

STANDARD OPERATING PROCEDURES

Norcal Flight Center, LLC

LAST REVISED – June 21, 2024

- 1.1 Norcal Flight Center, LLC is hereinafter known as “NCFC”.
- 1.2 A NCFC Authorized Flight Instructor is hereinafter known as “CFI”

Aircraft Scheduling Procedures.

- 1.3 NCFC may refuse rental or instruction to anyone for any reason.
- 1.4 NCFC aircraft and CFI’s are scheduled through www.flightcircle.com. Aircraft are available on a first-come, first served basis. Students and solo/PIC renters are limited to the aircraft in which they have been checked out in, as per the checkout guidelines below. Pilots taking FAA practical exams will be afforded priority in scheduling.
- 1.5 For training, aircraft and CFI’s shall be scheduled for a minimum of two-hours. The reservation must be scheduled on www.flightcircle.com prior to initiating the flight. **Pilots and CFI’s are responsible for having the aircraft ready for the next lesson/rental no later than the end of their scheduled reservation time, including refueling.** Reservations may not be changed or extended without prior authorization by management.
- 1.6 All pilots are responsible for noting the correct Hobbs and Tach times in the aircraft log prior to departure and upon returning.
- 1.7 CFI’s will charge, and are paid for, the duration of scheduled lessons. This is to include preflight, postflight, test grading, supervising ground operations, ground instruction, and dispatch. CFI’s may not reduce the ground or flight instruction charge unless authorized by NCFC.
- 1.8 Lessons must be cancelled 48 hours prior to the scheduled reservation. In the event of no-show or cancellation, the student/Renter will be charged 1 hour of aircraft and instructor time for the first offense, and the full scheduled lesson charge for the 2nd offense. Check-ride reservations canceled within 24 hours prior to check-ride will be charged a \$250 fee. Students/renters must contact NCFC by phone to cancel.
- 1.9 A fee of \$10 per day will be incurred if an aircraft key or binder is not returned.
- 1.95 Student/renter must install gust lock, securely chain aircraft, secure seatbelts, and clean garbage out of aircraft. Failure to do so will result in \$25 charge.
- 2.0 **No student pilot solos or rentals are permitted outside of Norcal Flight Center office hours unless a CFI or staff member is available to dispatch the flight and insure adequate preflight preparation by student/renter.**

Pilot Currency Requirements

- 2.1 Pilots will record all applicable currency items in their personal logbook. Computer files and electronic logbooks are authorized provided they contain all applicable currency information and are readily accessible in the event of FAA ramp check.
 - 2.1.1 Pilots will provide current pilot certificates, photo ID, medical certificates, documents and applicable endorsements to NCFC prior to their scheduled flight.
 - 2.1.2 Required Initial and Currency flight checks will be at the discretion of the CFI, with a minimum of 1 hour of flight and 1 hour of ground review. Additional flight or ground time needed will be at the discretion of the flight instructor.
 - 2.1.3 Pre-Solo written test or Aircraft specific checkout form will be required for NCFC aircraft rental.
- 3.1.4 Student and CFI are required to ensure that endorsements and/or pilot checkouts and currencies are current and accomplished.

2.2 Mountain Flying

- 2.2.1. The Mountain Flying checkout is required to fly aircraft to destination airfields with field elevation above 1600', or enroute (VFR or IFR) over any VFR Sectional quadrangle with a maximum elevation figure (MEF) greater than 3000'. MEF is the large blue number in the center of every 30x30' quadrangle on a sectional.
- 2.2.3. The mountain checkout requirements are:
 - 2.2.3.1 An approved mountain flying ground school, or one hour minimum ground instruction with a CFI.
 - 2.2.3.2 A minimum of one flight with a CFI to 3 airports above 3,000 ft, to include 3 full stop landings.
 - 2.2.3.3 Printed certificate from the Air Safety Institute Online Course: Mountain Flying.
 - 2.2.3.4 Review of FAA-P-8740-60: FAA Aviation Safety Program: Tips on Mountain Flying
- 2.3 Landing and Takeoffs at Auburn airport (KAUN) do not require Mountain Checkout, but they do require 3 takeoffs and landings to a full stop prior to solo rental.

Operational Restrictions and Local Procedures

- 3.1.1. Pilots and CFIs will comply with all applicable FAA and local regulations and restrictions.
- 3.1.2. Pilots will continuously monitor the active frequency for their area of operation.
- 3.1.3 Pilots are not permitted to use cell phones, tablets, or personal computers during aircraft movement on the ground.

3.1.4 Pilots are not permitted to use cell phones, tablets, or personal computers during ground or flight operations, other than for GPS navigation. All devices capable of cell reception must be switched to airplane mode prior to flight.

3.1.6. Idle Descent and Engine Clearing Procedures. During forced landing practice and long descents with a carbureted engine in idle power, insure that idle power is 200-300 RPM over idle to eliminate plug fouling. Increase power to 1500 RPM every 500' of descent. This procedure does not apply to fuel injected engines.

3.1.7. Aircraft are to be leaned on ground to prevent plug fouling.

3.1.8. Only pilots who are checked out by NCFC may fly NCFC aircraft. Passengers not checked out by NCFC are not permitted to fly, takeoff, land, or otherwise operate NCFC planes, regardless of their qualification or currency.

3.1.9. Pilots who possess CFI certificates, but are not authorized by NCFC to instruct, are not permitted to provide flight instruction in NCFC aircraft.

3.1.10. NCFC aircraft may not be used for commercial purposes, and may not be subleased for any purpose.

3.2. The NCFC owner, or acting operations manager will act as clearing authority for cross-country flights outside of the local area and overnight reservations.

3.2.1 Extended reservations require a minimum of 4 hours of Hobbs time and are only available after prior approval to NCFC.

3.2 As per FAR 91.103, the pilot-in-command is responsible for ensuring that he/she has completed a NWKRAFT worksheet for the route of flight:

- NOTAMs
- Weather
- Known ATC Delays
- Runway lengths
- Alternates
- Fuel Requirements
- Takeoff and Landing Distance Data for Aircraft

Maintenance

3.5.4. Pilots will not commit an NCFC aircraft for maintenance or other charges without approval of NCFC, and will be responsible for any unauthorized charges. In all cases, substantiating receipts must be presented to the manager for reimbursement.

3.5.5. Late return: Pilots will immediately notify the NCFC manager if they cannot return the aircraft. During weather delays the pilot will remain with the aircraft until return is possible, or incur the cost of returning the aircraft. When the delay is due to maintenance or other circumstances, it should be discussed with the NCFC manager.

3.7.3.4. In the event of a 'grounding' maintenance discrepancy, pilots will attempt to contact NCFC. The extra aircraft key will be moved to the office. The aircraft will not be flown until reviewed and signed off by the NCFC maintenance technician.

3.7.5. A dead battery resulting from a master switch that is left on after shutdown will result in a \$100.00 charge.

3.7.6 A cover left off of the aircraft at the end of the day will incur a \$100.00 charge to the last pilot renting the plane.

3.7.7 Tire flat spots will incur a \$100.00 charge.

3.7.8 Fuel Level Indicator dropped in fuel tank will incur a \$25 charge.

Student Pilot Stage Checks

4.1 **Student pilot stage 1 flight check will be accomplished prior to solo with another CFI.**

4.1.2 All solo syllabus ground items and a pre-solo test, must be completed prior to the first stage check. All tests must be corrected to 100% and retained with students' training records. Aircraft specific checkout form must also be completed.

4.1.2 Student pilot stage 2 flight check will be accomplished with another CFI prior to his/her checkride.

4.1.3. Student pilot will complete the oral portion of the mock checkride with NCFC staff prior to scheduled checkride.

Student Pilot Solo Requirements.

4.2 No student pilot solos are permitted outside of Norcal Flight Center office hours unless the CFI responsible for the flight, is available to dispatch the flight and insure adequate preflight preparation by student.

4.2.1 All student pilots must meet the minimum requirements of the Federal Aviation Regulations prior to being allowed to operate NCFC aircraft solo.

4.2.2 Approved student solo airports other than Lincoln (KLHM) within 25 NM: Marysville (KMYV), McClellan (KMCC), Sac Exec (KSAC), and Mather (KMHR)

4.2.3 Limitations.

4.2.3.1 Student pilots flying in the traffic pattern at KLHM must have ceilings of no less than 5000' AGL and 5SM visibility for CFI to authorize student flight.

4.2.3.2 Solo night flight is not approved for student pilots.

4.2.3.3 Solo Touch and Go's are not permitted in NCFC aircraft, unless a safety of flight condition dictates an immediate departure after touchdown.

4.2.4 The student pilot and/or CFI are responsible for completing a "NWKRAFT" worksheet before each flight and will place the completed document in the student's folder:

- NOTAMs
- Weather
- Known ATC Delays
- Runway lengths
- Alternates
- Fuel Requirements
- Takeoff and Landing Distances for the aircraft

4.2.6 Student pilot will contact 1-800-WX-BRIEF or www.1800wxbrief.com prior to each flight to obtain a briefing.

4.2.7 All aircraft will be fueled to capacity after each flight and for any student solo flight departing the KLHM traffic pattern, ensure that fuel tanks are filled to capacity prior to departing.

Student Pilot Solo Cross Country Flight.

4.3 The following are the default solo cross country routes. Additional cross-country routes can be authorized by a CFI if they do not cross terrain over 1500 MSL. Cross country route must be noted in the reservation on Flight Circle.

4.3.1 Lincoln (KLHM) – Redding (KRDD) – Red Bluff (KRBL) – Chico (KCIC) – Stockton (KSCK) – Modesto (KMOD) – Fresno (KFAT) – Castle (KMER) – Concord (KCCR)

4.4 The Pilot-in-command is responsible for landing as soon as practical when adverse weather precludes safe continued flight.

4.5 If weather in the local area is deemed unsuitable by NCFC management, or a CFI, operations of all NCFC aircraft in the local area shall be recalled or directed to land.

4.5 Touch and Go's operations are not permitted in NCFC aircraft, unless a safety of flight condition dictates a departure after touchdown.

4.7 The student pilot and/or CFI are responsible for completing a "NWKRAFT" worksheet before each flight and will place the completed document in the student's folder:

- NOTAMs
- Weather
- Known ATC Delays
- Runway lengths
- Alternates
- Fuel Requirements
- Takeoff and Landing Distances for the aircraft

4.7.1 Student pilot will contact 1-800-WX-BRIEF or www.1800wxbrief.com before each flight to obtain a briefing.

4.7.2 Student pilots flying outside of the traffic pattern at KLHM must have ceilings greater than 5000' AGL and visibility more than 10SM at departure and destination airports in order for CFI to authorize flight.

4.9 For any flight with 2 people aboard departing the KLHM traffic pattern, fuel tanks will be filled to capacity prior to departing.

4.9.5 When tower is in operation at Beale AFB, the airspace is Class C; when the tower is closed it reverts to Class G airspace 700' AGL and below, and Class E 700 AGL and above. This creates a shelf of controlled E airspace in close proximity to KMYV at 700 AGL and above. Pilots are required to abide by pertinent procedures applicable to the airspace around KMYV.

Operational Safety

5.1. If a pilot is involved in an accident or incident, he or she is responsible for the immediate safety of all passengers and for notifying emergency services if required. As soon as practical, the pilot will notify NCFC.

5.2.1. Upon completion of flight, pilots are responsible for parking the aircraft, attaching tie-down chains to wings and tail, installing all applicable control locks, pitot covers, intake covers, and canopy covers, and locking doors.

5.2.2. Pilots will not taxi over any taxiway or tarmac surface which may cause damage to the airplane. Park only in designated parking spots. Do not leave aircraft unattended or parked at fuel pumps.

5.2.3. Pilots will use the airplane's tow bar to maneuver aircraft into parking spots. Pilots will not push down on the tail to turn aircraft due to potential internal structural damage to the aircraft structure.

5.2.4 When remaining overnight away from home station due to maintenance or severe weather, aircraft will be locked and secured with adequate tie-downs. If thunderstorms, high winds, hail, or any other hazard are expected, the aircraft will be hangered, if possible. Pilots are responsible for all parking, hangar, tie-down, and landing fees, if applicable. However, pilots may be reimbursed with prior approval.

5.2.5 Private pilot and higher solo rentals, and solo students will be charged for damage to the aircraft, caused by their operations to the aircraft. All solo renters are required to have valid renters insurance at all times when

operating a NCFC aircraft. NCFC reserves the right to submit a claim to the renters insurance on file for the pilot to whom the damage is attributed.

Maintenance Procedures

6.1.1 Pilot will note any mechanical discrepancy on the aircraft squawk sheet. NCFC will note corrective action on the squawk sheet when applicable item has been repaired or otherwise rectified.

6.1.2 Pilots and CFI's will check the squawk sheet prior to every flight to ensure that there are no maintenance problems that may affect the safety of flight. Pilots and CFI's will insure that all necessary inspections such as 100 hr and annual inspections are complete. It is the pilot in command's ultimate responsibility to insure the aircraft is airworthy prior to flight, and meets all applicable inspection criteria.

6.1.5. When making entries on the squawk sheet, include a brief description of the problem with details of conditions or instrument indications observed. Refrain from speculating about the possible cause of the problem.

6.1.6. Only an FAA Certificated A&P or I.A. approved by NCFC may perform work on the aircraft.

6.2. Mandatory Write-Ups (Squawks): The following discrepancies must be entered when discovered by the pilot:

- a. Hard landings
- b. Flight through severe turbulence
- c. Flight control malfunctions
- d. Fuel system malfunctions
- e. Engine malfunctions
- f. Flight instrument malfunctions
- g. Any other discrepancy that will affect safety of flight

CFI Responsibilities

7.1.1. Promote flying safety, comply with FAA flying regulations, and train safe and competent pilots.

7.1.2. Keep records such as pilot certificates, medical certificates and documentation, identification items, and training records in the student file up to date. **The CFI will conduct a review of the pilot's training records at each lesson, to determine authorization and currency of the pilot. This includes NCFC currency, and flight review and instrument currency.**

7.1.3. Notify NCFC of any violation of FAR's or applicable criminal or civil statutes that occur in NCFC aircraft.

7.1.4 Complete logbook endorsements for student and renter pilots in accordance with the FAA Advisory Circular 61-65 series or by using other appropriate endorsement language/materials.

Initial and Recurrent Requirements for Instructors

7.2.1. New CFI's will not be assigned students nor conduct duties of a CFI until checked out and cleared by NCFC.

7.2.3. CFI's will perform a check flight with a CFI designated by NCFC every 6 months. If the CFI is also a CFII, and will be conducting instrument instruction, this flight will include a review on holds and approaches.

7.2.4 CFI's will complete annual security awareness training as mandated by the TSA.

7.2.5 CFI's are responsible for maintaining all necessary currencies, ratings, and medical certificates.

7.2.6 **All aircraft will be fueled to capacity after each flight!**

SUMMARY SECTION

1. General Operations

- a. Aircraft renters insurance is required to be on file and valid for student solo and private pilot and higher solo rentals.
- b. Valid credit card must be on file with NCFC prior to lesson or rental.
- c. No more than 2 people are allowed in the aircraft during any phase of operations without prior approval of NCFC manager.
- d. NCFC aircraft refueling card is only authorized at Lincoln Airport. If refueling is required at an airport other than Lincoln, the pilot will use their own source of payment, and be reimbursed at the KLHM fuel rate against their final bill.
- e. **All aircraft will be fueled to capacity after each flight!**

2. Currency

- a. VFR day
 - i. In the last 30 days, if a private pilot or higher has not flown with NCFC, a currency meeting and/or flight must be scheduled with an NCFC instructor prior to rental.
- b. VFR night
 - i. VFR night flights are only permitted with an authorized NCFC instructor on board the aircraft, unless the pilot has 100TT+ in airplanes and has performed 3 takeoffs and landings at night to a full stop, in the last 45 days.
- c. Flight in IMC conditions or a flight with a filed IFR Flight plan
 - i. An instrument rated pilot must have flown in the same make and model aircraft in the last 30 days in actual IMC or simulated IMC conditions, or a currency flight must be

scheduled with an NCFC instructor prior to rental. In addition the pilot must be a current instrument pilot under FAR 61.57(c).

- ii. A private pilot and above may only operate the aircraft from the left seat during IFR training or IFR currency flights. Pilots, safety pilots, passengers, or any other individual may not operate the aircraft from the right seat, unless the right seat occupant is training for the Flight Instructor rating and has been checked out in the aircraft for right seat operations by an NCFC CFI.
- d. Mountain currency
 - i. Student pilots are not approved for solo operations to airports with field elevations over 1500 MSL.
 - ii. For flights to airports higher than 1600 MSL by a private pilot or higher, a checkout with an authorized NCFC instructor is required prior to solo/PIC rental. Thereafter, if the pilot has not flown to airports over 1600 MSL in the last 90 days, a checkout is required.
 - iii. For flight over terrain of 3000 MSL or higher by a private pilot or higher, a checkout with an authorized NCFC instructor is required prior to solo/PIC rental. Thereafter, if the pilot has not flown over terrain of 3000 MSL or higher in the last 90 days, a currency checkout is required.

3. Maneuvers

- a. VFR or IFR Flight Plan must be filed for all flights outside of a 35NM radius of KLHM.
- b. Pilot must request traffic advisories from applicable ATC agency if operating outside of the traffic pattern at KLHM
- c. A PIC private pilot and above may fly from the left seat only during IFR training or IFR currency flights. Pilots, safety pilots, passengers, or any other individual may not operate the aircraft from the right seat, unless the right seat occupant is training for the Flight Instructor rating and has been checked out in the aircraft for right seat flying by a NCFC CFI.
- d. Intentional Spins are prohibited in NCFC aircraft.
- e. All intentional stall maneuvers, dual or solo, must commence and be completed above 3000' AGL
- f. Aerobatic maneuvers, other than those necessary for Commercial or CFI training, are prohibited in NCFC aircraft.
- g. Intentional power on, or power off stalls, are prohibited during all flight operations in NCFC aircraft if an NCFC CFI is not on board.
- h. Short field landings are prohibited during operations if an NCFC CFI is not on board the aircraft.
- i. Touch and go's are not permitted in NCFC aircraft, unless the safety of flight condition dictates an immediate touchdown and departure. A CFI must be on board the aircraft to perform touch and go's.
- j. Runway Length
 - i. Only paved runways are approved for taxi, takeoff, and landing.
 - ii. Minimum runway length for solo student operations is 5000 ft.
 - iii. Minimum runway length for private pilot and higher operations is 3000 ft.
 - iv. Minimum runway width for student pilot solo is 100 ft.
 - v. Minimum runway width for private pilot and higher is 50 ft.
 - vi. Intersection takeoffs are not approved in NCFC aircraft unless a CFI is on board. And, in the case of a CFI on board, intersection takeoffs are only approved if 3000 ft of runway is remaining.
- k. Maximum wind and crosswind restrictions
 - i. Student pilot solo
 - 1. Maximum 10 knots surface wind at departure and destination airport, including gust.
 - 2. Maximum 5 knot gust factor at departure and destination airport.
 - 3. Maximum 5 knot crosswind component for specific aircraft being flown, at departure and destination airport.
 - ii. Private pilot and higher solo/PIC
 - 1. Maximum 15 knots surface wind at departure and destination airport.
 - 2. Maximum 10 knot gust factor at departure and destination airport.
 - 3. Maximum crosswind component of 10 knots for specific aircraft being flown, at both departure and destination airport.
- l. If an autopilot is installed in the aircraft, student pilots are not authorized to operate the autopilot if a CFI is not on board the aircraft.

I _____, authorize _____ to charge my credit card on file in the Flight Circle program, with Norcal Flight Center, LLC for agreed upon purchase. I understand that my information will be saved to file for future transactions on my account.

_____/Date: _____

I understand the above rules, regulations, and policies, and have inquired about any items that I did not understand. I agree to follow the spirit and terms set forth in this document.

_____/Date: _____