OSU AVIATION

2017 “ALL-HANDS” MEETING
• Administration
  ◦ Program Manager- Lance Fortney
  ◦ Faculty/Chief Ground Instructor- Matt Vance
  ◦ Maintenance Chief- Casey Rolaff
  ◦ Chief Flight Instructor- Mark Uhlman
  ◦ Assistant Chief Flight Instructor- Jared Dunlap
  ◦ Office Manager- Debbie McAuliff

• Instructors
  ◦ Evan Bird
  ◦ Joseph Campise
  ◦ Harrison Cauble
  ◦ Chase Cothran
  ◦ Troy Cowne
  ◦ Austin Craig
  ◦ Jessica Dobie
  ◦ Jack Duhe
  ◦ Clifton Durante
  ◦ Andrew Edgeller
  ◦ Paul Field
  ◦ Michaela Heath
  ◦ Terence Hulet
  ◦ Andrew Jackson
  ◦ McKenzie Maloy
  ◦ Anthony Moore
  ◦ Clint McGowen
  ◦ Phillip Parker
  ◦ Joseph Pfeiffer
  ◦ Chase Pigrenet
  ◦ Amir Quiros
  ◦ Max Ringo
  ◦ Kaleb Stephens
  ◦ Daniel Troxel
  ◦ Matt Vance
  ◦ Chris Wellen

Staff
• Flying Aggies
  ◦ President: Dillon Lain
    • 817-269-7782

• Flight Team
  ◦ Captain: Benny Miller
    • 985-773-2007

• Women In Aviation
  ◦ President: Hannah Moers
    • 918-693-7201

• Oklahoma Pilot’s Association (University Challenge)
  ◦ Board Member: Evan Bird
    • 405-412-6214
• Sporty’s Pilot Shop
• Availability Forms
  - Include Phone Number!
  - Submit ONLY if you are NOT on Master Schedule.
  - Come to Flight Center!
  - Complete schedule on form!

SCHEDULING
Transportation Security Administration

- U.S. Citizens or Nationals present *Original Birth Certificate* or *Passport* and *Drivers License* to be copied
- Photo ID Required On Ramp
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
- Class III (Minimum)
  - 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 ACCOUNT

- 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!
• Instrument and Commercial Training Part 141
• Required Courses specified by FAA
  ◦ Beware degree plan substitutions
  ◦ Meet Ground Training Requirements
• Letter of Authorization issued by OSU
• Electronic SOP
  ◦ Flight Center Home Page
• 8/16/17 Revision
• Paper/Electronic SOP required when flying
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>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

**AVED 2133 Instrument Flight Lab**

<table>
<thead>
<tr>
<th>GRADED EVENT*</th>
<th>GRADE WEIGHT</th>
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</thead>
<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 Instrument Pilot Knowledge Exam**</td>
<td>25%</td>
</tr>
</tbody>
</table>

**AVED 2122 Intermediate Flight Lab**

<table>
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<tr>
<th>GRADED EVENT*</th>
<th>GRADE WEIGHT</th>
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</thead>
<tbody>
<tr>
<td>Stage Check</td>
<td>100%</td>
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</tbody>
</table>

**AVED 2142 Commercial Maneuvers Flight Lab**

<table>
<thead>
<tr>
<th>GRADED EVENT*</th>
<th>GRADE WEIGHT</th>
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</thead>
<tbody>
<tr>
<td>Stage Check</td>
<td>100%</td>
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</tbody>
</table>

**AVED 3341 Multiengine Flight Lab**

<table>
<thead>
<tr>
<th>GRADED EVENT*</th>
<th>GRADE WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stage Check</td>
<td>50%</td>
</tr>
<tr>
<td>FAA Commercial Pilot Knowledge Exam**</td>
<td>50%</td>
</tr>
</tbody>
</table>
SAFETY POLICIES

1. Requirements for Instructor Authorization of Flights

An OSU flight instructor is responsible for assessing the known risks of any flight, dual or solo. An OSU instructor’s electronic signature during the dispatch process shall serve as verification of an assessed and accepted level of risk regarding all of the following:

a) **Destination Familiarity** – the student either has a current AFD extract or an electronic device with Foreflight® in their possession for the flight. It is preferable for solo flights that the student have prior dual experience at the destination.

b) **Weather Minimums:**

- **Dual Flights:** The weather minimums for dual IFR flights will be visibility no less than 2 miles, and/or ceiling no less than 600 feet, or higher as required by regulation. All flights
Risk Assessment

Involving IMC will be dual. The ceiling/visibility minimums for dual VFR flights will be at the discretion of the flight instructor, though for any flight, the flight instructor must consider legalities and the benefit to the student’s training before making a go/no-go weather decision.

- The sustained wind speed, peak wind gust and x-wind component limits, as published below, are not at the direction of the instructor and are preflight planning limits applicable to all dual and advanced solo flights.

### All Dual Flights

<table>
<thead>
<tr>
<th>Area</th>
<th>Ceiling</th>
<th>Visibility</th>
<th>Sustained Wind Speed</th>
<th>Peak Wind Gust</th>
<th>X-Wind Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Pattern</td>
<td>2,000</td>
<td>3 Miles</td>
<td>≤ 25 KTS</td>
<td>≤ 25 KTS</td>
<td>≤ Max *</td>
</tr>
<tr>
<td>Local Flight</td>
<td>3,000</td>
<td>5 Miles</td>
<td>≤ 25 KTS</td>
<td>≤ 35 KTS</td>
<td>≤ Max *</td>
</tr>
<tr>
<td>Cross Country</td>
<td>3,000</td>
<td>5 Miles</td>
<td>≤ 25 KTS</td>
<td>≤ 35 KTS</td>
<td>≤ Max *</td>
</tr>
</tbody>
</table>

* Published POH Maximum Demonstrated Crosswind Component

### Solo Flights:

The weather minimums for solo flights will be as shown in the following charts for STD (Student), PVT (Private) and COMM (Commercial) Pilots:

#### Solo, STD Pilots

<table>
<thead>
<tr>
<th>Area</th>
<th>Ceiling</th>
<th>Visibility</th>
<th>Sustained Wind Speed</th>
<th>Peak Wind Gust</th>
<th>X-Wind Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Pattern</td>
<td>3,000</td>
<td>3 Miles</td>
<td>≤ 15 KTS</td>
<td>≤ 15 KTS</td>
<td>≤ 6 KTS</td>
</tr>
<tr>
<td>Local Flight</td>
<td>3,000</td>
<td>5 Miles</td>
<td>≤ 15 KTS</td>
<td>≤ 15 KTS</td>
<td>≤ 6 KTS</td>
</tr>
<tr>
<td>Cross Country</td>
<td>4,000</td>
<td>6 Miles</td>
<td>≤ 15 KTS</td>
<td>≤ 15 KTS</td>
<td>≤ 6 KTS</td>
</tr>
</tbody>
</table>

#### Solo, PVT or COMM Pilots

<table>
<thead>
<tr>
<th>Area</th>
<th>Ceiling</th>
<th>Visibility</th>
<th>Sustained Wind Speed</th>
<th>Peak Wind Gust</th>
<th>X-Wind Component</th>
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<td>3 Miles</td>
<td>≤ 25 KTS</td>
<td>≤ 35 KTS</td>
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<tr>
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<tr>
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<td>≤ 25 KTS</td>
<td>≤ 35 KTS</td>
<td>≤ Max *</td>
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* Published POH Maximum Demonstrated Crosswind Component

Any or all flights may be grounded when, at the discretion of the Chief Flight Instructor or Assistant Chief Flight Instructor, the weather conditions do not fall within the parameters set forth in this section, or are not conducive to effective flight training.

- Rest in the last 24 Hrs – CFI is satisfied that student is adequately rested, 5 hrs rest shall be considered minimum.
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 camera, or any video recording device that is onboard an aircraft for the express purpose of recording or transmitting video during flight, are prohibited.

d) Cell phones and other electronic communication devices are permitted onboard aircraft, but may NOT be used for texting, emailing, calling, recording, photographing or any other function not directly related to flight training.

e) Formation flight is prohibited.

f) Spins will be practiced only with an instructor, and only as required during CFI training except as part of an approved upset recovery course.

g) Any flight maneuver involving an abrupt change in attitude, an abnormal attitude, abnormal acceleration not necessary for normal flight, pitch angle greater than 30° or bank angle greater than 60° is prohibited, except as part of an approved upset recovery course.

h) The Pilot-In-Command is responsible for all OSU aircraft and equipment when it is in their possession. The flight instructor is the PIC for all dual flights.

i) An operable flashlight must be carried when flying at night.

j) When flying a complex aircraft and remaining in the pattern, pilots will retract and extend the gear between each takeoff and landing.

k) Touch-and-go landings in complex aircraft are prohibited. Stop-and-go landings in complex aircraft are permitted if 3,000’ of usable runway is remaining for the “go.”

l) Downwind takeoffs shall be generally prohibited, though during times of variable wind may be conducted by instructors or advanced students (non-student pilots) if tailwind component does not exceed 5 knots.

m) No passengers are allowed on OSU aircraft unless pre-occurrence permission is granted by the Program Manager, Chief, or Assistant Chief for training purposes (commonly called “sandbagging”), or special events. Additionally, pilots and passengers may fly together if BOTH are enrolled in AVED 4990.

n) All flights involving IMC will be dual flights.
1. All flight instruction used to fulfill degree requirements will be conducted in OSU aircraft with OSU instructors. Private aircraft will not be used. With few exceptions, flight training will be conducted under 14 CFR 141. Students must receive PER COURSE PERMISSION to train under Part 61.

2. Flight training may only be provided to students who have complied with Federal TSA requirements. This may require the submission of copies of birth certificate, driver license, or other documentation as required by current law. More extensive TSA screening will be required for students who are not United States citizens.

3. Students must complete the FAA knowledge test to be eligible to take the End Of Course exam for the corresponding flight course.

4. Appropriate apparel is required for all flights. Prohibited clothing items include: “open-toe” shoes, athletic shorts, and shirt or top that does not cover shoulders and midriff.

5. As per FAR 61.71(a), graduates of a 141 course must complete the related practical test within 60 days of End-Of-Course exam.

6. No student shall remove any documents or manuals from any OSU aircraft unless being instructed to do so by a flight instructor, dispatcher or certified mechanic employed by the OSU flight department.

7. All training records (excluding student log books) shall remain in the administration building of the OSU Flight Center at all times. School training records, either paper or electronic, will be accurately maintained for all students.

8. All aircraft logs must be “signed out” at OSU maintenance hangar, and only for training or testing purposes. If not checked in on same day as checkout, aircraft maintenance records must be secured in locked cupboard in the Dispatch area.

9. No food or drink (except water) is allowed in OSU aircraft.

10. Pilot records must be kept updated in the dispatch database. It will be the responsibility of the student to advise dispatch when pilot grade, currency (biennial flight review), medical or other certification information changes.

11. To be eligible for a Part 141 Graduation Certificate for any course of training, students must have met all ground training time requirements as published in relevant Training Course Outline (TCO).
NO-SHOWS

Students should remember that a scheduled flight or ground lesson represents significant commitment of resources, both in equipment and man hours. Therefore, in addition to the academic penalty mentioned above, a $50 NO-SHOW fee will be assessed for missed lessons. For the third and subsequent NO-SHOWs of any one semester, a $100 fee will be assessed. 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 $25 or waived entirely if the cancellation is due to an emergency.

CANCELLATIONS AND SCHEDULE MODIFICATIONS

A training event cancelled for a non-emergency reason will be considered unexcused and will incur a monetary penalty.

A ground session that is substituted for a flight or a flight that is substituted for a ground session is still a training event and does NOT constitute a cancellation. This substitution is mandatory for planned “flying” training events that, for reasons below, become a ground training event. This substitution can occur within 48 hours of the event without incurring any penalty.

1. Weather
2. Maintenance
3. Inadequate rest/Medical issue affecting flight training but not ground training
4. No airplane available
### Permission required for Part 61 training

- See Chief of Assistant Chief

<table>
<thead>
<tr>
<th>Part 61 Details</th>
</tr>
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<tbody>
<tr>
<td><strong>§ 61.307</strong> Aeronautical experience.</td>
</tr>
</tbody>
</table>
| (1) For an airplane:  
  - A person who applies for a private pilot certificate with an airplane rating and single-engine rating must have at least 10 hours of flight time.  
  - A person who applies for an airline transport pilot certificate with a single-engine rating must have at least 250 hours of flight time.  
  - A person who applies for a commercial pilot certificate with a single-engine rating must have at least 200 hours of flight time.  |

- **Note:**  
  - 3 hours of cross-country flight training in a single-engine airplane.  
  - 5 hours of night flight training in a single-engine airplane that includes at least:  
    - One cross-country flight of over 700 nautical miles total distance, and  
    - 10 takeoffs and 10 landings in a full stop with one landing involving a flight in the traffic pattern at an airport.  

- **Data:**  
  - 3 hours of flight training in an airplane under instrument flight rules (IFR) to prepare the applicant for the practical test.  
  - 15 hours of solo flight training in a single-engine airplane, including at least:  
    - 10 hours of solo flight training in an airplane under IFR,  
    - 5 hours of solo cross-country flight training.  

- **Test:**  
  - The practical test for a private pilot certificate must be completed within 30 calendar days from the date of the knowledge test.
OSU Flight Center
Maneuvers Sequence Manual
Cessna Model
152 | 172 | 182RG

Maneuvers Sequence Checklist
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
- Credit for previous training may have R-A TP implications
- Time does not apply to Course Aggregate totals
- See Me After Meeting!
Flight Review Process
• 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
Talon ETA App Code

ACCOUNT INFO

0400684308

User Name

Password

LOGIN
Questions?