

THADEN



FIELD



STANDARD OPERATING PROCEDURES

24 January 2024

Version 0

Change N/A

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EXECUTIVE SUMMARY

SOURCE REFERENCE

1. Title 14 and 49 of the Code of Federal Regulations
2. Aeronautical Information Manual

PURPOSE

1. Standardization of local procedures and policies for all local operations based a Bentonville Municipal Airport (AKA Louise M. Thaden Field/KVBT), Arkansas (AR), United States (US).

CANCELLATION

1. This document supersedes and cancels the document title “Thaden Field Operations Manual.”

APPLICABILITY

1. Under the authority of the Executive Director of Summit Aviation LLC, the Chief Flight Instructor will ensure this document is properly issued and understood by all staff, members, students, and guests operating air and ground operations at KVBT.

RESPONSIBILITY

1. This document will be updated and issued at the start of each new calendar year (CY).
2. Changes to this document will be issued and distributed throughout the CY.
3. Changes will be incorporated into subsequent versions of this document.
4. This document will be reviewed no earlier than (NET) 01 October through no later than (NLT) 30 November of each CY.
5. Updates will be incorporated 01 – 15 December of each CY.
6. Notification of new updates will be issued by NLT 28 December of each CY.
7. The effective date of this document shall always be 01 January of new CY.

SUGGESTIONS

1. All recommendations regarding this document will be directed to the Chief Flight Instructor at dhilligrass@thadenfield.com.

Daniel Lee Hilligrass
Chief of Flight School

Distribution: Electronic Only, <https://fbo.thadenfield.com/student-resources-2>.

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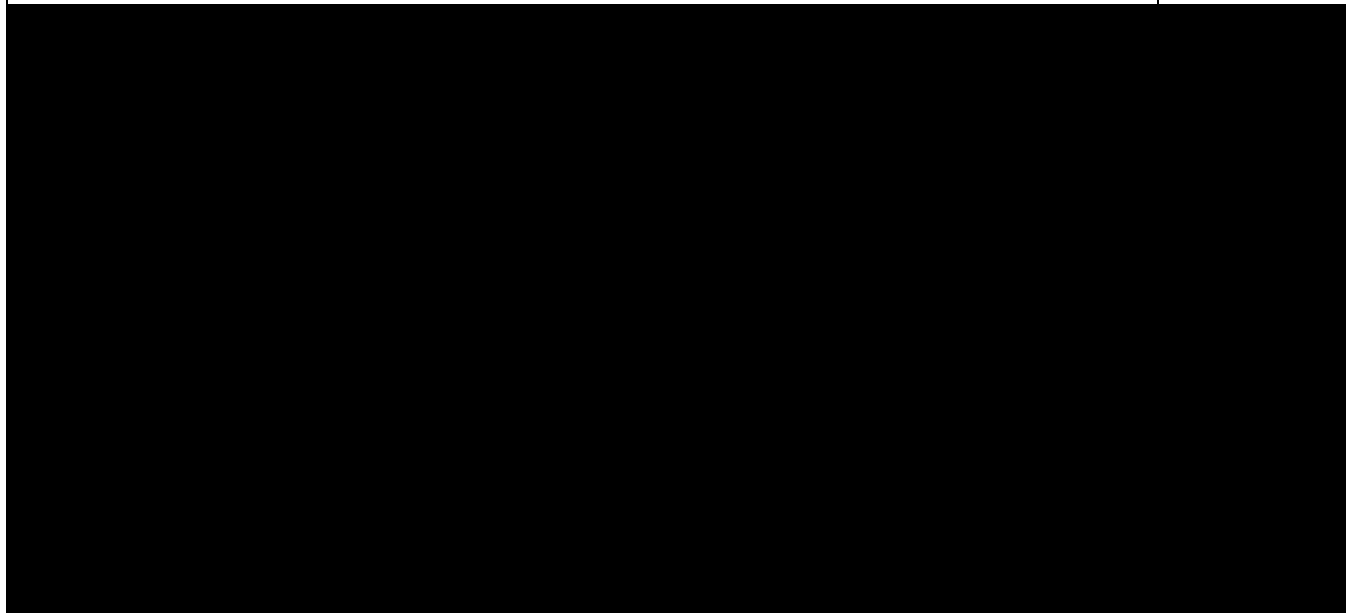
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Chapter 1: General Information

1. General Directives
 - a. This document will not supersede referenced source documents.
 - b. Certified Flight Instructor(s) (CFI) conduct will be exercised in accordance with (IAW) 14 CFR 61.195.
 - i. A CFI's crew day must not exceed more than 12 hours total.
 - ii. Crew day begins at arrival to KVBT and ends at departure from KVBT.
 1. Waiver Authority: Chief and any Assistant Chief Flight Instructor.
 - iii. CFIs have the authority to divide their crew day into fly windows to maximize training opportunities.
 - c. Tobacco Use is not authorized in any Summit Aviation spaces or aircraft.
2. KVBT Rates
 - a. Rates for the 2024 Calendar Year can be referenced at <https://fbo.thadenfield.com/rates>.
3. Definitions
 - a. Pilot: Student/Renter/Instructor operating any Summit Aviation aircraft.
 - i. Student: Any individual currently completing ground and/or flight operations with a Summit Aviation instructor, regardless of certification.
 - ii. Renter: Any appropriately certified flight crew(s) locally operating as pilot in command (PIC) of Summit Aviation owned aircraft with associated aircraft checkout.
 - iii. Instructor: Any certified flight crew(s) with a current flight instructor and/or ground instructor certification employed by Summit Aviation. All CFIs have the authority, trust, and autonomy to execute all flight operations and decision making IAW this document and referenced source documents. In almost all cases, they will act as the final authority regarding overall flight school conduct.
 - b. Student Solo: Any flight in a Summit Aviation owned aircraft operated solely by an individual with a student pilot certificate with appropriate endorsement and supervision of a CFI (if necessary).
 - c. Dual: Any flight conducted with any CFI acting as PIC.
 - d. Must: Directive/Procedure requires mandatory compliance.
 - e. Must Not: Directive/Procedure is strictly prohibited.
 - f. Should: Procedure/Practice is recommended, not mandatory.
 - g. May: Procedure/Practice is optional, not recommended or mandatory.

4. Operational Risk Management (ORM) Model
 - a. Identification: Risks identified to apply appropriate control mitigation.
 - b. Assessment: Prioritization of risk mitigation, based on overall likelihood/impact.
 - c. Mitigation: Addressing risks by transference/avoidance/acceptance/mitigation.
 - i. Transference: The act of transferring risk measures elsewhere.
 - ii. Avoidance: The act of evading risk.
 - iii. Acceptance: The act of assuming risk.
 - iv. Mitigation: The act of assuming/controlling risk potential.
 - d. Implementation: Efforts to correct, prevent, or deter risk.
 - e. Monitor: Supervision of risk/control to accomplish desired task.
 - f. Repeat: Continual assessment of ORM until desired task is accomplished.

5. Crew Resource Management (CRM) Model
 - a. Task: Directed activity necessary to accomplish goal
 - b. Threat Identification: Any issue that can arise has a likelihood of increasing operational complexity. If not properly prepared for, operational safety can decrease.
 - c. Errors Identification: Any crew action or inaction that leads to deviations from normal expectations, and if not properly repaired, operational safety can grossly decrease. Aviation errors can be classified (not limited to) procedural, communicative, proficiency, decision-making, and intentional noncompliance.
 - d. Undesired Aircraft State: Any adverse position, speed, attitude, condition, or configuration of an aircraft. If not properly recovered, operational safety is diminished to a point that will increase the likelihood of loss of life.



Diagram 1: Aviation Threat/Error CRM Matrix

e. CRM Breakdown

CRM Skill	Description
Decision Making	Sound judgement to make safe decisions based on information available.
Assertiveness	Actively participate and maintain a safe state until otherwise convinced.
Flight Analysis	Planning expectations of upcoming flight.
Communication	Clear/Accurate sending and receiving of instruction and providing feedback.
Leadership	Ability to direct and coordinate actions of others while working as a team.
Flexibility	Ability to alter planning when new information is received.
Situational Awareness	Degree of accuracy by which one's perception of the environment is reality.

Chapter 2: Safety

1. General Guidance
 - a. Safety Procedures and Practices documents can be accessed by all pilots through Summit Aviation staff.
 - b. All aircrew must review and sign safety documentation, and that acknowledgement will be considered valid until 2359L CDT on 31 December of that CY.
 - c. Any changes to this document will be issued to all aircrew associated with Summit Aviation.

2. Safety Management System (SMS)
 - a. The purpose of this tool was created as an anonymous system for reporting safety-related events and/or recommendations for operations at Thaden Field.
 - b. All personnel can access at: <https://fbo.thadenfield.com/submit-an-sms-report>.
 - c. All staff can access at: http://vbtschool.com/sms_create_report.asp.
 - d. The minimum required SMS reported is directed as follows:
 - i. Event(s) where damage grounds the aircraft.
 - ii. Event(s) where aircraft depart taxiway/runway surface on the ground.
 - iii. Event(s) where air traffic control (ATC) issues a pilot deviation.
 - iv. Event(s) where the Federal Aviation Regulation(s) (FAR) are violated.
 - v. Event(s) where criminal activity arises.
 - vi. Event(s) where there is a gross disregard for safety.
 - vii. Event(s) where safety issues arise, and aircrew feel reporting will enhance overall situational awareness and safety of flight.

3. Summit Aviation Employee Training
 - a. Must be trained to use the SMS reporting tool.
 - b. Must complete General Aviation Transportation Security Administration Security Awareness Course at beginning of each CY at the following link:
<https://www.aopa.org/training-and-safety/online-learning/online-courses/general-aviation-security>

Chapter 3: Scheduling

1. General Practices
 - a. All Summit Aviation activities must be scheduled through Flight Scheduler Pro (FSP).
 - b. All personnel must be enrolled with appropriate permissions for scheduling, deconfliction, and maintaining individual documentation requirements.
 - c. Students should schedule dual-training activity through FSP primarily, or as a backup, through their respective instructor directly.
 - d. The standard for training is typically two hours total.
 - e. The standard for scheduling is NET 60 days in advance.
 - f. Students shall enable email notifications on FSP for all scheduled activities.

2. Scheduling Activities as Part of a Training Course
 - a. CFI shall schedule one or more lesson(s) for each activity for student training.
 - b. Students must arrive ready to engage instructors regarding all lessons assigned.

3. Scheduling Aircraft Rentals: Personnel shall have appropriate certification and aircraft checkout to receive rental privileges in FSP.

4. Activity Types

Open For All Personnel	Open to Staff Only
Dual Flight Training	Taxi/Discovery/Orientation
Flight Review	Backcountry Course
Ground Training	Charter
Instrument Proficiency Check	Maintenance/Maintenance Flight
Rental (Simulator)	Nov-Rev Helicopter
Rental (Thaden Field)	Office Hours/Meeting
Open For OZ Member Only	Stage Check/DPE
Rental (OZ1)	Student Checkride
	Student Solo
	Ground School
	Tour Flight

5. Late/No-Show Policy
 - a. Renter
 - i. Must arrive NLT start of reservation.
 - ii. Can modify/cancel when conflicts arise NLT 30 minutes after scheduled activity without fees being assessed.
 - iii. Failure to meet cancellation policy will result in that reservation being charged for one hour of flight time.
 - iv. If more than two reservations are missed over a 60-day period, renter FSP privileges will be revoked. Renter must meet with the Chief or one of the Assistant Chiefs before those privileges could be restored.
 - b. Student
 - i. Must arrive NLT start of reservation with a minimum of knowledge, weather (WX), notice(s) to airmen (NOTAM), and temporary flight restriction(s) (TFR) in hand.
 - ii. Students/CFI will discuss requirements in 14 CFR 91.103.
 - iii. Students arriving after the scheduled start time will work with CFI to ensure that ground/flight activity can still be completed. The CFI has the authority to cancel and charge activity, at their discretion.
 - iv. If more than two reservations are missed over a 60-day period, student FSP privileges will be revoked. Student must meet with Chief or one of the Assistant Chiefs before those privileges can be restored.
6. Post-Flight Considerations: All scheduled aircraft shall return to line and shut down NLT 10 minutes prior to the next scheduled flight activity. If complications arise, offending parties shall advise follow-on aircrew as soon as possible (ASAP), not to affect safety of flight.
7. Excused Cancellations
 - a. Authority is delegated to CFIs on deciding whether a cancellation is excused regarding their respective students. Renters will be authorized as an excused cancellation at the discretion of the Chief or an Assistant Chief.
 - b. The following shall apply as an excused absence:
 - i. Student only: A cancellation of 24 hours or more prior to a scheduled activity start time. The Chief or an Assistant Chief are authorized to approve cancellations down to NLT 12 hours prior to scheduled activity start time.
 - ii. WX cancellations
 - iii. Maintenance (MX) cancellations
 - iv. CFI cancellations
 - v. Extraordinary conditions arise precluding student availability.
8. Unexcused Cancellations
 - a. All cancellations that do not apply in paragraph CH3.7 will result in fees being charged to the customer. All CFI have the authority to determine if this type of cancellation applies.
 - b. If a discrepancy arises, the Chief or an Assistant Chief have the authority to adjudicate the final decision on these matters. All questions/concerns should be directed to the Chief or an Assistant Chief for appropriate resolution.

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- c. Student Specifics: Cost shall be assessed at **total cost of scheduled flight and/or ground instruction plus rental of aircraft at one hour.**
 - d. Renter Specifics: Cost shall be assessed as **rental of aircraft at one hour.**
9. Student Expectation of Instructors
- a. No less than 24 hours prior to a scheduled activity, CFI should ensure that students are properly informed of expectations for upcoming activity.
 - b. If a CFI is unable to make a scheduled activity, it is the responsibility of the CFI to find a suitable replacement prior to cancelling the activity outright.
 - c. CFIs must endeavor to execute all scheduled activities to the max extent possible without sacrificing subsequent events or disregard for safety of flight.
 - d. If questions arise about CFI conduct or decision making, all concerns should be directed to the Chief or any Assistant Chief for resolution.
10. Weather Cancellations
- a. Respective CFIs are the final authority for WX cancellations.
 - b. Dual-Instruction activities should be assessed up to the last possible time allowable prior to any cancellation decision to maximize completion rates for each fly day.
11. Excessive Student Cancellations
- a. Students with a record of excessive unexcused cancellations will need to schedule a meeting with the Chief or any Assistant Chief to determine the best course of action in completing training for each specific student.
 - b. If negative recourse is required, the decision will rely on the Chief and all three Assistant Chiefs to exercise the best course necessary to maintain best business practices and overall safety of student training.
12. Check-In/Out Procedures
- a. Activities must be checked-out in FSP at the beginning of scheduled activity and must be returned when activity is complete.
 - i. Renter is responsible for the rental.
 - ii. CFI is responsible for ground/dual flight training, as well as student solo.
 - b. The standard for properly logging flight time is using the Hobbs and tach timer for accuracy. If the meter appears to show a time in between the tenths digit, all personnel will round to the higher tenths digit showing.

Chapter 4: Checkouts

1. General Practices

- a. All aircrew with the intent to fly as PIC, or second in command (SIC), need appropriate certification/endorsement to be awarded rental permissions in FSP.
- b. If Instrument Flight Rules (IFR) apply, all aircrew must provide an IFR certification with proof of current requirements as delineated in 14 CFR 61.57.

2. Aircraft Checkouts

Checkouts	Identification
Cessna 172S	N53068 / N851SP
Cessna 172S (G1000)	N840MC
Cessna 172N	N137AL / N733VR / N172WN
Cessna 182	N92099
Piper J-3 Cub	N3426N
Piper PA-18 Super Cub	N83552
Simulator	Redbird SD

3. High Performance (HP) Aircraft

Checkout	REQ Minimum Total Hours	Endorsement Sign-Off
201 – 235 HP	75	Per CFI discretion
> 236 HP	100	

4. Short/Narrow Field Operations

- a. Short field operations are defined at airfield lengths of $\leq 3,000$ feet.
- b. Narrow field operations are defined at airfield widths of ≤ 50 feet.
- c. All operations require a CFI endorsement at both airfield types. Authority is delegated to CFIs to use their best judgement in signing these endorsements.
- d. It is the responsibility of aircrew to ensure they meet the requirements laid forth in this SOP; otherwise, aircrew could have privileges revoked until a proper review by the Chief and all three Assistant Chiefs.

5. Non-Paved Surface Operations

- a. Non-paved field operations are defined as surfaces other than tarmac. This includes, but is not limited to, metal, grass, turf, gravel, and sand.
- b. All operations require a CFI endorsement at all airfield types. Authority is delegated to CFIs to use their best judgement in signing these endorsements.
- c. It is the responsibility of aircrew to ensure they meet the requirements laid forth in this SOP; otherwise, aircrew could have privileges revoked until a proper review by the Chief and all three Assistant Chiefs.

6. Second-Look Flights: Designated as instruction provided by a CFI other than the primary for each respective student. While this shall not be a requirement, Second-Look Flights can be scheduled at the discretion of the primary CFI.

Chapter 5: Flight Training

1. Student Prerequisites
 - a. The authorized age for starting ground training is NET 15 years of age.
 - b. The authorized age for starting a student pilot certificate will be in accordance with 14 CFR 61.83.
 - c. Required documentation to be uploaded into FSP:
 - i. Government-issued photo identification (REAL-ID minimum)
 - ii. Student pilot certificate
 - iii. Qualifying medical certificate, per 14 CFR 67
 - iv. Safety procedures/practices acknowledgement
 - v. Student/Renter agreement
2. Student Executing Training Under the Age of 18: Prior to beginning any flight operations, parents of the underage student are required to meet with the Chief or any Assistant Chief to discuss general expectations, safety of flight, and answer any questions.
3. Instruction
 - a. Summit Aviation owned aircraft:
 - i. Instruction is generally conducted by a CFI in house.
 - ii. The Chief or any Assistant Chief may approve non-Summit Aviation CFIs to conduct flight training. It is expected that all guest CFIs meet the requirements set forth for all personnel in this SOP.
 - b. Outside aircraft: CFI are authorized to instruction in outside aircraft. It is the responsibility of the respective CFI to ensure that the aircraft are following 14 CFR 43 & 48.
 - c. Defined Instruction Time
 - i. Ground Instruction: On ground or simulator.
 - ii. Flight Instruction: Flight operations from man-up to shut down. This can be assessed by cost per hour or day rate.
4. Aircraft Checklists: All aircrew operating in-house aircraft shall use the checklist provided by the aircraft manufacturer. No checklist or smart pack will be authorized for use without having a quorum of the Chief, all Assistant Chiefs, and CFIs to review and agree upon the products being created.
5. Written Exams
 - a. Summit Aviation can provide instruction regarding written tests, but the more economical option is to purchase an at-home course. CFIs may recommend at-home courses to their students based on their experiences.
 - b. Completion of practice written exams is a prerequisite to completing an FAA Practical Exam, under discretion of that student's CFI.
 - c. All students shall have the required FAA Practical Exam completed by the Stage Three Check, for both Private and Instrument Certifications.

6. Minimum Required Publications:

- a. All aircrew will carry all pertinent flight publications (FLIP) necessary to execute the conduct of that flight discussed in the brief to ensure minimizing risk to safety of flight.
- b. Electronic Flight Bag (EFB) publications are an authorized source of carry FLIP publications, IAW 14 CFR 91.21. Students are authorized EFB operations pending they have a backup device or carry pertinent paper publications.

7. Training Timeout Rules

- a. This concept applies solely to flight operations from start-up to shut down.
- b. Students may utilize training timeouts when they feel overwhelmed with flight operations at any given moment. If a training timeout is called, the CFI will do the following:
 - i. Immediate assumption of flight control.
 - ii. Return aircraft to 1G environment.
 - iii. Assess student status.
 - iv. Continue flight conduct or return to flightline decision point.

8. Preflight Briefing and Expectations

- a. CFIs shall brief students the minimum conduct for each flight:
 - i. Administrative Phase
 1. Tail Number
 2. Activity To Be Executed
 3. Preflight/Start/Taxi-to-Takeoff Phase
 4. Takeoff Phase
 5. Frequency Gameplan
 6. Fuel Planning
 7. Recovery/Landing/Taxi-to-Line Phase
 8. Shutdown/Post-Flight Phase (Stopover/Servicing, if applicable)
 - ii. Weather/Notices to Airmen (NOTAM)/Temporary Flight Restrictions (TFR)
 1. All applicable for KVBT and local area airfields
 2. On cross-country, all applicable airfields and potential divers
 - iii. Navigation
 1. GPS/VORTAC Routing, if applicable.
 2. Dead Reckoning or Pilotage, if applicable.
 - iv. Safety of Flight
 1. Weight/Balance Calculations
 2. Discuss ORM Matrix, as applicable
 3. Discuss CRM Matrix, as applicable
 4. Discuss Training Timeout Procedures
 - v. Emergencies
 1. Aborted Takeoff Procedures (any time prior to initial takeoff)
 2. Divert Field Specifics (if applicable)
 3. Minimum/Emergency Fuel Procedures (if applicable)
 4. Radio Failure Procedures (if applicable)
 5. System/Instrument Procedures (if applicable)
 6. Unusual Attitudes Procedures (if applicable)
 7. Emergency Egress Procedures

Chapter 6: Student Solo

1. General

- a. Students will be authorized to solo upon satisfactory completion of requirements in 14 CFR 61.87 with an accompanying stage check and a CFI solo endorsement.
- b. Students and CFIs will ensure all endorsements are maintained and up to date for each student solo flight window accomplished.
- c. Students should solo with the proper experience at the Thaden Fieldhouse ready to support in any type of emergency; however, this discretion is exercised to the respective student's CFI.
- d. Outside of 25 nautical miles (NM) from KVBT, students should endeavor to utilize flight following services to help increase situational awareness and minimize risk to safety of flight.
- e. Unless briefed otherwise, the standard for cross-country requirements is to keep the aircraft running. If flight conduct does not go as briefed, students are expected to inform their respective CFI, as safety of ground/flight operations permits.
- f. Student pilots are strictly prohibited from operating on short/narrow and non-tarmac surfaced airfields, unless specifically authorized and endorsed by their respective CFI.
- g. Student solo flights during night operations are not standard; however, at the discretion of their respective CFI, students may be authorized to execute night solos.

2. Scheduling/Executing Student Solo Flights:

- a. All student solo flights must be scheduled by the respective CFI or designated scheduling staff in FSP. Students must not schedule their own solo flight operations.
- b. Students must brief their respective CFI prior to departing on a solo flight. CFIs will ensure the following is accomplished:
 - i. Logbook endorsement per 14 CFR 61 for aircraft being flown.
 - ii. Ensure flight planning is correct for cross-country being flown, if applicable.
- c. All authority to release a student to walk on a solo flight is at the discretion of the respective CFI.

3. Student Solo Flight Conduct: CFIs should use their best judgment on the expectations of each respective solo. The brief should be communicated in such a manner that allows for student to confidently walk on an aircraft without any questions/concerns about the expectations for completion.

4. "Student Pilot" Callsign Addition

- a. Due to the congestion in the local area, it will be assumed that all aircraft operating around KVBT are CFI/Student paired or student solo. Therefore, the only requirement for adding the "Student Pilot" addition to callsign shall only be on the Common Traffic Advisory Frequency (CTAF) for advising traffic that the student pilot is on final approach for landing as a student solo only.
- b. If on a cross-country student solo, student pilots will be required to add that they are a student in the remarks section of the submitted flight plan, if required by CFI to file. The use of the "Student Pilot" addition will be required in accordance with section Ch6.4.a.

Chapter 7: Stage Checks/Check Rides

1. Stage Checks
 - a. Throughout any certification process, Summit Aviation staff have built in stage checks to evaluate a student's progress. Stage checks are an evaluation of CFI teachings and student learning.
 - b. Priorities for stage checks are as follows:
 - i. Safety of Flight
 - ii. Flight Review Standards
 - iii. Aviation Knowledge
 - c. Required Preparation
 - i. Refer to the student resources page for access to scenarios for which students will be directed to flight plan.
 - ii. Demonstrate knowledge to do the following:
 1. Flight Planning
 2. Weight/Balance Calculations
 3. Aircraft Performance Calculations
 4. Stage Checker Directed Training
 - iii. Preflight preparation shall be performed to the expectation of the CFI and Stage Checker. All pass/fail decisions made by the Stage Checker and CFI shall be assumed final.
2. Check Ride Preparation
 - a. Respective CFIs shall assist their students in developing a Check Ride folder to present all required documentation and training requirements IAW 14 CFR 61.103/61.107/61.109.
 - b. Students must have all items directed by the Designated Pilot Examiner (DPE) prior to Final Stage Check. Upon successful completion of the Final Stage Check, the student will be authorized to work with their CFI to schedule a date for their Check Ride.
3. Check Ride Scheduling
 - a. Check Ride Scheduling shall be coordinated and scheduled by each student's respective CFI.
 - b. The Chief or one of the Assistant Chiefs shall be notified via email, at a minimum.
 - c. Once date is set, the respective CFI will schedule the Final Stage Check NET one week prior to the Check Ride.
 - d. Upon successful completion of the Final Stage Check, students will be cleared for Check Ride. If student fails the Final Stage Check, the Chief/Assistant Chiefs/CFI with student will discuss deficiencies and set a training plan to ensure maximizing overall potential for student's Check Ride success.
 - e. Check Rides are the number one priority for scheduling. This supersedes all other scheduled activities. If conflicts arise, Summit Aviation staff will attempt to swap aircraft to maximize scheduled events, but not to the detriment of losing out on a Check Ride. No matter the case, all affected parties will be notified of changes.

Chapter 8: Pre/Post-Flight Operations

1. Preflight Actions
 - a. Per 14 CFR 91.103, all aircrew will become familiar with preflight information and briefing template provided in Chapter 4.
 - b. Summit Aviation has created a 91.103 for consolidating information for any flight activities. Using this form is merely a technique, and not a gradable requirement.

2. Preflight Inspection
 - a. All aircrew will review maintenance actions on each aircraft they are taking flying through FSP. The PIC will be responsible for aircraft airworthiness prior to startup.
 - b. All aircrew will execute preflight of each aircraft prior to startup and complete the full walk-around with the aircraft checklist provided by the manufacturer.
 - i. Any smart pack or checklist other than the one provided by the manufacturer must be reviewed and approved by Summit Aviation staff.

3. Post-Flight Action
 - a. PICs will ensure aircraft is parked in a suitable location safely separated from other aircraft, aircrew, and/or bystanders. To the max extent possible, PICs should endeavor park in spaces where chocks/tiedowns are easily available.
 - i. If tiedowns are available, aircrew shall ensure that the aircraft is secure at a minimum of three points.
 - b. All aircrew will execute a post-flight IAW manufacturer checklist after any operation where startup was completed. Aircrew will ensure the aircraft is completely secured by doing the following:
 - i. Keys out, magnetos off.
 - ii. All electrical switches off.
 - iii. Aircraft control/gust locks installed.
 - iv. Chocks/Tiedowns installed, if applicable.
 - v. Remove all foreign objects inside the airplane.

Chapter 9: Ramp Operations

1. Thaden Field Ramp Operations
 - a. The standard for traffic flow in around the ramp area is clockwise.
 - b. Aircrew may taxi in the opposite direction if it does not interfere with normal aircraft operations.
2. Situational Awareness on Ramp
 - a. All individuals must maneuver on the flight line at a safe speed.
 - b. Cell phone usage should be minimized in the ramp area for overall safety.
 - c. Aircrew should never walk close to a turning aircraft, and to the max extent practical remain upwind from aircraft propwash.
3. Foreign Object Damage (FOD)
 - a. All individuals have a duty to observe FOD awareness when on the flight line.
 - b. If FOD is found, please secure and remove the potential.
4. Aircraft Parking
 - a. Aircraft parking will be designated by the Line Chief. Priority is to be chocked and secured by Line Crew.
 - b. Pending no recent storm or standing water visible, aircrew can elect to park in the grass.
 - c. Student solos may park in the grass, but only at the expressed discretion of their CFI.
5. Aircraft Movement
 - a. Tow Bar Operations are authorized at the limit of designated degrees allowed by aircraft manufacturer.
 - b. Standing or pushing on any unmarked flight surface is strictly prohibited.
 - c. Only Summit Aviation staff are authorized permission to move aircraft in and out of hangar space.
6. Passenger Movement/Brief
 - a. Qualified aircrew must all escort passengers to and from the flight line with strict regard for overall safety.
 - b. No unauthorized persons may be on the flight line without a cleared escort.
 - c. Engines must never be turning during boarding and disembarking operations can begin. Aircrew shall supervise all boarding/disembarking operations for non-cleared personnel.
7. Non-Flying Participants
 - a. Individuals without flight and line qualifications must be escorted by any Summit Aviation employee or aircrew authorized to be on the flight line.
 - b. The ratio of non-flying participants to authorized users is: 15 to 1.
 - i. Waiver authority: The Chief or any Assistant Chief.

8. Aircraft Fueling
 - a. Aircrew shall have the appropriate fuel state necessary to complete scheduled flight activity. No deviation from this will be authorized by any CFI.
 - b. PIC shall ensure the following:
 - i. Correct fuel type.
 - ii. Aircraft appropriately chocked and grounded.
 - iii. Aircraft clear of all occupants.
 - iv. Aircraft and magnetos are powered off.
 - v. Fire extinguishers are readily accessible.
 - vi. No lightning within 5NM of fuel station.
 - c. Aircraft are rented as “wet,” meaning that the cost of the rental includes the cost of fuel and oil. Aircrew are requested to bring all receipts for any fuel and oil while under a rented status. Summit Aviation will credit the rate at KVBT for the dates fuel and/or oil were changed.
9. Engine Oil Refill
 - a. If aircraft needs more engine, PICs should slowly add one quart at a time.
 - b. PICs must use only paper/disposable towels for cleanup.
10. Windscreen/Window Cleanup: The preferred method for cleaning windscreens & windows is using a microfiber cloth.

Chapter 10: Ground Operations

1. Aircraft Light Usage
 - a. Pilots shall turn on beacon lights on from startup until shutdown no matter the time of the day. Lights shall be turned off if necessary for safety of ground operations requires it.
 - b. Pilots will turn on all exterior lights when crossing the hold short for take-off. During day operations, navigation/position lights may be secured to increase bulb life. Keep in mind, aircraft may require the navigation lights to be on for aircraft equipment to work correctly.
2. Engine Start
 - a. PICs will make every possible effort to clear the propeller area prior to engine start. PICs should make a verbal warning call prior to turning over the aircraft engine.
3. Taxi Speed
 - a. Safe taxiing procedures have a litany of planning factors regarding pilot experience, traffic on ground, weather conditions, etc. Aircraft shall be taxied in such a manner that allows PIC to always maintain full directional control of the aircraft.
 - b. Maximum Allowable Taxi Groundspeed
 - i. All taxiways/runways: NMT 15 knots
 - ii. Ramp/Line (high traffic areas): NMT 10 knots
4. Engine Run-Up
 - a. Execute IAW aircraft manufacturer checklist.
 - b. To decrease engine damage, PICs are directed to await until minimum recommended engine/cylinder temperature increase to an acceptable range before executing engine run-up.
 - c. PICs should endeavor to position aircraft nose into the wind to ensure maximum engine cooling potential available, but not sacrificing for safety of ground operations or destruction of any property.
 - d. PICs shall not perform engine run-up in any closed space.
5. High Density Altitude (DA) Operations
 - a. DA increases with an increase in elevation or temperature.
 - b. PICs shall follow aircraft manufacturer recommendations for takeoff and landing considerations.
 - c. Airfields \leq 3,000 feet mean sea level (MSL) / \leq 3,000 feet DA
 - i. Lean mixture for best power during taxi.
 - ii. Set mixture full rich for run-up and takeoff.
 - iii. Monitor engine temperatures during takeoff and climb out.
 - d. Airfields \leq 3,000 feet MSL / $>$ 3,000 feet DA
 - i. Lean mixture for best power and/or smooth taxi operations
 - ii. Adjust mixture, carburetor heat, and/or turn on auxiliary fuel pump until smooth engine operations are achieved.

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- iii. Below 3,000 feet MSL with high ambient temperatures
 - 1. Perform full-power, static run-up and lean mixture for best power takeoff.
 - 2. Monitor engine temperatures and add richer mixture setting for cooling engine.
 - iv. Airfield > 3,000 feet MSL
 - 1. Lean mixture for best power during taxi
 - 2. Perform full-power, static run-up and lean mixture for best power takeoff.
 - 3. Monitor engine temperatures during takeoff and climb.
 - 4. Increase climb airspace and/or add richer mixture setting for cooling engine.
6. Runway Incursion Avoidance
- a. If in doubt, stop in an area that will not jeopardize safety of ground operation.
 - b. At non-towered fields, utilize CTAF to the max extent practical.
 - c. PICs shall report all calls at their discretion they feel enhance overall situational awareness.
 - d. Mandatory calls shall be for announcing taxiing onto or crossing all runways.

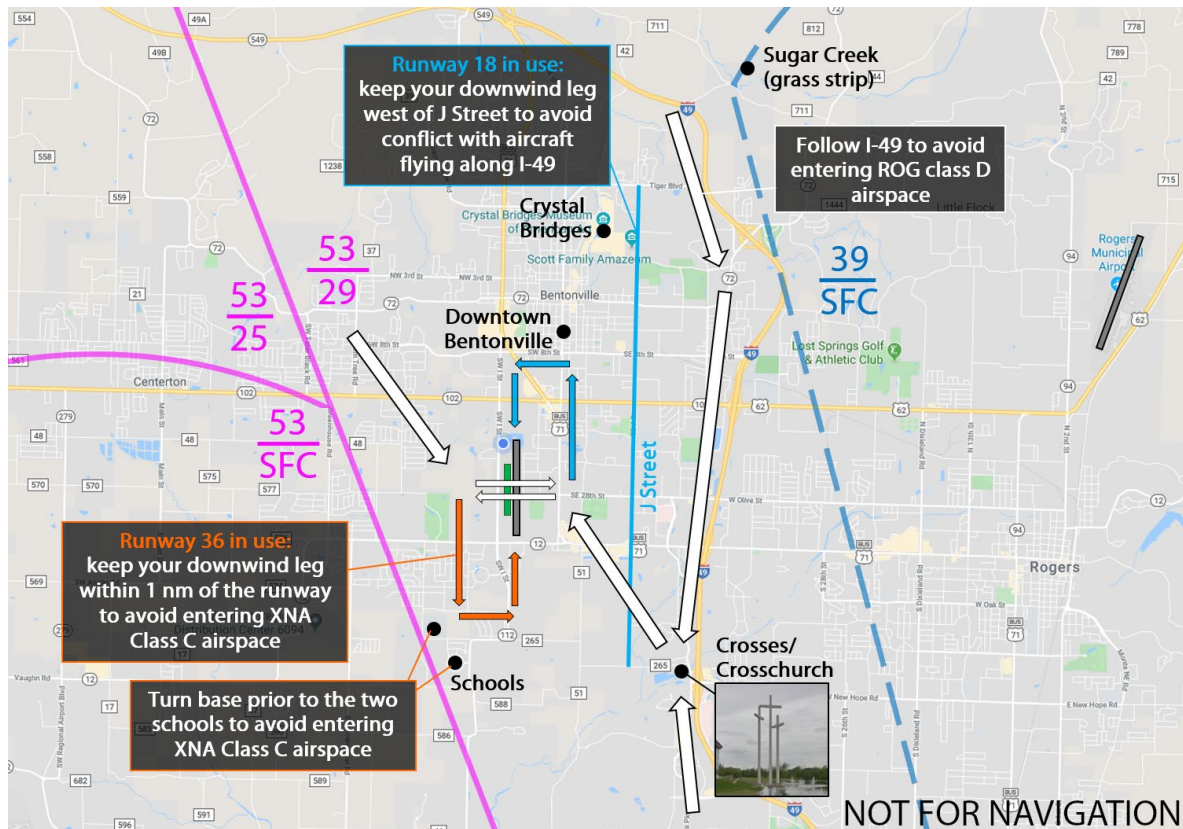
Chapter 11: Local Operations

1. General: Operations conducted at KVBT, designated practice areas, and/or in the KVBT traffic pattern.
2. Radio Communications
 - a. PICs shall make position reports on each leg of the traffic on published CTAF, if radio is available.
 - b. If NORDO aircraft are in the pattern, other pilots in the pattern may issue radio calls to help increase overall situational awareness, but not at the sacrifice regarding safety of flight.
 - c. PICs operating at towered airports will comply with all requirements in Reference (2) Chapter (3) Section (2).
3. Radio Communications for Flights Outside KVBT Traffic Pattern
 - a. All aircrew may obtain Visual Flight Rules (VFR) flight following services when departing KVBT for operations outside of the traffic pattern.
 - i. Aircrew on ground can contact Razorback Clearance.
 - ii. If airborne, aircrew can contact Razorback Approach, or Memphis Center as a backup.
4. Traffic Patterns Operations
 - a. CFIs and students should consider using other local airports for executing pattern practice before operating at KVBT.
 - b. Landing to the south, NMT four aircraft are authorized in the closed pattern.
 - c. Landing to the north, NMT three aircraft are authorized in the closed pattern.
 - d. The standard for landing at KVBT is landing to the south on no-wind days.
 - e. Touch-and-Go operations are prohibited for student pilot solo flights unless properly endorsed by respective CFI.
5. Turf Runway Operations
 - a. Turf runway status can be checked at the following link:
https://www.airfield.guide/KVBT_Status.asp.
 - b. Hard surface and turf takeoff/landing operations shall not happen concurrently.
 - c. Turf runway operations are from sunrise to sunset when turf is dry.
 - i. PICs should execute safe decision making for turf operations.
6. VBT Departure Procedures
 - a. Departing on Runway 18:
 - i. Departing south, execute a straight-out departure.
 - ii. Departing east, execute a climbing left turnout to the east.
 - iii. Departing north, execute a climbing left turnout to the north.
 - iv. Departing west, execute a straight-out departure and establishing positive contact with Razorback Approach before turning West through Bentonville Regional Airport (KXNA) Class C airspace.

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- b. Departing on Runway 36:
 - i. Departing north, execute a straight-out departure.
 - ii. Departing east, execute a climbing right turnout to the east.
 - iii. Departing south, execute a climbing right turnout to the south.
 - iv. Departing west, execute a climbing right turnout to the northwest and establish positive contact with Razorback Approach before turning West through KXNA Class C Airspace.

7. VBT Arrival Procedures



- a. Runway 18 in use
 - i. Arriving from 001° through 180° : Follow I-49 remaining outside of Rogers Executive Airport (KROG) Class D. Enter left downwind as published.
 - ii. Arriving from 181° through 360° : Cross midfield to enter a left downwind as published.
- b. Runway 36 in use
 - i. Arriving from 001° through 180° : Follow I-49 remaining outside of KROG Class D. Enter left downwind as published.
 - ii. Arriving from 181° through 360° : Remaining outside of KXNA Class C Airspace. Enter left downwind as published.
- c. The standard entry into the pattern is a 45° pattern entry or midfield entry both into the downwind.

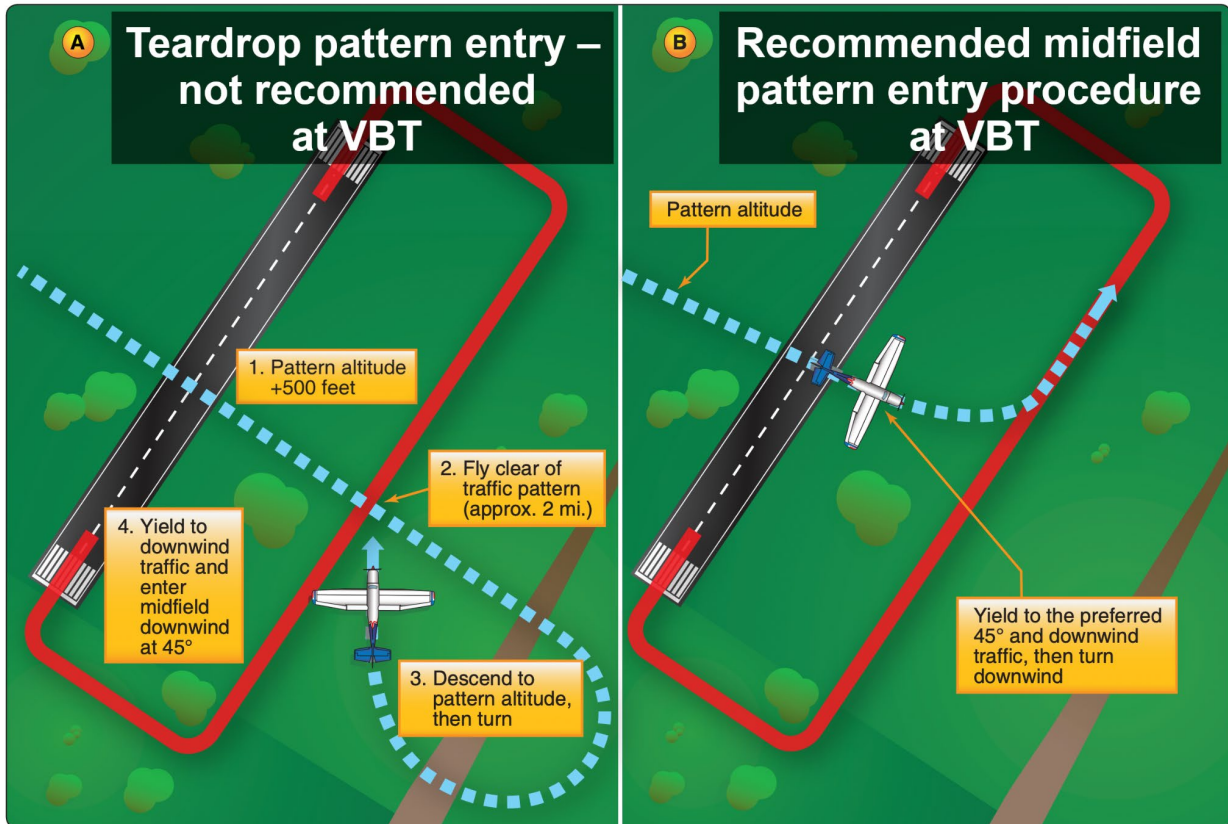


Diagram 3: Example entry as published in Reference (2)

- d. Midfield to teardrops entries made to the West are not recommended due to the proximity to KXNA Class C Airspace.
8. Practices areas
- a. KVBT operates primarily in two practices areas: North and East Practice Areas.
 - b. VFR flight following is recommended to enter either area.
 - c. The practice areas are merely designated areas developed by Summit Aviation staff and all VFR flight rules apply when operating in these areas.
 - d. Pilots should execute clearing turns prior to executing each maneuver directed in a flight activity to properly identify any hazards to safety of flight.

Chapter 12: Cross-Country Operations

1. Preflight Operations: PICs shall operate cross-country requirements as per 14 CFR 91.103 and this SOP.
2. Fuel Requirements
 - a. VFR Flights: PICs shall reference fuel divert requirements delineated in 14 CFR 91.151.
 - b. IFR Flights: PICs shall reference fuel divert requirements delineated in 14 CFR 91.167.
 - c. All aircrew are encouraged to take a conservative fuel plan when executing cross-country flight operations.
 - d. To the max extent practical, PICs will ensure that fuel tanks are full.
 - e. If planning considerations require PICs to take on less fuel, flight operations are still permitted, pending all FAR fuel divert requirements are maintained.
3. Overnight Stays:
 - a. Overnight cross-country trips will only be authorized with the approval of the Chief or any Assistant Chief
 - b. No more than five days total away from KVBT will be authorized, waivable only by the Chief or any Assistant Chief.
 - c. Summit Aviation aircraft flight controls/tie downs shall be secured with landing gears chocked, if available. Aircraft doors shall be secured before departing the airport.
 - d. Parking brakes shall not be set, unless directed by Fixed Base Operator (FBO).
 - e. Aircraft can be secured in a hangar, but at the cost to the PIC only.
4. Maintenance Action Away From KVBT
 - a. Prior to any maintenance action on Summit Aviation aircraft, PICs shall inform the Chief or any Assistant Chief for maintenance action approvals away from KVBT.
 - b. PICs shall incur all costs associated with Summit Aviation aircraft if there is no due diligence in reaching out to the Chief or any Assistant Chief. If maintenance action is determined to compound further maintenance action, the PIC can further be held liable, per the Chief or any Assistant Chief.

Chapter 13: IFR Operations

1. General
 - a. All PICs shall operate Summit Aviation aircraft IAW CH4.1.
 - b. All PICs shall show proof of an Instrument Proficiency Check (IPC) and instrument currency for IFR flight rentals.

2. IFR Departures from KVBT
 - a. Flight plans shall be filed by NLT 30 minutes prior to scheduled takeoff.
 - b. On ground, contact Razorback Clearance for an IFR clearance prior to taxi.
 - c. Expect a “hold for release” upon initial contact with Razorback Clearance.
 - d. Expect a clearance void time when released for departure.
 - e. Pilots shall not taxi onto the runway without an IFR release.
 - f. Pilots should expect NMT five minutes to depart KVBT and contact Razorback Approach when airborne.
 - g. Pilots do not have any special priority over aircraft already airborne IVO KVBT. IFR aircraft shall give right of way to aircraft in the pattern and make applicable position calls on CTAF prior to departing the pattern and subsequent switching to Razorback Approach.

3. IFR Arrivals to KVBT
 - a. Pilots should cancel their IFR flight plan as soon as feasible.
 - b. If KVBT is operating under visual meteorological conditions (VMC), pilots are requested to cancel their IFR flight plan with field in sight.
 - c. If aircrew are unable to cancel their IFR flight plan, pilots should cancel on ground when safety of conduct allows with Razorback Clearance.

4. Instrument Flight Training Specifics
 - a. Partial panel instrument flying is prohibited in instrument meteorological conditions (IMC) and only allowed in VMC.
 - b. Partial panel training is conducted at the discretion of the CFI. Scenarios include the following:
 - i. Covering one or more instruments to simulate failure.
 - ii. Dimming backlight of an instrument display.
 - iii. Turning off an electronic flight instrument.
 - iv. Pulling the Air Data Computer (ADC)/Altitude and Heading Reference System (AHRS) circuit breaker to cause failure.
 1. Pulling this breaker is strictly prohibited in airspace requiring Mode C transponder and/or Automatic Dependent Surveillance-Broadcast (ADS-B).
 - c. Practice Approaches: PICs shall not descend below published minimums when aircraft is not in a landing configuration.
 - d. Missed Approach Procedures shall be executed IAW 14 CFR 91.175 Section (e).
 - e. Unusual Attitude training is prohibited in IMC. PICs should adhere to VFR WX minimums per 14 CFR 91.155.
 - i. Unusual attitudes maneuver shall be fully recovered no lower than 1,500 feet above ground level (AGL).

Chapter 14: Night Operations

1. General
 - a. PICs operating during night hours must meet currency requirements delineated in 14 CFR 61.57 to carry passengers.
 - b. Student solos will be permitted at the sole discretion of the CFI; however, if student solos are authorized, a qualified CFI shall be on station at KVBT.
 - c. PICs are prohibited to takeoff or land on any runway without appropriate airfield lighting.
2. Use of Aircraft Lights at Night
 - a. PICs shall always use aircraft light at night to maximize potential for safety of flight operations.
 - b. CFIs are the only authorized Summit Aviation personnel to simulate landing/taxi light failures for takeoff and landing.
 - c. On ground and at the discretion of the PIC, pilots may secure strobe and landing/taxi lights near other aircraft or ground personnel.
3. Maneuvering at Night: CFIs are the only authorized Summit Aviation personnel to execute supervision of training syllabus requirements. These include the following:
 - a. Slow Flight
 - b. Stalls
 - c. Performance Maneuvers
 - d. Ground Reference Maneuvers
 - e. Simulated Emergency Maneuvers
4. Operations at VBT Outside of FBO Operating Hours
 - a. PIC planning and recognition is necessary for operations outside of FBO operating hours.
 - b. If assistance from Summit Aviation is needed, the PIC should contact the front desk, at 479-254-0817, to coordinate the proper support needed from the Line.
 - c. PICs arriving, after the FBO is closed, shall park in a marked parking spot.
 - d. Aircrew will chock and tie down the aircraft, leaving the aircraft key in a hidden location with the aircraft before departing the airfield.

Chapter 15: Emergency Operations

1. Emergency Contacts
 - a. **All emergency actions at KVBT start with calling 911.**
 - b. As soon as possible, notify Summit Aviation Front Desk at 479-254-0817.
 - c. The front desk shall notify the Chief and all Assistant Chiefs.
 - i. The Chief can be reached by cell phone on 850-607-0906.
2. Emergency Operations at KVBT
 - a. Upon the notification of any emergency at KVBT, all flight/ground operations shall be secured until the emergency is secured.
 - b. Waiver Authority: The Chief or any Assistant Chief
 - c. If aircraft are airborne, the standard is to remain clear unless otherwise notified. All PICs shall divert to an alternate airport, preferably in the local area, as soon as possible.
 - i. Once on ground, all diverted aircraft will notify the front desk at the above number.
 - ii. Pending outlook of emergency, Summit Aviation staff will coordinate recovery of all aircrew to KVBT.
3. Emergency Malfunctions in the Traffic Pattern
 - a. Aircraft malfunctions in the traffic are to be executed IAW with briefed conduct and aircraft manufacturer checklist.
 - b. PICs shall plan to make a controlled landing straight ahead or slightly left/right of the runway's extended centerline should engine failure occur on takeoff.
 - c. Pattern traffic should be tightened up to ensure safely making the runway in the event of a failure in the traffic pattern.
 - d. Communicating over CTAF is crucial to overall safety of flight; however, maximizing safety of flight shall always take priority prior to communicating.
4. Fire Safety Precautions/Procedures
 - a. Fire extinguishers are located on all KVBT fuel trucks, hangar spaces, and aircraft.
 - b. Fires during engine start must immediately execute emergency procedures as directed by the aircraft manufacturer. These are considered immediate action items; therefore, they shall be memorized to be completed in a prompt and accurate manner.
 - c. Generally, all aircraft can follow the following recommendations:
 - i. Continued cranking the starter to draw flames into the engine.
 - ii. Cut off all fuel by setting the mixture to fully lean.
 - iii. Turn off all master and ignition switches.
 - iv. Egress aircraft and remain at a safe distance.
 - v. If safe egress is attained, aircrew may obtain any available fire extinguisher to support extinguishing of any fires; however, do not attempt to support fire extinguishing effort if the situation is unsafe.

5. Simulated Emergency Training

- a. Shall only be executed under the supervision of a CFI.
- b. While conducting simulated emergency training, CFIs will set a floor of 500 feet AGL, unless near an approved runway surface.
- c. CFIs shall clear the engine, approximately every 1,000 feet, for approximately three seconds to reduce the risk of spark plug fouling.
- d. At low engine power settings, CFIs shall ensure carburetor heat is fully hot and cowl flaps are closed (per manufacturer recommendations) and monitor for any engine abnormalities.
- e. CFIs will hold the hammer on safe execution of simulated emergency training.
- f. Performing any simulated emergency training in the traffic pattern, CFI should execute this training at airfields where pattern traffic is minimal and/or at an uncontrolled airfield.
 - i. All simulated emergency training should be announced on safety of flight frequency.
 - ii. Should operations create unsafe separation or approach becomes unstable, the CFI will discontinue training and execute appropriate maneuvers to maintain safe flight operations.

Chapter 16: Maintenance

1. General
 - a. Summit Aviation MX is in the green hanger next to the previous FBO building on the east side of the airfield.
 - b. MX personnel shall be present from Monday through Friday to perform schedule/unscheduled MX on Summit Aviation and privately-owned aircraft.
 - c. Due to current workforce constraints, MX personnel are currently off on the weekends.
 - d. All records of all previous and/or outstanding MX actions will be scheduled and referenced in FSP.
2. Scheduled Aircraft MX
 - a. Summit Aviation shall schedule and stagger its aircraft inventory to undergo multiple required inspection delineated by the FARs; per 14 CFR 43.
 - b. All Summit Aviation personnel are required to ensure that all aircraft follow FAR prior to accepting an aircraft for flight operations.
3. Unscheduled Aircraft MX
 - a. Unscheduled Aircraft MX is referred to as a squawk in FSP. Any discrepancies that arise should be filed in FSP as soon as possible for maintenance to be informed and begin the process of resolving these issues.
 - b. PICs can ground an aircraft for what they deem as critical discrepancies that grossly affect overall safety of flight until resolved.
 - c. Any PIC can report a squawk or ground an aircraft in FSP. PICs may also work with Summit Aviation staff to properly log MX actions, as a backup when necessary.
4. Common MX Actions
 - a. Tail Strikes: For the purposes of this SOP, all tail strikes encompass the aircraft's hitting any surface along the tail section of the aircraft. PICs should immediately discontinue operations as soon as feasible to assess the damage.
 - i. If damage is cosmetic, the PIC has the authority to continue flying if it meets airworthiness standards for flight operations.
 - ii. If major damage is evident enough to affect safety of flight, the PIC shall ground the aircraft and squawk specifics of mishap in FSP.
5. Failed Magneto Checks
 - a. Prior to cancelling a flight activity due to a bad magneto check, aircrew should attempt to clear sparkplug fouling by performing a burn-off procedure. Procedures are as follows:
 - i. Lean mixture to max power
 - ii. Throttle to full power for NMT 1 minute, monitoring exhaust gas temperatures (EGT) for overheating.
 - iii. Reduce power and reattempt magneto check.

6. Inoperative Aircraft Lighting

- a. If aircraft lights are noted to be inoperative at any phase of ground/flight operations, PICs shall notify MX to resolve the issue immediately.
- b. Flights with inoperative lighting can only be deferred, if authorized in 14 CFR 91.213.

Chapter 17: Restrictions/Limitations

1. General: Restrictions and limitations of this section apply only to Summit Aviation owned aircraft.
2. Pilot Currency
 - a. Pilots are expected to maintain currency per 14 CFR 61.57.
 - b. Pilots who have not flown a Summit Aviation aircraft within 90 days, PICs will be asked to show proof of currency requirements and endorsements to be authorized any rental.
 - c. Tailwheel pilot currency requirements are five takeoffs and landings in the previous 30 days. Tailwheel pilots who have not flown a Summit Aviation tailwheel aircraft within 30 days, PICs will be asked to show proof of currency requirements and endorsements to be authorized any rental.
 - d. Any PIC who falls out of directed currency requirements as per 14 CFR 61.57 and this SOP may not rent Summit Aviation aircraft until that PIC has flown with a CFI to regain currency.
 - i. It is recommended that all PICs who fall out of currency should schedule and execute a Flight Review with a CFI.
 - ii. This shall reset the 24-month flight requirements per 14 CFR 61.56.
3. Takeoff/Landing Operations
 - a. All PICs shall use all the available runway for takeoff, to the max extent practical.
 - b. Pilots may elect to use a shorter runway distance for takeoff/landing operations if aircrew preflight planning was within aircraft manufacturer limitations.
 - c. It is requested the stop-and-go landings are chosen over touch-and-go landings, when available to PICs.
4. Minimum Altitudes: With regard to (WRT) flight operations, aircrew shall be expected to operate the aircraft as directed in 14 CFR 91.119.
 - a. Deviations may occur for training purposes only with a qualified CFI on board.
 - b. The standard traffic pattern at KVBT is no lower than 700 feet AGL.
5. Operations on Covered Surfaces
 - a. PICs are only authorized taxi/takeoff/landing or when runway is Condition 3/Less with the expressed consent of the Chief or any Assistant Chief at KVBT.

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6. Weather Minimum: Thaden Field personnel shall follow the below WX considerations (Winds are considered sustained/gusting maximums):

Day Mins	Student Solo	Rental	Dual
Pattern Work	Ceiling: 1,500' Visibility: 3SM Winds: 15KTS X-Wind: 10KTS	VFR Mins	VFR Mins
Outside Pattern	Ceiling: 2,000' Visibility: 5SM		
Cross Country			
Instrument Flight*		<u>Non-Precision Appr</u> Ceiling: +200' Visibility: +0.5SM <u>Precision Appr</u> Ceiling: +100' Visibility: +0.25SM	<u>All Approaches</u> IFR Mins
*Non-Dual-Piloted Aircraft in IFR, add above numbers to published minimums.			

Night Mins	Student Solo	Rental (Single PIC)	Dual
Pattern Work	Ceiling: 3,000' Visibility: 5SM Winds: 15KTS X-Wind: 10KTS	VFR Mins	VFR Mins
Outside Pattern	Ceiling: 3,000' Visibility: 5SM		
Cross Country			
Instrument Flight*		<u>Non-Precision Appr</u> Ceiling: +200' Visibility: +0.5SM <u>Precision Appr</u> Ceiling: +100' Visibility: +0.25SM	<u>All Approaches</u> IFR Mins
*Non-Dual-Piloted Aircraft in IFR, add above numbers to published minimums.			

- a. Lightning that is within 15/20NM is a safe benchmark for ceasing all ground/flight operations. If flight operations have commenced while on ground, aircrew operating Summit Aviation aircraft shall return to the line and discontinue flight activity until WX environment is safe for all operations.
7. Aircraft Crosswind Limitations shall be referenced per the aircraft manufacturer's checklist and publications. If crosswind component exceeds, or are forecasted to exceed during flight window, PICs shall not execute flight operations until winds are within limits.

Chapter 18: Instructor Conduct

1. General
 - a. Authorized flight instruction is taught by both full and part-time CFIs.
 - b. All new hires shall receive proper training as directed by the Chief and Assistant Chief.
 - c. All instructors shall work to get the flight instruction training and qualifications to obtain at a minimum a Certified Flight Instructor – Instrument (CFII) up to a Commercial Pilot License.
 - i. Summit Aviation requires all CFIs to keep and maintain a 2nd-Class Medical Certificate.
 - d. It is the recommendations of the Chief and Assistant Chief to maximize all checkouts in available aircraft, to include tailwheel.
2. Documents Required: Uploaded all documentation IAW CH4.1 to execute CFI flight operations.
3. Currency
 - a. All instructors will maintain currency in conjunction with referenced sources and this SOP.
 - b. Instructors are highly encouraged to operate aircraft without providing flight instruction, but this is not a requirement.
 - c. Cost to instructors for aircraft rental for night currency and currency in tailwheel airplanes will be free to the instructor.
 - d. The Redbird SD Simulator is authorized for up to three hours a month for PIC for assisting in maintaining currency.
 - e. CFIs shall maintain at least three hours of instruction per month; otherwise, CFIs will need a flight with a current CFI before instructing further flights.
4. Professionalism
 - a. The Dress code shall be casual wear with a Thaden Field marking of any kind, whether embroidered or wearing an issued name tag. For purposes of safety, pants/shorts (season dependent) and closed-toed shoes are the minimum required for line and flight operations.
 - i. Waiver Authority: The Chief or any Assistant Chief
 - b. CFIs are expected to be on time for all activities, and if late, communicate with the Chief or any Assistant Chiefs to affect training until CFI arrival.
 - c. CFIs will brief and debrief in a place that is private and separated from other CFIs and students to provide a space for open and honest feedback.
5. Tailwheel Instructors
 - a. Minimum 250 hours of dual instruction with 65 hours in tailwheel aircraft to instruct tailwheel students.
 - b. The tailwheel program should be instructed by multiple tailwheel instructors, if available, prior to being endorsed.
 - c. Tailwheel instructor shall get multiple training opportunities prior to signing off tailwheel endorsements.

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- d. Tailwheel instructors are limited by the following restrictions:
 - i. 0.0 – 10.0 tailwheel instruction hours, crosswind limitation is 5 knots.
 - ii. Tailwheel instructors must have a minimum of 20 hours dual instruction given in a tailwheel airplane to train and endorse students with no prior tailwheel time.
 - e. Tailwheel instructors will be required to maintain takeoff and landing minimums referenced in CH16.2.C.
6. Instructor Meetings
- a. The Chief and all Assistant Chiefs shall meet every 1st and 3rd Tuesday of each month from 1300-1330L.
 - b. All full-time instructors will be required to attend meetings conducted by the Chief and/or Assistant Chief every 1st and 3rd Tuesday of each month from 1330-1400L. All part time instructors can attend in any way possible, and they all can expect an email with an agenda for that meeting.
 - c. The Assistant Chief in charge of CFI/Student reviews shall meet face-to-face with each CFI to discuss goals and deviations for flight training weekly.

Chapter 19: Final Note

1. Final Note from the Chief
 - a. The intent of creating this SOP is balance three important variables:
 - i. Trust in all aircrew to operate within the parameters set by the referenced source documents.
 - ii. Trust in all aircrew to create the safest possible outcomes in an inherently risky profession.
 - iii. Trust in our CFIs to have a guide, but to utilize sound judgment regarding each student's learning curve.
 - b. This SOP is intended to give a baseline to all personnel, but each CFI is authorized to add any restrictions that are important to each student's overall safety of flight.
 - c. Our job is to fly, let's execute.