



*Pacific Flight Academy*

# Indoctrination

Updated March 2023

Contact [fly@pacificflightacademy.com](mailto:fly@pacificflightacademy.com) for most recent updates

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# Purpose of this training

- Standardize school policies, procedures, and best practices
- Ensure safety of students, instructors, guests, neighbors, and property
- Minimize unnecessary costs and aircraft downtime
- Maintain security of aircraft and airport property
- Ensure basic familiarization with specific risks associated with flying in Hawaii and into/out of Honolulu airspace



Approximate duration of training: 40 to 60 minutes

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# Indoctrination Training Requirements

All new members (students, instructors, renters, etc.) must receive this training prior to their first rental as PIC.

New CFIs or newly minted school CFIs must also complete this training.

A record of this training shall be kept in Flight Schedule Pro.



# Primary Points of Contact



## Bobby Nikkhoo

- Primary Contact / Owner
- 949-463-1169
- fly@pacificflightacademy.com

## Morgen Jackson

- Primary Contact / Owner
- 321-945-0036
- morgen@pacificflightacademy.com



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# Agenda

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1. Member Enrollment and Recordkeeping
2. General Policies
3. Dispatch and Maintenance
4. Aircraft and Airport Security
5. Honolulu Airport and Airspace Training  
(For pilots who have not flow into/out of PHNL within the past 12 months)



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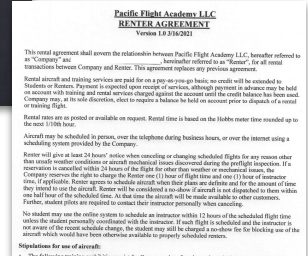
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# Member Enrollment, Recordkeeping, and Aircraft Checkouts

# PRIOR TO DISCOVERY FLIGHTS FOR NEW STUDENTS, RECEIVING FLIGHT TRAINING or RENTING

ALL new members renting, instructing, or training must:

- Create a Flight Schedule Pro (FSP) account
- Submit valid evidence of US flight training eligibility if training
  - (Typically: Unexpired US Passport or US Birth Certificate)
- Submit a signed copy of their PFA renters agreement
- Submit unexpired government issued photo ID
- Add a valid credit card to their FSP account
- Update FSP emergency contact information



## NON-US Citizens

Students who are not US citizens or are not able to provide acceptable proof of United States citizenship:

- Must wait for TSA approval prior to ANY flight training activity (including discovery flights)
- Must upload official TSA approval documentation to FSP AND AFSP portal
- Must receive approval from the flight school to receive any flight training



# Member Enrollment & Recordkeeping



Current pilots and student pilots must also submit:

- Current valid FAA medical certificate / BasicMed
- Valid FAA pilot certificate (front and back)



UNITED STATES OF AMERICA  
Department of Transportation  
Federal Aviation Administration  
MEDICAL CERTIFICATE Third CLASS  
This certifies that (Full name and address):  
Old Bethpage, NY 11804  
Date of Birth Height Weight Hair Eyes Sex  
5'11 210lbs Brown Brown M  
has met the medical standards prescribed in Part 67, Federal Aviation Regulations for this class of Medical Certificate.  
Limitations Holder must wear corrective lenses for near and distant vision while exercising the privileges of his airman certificate.  
Date of Examination 5/23/92 Examiner's Serial No. 07011-1  
Signature  
Typed Name Anthony Baratta M.D.  
AIRMAN'S SIGNATURE  
FAA Form 8500-9 (1-81) Supersedes Previous Edition



# Member Enrollment & Recordkeeping

# STOP

Instructors should **NOT** provide flight training or complete member checkouts until the renter's FSP profile is completed and all required documents are verified & uploaded.

**THIS INCLUDES DISCOVERY FLIGHTS FOR NEW STUDENTS**

- Doing so could place the instructor, student, and school at risk of insurance, security, legal, or safety risks

It is the job of the students, instructors, and school to ensure that pilot FSP profiles are complete.



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# Aircraft Checkouts

Checkouts are required prior to a renter/student flying the plane as sole Pilot in Command (Solo, renting, etc).

They consist of a written test and flight check with an authorized instructor.

Documentation of successful checkout:

- Instructor authorizes the renter's FSP profile for the specific aircraft type.
- Renter uploads completed aircraft written checkout document to FSP, after being verified by the instructor.



# Visiting Pilot Profiles (Visitors)

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Liability waiver is required to be signed by all visiting pilots and must **ALWAYS** fly with a PFA instructor. They are **NOT** considered checked out on the aircraft or with the school and the PFA instructor remains acting PIC.

1. Create a visiting pilot profile in FSP
2. Complete the online liability waiver, or upload signed paper copies of their liability waivers into their visitor FSP profile under “Notes”
3. Upload **payment info** into their profile **BEFORE** a flight occurs



# Guests (Non-Pilots)

Anyone not a school member who rides in a company aircraft must sign the most recent version of the guest liability waiver prior to flight.

The signed document will be kept on file in FSP under the “NOTES” of the primary renter for future guest flights unless an updated version of the waiver is released.



# AOA Badges

All pilots are HIGHLY ENCOURAGED to get an AOA badge as soon as possible.

Lost badges will incur a \$120 fee charged to renter

Contact Bobby Nikkhoo for information on obtaining this airport issued badge and current associated costs.

**Once the AOA badge is received, a scan of it must be uploaded to FSP.**



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# Instructor Recordkeeping

Instructors must also upload (to FSP) copies of their:

- Current instructor certificate
- Current unexpired TSA Security awareness endorsement ( Annually)

Instructors must also keep records of their:

- Student endorsements
- TSA Citizenship Verification for all students



# Instructor Recordkeeping - CFI Status Document

All CFIs should maintain the shared Google sheet of CFI status up to date with their current students and availability. **THIS DOCUMENT MUST BE MAINTAINED AND WILL BE RANDOMLY CHECKED BY TSA.**

Contact Bobby for access.

CFI Status List					
Name	Availability	Current # of active students	Names and types of active students	Type of new student desired	Preferred Ground School Provider
Angel Beltran	Open to new students	0		All	
Kela Bennett	Open to new students	2		All	
Nick Heffron	Closed to new students	0		Intro/demo flights, BFR's, Visting pilots, One timers	
Noah Hirashima	Open to new students	0		Private, Commercial	
Ian Hofreiter	Open to new students	4		IFR Commercial 172/ Sport Cruiser & Club IFR	Gleim test prep FAA PHAK/ Airplane flyer
Ryan Inouye	Open to new students	2		Private, Instrument, CFI Initial, CFI-I	Jeppesen
Kaelan Lampert	Closed to new students				
Tad McCardell	Open to new students	0		Private, Commercial	
Ross Meyer	- Please Select An Option -				
Bobby Nikkhoo	Closed to new students	1		CFI checkouts only	
Tanya Rames	- Please Select An Option -				
Lisa Sochocki	Open to new students	0		Private, Commercial, BFR's, visting pilots, plane checkouts, etc.	MzeroA
Kaimana Triska	Open to new students				
Haley Webber	Open to new students	4		Commercial, Visiting Pilots, Flight Reviews, Checkouts	

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# General Policies

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# Scheduling & Payments

- ❖ Flights may be scheduled by contacting the flight school, booking through FSP, or by asking an instructor to book
  - Avoid blocking excess time in aircraft. Utilize “instructor only time” for pre and post flight briefings or show up to reservation early.
  - FSP will automatically manage what types of flights are allowed to be booked based on member status (Rental, student solo, dual instruction, checkride, etc.)
- ❖ Billing for aircraft flight time is automatically charged to the credit card on file and is due immediately after services are provided
  - Flight time is calculated by taking the difference between beginning “Hobbs Out” and “Hobbs In” times
  - Hobbs counters should always be rounded up
- ❖ Billing for instructor time is paid through FSP



# Scheduling & Payments (cont.)

## ❖ Late cancellation window

- Company may charge renter at least 1 hour of flight time (and 1 hour of instructor time if cancelling a dual reservation) if less than 24 hours notice is provided
- Must also notify instructor directly when cancelling
- Valid reasons to cancel within window
  - Weather
  - Maintenance
  - Health or personal emergencies (best attempt should be made to cancel reservation early)

## ❖ No-Show (Treated same as late cancellation)

- A no-show is considered when an aircraft isn't checked out for flight within 30 minutes of reservation start





# Incident and Accident Reporting

- ❖ ANY and ALL aircraft incidents, accidents, or abnormal conditions should be immediately reported to the school as soon as it is safe to do so.
  - E.g. - Runway incursions, aborted takeoffs, ATC violations, engine trouble, etc.
- ❖ In addition, they should work with the school to comply with all rules outlined in 49 CFR (NTSB) 830
- ❖ Don't forget about NASA reports!



# Aircraft Usage Policies

- Aircraft preflight is required for each rental
- Checklist usage is required
- Minimum of 1 hour fuel reserve is required prior to dispatch
- Oil filled to no more than ½ quart below max
- All operations must comply with 14 CFR Part 91
- Renters should not modify or attempt to repair any part of the aircraft
- Renters should return the plane on time and secure it prior to the end of their reservation



# Aircraft Usage Policies (Cont.)

- Any flight in excess of 100 miles must utilize an ATC VFR flight plan, ATC flight following, or IFR flight plan
- Renters are responsible for any fees incurred while away from PHNL
- Renter must fly plane from the left seat as PIC (unless a CFI student or CFI)
- Instruction should not be provided in PFA aircraft by non-PFA instructors
- Fuel is available at other airports through Air Service Hawaii (Call them prior, not all have 24 hour service)



# Prohibited Activities

- Hand-prop starting
- Pets/animals on board (Written approval required)
- Smoking/e-cigs inside or near aircraft
- Consuming food/drinks (Except water) in aircraft
- Operating outside aircraft limitations
- Operating VFR in IMC conditions
- Operating at unlit airports at night
- Spins (Written approval required)
- Operating aircraft on unpaved runways and taxiways
- Operating aircraft under influence of alcohol or drugs
- Starting aircraft inside a hangar
- Acting as an air tour provider
- No pulling through parking spot
- Must not start or stop RV's and Rangers unless on the yellow center line.
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# Dispatch and Maintenance

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# Parking



## Directions:

- Drive to the very end of Lagoon drive and park in the free 72 hour parking stalls.
- If no AOA, wait at security gate for escort
- Main hangar is the blue building 421, hangar 105
- Maintenance hangar is 421-113

## Business address (Not for navigation)

- Hangar 421-105 (Building 421, hangar 105), 421 Palekona St, Honolulu, HI. 96819

# Required Weather (WX) for Dispatch

## ❖ **Wind Maximums - Based on current and forecast weather**

### ➤ **All flights**

- 30 knots
- Crosswinds greater than maximum demonstrated X-wind component

### ➤ **Student solo flights**

- 25 knots
- 7 knot crosswinds
- Gust factors more than 10 knots
- Any instructor specified limitations



# Required Weather (WX) for Dispatch


## ❖ Weather minimums based on current and forecast weather

Type of Operation	Ceiling	Day Visibility	Night Visibility
Dual Student (VFR)	1500' / XC 3000'	6 miles	8 miles / XC 5 miles
Solo Student (VFR)	3000' / XC 4000'	10 miles	<b>Not authorized</b>
VFR/IFR Rentals	FARs	FARs	FARs
VFR Pattern Rentals	1500'	8 miles	10 miles

# Dispatch Procedures Flow

Start

  
Utilize "check-out" in FSP on your reservation. Verify maintenance status is valid.

  
Open key lockbox and retrieve key, box code is "808". Don't leave unlocked.

  
At aircraft, verify that Hobbs Out and Tach Out times match FSP times.

Simeon  
Fuel Coordinator  

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(808) 497-9602

Perform aircraft flight. Return prior to reservation end time and secure plane.

Call Simeon or Mx dept for fuel immediately if less than  $\frac{3}{4}$  tank remains.

Utilize "check-in" in FSP. Update your Hobbs In and Tach In times and oil filled.

  
808-839-5003x3

If necessary, utilize "Squawk" feature to make a detailed description of an aircraft issue when checking-in with FSP. Students should consult with their CFI.

Return key to lockbox and scramble the code.

Done!

After hours:  
808-479-2410



# FSP times don't match aircraft times?



1. If your actual starting Hobbs or Tach times don't match the FSP times, take a picture of the times for evidence
2. Input the correct times into FSP before departing. Use the "Preflight" tab option.
  - **Verify that no maintenance alerts are triggered**



# Startup and Runups

- ❖ Please try to avoid idling in the alleys or near other aircraft. Taxi to the runup area immediately after starting to reduce noise near hangars.
- ❖ Try to complete runups in well-paved areas, avoid idling or completing run-ups in gravel/pot-holed areas, near other aircraft, and pointed into the wind.



# Maintenance Logs and Reporting Irregularities

- ❖ FSP will alert you when a plane is approaching a maintenance inspection
- ❖ Physical aircraft maintenance logs are kept in the hangar
- ❖ Aircraft Irregularity discovered?
  - STUDENTS: Contact instructor for directions
  - “Squawk” the issue through FSP (Best way)
  - Or contact maintenance directly, especially if you are unsure if you should ground the aircraft (will prevent the next person from dispatching the plane)



# Securing Aircraft After Flight or Leaving Unattended

## ❖ **Securing aircraft**

- Control locks or use seat belts to secure controls
- Chocks (At least 1 wheel)
- Wing tie downs
- Pitot covers
- Master switch off
- Keys in your possession
- Lock doors (If possible)
- Remove all trash
- Clean any messes
- Propeller straps, probe covers, sunshade (If available)
- Call for fuel





# Headsets

- ❖ Students are expected to bring and use their own headsets.
- ❖ The school usually has a few headsets available for use, but there may not always be enough available.
  - The renter must sign headsets out and in.
  - Please return borrowed headsets expeditiously

When you smack a million dollar Warbird into the water, but don't want to ruin your Bose A20...



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# Aircraft and Airport Security

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# Airport Ramp Security - HNL Ramp ID Requirements

## ❖ **Situation 1: Going flying**

- Wear a valid AOA badge or
- No badge: Remain with Pilot in Command of aircraft at ALL TIMES
  - Enter gate through security with pilot, present valid govt. ID to guard.
  - DON'T LEAVE THE PILOT'S SIDE AT ANY TIME FOR ANY REASON

## ❖ **Situation 2: Hanging out in hangar / Not flying**

- Wear a valid AOA badge or
- No badge: Obtain escort badge from security, remain with AOA authorized escort until exiting the secure area
  - DON'T LEAVE THE ESCORT'S SIDE AT ANY TIME FOR ANY REASON

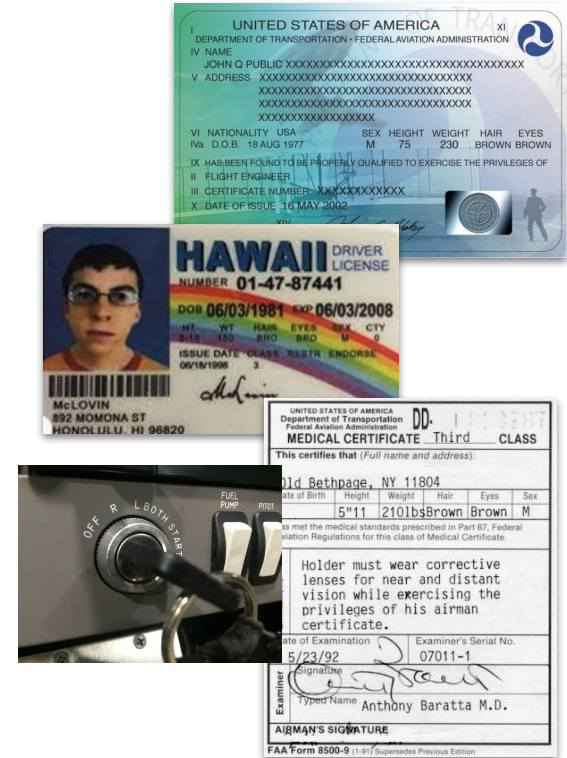
# Aircraft Security (All Airports)

- ❖ **Planes must be properly secured when parked or unattended**
  - At a minimum:
    - Doors/Windows closed (and locked if able)
    - Chocks in place
    - Pilot in possession of keys (don't leave in aircraft)



# Airport Security at other airports

- ❖ When visiting other airports, contact Air Service Hawaii prior to arrival for parking and fueling options. Or, talk with other pilots about parking procedures.
- ❖ Always keep your pilots license, medical, ID, and aircraft keys on your person.
- ❖ Ensure all your guests have proper government identification as well.



# Driving in the ramp area

- ❖ **In order to operate any vehicle in the ramp area**
  - You must have in your possession your valid AOA, Ramp License, and drivers license
- ❖ **Get your ramp license before driving any golf cart or other vehicle in the ramp**



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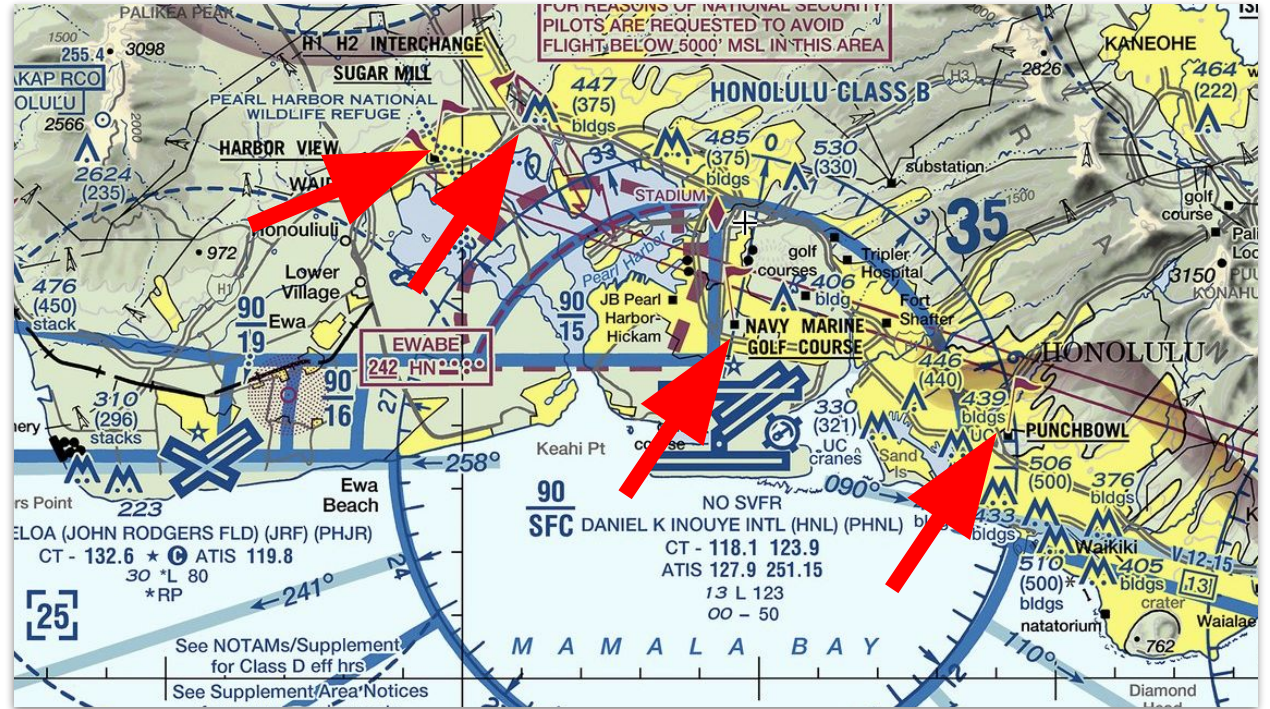
# Honolulu Airport and Airspace Training

Mandatory for pilots planning to act as PIC who have not flown into/out of PHNL within the past 12 months or new students



# PHNL Class B Key Landmarks

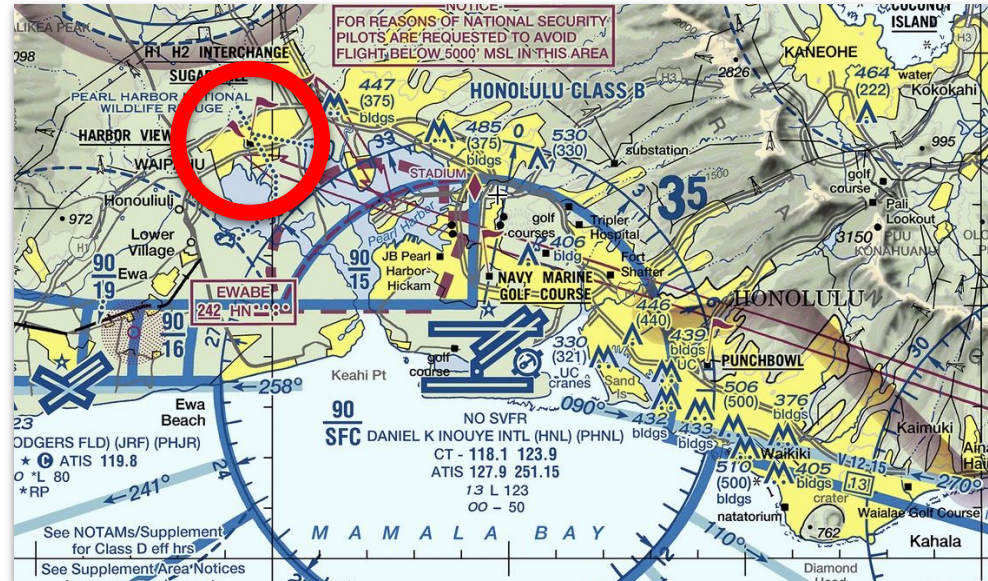
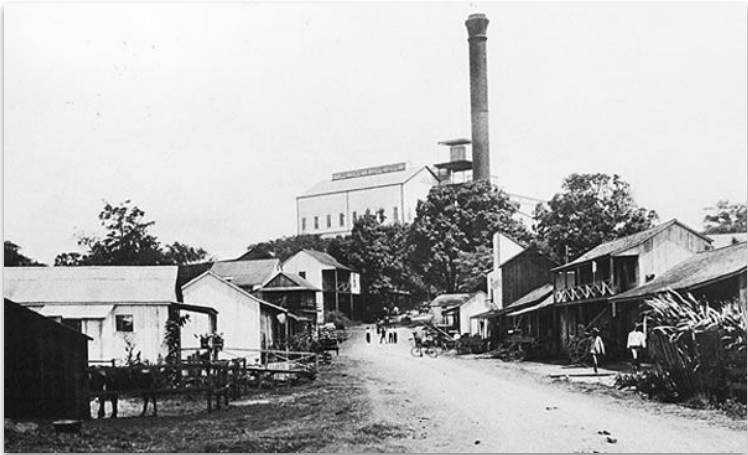
- ❖ Sugar Mill
- ❖ H1/H2 Interchange
- ❖ Punchbowl
- ❖ Navy/Marine Golf Course





# PHNL Class B Landmarks

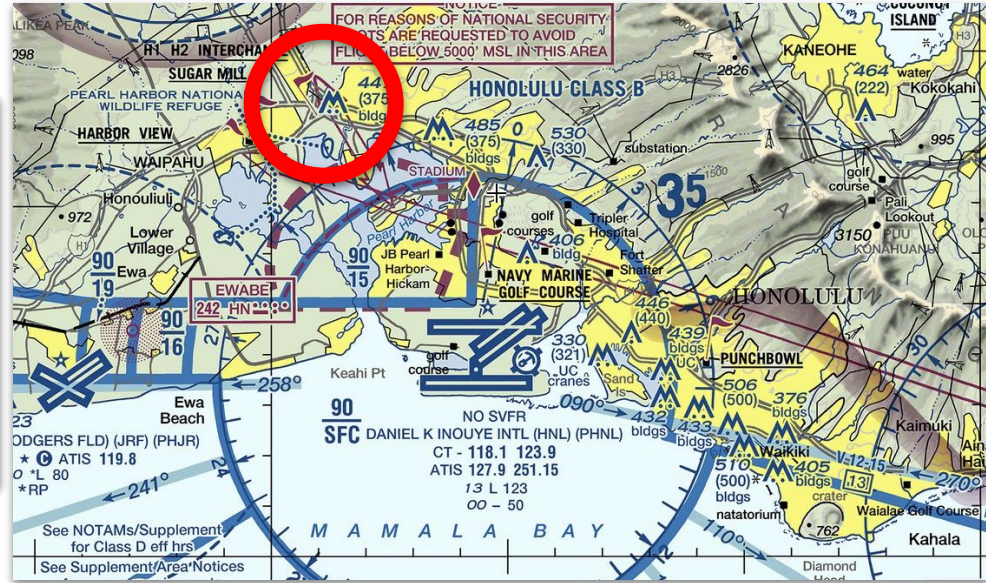
## Old Oahu Sugar Company - “Sugar Mill”



# PHNL Class B Landmarks



## H1 / H2 Interchange

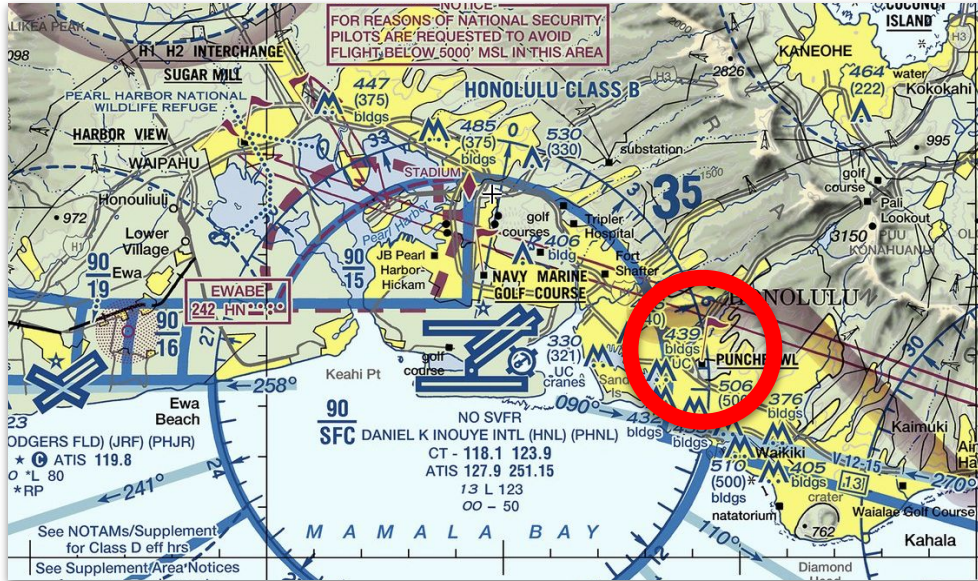




# PHNL Class B Landmarks



## Punchbowl



# PHNL Class B Landmarks



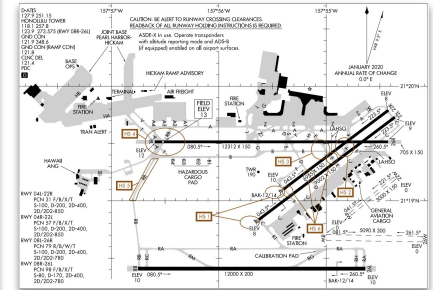
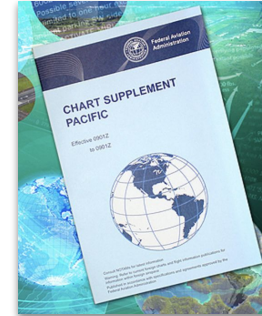
## Navy/Marine Golf Course





# PHNL VFR Departures and Arrivals

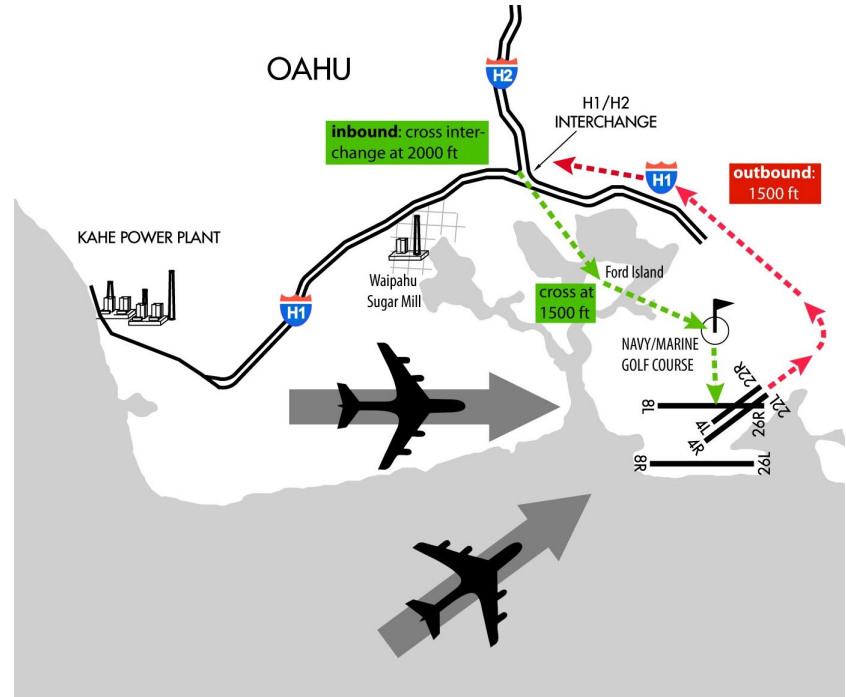
- ❖ All arrivals and departures from PHNL must receive a VFR bravo clearance using a standardized routing
  - Divided into Trade Wind and Kona Wind procedures
- ❖ Procedures located in Pacific Chart Supplement
- ❖ Call Clearance on 121.4 if departing or Approach on 119.1 or 118.3 for arrivals prior to HNL Bravo airspace penetration



# PHNL Airport Trade Wind Procedures (Rwys 4 & 8)

## ❖ West

- Redhill 2 Departure
- North 6 Arrival
- West 5 Arrival
  - Same as North 6, except beginning at Kahe Power Plant at 2000 direct H1/H2 interchange

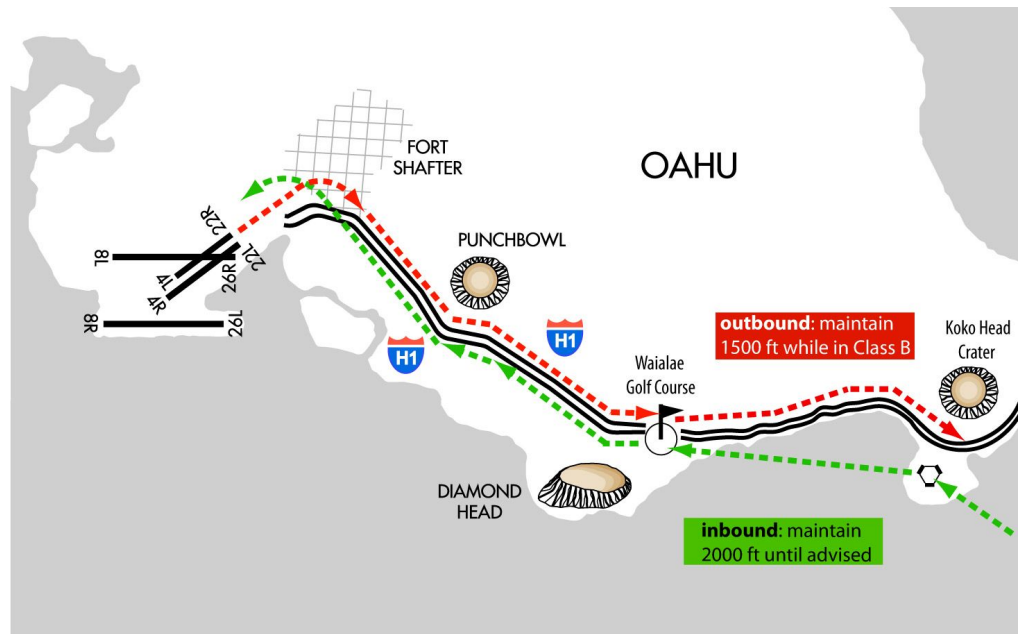


Source: flyinginhawaii.com

# PHNL Airport Trade Wind Procedures (Rwys 4 & 8)

## ◆ East

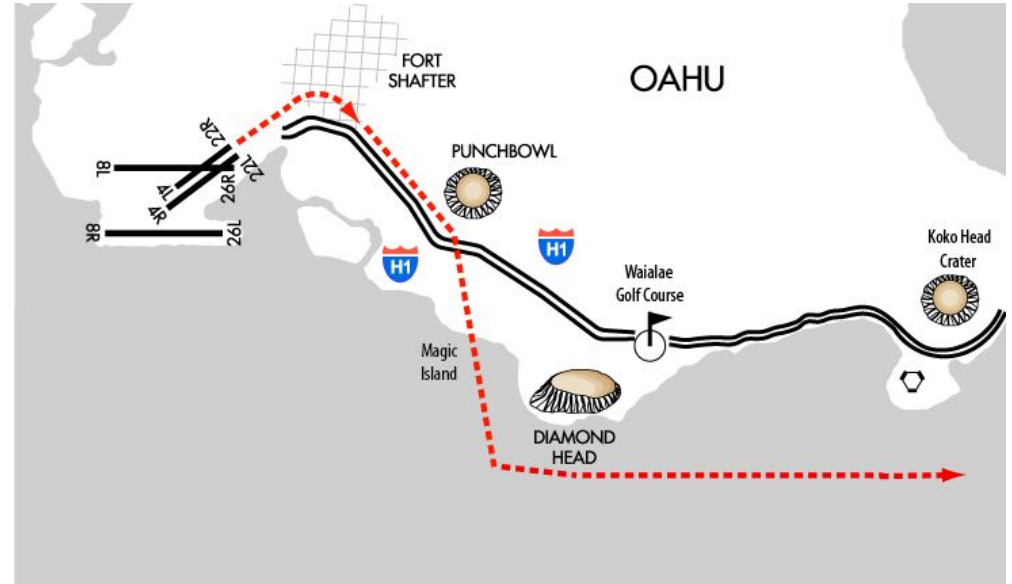
- Freeway 2 departure
- Freeway 5 arrival



Source: flyinginhawaii.com

# PHNL Airport Trade Wind Procedures (Rwys 4 & 8)

- ❖ **Other Eastbound options**
  - **Punchbowl 2 Departure**
  - **Shoreline 6 Departure**
    - Direct offshore to Kakaako after departing RWY, then same as Punchbowl departure

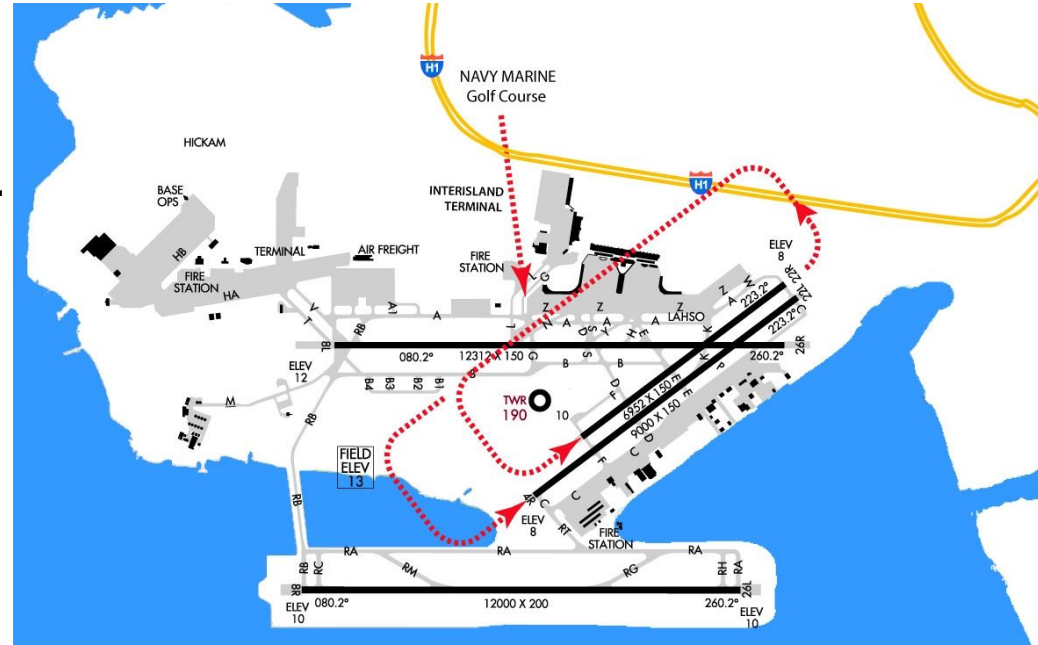


Source: [flyinginhawaii.com](http://flyinginhawaii.com)



# PHNL 4L and 4R Left Traffic Patterns

- ❖ Enter by overflying Navy Marine Golf Course
- ❖ Downwind leg crosses runway 8L over taxiway G & L
- ❖ Must cross 8L at pattern altitude (800' MSL)
- ❖ Remain north of R taxiway
- ❖ Expect to exit right at F, D, or E
- ❖ Must get approval prior to exiting 4R at F



Source: flyinginhawaii.com

# PHNL Airport **Kona Wind** Procedures (Rwys 22 and 26)

- ❖ **Departure to East**
  - **Kona 5 Departure**
- ❖ **Departure to West**
  - **West Loch 5 Departure**



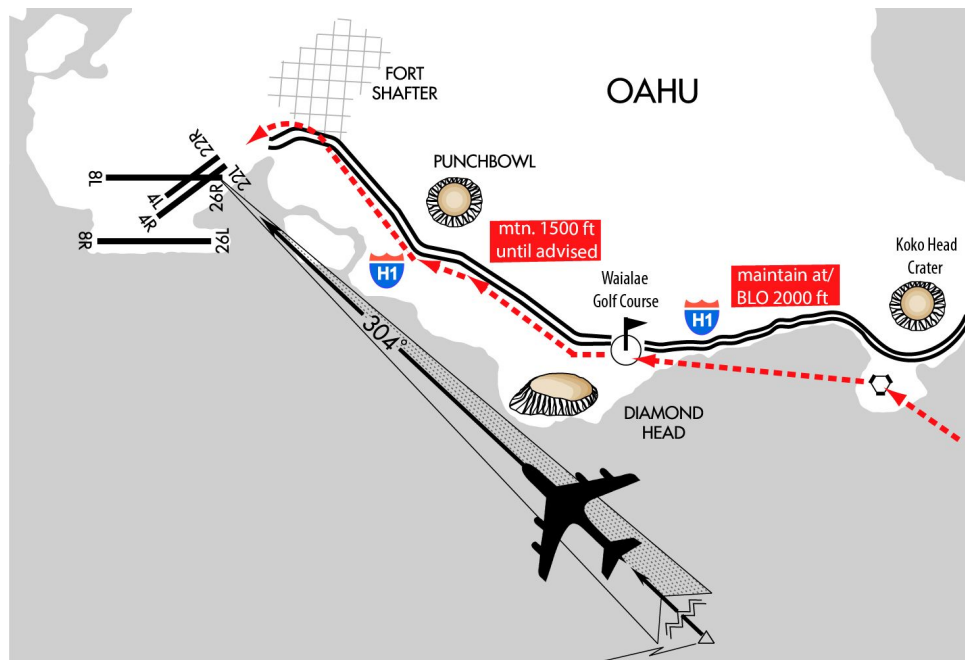
Source: flyinginhawaii.com

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# PHNL Airport **Kona Wind** Procedures (Rwys 22 and 26)

- ◆ Arrival from East
  - Kona 6 Arrival



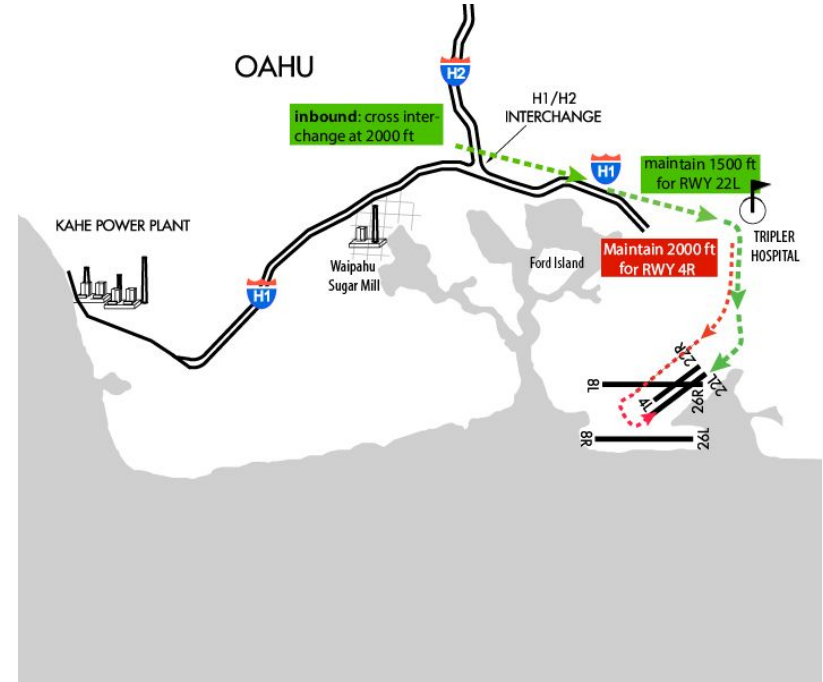
Source: [flyinginhawaii.com](http://flyinginhawaii.com)

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# PHNL Airport **Kona Wind** Procedures (Rwys 22 and 26)

- ◆ **Arrival from West**
  - **Tripler 4 Arrival**
  - **If runway 4L or 4R in use, fly appropriate pattern**



Source: flyinginhawaii.com

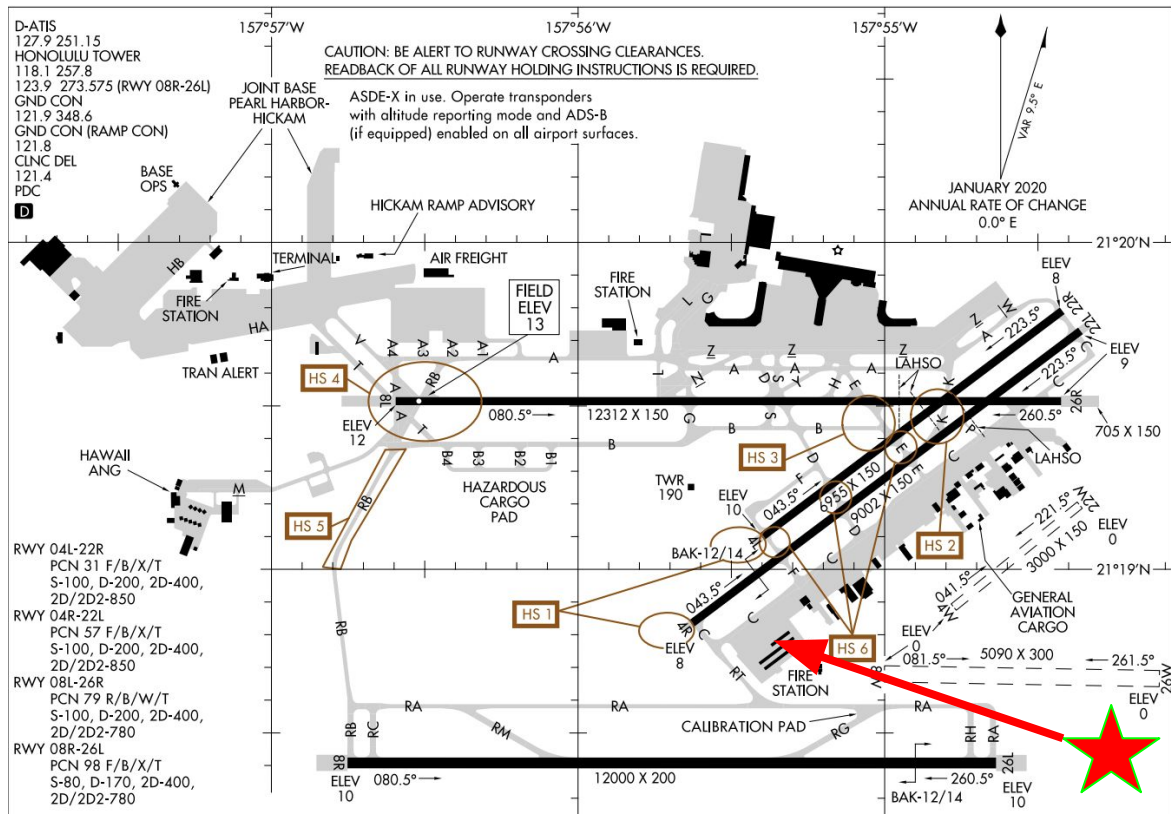
# PHNL Taxi, LAHSO, and Hot Spots

◆ We park at the “T-Hangars”

◆ Expect 4R at Foxtrot via Charlie taxiway

◆ Relevant Hotspots:

- **HS1:** Verify landing runway, 4R and 4L and taxiways C and F can look similar
- **HS2:** Confusing hold short position
- **HS3:** Confusing intersection
- **HS6:** Closely spaced parallel runways



# Oahu Practice Areas

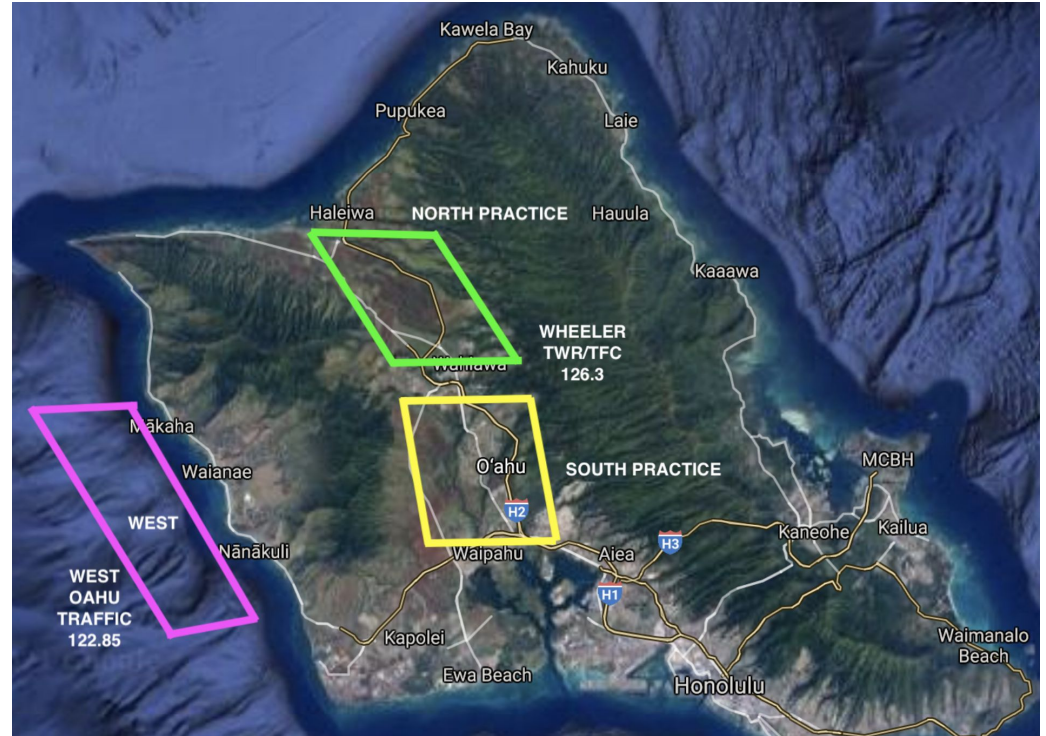


## ❖ North / South Practice Areas

- Divided by Wheeler Airport
- Call Wheeler Tower (Closed weekends - self report)
- Avoid HNL Bravo and Kalaeloa Delta
- Restricted Airspace Nearby

## ❖ West Oahu

- Self-reporting
- Avoid HNL Bravo and Kalaeloa Delta

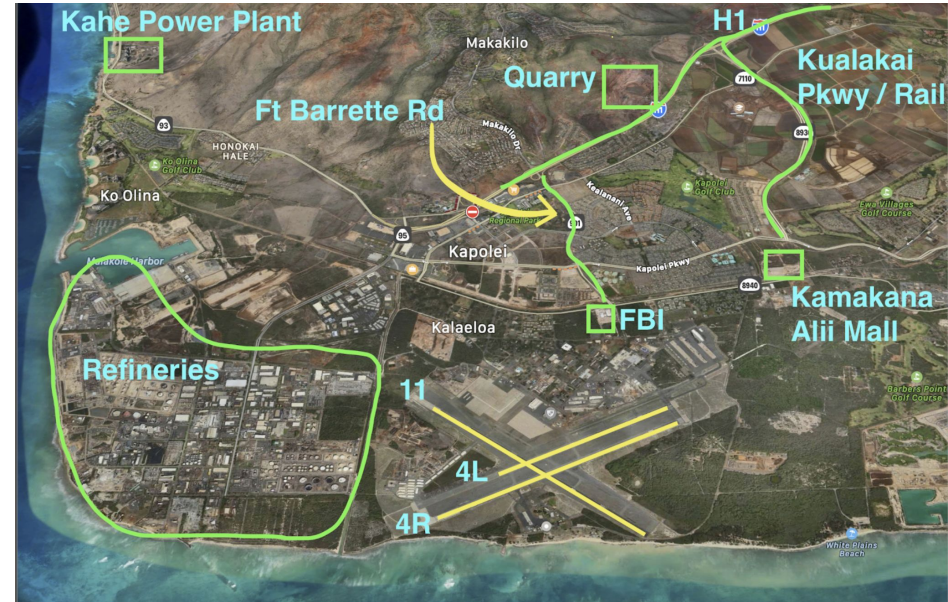




# Kalaeloa Airport Class D Notes



- ❖ **Aircraft transitioning along H1**
  - **2000' or abv.** - HCF App 119.1
  - **1500' or blw.** - Kalaeloa Tower 132.6
- ❖ **Entering pattern from...**
  - **S. Practice** - Enter at 1500' from quarry
  - **West** - Enter at 1500' from Kahe Pwr Plant
  - Avoid refineries and residential areas
- ❖ **Exiting pattern**
  - Remain below 1000' until clear of PHNL 8L approach path
  - Remain below 1500' until clear of Kalaeloa Class D



# Kalaeloa Airport Class D Landmarks

Grace Pacific Makakilo “Quarry”



Kahe Power Plant



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# Kalaeloa Airport Class D Landmarks

FBI Building



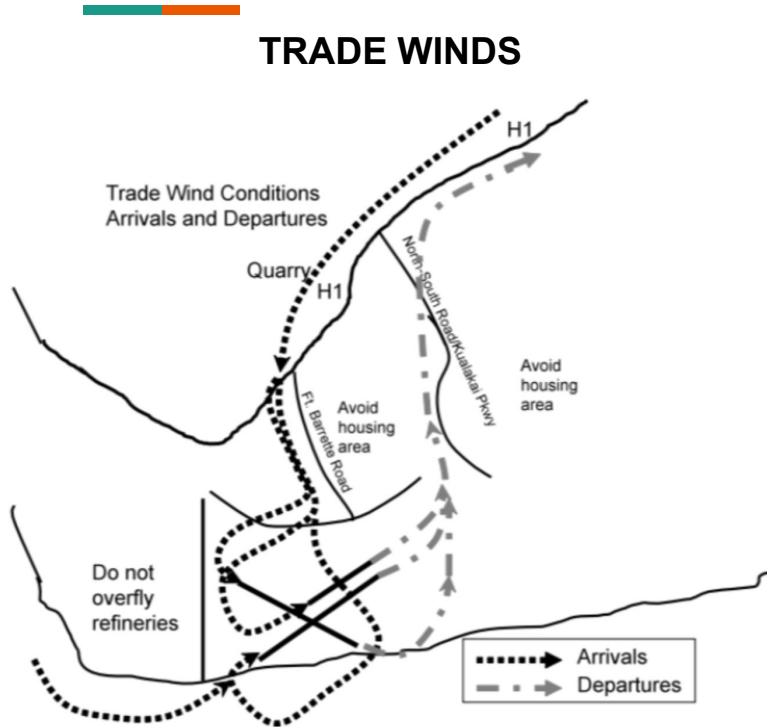
Kamakana Ali'i Mall



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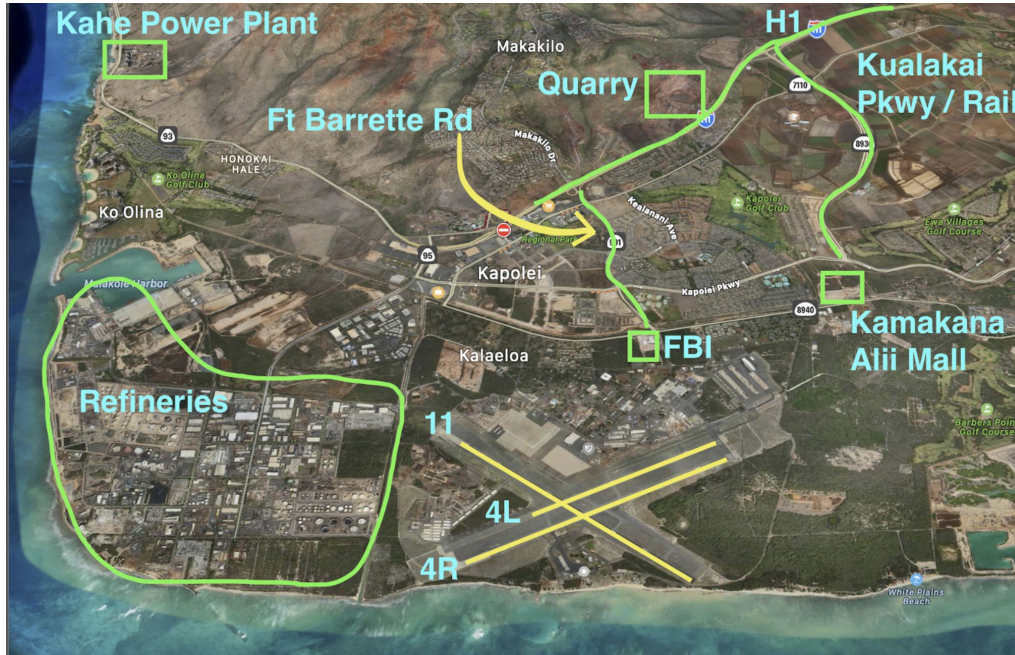


# Kalaheo Airport Class D Notes

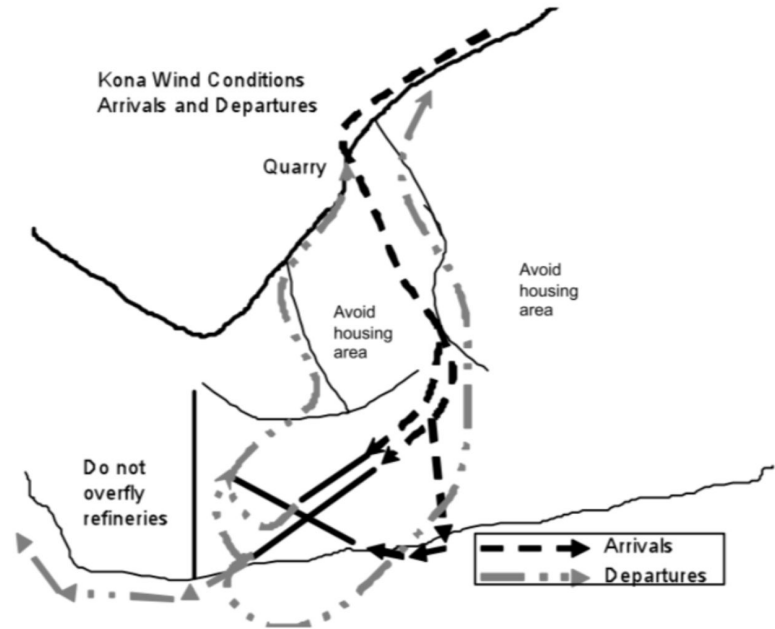




# Kalaeloa Airport Class D Notes



## KONA WINDS



# Additional Hawaii Flying Notes

- ❖ Due to increased low altitude VFR traffic, fly the recommended cruising altitudes when 3000' AGL or below
  - **EAST:** 500, 1500, 2500 MSL
  - **WEST:** 1000, 2000, 3000 MSL
  
- ❖ Self reporting frequencies along island coastlines
  - Oahu 122.85
  - Molokai 121.95
  - Maui 120.65
  - Lanai 122.9
  - Big Island 127.05 NW, 122.85 SE
  - Kauai 127.05



# Hazards

## ❖ **Typical areas of turbulence and windshear**

- Leeward side of all mountain ranges
- Crossing Lanai cliffs on final to RWY 3
- Final approach runway 2 Maui
- Near McGregor Point near Maui
- HNL freeway departures and arrivals
- All airports have possibility for strong windshear

## ❖ **Bird Strike hazards**

- Birds present on and near all airports
- Avoid prolonged low altitude flights

## ❖ **Noise sensitive**

- Avoid flight over residential areas below 1500' AGL

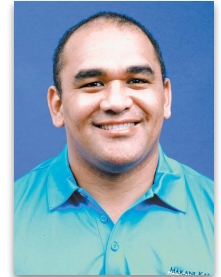
## ❖ **Extensive low altitude helicopter activity and flight training in all areas**

- Always be listening and/or talking to someone



# Your Local FAA Pilot Examiners

- ❖ **Craig Kahauolopua** 808-443-4441
  - Airplane: Private, Instrument, Commercial
- ❖ **Kele Fergerstrom** 808-896-4799
  - <https://aviationtrainingsolutionshi.com/>
  - Airplane: Private, Commercial, Instructor, ATP (Single, Multi, Instrument)
- ❖ **William (Bill) Padgett** 808-224-9503
  - <https://www.checkridehq.com/dpe/william-padgett>
  - Airplane: Private, Commercial, Instructor, ATP (Single, Multi, Instrument)
- ❖ **Darryl Grace** 808-238-7963
  - Airplane: Private (Single)
- ❖ **Carol Derby (Alaska/Hawaii)** 907-350-6607
  - <https://northboundflying.com>
  - Airplane: Private, Commercial, Instrument (Single)







# Recap

1. Member Enrollment and Recordkeeping
2. General Policies
3. Dispatch and Maintenance
4. Aircraft and Airport Security
5. Honolulu Airport and Airspace Training

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# Questions?

Proprietary Content - Do Not Share