Staff

- **Administration**
  - Program Manager- Lance Fortney
  - Faculty/Chief Ground Instructor- Matt Vance
  - Maintenance Chief- Casey Rolaff
  - Chief Flight Instructor- Mark Uhlman
  - Assistant Chief Flight Instructors- Jared Dunlap, Chase Cothran
  - Lead Instructor- Amir Quiros
  - Office Manager- Debbie McAuliff

- **Instructors**
  - Terence Hulet
  - Michael Ash
  - Doug Greene
  - Gordon Emslie
  - Alex Dunbar
  - Tom Wikle
  - Garrett Fazio
  - Jack Dever
  - Tony Conetta
  - Joseph Pfeiffer
  - Kaleb Stephens
  - Matt Vance
  - Chris Wellen
  - Evan Bird
  - Jake Gardella
  - Benny Miller
  - Reese Pilgrim
  - Lucy McCollom
  - Steve Roberts
  - Tom Shelton
  - Tim Roy
  - Kevin Todhunter
- **Flying Aggies**
  - President: **David Koch**
  - 832-244-1858
- **Flight Team**
  - Captain: **Alex Dunbar**
  - 864-624-0719
  - Co-Captains: **Michael Gasper, Jacob White**
- **Women In Aviation**
  - President: **Hannah Moers**
  - 918-693-7201
Aviation Roundtable
Wednesday, September 12, 2018
9:15 a.m. – 11:15 a.m.
Continental Breakfast provided
Anderson Living Room, Willard Hall

Randy A. Foutch, CEO
• Sporty’s Pilot Shop
  http://www.sportys.com/pilotshop/david-clark-h10-13-4-headset.html
• KCHeadsets
  http://kcheadsets.com/
• Availability Forms
  ◦ Include Phone Number!
  ◦ Complete schedule on form!
Transportation Security Administration

- U.S. Citizens or Nationals present **Original Birth Certificate** or **Passport** and **Drivers License** to be **copied**
International students complete application process

- [www.flightschoolcandidates.gov/afsp2/?acct_type=c&section=WN](http://www.flightschoolcandidates.gov/afsp2/?acct_type=c&section=WN)

- Category 3

- Required for:
  - Initial
  - Instrument
  - MEL

- Does not transfer from another school

- 1 Year time limit
• Flight Center ID Required for RAMP ACCESS
• Deadline: 09/04/2018
• See TOMMY SPEDDING
tommy.spedding@okstate.edu
• Class III (Minimum)
  ◦ Required for SOLO FLIGHT
  ◦ May get CLASS I OR II to confirm eligibility

• Area Aviation Medical Examiners
  ◦ Dr. Roach 377-0598 (Stillwater Area)
  ◦ Dr. Andrews 744-7665 (OSU Campus)
• Flight Center account, not Bursar
• $1000 Minimum
• Methods of payment:
  ◦ Credit Card
    • Flight Center does not retain permanent account information
  ◦ Money on Account (must exceed expected cost of flight)
    • Minimum balance $300
**Incomplete Flight Labs**

- **Must be completed within one year of end of semester of enrollment!**
- **DO NOT Re-Enroll in an incomplete lab!**

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**ENROLLMENT**
• **Instrument and Commercial Training Part 141**

• **Required Courses specified by FAA**
  - Beware degree plan substitutions
  - **Meet Ground Training Requirements**
- Electronic SOP
  - Flight Center Home Page
- 8/16/18 Revision
- Paper/Electronic SOP required when flying

STANDARD OPERATING PROCEDURES
Grades

Students and instructors should make every effort to complete flight labs during the semester of enrollment. If the student fails to complete the course (due to weather, aircraft or instructor availability, medical problems, etc.), the student will receive an “I” (incomplete) grade. Unless special circumstances apply, the default grade of F will become the permanent grade for the course one year after conclusion of the semester of enrollment if the course remains unfinished. During the one year grace period, only the “I” will appear on the student’s transcript and will not affect GPA.

Final grades for completed courses will be assigned based upon the following criteria:

### AVED 1232 Private Flight Lab II

<table>
<thead>
<tr>
<th>GRADED EVENT*</th>
<th>GRADE WEIGHT</th>
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<tbody>
<tr>
<td>Stage Check 1</td>
<td>25%</td>
</tr>
<tr>
<td>Stage Check 2</td>
<td>25%</td>
</tr>
<tr>
<td>Stage Check 3/End-Of-Course</td>
<td>25%</td>
</tr>
<tr>
<td>FAA Private Pilot Knowledge Exam**</td>
<td>25%</td>
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</tbody>
</table>

### AVED 2133 Instrument Flight Lab

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<td>25%</td>
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<tr>
<td>Stage Check 2</td>
<td>25%</td>
</tr>
<tr>
<td>Stage Check 3/End-Of-Course</td>
<td>25%</td>
</tr>
<tr>
<td>FAA Instrument Pilot Knowledge Exam**</td>
<td>25%</td>
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</table>

### AVED 2122 Intermediate Flight Lab

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</thead>
<tbody>
<tr>
<td>Stage Check</td>
<td>100%</td>
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### AVED 2142 Commercial Maneuvers Flight Lab

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<tr>
<td>Stage Check</td>
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### AVED 3341 Multiengine Flight Lab

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<tr>
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<tbody>
<tr>
<td>Stage Check</td>
<td>50%</td>
</tr>
<tr>
<td>FAA Commercial Pilot Knowledge Exam**</td>
<td>50%</td>
</tr>
</tbody>
</table>
14. **Additional Safety Practices**:

   a) All flights will be accomplished in accordance with the Federal Aviation Regulations.

   b) Aircraft will not be operated in a careless or reckless manner (91.13).

   c) Video cameras, or any video recording device that is onboard an aircraft for the express purpose of recording or transmitting video during flight, are prohibited. Recording devices are a training distraction and if discovered may result in disciplinary action.
CANCELLATIONS AND NO SHOWS

NO-SHOW FEE

Students should remember that a scheduled flight or ground lesson represents a significant commitment of resources, both in equipment and man hours. Therefore, in addition to the penalties mentioned above, a $100 NO-SHOW fee will be assessed for missed lessons. At the discretion of the Program Manager, or Chief or Assistant Chief Flight Instructors, a no show may be reduced to a “cancellation” and the fee reduced to $50 or waived entirely if the cancellation is due to an emergency.

CANCELLATIONS AND SCHEDULE MODIFICATIONS

A training event cancelled for a non-emergency reason within 48 hours of the event will be considered unexcused and will incur a NO-SHOW fee unless the reason for the cancellation is one of the following:

1. Weather
2. Maintenance
3. Illness
4. No airplane available

In the event that a flight is cancelled, a training session should be substituted. A ground session that is substituted for a flight (or vice-versa) is still a training event and does NOT constitute a cancellation.

Students should NOT schedule flights that conflict with other classes or academic events. Scheduling flight activity during academic classes should be an absolute last resort and not a student-chosen convenience.
APPENDIX G – OSU AVED SOP Attestation Form
(Annual requirement for initiation/continuation of flight privileges)

My signature (PIC – First Name, M., Last Name) on this form attests that as of this date, I have read the latest version of the OSU AVED Standard Operating Procedures (SOPs) [currently: Aug 13th, 2018], that I understand the OSU AVE SOPs and, that I will comply with all OSU AVE SOPs.

Signature / 

Date

-------------------------------------------------------------------------- / 

STANDARD OPERATING PROCEDURES
Permission required for Part 61 training

See Chief of Assistant Chief
OSU Flight Center
Maneuvers Sequence Manual

Cessna Model
152/172

Maneuvers Sequence Checklist
OKLAHOMA STATE UNIVERSITY
COLLEGE OF EDUCATION, HEALTH AND AVIATION

COMMERCIAL PILOT CERTIFICATION CURRICULUM

14 CFR 141 & 61
Includes Private Pilot ASEL and Commercial Pilot ASEL Certification Courses and Instrument Rating Courses

Revision Date 02/07/2018
FAR/AIM Approved School Number: 011371-492
Safety Management System

https://education.okstate.edu/aado
14 CFR 141.77

- Maximum 50% of course requirements for prior 141 training, 25% for 61 training
  - 17.5 hours Part 141 Private
  - 8.5 hours Part 61 Private
  - Proficiency and Written Test Required
  - Must provide training records from previous school

- Time does not apply to CPCC Totals
- See Me After Meeting!
- OSU Aircraft Only
- No food or drink in OSU Aircraft
- No Passengers
  - Except by per-occurrence permission
  - “Sand Bagging” allowed PER OCCURRENCE
- No VIDEOS or PHOTOGRAPHS of aviation operations taken or published!
• Maps of Practice Areas posted at Flight Center and in Dispatch Books
• Collision Avoidance practiced on **ALL FLIGHTS, ALL THE TIME!**
• Note noise sensitive areas
  ◦ Map in Dispatch Binder
Questions?