



## SCA POLICIES AND PROCEDURES

### SECTION I

#### GENERAL FLIGHT OPERATIONS

##### A. WEATHER REQUIREMENTS/MINIMUMS

###### GENERAL

1. A standard weather briefing from Flight Services is required for all flights, local or cross-country.
2. When outside temperature is 95°F/35°C or above, ALL SCA aircraft are grounded unless cleared by SCA manager or chief pilot.

###### OPERATIONS

1. Dual - each instructor will ensure weather conditions are acceptable to accomplish the required training and are within his/her capabilities.
2. Solo (local flights) - minimum 3000 feet ceiling and 10 miles visibility. Permission may be given for specific flights in the traffic pattern only by a flight instructor when conditions are less than 3000 feet ceiling and 10 miles visibility.
3. Solo (cross-country flights) - conditions over the entire route are minimum 5000 feet ceiling and 10 miles visibility and are expected to remain so for the flight.
4. Wind limitations -
  - a. No flight may take place when the crosswind component exceeds that demonstrated per the POH.
  - b. No flight may take place when steady winds or gusts are > 30kts.
  - c. Dual flights are at the instructor's discretion and must ensure the conditions are within his/her capabilities.
  - d. Student solo flights may not depart when actual or forecast winds for the duration and up to one hour after expected time of completion of the flight, exceed 16kts steady or gusting, or the crosswind component is in excess of 8 knots.

##### B. GROUND OPERATIONS

1. Except for specifically authorized instructors, **no pilot or instructor shall attempt to start an aircraft by hand propping**. Procedures outlined in the pilot's handbook should be followed whenever starting an aircraft. Extreme care should be used to insure no danger exists to any ground personnel.
2. Except when necessary to avoid obstructions or other aircraft, all taxi operations should be on the taxiway centerline and at a speed no faster than a brisk walk.

3. Extreme care should be exercised when taxiing in the immediate vicinity of other parked aircraft.
4. When taxiing, there must be at least a 5-foot clearance from all other objects. If you are in doubt, tow the aircraft, or have another person outside the aircraft to check clearances.
5. **Taxiing the aircraft across tie-down cables for parking is considered unacceptable procedure.** Damage to propeller, wingtips and tires occurs easily.
6. Aircraft shall be parked in SCA parking spaces or in public parking spots north of the hanger and the tow bar used to push the aircraft back. Aircraft may not be moved without the use of the tow bar.
7. NEVER taxi through a snowdrift or ice dam.
8. Do not place any items near the windscreen on top of the instrument panel glare shield. Windscreens scratch very easily.

### **C. FIRE PRECAUTIONS AND PROCEDURES**

1. Each pilot shall follow the pilot's handbook emergency procedures whenever necessary in the event of a fire either on the ground or in flight.

### **D. UNPLANNED LANDINGS**

1. Any pilot who makes an **unplanned landing** either on or off airport will **contact Steel City Aviation by phone to obtain permission to re-dispatch prior to taking off.** Notification of Steel City Aviation is not required if an approved instructor is on board and the landing was at a public use airport.

### **E. AIRCRAFT DISCREPANCIES**

1. Any discrepancy, whether an airworthiness issue or not, must be reported to Steel City Aviation personnel.
  - a. If discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight to Steel City Aviation personnel.
2. Should any condition of airframe, engine, or avionics be found which may render the aircraft unairworthy the pilot shall:
  - a. Immediately report the condition to Steel City Aviation by phone.
  - b. Record the discrepancy on the aircraft dispatch sheet.

### **F. SECURING UNATTENDED AIRCRAFT**

1. **Any aircraft left unattended must be chocked by a minimum of one wheel,** (do not reply on or use aircraft parking brake).
2. Aircraft should be returned to and parked in the properly designated locations for the type of aircraft.
3. To prevent damage, upon completion of a flight the flight controls will be immobilized with a control lock. The aircraft must also be properly tied down, chocked and locked if away from Pueblo Memorial Airport.
4. Replace any additional coverings such as the pitot tube cover.
5. Please keep the aircraft neat and clean. Remove any trash from the plane and wash the windscreen. Please leave aircraft in the condition you would like to find them.

## **G. MINIMUM FUEL REQUIREMENTS**

1. For cross-country flights (planning), the minimum fuel reserve for departure is one (1) hour, after considering winds and weather.
2. For cross-country flights (en route), an additional fuel stop is required while en route any time the estimated fuel reserve becomes less than thirty (30) minutes.
3. For local flights, the minimum fuel reserve for departure is forty-five (45) minutes.
4. The use of a fuel gauging stick or fuel filler tabs is required during a visual inspection to verify the fuel available for the flight. **DO NOT RELY ON FUEL GAUGES** to provide an accurate assessment of available fuel.

## **H. COLLISION AVOIDANCE**

1. All pilots must be constantly vigilant on the ground or while airborne for obstructions or other aircraft.
2. **A brake check should be done immediately after the aircraft begins to move from its parking place** and the maximum speed for any taxi operation should be equivalent to a brisk walk. Extra care shall be taken during night operations.
3. Due to the high density of operations, extra care should be taken around KPUB. It is advisable to monitor 123.30 for other local traffic in the practice area.

## **I. MINIMUM ALTITUDES**

1. All flight operations will be conducted in accordance with FAR 91.119.
2. Simulated power failure emergencies are permitted only with a SCA authorized instructor.
  - a. **No pilot shall descend below 1000' AGL.**
  - b. An engine failure may be simulated only by retarding the throttle. **Using the mixture control or fuel selector to simulate an engine failure is NOT acceptable.**
  - c. Care should always be taken not to disturb people or livestock on the ground.
  - d. At no time should the aircraft be allowed to get closer than 500' to any person, structure, vehicle or vessel as required by **FAR 91.119.**
3. Multi-engine training:
  - a. All emergency procedures will be performed no lower than 1,000-ft. AGL.
  - b. Single-engine approaches are approved down to 500 ft. AGL or above. At 500 ft. AGL and below both engines must be utilized for landing.
  - c. Single-engine landings will be performed only by SCA instructors just prior to students check ride.

## **SECTION II**

### **ADDITIONAL FLIGHT OPERATING PRACTICES**

#### **ALL PILOTS**

##### **A. FLIGHT PRIVILEGES**

1. **Initial Checkouts** - No flight by any pilot will be permitted unless that pilot has been approved by a authorized Steel City Aviation instructor in the particular model he/she wishes to fly.

**2. Annual Proficiency Checkouts** - To promote competency and safety each member on active flying status is required to fly with an Steel City Aviation designated flight instructor for approximately one hour once a year. Done during the same month as the Biennial Flight Review, in alternating years, the proficiency check will be held to the same standard as a Biennial Flight Review. It will be used as an exchange of piloting ideas and techniques, and serves to maintain currency throughout the membership.

### **3. Recent Experience**

**Student Pilot Certificate:** Minimum of 2 flights per month with a minimum of 2 hours flight time including 3 takeoffs and landings.

**Private Pilot Certificate:** Less than 100 hours total time: Minimum of 1 hour during the past 30 days including 3 takeoffs and landings. More than 100 hours total time: Minimum of 1 hour during the past 90 days including 3 takeoffs and landings.

**Commercial Pilot Certificate:** Less than 1000 hours total time: Minimum of 1 hour during the past 90 days including 3 takeoffs and landings. More than 1000 hours total time: As required by FARs.

**Airline Transport Pilot Certificate:** As required by FARs.

**4. Re-training Flights-** The Chief Pilot, or their designee may at their discretion require any member to complete a remedial re-training flight in the interest of safety. This may include ground training as well as flight training.

## **B. FLIGHT PLANS**

**All cross-country flights must be conducted according to a flight plan filed and activated with flight service.** All flight plans shall be closed after each flight with the appropriate FSS.

## **C. WEIGHT AND BALANCE**

It is each pilot-in-command's responsibility to ensure that each flight is within the weight and balance limits prescribed by the aircraft manufacturer.

## **D. IFR FLIGHTS**

IFR flights may only be conducted in IFR-qualified Steel City Aviation aircraft and by current IFR qualified pilots.

## **E. AIRPORTS OF INTENDED USE**

**Landing of SCA aircraft shall be limited to paved runways at public use airports.**

Exceptions include:

- a. Prior written approval from the Steel City Aviation manager or chief pilot.
- b. Emergencies.
- c. Dual flights as part of a training program approved by the Steel City Aviation manager or chief pilot

## **F. PILOTS OPERATING HANDBOOK AND CHECKLISTS**

1. All pilots must be thoroughly familiar with the pilot's operating handbook or owner's manual for each aircraft being flown.

2. A pilot's operating handbook or owner's manual, and aircraft checklist must be carried in the aircraft on each flight.
3. Use of aircraft checklists is good operating practice and is required. **Please do not remove checklists from aircraft.**

#### **G. SMOKING**

**Smoking while in any Steel City Aviation aircraft is prohibited.** Smoking increases fire hazard and is detrimental to aircraft instruments, as well as pilots' physiology. The Steel City Aviation lobby, flight training department, hangar and flight line are also **NO SMOKING AREAS.**

#### **H. MOUNTAIN FLYING (A mountain flight is considered to be any terrain above 8,500 feet MSL.)**

Mountain flights in Steel City Aviation aircraft are allowed **only after:**

- a. Receiving a mountain checkout by an Steel City Aviation authorized instructor; **or**
- b. Receiving a waiver signed by the chief pilot, which is then entered into the pilot's file.

#### **I. SPINS AND OTHER AEROBATIC FLIGHT**

**Aerobatic flight, including intentional spins, in Steel City Aviation aircraft is forbidden.**

#### **J. FORMATION FLIGHTS**

1. Formation flights create a serious collision risk and should be performed by experienced, trained pilots only. **The use of SCA aircraft in any formation flights is strictly prohibited.**
2. All SCA aircraft shall maintain a separation of at least 1/4 mile from any other aircraft while flying over similar routes.

#### **K. OIL**

1. **Do not use partial quarts of oil.** If you need to add oil, add an entire quart.
2. Deposit any empty oil containers and trash in the proper receptacle.
3. When you put oil in an engine, please mark the Oil Consumption Record Sheet in the aircraft key can. This data will permit us to keep track of engine wear and performance.

#### **L. CHARTER SERVICE**

Steel City Aviation aircraft will not be operated for commercial charter purposes, as it is a violation of the Federal Aviation Regulations.

#### **M. FOREIGN COUNTRY FLIGHTS**

Steel City Aviation aircraft are not permitted to be flown to any foreign country.

## SECTION III

### STUDENT PILOTS

#### A. STUDENT SUPERVISION

**Students must be under the supervision of an SCA authorized Certified Flight Instructor at all times.** Each individual solo flight must have prior approval and proper sign offs from the instructor at the time of the flight. Blanket approvals are not allowed.

#### B. RECENT EXPERIENCE FOR SOLO FLIGHT (STUDENT PILOT CERTIFICATE)

Minimum of two (2) flights per month with a minimum two (2) hours flight time including three (3) takeoffs and landings. If a student pilot does not meet these minimums, he/she must fly with an instructor prior to any solo flights.

#### C. WIND LIMITS (STUDENT PILOT CERTIFICATE)

Student solo flights may not depart when actual or expected winds exceed 16 knots or with a crosswind component in excess of 8 knots. If limitation in your logbook is less than stated here use logbook limitation ONLY.

#### D. RUNWAY CONDITIONS (STUDENT PILOT CERTIFICATE)

No student pilot may depart on a flight if the runways at any airport of intended operation are reported to be icy or snow covered, or where the runway braking action is reported as fair, poor or nil, (defined as any friction value (MU) less than 40).

#### E. CROSS-COUNTRY FLIGHTS (STUDENT PILOT CERTIFICATE)

All solo cross-country flights will depart with fuel tanks topped-off. The only exception is if your weight-and-balance does not allow for full fuel.

#### F. NIGHT FLIGHTS (STUDENT PILOT CERTIFICATE)

Student solos at night are prohibited unless specifically authorized by the chief pilot.

#### G. RUNWAY LENGTH (STUDENT PILOT CERTIFICATE)

All solo student pilots will use the full runway length for takeoff. No intersection takeoffs are authorized.

## SECTION IV

### ADMINISTRATIVE POLICIES

#### A. AIRCRAFT SCHEDULING AND USE

1. Aircraft scheduling is provided 24 hours via online schedule. **No flight may depart unless it has been scheduled online.**
2. Please avoid scheduling an aircraft for more than thirty (30) minutes prior to departure and thirty (30) minutes after planned arrival. If you change departure time or date, or come back early, please notify the office. Be considerate! When an aircraft reservation is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft.

### 3. Late Arrivals

a. **For reservations of one day or less:** if the pilot is more than thirty (30) minutes late in claiming his/her reservation, the aircraft may be released to another member. If you are running late for your reserved time, call the Steel City Aviation office to avoid losing your reservation.

b. **For extended reservations of more than one day:** if the pilot is more than two (2) hours late in claiming his/her reservation, the aircraft may be released for someone else to use.

c. Prior to using an airplane when another pilot has not arrived to use his reservation, you must obtain a release from the Steel City Aviation office. The door lock combinations are for your convenience, but if you give them out your flying will be limited to office hours.

d. **Every effort should be made to return the aircraft ON TIME.** Repeated violations may result in suspension of privileges. A \$10 late fee may be assessed for aircraft that are returned late.

4. **A \$25 no-show fee will be assessed for students/members who do not show up for their flight and do not make any attempt to contact the SCA prior to their flight time.** An additional fee of \$10 per hour will be added for any reserved flight of more than two (2) hours.

5. Any student who does not arrive for a scheduled lesson (no-show), or who fails to give at least one hour notice prior to cancelling a lesson with an instructor can be charged for the instructor's time at the instructor's discretion. The instructor's no-show or late cancellation fee may be up to, but not exceed, the full amount they would have charged for the complete lesson.

6. Aircraft key cans and checkout sheets are located in the Steel City Aviation front office. Tach and Hobbs times must be entered on the aircraft checkout sheet prior to engine start and after engine shutdown.

7. **Before/After Hours Flights** - A door lock code is provided for flights scheduled to begin before the office is open, after the office is closed, or on the hour of the office opening/closing. The door lock code changes periodically and is published on the Flight Schedule Pro message board.

### B. OFFICE HOURS (subject to change)

**Monday - Friday 8:00am - 6:00pm**

**Saturdays 8:00 am - 1:00pm**

**Sundays - Closed**

### C. EXPENSES INCURRED AWAY FROM PUEBLO AIRPORT

1. Members will be reimbursed for aircraft fuel expenses\* incurred away from KPUB by submitting the original fuel receipt to the SCA at the conclusion of the flight. While every effort should be made to turn in all receipts immediately upon completion of a flight, SCA will accept fuel receipts up to thirty (30) days after the flight. Fuel receipts older than thirty (30) days will not be honored.

*\*Please note: fuel reimbursed up to the current rate paid by SCA locally. Fuel costs above that price per gallon are the responsibility of member/renter.*

2. Expenses such as tie-down, lodging, alternative transportation and landing fees will be the member/ renter's responsibility.

3. Any aircraft repairs or expenses must be pre-authorized by Steel City Aviation. In addition, in case of accident and proven pilot error, the member agrees to pay the amount not paid by or covered by insurance (i.e. insurance deductible).

#### **D. CROSS-COUNTRY MINIMUMS**

A minimum charge of two (1) hours per day for members and (3) hours per day for non-members will be made for all cross-country flights. **Advance payment for one-half the anticipated flight hours on any cross-country flight over five (5) hours is required.**

#### **E. CARELESSNESS/IMPROPER PROCEDURES**

1. Maintenance expenses resulting from member, pilot, or their passengers carelessness or improper operating procedures may be billed directly to the member or pilot.
2. A \$10 minimum fee may be charged if an aircraft is parked incorrectly. This includes, but is not limited to, parking any aircraft in the wrong location, improperly securing the aircraft (improperly tied down and/or chocked, failure to install the gust lock, master switch left on, etc.), or returning an aircraft in poor condition (excessively dirty interior, trash, etc.).

#### **F. INITIATION FEE**

Steel City Aviation does not charge an initiation fee.

#### **G. DUES AND PAYMENT**

1. Club dues will be automatically billed each month to the member's credit or debit card. Other payment options may be allowed, but member will incur an additional \$5 per month service fee.
2. For charges other than club dues, club members have two options for payment: a) pay at the time products or services are provided, or b) prepay.
3. For flights returning after normal business hours, payment must be made with either prepaid funds, cash, check, or credit card. Any member wishing to participate in after hours operations must have a credit card authorization form on file with Steel City Aviation.
4. Billing statements showing a club member's activity will be provided upon request.
5. Steel City Aviation aircraft are typically rented at a "wet rate", meaning fuel costs are included in the rental price except where noted.
6. **Flying privileges will be suspended or revoked for any account overdue.**

#### **H. PILOT SHOP MERCHANDISE & RETURNS**

Members receive a 10% discount on in stock merchandise. Merchandise returns must be within thirty (30) days of purchase and accompanied by the original receipt. The item cannot be opened or show any signs of use.

#### **I. MEMBERSHIP TERMINATION/RESIGNATION**

Either party can terminate the membership at any time. Resigning members shall submit **written** notice of resignation (an email sent to [info@learntoflywith.us](mailto:info@learntoflywith.us) will suffice). At the time of resignation, the account must be paid in full. Any credit balance will be returned to the Member after all charges are accounted for.



## J. PHOTOCOPIES OF RECORDS REQUIRED

To keep our records up-to-date, we require a photocopy of each member's driver's license and the following flight documents:

- a. Pilot Certificate(s)
- b. Medical Certificate
- c. Pages of logbook including: last page, flight review, mountain checkout and all checkouts in each type of Steel City Aviation aircraft you intend to fly.

## K. DISCIPLINE

1. In the event an incident occurs involving possible club or FAR violations; solo or pilot-in-command privileges in SCA aircraft are automatically suspended pending an SCA safety review. Members may be expelled for violations of the FARs or these Policies and Procedures, or for other cause.
2. **Re-training Flights** - The Chief Pilot, or their designee may at their discretion require any member to complete a remedial re-training flight in the interest of safety. This may include ground training as well as flight training. These flights will be conducted at the member's expense.

## L. INSURANCE

1. **Liability** - Total liability coverage is \$1,000,000 for property damage and/or bodily injury with a \$100,000 per passenger limitation.
2. **Insurance Pool** - In lieu of requiring aircraft renter's insurance that could cost each member over \$300 per year, Steel City Aviation has established an insurance pool. Members are required to pay \$5 monthly into this pool, which will be used to offset the cost of deductibles or repairs in the event of a mishap.
3. **Deductibles** - Hull coverage is all-risk ground and flight coverage. If damage to an aircraft occurs, and the pilot-in-command is found to be responsible for the damage, then that PIC/member is responsible for paying the first half of any deductible, with the insurance pool paying the second half of the deductible. The not-in-motion deductible is \$250. The last pilot to fly the aircraft is responsible for any damage if the aircraft has not been properly tied down.

In-motion deductibles are as follows:

- Single-engine fixed gear aircraft .....\$1,000

4. **Requirements** - Aircraft hull damage and personal liability coverage is provided for all Steel City Aviation members whose pilot's license, medical, flight review, and aircraft checkout records are current and properly on file in the business office. The pilot-in-command must be a bona fide member of the Club (must have signed an Aircraft Use Agreement). Members will also be asked to show the most recent flight in his or her logbook to verify currency.

## SECTION V

### **AIRCRAFT P.I.C. REQUIREMENTS\***

*\*These minimums may change from time to time, Reference SCA website for current information.*

### **FIXED GEAR**

#### **a. 200hp or less, single-engine fixed gear (C-172M, DA20-C1)**

1. Student pilot's certificate or better
2. Check out in make and model

*\*All SCA Policies and Procedures are subject to change without notice.*