SunState Aviation

Safety Practices and Procedures

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SunState Aviation

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Safety Practices and Procedures

Table of Contents

1. General

1.1. SunState Values

This volume of the SunState Aviation pilot school documentation is written in accordance with the stated values of SunState Aviation: honesty, integrity, accountability, excellence, respect, teamwork, recognition, and fun.

1.2. Mission Statement

SunState Aviation is committed to providing its customers with the highest quality in pilot training and aviation related products and services in an environment where employees are proud to work and generate superior financial returns.

1.3. Safety Management Systems

SunState Aviation embraces the concept of a safety management system as a quality management approach to controlling risk. Therefore, this document follows the guidance put forth in Advisory Circular 120-92, Introduction to Safety Management Systems for Air operators.

Applying System Safety principles is a deliberate and calculated process. A Safety Management System (SMS) is an integrated set of work practices, beliefs, and procedures for monitoring, supporting, and improving the quality of safety and human performance in an organization. Safety Management Systems recognize the potential for errors and establish robust defenses to ensure that errors do not result in incidents or accidents. For example, analysis of risks common to general aviation aircraft operations shows that 75.9% of the fatal accidents occur in personal flying. Of that number, coincidentally, 75.9% are pilot induced. Finally, the category of flying that historically is the most lethal is weather related. and, according to It doesn't take much analysis to realize that if we can design a Safety Management System that includes specific defenses against continued VFR flight into IMC, we can immediately realize a huge reduction in fatal accidents.

2. SunState Aviation Pilot School Courses (141.11):

2.1. Private Pilot Certification Course (Appendix B to Part 141)

2.2. Instrument Rating Course (Appendix C to Part 141)

2.3. Commercial Pilot Certification Course (Appendix D to Part 141)

2.4. Private/Instrument Certification Course (141.57 – Special Curricula)

3. Business Office, Operations Base, and Satellite Base (141.25, 141.31, 141.91):

3.1 SunState Aviation Inc. Business Office/Main Operation Base is located at 3008 Patrick Street, Kissimmee, FL 34741. The school is located on the southeast side of Kissimmee Gateway Airport. SunState Aviation holds a long term lease for the facility.

3.2 Sunstate Aviation Inc. Satellite Base is located at 2073 Highway 92 West, Winter Haven, FL. 33881. The school is in the terminal building located on the northeast side of the Winter Haven Airport. Sunstate Aviation holds a yearly lease for the designated flight school facility.

4. Personnel:

4.1. Chief Instructor (141.35): The chief instructor is Mr. Ryan Sebek. Refer to page 46. for qualifications.

4.2. Assistant Chief Instructor (141.36): The assistant chief instructor, Sunstate Aviation's Main Base, is Evan Pickle. Refer to page 47. for qualifications.

4.3. Assistant Chief Instructor (141.36): The assistant chief instructor, Sunstate Aviation's Satellite Base, is Lyle Schofield. Refer to page 48. for qualifications.

4.4. Check Instructors (141.37): To be determined.

5. Airports (141.38):

5.1. Kissimmee Gateway Airport is the Primary Operating Base and meets all of the requirements of FAR 141.38 for day and night operations.

5.2. Winter Haven Airport is the Satellite Base and meets all of the requirements of FAR 141.38 for day and night operations

6. Aircraft (141.39)**:** A list of aircraft used for this training course is shown below. All aircraft meet the requirements of FAR 141.39. (*pending FAA approval)

Registration Number	AC Make/Model	Year	Registration Number	AC Make/Model	Year
N5190J	Cessna 172S	2002	N7815D	Cessna 172S Nav III	2005
N452MK	Cessna 172S	2004	N751VA	Cessna 172S Nav III	2006
N5432G	Cessna 172S	2004	N1688C	Cessna 172S Nav III	2007
N6008P	Cessna 172S	2004	N628SG	Cessna 172S Nav III	2008
N23759	Cessna 172R Nav III	2006	*N6029L	Cessna 162	2011
N23868	Cessna 172R Nav III	2006	*N6050C	Cessna 162	2011

*N6611R	Cessna 172RG	1979
*N453SG	Cessna 182T	2005

Flight simulators, Flight Training Devices and Training Aids (141.41):

7.1 Training Aids: Whiteboards, markers, reference library, selection of Dell computers, and full-color aircraft panel layouts are used for ground training.

7.2 Flight Training Devices: ELITE Advanced Aviation Training Device G1000 (AATD): (Main Base) This training device offers a single engine, single flight control desktop flight simulator and is configured per the specifications below:

7.2.1 The AATD has the Garmin 1000 avionics package with KAP 140 autopilot configured as a Cessna 172.

7.2.2 An external visual system including an image generator and a large screen DLP TV display (42 to 50 inches)

7.2.3 A separate graphical instructor station with two LCD monitors a) map screen that displays and records the vertical and horizontal flight paths of the aircraft in flight b) failure page where all aircraft systems, navigation aids, and instruments can be failed instantly or programmed for failure over time. INOP covers can be placed over any instrument and malfunction scenarios can be created and replayed c) weather page to control environmental conditions such as wind speed, direction, turbulence, cloud layers and visibility. Actual METAR weather can be imported into the simulation with an internet connection. Weather scenarios can be created and replayed.

7.2.4 The US navigation database (derived from the US National Flight Data) and Jeppesen GPS and terrain data.

7.2.5 Realistic flight controls including rudder pedals and toe brakes with proportional braking action.

7.2.6 Hobbs meter, electric trim and magnetic compass.

7.2.7 Panel lighting with standard airplane system control switches, gauges, and throttle quadrant.

7.2.8 Adjustable pilot seat.

7.2.9 FAA Advanced ATD certification (as described in FAA/FS-I-8700-4) is equivalent to FTD Level 3 flying credits. Refer to page XV for approved uses.

7.3 Flight Training Devices: Redbird Advanced Aviation Training Device (AATD) (Satellite Base)

7.3.1 The Redbird FMX (AATD) is currently configured for the C172 with the analog instrumentation as well as the Tecnam P2006T.

7.3.2 The Redbird FMX features: Electric Motion Platform, Fully enclosed cockpit, 200˚ wrap around visuals, quick change cockpit configurations, and terrain and airport database.

7.3.3 FAA Advanced ATD certification. Refer to pages XVI-XVII for approved uses.

8. Pilot Briefing Area (141.43):

8.1 Sunstate Aviation's Main Base has a complete flight planning area that is available for customer use and meets the requirements of FAR 141.43. Access to Internet weather and phones for Flight Service is available.

8.2 Sunstate Aviation's Satellite Base has a Flight Planning/Weather Room, which is adjacent to the leased flight school area. This room has computer terminals for accessing weather information, the Automated Service Observation System (ASOS), and the internet. A telephone is also available for Flight Service.

9. Ground Training Facilities (141.45):

9.1 Sunstate Aviation's Main Base has a customer reception area, classrooms for general training, and individual rooms for instructor pre-flight and post-flight briefings. The training facility meets the requirements of FAR 141.45.

9.2 Sunstate Aviation's Satellite Base has a customer reception area, classroom/conference room (which accommodates 15 students,) a general room with 4 desks for pre/post flight briefings as well as private study, and a private office with 2 desks and three terminals for testing. The training facility meets the requirements of FAR 141.45.

10. Flight Safety: Flight safety is everyone's responsibility. Staff and customers are encouraged to immediately bring any safety related issues, or any potential safety issues to the manager's attention.

11. Business and Training Operations

11.1 Terms and Definitions:

11.1.1 The term "company" used in this manual refers to SunState Aviation

11.1.2 The term PIC refers to the Pilot In Command of the aircraft

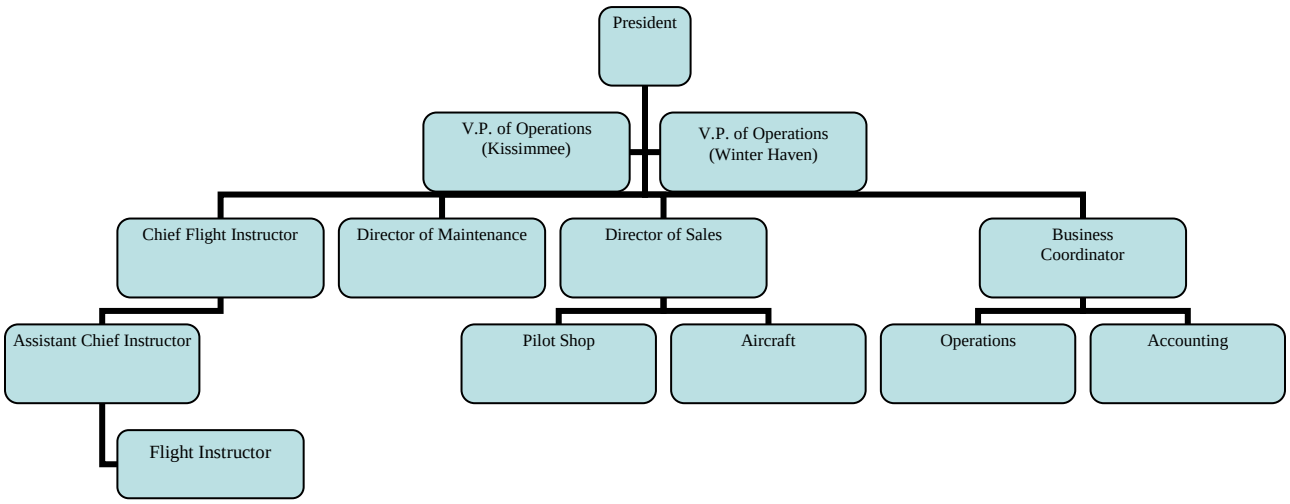
11.1.3 The term "Student" refers to someone who does not hold a Private, Commercial, or ATP certificate appropriate to the category flown

11.1.4 The term IPC refers to an Instrument Proficiency Check as defined by 14 CFR 61.57 (d) and FAA–S-8081-4

11.1.5 The term "Stabilized Approach" means the aircraft is properly configured, an appropriate airspeed and rate of descent are established and only minor heading, pitch, and power inputs are required to maintain the flight path

11.2 Appearance: Staff members will actively ensure the facility, aircraft, and ramp areas are kept clean. Dispose of all outdated charts and regulations.

11.3 SunState Aviation Staff



11.4 Flight Instructor Status: For the purposes of this manual, all certificated flight instructors, whether full-time employees, part time employees, or independent contractors, are required to comply with the procedures in this manual. This is necessary because of the higher degree of standardization and supervision required to conduct flight operations without undue risk to the customers, staff, and general public. It does not imply any status used by the IRS for defining employee status.

11.5 Payment Policy

11.5.1 Payment for Services is due at the time the service is rendered.

11.5.2 Pre-payments are discouraged; however, customers may pre-pay accounts, not to exceed $2500.00. Unused balances will be refunded on request in fifteen days of a customer completing a course of training for which the payment was intended.

11.5.3 Customers will be informed of the loan programs available for their flight training. Loans from these programs will be administered according to the loan agreement.

11.6 Insurance Coverage

SunState Aviation maintains liability insurance in the amount of $1,000,000 per occurrence, limited to $100,000 per passenger and hull coverage with a deductible of $1000.00 for SEL, $2500.00 for C172RG and $5000.00 for multi engine. Insurance covers SunState Aviation and does not preclude the insurance company from subrogating claims against the Pilot in Command.

12 Aircraft Dispatch Procedures 14 CFR 141.93(a)(3)(iv)

Aircraft will not be dispatched unless the dispatching authority has personally verified the procedures established in this manual have been accomplished.

12.1 Dispatch Authorization: The following staff members are authorized to dispatch aircraft:

12.1.1 Company instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of their assigned private pilot students.

12.1.2 All flights where a student pilot is flying solo will be dispatched by a flight instructor who is present at the airport. Prior to dispatch, this flight instructor will have communicated with the student's primary flight instructor to familiarize himself/herself with the soloing student's capabilities.

12.1.3 Company dispatchers are authorized to dispatch authorized pilots.

12.2 Dispatcher Actions: The individual dispatching an aircraft will ensure the PIC:

12.2.1 Has read the pertinent sections of this manual and the Current Notices board

12.2.2 Has presented a valid government picture identification

12.2.3 Meets the currency requirements of Paragraph 14

12.2.4 Has a valid FAA Pilot Certificate in his/her possession

12.2.5 Has a valid FAA or foreign Medical Certificate in his/her possession

12.2.6 Has completed the Dispatch Form

12.2.7 Has completed a Rental Agreement

12.2.8 Has an account in good standing

12.2.9 Has noted the destination airport or airports for each flight.

12.2.10 Has checked the student pilot's logbook for the appropriate endorsements.

12.3 Aircraft will not be dispatched to student pilots unless authorized by their assigned instructor.

12.4 If a student pilot makes an unscheduled landing, the aircraft will not be re-dispatched without the Chief Flight Instructor's authorization.

12.5 If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft will not be re-dispatched unless approved by the Director of Maintenance or Chief Flight Instructor.

13 Pilot Qualification and Currency Requirements

Before acting as PIC, customers must complete the:

13.1 Customer Data Form

13.2 Rental Agreement

13.3 Hold Harmless Agreement

13.4 Appropriate aircraft pilot checkout(s)

13.5 Appropriate written test(s). Refer to Page 32 for a list of initial pilot requirements.

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13.6 Pilots must complete a Make and Model checkout in each aircraft they desire to fly as PIC.

13.7 Pilots must complete a Night Checkout if they desire to fly as PIC at night.

13.8 Pilots who are instrument rated, must complete an IPC to act as PIC of company aircraft in IMC conditions

14. Pilot Currency

14.1 Pilots must have completed a flight review (14 CFR 61.56); in the most complex aircraft they are authorized to fly, within the preceding 24 calendar months to act as PIC of company aircraft.

14.2 Pilots with an instrument rating must have completed an IPC within the previous six months or otherwise comply with 14 CFR 61.57.

14.3 To act as PIC, pilots with less than 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly at the Kissimmee Gateway or Winter Haven airport.

14.4 To act as PIC, Pilots with more than 200 pilot hours, shall have accomplished three takeoffs and landings in the preceding 90 days in each category and class aircraft they wish to fly at the Kissimmee Gateway or Winter Haven Airport.

14.5 Pilots who have not made 3 takeoffs and landings in a particular make and model aircraft within the preceding 6 months must accomplish a recurrency check for that make and model aircraft.

14.6 Pilots shall fly with, and receive a logbook endorsement from a company instructor to regain any currency under 14 CFR 61.56 or 61.57.

15 Aircraft Operations 14 CFR 141.93(a)(3)(vi) 14 CFR 141.93(a)(3)(vii)

15.1 Preflight Actions

15.1.1 All cross-country flights (beyond 50nm) must be approved by management and a copy of the approved round trip flight plan must be

filed with dispatch including the name, phone number, and location (FBO) of where the aircraft will be secured while away from SunState.

15.1.1 Pilots shall file a flight plan for all flights outside the local area.

15.1.2 The PIC shall ensure appropriate survival and safety equipment for the intended operation area is onboard the aircraft.

15.1.3 The PIC shall ensure an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.

15.1.4 Regardless of a local or cross country flight, the pilot shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption.

15.1.5 Regardless of a local or cross country flight, the pilot will terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it appears the aircraft will not have at least a 1 hour fuel reserve.

15.1.6 Unless weight and balance limitations dictate otherwise, pilots will takeoff with full fuel for any flight outside the local area.

15.1.7 Pilots shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment. It is the pilot's responsibility to contact the destination airport prior to his or her flight to determine that airport's tie-down equipment availability/capacity. If there is any doubt, tie-down equipment will be carried onboard as a precaution.

15.1.8 Each passenger shall occupy a seat with an individual seat belt; children under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.

15.1.9 Pilots will compute takeoff distances for each flight, check actual aircraft takeoff performance against computed data, and abort the takeoff if aircraft performance is inadequate.

15.2 Pilots will calculate weight and balance data for each flight.

15.3 Pilots will ensure loose items are secured prior to flight.

15.4 Pilots and passengers shall treat all propellers as if the engine may start, pilots shall ensure:

15.4.1 All passengers remain well clear of propeller arc

15.4.1 Mixture is in the cutoff position

15.4.2 Magnetos are off and key on top of glare shield

16 Ground Operations 14 CFR 141.93(a)(3)(ii) 14 CFR 141.93(a)(3)(iii) 14 CFR 141.93(a)(3)(viii)

16.1 Pilots will not taxi, takeoff, or land on surfaces with standing water, snow, or ice.

16.2 Fire extinguishers shall be readily accessible during engine start and aircraft refueling.

16.3 Pilots are personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.

16.4 Pilots will use the designated tow bar to move aircraft; use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the aircraft.

16.5 Pilots must park aircraft only in designated ramp area.

16.6 Smoking is prohibited in, or within 50 feet of aircraft

16.7 Aircraft will be tied down, flight control lock installed, all doors locked, and the pitot tube cover installed when parked

16.8 Passengers will not board or deplane when any of the aircraft engines are operating.

17 Engine Starting and Taxiing 14 CFR 141.93(a)(3)(ii) 14 CFR 141.93(a)(3)(iii)

17.1 Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical \ Informational Manual.

17.2 Before starting engines pilots will close doors, turn on the rotating beacon, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.

17.3 Pilots must use caution to prevent damage as a result of propeller blast.

17.4 Pilots must be thoroughly familiar with engine fire procedures during start. Pilots

should:

17.4.1 Use caution to not over prime

17.4.2 In case of engine fire during start, follow manufacture's guidance; However, do not endanger yourself or your passengers

17.4.3 Do not try and fight the fire if you have exited the aircraft

17.5 Pilots will obtain taxi clearance at controlled airports, or self announce taxi intentions at uncontrolled airports before leaving the parking spot.

17.6 Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.

17.7 Pilots shall not exceed 5 MPH taxi speed in congested areas.

17.8 Pilots shall not taxi when ground visibility is less than 1 SM.

18 Weather Minimums 14 CFR 141.93(a)(3)(i)

18.1 Day VFR minimums are 1,500 foot ceiling and 3 miles visibility for the local area, 2500' ceiling and 5 miles visibility for all other flights.

18.2 Night VFR minimums are 2,500 foot ceiling and 5 miles visibility.

18.3 Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

18.4 Pilots shall comply with maximum crosswind component posted in the aircraft checklist.

18.5 Pilots shall not takeoff when the tailwind component exceeds 10 knots.

18.6 Flight will not be initiated if surface winds are forecast to be greater than 25 knots, and flights will be terminated as soon as practicable if surface winds exceed 25 knots.

18.7 Flight under special VFR, as defined in FAR Part 91, is limited to pilots with a current instrument rating, in an aircraft certified for instrument flight, and only at or above the Minimum Safe Altitude or until a lower altitude is necessary.

19 Night Flight

19.1 The following shall not be performed at night:

19.1.1 Aerobatics

19.1.2 Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an 14 CFR 141 approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight

19.1.3 Operations at airports without runway lighting

19.1.4 Visual or non-precision approaches to runways outside the local training area without visual glide path guidance

19.1.5 Simulated emergency training, to include forced landings, except to lighted runways

19.1.6 Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction and the instructor is qualified to act as PIC under instrument conditions in the aircraft used for the flight

19.1.7 Local VFR night flight, unless the pilot has logged at least 50 hours as PIC and maintains visual contact with an airport approved for night operations or holds a current instrument rating

19.1.8 Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown is onboard as a safety observer and has access to the flight controls

19.1.9 Land and Hold Short Operations (LAHSO)

20 Operations at Non-Towered Airports

Pilots shall:

20.1 Avoid extended holding delays across the hold line or in takeoff position

20.2 Not perform straight-in VFR approaches to uncontrolled airports (*Note:* This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF

20.3 Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual*

20.4 Only land at active public airports listed in National Oceanic and Atmospheric Administration (NOAA) flight information publications, or those designated by the Chief Flight Instructor

20.5 Not takeoff or land on runways less than 2,000 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater

20.6 Not takeoff or land on runways less than 50 feet wide

20.7 Overfly (500' Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing. (*Note:* Not applicable to actual instrument approaches.)

21 Minimum Altitudes 14 CFR 141.93(a)(3)(ix)

Pilot shall:

21.1 Not fly below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction

21.2 Not perform simulated forced landings unless required by a company approved syllabus

21.3 Not descend below 500 feet AGL unless the aircraft is established on a stabilized approach

21.4 Not descend below 500 feet AGL during practice simulated forced landings, except to approved runways

21.5 Ensure proper engine operation at least every 500’ when performing simulated engine failures in single engine aircraft

21.6 Not conduct aerobatic maneuvers below 2,500 feet AGL

21.7 Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft

22 Multi-Engine Aircraft

22.1 Instructor shall not perform stalls, turns over 45 degrees of bank, slow flight, or

unusual attitude maneuvers below 3,000 feet AGL.

22.2 Instructors shall not simulate engine failures on the runway at an airspeed greater than 1/2 V_{MC} and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.

22.3 Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL nor below recommended V_{SSE} or V_{YSE}, whichever is greater.

22.4 Instructors many demonstrate feathering of one propeller above 3,000 feet AGL (or as directed by manufacturer) and in a position where a safe landing can be accomplished on an approved runway should difficulty be encountered in unfeathering the propeller.

22.5 Instructors may only simulate engine failures, while airborne, below 3,000 feet AGL by retarding the throttle of the selected engine.

22.6 Go-arounds from simulated single engine approaches shall be executed using both/all engines unless as required by the ATP syllabus.

22.7 Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.

23 Other Restrictions 14 CFR 141.93(a)(3)(iv) 14 CFR 141.93(a)(3)(viii)

Pilots shall not:

23.1 Conduct formation flights

23.2 Use company aircraft for towing aircraft or banners

23.3 Use company aircraft for parachuting or sky diving

23.4 Use company aircraft for commercial purposes

23.5 Takeoff with snow or frost on the aircraft

23.6 Land on runways with snow or ice

23.7 Conduct simulated emergency procedures unless a company instructor is on-board the aircraft

23.8 Fly outside the continental United States without SunState Aviation approval.

23.9 Carry any hazardous cargo

23.10 Attempt to takeoff if they have made an off-airport landing

23.11 Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction

23.12 Conduct contact approaches

23.13 Hand prop any aircraft

23.14 Perform intentional in-flight engine shutdowns, except as provided in 21.5

24 Additional Restriction The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:

24.1 Prohibited by the flight manual

24.2 Weight and balance considerations dictate otherwise

24.3 A pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under visual flight rules in the local training area

24.4 The pilot is a flight instructor flying under visual flight rules in the local training area

24.5 The pilot is a flight instructor conducting flight instruction or receiving/administering flight checks. Exception is given to the CFII candidate on his/her training flights.

25 Refueling 14 CFR 141.93(a)(3)(iii)

Pilots shall:

25.1 Turn off all aircraft power prior to refueling

25.2 Record beginning and ending pump reading on dispatch ticket.

25.3 Ensure cell phones are not used during refueling

25.4 Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling

connection to the aircraft. Pilots shall ensure that the fuel nozzle is held against the refueling opening to make electrical contact during fuel transfer.

25.5 Maintain the ground until fueling connections have been removed

25.6 Not refuel if thunderstorms are present in the vicinity of the airport

26 Pilot Training 14 CFR 141.93(a)(3)(i)

26.1 Training Prerequisites: Customers enrolled in any course must have a valid Third class medical certificate prior to the first flight lesson or students prior to solo.

26.2 Student Pilots: Solo Student Pilots shall not:

26.2.1 Fly when the crosswind component exceeds 8 knots

26.2.2 Fly when the surface wind exceeds 12 knots

26.2.3 Fly in the traffic pattern when weather is less than 1500' ceiling and 3 miles visibility

26.2.4 Fly in the local training area when weather is less than 2500' ceiling and 5 miles visibility

26.2.5 Fly Cross Country when the weather is less than 3000' ceilings and 5 miles visibility

26.2.6 Perform touch-and-go landings

26.2.7 Fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR 61.87 (d) and (e)

26.2.8 Fly solo between the hours beginning 1 hour before Sunset and ending 1/2 hour before Sunrise

26.2.9 Conduct simulated forced landings

26.3 The Chief Flight Instructor/Assistant Chief Flight Instructor shall develop standard training cross-country routes. The Chief Flight Instructor/Assistant Chief Flight Instructor may authorize the use of other routes.

26.4 All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Instructors shall ensure adequate student proficiency and be present at the airport during the solo portion

of the flight. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the Chief, Assistant Chief Flight Instructor, or designated check instructor.

26.5 On the first solo cross country flight, students shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the Chief Flight Instructor/Assistant Chief Flight Instructor.

26.6 Assigned Practiced Areas:

26.6.1 Sunstate Aviation Main Base: Flights departing from the Kissimmee Airport have three practice areas for training. Refer to pages 49-51 for depiction, descriptions, and procedures.

26.6.2 Sunstate Aviation Satellite Base: Flights departing from the Winter Haven Airport have three practice areas for training. Refer to pages 49-51 for depiction, descriptions, and procedures.

27 Written Tests

27.1 Required written tests are detailed in Table 2.3.

27.2 All written exams will be documented on the Written Exam Answer Sheet.

27.3 The minimum passing score on any company test is 80 percent. An instructor will correct the test to 100 percent and review all deficient areas with the customer prior to flight. Customers receiving less than 80% on a written test will be referred to the Chief Fight Instructor or Assistant Chief Flight Instructor.

27.4 Questions should provide the customer a self-paced study of all pertinent aspects of the subject material and flow sequentially from the source documents.

27.5 Each aircraft open book test shall cover pertinent aspects of the aircraft systems, procedures, and operating limits. Computing takeoff data, including weight and balance, takeoff, climb, cruise, and landing data shall also be evaluated. Each aircraft closed book examination shall examine only the information on the reverse side of the Written Exam Answer Sheet.

28 Flight Instructor Procedures

28.1 Chief Flight Instructor Responsibilities:

28.1.1 Direct all flight training and checkout activities according to 14 CFR Parts 61, 91, 141, and this manual

28.1.2 Make applicant/instructor assignments

.

28.1.3 Develop standardized flight check procedures.

28.1.4 Appoint assistants according to 14 CFR Part 141, as needed for each course of instruction.

28.1.5 Stop any pilot from flying when, in the Chief Flight Instructor's judgment, flight safety may be compromised.

28.2 Flight Instructors Responsibilities:

28.2.1 Stop any pilot from flying when, in the instructor's judgment, flight safety may be compromised.

28.2.2 Act as PIC of the aircraft while conducting flight instruction.

28.2.3 Maintain a valid FAA Second Class Medical Certificate

28.2.4 Assist the Chief Flight Instructor, as required, in developing training and checkout procedures.

28.2.5 Conduct training and checkouts according to this manual and applicable FARs.

28.2.6 Instructors will complete a checkout with the Chief Flight Instructor or Assistant Chief Instructor for every course of instruction, and for each make and model aircraft in which they will instruct.

28.2.7 Instructors must complete an annual evaluation with the Chief Flight Instructor, Assistant Chief Flight Instructor, a Designated Pilot examiner, or FAA Operations Inspector for every course of training in which they instruct. The Chief Flight instructor will determine what maneuvers will be performed and what aircraft will be used for this flight.

28.3 Flight Instructor Conduct: The viability of SunState Aviation is directly dependent on the service flight instructors provide our customers, and the safety of customers is directly dependent on the quality of instruction performed.

29 Pilot Checkout Procedures

Our customers come to us with widely differing flight experience; however, there is no guarantee they have ever been properly trained to fly general aviation aircraft. Your job is to conduct a thorough checkout each and every time you fly with one of our customers. The existence of this company is dependent on our safety record, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving and our procedures and training programs need to evolve with them. We highly encourage your personal inputs to make these programs better. Please bring any suggestions to the Chief Pilot.

29.1 All initial aircraft checkouts and annual checkouts will be conducted according to Attachment 2 (32.3). Instructors will complete all necessary items for and endorse the pilot for a Flight Review according to 14 CFR Part 61.56. Subsequent aircraft make and model checkouts will be conducted according to Attachment 2 (32.3); however, the Flight Instructor need not complete the additional items necessary for the Flight Review IAW 14 CFR 61.51.

29.2 All initial instrument checkouts will be preformed according to Attachment 2 (32.3) and 14 CFR 61.51. Instructors will complete an endorsement for an Instrument Proficiency Check. Subsequent make and model checkouts for pilots with instrument ratings need not include an Instrument Proficiency Check; however the flight instructor must ensure the customer has demonstrated the ability to use all installed equipment under IFR conditions.

29.3 Instructors will ensure checkouts are conducted according to this manual and pilots are able to complete the maneuvers to the standards established in the appropriate FAA Practical Test Standards for a Private/Instrument Airplane. The intent of the checkout is to ensure the pilot is capable of meeting the standards; it is not designed as a flight test. In-flight instruction can be given as necessary; however, the flight instructor must be confident the pilot is capable of performing each maneuver without intervention or instruction.. If a pilot cannot perform a maneuver to the required standard you will refer them to the Chief/Assistant Chief Instructor to develop an appropriate course of training. Be sure to emphasize to the customer that this retraining is for their safety and that all pilots need periodic refresher training to maintain their skills.

30 Maintenance Procedures 14 CFR 141.93(a)(3)(v)

30.1 The Maintenance Director Responsibilities:

30.1.1 Ensure aircraft records are maintained according to manufacturer's maintenance manuals and FAA directives.

30.1.2 Establish a program of scheduled inspections, routine maintenance, and component overhauls, and develop a maintenance/inspection procedures manual according to FAA Advisory Circular 145-3.

30.1.3 Ensure current maintenance status is reflected in aircraft dispatch books.

30.1.4 Ensure all aircraft parts are labeled as to serviceability according to FAA Advisory Circular 145-3.

30.1.5 Ensure all precision measurement tools are calibrated at least annually according to guidelines established in FAR part 145.

30.1.6 Maintain a technical library containing, as a minimum, the following:

30.1.6.1 Aircraft, engine, and propeller service manuals.

30.1.6.2 Airworthiness directives, service letters, and service bulletins for each make and model aircraft maintained.

30.1.6.3 All applicable FARs and ACs (ex. FARs 23, 39, & 43; AC 43 Series).

30.1.7 Develop, conduct and document initial training for all company mechanics. As a minimum this training shall include:

30.1.7.1 OSHA Requirements.

30.1.7.2 Tool Control Procedures.

30.1.7.3 Maintenance Documentation.

30.1.7.4 Engine ground run/taxi procedures for each aircraft operated.

30.1.7.5 Familiarization with corrosion control procedures.

30.2 100 Hour Inspections/Phase I and II Inspections: 100 Hour or Phase I and II Inspections prescribed by 14 CFR 91.409 are required for all aircraft.

30.3 Time between Overhaul (TBO): Aircraft components will be overhauled at the manufacturer's recommended TBO. Actions directed by manufacturers' mandatory service bulletins will be performed.

30.4 Grounding: Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy. Pilots shall document grounding on the aircraft discrepancy log in MYFBO.com, and the aircraft shall not be operated until deferred or released by authorized company personnel.

30.5 Maintenance Records: Logbooks entries shall contain reference to the manufacturers service manual, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed and the part number(s), and serial number(s) if applicable, of all parts installed during the maintenance process. All date entries in logbooks shall use be made using a two number day, 3 letter month, and 2 number year format (ex. 15 Sep 03).

30.6 Functional Check Flight (FCF): FCFs are required for aircraft being returned to service after having undergone alterations or repairs which, in the opinion of the Chief of Maintenance could:

30.6.1 Alter the flight characteristics of the aircraft.

30.6.2 Affect the navigation systems of the aircraft.

30.6.3 Adversely affect the operability of aircraft systems and cannot be adequately ground tested.

30.6.4 Managers will designate the most qualified instructor pilots to perform FCFs of aircraft being returned to service following maintenance.

30.7 Deferred Maintenance: The manager will be the final authority for approving those discrepancies the Chief of Maintenance has determined may safely be deferred until the next scheduled inspection. Discrepancies the Chief of Maintenance does not think can be deferred shall be considered grounding items.

30.8 Tool Control: The Maintenance Director will develop procedures to insure tools are not inadvertently left inside aircraft during maintenance. These procedures shall be included in the maintenance procedures manual.

30.9 Corrosion Control: Aircraft shall be treated for corrosion according to AC 43-4, Corrosion Control for Aircraft. As a minimum, all flight control/trim surfaces, brackets, and mounting hardware shall be free of corrosion.

31 Emergency Response Procedures

31.1 Immediate Actions: In the event of suspected accident, incident, or overdue aircraft, complete as much of the Accident / Incident Report as possible.

Notify the following people as soon as possible:
Kissimmee Main Base: Manager Steve Graham @ 407-963-4359
Winter Haven Satellite Base: Manager Jamie Beckett @ 863-224-2133

Do not make any statements speculating as to the cause of the incident to anyone.

If you received inquires, take the name and phone number of the person making the inquiry and tell them someone from the company will contact them as soon as they can.

31.2 SunState Aviation Accident/Incident Initial Report

SunState Aviation Accident / Incident Initial Report	
Date of Occurrence:	Time Of Occurrence:
Name of Person Reporting Incident:	
Phone # / Contact Data of Person Reporting Incident:	
Aircraft Identification:	
Location of Occurrence: (Airport, Nearest Town, Nearest VOR, Etc)	
Persons Involved	
Name:	Injuries:
Name	Injuries:
Name:	Injuries:
Name:	Injuries:
Damage to Aircraft:	
Damage To Other Property:	
Who to Contact At Scene:	

31.3 SunState Aviation Management Actions

1) Determine if NTSB Notification is required, if so notify them at:
305-597-4610

(See NTSB 830 for what constitutes as reportable occurrence)

2) Notify the local Flight Standards District Office: 407-812-7700

3) Notify the company's legal counsel.

4) Notify the company insurance carrier: 770-590-4950

5) Secure the records of all individuals involved.

6) Secure the records of the aircraft involved.

4) Secure the aircraft until released by the FAA/NTSB.

5) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physician's report of each individual.

6) Make no statements about the occurrence to anyone.

7) Make no speculations as to the cause of the occurrence.

8) Secure names and addresses of witnesses.

9) Arrange for photos of the incident.

10) Gather and secure any other pertinent information, names of investigating officials, law enforcement, etc.

31.4 Mishap Procedures: Aircraft Checklist

1) Give first aid as needed to injured persons.

2) Move away form the aircraft and do not return except to assist passengers or for survival.

3) Notify emergency personnel if possible.

4) Notify SunState Aviation as soon as practicable. 1-800-941-4359

5) Secure the aircraft until released by the FAA/NTSB.

6) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physician report of each individual.

7) Make no statements about the incident to anyone.

8) Make no speculations as to the cause of the incident.

9) Secure names and addresses of witnesses, law enforcement personnel, investigators, etc.

10) Arrange for photos of the incident.

32. Pilot Requirements (to act as PIC)

32.1 Single Engine Fixed Gear Aircraft

200 Horsepower or Less:

- Airman's certificate (ASEL): Student, Private, Commercial, or ATP

201 - 236 Horsepower:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 75 hours, or 50 hours in make and model
- PIC time in aircraft with 201 - 236 horsepower: 25 hours, or 10 hours as PIC in make and model, or completion of an approved training program of not less than 5 hours

237 Horsepower or Greater:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 100 hours
- PIC time in aircraft with 237 horsepower or greater: 50 hours, or 10 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

32.2 Single Engine Retractable Gear

200 Horsepower or Less:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 125 hours
- PIC time in complex aircraft: 10 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

Greater than 200 Horsepower:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 125 hours
- PIC time in complex aircraft: 25 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 10 hours [1]

32.3 Multi-Engine Aircraft

All Horsepower Ratings:

- Airman's certificate (AMEL): Private, Commercial, or ATP
- Pilot Time: 250 hours, of which 50 must be in complex aircraft
- PIC time in piston multi-engine aircraft: 50, or 5 hours PIC in make and model, or completion of an approved training program of not less than 10 hours [1]

Notes

1. Pilots may proficiency advance with the approval of the Chief Flight Instructor; however, in no circumstances will the flight phase be less than 5 hours.

33. Pilot Checkouts

33.1 The minimum requirements for a Flight Review, aircraft make and model, instrument, night, and recurrency checkouts are shown in Table 2.1. All tasks indicated with an "X" must be evaluated by the instructor conducting the checkout; however, additional tasks may be accomplished and evaluated at the instructor's discretion.

33.2 Pilots must complete the maneuvers to the standard prescribed in the current FAA Practical Test Standards for a Private Pilot. Those pilots with an instrument rating must complete an instrument proficiency check irrespective of whether they intend to fly IFR.

33.3 Refer to Table 2.3 for the appropriate action when the customer fails to demonstrate the required proficiency on a checkout.

33.4 With the exception of the instrument checkout, at least three landings and a go-around must be accomplished to complete any checkout**.**

33.5 "Recurrency Checks", as defined in Table 2.1, are required when pilots have not made 3 takeoffs and landings in a particular make and model aircraft in the previous 6 calendar months.

33.6 Visual Scanning and Collision Avoidance will be emphasized on every checkout. Instructors will thoroughly cover the following items:

33.6.1 Runway Incursion

33.6.2 Visual Scanning Techniques

33.6.3 Use of radio for clearing

33.6.4 Aircraft Blind Areas

33.6.5 Traffic Conflicts at Uncontrolled Airports

Table 2.1: Checkout Requirements

	Checkout Type							
	Flight Review		**Make & Model**		**Instrument**		**Night**	**Recurrrency**
	SEL	**MEL**	**SEL**	**MEL**	**SEL**	**MEL**		
I. GENERAL KNOWLEDGE								
National Airspace System	X	X						
Company Restrictions	X	X			X	X	X	
Aeromedical Factors	X	X			X	X	X	
Local Procedures	X	X			X	X	X	
Spin Awareness	X	X						X
Wake Turb. And Wind Shear Avoid.	X	X						
Engine Inop. Principles of Flight		X		X				X_1
II. PREFLIGHT PREPARATION								
Certificates and Documents	X	X						
Weather Information	X	X			X	X		X
Cross-Country Flight Planning	X	X			X	X		
Performance and Limitations	X	X	X	X				X
Minimum Equipment List	X	X	X	X	X	X	X	
III. PREFLIGHT PROCEDURES								
Preflight Inspection	X	X	X	X	X	X	X	X
Cockpit Management	X	X	X	X	X	X	X	X
Engine Starting	X	X	X	X	X	X	X	X
Taxiing	X	X	X	X	X	X	X	X
Before Takeoff Check	X	X	X	X	X	X	X	X
IV. AIRPORT OPERATIONS								
Radio Comm. & ATC Light Signals	X	X	X	X	X	X	X	X
Traffic Patterns	X	X	X	X			X	X
Airport/Runway Markings/Lighting	X	X	X	X	X	X	X	X
V. TAKEOFF, LAND., GO-AROUND								
Normal & Crosswind Takeoff/Climb	X	X	X	X	X	X	X	X
Normal & Crosswind Approach/Landing (Includes No-Flap)	X	X	X	X	X	X	X_2	X
Short-Field Takeoff/Climb	X	X	X	X				X
Short-Field Approach/Landing	X	X	X	X				X
Soft-Field Takeoff/Climb	X		X					X_3
Soft-Field Approach/Landing	X		X					X_3
Forward Slip To A Landing	X		X					
Go-Around	X	X	X	X			X	X
Landing From a Circling Approach					X	X		

Table 2.1: Continued

	Checkout Type							
	Flight Review		Make & Model		Instrument		Night	Recurrency
	SEL	MEL	SEL	MEL	SEL	MEL		
VI. PERFORMANCE MANEUVERS								
Steep Turns	X	X	X	X	X	X		
VII. NAVIGATION								
Pilotage and Dead Reckoning	X	X					X	
Navigation Systems/Radar Services	X	X	X	X	X	X	X	
Diversion	X	X			X	X	X	
Lost Procedures	X	X					X	
Enroute Weather	X	X			X	X		
VIII. SLOW FLIGHT AND STALLS								
Slow Flight	X	X	X	X				X
Power-Off Stalls	X	X	X	X				X
Power-On Stalls	X	X	X	X	X	X		X
IX. INSTRUMENT PROCEDURES								
Straight and Level Flight	X	X	X	X	X_4	X_4	X	
Constant Airspeed Climbs/Descents	X	X	X	X	X_4	X_4	X	
Timed Turns to Magnetic Headings					X_4	X_4		
Recovery from Unusual Attitudes	X	X	X	X	X_4	X_4	X_6	
Radio Comm, Nav Systems	X	X	X	X	X	X	X	X
Holding					X	X		
VOR Instrument Approach Procedure					X_5	X_5		
NDB Instrument Approach Procedure					X_5	X_5		
ILS Instrument Approach Procedure					X_5	X_5		
Missed Approach Procedure					X_5	X_5		
Circling Approach Procedure					X	X		
X. EMERGENCY OPERATIONS								
Loss of Communications	X	X			X	X	X	
Emergency Descent	X	X	X	X	X	X	X	X
Emergency Approach and Landing	X	X	X	X				X
Systems and Equip. Malfunctions	X	X	X	X	X	X	X_2	X
Aborted Takeoff		X		X				
Engine Failure Before VMC		X		X				

Table 2.1: Continued

	Checkout Type							
	Flight Review		Make & Model		Instrument		Night	Recurrency
	SEL	MEL	SEL	MEL	SEL	MEL		
X. Emergency Ops (Continued)								
Maneuvering with One Engine Inop		X		X		X		X_1
Engine Inop: Loss of Control Demo		X		X				
Engine Inop: Visual Approach		X		X				X_1
Engine Inop: Instrument Approach						X		
Emergency Equip and Survival Gear	X	X	X	X			X	X
XI. NIGHT OPERATIONS								
Night Preparation							X	
Night Flight							X	
XII. POSTFLIGHT PROCEDURES								
After Landing	X	X	X	X	X	X	X	X
Parking and Securing	X	X	X	X	X	X	X	X
XIII. GENERAL								
Visual Scanning/Collision Avoidance	X	X	X	X	X	X	X	X
Operation of Systems	X	X	X	X	X	X	X	X

Note 1: Accomplish if recurrency is given in a multi-engine aircraft
Note 2: At least one approach must be flown without the use of the Landing light
Note 3: Required only for single engine land recurrency
Note 4: This task must be accomplished both full and partial panel (Primary Attitude and Heading Indicators simulated inoperative).
Note 5: At least one approach and missed approach must be flown Partial panel.
Note 6: For the purpose of the night checkout, Unusual Attitudes shall be limited to $\pm$ 5 degrees of pitch and/or $\pm$ 15 degrees of bank.

Table 2.2: Written Testing Requirements

PIC Status	Test Required	When
1. Customer- PIC	a. Aircraft Make & Model	a. Prior to acting as PIC in that aircraft make & model.
	b. Instrument	b. Prior to exercising instrument privileges as PIC, and due by the end of the 12th calendar month thereafter.
	c. Recurrency	c. If a pilot has gone non-current in an aircraft make & model, the closed book portion of the aircraft written test must be reaccomplished prior to the recurrency checkout flight.

Table 2.3:
Required Actions for Complete, Incomplete, or Lack of Performance Checkouts

If	and the check is	then
1. The customer satisfactorily completes all required maneuvers	any type of check	the check is complete. Complete and sign the Pilot Activity Log
2. The customer does not complete all required maneuvers	a. Initial Flight Review	a. the checkout is incomplete and customer cannot act as PIC of any company aircraft.
	b. Flight Review	b. the check is incomplete; however, the customer may continue to exercise PIC privileges in any aircraft they are current and qualified until the end of the 12th calendar month after initial flight review.
	c. Aircraft Make & Model	c. the check is incomplete and customer may not act as PIC in that make/model aircraft.
	d. Initial IPC	d. the check is incomplete and the customer may not exercise instrument privileges.
	e. IPC	e. the check is incomplete; however, the customer may continue to exercise instrument privileges in any company aircraft in which they are current and qualified until the end of the 6th calendar month after the previous instrument check.
	f. Night	f. the check is incomplete and the customer may not act as PIC at night.

Table 2.3 Continued

3. The customer does not perform all areas to the required standards	a. Flight Review	a. the check is complete (Not Qualified) and the customer cannot act as PIC of any Company aircraft. (Note 1 applies)
	b. Aircraft Make & Model	b. the check is complete (Not Qualified) and the customer cannot act as PIC of that make/model aircraft. (Note 1 applies) (Note 1 applies)
	c. Initial/Subsequent IPC	c. the check is complete (Not Qualified), the customer may not exercise instrument privileges. . (Notes 1 and 2 apply)
	d. Night	d. the checkout is complete (Not Qualified) and the customer may not act as PIC in Company aircraft at night. (Notes 1 and 2 apply)

Note 1: If safety of flight or judgment factors, versus lack of proficiency, are the reason for the disqualification, the customer may not act as PIC in any Company aircraft.

Note 2**:** Customer must satisfactorily complete a course of training prescribed by the Chief Flight Instructor and subsequently complete another checkout. The second checkout may not be given by the individual who conducted the first checkout or prescribed training.

34. SunState Aviation Flight Instructor Conduct

Flight Instructor Name	Flight Instructor Certificate Number

I understand the viability of SunState Aviation is dependent on the service I provide its customers, and the manner in which I conduct flight instruction is critical to the customer's safety. I agree:

1. To treat customers with respect.
2. To provide customers with an accurate assessment of their progress.
3. To follow the SunState Aviation approved syllabus.
4. To document training using the Course Management Module and this company's approved procedures in a timely manner.
5. To review the customers training record, the syllabus of instruction, and ensure I have developed an efficient and enjoyable training plan for each flight.
6. To schedule adequate time for the preflight and postflight briefings.
7. To continually assess my own proficiency and not to perform or demonstrate. maneuvers which I have not been approved to perform by the Chief Flight Instructor nor ones I do not feel proficient in performing.
8. Not to conduct maneuvers unless specified for a given course of training and a specific phase of training.
9. To minimize the time I spend flying the aircraft.
10. Not to conduct flight instruction independent of SunState Aviation.
11. Not to discuss customer's training with anyone other than SunState Aviation Staff.
12. To notify the Chief flight Instructor of customers who are having training problems or conflicts with me or another member of the staff.
13. To make my best effort in helping customers achieve their flying goals.
14. To follow the guidance prescribed in the SunState Aviation Operations Manual.
15. To keep all relationships with customers on a professional level.
16. To wear only approved SunState Aviation attire while instructing.
17. To use SunState Aviation phones, computers and resources for business only.

I understand that failure to follow the intent of this agreement is cause for dismissal

Flight Instructor's Signature	Date

35. SunState Aviation Flight Instructor Training Summary

Instructor Name	Instructor Certificate Number

Briefings

Topic	Date	Conducted By
Private Pilot Curriculum		
Instrument Rating Curriculum		
Commercial Pilot Curriculum		
Operations Manual		
TSA Security		
Instructor Conduct		
Solo Student Operations		
Risk Management		
English Proficiency		

Aircraft Checks [1]

Make/Model	Date	Conducted By	N-Number	Time Flown
C-172R Nav III				
C-172SP				
C-172RG				
C-172 Nav III				
C-182 Nav III				

Course Of Training [2]

Date	Course Of Training	Conducted By	Time Flown
	CMM		
	Checklist Success		
	Online schedule		
	Pvt CBI		
	Commercial CBI		
	Multi		
	G-1000 Ground		
	CTA		

36. SunState Aviation Pilot Training Record

PILOT'S NAME (Last, First, MI)	AIRMAN'S CERTIFICATE #
MEDICAL: CLASS	DATE ISSUED
INSTRUCTOR'S NAME (Last, First, MI)	INSTRUCTOR'S CERTIFICATE #

FLIGHT DETAILS	TYPE CHECK	
AIRCRAFT MAKE AND MODEL		FLIGHT REVIEW
		AIRCRAFT MAKE & MODEL
TOTAL TIME FLOWN		INSTRUMENT PROFICIENCY CHECK
		NIGHT
TOTAL TIME IN MAKE AND MODEL		INSTRUCTOR :
		RECURRENCY
WRITTEN TESTS PASSED (❑ Open Book ❑ Closed Book)		OTHER: (Specify)

REMARKS: (Use reverse if necessary)

FLIGHT REVIEW

I certify that the above named pilot satisfactorily completed a FLIGHT REVIEW according to 14 CFR 61.56 on this date.

_____ _____ _____
Instructor's Signature CFI # Exp. Date

INSTRUMENT PROFEICIENCY CHECK

I certify the above named pilot satisfactorily completed an INSTRUMENT PROFICIENCY CHECK according to 14 CFR 61.57(d) and FAA-S-8081-4C on this date.

_____ _____ _____
Instructor's Signature CFI # Exp. Date

I certify I have read and understand all applicable FAA regulations/directives, believe I have been properly trained, and believe I am fully qualified to act as Pilot In Command in the capacity indicated. Additionally, I certify I have performed the attached maneuvers to at least the level prescribed by the FAA Practical Test Standards for a Private Pilot / Instrument Airplane, as applicable.

PILOT'S SIGNATURE	DATE (DD MMM YY)

I certify that I have administered this training according to FAA guidance, the pilot has demonstrated proficiency on the attached maneuvers at least to the level prescribed by the FAA Practical Test Standards for a Private Pilot / Instrument Airplane, as applicable, and I believe the named pilot is fully qualified to act as Pilot in Command in the capacity indicated.

INSTRUCTOR'S SIGNATURE	DATE (DD MMM YY)

37. SunState Aviation Security Briefing

Flight Instructor Name	Flight Instructor Certificate Number

As a result of the terrorist attacks on 11 Sep 2001 the Aviation and Transportation Security Act established requirements for training foreign nationals. While current regulations do not restrict training of foreign nationals in aircraft under 12,500 pounds, SunState Aviation will submit the names of all foreign nations for TSA approval and will conduct background checks on all US Customers during the enrollment process.

SunState Aviation staff member must be continuously vigilant to any suspicious activities. These actives may include but are not limited to:

a. Paying for training in cash
b. Showing interest in only certain areas of training but not others necessary for certification.
c. Suddenly leaving a training program without explanation
d. Any activity that appears suspicious or inconsistent with the intent to obtain full certification.
e. Individuals on the airport property without apparent reason be there
f. Persons who desire to rent aircraft without proper credentials
g. Persons with proper credentials who don't display a corresponding level of aviation knowledge or skill.
h. Any pilot who makes threats or statements inconsistent with normal aircraft operations.
i. Any activity inconsistent with the normal activity of the airport.
j. Any pilot who appears to be under the control of someone else.

Additionally, SunState Aviation Staff members will be continuously vigilant to ensure:

a. Aircraft are not dispatched without proper authorization.
b. Secured doors, access points, etc. remain locked.
c. Persons without proper access identifications are immediately reported to airport security.

Staff members will immediately report suspicious activates to the flight school manager, airport authority, or law enforcement as they deem necessary.

Flight Instructor's Signature	Date

38. Chief Instructor/Assistant Chief Instructor Qualifications

Ryan M. Sebek
5225 Lake Lizzie Drive
St. Cloud, FL. 34771
Phone: (407) 944-3592
Cell. Phone: (407) 791-8580
Email: rsebek@sunstateaviation.com

OBJECTIVE: Chief Flight Instructor

EDUCATION:

2000-2002 Bachelor of Science Degree in Aeronautical Science with Flight Option, Florida Institute of Technology. Cumulative GPA 3.61, Graduated with High Honors.

1996-1999 Associate of Arts degree in Computer Science, Palm Beach Community College.

AERONAUTICAL EXPERIENCE:

Licenses & Certification: Gold Seal CFI, CFII, MEI, & AGI
Commercial--Airplane Single and Multi Engine Land
Instrument--Airplane Single and Multi Engine Land
FAASTeam Representative
FAA/Industry Training Standards, "FITS" Certified
High Altitude Ground Training FAR 61.31 (g)(1)
Restricted Radiotelephone Operator
FAA WING'S Program Basic Phase II
FAA WING'S Program Advance Phase I
FAA WING'S Program Phase III (old program)
Orlando FSDO-15 CFI with Enhanced Safety Program
TSA Initial & Recurrent Security Awareness Training

Medical: First Class, Limitations: Not valid for any class after 05/31/2013

Flight Time:

Total Time	4925.3 hrs.
Pilot in Command	4869.9 hrs.
Flight Instruction Given	4547.8 hrs.
Flight Instruction Received	248.3 hrs.
Single Engine	4599.8 hrs.
Multi Engine	314.6 hrs.
Cross Country	660.2 hrs.
Instrument	160.4 hrs.
Complex	1414.1 hrs.
Night	175.8 hrs.
Technically Advanced Aircraft	891.5 hrs.

EMPLOYMENT:

03/03-Present Flight Instructor, Sunstate Aviation Flight School Kissimmee, FL.
Responsibilities: Flight instruction, flight reviews, rental checkouts, and stage checks.

05/10-Present Mechanic's Assistant, Sunstate Aviation Maintenance Kissimmee, Fl.
Responsibilities: Assist with routine and preventative maintenance, troubleshooting aircraft malfunctions, replacing or repairing worn or damaged components.

02/03-03/07 Sales Representative, Advance Auto Parts St. Cloud, FL.
Responsibilities: Customer service, sales, and stock.

Evan G. Pickle
9258 Northlake Parkway 110
Orlando, FL 32827
Phone: (407) 944-3592
Cell. Phone: (352) 215-9546
Email: epickle@sunstateaviation.com

OBJECTIVE: Assistant Chief Flight Instructor

EDUCATION:

2009-2011 Mountain State University, Orlando, FL
Aviation Leadership

2003-2006 University of Florida, Gainesville, FL
Mechanical Engineering

2001-2003 Embry-Riddle Aeronautical University, Daytona, FL
Aeronautical Science

AERONAUTICAL EXPERIENCE:

Licenses & Certification: Gold Seal CFI, CFII, & AGI
Commercial--Airplane Single and Multi Engine Land
Instrument--Airplane Single and Multi Engine Land
Cessna Factory FITS Certification T182T and LC-41 550FG
FAASTeam Member
FAA/Industry Training Standards, "FITS" Certified
High Altitude Ground Training FAR 61.31 (g)(1)
Restricted Radiotelephone Operator
FAA WING'S Program Basic Phase I
FAA WING'S Program Advance Phase I
Orlando FSDO-15 CFI with Enhanced Safety Program
TSA Initial & Recurrent Security Awareness Training

Medical: Second Class, Limitations: Must wear corrective lenses.

Flight Time:

Total Time	3750 hrs.
Pilot in Command	3500 hrs.
Flight Instruction Given	3225 hrs.
Flight Instruction Received	180 hrs.
Single Engine	3625 hrs.
Multi Engine	125 hrs.
Cross Country	900 hrs.
Instrument	175 hrs.
Complex	900 hrs.
Night	175hrs.
TA Aircraft	2000hrs.

EMPLOYMENT:

08/2011-Present Flight Instructor, Sunstate Aviation Flight School Kissimmee, FL.
Responsibilities: Flight instruction, flight reviews, rental checkouts, and stage Checks

06/2006-08/2011 Contract Pilot – Self - Employed
Responsibilities: Aircraft Delivery Services, FITS/TAA Transition Instruction, Personal Aircraft Operation

5535 Willow Bend Trail, Kissimmee, FL 34758•801-791-3344•lschofield@sunstateaviation.com

Lyle A. Schofield

Objective

Provide leadership through the Assistant Chief Flight Instructor position over the Polk State College/Winter Haven Airport location.

Experience

Sunstate Aviation — Kissimmee, FL

June 2012-Dec 2012

Assistant Chief Flight Instructor

- Teach all aspects of Flight Training from beginning to advanced
- Fully qualified in Multi-Engine and Single Engine Airplanes as well as for Instrument.
- 1127 TT, 945 PIC, 679 Dual Given, 115 Instrument Dual Given, 90% first time pass rate

Hertz Car Sales — Ogden, UT

June 2011-March 2012

Salesman

- Sale of quality late model vehicles to the public.
- Utilized multiple avenues of communication, including internet, phone and in person selling.

Lucky Duck Aviation — Ogden, UT

Oct 2010-May 2012

Flight Instructor

- Teach all aspects of Flight Training from beginning to advanced

Schofield Transportation — MSC, UT

Feb 2007-May 2011

Hot Shot Driver

- Drive small truck to fill niche for delivery of small loads in expedited fashion
- Drove several combinations of vehicles throughout the western US
- Class A CDL with Doubles/Triples Endorsements

Retail Store Services — Ogden, UT

Jan 2005-Jan 2007

Vendor Field Representative

- Represent a majority of the manufacturers within the Paint and Décor Departments of Home Depot
- Provide stocking and pricing services on the aisles in order to maintain the proper display.

Education

Weber State University — Ogden, UT

Aug 1990-May 1999

Bachelor of Science

- History Major/Art-Photography Minor

39. Training Areas: Location, Description, Procedures, and Depiction

39.1 Location:

39.1.1 Sunstate Aviation Main Base: Designated training areas are located Northwest (Practice Area A), West (Practice Area B), and Southwest (Practice Area C) from the Kissimmee Airport.

39.1.2 Sunstate Aviation Satellite Base: Designated training areas are located North (Practice Areas A & B), East (Practice Area C), and Southwest (Practice Area D) from the Winter Haven Airport.

39.2 Description:

39.2.1 Practice Area A is within the boundary of 28.46˚N/81.73˚W to 28.46˚N/81.97˚W to 28.33˚N/81.97˚W to 28.33˚N/81.69˚W to 28.46˚N/81.73˚W. It's sparsely populated with open fields, trees, swamps, small lakes/ponds, country roads and one private airport : Seminole Lake Glider Port (28.41˚N/81.84˚W).

39.2.2 Practice Area B is within the boundary of 28.33˚N/81.69˚W to 28.33˚N/81.97˚W to 28.17˚N/81.97˚W arcing along Interstate 4 to 28.23˚N/ 81.66˚W. It's sparsely populated with open fields, trees, swamps, small lakes/ponds, country roads and three private airports: Burntwood Ranch (28.26˚N/81.93˚W) & Flanders Field (28.21˚N/81.83˚W), and Orlampa (28.17˚N/81.81˚W).

39.2.3 Practice Area C is within the boundary of 28.05˚N/81.46˚W to 28.08˚N/81.63˚W to 27.97˚N/81.63˚W to 27.97˚N/81.46˚W to 28.05˚N/81.46˚W. It's sparsely populated with open fields, trees, swamps, small lakes/ponds, country roads and one private airport: Southery (28.01˚N/81.54˚W)

39.2.4 Practice Area D is within the boundary of 27.84˚N/81.84˚W to 27.85˚N/82.02˚W to 27.67˚N/81.84˚W to 27.67˚N/81.82˚W arcing along US17 to 27.84˚N/81.84˚W. It's sparsely populated with open fields, trees, swamps, strip mines, small lakes/ponds, and country roads

39.3 Procedures: General: Collision avoidance must be maintained at all times. Pilots are required to use the "See and Avoid" concept. Orlando Approach is the controlling facility outside of the Kissimmee Airport. Tampa Approach is the controlling facility outside of the Winter Haven Airport. There is no practice area radio frequency. Pilots are encouraged to monitor 121.5 (see Aeronautical Information Manual 6-2-5).

39.3.1 Departing/Arriving Kissimmee Airport:

39.3.1.1 Practice Areas A, B, & C: Pilots must monitor/communicate with Kissimmee Tower until out of the surface area or have received a "frequency change approved" instruction from Kissimmee Tower. Pilot must stay outside of the Orlando Class B airspace, unless the pilot has received Class B clearance from Orlando approach.

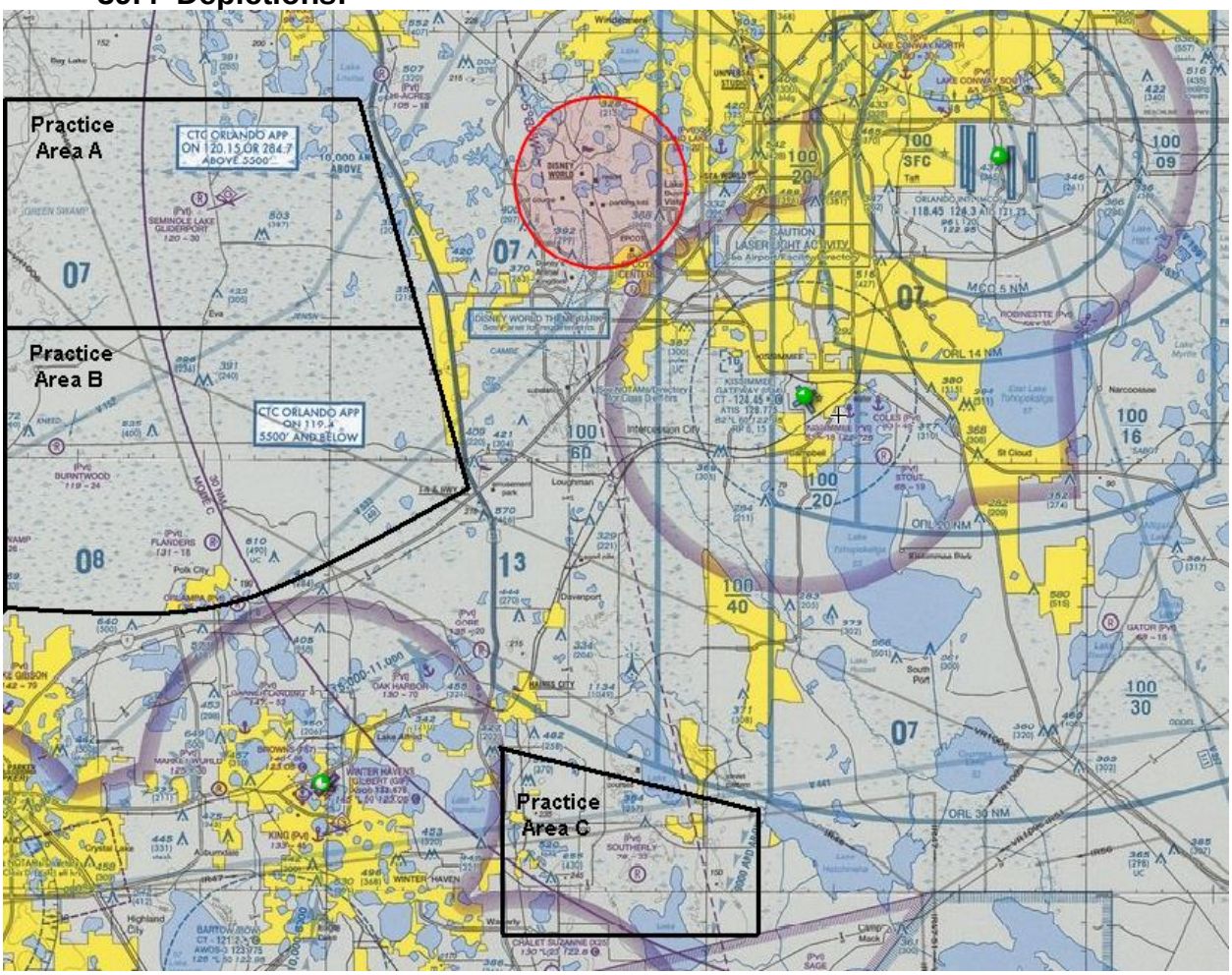
39.3.1.2 Practice Areas A, B, &, C: The pilot must stay outside of the Orlando Class B airspace, unless the pilot has received Class B clearance from Orlando approach. The pilot must stay outside of Kissimmee's Class D surface area, unless the pilot has established two-way radio communication with the towered.

39.3.2 Departing/Arriving Winter Haven Airport:

39.3.2.1 Practice Areas A, B, and C: Pilots must monitor/communicate on Winter Haven's Common Traffic Advisory Frequency (CTAF), refer to AIM 4-1-9 for proper traffic advisory practices and operating practices in AC 90-66A.

39.3.2.2 Practice Area D: Pilots must monitor/communicate on Winter Haven's Common Traffic Advisory Frequency (CTAF), refer to AIM 4-1-9 for proper traffic advisory practices and operating practices in AC 90-66A. Pilots can request a "transition" through Bartow's Class D surface area provide the pilot communicates with the tower prior to entering the Class D airspace.

39.4 Depictions:



39.4 Depictions: