AVIATION PROGRAM PHONE DIRECTORY

http://aste.usu.edu/aviation/

GENERAL CONTACT INFORMATION:

Flight Operations Dispatch Desk (Airport):
 dispatchusu@gmail.com
 435-797-7897

USU Registrar’s Office (2nd Floor TSC):
 www.usu.edu/registrar
 435-797-1116

USU Financial Aid Office (1st Floor TSC):
 www.usu.edu/finaid
 435-797-0173

For other USU phone numbers dial the operator at:
 435-797-1000

USU AVIATION FACULTY AND STAFF CONTACT INFORMATION:

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POLICIES AND PROCEDURES

INTRODUCTION

Welcome to the USU Aviation Technology-Professional Pilot Program. We hope you will find your experiences in this program to be exciting and motivating as you prepare for a career in aviation.

This manual is designed and directed specifically to you, the student. The flight training program at Utah State University must adhere not only to all university policies, but also to the Federal Aviation Regulations, aircraft and airport policies, and very specific training curricula. This manual will help guide you through the various levels and stages of your preparation for your future career as a professional pilot. We know that you and your classmates want the highest level of training possible and that means that you will also be held to high standards in return. We look forward to working with you as you pursue a very challenging and rewarding career in aviation.

EXPECTATIONS FOR STUDENT CONDUCT

All pilots (Students, Instructors, and Examiners) of USU aircraft are subject to the following rules. These rules echo those found at both the university and the FAA.

SCHEDULING AIRCRAFT:

Scheduling is the responsibility of the instructor, they in turn are to attempt to communicate with the student for the times that have been scheduled. Students are to login to either Talon Systems(ETA) online or the app to verify the time and date of the flight. It is the students’ responsibility to note the time, duration, and airframe of the scheduled event. If the student is unable to fly at that time, they are to notify their instructor by 6 PM the day before and cancel the flight. Cancellations can be done by dispatch or the instructor.

NOTIFICATION AND COMMUNICATION

Communication is the key for any professional entity. We expect that you will be in communication with your instructor, dispatch, or management any time things are not going as planned. This includes length of cross country to unavailability to fly due to any sort of reason. We want you to succeed, and if we are not in the know, we cannot help. Similarly, it is the responsibility of any USU pilot to notify management any time there has been and deviation or violation of the Federal Aviation Regulations. If you receive an FAA,
HONESTY AND INTEGRITY:

True professionals are perfectly honest with themselves and with others. Failure to acknowledge a breakdown or defect, failure to report an infringement, failure to abide by rules or required procedures, all have a damaging effect on safety. Students are expected to comply whole-heartedly with federal, state, and local laws, and with regulations and policies of USU. Violations of traffic or criminal laws, Federal Aviation Administration (FAA) regulations, or ethical infractions can result in removal from the Aviation Programs. Cheating on tests or assignments will not be tolerated. Aviation safety begins with strict adherence to an inclusive and complex body of rules and regulations. Any deviation from these rules and regulations threaten human life. Any student conduct or behavior that is considered detrimental to flight safety will be deliberated over by the aviation program faculty as grounds for dismissal.

ETHICAL CONDUCT:

Conduct or spoken remarks that are derogatory, degrading, disrespectful, or otherwise inappropriate with respect to race, color, gender, ethnicity, national origin, citizenship, sexual preference or identity, religion, physical appearance, or other matters of personal identity or values, or the use of offensive language, will not be tolerated. It will be considered as harassment and grounds for dismissal. Individuals from all races, genders, and ethnic backgrounds are represented among our students and are considered to be some of the best pilots and aviation professionals in the industry. Disrespect of this kind is considered a symptom of profound ignorance, and to create a hostile, non-collaborative environment that detracts from learning and from safety.

All students should review the following web sites for policy information concerning student conduct, Academic Integrity, Student Code of Conduct, and additional assistance in other related areas.

- https://studentconduct.usu.edu/

Students are advised that known illegal use/arrest for alcohol and drug offenses will be grounds for suspension from the program pending a formal investigation. We follow the USU Alcohol Policy – “No Alcohol at any time or anywhere on campus (this includes the airport). Legal and responsible drinking off campus. No illegal drugs.”

USU reserves the right to have pilots preform random drug screening.
DISCIPLINARY ACTIONS:

All pilots that utilize USU aircraft will be under the same scrutiny. We find that by keeping the “bar” raised, we all benefit from the results. Any actions that may come down from failure to hold high moral and academic standards will be dealt with legally first, Federal actions (FAA) second, and then finally dealt with on a program level. Conviction by the judicial system or suspension from the FAA for either medical or license may disqualify them from further participation in the Aviation Program at Utah State University. Since each case is different, the severity of the incident will be taken into account as decisions are made.

Here is a list of items we would prefer never to deal with again- cheating on an FAA test, Minor in possession of alcohol or illegal drugs, DUI, DWI, falsification of pilot logbook, etc.

Poor choices such as these should be self-reported and that will be taken in consideration if disciplinary actions are taken. Any violation of the Student Code of Conduct will result in notification of the flight department. These infractions are taken very seriously poor decision making skills, anti-authority attitudes, and impulsivity are traits not in line with professionalism nor the aviation industry as a whole.

Continued participation in the program, rulings dependent, might require counseling and the formation of a support group to both enhance safety and help you become the pilot you desire to be.

Much is required of our USU flight instructors. Should actions need to be taken to correct deviant behavior the steps are as follow: Letter of reprimand in job record and counseling. (If that fixes the issues then the counseling worked). Second deviation, first letter goes permanent and second item added to it. Third time termination of employment.

This is the course of action set in place. If it is a severe issue, management may terminate at the first issue.
FLIGHT AND GROUND TRAINING

All of the ground courses will be taught by Utah State University faculty on the USU campus and/or online. The flight training will be done by University faculty and instructors located at the Logan-Cache Airport at the USU aviation campus.

MAINTAINING CONTACT WITH ADVISORS

As a new flight student, you should arrange an appointment with the Academic Advisor for the Professional Pilot Program by calling 797-2282:

Kaylee Roholt  kaylee.roholt@usu.edu

From time to time, changes occur in the program and your advisor can keep you informed of any changes. By far, the greatest cause of student problems in the program is failure to stay in communication with the academic advisor. It is essential that you talk with your advisor at least once each semester about your schedule. Always ask before you attempt any changes or modifications to the program!

INTERNSHIP/INSTRUCTOR OPPORTUNITIES

In order to be considered for internship opportunities, a student must be declared as a Professional Pilot major and meet requirements for the internship being sought. In addition, only students who complete flight training at USU or are transfer students from an accredited college or university will be awarded the opportunity to compete for internships. (See internship section, appendix B)

Information regarding internship application deadlines will be posted on the USU aviation website https://aviation.usu.edu/htm/student-resources/internships-careers as soon as the information is available. If you're interested in applying for an internship, see Aaron Dyches the semester prior to the actual semester that you wish to participate in the Internship.

See Appendix B, of this document, for specific requirements and benefits of each internship opportunity.
TRANSFERS AND CHALLENGES OF GROUND AND FLIGHT COURSES

Ground or flight courses taken at another college or university MAY be transferable into the Pilot program. All transfer credits must be evaluated by your advisor. See her as soon as possible if you have credit from another institution. All previous ratings must be validated by the Chief Flight Instructor. Students who hold flight certificates or ratings prior to entering the program MAY receive USU credit by following the procedure detailed in the policy in Appendix A of this document.

IN-HOUSE TRAINING REQUIREMENT FOR ALL FLIGHT STUDENTS

Once a student begins flight training at Utah State University, they will not be allowed to leave the program, obtain ratings somewhere else, and then come back into the program. This policy will apply to transfer and “challenge” students as soon as they enter the program.

ATTENDANCE

Private, instrument, commercial, and flight instructor ground school classes are conducted under FAR Part 141. 100% attendance is mandatory and attendance records will be taken each class period. Missed classes MUST be made up with your flight instructor at current flight instructor rates. Each flight instructor will be provided with class syllabi and attendance records for each ground school course. So if you miss a ground school session, contact your instructor and he or she will know the information to be covered.

STUDENT PILOT CERTIFICATE

A person may apply for a student pilot certificate with one of the following authorized individuals: a CFI, a DPE, through an FAA ASI or AST, or with an Airman Certification Representative (ACR) associated with a 14 CFR part 141 pilot school. All student pilot certificates will be issued by the Civil Aviation Registry (AFS-700) on a high quality plastic card stock containing tamper- and counterfeit-resistant features. Once a student pilot certificate has been issued, the pilot must hold a current medical certificate while exercising solo privileges in an airplane, rotorcraft, powered-lift, or airship. Sport, glider and balloon student pilots are not required to hold a medical certificate (refer to § 61.23(b) (3)).

If you plan to attend Utah State University you will need to make an appointment with a CFI to submit your student pilot application. You will need to submit your student pilot application at least 6 weeks prior to beginning flight training. To make an appointment with a USU CFI please call USU Dispatch at 435-797-7897.

If an appointment with a Utah State University representative is not feasible you will need
to make an appointment with: a CFI, a DPE, or an FAA ASI or AST in your local area to submit your student pilot certificate application at least 6 weeks prior to starting ground school.

NOTE: A Temporary Airman Certificate will not be issued for use while waiting for the permanent certificate to be received. The permanent certificate must be in the pilot’s possession to exercise solo privileges.

For further information please contact us at 435-797-7897

MEDICAL CERTIFICATE

In accordance with the Code of Federal Regulations Title 14, Part 61.3(c), all Professional Pilot students are required to obtain an FAA Medical Certificate. There are three classes of medicals: First Class, Second Class, and Third Class. Although only a Third Class medical is required for student pilot operations at Utah State University, it is highly recommended that a student obtain a First Class certificate to ensure no medical conditions exist which would disqualify him/her from obtaining one at a later date. Many pilot jobs require a current First Class Medical.

A Medical must be on record at the airport before the first Solo Flight. Bring to Student Services at the airport – it will be uploaded to the student’s Talon flight account and a copy will be made for the student’s file.

A medical certificate may be obtained from a certified Aviation Medical Examiner (AME). The cost varies according to the examiner and the type of physical sought (First, Second, or Third); the cost is approximately $80-$130. To locate an AME, please visit http://www.flightphysical.com. Details of each medical class requirements and durations are explained in CFR Title 14, Part 67. Please contact Flight Operations at (435) 797-7897 with additional questions.

First and Second Class Medicals are good for one year from date of issue, but will continue as a Third Class Medical for four more years. A Third Class Medical is good for five years from date of issue.

VISION REQUIREMENTS

See Title 14 CFR Part 67 for the vision requirements outlined by the FAA. Please be aware that each class of medical certificate has specific vision requirements.
TRANSPORTATION SECURITY ADMINISTRATION (TSA) CLEARANCE

All professional pilot students are required to provide proof of U.S. citizenship or receive TSA clearance through the Alien Flight Student Program before beginning or continuing any flight training. This is a federal requirement of the TSA for all pilot training throughout the United States. Any who do not comply with this requirement will be grounded until compliance is attained.

U.S. Citizens

Students will be required to show a government-issued picture ID and proof of U.S. citizenship to USU Flight Operations. Student Services at the airport will upload these documents to the student’s Talon flight account, and make a copy for their file. These documents will remain on file for a period of five years upon completion or withdrawal of training. Acceptable documents to verify U.S. citizenship include:

-- a CURRENT U.S. PASSPORT*

OR

-- a CURRENT DRIVER’S LICENSE

AND

-- an original, “RAISED SEAL” Birth Certificate (photocopies NOT accepted)

OR

-- an original, “RAISED SEAL” Certificate of Naturalization (photocopies NOT accepted)

*If a passport is submitted that will expire before the completion of training, it is the student’s responsibility to provide a new passport OR the other acceptable documents.

Foreign Students:

Students will be required to show a passport* and VISA* from their country to USU Flight Operations. Student Services at the airport will upload these documents to the student’s Talon flight account, and make a copy for their file. These documents will remain on file for a period of five years upon completion or withdrawal of training.

*If a passport or VISA is submitted that will expire before the completion of training, it is the student’s responsibility to provide new ones.

The Alien Flight Student Program (AFSP) is a mandatory process for foreign students who are seeking training at a flight school regulated by the FAA, (Public Law 108-176, Dec 12, 2003). Law prohibits flight schools from providing flight training to a foreign student unless the Secretary of Homeland Security first determines that the student does not pose a threat to aviation or national security. On September 20, 2004, the TSA issued an interim final rule establishing the AFSP. All students who cannot provide appropriate proof of U.S. citizenship MUST complete the AFSP process for all flight training where this approval is required.

By legal mandate, USU may not provide certain flight training to any individual who cannot provide appropriate proof of U.S. citizenship until receiving TSA Clearance.
Follow the steps below:

1) Go online to: http://www.flightschoolcandidates.gov
   a. Scroll to FAQ (Frequently Asked Questions) on top of the homepage and read entire section.
   b. Create a Valid User ID and Password – Click on the CREATE NEW STUDENT ACCOUNT link near the top of the login page. Enter the appropriate information to create a new account. Once the account is created, the student will receive an email with their assigned USER ID and PASSWORD. If a problem arises, go to FAQ’s again and scroll to applicable question.

2) The student will receive an email requesting $130 to be submitted via AFSP website – Instructions are found in the FAQ’s.

3) Fingerprints: Once payment is received, the student will receive email instructions for obtaining fingerprints.
   DO NOT GET FINGERPRINTED PRIOR TO RECEIVING THESE INSTRUCTIONS AS THEY WILL NOT BE ACCEPTED.

4) Passport: When requested, the student must provide a copy which is:
   -- not grainy
   -- shows both eyes clearly
   -- not too light or dark when copied
   -- all information on passport copy must be legible and visible

5) The Chief Flight Instructor will be informed of the student’s request and its progress. He will be notified by the TSA when their initial clearance has been awarded.
   A STUDENT MAY NOT RECEIVE ANY FLIGHT INSTRUCTION UNTIL THE TSA CLEARANCE IS RECEIVED BY THE CHIEF FLIGHT INSTRUCTOR.

FLIGHT UNIFORMS AND DRESS CODE

All USU Flight Students are required to purchase and wear uniforms. Uniforms are as follows:

Pants: Semi-formal pants (no leggings or yoga pants) or semi-formal shorts (shorts must touch the top of the knee), clean and in good condition, no denim of any color.

Shoes: Closed toe and closed heel and low heel, no outrageous colors.

Hats: Optional but must not be offensive, distracting, or unprofessional in any way

Shirts: Blue oxford with approved USU Aviation insignia, tucked in!
   -or- Blue knit shirt with approved USU Aviation insignia, tucked in!

OPTIONAL: Flight jackets with approved USU Aviation insignia are available.

Pants and shoes meeting appropriate standards will be purchased by the student at merchants of his/her choice.
Uniforms will be worn for all flight and ground training received at the Airport campus. The appropriate student uniform will also be worn during all solo operations and checkrides. You will NOT be checked-in for your training activity nor dispatched an aircraft without the appropriate uniform. If you are denied an operational check-in due to inappropriate uniform standards, you will be assessed a “NO-SHOW” fee.

Uniforms will be kept clean and in good condition at all times.

ORDERING UNIFORMS:

A group order is placed for uniforms as a courtesy during the first week of each semester. Anyone needing new shirts, hats, or flight jackets will need to submit an order online. Go to https://aste.usu.edu/aviation/current_students and click on the Uniforms tab at the top. Payment for items ordered will be made when the items are picked up. WE ACCEPT CASH, CREDIT CARDS OR CHECKS. You cannot charge your Talon flight account for uniforms.

If you miss the group order, you may contact Image Matters directly at 435-787-0557.

If you have any questions, please contact the Business Officer.

FLIGHT COURSE FEES

It is highly recommended that the entire flight fee is paid before beginning flight training. This will ensure the student will have the funds available in their Talon flight account to keep up with the pace of training. Flight lessons will be scheduled on a regular basis, and the student will be assessed a “no-show” fee for each session missed due to insufficient funds in their Talon flight account. If a student is unable to pay the entire flight course fee at one time, an installment plan is available. Keep in mind that having an installment plan set up will keep the student in good standing financially with the university, and they will not be purged from their classes. However, until payments are made on the installment plan, the student will not have funds in their Talon flight account, and will not be able to fly.

• Due to insurance requirements, a student MUST BE REGISTERED for a Flight Course BEFORE starting flight training.
• Flight course fees are automatically assessed to the student’s Banner account when they register for the corresponding AV course.
• Flight course fee payments are not accepted at the airport. Payments are taken at the Registrar’s Office, or online using the TouchNetTM system. Acceptable forms of payment are cash, check, or credit card (USU does NOT accept all credit cards).
• If the student is unable to pay the full flight course fee, they can set up an Aviation Installment Plan. This installment plan ONLY COVERS FLIGHT COURSE FEES. There is no fee to set
up the plan, and the flight course fee will be divided out equally over 8 payments. Regular monthly payments are required. There are no late fees for non-payment, but USU Student ID cards will stop working on campus if a payment is missed.

(If a student needs to set up an installment plan that pays for tuition and other university fees, they will need to set up a Tuition Installment Plan (TIP). A TIP can include tuition and all university fees, including flight courses. However, there is a fee to set it up, late fees for non-payment, and it must be paid in full before the end of the semester. The student can only have one installment plan set up per semester. They cannot have both an Aviation Installment Plan and a Tuition Installment Plan set up in the same semester.)

• All Financial Aid, Loans, 3rd Party and Veteran’s payments will be applied to any unpaid flight course fees by the Registrar’s Office.
• If the student has not finished a flight course, but needs additional funds to complete it, they can deposit MFLT (miscellaneous flight) funds to their Talon flight account by contacting Student Services at the airport. The amount the student wants to pay will be posted to the student’s Banner account. Once that payment is made (at the Registrar’s Office or on TouchNet), the funds will be put into their Talon flight account.

Any unused MFLT funds ARE REFUNDABLE.

Beginning in the Fall 2016 term, any flight course registered for will have a Fixed Course Fee. Meaning, your course fee has paid for a specific number of ground and flight training hours. The current fee schedule is available from the academic advisor. Any additional training required to meet certifications standards established by the FAA are your sole responsibility. All deposits and debits are available on Talon Systems. This also means, if the student completes a flight course and did not spend all of the flight course fee that was originally paid, THERE WILL BE NO REFUND of UNUSED FEES, and they CANNOT BE USED for a FUTURE FLIGHT COURSE. These unused fees will be removed from the student’s Talon flight account. The Fixed Course Fee does not guarantee that the students individual progress will allow them to complete their training with the course fee. Any overages due to unsatisfactory performance during flight or ground training will require additional funds to be paid by the student.

However, if the student should finish their checkride or stage check, and still has over $100 left in their Talon flight account for that course, they will have the option to use the available funds to gain flight experience and accumulate overall flight time. The student will have approximately 3 weeks to use these funds. When the additional flying is done, THE STUDENT MUST CONTACT STUDENT SERVICES at the airport. A grade request will then be submitted, and any remaining unused funds for the completed course will be removed from the student’s Talon flight account.

EXCEPTION: Any unused MFLT funds paid to help complete a flight course, IS REFUNDABLE.
THINGS TO BE AWARE OF:

- Every flight student has a Student Banner account with the university and a Talon flight account with the flight program at the airport. These two accounts should be monitored regularly by the student.
- Any changes in the student’s registration with the university may affect their flight course fees, i.e., adding or dropping a course may increase or decrease the amount of flight fees reflected as having been paid.
- Payments made to the Registrar’s Office for flight course fees will be posted to the student’s Talon flight account on the next business day.
- Discovery Flights cannot be charged to the student’s Talon flight account.
- Pilot supplies and uniforms cannot be charged to the student’s Talon flight account. The Dispatch Desk accepts cash, credit card or check for any items purchased.
- Students cannot withdraw Flight course fees from their Talon flight account for personal reasons.
- **Students must maintain a minimum balance of $100 in their Talon flight account, or an aircraft will not be dispatched.**
- **Flight course fees MUST BE PAID by completion of the certification or rating.** A grade will not be given until the course fee is paid in full.
- The Fixed Course Fee does not guarantee that the student’s individual progress will allow them to complete their training with the course fee. Any overages due to unsatisfactory performance during flight or ground training will require additional funds to be paid by the student.

If the student has questions regarding their Talon flight account or needs assistance in learning the process, please contact Student Services at the airport.

**Inactivity**

Students who have not flown for a period of 12 months will have their grade changed from an “IF” to an “F.” An attempt will be made to contact them regarding their intentions of continuing in the flight program. If we are unable to contact the student, we will process a refund of any remaining flight fees for flight courses registered prior to Fall 2016 term. The refund will be sent to the last known address on file in Banner. Any remaining flight course fees after Fall 2016, will be forfeited, and the student’s Talon flight account will be closed. If there is a negative balance, a charge may be posted to the student’s Banner account.

**PLEASE BE AWARE** – should the student decide, at a later day, to resume their flight training, the student must re-register and pay any tuition and fees associated with the flight course.
Leave of Absence

If the student will be leaving the flight program for an extended period of time (i.e., for military or voluntary/community service), it is highly recommended to set up a Leave of Absence with both the University and the flight program. Do the following:

1) Meet with Kaylee Roholt, USU Aviation Advisor
2) Complete the Withdraw form Flight Program form (located online and at the Dispatch Desk). This process will inform the flight program of the student's intentions, settle their Talon flight account, and give students an opportunity to meet with the Chief Flight Instructor regarding their experience in the flight program.
3) Go to the website loa.usu.edu to set up a Leave of Absence with the University – this will hold the student’s admission with USU, and they will not need to reapply upon returning.

Program Withdrawal

If the student is planning to withdraw from the flight program (i.e., changing major or withdrawing from the University), do the following:

1) Meet with Kaylee Roholt, USU Aviation Advisor
2) Complete the Withdraw form Flight Program form (located online and at the Dispatch Desk). This process will inform the flight program of the student’s intentions, settle their Talon flight account, and give students an opportunity to meet with the Chief Flight Instructor regarding their experience in the flight program.
3) If the student is withdrawing from the university, also go to loa.usu.edu to inform USU.

Program Completion/Graduation

Upon graduation or completion of the flight program, do the following:

1) Meet with Kaylee Roholt, USU Aviation Advisor

FAA CHECKRIDES

Upon completion of Private Pilot, Instrument, ME Commercial 3, Commercial SE add-on, and CFI, CFII, and MEI flight courses, the student will take and pass the FAA checkride. Checkrides will be scheduled by the flight instructor when he/she has verified that the student has met all requirements for completion of a certification/rating. The cost to pay the FAA Examiner for a checkride is included in the flight course fee. If the student has to repeat the exam, additional charges may be incurred.
Scheduling Checkrides

• To schedule a checkride, the STUDENT will go to the Aviation website, under Current Students to complete and submit the Checkride Authorization. ALL OF THE INFORMATION on the form is REQUIRED.

• The Instructor will schedule the checkride with the FAA Examiner. The Chief of Assistant Chief on call will be notified to complete the checkride request.

• The Chief or Assistant Chief Flight Instructor will determine if the requirements have been met, enroll the student into the checkride course in Talon, and sign the IACRA (FAA). They will notify the Instructor in Talon that the student is ready for the checkride.

**The Chief or Assistant Chief Flight Instructor will only process checkride requests Monday – Friday, during regular business hours.

Paying the FAA Examiner

• The flight program will issue a check directly to the FAA Examiner after the checkride. The examiner and student will complete the FAA Checkride Payment Request form, found online and at the Dispatch Desk. Both the student and examiner will sign the request that also shows the amount due to the examiner. This completed form is then turned into Student Services at the airport.

• When the check to the FAA Examiner is processed, the charge will be posted on the student’s Talon flight account.

• If the student chooses to pay the FAA Examiner the checkride fee out of pocket for whatever reason, they will not be reimbursed.

TALON SYSTEM – OPERATIONS, SCHEDULING, ETC.

Talon is the online Education and Training Administration (ETA) software that is used to track students’ training and billing activity for pilot training. An account in Talon must be set up for each student before flight and/or ground training begins. Before an account is set up, the student must prepare and present the following to Student Services:

1) Proof of U.S. citizenship or TSA clearance (see section on Transportation Security Administration (TSA) Clearance)
   a. TSA clearance documentation for foreign students must include a copy of their passport VISA, and a completed I-20 immigration form.

2) Student Pilot Certificate – as required (see section on Student Pilot Certificate)

3) FAA Medical – as required (see section on Medical Certificate Requirement)

An account will be set up for the student in Talon after they have presented these documents to Student Services. The student’s username will be the first name period (.) and the entire last name in the form of: firstname.lastname, all in lowercase. The default
password will be ‘aggie’, all in lowercase. The default PIN will be ‘usu’, all in lowercase. The student is strongly encouraged to change the password and pin to something more personal when they login to the system.

After the student has provided the required documentation to begin training, the Chief Flight Instructor will assign the student to a flight instructor. Scheduling flights must be arranged through the flight instructor. Dispatch can also schedule an activity if the flight instructor is unavailable.

Each activity in Talon must be completed before leaving the airport. Activity completion requires a review of the content of the activity including the activity grade, flight time and ground time. The student will use their PIN on the final page of activity completion to confirm and agree to the entries and billing of each activity. Each dual activity will require the student’s PIN and the instructor’s PIN to complete it. If the activity is a solo activity, the student is able to authorize it and complete it using their USERNAME and PIN. Checkride activities will require the authorization of the PIC, who is the Designated Pilot Examiner (DPE) -- the student’s PIN and the DPE’s PIN are required for activity completion. All DPE’s have the same PIN: ‘Dpe1’. Authorize and complete checkride activities using the standard DPE PIN in conjunction with the student’s PIN, where necessary.

GENERAL USU GRADING POLICY

Every course has a syllabus that describes how the course will be taught, the daily assignments, tests, and requirements for grades. The syllabus is the last word on everything that is required for that course - study it carefully. The university and College of Agriculture place restrictions on the number and kind of repeats allowed. Be sure to contact your advisor and check university policies any time you expect to receive less than a C- in any class. Do not register again for a course in which you received an incomplete. (Addition information on grading found below and in Appendix A)

UNIVERSITY DROP POLICY

Students may drop courses for a limited period of time during the semester. Below is a short summary of the university’s drop policy – to see the complete Drop and Refund Policy, refer to the General Catalog. The times below are approximate -- Please refer to the Registration Calendar found on the Registrar’s website for SPECIFIC DATES each semester.

• During the first 20% (approximately the first three weeks) of the semester, the student may drop a course without notation on their transcript and receive a full refund, minus the cost of any flights taken.
Between 20% and 60% (approximately the next six weeks) of the semester, the student may drop a course, but will receive a "W" (withdrawal) on their transcript and no refund will be given. The student may submit a Request for Refund/Academic Record Adjustment/Late Drop to the Registrar’s Office. The request must be accompanied by documentation proving extenuating circumstances out of the student’s control. The Registrar’s Office will determine the request on a case by case basis, for such reasons as medical, military, death, relocation, etc. If the refund is granted, the course fee refund will be for the flight course fee paid, minus the cost of any flights taken.

After 60% of the semester, withdrawing from courses is not permitted. However, if a Request for Refund/Academic Record Adjustment/Late Drop is submitted, the Registrar’s Office will determine the request on a case by case basis with documentation of extenuating circumstances as above. If a “W” grade request is made, a $20 fee will apply.

A student may not drop all of his/her classes without an official withdrawal from the University.

If the student has not started a course by mid-term, they may be asked to drop the course. The student must not register for any flight courses if they know they will not be able to start it in that semester.

FLIGHT COURSE GRADE POLICY AT UTAH STATE UNIVERSITY

Grades are issued in the semester they are enrolled into. All grades reflect the earned grade at the end of the associated semester. For example, if the checkride is scheduled, but not completed, the student will receive the appropriate grade for not completing the course.

If the student knows that they will not finish a flight course by the end of the semester, they MUST complete an Incomplete Grade Documentation Form and MEET with the Chief Flight Instructor BEFORE FINALS WEEK to discuss their plan to finish the course. This is the only way to receive an incomplete (IF) grade for the course. If the student fails to complete this process, they will be given an “F” for the course. The Incomplete Grade Documentation Form can be found online as well as at the Dispatch Desk.

For all flight courses requiring a checkride to complete the course, the Checkride Authorization provides all the information needed to process a grade when the checkride is completed. The student will not need to turn in the Grade Request form.

For all flight courses that require a stage check to complete the course, the Grade Request form must be completed and turned into Student Services. This form is found online and at the Dispatch Desk.

Be sure all forms are filled in completely and have the required signatures.
This process must be completed **prior** to beginning your next flight training course or graduating.

As of Fall 2017, the flight certificates and ratings that are required for graduation from Utah State University are:

**PRIVATE PILOT CERTIFICATE**
**INSTRUMENT RATING**
**MULTI ENGINE COMMERCIAL CERTIFICATE**
**FLIGHT INSTRUCTOR RATING**

**GRADING CRITERIA FOR FLIGHT COURSES**

The grading procedure and schedule, which is the same for all flight courses, is located in Appendix A

**FAILURE TO PROGRESS**

There are many aspects that can cause delay and can be accounted for as you start your training at USU. Some of the aspects are, new language, first time living on your own, first time at college, first time learning a physical skill, etc. These along with other factors could influence your progress.

In an effort to maximize your access to aircraft and instructors, we have put in place the following requirements. This by no means is enacted to punish those who are going through hard times. It is however, put in place so that you as the student can finish your training in the semester by having access to aircraft and instructors. You should know that you can reach out whenever, ask for help, and get assistance.

We have defined the terminology of failure to progress in our program as the following, keep in mind this is during the semester in which you have enrolled into the class or are working towards completing an incomplete grade:

1. No scheduled flights in the preceding 4 consecutive weeks. (holidays will be excluded from this)
2. Repeating a flight more than 5 times. (Language skills will be taken into consideration)
3. More than 3 No-Shows during that training course.
4. Failing to respond to instructors/administrative phone calls, texts, or emails within a period of 2 weeks’ maximum.
5. Failing a stage check 3 consecutive times.
6. Not providing required documentation in a timely manner, such as Medicals, stage checks, Make and Model checkouts, etc.
7. Scheduling and cancelling a flight (non-weather related cancel) more than 4 times.
8. Failing to complete online ground lessons required for flight lessons
9. Failing to complete any assignments from your flight instructor.

For the listed items or any additional aspects that may lead your CFI or management to believe that you are purposefully avoiding completing the course, you may be called to explain why it is happening and the plans you have to complete the course you have enrolled into.

See management if you have any additional questions.

PRE-REQUISITES FOR GROUND SCHOOL AND FLIGHT COURSES

All students are expected to maintain approximately equal progress in both their ground and flight training. For that reason, several of the flight courses have ground course prerequisites, and many of the ground courses require that you be at a certain stage in your flight training. Be sure to stay in sequence and talk frequently with your advisor.

Students must meet all required prerequisites prior to beginning a course. Students will be required to show the pertinent certificates and/ratings to the instructor the first day of class. If you have any questions or problems with the prerequisite requirements, please see your advisor or Aaron Dyches.

COMPLETION REQUIREMENTS FOR RECEIVING A GRADE IN FLIGHT AND GROUND COURSES

The university requires that 80% of the course work contained in the syllabus be completed before a student can petition for a grade of Incomplete. Eighty percent completion doesn’t automatically guarantee that the student will receive an incomplete. Incomplete grades are granted at the discretion of the course instructor. If you receive an incomplete, DO NOT register for the course again unless told to do so by your Advisor.

For information on incomplete grades, see either your ground instructor (for ground grades) or Aaron Dyches (for flight courses). No one else can authorize a change of an incomplete grade.

If you are having difficulty completing at least 80% of the required course work, you may drop the class. See the USU Drop Policy listed above or contact your advisor. There is a penalty: when you re-register, you will need to pay the course fees all over again, so use this option judiciously.
PROCEDURES FOR USE OF AIRCRAFT AT THE AIRPORT CAMPUS

Utah State University Aviation Campus, located at Logan-Cache Airport, is the ONLY flight training facility authorized for this program. The university has its own handbook, checklists, and rules for use of the training aircraft. Flight training may only be done by USU flight instructors in USU aircraft. Flight experience obtained in any other way will not be accepted towards certificates, ratings, or graduation. **USU aircraft are for training purposes only. USU does not lease aircraft for activities unrelated to training. Please arrange a meeting with Aaron Dyches if you have any questions or concerns regarding training aircraft and/or policy.**

AIRCRAFT CARE

It is your responsibility to keep the interior of the aircraft you are flying clean. This means NO soda pop containers, candy, etc. wrappers, oil cans, etc. will be allowed in the aircraft. **Do NOT slam the aircraft doors; use the handles properly. Disregard and damage done to the interior, radio equipment, instruments, etc., WILL NOT BE TOLERATED!!!** Any repairs that must be done because of student neglect WILL BE CHARGED TO THE STUDENT WHO LAST FLEW THE AIRCRAFT. If during your pre-flight you find these conditions are not met, you are to contact dispatch immediately and the previous student will pay for repairs. Also, **DO NOT** perform engine starts on airplanes in the hangar area. All planes should be pulled to the tarmac before starting them.

**DO NOT** taxi over tie-down chains. All aircraft will be shut down on the taxiway perpendicular to the desired tie-down and pushed into parking position. This policy applies year round and at every airport. Anytime an aircraft is pushed, there must be at least two people present to move the aircraft. Students are not allowed to move aircraft on their own – an instructor, dispatcher, or USU mechanic must be present. When away from Logan, without an instructor present, students should seek assistance from an FBO employee when moving an aircraft.

If you wish to take a USU aircraft away overnight you must:

1. Get clearance from the chief or assistant chief.
2. Make sure the aircraft will be properly secured overnight.

As none of our syllabi require any overnight trips, an overnight trip is a choice of the student and therefore the student will be responsible for the cost of properly securing the aircraft overnight when it is away from the Logan Cache Airport.
AIRCRAFT WEIGHT & BALANCE

No aircraft will be dispatched without a current Weight & Balance signed by a USU Flight instructor. The Weight & Balance form must be entirely filled out including the calculated takeoff distance and landing distance, including METAR data for KLGU and KBMC and TAF data for KLGU for local flights. METAR and TAF data will also be recorded for each airport of intended landing for cross country flights. If a METAR or TAF is not available for an airport, the closest available will be used.

The Weight & Balance form is void after the scheduled session, and a new one must be completed prior to the next scheduled flight session. No Weight and Balance form can be re-used! If any student is found re-using a Weight and Balance form, he/she will face reprimands determined by Aaron Dyches. This policy stands for all USU students, faculty, and staff. Weight & Balance forms will not be pre-signed. Any instructor signing a Weight & Balance authorizing a flight must be present at the airport.

AIRCRAFT SCHEDULING POLICY

All airport activities will be scheduled on ETA. Scheduling of course activities are limited to designated operation schedulers, flight instructors, and dispatchers. Your schedule will be posted on your homepage in ETA. A login username, password, and pin will be given to you by Aaron Dyches. All activities will be completed by you and your flight instructor together as both student and instructor pins are needed. Please do not give your pin to your flight instructor; this is your electronic signature! Be present when needed to enter your own pin.

AIRCRAFT RENTALS

Aircraft Rentals are Prohibited. See the Chief Flight Instructors if you have any questions.

TECHNOLOGY USE IN USU OWNED OR OPERATED AIRCRAFT

With the increase in technology and mobile devices within society it is good to have limits and boundaries so the technology that is designed to help us does not become a liability. The following policies are designed to help ensure that technology is a help to your learning and not a distraction.
Electronic Flight Bags (EFB)

Electronic Flight Bags are permitted for all operations, (i.e., ground, or flight) as long as the device does not emit or receive a cellular data connection. Using applications such as Garmin Pilot can be very helpful for charts, checklists, and situational awareness including secondary navigation in flight and on the ground. An Electronic flight bag is defined by the FAA as an electronic display system intended primarily for the cockpit or cabin use. **EFB devices can display a variety of aviation data (e.g., checklists, navigation charts, pilot’s operating handbook (POH)) or perform basic calculations (e.g., performance data, fuel calculations). The scope of the EFB system functionality may also include various other hosted databases and applications. Physical EFB displays may be portable (Class 1), attached to the mounting device (Class 2), or built into the aircraft (Class 3). Class 1 EFBs are allowed for use in any USU aircraft for charts, checklists, secondary navigation and any other features of applications such as Garmin Pilot. Devices may not be used for entertainment during flight or ground operations. If the device is capable of a mobile data connection this feature must be turned off, (i.e., airplane mode) and remain off during flight and ground operations. Applications used for charts must remain up to date with the most current revisions downloaded and available for use. Bluetooth connections are allowed when connecting to the Garmin transponder to receive, traffic, weather and location data.

Cameras and Video Recorders

Video and other camera equipment may be used only during dual flights. Use of cameras or video recorders including mobile phones, is prohibited during solo flight operations unless required by this handbook for solo operations in a complex airplane. Camera equipment may not be attached to the exterior of the aircraft unless approved by the director of maintenance.

Mobile Phones

Mobile phones may be used as an EFB, but they must be placed in airplane mode for the duration of the flight. Mobile phones maybe used in cases of urgent or emergency communications are required. Bluetooth connections are allowed when connecting to the Garmin transponder to receive, traffic, weather and location information.

**NOTE:** Utah State University Aviation reserves the right to prohibit the use of electronic devices at any time.
STAGE EXAMS AND END OF COURSE EXAMS

Although Stage Exams and End of Course Exams are available through the Jeppesen Online Course. The Stage Exams and End of Course Exams will only count towards training and be recorded in ETA when taken under the supervision of a current USU flight instructor or dispatcher. A screen shot of the results will need to be signed by the instructor or dispatcher who proctored the exam and uploaded in the ETA system for tracking. A flight instructor will review any incorrect answer with you prior to the appropriate stage check.

Stage Exams and End of Course Exams are to be closed book but the student may use an E6B and one piece of scratch paper provided by the test proctor.

STAGE AND END OF COURSE CHECKS

An oral component has been added to each stage check to more fully prepare each student for the practical exam. The Oral component of each stage check has been designed to allow the Chief, Assistant Chief or designated check instructor the opportunity to gauge the students understanding of subject areas appropriate to each stage of training. They also provide the student and opportunity to prepare for and understand what is expected of them during the oral portion of their practical exam. This oral component must be satisfactorily completed prior to completing the flight portion of the Stage Check or End of Course check.

AIRCRAFT CANCELLATION POLICY

To insure efficient use of instructor and aircraft availability, all ground and flight sessions must be canceled on ETA prior to 6:00 pm one day before the scheduled session. Any sessions not canceled by this deadline will be billed to the student! If a student does not show up within 30 minutes of his/her scheduled session, he/she will be billed a “No-Show” fee and the scheduled aircraft and/or instructor may be given to another student. The minimum billing for a “No-Show” will be 1 hour of scheduled aircraft time at the current aircraft rate and the total scheduled instructor time at the instruction rate associated with the type of instruction scheduled. At the discretion of USU Flight Operations, a “No-show” billing can include any time, up to and including, the total time the student was scheduled for that aircraft and/or instructor. A “Late Cancel” will be considered any cancellation following the cancellation deadline. Any cancellations after the cancellation deadline must be accomplished by the instructor scheduled. A “Late Cancel” will be billed as a “No-Show.” Sessions may be canceled, without penalty, at any time if the cancellation is due to weather, illness, or other unpredictable circumstances. Sessions scheduled without an instructor may be canceled by the student, according to the rules contained herein.
REQUIREMENT TO MAINTAIN CURRENCY

Students and current USU Flight Instructors who wish to use USU aircraft must maintain a standard of currency and flight proficiency which is tracked through ETA. Students who do not fly frequently will be required to fly with an instructor before they will be signed off for solo flight. In addition, students will occasionally be evaluated on landing procedures and competency. These evaluations will be performed by check instructors. Students for these checks will be randomly chosen from a list of current students, regardless of position in pilot training. Students may be billed for these evaluations if they can count towards their required pilot training.

FREQUENCY OF FLIGHT TRAINING

A Private Pilot candidate is expected to complete at least one stage every 60 days. Commercial Pilot candidates are expected to complete at least one stage every 120 days. Written stage exams must be taken and passed in compliance with the course syllabus and Training Course Outline. If you cannot maintain the minimum pace, you may be temporarily suspended from flight training. You will then need to start a new record and take an evaluation flight with the Chief Flight Instructor to determine how much of your previous flight time can be brought forward. See your advisor and/or chief flight instructor early in the program if you might have a problem with the pace of instruction.

RECRUITMENT

Utah State University may select highly qualified Aviation Technology faculty or Staff to serve as an Aviation Technology Flight Program recruiting pilot. Duties and qualifications may include Discovery Flights, flights to airshows, airport open houses, flyovers and other opportunities to publicize, educate, inform and otherwise promote the Professional Pilot programs at Utah State University. Recruiting pilots will not provide any initial student instruction, but may perform other duties as assigned by the Chief Flight Instructor.
FLIGHT DATA MONITORING

Utah State University uses software and the capabilities of the Garmin G1000 avionics suite to record and monitor flight data. The recorded data is available to students and instructors upon request for their flights. The flight data is used to ensure that flight training is conducted in a safe and efficient manner. Recorded data will be used for training, and instructions. When flight data shows that any flight exceeded limitations 5 or more times during a flight, the student and instructor will meet with a member of the safety committee for remedial training. In cases were flight data shows that limitations or standards where violated, Utah State University reserves the right to pursue punitive actions against students or employees who violated the standards or exceeded limitations. Flight data evidence may also be grounds for dismissal from Utah State University or termination of employment. Tampering with flight data cards will result in immediate expulsion from USU Aviation.

FLIGHT PROGRAM ADMITTANCE

Utah State University Aviation does not currently require additional admittance requirements above those required for other majors within the University. Utah State University Aviation reserves the right to require additional steps to be accomplished by students prior to being allowed to start or continue as an aviation student.
Appendix A - Transfer Credits and Grading

APPENDIX A - TRANSFER CREDITS & GRADING
CREDIT FOR FAA FLIGHT CERTIFICATES EARNED PRIOR TO ENTERING USU

Any credit for previous flight training must be coordinated with your academic advisor.

Certificates Earned with College Credit

Students who earned FAA flight certificates through instruction at other colleges or universities will submit their transcripts showing the courses. The credits will be transferred to USU, and the students will receive the appropriate credit.

Certificates Earned without College Credit

Individuals who earned FAA flight certificates from flight schools that did not grant college credit can receive college credit through the following procedure:

<table>
<thead>
<tr>
<th>Options for Receiving Credit</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section A</td>
<td></td>
</tr>
</tbody>
</table>

- Individuals who earned the Private Pilot Certificate may receive credit by challenging AV 2330-Private Ground School and 2350-Private Pilot Certification. The process is as follows:
  1. Obtain a Record of Special Examination Form (one for each course) from the Advising Office (IS 112A).
  2. Schedule and satisfactorily complete the appropriate written and performance exams.
  3. Obtain the required signatures from the Chief Flight Instructor and Advisor on the Record of Special Examination Forms.
  4. Take completed Record of Special Examination Forms to the Registrar’s Office and pay the associated recording fee.

The cost of the examinations are as follows:

- AV 2330 - Private Pilot Ground School - $40.00 (recording fee)
- AV 2350 - Private Pilot Certificate - $60.00 (recording fee) + cost of flight

Students will receive a “P” (Pass) grade for each course.
<table>
<thead>
<tr>
<th>Options for Receiving Credit</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Section B**              | Individuals who have completed ratings beyond a Private Pilot Certificate must have the ground schools on a university transcript. If the ground schools were not transferred to Utah State University from an accredited institution, the ground schools must be retaken at Utah State University.  
  
  **Option #1:**  
  Individuals who hold an Instrument Rating must do the following:  
  1 - Complete requirements of Section A (see above).  
  2 - Register for and complete AV 2520 Instrument Ground School.  
  **Option #2:**  
  Individuals who hold a Commercial Certificate must do the following:  
  1 - Complete requirements of Section A (see above)  
  2 - Register for and complete AV 2400 Commercial Multi-Engine Ground School.  
  **Option #3:**  
  Individuals who hold a Commercial Certificate with Instrument Rating as their highest level certificate must do the following:  
  1 - Complete requirements of Section A (see above)  
  2 - Register for and complete AV 2520 Instrument Ground School and AV 2400 Commercial Multi-Engine Ground School.  
  The price of each option will include the costs required by Section A (see above) plus the cost of tuition. The amount of tuition will be determined by the number of required courses and their corresponding credit amounts. |
| **Section C**              | All training required for **Certified Flight Instructor Certificate (CFI)** must be completed at Utah State University to receive credit and be eligible for graduation. |
| **Section D**              | **Multi-Engine Rating** must be completed at Utah State University to receive credit and be eligible for graduation. |
GRADING FOR PART 141 AND PART 61 COURSES

As flight is a dynamic skill that needs to be assessed on multiple facets, the grading criteria is set forth to measure the learning of the students. Evidence of that learning and knowledge will be proved during stage checks and check rides. All students begin the course with an “A” grade. Grades at the completion of the course will be awarded based on the rubric outlined below.

TOTAL TRAINING TIME - Initial Grade Scale

<table>
<thead>
<tr>
<th>% of Required Training Time</th>
<th>Grade Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>At or below hours billed</td>
<td>+1/3</td>
</tr>
<tr>
<td>At Averages</td>
<td>No conversion</td>
</tr>
<tr>
<td>15% above average</td>
<td>-2/3 grade</td>
</tr>
</tbody>
</table>

An additional -1/2 grade adjustment will be made for each additional 15% over the average time to complete.

WEEKS TO COMPLETE

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Grade Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the Semester of Course Registration</td>
<td>+1/3</td>
</tr>
<tr>
<td>Within 6 months of end of Semester of Course Registration</td>
<td>No conversion</td>
</tr>
<tr>
<td>6-12 Months after end of Semester of Course Registration</td>
<td>-2/3 grade</td>
</tr>
</tbody>
</table>

If students have not completed the course within 12 months of the end of the semester in which they registered for the course they will receive an “F” for the course and must re-register to complete the course and receive a grade.

NO-SHOW

<table>
<thead>
<tr>
<th>Number of No-Show events</th>
<th>Grade Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-1</td>
<td>No conversion</td>
</tr>
<tr>
<td>Each subsequent no-show</td>
<td>-1/3 grade</td>
</tr>
</tbody>
</table>
### STAGE CHECK

<table>
<thead>
<tr>
<th>Attempts</th>
<th>Grade Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>First attempt pass</td>
<td>No conversion</td>
</tr>
<tr>
<td>Each failure</td>
<td>-1/3 grade</td>
</tr>
</tbody>
</table>

### FAA CHECKRIDE

<table>
<thead>
<tr>
<th>Attempts</th>
<th>Grade Conversion</th>
</tr>
</thead>
<tbody>
<tr>
<td>First attempt pass</td>
<td>+1/3 grade</td>
</tr>
<tr>
<td>Each failure</td>
<td>-1 grade</td>
</tr>
</tbody>
</table>

### Example Grading Scenarios:

<table>
<thead>
<tr>
<th></th>
<th>Student Starts with an “A”</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 1</td>
<td>55 Hours to complete course (45 average)</td>
<td>-1/3 grade</td>
</tr>
<tr>
<td></td>
<td>19 Weeks</td>
<td>No conversion</td>
</tr>
<tr>
<td></td>
<td>0 No-show events</td>
<td>No conversion</td>
</tr>
<tr>
<td></td>
<td>Failed one stage check</td>
<td>-1/3 grade</td>
</tr>
<tr>
<td></td>
<td>Passed FAA Checkride on first attempt</td>
<td>+1/3 grade</td>
</tr>
<tr>
<td></td>
<td>Student 1 receives an “A-” for AV 2350 Private Pilot Certification</td>
<td>-A</td>
</tr>
<tr>
<td>Student 2</td>
<td>Student Starts with an “A”</td>
<td>Grade</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>44 Hours to complete course (42 average)</td>
<td>+1/3 grade</td>
<td>A</td>
</tr>
<tr>
<td>15 Weeks</td>
<td>+1/3 grade</td>
<td>A</td>
</tr>
<tr>
<td>0 No-show events</td>
<td>No conversion</td>
<td>A</td>
</tr>
<tr>
<td>Failed two stage check</td>
<td>-2/3 grade</td>
<td>A*</td>
</tr>
<tr>
<td>Passed FAA Checkride on second attempt</td>
<td>-1 grade</td>
<td>B</td>
</tr>
<tr>
<td>Student 1 receives a “B” for AV 2350 Private Pilot Certification</td>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>

* grade remains an “A” because of the previously earned credits. Grades of A+ are not recognized by USU.

**NOTE:** Grades of A+ are not recognized by USU. A failing grade is anything less than a D. Please see current Course Flight Fees for most current breakdown of hours.
UTAH STATE UNIVERSITY FLIGHT INTERNSHIP INFORMATION

Utah State University Flight Program highly supports internship programs. In order to successfully compete for an internship, the following is required by USU and the airline company:

Application Requirements:
1. Junior/Senior in good standing
2. 3.0 GPA on a 4.0 scale
3. No more than 2 violations on your driving record
4. Commercial License (some airlines require CFI/II)
5. First class medical (check with airline for this requirement)
6. Each company indicates flight hours necessary
7. Declared major: USU Aviation Technology Professional Pilot

USU Process:
1. Print a Co-op/internship student manual which can be accessed from:
   [http://www.usu.edu/career/htm/students/obtain-an-internship/coopmanual](http://www.usu.edu/career/htm/students/obtain-an-internship/coopmanual)
2. Download the website information of the airline in which you have interest Websites are located on the following page
3. Authorize the company and your requirements with USU Chief Flight Instructor: Aaron Dyches

Selection Process:

Each applicant will prepare a packet that will include the following:

1. Cover letter
2. Resume
3. Driving record
4. Official Transcript
5. Copy of all Certifications & Licenses
6. Include any other mandated information

Opportunities offered with most internships:
1. Jump Seat travel (free) – this benefit has disappeared over the last few years
2. Networking
3. Simulator training with an instructor (some)
4. Valuable hands-on experience
Appendix B - Internships

Duration of internship

Most internships are one full semester.

When to apply

The deadline for most internships is as follows:  
- February for the Summer/Fall 
- September for the Spring

NOTE: Check applicable websites for firm dates
WEBSITES FOR AVAILABLE INTERNSHIPS

For specific details, please contact Aaron Dyches

ALASKA AIRLINES

http://www.alaskaair.com/content/about-us/careers.aspx

AMERICAN AIRLINES

http://www.aa.com/i18n/aboutUs/diversityInclusion/careers/collegeRecruitment/undergradAdvdegree.jsp

AMERICAN EAGLE AIRLINES

http://www.americaneagleCareers.com

UNITED AIRLINES


DELTA AIRLINES

http://www.deltajobs.net/college.htm

EVERGREEN INTERNATIONAL AVIATION

http://www.evergreenaviation.com/emp/interns.html

EXPRESS JET


FRONTIER AIRLINES

http://www.flyfrontier.com/work-with-us

JET BLUE AIRLINES

http://www.jetblue.com/work/?intcmp=ft_workhere
MESA AIRLINES

http://www.mesa-air.com/

SKYWEST AIRLINES

http://www.skywest.com/skywest-airline-jobs/career-guides/internship/#/career-guide

SOUTHWEST AIRLINES

APPENDIX C - UTAH STATE UNIVERSITY
FLIGHT TRAINING OPERATIONS MANUAL
PURPOSE

The flight training regulations and procedures under which Utah State University conducts its flight operations are directive in nature and are designed to insure a safe, orderly, and efficient operation. They meet or exceed all regulations outlined in Title 14 of the Code of Federal Regulations. Each person connected with these operations is expected to comply with both the spirit and letter of intent of these procedures.

It is recognized that not all possible situations can be foreseen; therefore, unusual situations will be evaluated by the pilot-in-command, and he/she will exercise his/her best judgment.

General

A. The responsibility for the aircraft and equipment rests with the Pilot-In-Command (PIC). On instructional flights, the instructor is considered as the PIC.

B. All pilots shall have in their possession a pilot certificate with appropriate ratings, approved picture ID, and a valid medical certificate.

C. Prior to solo, a student pilot must have his/her student pilot certificate and his/her logbook endorsed by an USU Flight Instructor.

D. All pilots that have not previously flown at USU will be required to take a proficiency check with the Chief Flight Instructor or designated representative. All flight instructors giving instruction under Part 141 for this flight school will be required to demonstrate competency in those maneuvers outlined in the practical test standards for the course of training.

E. No students shall receive flight training without first presenting proof of US citizenship or completing a Transportation Security Administration (TSA) background check.

F. The following pilots may pilot a USU FAR Part 141 aircraft:
   a. USU Flight Instructors
   b. Enrolled USU students under an instructor’s supervision
   c. USU faculty who have completed the required proficiency check and are under instructor supervision.
   d. Pilots employed by USU for specific tasks

G. Mechanics employed by USU with appropriate ratings that have been authorized by the Chief Flight Instructor

NOTE: If the training syllabus requires a flight be solo, the flight must be solo. This means that the student will be the sole occupant of the aircraft with no passengers on board

I. Students shall arrive at least 30 minutes before the beginning of their scheduled flights.

J. No USU pilot will be dispatched an airplane without a complete, current weight and balance form that is signed by a USU instructor who is present at the airport. Weight and balance sheets must be completely filled out including METAR data for KLGU and KBMC and TAF data for KLGU for local flights. METAR and TAF data will also be recorded for each airport of intended landing for cross country flights. If a METAR or TAF is not available for an airport, the closest available will be used.

K. Regardless of departure time, students shall have the aircraft back at the end of their scheduled period.

L. All seat belts will be securely fastened prior to starting the engine.

M. Students must purchase and use a USU Airplane checklist* for each Make/Model of aircraft being flown. Checklist, Owner’s manual, and required FAR documents must be on board for all flights. These checklists can be purchased at Dispatch.
a. *These checklists are developed using the aircraft’s POH and meets and/or exceeds all requirements made by the manufacturer.

N. Pilots will conduct all flights in strict accordance with Federal Aviation Regulations, including pre-flight inspection, starting, run-up, take-off, and landing procedures.

O. Flight Plans: All cross country flights must leave a flight plan at dispatch. This flight plan must also be filed with FSS by phone or electronic means. USU Dispatch must be notified of your intended route and expected time en-route. USU Dispatch must also be notified immediately of any change to the filed route or unexpected delays. If Dispatch is not on duty flight plans must be emailed to the Chief or Assistant Chief instructor on duty. The Chief or Assistant Chief must also be notified of any changes, delays or deviations.

The following flight plan formats are acceptable:
1. Garmin Pilot
2. Foreflight
3. Paper flight plan (ASA, Jeppesen)
4. Skyvector.com
5. DUATS.com
6. FltPlan.com

Flight plans are not required for the following destinations: KBMC, U10, and MLD.

P. Pilot Currency: All students are required to maintain 60-day make/model currency to be eligible for solo flight. This applies to all aircraft for which the student is qualified to act as PIC. Students must maintain this currency both day and night. If a student is not 60-day make/model current, they must complete a proficiency check with a USU instructor prior to solo flight. The requirements of the proficiency check are under the discretion of the flight instructor but must include at least 3 takeoffs and landings. Students must also meet the recent flight experience requirements as specified in FAR 61.57.

Q. All cross-country flights must be approved by an instructor. All cross country flights will also be tracked by dispatch by radio, electronic or other means.

R. Each training flight shall include a pre-flight briefing and a post flight critique of the student by the instructor assigned to the flight.

S. The carriage of narcotic drugs, marijuana, depressant or stimulant drugs or substances on USU aircraft is prohibited by law. Smoking is not allowed in any USU training aircraft or on the ramp.

T. USU flight students will adhere to FAR Part 91.17 regulations pertaining to alcohol and drug use.

U. Practice stall recovery must be completed to straight and level flight a minimum of 2,000 feet above ground level and not be practiced over congested areas or airways.

V. Aerobatic maneuvers are prohibited.

W. All training conducted at USU will follow the approved Standard Operating Procedures. (SOP’s).

X. Forced, or emergency landings may be practiced only when a flight instructor is aboard the aircraft. But descent will not be lower than 500 AGL.

Y. Except for emergency purposes only, no landings will be made to ANY runway that is not paved or asphalted. See approved airport list for airports approved by USU.

Z. Only spins required by the approved syllabi are allowed in USU aircraft. See Aaron Dyches for any deviations.

**PRACTICE AREAS**

a) Dispatch will assign each training flight a practice area. Practice areas must also be noted on the students weight and balance.

b) Students and instructors must adhere to the vertical and lateral limits of their assigned practice area.
SPECIAL REGULATIONS—STUDENT PILOTS (WITH STUDENT PILOT CERTIFICATES)

a) Student Pilots must have a student pilot certificate and medical certificate in their possession prior to beginning a solo flight and throughout the duration of the flight.
b) Student Pilots will not carry passengers under any circumstances.
c) Solo students will not practice aerobatic maneuvers.
d) No solo flights will be conducted in sustained winds in excess of 12 knots or with gusts greater than 15 knots.
e) Student pilots will not fly outside of the local practice area except when authorized by an instructor.
f) Student pilots will not start a solo practice flight without authorization from an instructor present at the airport.
g) Student pilots will not fly above broken clouds, fog, or areas of mountain obscuration
h) No simulated emergency landing will be practiced solo.
i) Student pilots are prohibited from conducting touch-and-go procedures without an instructor or examiner on board the aircraft.

AIRPORT OPERATIONS/PREFLIGHT

1. During training, special emphasis will be placed on proper taxing procedures as found in the AIM 4-3-18, as well as speed management, steering the aircraft, proper controls input, etc.
2. During training, special emphasis will be placed on clearance instructions such as “Hold Short” and “line up and wait”.
3. During training, special emphasis will be placed on situational awareness, including airport signs, markings, and lighting.
4. Students and instructors should anticipate airport surface movements by conducting a pre-taxi plan by reviewing the ATIS, previous experience at that airport, and review of an airport diagram.
5. Students and instructors should plan the execution of aircraft checklists so that checklists are accomplished only when the aircraft is stopped, or while taxiing straight ahead on a taxiway without intersections and an instructor onboard.
6. Students and instructors should always be on the lookout for “runway incursion” and know what it is and how to watch out for it.

AIRCRAFT TAXIING AND STARTING

A. Aircraft must be given a thorough pre-flight by the pilot-in-command or student (with instructor supervision) prior each flight.
B. A qualified flight instructor must be on board the aircraft during all engine starts made by PRE-SOLO student pilots.
C. Aircraft engines may not be started for the purpose of flight until a pre-flight inspection has been performed and the aircraft has been moved clear of hangar and other aircraft.
D. A fire extinguisher must be obtainable during engine starts.
E. Brake pressure must be checked and brakes applied before engine is started.
F. The pilot will make a visual check to ensure the immediate area is clear of people, equipment, and/or debris before starting an engine.

G. Approved checklist must be used for all starting procedures.

H. All engine starts will be done by USU flight instructors, pilots, qualified students, or mechanics.

I. When the temperature of a cold-soaked engine drops below 10 degrees Fahrenheit (-12 Degrees Celsius), the aircraft engine will be preheated before an engine start is attempted. This will be done in accordance with the Airplane Flight Manual.

J. No one except a qualified USU mechanic may hand-prop an aircraft at any time.

K. Airplanes will be taxied only by USU flight instructors, pilots, authorized students, or authorized mechanics.

L. No aircraft shall be taxied closer than ten feet to any building or other stationary object unless following a marked taxi route, or when directed by a person on the ground using hand signals. Aircraft will not be taxied inside hangars.

M. Aircraft will be taxied very slowly in congested areas and at a speed equivalent to a “brisk walk” on taxi routes. Low power settings must be used when taxiing out of the tie down areas.

N. Minimize checklists usage or “heads-down” activities while aircraft is moving.

O. Correct control deflections will be used when taxiing in winds greater than 5 knots.

P. Students and instructors should visually scan the full length of taxiways, runways, and final approach to check for aircraft.

Q. Engine run-up shall be made in designated run-up areas. Clear of the runway, and headed as nearly as possible into the wind. (See SOP’s for run-up areas at KLGU) After receiving take-off clearance, all pilots will visually clear the approach path and then take off expeditiously. This rule is applicable at all airports, towered and non-towered.

R. In the event surface winds reaches 40 knots or higher, a wing walker will be used for all taxiing aircraft.

S. Solo students will not taxi their aircraft unassisted to the parking area after landing when wind has reached 30 knots, but will clear the active runway and stop the aircraft with the nose pointed directly into the wind. They will keep the engine running at 1,000 RPM and hold their wings level with ailerons, contact Dispatch, and wait for assistance to taxi to the parking area.

T. No aircraft will be taxied from its tie down position for any reason when the wind exceeds 30 knots.

U. In case of aircraft approaching head on, each aircraft shall alter to the right and/or follow instructions by Ground Control.

V. In the event of an unexplained engine failure or intermittent engine operation, either in flight or on the ground, the pilot-in-command will comply with all emergency checklist items as listed in the aircraft POH or designated checklist. If the engine is still not running after completing the checklist, the pilot will not attempt an additional restart. If a successful landing is made, no restart will be attempted until a USU mechanic has been consulted. If necessary, a tow will be requested to the appropriate ramp. A restart will only be attempted after maintenance personnel have released the aircraft for return to service. If away from home base, call the USU emergency number.
FIRE PRECAUTIONS

When the temperature of a cold-soaked engine drops below 10 degrees Fahrenheit (-12 Degrees Celsius), the aircraft engine will be preheated before an engine start is attempted. This will be done in accordance with the Airplane Flight Manual. An instructor must be present at all times when using pre-heat equipment.

Improper starting procedures or starting during a difficult cold weather start can cause a backfire which could ignite fuel that has accumulated in the intake duct. In this event, proceed as follows:

A. Use caution in over priming the engine during start.
B. Continue cranking in an attempt to get a start which would suck the flames and accumulated fuel through the carburetor and into the engine
C. If during start a minor fire develops in the CARBURETOR, continue cranking momentarily. A start will extinguish the flame.
D. If during start a minor fire develops in the EXHAUST STACK, continue cranking to extinguish the flame.
E. If fire is other than described above, place mixture control on idle cut off, turn OFF the magneto switch, and evacuate the aircraft immediately. Use nearest fire extinguisher at the base of the flame. After the fire has been extinguished, notify Dispatch.
F. If start is successful, run the engine at 1700 RPM for two minutes before shutting it down.
G. In case fire is not extinguished, turn off all switches and use fire extinguisher.
H. Report to USU Dispatch.

Fireworks:

Due to the increased danger associated with fireworks (airplanes flying without lights on, drones breaking regulatory altitudes, altitudes of the fireworks, etc.) we have deemed it necessary to put some restrictions on night flights during certain times of the year.

We have determined that for celebrations involving fireworks on or around January 1st, July 4th, and July 24th, as determined by management, all flights need to be on the ground before sunset. All aircraft are required to be on the ground by 4:30 pm in January and 8:30 pm in July during these holidays.

Other cities will celebrate with fireworks throughout the year as well and so if you are flying during these times it is required that you avoid these areas by a minimum of 5 miles.
AIRCRAFT OPERATIONS: MANEUVERS

a) All approaches and departures will be made as directed by the Control Tower or in accordance with USU procedures and procedures outlined in the Aeronautical Information Manual.

b) When taking off from an airport, the cross-wind turn shall be made as close to traffic pattern altitude as possible and no lower than 500 AGL. Instructions by the Tower must be followed when safe to do so.

c) All local flights must be made in a designated practice area.

d) Low altitude maneuvers, except takeoffs and landings, will not be performed in the vicinity of any airport or over populated areas.

e) No pilot shall operate an aircraft in close proximity to another aircraft and shall give way to other aircraft to avoid creating a collision hazard. FAR Part 91.113 must be followed under these conditions and as outlined in Aeronautical Information Manual.

f) Formation flying is PROHIBITED.

g) No flight shall be conducted above 12,500 feet MSL without supplemental oxygen onboard for the pilot and the passengers. (See FAR 91.211)

h) All pilots must clear the area prior to performing maneuvers. Complete two 90 degree turns in opposite directions or one 180 degree turn to clear the area.

i) No flight shall be conducted over any congested area or any open air assembly of persons, below an altitude of 1,000 feet above the highest obstacle within a horizontal radius of 2,000 feet of the aircraft. Over other than congested areas, an altitude of 500 feet above the surface will be maintained. Other restrictions outlined by NOTAM.

j) Single engine airplane stalls, slow flight, steep turns, chandelles, or lazy eights shall be performed or recovered no lower than 2,000 feet AGL.

k) On all dual and solo flights, all pilots will keep a proper lookout to avoid other aircraft, terrain, and other obstructions.

l) All simulated emergency operations will be done in compliance with the aircraft flight manual.

m) Multi-engine airplanes stalls, slow flight, steep turns, chandelles, lazy eights or Vmc demonstration flight shall be performed or recovered no lower than 4,000 feet AGL. Simulated engine failure procedures will be terminated no lower than 500 feet AGL unless landing, and will not be initiated below 500 feet AGL or after reaching a speed of 30 kts on the ground.

n) USU Students are prohibited from conducting touch-and-go procedures without an instructor or examiner on board the aircraft.

o) No more then three consecutive landing shall be practiced at any one time. A student or a student and an instructor may begin a flight lesson with three consecutive landings depart the traffic pattern and return for three more landings.

p) Runway FICON condition must be reported as a 3 or greater for any flight operations. No flight operations will be conducted on any runway with an RCC code below 3 on any 1/3 of the runway. The table below provides information for the types of operations allowed for each RCC code.
### RCC Code Limitations

<table>
<thead>
<tr>
<th>RCC Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BELOW 3</td>
<td>No Flights Authorized</td>
</tr>
<tr>
<td>3</td>
<td>Dual Flight Only when accompanied by a ground briefing and soft filed procedures</td>
</tr>
<tr>
<td>4</td>
<td>Solo flight authorized if student has an Instrument rating</td>
</tr>
<tr>
<td>5</td>
<td>Solo flight authorized for Private and Student Pilots when accompanied with ground briefing</td>
</tr>
<tr>
<td>6</td>
<td>No restrictions</td>
</tr>
</tbody>
</table>

-1 must be added to RCC value when runway is contaminated (ex. Ice, Slush, Compact Snow)

Consult with Chief/Assistant Chiefs for approval/justification

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**q)** All mobile phones must be placed in airplane mode while the aircraft is airborne. The one exception to this rule would be a CFI texting management or dispatch to change a due back time on a cross country when out of radio range. Or to allow communication during an emergency or radio failure.

### AIRCRAFT: FUEL AND FUEL RESERVES

1. Pilots will complete preflight preparation cross-country planning as outlined in the AIM, airplane flight manual, regulatory requirements, and all USU procedures. Proper fuel planning must be emphasized during pre-flight preparation and planning.

2. Fuel burn will be calculated by flight time using appropriate POH charts and compared to fuel gauge reading.

3. Determine fuel on board by visually checking the tanks or by using the approved fuel measuring device if fuel is not visible through the fuel caps. Be certain to update the fuel totalizer, if one is available, with the actual fuel load. Compare actual fuel load with fuel gauge reading.

4. Fuel load plus required occupant and baggage weight must NOT exceed the maximum allowable gross weight and center of gravity limits!

5. VFR flight will not be initiated with less than enough fuel to make your planned flight plus 45 minutes reserve at normal cruising speed.

6. If flying on an IFR flight plan, there must be enough fuel on board to fly to the first airport of intended landing, then to the alternate airport, and fly for 45 minutes after that at normal cruising speed.

7. On all local flights, a fuel reserve of 45 minutes must be maintained.
AIRCRAFT FUELING – GENERAL

*Fueling with one or more of the engines running is prohibited*

Self-Fueling

When USU aircraft pull up to any self-serve station they must obey all printed signs in the area. No open flames or smoking are permitted within at least 50 feet of the fuel pump. And fire extinguishers must be verbally identified prior to starting the fueling operations. The following procedures will be followed:

1. Care must be used when, taxiing close to hangars, light poles, and fuel pump.
2. All electrical systems must be turned off prior to fuel being pumped.
3. Parking brake must be on before fueling.
4. Grounding wire must be in place before fueling.
5. No one shall be in the aircraft while it is being fueled.
6. If lightning is within 5 miles of the airport, fueling will be suspended.
7. Care shall be taken when fueling as to not scratch or damage the aircraft.
8. The fuel nozzle will not be inserted into the fuel tank more than one inch.
9. Take care not to trip or get tangled up in hose or grounding wire.
10. No solo student shall fill the aircraft without assistance from an instructor or Dispatcher.
11. Time must be taken to teach students the proper way to fuel.
12. IF THERE IS EVER A DOUBT ABOUT SAFETY DON’T DO IT! Call or look for help.

AIRCRAFT DISCREPANCIES AND WRITE-OFFS

A. USU will provide an aircraft metal can for each aircraft. The metal can contains the following: Tach Sheets, discrepancy logs, estimated fuel on board, inspection data, fuel cards, list of emergency phone numbers. The Tach Sheet will be used to log flight times after each flight and must be completed prior to exiting the aircraft.

B. All mechanical irregularities or discrepancies that come to the attention of the pilot, or flight instructors before, during, and after completion of the flight will be noted in the aircraft discrepancy log and in Talon.

The following action will be taken.

a. The student pilot, pilot, or flight instructor will turn in both the aircraft can and discrepancy log to USU Dispatch
b. No aircraft will be flown with discrepancies unless deferred or repaired.
c. Only USU Flight Instructors or Maintenance Personnel may defer items in accordance with FAR Part 91.213 (d).
d. Deferred items will be dated for each aircraft discrepancy, and entered into the office “AIRCRAFT DISCREPANCY LOG SUMMARY”.
e. An open squawk will remain in the aircraft can to ensure that the next pilot will not fly an aircraft with a discrepancy.

f. Dispatch will notify the director of maintenance.

g. The certificated mechanic taking any corrective action will write the maintenance action taken, date, and sign the discrepancy sheet.

h. The discrepancy sheet will be included in the aircraft maintenance records.

i. If a serious discrepancy develops during a local flight, land the aircraft at the nearest airport and report to dispatch. This is defined as endangerment to the aircraft or occupants if the flight is continued; i.e., a rough or intermittently running engine, airframe structural problem, a fire or immediate threat of fire.

SECURING OF AIRCRAFT

A. After returning from flight, each aircraft shall be parked in a hangar or in an appropriate tie-down spot. No person shall taxi an aircraft into a tie-down spot; all aircraft shall be shut down straight ahead on the taxiway or ramp and then pushed or pulled into a tie-down spot. No person shall taxi an aircraft into a hangar. All items on the appropriate shut down checklist shall be accomplished (including installation of control locks, master off, alternator switch off, radios and lights off). Lock doors of aircraft. If a gust lock is provided for the aircraft, it must be installed. The aircraft shall be tied down in the tie-down area and chocked. If a tie-down spot is not available, the aircraft must be placed in a hangar and chocked on both main landing gear. It is not sufficient just to set the parking break to secure an aircraft. The pressure in the DA40 & DA42 parking brakes slowly bleeds after the parking brake is set. By morning it is likely that the pressure will be gone. If the aircraft is on a sloping ramp without alternative means to keep it from rolling, it may roll downhill when the pressure bleeds out of the parking brake system.

B. If an aircraft is to remain overnight away from the Logan Cache Airport, the student is responsible to adequately secure the aircraft overnight at the overnight location. Because there are no overnight requirements of any of our lessons in any of our training syllabi, an overnight stay away from the Logan Cache airport is a choice of the student. Because it is a students’ choice to stay overnight students will pay all fees associated with securing an aircraft overnight at a location other than the Logan Cache Airport. All overnight stays must be pre-authorized by the Chief Flight Instructor or Assistant Chief.

A post-flight inspection must be performed and any discrepancies or “squawks” reported to Dispatch.

UNPLANNED LANDING AWAY FROM ORIGINATING AIRPORT

In case of an unplanned landing on or off airports, the USU chief flight instructor and chief of maintenance shall be notified, and their instructions adhered to. If necessary, minor repairs shall be made at the nearest maintenance facility under the direction of either the Director of Maintenance or Chief Flight Instructor. If the aircraft needs to be left unattended at another airport, the PIC will make sure the gust lock is installed, the aircraft is locked, and the aircraft is secured with tie-downs and close your flight plan.
In case of major damage, USU may dispatch an aircraft with authorized maintenance personnel to determine the appropriate action to take.

1. If there is an Accident/Incident, then the Chief/Assistant Chief Flight Instructor will comply with NTSB Part 830.
2. If there is an unplanned landing at an airport which is not an accident/incident under NTSB Part 830 and the airplane can be returned to service without an inspection of the airplane by a mechanic, the instructor and/or student must brief the Chief/Assistant Chief Flight Instructor of the situation before making any further attempt at flying the aircraft.

NIGHT FLYING

Solo night operations are prohibited during Private Pilot training. All other solo night operations are limited to the required solo flight training in accordance with the approved USU syllabi. An operating flashlight is required for night flying. Absolutely NO night approaches or departures are permitted to or from the Wendover Airport unless an Instructor is aboard. SLOW FLIGHT, STALLS will only be allowed at night only as per the syllabi, AND SPINS WILL NOT BE PERFORMED OR PRACTICED AT NIGHT IN USU AIRCRAFT.

REST REQUIREMENTS

Utah State University Aviation has adopted the following rest requirements for employees. Employees are limited to a 14 hour duty day followed by a required 10 hour rest period. The duty day begins with the employee’s first scheduled activity of each day and ends with their last activity. Duty time includes flights, ground sessions, or classes and other jobs. As per FAR 61.195 a flight instructor is limited to 8 hours of flight instructions in any consecutive 24 hour period.

EMERGENCIES

The emergency checklist, which is part of the Pilot’s Operating Handbook, or USU Check list, shall be used and adhered to in cases of emergency.

It is expected that all pilots, in cases of emergency, will use their best judgment. The circumstances of such necessity will be reported to the chief flight instructor. Should the exercise of such judgment involve deviation from these rules or from the FAR’s, a written statement stating the circumstances should be made at the earliest possible moment, but not later than 24 hours after the deviation.

When an emergency occurs where the exercise of authority is involved and an instructor is present, the senior instructor will assume command of the situation and give orders according to his or her best judgment. The instructor in charge may, of course, accept advice from other instructors present.
EMERGENCY NUMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Mobile</th>
<th>Emergency Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daytime-Dispatch Office</td>
<td>(435) 797-7897</td>
<td>Call Collect (Mon-Sat)</td>
</tr>
<tr>
<td>Aaron Dyches</td>
<td>(435) 512-4027</td>
<td>(435) 245 6825</td>
</tr>
<tr>
<td>Matt Bunnell</td>
<td>(801) 910-1627</td>
<td>(435) 554-7877</td>
</tr>
<tr>
<td>Brandon Parish</td>
<td>(801) 510-2807</td>
<td>(801) 510-2808</td>
</tr>
<tr>
<td>Jon Murdoch</td>
<td>(435) 757-8644</td>
<td>(435) 279-4304</td>
</tr>
<tr>
<td>Matt Smith</td>
<td>(801)-599-3307</td>
<td>(801) 633-4943</td>
</tr>
<tr>
<td>Nate Gnhem</td>
<td>(435) 764-2046</td>
<td>(435) 512-2693</td>
</tr>
<tr>
<td>FAA Regional Comm. Center</td>
<td></td>
<td>(425) 227-2000</td>
</tr>
<tr>
<td>Flight Instructor</td>
<td></td>
<td>See list in aircraft can</td>
</tr>
</tbody>
</table>

CALL YOUR FLIGHT INSTRUCTOR

If a student is forced to deviate from filed flight plan due to weather, aircraft problems, or illness, the student should contact his/her instructor immediately. Also, the student should alert Dispatch regarding any delay so that arrangements can be made concerning aircraft scheduling. The Flight Service Station (FSS) to which the flight plan has been filed should also be notified regarding any changes and the circumstances pertaining to the changes.
AIRPORTS:

OTHER AIRPORTS:

If an airport you intend to use is not listed below all Part 141 requirements must be met therefore: Approval must be received from the Chief Flight Instructor or Assistant Chief before conducting any operations at unlisted airports. This approval must be granted each time.

NOTE: Only airports which meet the requirements of FAR 141.38 will be used by USU students. Below is a list of airports that meet these requirements with some restrictions.

NOTE: For the purposes of this manual and the “no winter flight” restrictions. Winter is defined as anytime the ground at the location is covered with snow. So restrictions could begin in early October depending on the year and weather conditions.

UTAH AIRPORTS:

<table>
<thead>
<tr>
<th>Airport Name</th>
<th>Identifier</th>
<th>Elevation</th>
<th>Longest Runway</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bountiful Skypark Airport</td>
<td>BTF</td>
<td>4,234'</td>
<td>4,700'</td>
<td>NONE</td>
</tr>
<tr>
<td>Brigham City Airport</td>
<td>BMC</td>
<td>4,230'</td>
<td>8,900'</td>
<td>NONE</td>
</tr>
<tr>
<td>Cedar City Regional Airport</td>
<td>CDC</td>
<td>5,622'</td>
<td>8,600'</td>
<td>NONE</td>
</tr>
<tr>
<td>Kanab Muni Airport</td>
<td>KNB</td>
<td>4,868'</td>
<td>6,200'</td>
<td>NONE</td>
</tr>
<tr>
<td>Logan-Cache Airport</td>
<td>LGU</td>
<td>4,457'</td>
<td>9,000'</td>
<td>NONE</td>
</tr>
<tr>
<td>Moab Canyonlands Airport</td>
<td>CNY</td>
<td>4,557'</td>
<td>7,100'</td>
<td>NONE</td>
</tr>
<tr>
<td>Ogden-Hinkley Airport</td>
<td>OGD</td>
<td>4,473'</td>
<td>8,100'</td>
<td>NONE</td>
</tr>
<tr>
<td>Provo Muni Airport</td>
<td>PVU</td>
<td>4,497'</td>
<td>8,600'</td>
<td>NONE</td>
</tr>
<tr>
<td>Salt Lake City International Airport</td>
<td>SLC</td>
<td>4,227'</td>
<td>12,000'</td>
<td>NONE</td>
</tr>
<tr>
<td>South Valley Regional Airport</td>
<td>U42</td>
<td>4,606'</td>
<td>5,800'</td>
<td>NONE</td>
</tr>
<tr>
<td>Spanish Fork Springville Airport/ Woodhouse Field</td>
<td>SPK</td>
<td>4,529'</td>
<td>6,500'</td>
<td>NONE</td>
</tr>
<tr>
<td>St George Muni Airport</td>
<td>SGU</td>
<td>2,884'</td>
<td>9,300'</td>
<td>NONE</td>
</tr>
<tr>
<td>Bolinder Field- Tooele Valley</td>
<td>TVY</td>
<td>4,322'</td>
<td>6,100</td>
<td>NONE</td>
</tr>
<tr>
<td>Delta Muni Airport</td>
<td>DTA</td>
<td>4,759'</td>
<td>5,500'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Fillmore Muni Airport</td>
<td>FOM</td>
<td>4,985'</td>
<td>5,000'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Milford Muni Airport/ Briscoe Field</td>
<td>MLF</td>
<td>5,042'</td>
<td>5,000'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Nephi Muni Airport</td>
<td>U14</td>
<td>5,022'</td>
<td>6,300'</td>
<td>Dual only</td>
</tr>
</tbody>
</table>
## Appendix C - Operations Manual

### POLICIES AND PROCEDURES

### APPENDIX A - TRANSFER CREDITS AND GRADING

### APPENDIX B - INTERNSHIPS

### APPENDIX C - OPERATIONS MANUAL

### APPENDIX D - MRH POLICIES AND PROCEDURES

#### Airport Name

<table>
<thead>
<tr>
<th>Airport Name</th>
<th>Identifier</th>
<th>Elevation</th>
<th>Longest Runway</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cal Black</td>
<td>U96</td>
<td>4,388'</td>
<td>5,700'</td>
<td>Dual only, no night flights</td>
</tr>
<tr>
<td>Richfield</td>
<td>RIF</td>
<td>5,318'</td>
<td>7,100</td>
<td>Dual only, no night flights</td>
</tr>
<tr>
<td>Green River</td>
<td>U34</td>
<td>4,225'</td>
<td>5,600'</td>
<td>Dual only, no night flights</td>
</tr>
<tr>
<td>Bryce Canyon Airport</td>
<td>BCE</td>
<td>7,590'</td>
<td>7,400'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Duchesne Muni Airport</td>
<td>U69</td>
<td>5,837'</td>
<td>5,800'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Roosevelt</td>
<td>74V</td>
<td>5,176'</td>
<td>6,500'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Vernal Airport</td>
<td>VEL</td>
<td>5,278'</td>
<td>6,200'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Manila</td>
<td>40U</td>
<td>6,179'</td>
<td>5,300'</td>
<td>Dual only, no winter flights</td>
</tr>
<tr>
<td>Carbon County- Price</td>
<td>PUC</td>
<td>5,958'</td>
<td>8,300'</td>
<td>Night- Dual only</td>
</tr>
<tr>
<td>Monticello</td>
<td>U64</td>
<td>6,966'</td>
<td>6,000'</td>
<td>Dual only, no night flights</td>
</tr>
<tr>
<td>Blanding</td>
<td>BDG</td>
<td>5,868'</td>
<td>5,800'</td>
<td>Night- Dual only</td>
</tr>
<tr>
<td>Panguituch Municipal</td>
<td>U55</td>
<td>6,763'</td>
<td>5,700'</td>
<td>Dual only, no night flights</td>
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<tr>
<td>Manti-Ephraim</td>
<td>41U</td>
<td>5,516'</td>
<td>5,000'</td>
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<tr>
<td>Beaver</td>
<td>U52</td>
<td>5,863'</td>
<td>5,000'</td>
<td>Night- Dual only</td>
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<tr>
<td>Heber City Muni/Russ McDonald Field</td>
<td>HCR</td>
<td>5,637'</td>
<td>6,900'</td>
<td>Must call ahead and pay landing fee. Landing fee is student responsibility</td>
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### UTAH PROHIBITED AIRPORTS:

<table>
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<th>Airport Name</th>
<th>Identifier</th>
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<tbody>
<tr>
<td>Huntington</td>
<td>69V</td>
</tr>
<tr>
<td>Bluff</td>
<td>66V</td>
</tr>
<tr>
<td>Bullfrog Basin</td>
<td>U07</td>
</tr>
<tr>
<td>Escalante</td>
<td>1L7</td>
</tr>
<tr>
<td>Wayne Wonderland</td>
<td>38U</td>
</tr>
<tr>
<td>Salina-Gunnison</td>
<td>44U</td>
</tr>
<tr>
<td>Dutch John Airport</td>
<td>33U</td>
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<tr>
<td>Junction</td>
<td>U13</td>
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# IDAHO AIRPORTS:

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<th>Airport Name</th>
<th>Identifier</th>
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<th>Longest Runway</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Falls Airport</td>
<td>U01</td>
<td>4,419'</td>
<td>4,900</td>
<td>NONE</td>
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<tr>
<td>Bear Lake County Airport</td>
<td>1U7</td>
<td>5,933'</td>
<td>5,700</td>
<td>NONE</td>
</tr>
<tr>
<td>Blackfoot McCarley Field</td>
<td>U02</td>
<td>4,492'</td>
<td>4,300</td>
<td>NONE</td>
</tr>
<tr>
<td>Boise Air Terminal (Gowen Field)</td>
<td>BOI</td>
<td>2,871'</td>
<td>10,000</td>
<td>NONE</td>
</tr>
<tr>
<td>Caldwell Industrial Airport</td>
<td>EUL</td>
<td>2,432'</td>
<td>5,500</td>
<td>NONE</td>
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<tr>
<td>Driggs-Reed Memorial Airport</td>
<td>DIJ</td>
<td>6,231'</td>
<td>7,300</td>
<td>NONE</td>
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<tr>
<td>Gooding Muni Airport</td>
<td>GNG</td>
<td>3,732'</td>
<td>4,700</td>
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<tr>
<td>Idaho Falls Regional Airport</td>
<td>IDA</td>
<td>4,744'</td>
<td>9,000</td>
<td>NONE</td>
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<tr>
<td>Jerome County Airport</td>
<td>JER</td>
<td>4,053'</td>
<td>5,000</td>
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<tr>
<td>Madison County Airport (Rexburg)</td>
<td>RXE</td>
<td>4,862'</td>
<td>4,200</td>
<td>NONE</td>
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<tr>
<td>Malad City Airport</td>
<td>MLD</td>
<td>4,503'</td>
<td>4,900</td>
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<tr>
<td>Mountain Home Muni Airport</td>
<td>U76</td>
<td>3,167'</td>
<td>5,000</td>
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<tr>
<td>Nampa Muni Airport - no longer S76</td>
<td>MAN</td>
<td>2,537'</td>
<td>5,000</td>
<td>NONE</td>
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<tr>
<td>Pocatello Regional Airport</td>
<td>PIH</td>
<td>4,452'</td>
<td>9,000</td>
<td>NONE</td>
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<tr>
<td>Preston Airport</td>
<td>U10</td>
<td>4,728'</td>
<td>3,400</td>
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<tr>
<td>Twin Falls/Joslin Magic Valley Reg</td>
<td>TWF</td>
<td>4,154'</td>
<td>8,400</td>
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<tr>
<td>Weiser Muni Airport</td>
<td>S87</td>
<td>2,120'</td>
<td>4,000</td>
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<tr>
<td>Standford</td>
<td>U12</td>
<td>4,966'</td>
<td>4,500</td>
<td>Dual only</td>
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<tr>
<td>Arco-Butte</td>
<td>AOC</td>
<td>5,335'</td>
<td>6,600</td>
<td>Dual only</td>
</tr>
<tr>
<td>McCall</td>
<td>MYL</td>
<td>5,024'</td>
<td>6,100</td>
<td>Dual only</td>
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<tr>
<td>Cascade</td>
<td>U70</td>
<td>4,742'</td>
<td>4,300</td>
<td>Dual only</td>
</tr>
<tr>
<td>Lemhi County</td>
<td>SMN</td>
<td>4,044'</td>
<td>5,500</td>
<td>Dual only</td>
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<tr>
<td>Challis</td>
<td>LLJ</td>
<td>5,072'</td>
<td>4,600</td>
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### IDAHO PROHIBITED AIRPORTS:

<table>
<thead>
<tr>
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<th>Restriction</th>
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<tbody>
<tr>
<td>Dawney/Hyde Memorial, Idaho</td>
<td>U58</td>
<td></td>
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<tr>
<td>Tigert (Soda Springs), Idaho</td>
<td>U78</td>
<td></td>
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<tr>
<td>Rigby</td>
<td>U56</td>
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<tr>
<td>Mud Lake</td>
<td>1U2</td>
<td></td>
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</tr>
<tr>
<td>Aberdeen</td>
<td>U36</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Murphy</td>
<td>1U3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homedale</td>
<td>S66</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Emmett</td>
<td>S78</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Payette</td>
<td>S75</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Lee Williams</td>
<td>0U9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Council</td>
<td>U82</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Stanley</td>
<td>2U7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friedman Memorial</td>
<td>SUN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Burley Minu Airport</td>
<td>BYI</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mackay</td>
<td>U62</td>
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### MONTANA AIRPORTS

<table>
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<th>Identifier</th>
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<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Yellowstone</td>
<td>WYS</td>
<td>6,649'</td>
<td>8,400'</td>
<td>NONE, when open</td>
</tr>
<tr>
<td>Bozeman Yellowstone</td>
<td>BZN</td>
<td>4,473'</td>
<td>9,000'</td>
<td>NONE</td>
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<tr>
<td>Three Forks</td>
<td>9S5</td>
<td>4,089'</td>
<td>5,100'</td>
<td>Dual only</td>
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<tr>
<td>Helena Regional</td>
<td>HLN</td>
<td>3,877'</td>
<td>9,000'</td>
<td>NONE</td>
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<tr>
<td>Bert Mooney</td>
<td>BTM</td>
<td>5,550'</td>
<td>9,000'</td>
<td>NONE</td>
</tr>
<tr>
<td>Townsend</td>
<td>8U8</td>
<td>3,893'</td>
<td>4,000'</td>
<td>NONE</td>
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<tr>
<td>Mission</td>
<td>LVM</td>
<td>4,659'</td>
<td>5,700'</td>
<td>NONE</td>
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<td>Big Timber</td>
<td>6S0</td>
<td>4,494'</td>
<td>5,300'</td>
<td>NONE</td>
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<tr>
<td>Billings International</td>
<td>BIL</td>
<td>3,652'</td>
<td>10,500'</td>
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### Montana Prohibited Airports:

<table>
<thead>
<tr>
<th>Airport Name</th>
<th>Identifier</th>
<th>Elevation</th>
<th>Longest Runway</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stevensville</td>
<td>32S</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Riddick</td>
<td>U05</td>
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<td></td>
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<tr>
<td>Gardiner</td>
<td>29S</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Woltermann Memorial</td>
<td>6S3</td>
<td></td>
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<tr>
<td>Bridger</td>
<td>6S1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fort Smith</td>
<td>5U7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dell</td>
<td>4U9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White Sulphur</td>
<td>7S6</td>
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<tr>
<td>Harlowton</td>
<td>HWQ</td>
<td></td>
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</tr>
<tr>
<td>Bowman</td>
<td>3U3</td>
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### Oregon Airports

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<th>Identifier</th>
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<tbody>
<tr>
<td>Ontario</td>
<td>ONO</td>
<td>2,193</td>
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### Oregon Prohibited Airports:

<table>
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<tbody>
<tr>
<td>Mc Dermitt State</td>
<td>26U</td>
</tr>
<tr>
<td>Miller Memorial</td>
<td>S49</td>
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## WYOMING AIRPORTS

<table>
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<tr>
<th>Airport Name</th>
<th>Identifier</th>
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<th>Restriction</th>
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</thead>
<tbody>
<tr>
<td>Casper County International</td>
<td>CPR</td>
<td>5,344'</td>
<td>10,100'</td>
<td>NONE</td>
</tr>
<tr>
<td>Afton Muni Airport</td>
<td>AFO</td>
<td>6,221'</td>
<td>7,000'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Alpine Airport</td>
<td>46U</td>
<td>5,647'</td>
<td>5,800'</td>
<td>Day VFR only, No winter flights</td>
</tr>
<tr>
<td>Evanston - Unita Co Burns Field</td>
<td>EVW</td>
<td>7,143'</td>
<td>7,300'</td>
<td>Day VFR only, No winter flights</td>
</tr>
<tr>
<td>Fort Bridger Airport</td>
<td>FBR</td>
<td>7,038'</td>
<td>6,400'</td>
<td>Day VFR only, No winter flights</td>
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<tr>
<td>Jackson Hole Airport</td>
<td>JAC</td>
<td>6,451'</td>
<td>6,300'</td>
<td>Dual Only, VFR Only, No Reported or forecast ceiling</td>
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<tr>
<td>Kemmer Muni Airport</td>
<td>EMM</td>
<td>7,289'</td>
<td>8,200'</td>
<td>Day VFR only, No winter flights</td>
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<tr>
<td>Rock Springs Sweetwater Co</td>
<td>RKS</td>
<td>6,765'</td>
<td>10,000'</td>
<td>Dual only</td>
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<tr>
<td>North Big Horn County</td>
<td>U68</td>
<td>4,094'</td>
<td>5,200'</td>
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<tr>
<td>Powell</td>
<td>POY</td>
<td>5,096'</td>
<td>6,200'</td>
<td>Dual only</td>
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<tr>
<td>South Big Horn</td>
<td>GEY</td>
<td>3,942'</td>
<td>7,000'</td>
<td>Dual only</td>
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<tr>
<td>Yellowstone Regional</td>
<td>COD</td>
<td>5,102'</td>
<td>8,200'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Sheridan County</td>
<td>SHR</td>
<td>4,021'</td>
<td>8,300'</td>
<td>Dual only, no night flights</td>
</tr>
<tr>
<td>Dubois</td>
<td>DUB</td>
<td>7,299'</td>
<td>6,700'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Hot Springs Country</td>
<td>HSG</td>
<td>4,892'</td>
<td>6,400'</td>
<td>Dual only</td>
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<tr>
<td>Worland</td>
<td>WRL</td>
<td>4,252'</td>
<td>7,000'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Johnson County</td>
<td>BYG</td>
<td>4,970'</td>
<td>6,100'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Riverton Regional</td>
<td>RIW</td>
<td>5,528'</td>
<td>8,200'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Converse County</td>
<td>DGW</td>
<td>4,933'</td>
<td>6,500'</td>
<td>No night flights</td>
</tr>
<tr>
<td>Rawlins - Harvey</td>
<td>RWL</td>
<td>6,817'</td>
<td>7,000'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Laramie Regional</td>
<td>LAR</td>
<td>7,284'</td>
<td>8,500'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Shively</td>
<td>SAA</td>
<td>7,015'</td>
<td>8,800'</td>
<td>Dual VFR only, No winter flights</td>
</tr>
<tr>
<td>Dixon</td>
<td>DWX</td>
<td>6,549'</td>
<td>7,000'</td>
<td>Dual VFR only, No winter flights</td>
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### WYOMING PROHIBITED AIRPORTS:

<table>
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<tr>
<th>Airport Name</th>
<th>Identifier</th>
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<tbody>
<tr>
<td>Hunt</td>
<td>LND</td>
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### COLORADO AIRPORTS

<table>
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<tr>
<th>Airport Name</th>
<th>Identifier</th>
<th>Elevation</th>
<th>Longest Runway</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garfield County Regional</td>
<td>RIL</td>
<td>6,537'</td>
<td>7,000'</td>
<td>NONE</td>
</tr>
<tr>
<td>Grand Junction Regional</td>
<td>GJT</td>
<td>4,858'</td>
<td>10,500'</td>
<td>NONE</td>
</tr>
<tr>
<td>Craig - Moffat</td>
<td>CAG</td>
<td>6,198'</td>
<td>5,600'</td>
<td>NONE</td>
</tr>
<tr>
<td>Meeker Airport</td>
<td>EEO</td>
<td>6,415'</td>
<td>6,503'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Montrose Regional Airport</td>
<td>MTJ</td>
<td>5,759'</td>
<td>10,000'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Rangley Airport</td>
<td>4V0</td>
<td>5,278'</td>
<td>6,409'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Steam Boat Springs</td>
<td>SBS</td>
<td>6,882'</td>
<td>4,400'</td>
<td>Dual only,No winter flights</td>
</tr>
<tr>
<td>Yampa Valley</td>
<td>HDN</td>
<td>6,606'</td>
<td>10,000'</td>
<td>Dual only- check noise restriction</td>
</tr>
<tr>
<td>Gunnison - Chested Butte Regional</td>
<td>GUC</td>
<td>7,680'</td>
<td>9,400'</td>
<td>Dual only, no night flights</td>
</tr>
<tr>
<td>Crawford</td>
<td>99V</td>
<td>6,470'</td>
<td>4,900'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Blake</td>
<td>AJZ</td>
<td>5,193'</td>
<td>5,600'</td>
<td>NONE</td>
</tr>
<tr>
<td>Hopkins</td>
<td>AIB</td>
<td>5,940'</td>
<td>4,600'</td>
<td>Dual only</td>
</tr>
<tr>
<td>Eagle County</td>
<td>EGE</td>
<td>6,547'</td>
<td>9,000'</td>
<td>Dual only, no night flights</td>
</tr>
</tbody>
</table>

### COLORADO PROHIBITED AIRPORTS:

<table>
<thead>
<tr>
<th>Airport Name</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspen</td>
<td>ASE</td>
</tr>
<tr>
<td>Mc Elroy</td>
<td>20V</td>
</tr>
<tr>
<td>Granby-Grand County</td>
<td>GNB</td>
</tr>
<tr>
<td>Lake County</td>
<td>LXV</td>
</tr>
<tr>
<td>Glenwood Springs</td>
<td>GWA</td>
</tr>
</tbody>
</table>
### NEVADA AIRPORTS

<table>
<thead>
<tr>
<th>Airport Name</th>
<th>Identifier</th>
<th>Elevation</th>
<th>Longest Runway</th>
<th>Restriction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elko</td>
<td>EKO</td>
<td>5,140'</td>
<td>7,400'</td>
<td>NONE</td>
</tr>
<tr>
<td>Jackpot/Hayden</td>
<td>06U</td>
<td>5,224'</td>
<td>6,200'</td>
<td>No night flights</td>
</tr>
<tr>
<td>Wendover</td>
<td>ENV</td>
<td>4,237'</td>
<td>10,000'</td>
<td>Night - Dual only</td>
</tr>
<tr>
<td>Wells Municipal - Harriet Field</td>
<td>LWL</td>
<td>5,769'</td>
<td>5,500'</td>
<td>Dual only, no night flights</td>
</tr>
<tr>
<td>Winnemucca</td>
<td>WMC</td>
<td>4,308'</td>
<td>7,000'</td>
<td>No night flights</td>
</tr>
<tr>
<td>Battle Mountain</td>
<td>BAM</td>
<td>4,536'</td>
<td>7,300'</td>
<td>No night flights</td>
</tr>
<tr>
<td>Eureka</td>
<td>05U</td>
<td>5,938'</td>
<td>7,300'</td>
<td>No night flights</td>
</tr>
<tr>
<td>Ely/Yellow</td>
<td>ELY</td>
<td>6,253'</td>
<td>6,000'</td>
<td>Dual only, no night flights</td>
</tr>
</tbody>
</table>

### NEVADA PROHIBITED AIRPORTS:

<table>
<thead>
<tr>
<th>Airport Name</th>
<th>Identifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owyhee</td>
<td>10U</td>
</tr>
<tr>
<td>Austin</td>
<td>TMT</td>
</tr>
<tr>
<td>Lincoln County</td>
<td>1L1</td>
</tr>
</tbody>
</table>
GROUND OPERATIONS

During ground operations, the following Standard Operating Procedures will be followed by students and instructors at all airports if applicable. These procedures will also be evaluated and used on all stage checks.

A. Maintain a sterile cockpit during ground operations unless required for training purposes.
B. Monitor appropriate frequencies, at appropriate times, for the airport, CTAF, tower, ground, etc.
C. Use standard phraseology during communications.
D. State position whenever making initial contact with a controller, or initial intentions on the CTAF.
E. Always have the current airport diagram on your kneeboard or somewhere directly visible during all taxi operations.
F. Follow all ATC clearances unless they may jeopardize safety. If any clearance appears unsafe, obtain an amended clearance before proceeding.
G. Write down non-standard or complex taxi instructions.
H. Ask for clarification and/or progressive taxi, when taxi instructions are not completely understood.
I. Taxiing in parking areas will be at a minimum speed and if congested, with an outside observer to ensure wing tip clearance.
J. Taxi speed in clear areas and on taxi ways must not exceed a speed at which the loss of brakes would result in a loss of control of the aircraft.
K. Correct control deflections will be used when taxiing in winds greater than 5 knots.
L. Prior to entering or crossing any runway or taxiway, students and instructors should visually scan the full length of the runway or taxiway to check for aircraft on landing rollout, final approach, or already on the taxiway. This will be accomplished by using a 360 degree turn or S-turn as appropriate for the conditions and aircraft being taxied.
M. When visually scanning the runway and taxiway, use CRM and verbally confirm scan results by saying “clear left, clear right” as appropriate, or if solo, by mentally confirming scan results.
N. Verbally confirm “final is clear, runway is clear” before entering runway and adding power for takeoff.
O. When taking active runway, do not hold any longer than necessary on runway.
P. On takeoff roll, monitor engine power and airspeed. Confirm each verbally, “power check, airspeed alive” and announce VR.
USU WEATHER MINIMUMS

These weather minimums DO NOT supersede any weather minimums required by Title 14 of the Code of Federal Regulations.

The following Utah State University weather minimums shall be used unless Title 14 of the Code of Federal Regulations requires greater weather minimums. In this case, the weather minimums specified in the Title 14 of the Code of Federal Regulations shall be used. Cloud clearance requirements are not included in the Utah State University weather minimums. See the appropriate regulation for these requirements.

The following applies for all Part 141 training operations at Utah State University:

Weather must be forecast to remain at the minimums listed, or improve, for at least 2 hours after the estimated time of departure and arrival at each airport of intended use. Solo flights are prohibited during Instrument and Flight Instructor Certification.

WIND:

Not to exceed the following:

<table>
<thead>
<tr>
<th></th>
<th>Dual Flights</th>
<th>Private Pilot Solo Students</th>
<th>Commercial Pilot Solo Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustained Wind</td>
<td>25 knots</td>
<td>12 knots</td>
<td>Sustained Wind 20 knots</td>
</tr>
<tr>
<td>Gusting</td>
<td>≥ 30 knots</td>
<td>≥ 15 knots</td>
<td>Gusting ≥ 20 knots</td>
</tr>
<tr>
<td>Crosswind</td>
<td>Max Demonstrated</td>
<td>8 knots</td>
<td>Crosswind Max Demonstrated</td>
</tr>
</tbody>
</table>
# Required Ceiling and Visibility:

## Dual VFR Flights:

<table>
<thead>
<tr>
<th>Remaining in the Pattern</th>
<th>Ceiling: 1500 Feet AGL</th>
<th>Visibility: as required by airspace</th>
</tr>
</thead>
</table>

## Local Flights: (within 40 nm of KLGU)

<table>
<thead>
<tr>
<th>Ceiling: 3000 Feet AGL</th>
<th>Visibility: 3 SM (or greater if required by airspace)</th>
</tr>
</thead>
</table>

## Cross Country Flights: (greater than 40 nm of KLGU)

<table>
<thead>
<tr>
<th>Private Pilot Students</th>
<th>Ceiling: 4000 Feet AGL</th>
<th>Commercial Pilot &amp; CFI Students</th>
<th>Ceiling: 3000 Feet AGL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visibility: 4 SM*</td>
<td>Visibility: 3 SM*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*or greater if required by airspace

## Solo VFR Flights:

<table>
<thead>
<tr>
<th>Remaining in the Pattern</th>
<th>Private Pilot Students</th>
<th>Commercial Pilot &amp; CFI Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceiling: 1500 Feet AGL</td>
<td>Ceiling: 1500 Feet AGL</td>
<td></td>
</tr>
<tr>
<td>Visibility: 3 SM*</td>
<td>Visibility: 3 SM*</td>
<td></td>
</tr>
</tbody>
</table>

*or greater if required by airspace
### Local Flights (within 20 nm of KLGU)

<table>
<thead>
<tr>
<th></th>
<th>Private Pilot Students</th>
<th>Commercial Pilot &amp; CFI Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ceiling:</strong></td>
<td>4000 Feet AGL</td>
<td>3000 Feet AGL</td>
</tr>
<tr>
<td><strong>Visibility:</strong></td>
<td>5 SM</td>
<td>4 SM*</td>
</tr>
</tbody>
</table>

*or greater if required by airspace

### Cross Country Flights: (greater than 20 nm of KLGU)

<table>
<thead>
<tr>
<th></th>
<th>Private Pilot Students</th>
<th>Commercial Pilot &amp; CFI Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ceiling:</strong></td>
<td>5000 Feet AGL</td>
<td>4000 Feet AGL</td>
</tr>
<tr>
<td><strong>Visibility:</strong></td>
<td>5 SM</td>
<td>4 SM*</td>
</tr>
</tbody>
</table>

*or greater if required by airspace

### Instrument Certification Training:

<table>
<thead>
<tr>
<th></th>
<th>Without an IFR Clearance</th>
<th>With an IFR Clearance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ceiling:</strong></td>
<td>3000 Feet AGL</td>
<td>800 Feet AGL</td>
</tr>
<tr>
<td><strong>Visibility:</strong></td>
<td>3 SM</td>
<td>1 SM</td>
</tr>
</tbody>
</table>
Part 61 Training:

Part 61 training flights will be operated in accordance with Utah State University Part 141 minimums.

Runway Conditions:

Utah State University flight training is prohibited on unplowed, snow-covered, or ice-covered runways.

Special Visibility Rules:

It is recognized that under certain conditions ground visibility may be below USU visibility requirements while flight visibility above an inversion layer may be well above USU visibility requirements. If such conditions prevail but at least 80% of a flight is expected to be performed in visibility conditions equal to or better than the USU minimums published herein, such dual flights shall be allowed with certain conditions. Under this exception all visibility requirements of Title 14 of the Code of Federal Regulations will be adhered to! Only dual flights will be allowed to exercise these special visibility rules; all solo flights must adhere to USU solo minimums. If ground visibility is below the VFR minimums required by Title 14 of the Code of Federal Regulations this exception may only be executed through the use of a “pop-up” IFR clearance. If ground visibility is less than VFR minimums an instrument clearance must be obtained for any takeoff or landing attempts.

WARNING: Structural icing is to be expected in visible moisture when the temperature is just above, at, or below freezing! These special visibility rules are not intended to allow flights in icing conditions! These special visibility rules are not authorized in conditions of known icing unless the aircraft is equipped to handle such icing conditions.

Special VFR:

Special VFR Clearance (SVFR) may be used in controlled airspace with an instructor aboard for approach and landing purposes only. SVFR will not be used for departure from any airport. All pilot, airplane, and regulatory requirements will be observed and followed.

Weather Deviations:

Deviations from Utah State University Weather minimums are allowed on a case-by-case basis and only with approval from the Chief Flight Instructor or Assistant Chief.
Airmet Zulu and Icing:

On page 2-18 of the DA40 AFM we find the following limitation: "**Flights into known or forecast icing conditions are prohibited.**" Although this limitation is only found in the AFM for the DA40 the policy outlined below will be used for all USU aircraft.

In a legal interpretation issued by the FAA’s Chief Counsel in January 2009 we find the following:

Most flight manuals and other related documents use the term “known icing conditions” rather than “known ice,” a similar concept that has a different regulatory effect. “Known ice,” involves the situation where ice formation is actually detected or observed. “Known icing conditions” involve instead circumstances where a reasonable pilot would expect a substantial likelihood of ice formation on the aircraft based upon all information available to that pilot. While “known icing conditions” are not defined by regulation, the term has been used in legal proceedings involving violations of FAA safety regulations that relate to in-flight icing. The National Transportation Safety Board (NTSB) has held on a number of occasions that known icing conditions exist when a pilot knows or reasonably should know about weather reports in which icing conditions are reported or forecast. In those cases the pilots chose to continue their flights without implementing an icing exit strategy or an alternative course of action and the aircraft experienced heavy ice formation that validated the forecasted danger to the aircraft. The Board’s decisions are consistent with the FAA’s long-held position in enforcement actions that a pilot must consider the reasonable likelihood of encountering ice when operating an aircraft.

Notwithstanding the references to “weather forecasts” in various NTSB decisions, we emphasize that area forecasts alone are generally too broad to adequately inform a pilot of known icing conditions. Such forecasts may cover a large geographic area or represent too long a span of time to be particularly useful to a pilot. The forecasts in the cited decisions involved very specific information that alerted pilots to a substantial danger of severe icing. Any assessment of known icing conditions is necessarily fact-specific.

The letter later continues:

Pilots should also carefully evaluate all of the available meteorological information relevant to a proposed flight including applicable surface observations, temperatures aloft, terminal and area forecasts, AIRMETs, SIGMETs, and pilot reports (PIREPs). As new technology becomes available, pilots should incorporate the use of that technology into their decision making process. If the composite information indicates to a reasonable and prudent pilot that he or she will be operating the aircraft under conditions that will cause ice to adhere to the aircraft along the proposed route and altitude of flight, then known icing conditions likely exist. If the pilot operates the aircraft in known icing conditions contrary to the requirements of § 91.9(a), the FAA may take enforcement action.
Based on this information the following policy and procedure will be used by all USU students and instructors to determine if their flight can be completed during known or forecast icing conditions. For USU known icing or forecast icing is defined as the presence of visible moisture including, clouds, mist, rain, snow, fog, sleet etc... with temperatures ranging from +2° to -15° C, a PIREP on or near the proposed route, or an AIRMET or SIGMET that defines a geographical area of icing.

For day or night dual local, local solo or dual cross country flights students and instructors may fly during known or forecast icing conditions with permission. Solo cross country flights are prohibited in known or forecast icing. The student and instructor are required to “build a case” or show through weather observations and forecasts that the planned flight can remain outside of the visible moisture and have a viable icing exit strategy if icing is encountered. This case must be presented to a chief or assistant chief for approval. During normal business hours Dispatch will be given instructions for flights and limitations for those flights. If you wish to fly outside of these limitations given to dispatch you must request approval from a chief or assistant chief. During off hours the chief or assistant chief on call has the final say in allowing flight operations.

**IMC Flight:**

IFR Flight is approved only when an authorized USU instructor is on board and holds an instrument rating, is legal and current to fly instruments, and the aircraft is equipped for IFR flight. Take-offs are prohibited if landing minimums do not prevail. Any flight into known icing conditions will be restricted to aircraft with anti-ice or de-ice equipment and capabilities.

**SAFETY SYSTEM AND SAFETY REPORTS**

In order for a safety system to be effective there must be somebody who is mainly responsible for it. This responsibility at USU has been delegated to the Assistant Chief Flight Instructor who also doubles as the Safety Officer. A safety system also requires responsibility of all parties involved in it. For our safety system to be effective, all students must participate in it. You are encouraged to talk to the Safety Officer about the safety program and submit any recommendations to improve safety. You are also expected to submit safety reports as you encounter unsafe situations or notice unsafe practices. There is an online version of this form and it can be found on the USU aviation website. [http://aste.usu.edu/aviation/](http://aste.usu.edu/aviation/) on the left side under “Current Students” is the Safety Reporting Form or found at [https://usu.co1.qualtrics.com/jfe/form/SV_6JqMu9UuqhUXvZr](https://usu.co1.qualtrics.com/jfe/form/SV_6JqMu9UuqhUXvZr)

These forms should be filled out and submitted to Matt Bunnell. These safety reports will be used to identify recurring safety concerns and improper safety trends. The objective behind these safety reports is to identify program safety weaknesses and enhance program safety.
ADDITIONAL SAFETY POLICIES

Safety is the number one emphasis in our flight training operations at USU. Safety requires maturity. We expect that you will act in a mature and a professional manner in all of your flight training activities at Utah State University. These policies enforce our culture of safety and, followed properly, are designed to keep us further away from any unfortunate accidents or incidents happening. Disregard for safety procedures or policies will not be tolerated and may be cause for a student’s dismissal from the aviation program.

Takeoff Policy:
USU flight operations will always use the full runway length for takeoff when it is available. Intersection takeoffs are prohibited unless there is no other option.

Landing Policy:
USU flight operations in an aircraft with retractable landing gear will always verbally confirm the landing gear is indicating down and locked by stating “Gear Down 3 Green.” If landing gear does not indicate down with three green lights contact dispatch or ground personal for further assistance. Landing should not be attempted if gear is not indicating down and locked. Refer to the Private Commercial SOPs for guidance on verbal confirmation.

Touch-and-go Policy:
Touch-and-go landings and takeoff procedures can be hazardous because the aircraft must be reconfigured for takeoff in a very limited time while maintaining directional control. For this reason touch-and-goes are only authorized during dual training flights. NO TOUCH-AND-GOES DURING SOLO FLIGHTS. Also touch-and-goes shall not be used on dual training flights during Stage 1 of the Private Pilot training course. If multiple landings are to be practiced use a stop-and-go procedure by bringing the aircraft to a complete stop on the runway, making configuration changes by referencing the before takeoff check, prior to advancing the throttle to the takeoff power setting.

During a touch-and-go the aircraft should be slowed using aerodynamic braking to .75 VR which is:

- DA40- 45 KTS
- PA28R-200- 50 MPH
- DA42- 52 KTS

After slowing to the above stated airspeed, configuration changes may be made (i.e., flap setting, and/or trim). All configurations changes must be verified by the instructor before power is added to begin the takeoff roll of the procedure. Flap settings will be verified by the following callout:
DA 40-   “FLAPS T/O SET”
PA28R-200- “FLAPS ___ SET” (0 for normal takeoff, or 25° for soft/short-field)
DA 42-   “FLAPS UP SET”

While practicing landings using touch-and-goes the instructor will maintain a head-up eyes out attitude and will confirm configuration changes by visual reference and verbal confirmation. Once configuration changes have been verified power maybe advanced to the takeoff setting. The student's hand should remain on the throttle during the takeoff roll and initial climb.

No more than 3 consecutive touch-and-goes should be practiced at any one time. If more landings are required during a training flight use stop-and-goes or full-stop landings. No touch-and-goes or stop-and-goes on runways less then 5,000’.

Multiengine Aircraft:

1. Multiengine aircraft operated by USU must always have at least two pilots stationed at the controls, when operated for flight. At least one of the pilots at the controls must be an MEI rated flight instructor who has been checked out as a USU flight instructor in the multiengine aircraft. The only exceptions to this rule are certain special flights assigned by Aaron Dyches.

Solo Policies:

1. Solo training is defined as ‘sole occupant of the aircraft’. A flight with any other occupant on board does not meet this definition and therefore cannot be credited towards a certificate or rating. For a Solo flight to be legitimate it must be performed without any other occupant aboard!

2. Before a student will be authorized for a first solo, he or she must receive a pre-solo flight check. This flight check will be performed by an instructor other than the student's primary instructor. It will consist of at least three landings. A student may be authorized for a first solo after successful completion of this pre-solo flight check.

3. A student must receive a minimum of 10 hours dual instruction in a complex aircraft before he or she will be allowed to solo a complex aircraft. A complex endorsement and a check flight with a USU flight instructor who is not assigned as the students primary instructor are required before a student will be authorized to solo a complex aircraft. The complex endorsement can be given to the student as soon as the flight instructor determines the student competent in complex aircraft, but regardless of when the instructor awards a complex endorsement a minimum of 10 hours of complex time is required before a USU student will be allowed to solo a complex aircraft.

4. The commercial maneuvers of Power-off 180s and Steep Spirals will NOT be performed solo! These maneuvers are only to be practiced on dual flights.

5. Any flight conducted where flight into weather (non-IMC flight) or icing is encounter MUST be reported to the Chief or Assistant Chief Flight instructor.
6. Touch-and-goes will NOT be performed solo.
7. All Solo flights in a complex airplane will be recorded (video and audio) using the Garmin VIRB Camera available at Dispatch. The Dispatcher on duty or a flight instructor will mount the camera so that the instrument panel can clearly be seen. The recording will be started by the dispatcher or instructor when the solo student is ready to start the “Before Engine Start” checklist. The solo student shall not touch the camera once the recording has been started. A dispatcher or an instructor will meet the student on the ramp to stop the recording and retrieve the camera at the completion of the flight. Recordings will be randomly reviewed by the Chief or Assistant Chief instructor to confirm student compliance with policies and Standard Operating Procedures.

ADDITIONAL OPERATIONAL POLICIES

Flights beyond 300 NM from the Logan Cache Airport:

Our flight training syllabi do not require any flights beyond 250 NM from the Logan Cache Airport. As such, flights beyond 300 NM are considered students’ choice. If a student chooses to take a USU aircraft beyond 300 NM from our home base of Logan, Utah, he or she will assume additional responsibility if the aircraft experiences maintenance issues. The additional responsibilities will be determined on a case-by-case basis but could include up to the full cost of repairing and recovering the aircraft including any ancillary costs such as hotel bills, food bills, etc. This policy is necessary due to the increasing costs of aircraft recovery efforts with increasing distance from our home base of Logan, Utah.

Fuel Reimbursements/Charges:

USU aircraft are rented “wet” which indicates fuel is included in the cost. USU will only reimburse up to a certain amount. Your flight instructor will know that amount, (as of March 2014 the amount is $6.00/gallon) but that is subject to change. Fuel prices can be found online, and stops planned if you don’t want to pay for the difference in fuel costs.

Addition Fees:

Flight training that extends beyond 6 months from the start date (of first flight) MAY be assessed a user fee to pay for the Talon-System rates.
APPENDIX D - ROTORCRAFT POLICIES AND PROCEDURES
STANDARD OPERATING PROCEDURES AND POLICIES

Rotorcraft Helicopter:

The following safety procedures have been established to protect rotorcraft program students, instructors, and aircraft. These procedures are based upon and in no instance overrule the Federal Aviation Regulations. Violation of any of these procedures will be considered as grounds for disciplinary action or dismissal. The Chief Flight Instructor, Assistant Chief Instructor or Designee must approve deviation from any of these rules not federally mandated.

1. All Flights:

(a) **Dispatch Flight** - All flights must be properly dispatched through Talon Systems ETA, flight tracking system.
   1) Flight tracking boards will also be filled out with all pertinent information.
      i. Name and location of destination
      ii. Name of refueling locations along the way
      iii. Estimated time of return if longer than schedule displays
      iv. Estimated length of flight

   2) All flights occurring outside business hours require notification to rotorcraft program management. The proper protocol is to notify the Dispatch Assistant. If he/she is not available, then please contact Chief Flight Instructor, Assistant Chief Instructor or Designee

(b) **Preflight Briefing** – A preflight briefing will be conducted on each training flight. This briefing will include, but not be limited to;
   1) A pre-flight briefing with discussions concerning, but not limited to: fuel, destinations, weather, weight and balance, flight time and contingency plans.
   2) Introduction to new maneuvers
   3) Flight instructor and student’s responsibilities during the flight.
   4) Weather conditions expected for route of flight, NOTAMS, and any TFRs.
   5) Mandatory use of aircraft checklist.
   6) Proper utilization of maintenance logbooks / correspondence regarding maintenance preformed on the aircraft.
   7) CFIs and students are also encouraged to discuses three-way exchange of the flight controls and CFI/Student responsibilities in the event of an emergency.
   8) *The flight instructor is at all times directly responsible for, and is the final authority as to the operation of the aircraft. Prior to flight, each Instructor is responsible for being familiar with the information concerning that flight as well as the aircraft.
(c) **Items** will be confirmed to be inside the aircraft for all flights;
   1) Airworthiness certificate
   2) Aircraft registration
   3) Pilot's Operating Handbook
   4) Weight and Balance
   5) Headsets for each pilot and passenger
   6) Emergency/ Non emergency checklists

(d) **CFI/PIC's** are responsible for the condition of the aircraft prior to, during, and after the flight. If a discrepancy is found the CFI/PIC shall alert the Chief Flight Instructor, Assistant Chief Instructor, Designee, Operations Manager, and/or Maintenance Personnel as soon as possible. Reporting all discrepancies and/or damage is the responsibility of the CFI/PIC.
   1) Unless previously reported, when damage is discovered by a CFI/PIC prior to a flight, the previous CFI/PIC will be held responsible for that damage.

(e) **Passenger Briefing** – When a flight is being conducted with passengers or a student who has flown less than three flights, the PIC shall at a minimum brief all occupants of the aircraft on the following items;
   1) Use of seatbelts
   2) Location of exits and their operations
   3) Location of fire extinguishers
   4) Briefing of main and tail rotor danger areas when approaching or departing from the aircraft
   5) NO SMOKING

(f) **Emergency Equipment** – Located in each aircraft is water, granola bars, and a first aid kit. It is the pilot's responsibility to bring emergency equipment such as rain gear or warm clothes as well as a flashlight in the event that the aircraft and passengers are stranded.

(g) **Post Flight Procedures** – Upon completion of each flight, the correct hobbs will be recorded as well as the post flight procedures check list. Flights will be checked in using the Talon Systems ETA program and an invoice will be created. At that time the student’s folder will be filled out by the CFI and the student will have accurate and clear understanding of their performance and completion of their lesson.
2. Weather Minimums

Before any flight the PIC of the aircraft must be aware of a synopsis of weather conditions, AIRMETs or SIGMETs, and forecasted wind speed and direction along the planned route of flight. All Flights will adhere to the regulations found in 14 CFR 91.155.

(a) **Day Instructional Flights** – all instructional flights during the day will be conducted under VFR (visual flight rules). Minimum cloud clearances will be according to the Federal Aviation Regulations established for each specific airspace. Flights in class G airspace will be limited to no less than 2 statute miles visibility and ceilings no less than 800 ft. AGL, (flights in class G with weather minimums less than those stated previously must be approved by the Chief Flight Instructor, Assistant Chief Instructor or Designee).

(b) **Day Solo Flights** – all solo flights will be conducted under VFR (visual flight rules). Minimum cloud clearances will be according to the Federal Aviation Regulations established for each specific airspace.

1) **Patterns** – Flights in the traffic pattern will be conducted with at least 3 statute miles visibility and ceilings no less than 1000 ft. AGL.

2) **Practice Areas** – Flights in the practice areas will be conducted with at least 5 statute miles visibility and ceilings no less than 1500 ft. AGL.

3) **Solo X/C** – Solo cross-country flights will be conducted with at least 5 statute miles visibility and ceilings no less than 2000 ft AGL.

(c) **Night Instructional Flights** – all instructional flights during the night will be conducted under VFR (visual flight rules). Minimum cloud clearances will be according to the Federal Aviation Regulations established for each specific airspace. Flights at night in class G airspace will be limited to no less than 3 statute miles visibility and ceilings no less than 1000 ft. AGL

1) **Dual X/C** - Dual cross-country flights at night will be conducted with at least 5 statute miles visibility and ceilings no less than 2000 ft. AGL.

(d) **Night Solo Flights** - all solo flights will be conducted under VFR (visual flight rules). Minimum cloud clearances will be according to the Federal Aviation Regulations established for each specific airspace.

1) **Patterns** - Flights in the traffic pattern will be conducted with at least 3 statute miles visibility and ceilings no less than 1000 ft. AGL

2) **Practice Areas** – Flights in the practice areas will be conducted with at least 5 statute miles visibility and ceilings no less than 1500 ft. AGL

(e) **Wind Limitations** – No training flights will be conducted when the surface winds exceed 25 kts or in the presence of gust spreads exceeding 15 kts.

1) **Solo Flights** - each student will observe the surface wind limitations as directed by his/her instructor and signed off in the students logbook.

   i. *Under no circumstances are students permitted to fly solo in winds in excess of 15 knots

   ii. ** No solo flights will be permitted with density altitude in excess of 8000 ft.

   iii. *** No intro flights will be permitted with winds in excess of 15 knots.

(f) **Wind Gust Limitation** - each student will observe the surface wind gust limitations as directed by his/her instructor and signed off in the students logbook.

   * Under no circumstances are students permitted to fly solo with wind gust spreads in excess of 8 knots.
3. COLLISION AVOIDANCE
   a) **Ground** – No rotorcraft program instructor or student shall operate an aircraft on the ground so close to another as to create a collision hazard and shall adhere strictly to the general operating and flight rules of FAR part 91.111 and 91.113.
   b) **In-flight** – No rotorcraft program instructor or student shall operate an aircraft in flight so close to another as to create a collision hazard and shall adhere strictly to the general operating and flight rules of FAR part 91.111 and 91.113

4. TAXING PRECAUTIONS
   All pilots shall avoid air taxiing or hover taxiing over any surface which has debris or litter which may be ingested into the motor cooling system, main rotor blades, or tail rotor blades. All air taxis shall be done from point A to point B in a straight line. If a turn would be required during the air taxi the pilot shall do a pattern in lieu of an air taxi.
   (a) **Solo taxiing procedures** – Student’s must have at least 25 hours before being able to solo taxi. The student shall maintain a hover taxi over hard surface taxiway areas. No takeoff or landings will be made over or to a non-hard surface area.

5. PRACTICE AREAS
   All practice areas are available for the use and benefit of student training. These practice areas are listed and designated at the end of this document. Flights en-route to the practice areas shall maintain the minimum altitude as stated herein and should not conflict with the airport traffic pattern for the current runway in use. Maneuvers conducted in these areas will be at the instructor’s discretion. However, during solo flight operations the maneuvers stated in sec. 13 of this document will not be permitted

6. FLIGHT ALTITUDE MINIMUMS
   All flights will be conducted at a minimum of 700 ft. AGL except for the purposes of take off, landings, traffic pattern work, and as necessary to comply with FAA Air Traffic Control.

7. INFLIGHT OPERATIONS
   Students are not allowed to listen to music or make telephone calls while flying rotorcraft program aircraft. At this level it is important that all students be able to hear radios and communication. Also, we discourage the use of telephones in the aircraft unless there is an emergency.

8. PRECAUTIONARY LANDINGS
   In the event of a precautionary landing, the Chief Flight Instructor, Assistant Chief Instructor or Designee must be notified as soon as practical. The pilot in command will be responsible for the aircraft until released to an authorized agent of the rotorcraft program. The aircraft will not be approved for flight until the cause of the precautionary landing has been examined by the mechanic and/or Chief Flight Instructor, Assistant Chief Instructor or Designee and has been found to be flight worthy and authorized to return to service.
   **Note:** PIC must be familiar with the Emergency Response Plan in the event of any precautionary landing.
9. MAINTENANCE AND SQUAWKS

Each pilot shall check the Maintenance Reminders prior to each flight. The Hobbs time shall be checked against all maintenance times, and the aircraft will not be flown over any times stated in the maintenance reminders. All maintenance discrepancies shall be recorded in the Discrepancy Log and rotorcraft program management will be notified of the discrepancy. No flight will be conducted in an aircraft unless maintenance discrepancies have been addressed and the aircraft has been found to be flight worthy and authorized to return to service by the mechanic and/or Chief Flight Instructor, Assistant Chief Instructor or Designee.

10. FUEL

(a) All flights must be planned to have a minimum fuel reserve of 30 minutes upon reaching the planned destination airport. If the flight has been planned to stay within the local area, all flights will land with a minimum of 20 minute fuel reserve. (4-5 Gallons)

(b) Under no circumstances will rotorcraft program instructors / students hot fuel an aircraft, due to the location of the fuel tank and the possible risk of fire. Please remember to use common sense while fueling the aircraft.

(c) Always ground the aircraft to the fueling body. (i.e., fuel tank, fuel truck)

(d) No Smoking within 50 feet of fueling operations

1) Fuel vapors are heavier than air and with the right wind conditions can drift far beyond the aircraft being fueled. Therefore passengers standing within 50 feet can ignite a fire. All it takes is a source of ignition.

(e) Fuel spills need to be treated with immediate attention. Due to the high flammability of aviation fuel, fuel spills create a large hazard to persons as well as property. The following guidelines will be implemented to help.

1) Wipe all fuel off of the aircraft immediately with a rag. Fuel eats paint.

2) If a puddle accumulates under the aircraft do not start it. Move it with the ground handling wheels. Backfire can cause ignition of the fuel.

3) If the spill is larger than six feet in any dimension it needs to be reported to the airport for clean up.

4) Do not walk through a fuel spill. Static charge on clothing can cause an ignition source.

(f) Fuel caps must be secured before flight! Forgetting a fuel cap is means for probationary action.

11. RAMP OPERATIONS PROCEDURES

(a) All helicopters will be positioned as to have sufficient room for takeoff without coming in contact with any obstructions.

(b) The Pilot in Command shall do a final walk-around to assure the gas caps are tight, ground handling wheels and tie downs have been removed and have been either stowed or placed back into the hangar.

(c) The Pilot in Command shall remain in the aircraft any time the blades are moving or the anti-collision light is activated. A CFI must remain in the aircraft until the blades have stopped moving with any Private student. The rotorcraft program management strongly encourages CFI’s to remain in the aircraft with students of all levels while proper cool down procedures are performed.

(d) Under no circumstances will the Pilot in Command allow anyone to walk behind the aircraft or under the tail cone while the engine is running or the blades are moving.
Appendix D - Rotorcraft Policies and Procedures

12. AIRCRAFT PERFORMANCE

Prior to flight the student will calculate a weight and balance and determine the IGE and OGE hover performance for the proposed flight path or training airport. The weight and balance and performance data will be placed on file with the rotorcraft program management. Once a student has demonstrated sufficient skills to complete performance calculations in a proficient manner, a weight and balance and performance sheet can be on file for each aircraft, instructor, or solo configuration the student will fly with.

1) No pinnacle or confined area operation will be conducted without knowledge of the IGE and OGE performance. The landing area must be a minimum of 500 ft below the maximum IGE or OGE performance.

2) Each cross country or passenger flight will have its own weight and balance filed with Dispatch regardless of student proficiency.

13. EMERGENCY PROCEDURES

In the event of an emergency, (i.e. aircraft fire), the pilot in command shall follow the Emergency Procedures as outlined in the aircraft’s Pilot Operating Handbook. As soon as all occupants have exited the aircraft, or the need arises, contact the appropriate Emergency Services and the Chief flight Instructor.

Note: PIC must be familiar with the Emergency Response Plan in the event of any emergency landing.

14. MANEUVER LIMITATIONS

The following maneuvers shall not be practiced unless a rotorcraft program instructor is on board the aircraft;

(a) Autorotations
(b) Hovering Autorotations
(c) Settling with power
(d) Low Rotor RPM recognition and recovery
(e) Rapid decelerations (Quick Stops)
(f) Running landings and take-offs
(g) Pinnacle landings and take-offs
(h) Confined area landings and take-offs
(i) Slope landings and take-offs
(j) Off airport landings and take-offs
(k) Maximum performance take-offs
(l) Mountain Flights
(m) Air Taxi
15. CROSS COUNTRY FLIGHTS
A VFR flight plan must be filed with the students CFI, and flight service for all solo cross country flights. All day cross country flights must be planned to terminate 30 minutes prior to sunset.

16. OVERALL HEALTH AND SAFETY
Please reference the FAR’s for instructions on specific medications. Before taking ANY medication please double check its approval by the FAA. The rotorcraft program management encourages all pilots to be fully rested, alert and feeling well before getting in the seat. Please bring specific concerns to the Chief Flight Instructor / Director of Operations. Office hours are Monday- Friday, 8am- 5pm. Operating hours are Monday through Saturday, 8am- 6pm. In the event that a CFI needs to fly on Sunday, we require that he/she choose another day of the week to take off. As per the FAR’s the rotorcraft program management restricts pilots flight time to 8 hours per day and limits duty time to 14 hours. Each pilot is required a minimum of 8 hours of rest between shifts.

17. RESTRICTIONS FOR PRACTICE AUTOROTATIONS
Practice Autorotations to the flare and with a power recovery will be practiced as per the following conditions; All autorotations will be done to a hard surface including glides and forced landings. Surface conditions will be observed and deemed suitable for potential full touchdown autorotation prior to any practice autorotation. If surface conditions are less than ideal all practice autorotations will be done to the runway.

<table>
<thead>
<tr>
<th>Maximum Density Altitude</th>
<th>Amount of Wind Necessary</th>
</tr>
</thead>
<tbody>
<tr>
<td>above 7000’ Density Altitude</td>
<td>5 knots or greater</td>
</tr>
<tr>
<td>above 7500’ Density Altitude</td>
<td>10 knots or greater</td>
</tr>
<tr>
<td>above 8000’ Density Altitude</td>
<td>Restricted</td>
</tr>
</tbody>
</table>

Note: winds must be within 45 degrees of the aircraft’s nose for autorotations done to a flare.

18. END OF DAY PROCEDURES
Mountain Ridge expects everyone to work as a team. If you are the last flight of the day, please make sure that the aircraft and ground handling wheels get back in the Hangar.

19. MAINTENANCE TEST FLIGHTS
Mountain Ridge expects everyone to work as a team. If you are the last flight of the day, please make sure that the aircraft and ground handling wheels get back in the Hangar.
Appendix D - Rotorcraft Policies and Procedures

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