft by hand propping.

3. Entry into the tie down area should be made from the north taxi lane in order to utilize the parking assist lines. Exit the tie down area to the south and the south taxi lane. Tow bars should be used for parking, not pushing down on the tail of the aircraft. Each aircraft should be returned to a location properly marked for that make and model of aircraft. To minimize spark plug deposits, AFC uses the following procedure to shut down the engine:

   A. Stop the aircraft on the taxi centerline, main wheel on the curved parking line.
   B. Power to 1700 R.P.M.
   C. Lean the mixture as much as possible without a R.P.M. drop. Engine should run smooth
   D. All electrical/avionics off except for the rotating beacon
   E. After 15 seconds reduce the throttle to 1200 R.P.M.
   F. Mixture immediately to idle cut off
   G. Ignition switch off, then after prop stops, a quick click to engage starter.
   H. Master switch off
   I. Aircraft parked using the tow bar

4. Any aircraft left unattended must be chocked by a minimum of one wheel or have the parking brake set. To prevent damage, upon completion of a flight, the controls will be immobilized with a control lock or seat belt. The aircraft must also be properly tied down, wheels chocked, and the doors locked.

5. No instructor may allow an aircraft to be taxied across the tie down cables.

6. The landing light should be checked as part of every preflight, including daylight hours. This is to insure the landing light is available for any nighttime operations and to enhance safety during daylight hours.

7. Taxi will be no faster than a brisk walk

8. MINIMUM ALTITUDES – SINGLE ENGINE
   § Simulated power failure emergencies:

A. The minimum altitude one can descend to is 1000 feet Above Ground Level (AGL), and only with the engine running, and at the discretion of the instructor, that in the event the engine does fail, a safe landing can be accomplished. The instructor shall periodically clear the engine during the maneuver.
B. The simulated engine failure may only be executed by retarding the throttle. Using the mixture control or the fuel selector to simulate an engine failure is forbidden.
C. Care should always be taken not to disturb people or livestock on the ground.
D. At no time should the aircraft be allowed to get closer than 500 feet to any person, structure, vehicle, or vessel as required by FAR 91.119.

9. MINIMUM ALTITUDES – MULTI-ENGINE

§ Simulated power failure emergencies:

A. The minimum altitude one can descend to is 1000 feet Above Ground Level (AGL), and only with the engine running, and at the discretion of the instructor that in the event the engine does fail, a safe landing can be accomplished. A single engine landing may be accomplished with the engine in 0-thrust
B. The simulated engine failure may only be executed by retarding the throttle. Using the mixture control or the fuel selector to simulate an engine failure is forbidden.
C. Care should always be taken not to disturb people or livestock on the ground.
D. At no time should the aircraft be allowed to get closer than 500 feet AGL to any person, structure, vehicle, or vessel as required by FAR 91.119.
E. The simulated engine shut down may only be accomplished when the aircraft is on the runway below 40 Knots Indicated Airspeed (KIAS) or, when the aircraft is 1000 feet AGL or higher.

10. WEATHER REQUIREMENTS/MINIMUMS FOR VFR OPERATIONS

A. A comprehensive weather briefing is required for all flights, local or cross-country. The weather briefing may be through a flight service station or with DUATS.
B. Dual – Each instructor will insure that the weather conditions are acceptable to accomplish the required training, and the weather conditions are within the instructor's capabilities.
C. Student Solo (local flights) – A minimum ceiling of 3000 feet, and 10 miles visibility. An instructor may give permission for a specific flight in the traffic pattern when conditions contain a 2000 feet ceiling and 10 miles visibility.
D. Student Solo (cross country flights) – The conditions over the entire route must be a minimum ceiling of 5000 feet and 10 miles visibility, and expected to remain so for the duration of the flight, plus one hour after the Expected Time of Arrival (ETA).
E. Maximum wind limitations:
    1. Dual flights are at the instructor's discretion and must insure the conditions are within his/her capabilities.
    2. Solo (Student Pilots) – steady or gusting to 16 knots or less headwind, and or a crosswind component of 8 knots or less.
F. Flight into known Icing conditions is prohibited. Known Icing is defined as Reported or forecast icing conditions such as in an Airmet.

11. MINIMUM FUEL REQUIREMENTS

A. For planning a cross-country flight, the minimum fuel reserve is one hour, after considering winds and weather.
B. When enroute on a cross-country flight an additional fuel stop is required at any time the estimated fuel reserve becomes less than one hour.
C. Local flights must plan for a minimum of one-hour fuel reserves.
D. A visual inspection of the fuel is required to ensure there is adequate fuel for the flight.

12. RECENT EXPERIENCE

Recent experience requirements for AFC members to fly are more stringent than those of the FAA, especially for student pilots and new private pilots. The requirements are as follows:

A. For a student pilot to be eligible to solo they must have flown at least a minimum of two flights per month, with each flight being at least one hour or more in duration, and at least 3 landings per month to maintain their solo currency with AFC.
B. For private pilots with less than 1000 hours total time, a minimum of one hour during the past 30 days is required including 3 landings.
C. Commercial pilots, and pilots with more than 1000 hours total time: As required by FAR's
D. CFI'S that are teaching in TAA aircraft must log 10 hours in each specific system, ie G-1000, Avidyne, in the previous 6 months to remain current.
E. To be IFR current in a glass panel airplane you need to do ½ of your IFR currency requirements in a glass panel airplane, the other ½ should be done in a round dial airplane.

13. MULTI-ENGINE FLIGHT TRAINING

The first 10 hours of initial multi-engine flight training will be accomplished in an airplane that had dual brakes. After 10 hours, you may use an airplane that only has brakes only on one side.

14. INTRODUCTORY FLIGHTS

Aspen Flying Club is a proud member of the AOPA sponsored Be A Pilot program. This program was designed to spark interest in potential pilots, stimulate General Aviation and businesses like ours. Be A Pilot created the industry standard for the Introductory flight which was formally known as "Discovery". They also provide leads to us.

An Introductory flight is truly a first flight lesson. It is an opportunity to discover what it is like to fly a small airplane. Since the flight counts towards the requirements for a Private pilot license, it also lets the person experience what it is like to take training in that airplane. Potential candidates are people who have <u>never</u> flown in small aircraft before, either solo or dual. The flight portion lasts about 30 minutes. Additional time is spent pre-briefing, pre-flighting the airplane and debriefing after the flight. At the end of the flight, the pilot will be given a logbook entry. We have temporary logbooks at no charge or a real logbook can be purchased. The cost of this flight is only $49 - $7.50 of which is what the CFI can charge. The account we use for the flight is 4444. Plane reservations should

be made with the intro flight account and the instructor member number (4444/XXXX).

At the current industry price, we have put some restrictions on these special flights as follows:

A. Minimum age is 15. A student pilot can solo at 16 but not obtain a license until 17. Therefore, to start earlier is not productive for the student or the club.

B. Only one person can fly with the CFI. This is an actual training flight, and as such, needs to be treated seriously.

C. The flight will last approximately 30 minutes and consist of various "gentle" maneuvers to demonstrate learning to fly. The flight will depart APA and proceed to a close practice area. The flight is not intended for sight seeing.

D. Because the flights lose money (operationally and CFI time) these flights will be made in aircraft owned by the club. They are: 104CL, 118CL, 2474E, 272SP, 50826, 52872, 53265, 5344D, 5435E, 65312, 767MG, 96299 and if the student is pre-qualified as a professional pilot candidate intending to train in "glass" airplanes 772GK.

E. If a pilot wishes to make a longer flight, or is younger then 15, etc., we are happy to accommodate the flight lesson at full fare rates for both the airplane and instructor.

Student Operations

1. Student pilots must be under the supervision of a certified flight instructor at all times. Each solo flight must have prior approval of the instructor. Blanket approvals are not permitted.

2. Student pilots must attend the regularly scheduled Aspen Flying Club (AFC) Safety Meetings. Any student unable to attend must view the videotape of the meeting before their next flight.

3. For a student pilot to be eligible to solo they must have flown at least a minimum of two flights per month, with each flight being at least one hour or more in duration, and at least 3 landings per month to maintain their solo currency with AFC.

4. Student solo flights may not depart when actual or forecast winds, for the duration of their flight, and up to one hour after their expected time of arrival, exceed 16 knots, or have a crosswind component in excess of 8 knots. For local flights, the forecast conditions over the entire route must remain, and must be expected to remain for the duration of the flight plus one hour after the expected time of arrival, a minimum ceiling of 3,000 feet and 10 miles visibility. For solo cross-country flights, the forecast conditions over the entire route must maintain a minimum ceiling of 5,000

feet and 10 miles visibility, and expected to remain so for the duration of the flight, plus one hour after the Expected Time of Arrival (ETA).

5. No student pilot may depart on a flight if the runways of intended use are reported to be icy, snow covered, or when the braking action is reported as fair, poor, or nil.

6. All solo local flights must depart with full gas tanks, unless authorized by his/her instructor.

7. Student solo flights at night are prohibited unless authorized by the Chief Flight Instructor.

8. All solo cross-country flights must depart with full gas tanks.

9. Unless authorized by the chief pilot/owner, only the following airports are approved for student cross-country solo flights. Pueblo, La Junta, Lamar, Goodland, Akron, Limon, Loveland (FNL), Ft.Morgan, Sterling, Sydney, and Greeley.

10. A standard weather briefing from the flight service station, or Duats is required for all flights.

11. All solo student pilots will use the full runway length for takeoff. No intersection takeoffs are authorized.

12. Solo students are NOT permitted to enter class Bravo Airspace unless authorized by the Chief Flight Instructor.

13. All Private Pilot students are required to have 3 Phase Checks. They will be scheduled and completed before the first solo, before the solo cross country, and before their FAA Practical Test.

14. For pre-solo training in the C-172 only, the procedure will be to use no flaps and have the student fly at 70 KIAS for the entire pattern.

15. Solo students are only permitted to fly when the front desk is open, or if their instructor is present.

Administrative Policies

1. Each AFC pilot is required to have a proficiency check once each year, with an active AFC instructor.

   A. The proficiency check meets the same standard as, and may be signed off as a flight review.
   B. The proficiency check must include a review of current rules and regulations of AFC.

C. The proficiency check will be waived if a new certificate or rating is received.

2. Current flight and ground training folders will be kept for each student, including advanced training, and updated after each lesson.

3. Each time a member gets a checkout in a new aircraft, the following must be accomplished:

   A. Written test completed and reviewed with the member prior to the flight check.
   B. Perform the flight check
   C. Complete the Pilot Proficiency Report form
   D. Copy the appropriate logbook entry, attach it to the aircraft checkout form and turn it into the office for entry into the computer and member file.

4. Every flight must have a valid member number entered onto the aircraft checkout sheet. Any time an instructor flies with a non-member, or the member's number is unknown, the instructors name and number must be entered.

5. Member payments for flight time is due at the end of each flight, unless prior arrangements are made with the AFC management.

6. AFC instructors should refrain from derogatory comments about AFC's competitors when talking to prospective members.

7. Student preflight or post-flight briefings should not be done at the front counter. Those duties, including logbook entries and horse blankets, may be filled out in any of the other offices and classrooms.

8. The area behind the front counter is considered off limits to all instructors during normal business hours. Permission may be granted on an individual basis when necessary.

9. AFC reserves the right to assign new members to any instructor based on member requirements and in the best interest of AFC. AFC further reserves the right to re-assign any member to another instructor when necessary.

10. Assignment of ground school instructors is determined by knowledge of the subject material and instructional skills. The management of the AFC and the Chief Flight Instructor maintains sole responsibility for determining who will teach any course.

11. If any Instructor is notified by the FAA that they are considering, or have taken, Certificate action or a monetary fine, that instructor will immediately notify the AFC owner and the Chief Flight Instructor.

Dress Standards

Any instructor working with an AFC member or prospective member represents the club, and as such becomes an extension of the club. Additionally, instructors are highly visible representatives of AFC to the general public. Since dress affects that image, the following standards will be followed:

A. Each instructor shall dress in an appropriate professional manner.
B. Inappropriate dress is as follows:
    1. Tank tops or halter-tops
    2. Beach thongs on the feet
    3. Open toed shoes such as sandals or flip-flops
    4. T-shirts
    5. Jeans
C. Hair, beards, and mustaches shall be trimmed neatly.
D. Shirts must be tucked in.

I agree to abide by the policies and standards set forth in this document.

Name Printed_____

Named Signed_____