



“TAG” Tulsa Aviation Group Standard Operating Procedures

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Instructor (CFI) Scheduling

Scheduling instructors is the responsibility of the student. To book a reservation, contact your CFI to schedule your reservation. A minimum of 24hr notice for reservations is still required, but is at the discretion of TAG.

Aircraft scheduling is on a first come first serve basis with the exception of checkrides. Checkrides have priority over any and all other reservations.

Administrative Cancellations

TAG Staff will make every effort to accommodate reservations made. However, should a flight have to be canceled due to Maintenance, a conflicting checkride, or another administrative reason, TAG Staff will make every effort to contact the affected customers and reschedule them. TAG staff have final discretion for administrative cancellations.

Weather minimums for dispatch

Aircraft	Max Headwind	Max Crosswind
PA28	30	15 knots peak gust (17 mph)

Type of Operation	Ceiling Minimum	Visibility Minimum
IFR (Must be instrument rated, current, and on an IFR flight plan)	400 ft*	2 sm*
VFR (Student Pilot or higher)	2,500 ft*	5 sm*

*METAR or ATIS, whichever is lower

The dispatcher has the final authority to refuse dispatch based on weather conditions, even if the weather is above listed minimums.

Cold Weather Operations

All Temps

1. All frost will be removed from aircraft before flight, regardless of temperature.
2. Operate the starter for 10 seconds, followed by a 20 second cool down period. After 6 cycles, please call TAG for assistance.

When temp is 4 °C to 0 °C (39 °F to 32 °F)

1. Including Above
2. All aircraft must have been removed from heated hangar or preheated

When temp is 0 °C to -6 °C (32 °F to 20 °F)

1. Including Above
2. Do not simulate power loss of any kind
3. Do not simulate emergency landings
4. Plan descent profiles, and monitor and control CHT

When temp is below -7 °C (19 °F and below)

1. No Flights will be authorized without a CFI onboard.

Additional Safety Practices

1. All flights will be accomplished under Title 14 CFR
2. Aircraft will be operated according to all sections of the POH
3. Flight into known icing is prohibited

Student Solo Flights

A “student Solo flight” is defined as a pilot exercising the privileges of a student pilot certificate under the endorsement of a CFI. Before a student solo flight is attempted, the student must have a passport or birth certificate on file, photo ID, Endorsed Medical Certificate (and student pilot's certificate when separate from medical), logbook endorsements, and completed Pre-Solo exam. Students must have explicit, per-occurrence verbal or written approval from their CFI before each flight.

Instruction Rates

All rates are per hour and are charged by the 1/10th of an hour. Please see the board behind the dispatch desk for current rates. Rates are for reference use only and subject to change at any time.

Flight and Ground Instruction	Rate per hour
Single Engine*	\$60
Multi Engine*	\$70

* Rates subject to change

Other Information

Credit or Debit Card Fees: If a Credit or Debit Card is used to pay an invoice, a fee of 3.0% will be added to the total amount.

Account Credit: Money on account is non-refundable and expires 6 months from the date of last flight.

No Show Fee: If a renter schedules an instructor and fails to show for their reservation without giving adequate prior notice, \$100 “No Show Fee” will be charged to their account.

Same Day Cancellations: Cancellations occurring on the same day as the reservation are subject to the “No Show Fee”. Cancellations due to weather and sickness are excluded.

