

Elite Flight Experience

# **POLICIES AND PROCEDURES MANUAL**



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**Mission Statement:**

At Elite Flight Experience we endeavor to help our customers change their lives through personal aviation. Using recent, modern aircraft, and instructors trained to the highest levels, we provide, a personal, and enjoyable flight experience of the highest quality and an “elite flight experience” as well for all our students, our renter pilots, their family and passengers, and our aircraft owner partners.

To achieve this goal:

\* We believe that all our customers are deserving of the highest level of attention, understanding, and fulfillment. If at any time you feel that our staff are not meeting this goal, let us know.

\* We want our customers to get the best that personal aviation can offer. If there is any way we can enhance your experience, or others, we want to hear about it.

\* We take care of all our aircraft with the utmost care, as if they were our own. Maintenance, cleanliness, and care in operation are all essential to our business. Only if we all work together can we maintain a high standard in our fleet.

\* We believe in a safety-conscious environment. It is up to everyone to create a safety culture where unnecessary risks are not tolerated, and there is an openness to discuss any aspect of the operation that does not adhere to this standard.

\* We know that relationships in aviation last throughout our lifetimes. We look forward to adding you to our aviation family, and helping you achieve your dreams.

\* We want our students, pilots, renters, and owners to be recognized around the region as the top of general aviation. We aim to be the standard that other pilots aspire to. Every action you take in an Elite plane is noticed and emulated. Let’s work together to raise the bar for pilots, from operating procedures, risk management, radio communications, and piloting skill.

\* We want to introduce you to aircraft ownership. Elite is a proud part of the Cirrus Training Center network. Cirrus is committed to improving general aviation and has an unparalleled focus to education in the pilot community. If you would like to learn how to become a part of the **#cirruslife** by becoming a Cirrus owner, then we are here to help you!

## **Aircraft Checkout:**

All renters must demonstrate that they possess the required license and ratings, meet the total flight time, time in type and other minimum requirements to act as pilot-in-command of the rental aircraft as determined by the insurance underwriter. The insurance requirements are as follows:

**SR20:** Cirrus transition training completed (certificate required).

**SR22/SR22T:** 15 hours make and model, at least a private pilot certificate, and appropriate Cirrus transition training.

**DA42:** 250TT, 25 Multi, 15MM

Each renter must receive a standard aircraft checkout by an Elite instructor in the make and model in any aircraft they are renting for the first time.

All Cirrus renters must have received transition training as appropriate in the model Cirrus they wish to rent, either from Elite or from another Cirrus training center or CSIP

A standard aircraft checkout will consist of ground training on aircraft systems, limitations, weight and balance calculations and aircraft performance, followed by flight(s) in the make and model. The duration of a standard aircraft checkout is at the discretion of an Elite instructor. To receive Cirrus transition training, renters will be required to purchase the transition course as recommended by an Elite instructor, and the course will be conducted in line with Cirrus standardized curriculum.

Renters will be expected to meet at least the minimum standards as outlined in the FAA Airman Certification Standards, as appropriate to the ratings held by the renter. If renters are unable to demonstrate the required level of proficiency, they will be required to have an Elite instructor accompany them on all flights until the standards can be successfully met. All renters are required to meet all FAA part 91 Flight Review, IFR currency (if applicable), and passenger-carrying currency requirements prior to conducting any solo or passenger-carrying operations.

## **Night Operations:**

In order to operate an Elite aircraft between one half hour after sunset and one-half hour before sunrise, renters must complete a night checkout with an Elite instructor. A Renter who is first checked out for night operations does not also need to complete a standard checkout. All airports used during night operations shall be equipped with a rotating beacon, runway and taxiway lighting. Under no circumstance shall night flight in an Elite aircraft be permitted while carrying passengers unless renters meets the FAA currency requirements in CFR 61.57.

### **IFR Operations:**

In order to operate an Elite aircraft on an IFR flight plan and/or in instrument meteorological conditions (IMC), renters must either:

1. Be instrument rated **AND**,
  - a. Meet the FAA currency requirements of 61.57(c) or have passed an instrument proficiency check (IPC) within the preceding six (6) months **and**,
  - b. Demonstrate to ACS standards at least two instrument approaches in actual or simulated instrument conditions during an Elite check out in the make and model of aircraft rented.

**OR**

2. Be accompanied by an Elite instructor.

### **Currency Requirements:**

In addition to meeting all regulatory requirements set forth in the Federal Aviation Regulations (as well as any other requirements set forth in this document), no renter may operate an Elite aircraft unless they have completed three takeoff and landings within the previous ninety (90) days in the same make and model airplane. In the event a renter has not completed three takeoff and landings within the previous ninety (90) days, an additional “refresher” checkout in the aircraft make and model will be required as determined by an Elite instructor.

All renters are required to complete a standard aircraft checkout every twelve (12) calendar months with an Elite instructor, unless a flight review or additional pilot certificate/rating has been completed successfully within the preceding twelve (12) months in an airplane.

### **Special VFR Operations:**

No renter shall request or accept a Special VFR clearance except while exercising emergency authority under CFR 91.3.

### **Runway Limitations:**

Except as a precaution or in an emergency, no renter shall attempt a landing on a runway that is not hard-surfaced. Operations on loose gravel runways are also prohibited. Except as a precaution or in an emergency, no renter shall attempt a takeoff or landing on a runway that does not meet the capabilities of the aircraft as properly calculated in the Pilot's Operating Handbook (POH).

### **Pre-flight Planning:**

All flights shall comply with the pre-flight planning requirements of CFR 91.103, paying particular attention to the requirement to become familiar with all available information regarding the flight. For all flights, renters shall obtain a standard weather briefing from any FAA-approved source that includes applicable Notices to Airmen (NOTAMS) and temporary flight restrictions (TFRs).

Renters are advised that TFRs are not uncommon in this area, and that only a proper check of NOTAMS can ensure there is not an active TFR. No renter will fly during a TFR unless they have received ground training from an Elite instructor on TFR procedures or demonstrated to an Elite instructor their knowledge thereof. Renters should review Airmen Information Manual (AIM) section 5-6-2 on intercept procedures before flying in an active TFR.

### **Pre-flight Inspection:**

Renter shall personally conduct a pre-flight inspection in accordance with FAA requirements and the manufacturer's recommendations, including sumping the fuel, and determining that the quantity of fuel and oil on board the aircraft are sufficient for the purpose for which renters intends to use the aircraft.

Elite Flight Experience is part of the Cirrus Training Center network that has established an outstanding reputation for the care of aircraft under their management. *Renters are always expected to maintain this standard*. ALL discrepancies must be noted by Elite staff before you depart. Any physical damage done to the aircraft is the responsibility of the renter (and is subject to our insurance deductible) so be sure there is none before your flight. Under no

circumstances should aircraft be dispatched in an unairworthy condition.

## **Cold Weather Operations**

### Preheat Requirements

Renters shall not start an engine (except for diesel engines) during cold weather, when the temperature is below 30 degrees Fahrenheit unless one of the following is true:

1. Aircraft has been flown within the preceding 60 minutes.
2. Aircraft has been kept in a **heated** hangar
3. The engine has been properly preheated in accordance with the engine manufacturer's guidelines within the previous 15 minutes (engine start should be attempted as soon as possible after preheat).
4. A Tanis engine heater has been in use for the preceding two hours and the aircraft has not been unplugged for more than 30 minutes prior to flight.

All frost or ice that has accumulated on the airframe, must be removed prior to takeoff.

If the battery is run down during an attempt to start the aircraft, call an Elite representative on duty or the airport operations to arrange a battery cart to assist in further start attempts. If you are unfamiliar with battery cart operations, please call an Elite representative for assistance. The proper GPU plug for the aircraft must be used as well as the proper voltage set on the GPU. Using an improper setting or plug can result in substantial damage to the aircraft electrical system. Using an automobile as an external power source is prohibited. Do not run a battery down and then leave the aircraft without notifying Elite. A discharged battery is prone to freezing which may cause permanent damage, resulting in the need for replacement and/or repairs to the electrical system.



**Fuel Purchases:**

Renters will be reimbursed for all fuel purchases away from the home base of the aircraft rented. Renters must obtain a receipt for all purchases and leave the receipt with the aircraft clipboard at the end of the flight. Fuel will be reimbursed at the current retail price at the aircraft's home base.

**Aircraft Fueling and Servicing of Oil:**

All fueling should be performed by the line service personnel using 100LL for Cirrus aircraft, and Jet fuel for diesel aircraft. To request fueling at airport call Princeton operations at (609)921-3100 or let them know on the Unicom/CTAF frequency. Unless previously arranged, have Cirrus aircraft refueled to the tabs when you return after your flight. Weight and balance requirements may dictate that a lighter fuel load be used for the next aircraft Renter.

If you are renting the DA42, you MUST be present for the fueling ensuring that Jet-A is used. In the event of a mis-fueling event, contact Elite personnel immediately, and do NOT FLY THE PLANE. In general, fill only the main tanks unless you determine you will need more fuel for your flight. Always make sure all fuel is used up in the auxiliary tanks by the end of the flight. In case fuel is left in those tanks, be sure to inform Elite personnel.

Self service fueling stations are approved for Elite operations. Observe all proper fueling precautions. Include proper grounding technique and strain fuel at the completion of fueling. (See aircraft fueling procedures located in the approved Airplane Flight Manual or Pilot's Operating Handbook).

Only approved ashless dispersant aviation oil of appropriate grade should be used when servicing the oil in Elite aircraft. For the DA42, use only synthetic diesel oil. Oil type is listed on the bottom of the dispatch sheet for each specific aircraft.

Aircraft with new engines require mineral oil for the first 50 hours. Do not mix with ashless dispersant oils.

**Drug and Alcohol Use:**

Pilots are restricted from consuming alcohol within 8 hours prior to flying, when their BAC exceeds .04%, or if they are still feeling the effects of alcohol or drugs. Note that marijuana use is still prohibited for pilots, even if in a state where its use has been legalized. Consult a doctor or physician before using any over the counter

or prescription medications and be sure it is not on the FAA list of prohibited medicines. Do not fly solo when using any medicine for the first time until you have determined how you are effected by the drug.

All types of smoking or vaping are prohibited in all Elite aircraft and related facilities.

Anyone suspected of being under the influence of drugs or alcohol will be denied access to Elite aircraft.

### **General Restrictions:**

No Elite aircraft can be used:

- To carry persons or property for hire, unless by an Elite pilot.
- To give or receive flight instruction, unless such flight instruction is being given by an Elite instructor.
- In any race or performance or for the performance of aerobatics.
- By any pilot not previously approved by Elite and current under Elite rules and procedures

*Note: intentional spins are prohibited in all Elite aircraft.*

### **Returning Airplanes and Securing Procedures:**

When returning an aircraft, renters shall properly tie-down or hangar the aircraft as appropriate. Aircraft kept in hangars should be taxied to the hangar and parked in front. Aircraft should not be placed into a hangar without the aid of an Elite employee unless the renter has been trained in the use of the tug. Do not put a plane into a hangar without having someone to watch the wings for you. For aircraft parked outside be sure to tie down the plane and use aircraft covers.

For ALL aircraft, install the control lock (if equipped), buckle the seatbelts, ensure seats are back in their upright position, install the pitot tube cover and cowl plugs (if not covered), use the antenna covers (if available), and most importantly, remove all trash including empty oil and water bottles. Be sure that the keys are on the clipboard when returning it.

Remember, many of our planes may be owned by private owners, and we are entrusted with their care. Renters must not abuse this privilege and will lose rental

rights if aircraft are not properly cared for.

THERE WILL BE A \$50 CHARGE IF GARBAGE IS LEFT IN THE AIRCRAFT. Inform Elite at the start of your flight if the aircraft is not appropriately cleaned and in a proper state.

Renters will be charged for any missing items from the plane:

**Aircraft keys** - \$100/key (key nobs \$250)

**Checklist** - \$25

**Foggles** - \$100

**Control Lock** - \$250

Since losing these items impacts the renters after you, the charges are punitive. Any other items missing or damaged from the plane will be charged at cost + overnight shipping + 25%.

### **Airplane Scheduling:**

Elite uses Flight Schedule Pro for online scheduling. All renters may have an account set up to check availability, but the actual scheduling will be by Elite staff. Elite endeavors to provide aircraft, pilots, or instructors for all scheduled rentals, but due to the unpredictability of aviation, occasionally an aircraft, pilot, or instructor may not be available as planned. Please know we will always make every effort to provide a replacement whenever possible.

Some flights may need to be rescheduled due to check rides for other customers, for longer trips, or for unscheduled maintenance. We ask your understanding when these rare instances occur.

### **Cancellations:**

Elite has a 24-hour cancellation policy. Notice must be given 24 hours before the flight, or a charge of 50% of the rental period will be charged (up to the daily minimums). Typically, Elite will not charge for cancellations due to inclement weather or illness but reserves the right to charge for renters who have multiple cancellations.

### **Dispatch times and returns:**

All aircraft are expected back 15 minutes before the end of the period for which they are rented. Renters and students are expected to show up 15 minutes before the start of the rental period so the pre-flight can be conducted for an on-time launch. This facilitates an efficient use of our instructors and pilots time.

If it appears you are going to be late returning aircraft, please let Elite staff know as soon as possible. Late charges will incur if the aircraft is returned late and another customer is waiting for the plane. Late returned planes will be charged rental fee + 25% for the late period, starting at the end of the scheduled arrival time.

If renters are stranded due to weather or maintenance, inform Elite as soon as possible. There will be a charge to return the plane back home if the renter cannot do so, unless it is a maintenance issue.

**Minimum Daily Charges:**

Minimum daily rates apply for aircraft rentals.

Aircraft rented for 5 hours or more must pay a minimum of 3 hours/day.

Aircraft rented for 3 hours or more must pay a minimum of 1.5 hours/day.

**Payment:**

Elite accepts payment by cash, check, MasterCard, or Visa. Renters expressly agrees to pay Elite at the conclusion of each flight.

-Hobbs time will be used for all charges. If the Hobbs is inoperative, tach time (or flight time in a Cirrus) will be used plus 20%.

-Failure to give proper notice will result in a charge as mentioned above.

-All costs of returning aircraft back to the home base will be the responsibility of renter unless due to an airworthiness issue.

-All landing, ramp, tie-down, overnight parking fees, or other fees related to the flight are the responsibility of the renter. Please try to pay these fees directly on your flights, otherwise they will be charged when received by Elite

-All items missing from the aircraft will be charged as stated above.

-All damage to the aircraft is the responsibility of the renter.

**Refunds:**

All refunds will be credited to renter's account, or if necessary, back to the credit card used. No cash refunds.

**Use of Elite Aircraft by Other Pilots:**

No other pilots may operate an Elite aircraft who have not been checked out by Elite as per procedures above.

**Aircraft Discrepancies:**

All discrepancies discovered before the flight should be noted on the rental sheet and the aircraft must be approved for flight by an Elite flight instructor. .

All discrepancies discovered after the flight should also be noted on the rental sheet.

Do not fly an aircraft in contrary to FAA, manufacturer, MEL (if one exists for the particular plane), or Elite requirements. Always inform Elite of any unairworthy aircraft. If an aircraft becomes unairworthy away from home base, immediately contact Elite, and we will advise how to proceed.

**Maintenance:**

Except for very minor repairs (tightening screws, etc.), renters will not do any maintenance on aircraft. All repairs must be approved by an Elite staff member. In case repairs at another airport will take more than a day, renters can either:

- 1) Return home on their own expense. Elite will have the aircraft repaired and will return aircraft to home base at Elite's expense. If a certified A&P finds there was no defect, in that case costs to pick up and deliver the aircraft will be charged to renter. Or,
- 2) Renter can remain with aircraft at renter's own expense until repairs are completed.

In any case, all repairs must be authorized by Elite, and renters may not make any determinations on their own as to how to remedy aircraft defects.

**Aircraft Accident or Incident Procedures:**

Renters are expected to follow federal regulations regarding accident and serious incident reporting to the FAA and NTSB. Please consult CFR 830 regarding specific regulations. Any reportable accident or incident must additionally be reported to Elite as soon as possible. ANY damage to persons or property on the ground or in the air should be reported to Elite staff members.

**Insurance:**

We expect, and strongly advise renters to get non-owned aircraft insurance to cover damage to the aircraft. Renters will be responsible for Elite's deductible of \$10,000. Without renter's insurance, Elite's insurance company may subrogate their losses to the renter, and renter could be held responsible for the entire loss amount. Current liability insurance limits can be found in the rental policy agreement.

**Check out with Instructor after Damage to Aircraft:**

In any case where an aircraft has been damaged by a renter, whether insurance covers the damage or not, Elite requires that the renter take a check out flight, post incident. An Elite Instructor will ascertain that the skill level and ADM of the renter is sufficient for continued renting. It is entirely at the discretion of Elite to impose any restrictions felt necessary (including requiring any rentals be dual with an instructor).

## **STUDENT PILOT POLICIES AND PROCEDURES**

### **Use of Syllabus**

Students joining Elite Flight Experience for the purpose of starting a new flight training curriculum or finishing a previous flight training curriculum shall use the prescribed syllabus based on make and model of aircraft. In any case where there is a Cirrus Learning Center syllabus for a specific aircraft model, that syllabus will be used.

If a pilot has partially completed training at another facility an Elite instructor will determine how much credit to assign for previous training and use that information to place the student in the syllabus at the appropriate starting point.

Ground- Each student is responsible to complete the ground training portion of each phase of the curriculum before moving to the next phase. Any quizzes must be successfully completed if required for that phase. Elite will monitor student progress and will not start a new phase without successfully completing the previous phase except with the express consent of the Chief Flight Instructor, or Assistant Chief Flight Instructor. If you are having trouble with ANY of the concepts in the self-study ground program, please let us know, and we will schedule ground instruction to help your understanding. Most students prefer to learn on their own pace with on-line learning, but we are prepared, and happy, to oblige students who would like more one-on-one learning time.

Progress Checks -During the course, progress checks for student's progress within the syllabus will be administered by Elite instructors. These are to ensure that the student is advancing through the syllabus successfully as well as providing an opportunity for another instructor's input.

End of Course Flight Check – At the conclusion of training the student will complete an end of course flight check with the Chief, or Assistant Chief Flight Instructor. This is a final training session to assure the applicant is ready for the check ride with an FAA designated examiner. All appropriate paperwork will be completed prior to starting the session, including completion of the FAA administered written test, a completed FAA form 8710 (aka IACRA), and all requisite experience requirements.



## Lesson Structure

Before each lesson your instructor will give you a “pre-flight briefing” during which they will discuss the details of the lesson. You will review the maneuvers/procedures that will be practiced, the proper execution of the maneuver, standards of performance, and safety considerations. Please pay particularly close attention to the information provided at this time. The time to learn how to fly the aircraft is on the ground before the flight begins without all the distractions inherent in flying an aircraft. This is the time to make sure you understand the maneuver, so ask any questions during this session. Please do not wait until you start flying to confess you do not understand or you will be delaying your learning.

The pre-flight briefing will also be used to teach the topics that you will be required to know for your oral exam. Although these topics will not always directly relate to the flight you are about to do, it is crucial you understand them if you are to complete your training successfully.

At the completion of your flight your instructor will give you a post-flight briefing. This is a good chance to review the correct way the procedure should have been performed, and it is a great time to have any further questions answered. Please note that your flight instructor may critique your performance based upon your current experience level. The purpose of this feedback is for you to understand what areas need to be improved upon. We are not “judging” you in any way. Every student, in fact every pilot, can improve upon their performance, and it is perfectly normal to have many areas that require additional work. If you are ever concerned about your performance, or the critique you have received, please discuss it with your instructor or the Chief or Assistant Chief Flight instructor. It is important that you are comfortable with your feedback and instructor.

During this time your instructor will note your progress on the syllabus. You should always be made aware of what stage of training you are in. Your instructor should also note all ground and flight training in your logbook.

Your instructor may assign material for you to study in connection with the syllabus to be completed before the next flight. Be sure to arrive prepared and have the assigned material accomplished.

## **Instructors:**

Every student will have a primary flight instructor and a supporting flight instructor. Your flight instructors will work as a team to help you meet your goals and help you change your life. You will mostly be working with your primary flight instructor, but in case they are unavailable when you need them, your supporting flight instructor will be ready, and up-to-date on your current progress.

If you are ever dissatisfied with any members of your flight instructing team, you may switch team members, but you must eventually settle on one flight instructor to be primarily responsible for you. If you have any issues with any Elite Flight Experience instructors, or employees, please let us know so we can exceed your expectations.

## **Practice Areas**

The practice area for Princeton is shared by airports from Trenton, Solberg, Doylestown, and many others. Please be vigilant for other traffic in the practice area as many students can be in a limited area. Make traffic calls while in the practice area on frequency 123.50 giving your aircraft type, callsign, location, altitude, and type of maneuver being performed. Prominent landmarks in the practice area are the Round Valley Reservoir, the Spruce Run Reservoir, the town of Flemington, the Sourland Mountain, the bend in the 202, the Delaware River (and especially the bend in the river), and the 202 bridge.

The practice area is defined by the Sourland Mountain as the southern border, route 78 as the northern border, the Delaware river as the western border, and Solberg airport as the eastern border (see chart below). If you are unfamiliar with the practice area, please consult with one of our flight instructors. If you are training, you will need to learn the landmarks before soloing an Elite aircraft. Be especially cautious not to drift too far east into the NY class Bravo airspace, too far west into the Allentown Class Charlie airspace, or too far southwest into Trenton's Class Delta airspace.

In the event the practice area is crowded, private pilots or above may choose to move west of the Delaware, or East to the shore. Student pilots may not solo out of the Princeton area or the practice area without permission.



## Weather

A pre-flight weather briefing from an approved source (FSS, Duats, etc) is required for all Elite training flights.

### Flight Training weather minimums for dual flights

Dual VFR – 3 miles visibility with ceilings at least 1500’AGL for pattern work. 5 miles visibility with 2500’ AGL ceilings for flights to the practice area, and 10 miles visibility with 3000’ AGL ceilings for cross countries.

Dual IFR – Weather must be above the minimums for the lowest approach at the point of departure/return (for Princeton 512’ AGL, ½ mile visibility) unless student is willing to pay for the cost of diversion to a nearby alternate, and the weather is above the minimums at the alternate. Costs will include uber back to base airport, and uber to pick up the plane when the weather improves, and the pilot’s time in the ground and air. All IFR flights must meet the legally required rules for use of alternates. Intentional flight into known icing conditions is prohibited in non-FIKI equipped aircraft. Flight into moderate icing conditions should be avoided in all aircraft, except if temporary transit is assured. Flight into forecast and reported icing greater than moderate is prohibited. Intentional flight into Thunderstorms is prohibited.

## **Student Pilot Solo Flight Weather Minimums**

Pattern Work – 7 miles visibility, with ceilings of at least 2000' AGL

Practice Area - 10 miles visibility with ceilings of at least 2500' AGL

Cross Country – 10 miles visibility with ceilings of at least 4000' AGL

Winds – No greater than 10 knot crosswind component, no greater than 5 knot gust factor, and no greater than 15 knot steady winds.

Your instructor may endorse you with more stringent requirements at their discretion. Minimums may not be exceeded unless with the written approval of the Chief Flight Instructor, and proficiency must have been demonstrated to an Elite instructor.

All students must receive a writing approval from an Elite flight instructor before going solo whether in an Elite plane, or their own aircraft, to ensure conditions are suitable for solo flight. Students will be asked to leave the school if they solo without permission.

## **Student Pilot Currency**

No student pilot may operate an Elite aircraft solo unless they have flown with an Elite-approved instructor in the previous 30 days and appropriate, and current signoffs are in their logbook.

## **Student Pilot Certificates and Medicals**

Student Pilot Certificates should be applied for within the first 5 sessions of training. Please plan to spend approximately ½ hour with your instructor to complete the online application.

We encourage all students to apply for a medical as early as possible in training. A current medical will be required for solo flight. There is an AME who comes to the Princeton airport once a month on the weekend, otherwise students are free to use any FAA medical examiner. If you have any medical conditions that may interfere with getting a medical, we urge you to discuss them with us, or we can refer you to a medical professional expert on aviation physiology. There are alternatives to getting a medical that should be discussed before you get a denial.

## **Flight Operations**

All student pilot solos must be performed while an Elite employee is on duty to ensure someone is around to verify you are back safely. All solo cross-country paperwork must be left with an employee before departure.

Night Flight – Student pilot solos are prohibited at night.

Grass fields – Landing at grass fields is prohibited by all students and renters.

Student pilots may not solo overnight unless an Elite instructor is available at the destination airport, or other similar arrangements are made.

## **Minimum Fuel Requirements**

For planning purposes: the minimum fuel reserve for planning VFR day or night cross-country flights is one hour.

For IFR flights the minimum fuel reserve is one hour after reaching destination, flying an approach, going missed, flying to the alternate and landing.

For all flights: while in the air, all Elite aircraft must land before reaching 45 minutes fuel remaining based on the actual fuel consumption.

## **Minimum Safe Altitudes**

The FAA has taken a very aggressive stance on its interpretation of congested areas (see CFR 91.119), and for the most part, we should consider all the areas that we generally fly in congested areas. Therefore, except in an emergency, or when taking off a landing at an airport, do not fly lower than 1000 feet AGL.

For all ground reference maneuvers, be sure to maintain 1000 AGL at all times, and especially for 8s on pylons be sure to use a groundspeed that will keep your pivotal altitude 1000' AGL or higher.

For “normal” maneuvers, (excepting ground reference maneuvers, simulated emergencies, or maneuvers that result in an airport landing) remain above 2000' AGL at all times. 2500' MSL is a good floor for the practice area. For multi-engine maneuvers (engine shutdowns, Vmc demo, etc), remain above 3000' AGL at all times.

Also remember that you must always maintain an altitude from which you can make an emergency landing without hazard to people or property, so be sure to add altitude when flying over highly congested areas like Princeton University.

Please plan all maneuvers to stay as far away from people, livestock, and houses as possible. The best area to practice is over empty fields. Remember everyone has a cell phone camera, and even if you are at a legal altitude, it is better not to have to prove your altitude from a cell phone picture

All engine failures must be simulated using the throttle/power lever. Never shut off the fuel or mixture in flight unless due to an emergency. (Note that even in multi-engine training the DA42 POH specifically prohibits simulated engine failures using the fuel selector.)

### **Collision Avoidance**

All pilots must be constantly vigilant on the ground or while airborne for obstructions or other aircraft. Be especially cautious of helicopters training in and around the airport. Helicopters may hover in unpredictable directions. Give way to the helicopters whenever in doubt and communicate over the CTAF. Most of the helicopter operators are extremely conscientious and vigilant, but always verify their intentions.

Extra care should be taken when in the traffic pattern and when transiting to the practice area. Some aircraft do not communicate due to lack of required equipment, transmitting on the wrong frequency, laziness, or other errors. Follow standard FAA non-towered operations when appropriate (see AC 90-66B).

Prior to performing any air work or ground reference maneuvers proper clearing procedures should be performed to assure there is no air traffic in the area. Always perform new clearing turns before beginning any maneuver that includes a significant change in altitude.

Collision avoidance in the air is one of the primary responsibilities of all pilots. “See and avoid” is codified in the regulations in CFR 91.113. Whenever flying through visual conditions, whether under IFR or VFR flight rules, the primary responsibility to avoid other aircraft rests on the pilot. NEVER neglect vigilance because you are in radar contact, or in highly controlled airspace. It is always the pilot’s responsibility to see and avoid, regardless of who you are in contact with.

## **TSA Compliance**

All student pilots must prove US citizenship or undergo TSA background checking. Your training cannot begin (except for a single discovery flight) until these requirements are met. If you are a foreign national please advise us before you sign up for training so we can assist you in the process.

## **Ground Operations**

ALL aircraft will be pulled out of and pushed back into a t-hangar ONLY by Line Service Personnel, or by Renters or instructors who have been trained and cleared by Elite Instructors. Clearances are tight and extreme care must be taken during these operations.

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

A brake check should be done immediately after the aircraft begins to move from its parking place. Extra care shall be taken during night operations.

Except when necessary to avoid obstructions or other aircraft, all taxi operations should be on the taxiway centerline and at a speed no faster than a brisk walk/slow jog.

Extreme care should be exercised when taxiing in the immediate vicinity of other parked aircraft. The ramp area is very busy and tight, be careful. Be especially vigilant in the summer time when many families and children may be around.

When taxiing, there must be at least a 5-foot clearance from all other objects. If you are in doubt, tow the aircraft, or have another person outside the aircraft to check clearances (“a wing walker”). If you suspect or are not sure you don’t have clearance STOP THE AIRCRAFT.

Do not taxi through a snowdrift or ice dam. In snowy seasons, snow can be plowed higher than the wing clearance of the airplane. Taxing into a snowbank causes considerable damage. Again, if clearance is at all in doubt, stop the plane and ask for assistance.

Avoid placing any items near the windscreen on top of the Instrument panel glare shield. Windscreens scratch very easily.

## **Fire Precautions and Procedures**

Please review procedures for aircraft fires in the airplane POH. In the event of any fire, follow the manufacturer's recommendations, and after reaching safety notify Elite directly.

## **Unprogrammed Landings**

An "unprogrammed landing" is defined as any landing which takes place at a location other than initially planned for. (i.e. other airports or emergency landings made off airport.)

Any pilot who makes an unprogrammed landing either on or off airport shall contact Elite by phone to obtain permission to re-dispatch prior to taking off. Notification of Elite is not required if an Elite instructor is on board and the landing was at a public use airport. All student pilots on solo flights must recalculate their flight logs for the return home and have it approved by an Elite flight instructor before departing.

In some cases it may be required for an Elite instructor to take off and return the aircraft to home base. Except for the rules for maintenance issues mentioned previously, the costs for this will be incurred by the student or rental pilot.

When flying a Cirrus Aircraft, the use of the parachute as recommended by the most current IFOM shall apply. In general, in case of an emergency requiring an emergency landing, such as an engine failure, if the aircraft cannot make it to an airport safely, the CAPS system SHALL be used (above 600 feet AGL for G5/G6 models) unless there is a compelling safety reason not to (for example where pulling the chute would likely result in loss of life of people on the ground).



## **In General**

All Elite aircraft and flight school operations shall be conducted safely and within the requirements of all pertinent FAA regulations. Purposeful operation outside of those limits is not only dangerous but can also result in loss of privileges to use Elite aircraft.

If you see what you believe is an unsafe action or operation, please notify Elite. If you are unsure about any FAA regulations or Elite procedures, please consult with one of us for clarification.

**Note that in any case where the term “renter” has been used in this procedure guide, student pilots are to be considered renters as well.**