Dispatch Policy

The following policies apply to all renters, students and instructors utilizing Pacific Flight Academy LLC (“Company”) equipment. Pilots and Student Pilots have the primary responsibility for ensuring compliance with these policies. It is the Instructor’s responsibility to ensure that students are taught the correct procedures.

The company prioritizes safety above all else in aircraft operation and dispatch, and requires pilots to exercise good judgment and common sense. If a pilot feels that the safety of the flight is compromised in any way, they are directed not to proceed with the flight.

Required Information and Documents for Solo/PIC Flight

1. Completed User Profile
2. Emergency Contact Information
3. Photo ID (Drivers license preferred)
4. Pilot Certificate (Front and back)
5. Current Pilot Medical
6. TSA Citizenship Verification (Passport preferred)
7. Aircraft Checkout Form signed by CFI (aircraft type specific)
8. Flight Schedule Pro aircraft checkout endorsement given by CFI
9. Any and all student pilot endorsements required (ie. Class B Solo)
10. Completed Membership Agreement

All documents or information must be uploaded to the Documents section of the members Flight Schedule Pro account. Prior to flight, all dispatch or checkout errors, currency notifications, and miscellaneous alerts presented during aircraft checkout must be resolved.

STUDENT SOLOS ARE NOT PERMITTED WITHOUT INSTRUCTOR APPROVAL AND ENDORSEMENT.

Aircraft Currency Requirement

Days since last flight	Status
0 - 90	Current
91 - 365	Pilot will need to take a re-currency flight with a Company instructor prior to solo flight. The instructor may require a minimum of 3 landings or whatever they deem necessary to establish proficiency.
> 365	In this case, the pilot will need to undergo a full checkout with Company CFI.

It is important to note that all currency requirements are Company aircraft and type-specific. This means that a pilot must meet the currency requirements for the specific type of aircraft they intend to fly. Different types of aircraft have different systems, procedures, and performance characteristics, so it is crucial for pilots to maintain their currency for each type they fly. Failure to do so can lead to safety hazards and violations of regulations.

Guest Aircrew

As long as the member has checked out the aircraft and is acting as Pilot In Command (PIC) of the aircraft, they may fly with any individual who is not designated as a member. However, the member must ensure that the guest occupant has been properly briefed according to the FAR's (Federal Aviation Regulations) and the approved cockpit checklist. It is the responsibility of the PIC to ensure that all passengers are aware of the safety procedures, emergency protocols, and any other relevant information before the flight. This is crucial to ensure the safety of all individuals on board the aircraft.

If a guest aircrew member is flying with a Company instructor, they must complete a passenger waiver before aircraft checkout. This waiver is necessary to ensure that the guest aircrew member understands and accepts the risks involved in flying, and agrees to follow all safety procedures and instructions during the flight. The waiver also releases the Company from any liability related to the flight. It is mandatory to complete this waiver prior to aircraft checkout to avoid any delays or issues during the flight.

Weather Minimums for Rental and Training

Operation of Company aircraft for training or rental will be permitted only when the following minimum meteorological conditions exist, and are forecast for the duration of the proposed flight:

Type of Operation	Min Ceiling	Day Visibility	Night Visibility
VFR Student Dual/Local	1,500 Ft	6 miles	8 miles
VFR Student Solo/Local	3,000 Ft	10 miles	N/A
VFR Student Dual/XC	3,000 Ft	8 miles	10 miles
VFR Student Solo/XC	4,000 Ft	10 miles	N/A
VFR Rental Pattern	1,500 Ft	8 miles	10 miles
VFR Rental Local/XC	per FAR's	per FAR's	per FAR's
IFR Rental Local/XC	per FAR's	per FAR'S	per FAR's

Surface Winds

Solo student pilot flights will not be approved when the wind gust speeds are reported or forecast to be in excess of 25 knots or when a crosswind component greater than 7 knots or a gust factor of more than 10 knots exists or is forecast to exist. Only a Chief Pilot can approve flights outside of these factors.

Dual flights are at the discretion of the instructor. However, no Company aircraft may begin a flight, dual or PIC, when the surface wind gusts are reported or forecast to be greater than 30 knots. Additionally, no Company aircraft may begin a flight when surface crosswinds or gusts (considering wind speed and direction) are reported or forecast to be in excess of the published maximum demonstrated crosswind component for that airplane.

Preflight

Prior to each flight, the pilot has a number of important preflight responsibilities to ensure a safe and successful flight. These responsibilities include:

- Checking out the aircraft on Flight Schedule Pro to ensure the aircraft is airworthy and reviewing all open discrepancies (squawks).
- Comparing the prior ending Hobbs and/or Tach time in the log with the next 100 hr. inspection time and any other scheduled maintenance items on the dispatch sheet, and to the current times shown on the aircraft instruments. Reporting any discrepancies to a Company representative immediately and prior to any flight. It is the pilot's responsibility to account for all time on the Hobbs since the last recorded time in FSP.
- Not moving an aircraft into or out of the hangar without assistance from a Company representative.

- Not fueling an aircraft inside the Company facilities or hangar. Fueling should only occur in a designated tie-down spot, or on the yellow center lines.
- Conducting a Foreign Object Debris (FOD) walk-down in the vicinity of the aircraft, focusing on the area forward of the propeller.
- Removing tie-downs or chocks and placing all such materials next to the fence or at the edge of the ramp so they cannot be run over or picked up by a prop.
- Ensuring all flights have enough fuel on board for the planned duration of the flight plus 1 hour of reserve.
- Reporting any maintenance issues, concerns, or discrepancies to a Company representative prior to any flight (or as soon as possible if discovered during flight).
- Providing their own headsets for themselves and their passengers.
- Notifying the Company of any aircraft reservations canceled or no-showed with less than 24 hours notice, other than for bona fide weather issues, which will be charged a cancellation fee.
- Continuing flight lessons scheduled on bad weather days as ground and/or simulator lessons. A no-show fee will be charged for the instruction portion of any lesson canceled with less than a 24-hour notice.
- Ensuring they meet currency and endorsement requirements prior to every flight. In addition to FAA currency requirements, the Company requires a checkout and to maintain 90-day currency in each aircraft type, no exceptions.
- Pulling all aircraft on to the taxi line before starting. Avoid directing prop blast toward other aircraft, persons, or hangars.
- Ensuring all cross-country flights have a VFR or IFR Flight Plan on file and activated with the FAA, and/or use VFR Flight Following services.

Inflight

During the flight, pilot responsibilities include:

- The pilot should not idle the aircraft near the hangar rows or in the tie-down areas as it can create a disturbance to other aircraft, people, and structures in the vicinity. Instead, the engine rpm should be kept close to idle, and the aircraft should be moved as soon as possible to the designated run-up area. This helps to reduce noise pollution and minimize the risk of any accidental damage to the aircraft or surroundings.
- Performing run ups in designated run up areas is important for safety reasons. These areas are specifically designed to allow pilots to safely test the aircraft's systems and engines prior to takeoff. Performing run ups in tie down or hangar rows can create safety hazards for personnel and damage to property. Therefore, it is important that pilots follow this guideline and only perform run ups in designated areas.
- Keeping taxi speed below 15 KGS to reduce the possibility of FOD. The pilot will make every effort to not "ride the brakes" but instead alternate between power additions and brake usage to facilitate taxi.
- During taxi and hold short positions, the pilot in command should manage the plan to minimize ground idle time as much as possible to reduce wear and tear on the engine and conserve fuel. Additionally, keeping the nose of the aircraft pointed into the prevailing wind during these times can assist in engine cooling, which is especially important during hot weather or when operating at high altitude airports. By doing so, the pilot can help to ensure that the engine runs at an optimal temperature and avoid potential issues with overheating.
- ABORTED TAKEOFF - Aborting a takeoff is a serious event which, if not executed properly, has the potential to cause injury or death to personnel and/or loss of aircraft and damage to property. A successful takeoff abort is the result of detailed planning, thorough briefing, and professional execution. To this end, PIC shall calculate takeoff data for the expected conditions at the time of takeoff for every flight. Runway length is a major factor in every abort decision. Other critical factors are time of day, weather, and runway conditions. No rule can be made to cover every situation, so PIC must always utilize good judgment and common sense. Prior to taking the runway for takeoff, PIC shall review boldface abort procedures and any changes to the briefed abort game plan, considering factors such as weather, available runway length, and runway condition. **All aborted takeoffs**

must be "squawked" into Flight Schedule Pro and reported to Company management as soon as possible.

- Adhering to the operating procedures outlined in the aircraft POH (Pilot Operating Handbook). These procedures have been developed and tested to ensure the safe and efficient operation of the aircraft. Any flight outside of these procedures is prohibited as it can lead to safety hazards, operational inefficiencies, and potential regulatory violations. Pilots should thoroughly review the POH and understand the recommended operating procedures before each flight to ensure a safe and successful flight. If there are any questions or uncertainties about the procedures, pilots should consult with a Company instructor or mechanic for guidance.

Post Flight

After each flight, the pilot is responsible for:

- Recording the Hobbs and Tach time in the Flight Schedule Pro system. Failure to do so correctly may result in a $25 charge. The pilot should also note any aircraft issues or discrepancies in the Flight Schedule Pro system and verbally alert a Company representative of the issue as soon as possible.
- Before exiting the aircraft, the pilot should ensure that all switches are in the OFF position and that glass panels are powered down completely (30 seconds after master switch is turned off) to avoid draining the battery. The pilot should also secure the flight controls with a provided gust lock or by wrapping the seat belt around the control stick or yoke. A fee of $75 will be charged for aircraft left with the master switch in an ON position.
- To secure the aircraft after parking, the pilot should push the aircraft out of the active ramp area and chock the nose and at least one main gear. Request assistance from Company personnel before moving an aircraft into or out of a hangar. Secure the plane with tie-downs in the aircraft's assigned space.
- The pilot is responsible for removing all personal belongings, trash, headsets, etc. from the aircraft and cleaning any spills, stains, emissions or trash. Failure to do so may result in a cleaning fee of $75 or more.
- The key should be returned to the office lock box and all flight and other charges are to be paid upon completion of the flight unless prior arrangements or prepayments have been made.
- For after-hours returns, the aircraft key should be left in the office lock box and all exterior doors should be locked and secured before leaving.

These policies are in effect as of April 12, 2023 and may be subject to updates or modifications. Pilots are responsible for staying informed and familiar with any changes or revisions made by the Company to these policies. It is important that pilots make every effort to ensure they are briefed on the latest updates to these policies to maintain a safe and efficient operation.

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