

Turner Aviation LLC

Policies & 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 Turner Aviation aircraft are grounded unless cleared by a Turner Aviation manager.

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 3,000 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 greater than 30 knots.
 - 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 16 knots steady or gusting, or a crosswind component in excess of 8 knots. No student may violate any wind limitations of their instructor's endorsement.

B. GROUND OPERATIONS

1. Except by permission of a Turner Aviation manager, **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. Multiple failed attempts to start the aircraft should be followed by several minutes of waiting time. This is to protect the aircraft's starter. Please read the checklist and POH carefully for information regarding aircraft starting procedures.

3. 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.
4. Extreme care should be exercised when taxiing in the immediate vicinity of other parked aircraft.
5. 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.
6. **Taxiing the aircraft across tie-down cables for parking is considered an unacceptable procedure.** Damage to propeller, wingtips, and tires occurs easily.
7. When moving the aircraft in and out of the hangar or on the ramp, a tow bar must be used at all times. Aircraft may not be moved by hand without the use of a tow bar.
8. NEVER taxi through snow drifts, ice dams, or deep standing water.
9. 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 a Turner Aviation manager by phone to obtain permission to takeoff.** If an authorized instructor is on board the aircraft, this requirement may be waived if the aircraft is at a public use airport.

E. AIRCRAFT DISCREPANCIES

1. Any discrepancy, whether an airworthiness issue or not, must be reported to Turner Aviation personnel.
 - a. If discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight to Turner 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 Turner 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 rely on or use the aircraft parking brake as the only method of securing the aircraft).
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 Fremont County Airport, or left unattended for any length of time at Fremont County 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 Pueblo Memorial Airport (KPUB). It is advisable to monitor 123.30 for other local traffic in the practice area.
4. Caution should be used if operating near the Military Operation Areas (MOA) near Fremont County Airport (1V6). Military traffic frequently operates in and around the MOA and occasionally land at 1V6.
5. **No person operating a Turner Aviation aircraft will overfly Fremont County Airport (1V6) when skydiving operations are being conducted.** All occupants of the aircraft should be vigilant for skydiving aircraft operating in the vicinity as well as for skydivers.

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 Turner Aviation 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 no to disturb people or livestock on the ground.

- d. At no time should the aircraft be allowed to get closer than 500 feet to any person, structure, vehicle or vessel as required by **FAR 91.119**.

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 an authorized Turner 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 a Turner Aviation designated flight instructor for approximately one hour once a year. This 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 1,000 hours total time: Minimum of 1 hour during the past 90 days including 3 takeoffs and landings.
- More than 1,000 hours total time: As required by the FAR's.

Airline Transport Pilot Certificate: As required by the FAR's.

4. **Re-training Flights** – A Turner Aviation authorized instructor, with the permission of a Turner Aviation manager, may require any member to complete a remedial re-training 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 Turner Aviation aircraft and by current IFR qualified pilots.

E. AIRPORTS OF INTENDED USE

Landing of Turner Aviation aircraft shall be limited to paved runways at public use airports.

Exceptions include:

- a. Emergencies
- b. Precautionary landings to prevent an emergency – Aircraft may only be flown again after permission from a Turner Aviation manager.

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 a good operating practice and is required. **Please do not remove checklists from the aircraft.**

G. SMOKING

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

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

Mountain flights in Turner Aviation aircraft are allowed **only after:**

- a. Receiving a mountain checkout by a Turner Aviation authorized instructor.
- b. Receiving a waiver signed by a Turner Aviation manager, which is then entered into the pilot's file.

I. SPINS AND OTHER AEROBATIC FLIGHT

Aerobatic flight, including intentional spins, in Turner Aviation aircraft is strictly forbidden.

J. FORMATION FLIGHTS

1. Formation flights create a serious collision risk and should be performed by experienced, trained pilots only. **The use of Turner Aviation aircraft in any formation flight is strictly prohibited.**
2. All Turner Aviation aircraft shall maintain a separation of at least ¼ mile from any other aircraft while flying over similar routes.

K. OIL

1. **Do not use partial quarts of oil.** If you need 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 clipboard/key can. This data will allow us to keep track of engine wear and performance.

L. CHARTER SERVICE

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

M. FOREIGN COUNTRY FLIGHTS

Turner 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 a Turner Aviation authorized Certified Flight Instructor (CFI) 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 the limitation in the student's logbook is less than stated here, use the 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 a Turner Aviation authorized flight instructor.

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 a day, seven days a week via online scheduling service. **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 make sure to change or delete your online reservation so others can use the time. When an aircraft reservation is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft.
3. **Late Arrivals.**
Every effort should be made to return the aircraft ON TIME. Aircraft returned more than 30 minutes late may result in a \$10 fee being added to your invoice for that flight. Repeated violations may occur in a suspension of flying privileges.
4. **A \$25 no-show fee may be charged to students/members who do not show up for their flight and prevent others from using the aircraft.** Repeated violations may result in suspension of flying privileges.
5. Any student who does not arrive for a scheduled lesson (no-show) without cancelling with the instructor at least an hour in advance, may be charged a fee at the instructor's discretion.

6. All members must fill out the information on the release sheet inside the aircraft, including Hobbs and Tach times at the start and finish of the flight. Please make sure that all information is written legibly to avoid billing mistakes.
7. **Before/After Hour Flights.** All members that have an active flying status with Turner Aviation will be notified of the hangar code. The code may change periodically and any changes can be found by looking on the scheduling noticeboard, or by calling Turner Aviation.

B. EXPENSES INCURRED AWAY FROM FREMONT COUNTY AIRPORT.

1. Members will be reimbursed for aircraft fuel expenses* incurred away from Fremont County Airport (1V6) by submitting the original fuel receipt to Turner Aviation after the flight. Receipts should be turned in as soon as possible after the flight, but will be accepted within 30 days of the flight. Fuel receipts older than thirty (30) days will not be reimbursed.

*PLEASE NOTE: Fuel reimbursed is at the current rate at Fremont County Airport. Fuel costs above that price per gallon are the responsibility of the 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 Turner 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).

C. CROSS-COUNTRY MINIMUMS

A minimum charge of two (2) hours per day will be charged for every day that the aircraft is located at another airport.

D. CARELESSNESS/IMPROPER PROCEDURES

1. Maintenance expenses resulting from member, pilot, or their passenger's 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/or chocked, master switch left on, etc.), or returning of the aircraft in poor condition (excessively dirty interior, trash, etc.)

E. DUES AND PAYMENT

1. Charges for services are made twice a month to the member's credit card or debit card. Other payment methods may be allowed by permission of Turner Aviation.
2. At the time of services, the member must either pay at the time those services are provided (cash customers), or must have a Credit Card Authorization on file. Customers may put money on account if they don't want to bring payment to each lesson/flight.
3. Billing statements showing a member's activity will be provided on request.

4. Turner Aviation aircraft are typically rented at a “wet rate”, meaning fuel costs are included in the rental price except where noted.
5. **Flying privileges will be suspended or revoked for any account overdue.**

F. MEMBERSHIP TERMINATION/RESIGNATION

Either party can terminate the membership at any time. Resigning members shall submit **written** notice of resignation (an email sent to turneraviationfremont@gmail.com 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 chargers are accounted for.

G. 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, last flight review, mountain checkout and all checkouts in each type of Turner Aviation aircraft you intend to fly.

STUDENT PILOTS: Students must show proof of citizenship (U.S. Passport or Birth Certificate). A photocopy of one of these documents will be kept on file by your instructor and by Turner Aviation as they are required by the TSA.

H. DISCIPLINE

1. In the event an incident occurs involving possible FAR violations; solo or pilot-in-command privileges in Turner Aviation aircraft are automatically suspended pending a safety review by Turner Aviation. Members may be expelled for violations of the FARs or these Policies and Procedures, or for other cause.
2. **Re-training Flights** – Turner Aviation, may at their sole 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.

I. 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. **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 member is responsible for paying the first half of any deductible. The last pilot to fly the aircraft is responsible for any damage if the aircraft has not been properly tied down.