North Coast Flight School Inc.

Safety Procedures and Practices Manual

14 CFR 141.93(a)(3)

Revision 5 02/28/2020

Safety Procedures Manual

Log of Effective Pages

Page	Date	Rev.	Page	Date	Rev.
1	02/28/2020	5	17	01/14/2019	4
2	02/28/2020	5	18	01/14/2019	4
3	02/28/2020	5	19	01/14/2019	4
4	01/14/2019	4	20	01/14/2019	4
5	01/14/2019	4	21	01/14/2019	4
6	02/28/2020	5	22	01/14/2019	4
7	01/14/2019	4	23	02/28/2020	5
8	01/14/2019	4	24	01/14/2019	4
9	01/14/2019	4			
10	01/14/2019	4			
11	02/28/2020	5			
12	02/28/2020	5			
13	02/28/2020	5			
14	02/28/2020	5			
15	02/28/2020	5			
16	01/14/2019	4			

I have reviewed the contents of this manual.

Date Accepted:
REV Control Date:
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Table of Contents

Applicability:

Welcome to North Coast Flight School (NCFS)! We hope you will find your training and experiences in this program to be exciting and motivating as you prepare for a career in aviation!

Our goal at North Coast Flight School is to provide every student with thorough and professional flight training.

This manual gives both the student and the instructor some policies and procedures of North Coast Flight School. Following these policies and procedures will help make your training efficient, and safe.

The regulations of this manual apply to all pilots and students who are enrolled in a part 141 course of training at North Coast Flight School.

This Safety Procedures and Practices Manual meets the requirements of 14 CFR 141.93(a)(3).

All pilots are expected to comply with more restrictive or limiting regulations found in the Federal Aviation Regulations, or any State or Local regulations, in addition to the regulations of this manual.

This manual is effective immediately. These regulations are subject to revisions and changes which can be made at any time. Any questions or comments regarding this manual, or requests for exemptions or changes, should be directed to the Chief Instructor.

Definitions:

ADVANCED STUDENT: A student who already has a Private Pilot certificate is considered an advanced student.

CROSS-COUNTRY: For the purpose of meeting aeronautical experience requirements, cross-country flight is a flight that includes a point of landing (touch-and-go, stop-and-go, or full stop landing) at another airport that is at least a straight-line distance of more than 50 nautical miles from the departure airport. (low-approach only, or go-around **does not qualify** as a landing)

DUAL: Flight instruction given to a student by an FAA Certificated Flight Instructor.

EVALUATION:

1 = Excellent. Student demonstrates knowledge, risk management, and skills at least equal to the instructor.

2 = Above Average. Student demonstrates knowledge, risk management, and skills approaching that of the instructor.

3 = Average. Student demonstrates knowledge, risk management, and skills exceeding the minimum acceptable standards.

4 = Below Average. Student demonstrates knowledge, risk management, and skills marginally equal to the minimum acceptable standards.

5 = Below Acceptable Standards. Student demonstrates knowledge, risk management, and skills which do not equal the minimum acceptable standards.

FLIGHT TRAINING: Training and aeronautical experience used to meet requirements for a certificate or rating.

FLIGHT INSTRUCTOR: An approved North Coast Flight School Flight Instructor.

INSTRUMENT: Flight instruction in which a student pilots the airplane solely by reference to instruments in actual or simulated conditions.

LOCAL: Dual, pilot-in-command, or solo flight conducted within 25 nautical miles of ERI Airport.

NIGHT: Dual, pilot-in-command, or solo flight conducted between the end of evening civil twilight and the beginning of morning civil twilight.

OBSERVER: A person watching the wings and the tail of the airplane to verify clearance from everything as the airplane is being pulled or pushed.

PRIMARY STUDENT: Any student that is working toward a Private Pilot certificate.

RAMP: Any non-movement area on which flight school aircraft are parked or operated.

RENTER: Anyone flying North Coast Flight School aircraft.

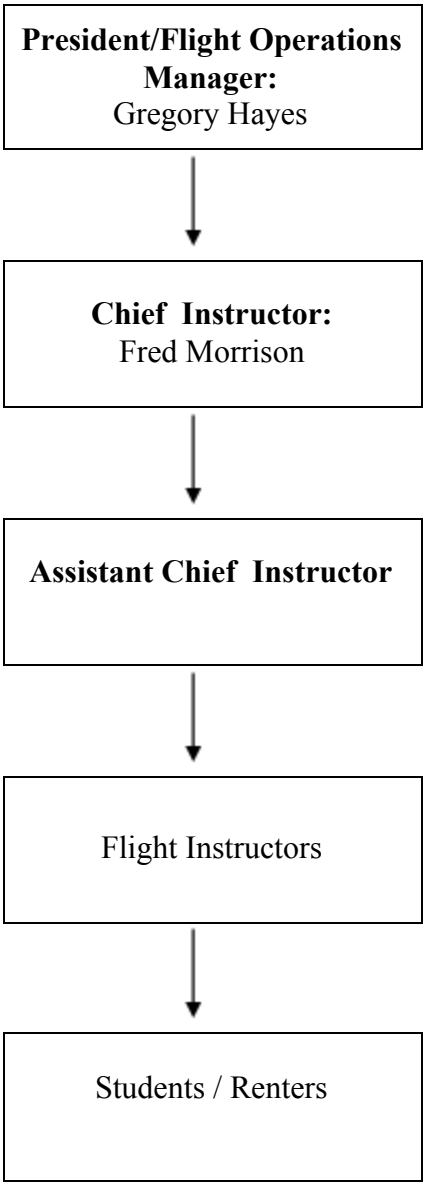
R.O.N. OPERATIONS: Remain Over Night operations are conducted when an unplanned overnight stop is required at an airport away from home.

SOLO: Flight in which a student pilot is the sole occupant of the airplane. Any flight conducted without an instructor on board.

STAGE CHECK: Ground and flight lesson in which a student demonstrates to the check instructor or chief/assistant chief instructor the aeronautical knowledge, risk management, operational procedures, and flight maneuvers, as required by the objectives of that stage. These flights should be logged as dual and are to be included in the total time.

STUDENT: Any person actively taking flight instruction at North Coast Flight School.

Chain of Command:



Section 1 Enrollment

1.1 Certificate of Enrollment

Each student will be provided with a certificate of enrollment containing the name of the course and the date of enrollment.

1.2 Flight Training Curriculum

North Coast Flight School uses the Jeppesen Syllabi for organization of the flight training curriculum of each course. These syllabi are used to provide the student with an outlook on the

upcoming flight and ground lessons and assure that all requirements for the issuance of the certificates or ratings will be met.

1.3 Lesson Preparation

1.3.1 Prior to a flight lesson your instructor may assign material for you to study. In order to benefit from each lesson, be sure to arrive prepared and have the assigned material read.

1.3.2 During a pre-flight briefing, your flight instructor will discuss the objectives of the lesson.

1.3.3 At the completion of the flight the instructor and student must conduct a post-flight briefing to review the flight. Any questions about the flight should be asked at this time.

1.4 Student Progress

The Chief Instructor monitors all student progress. Each course has stage checks that are administered by either the Chief Instructor, Assistant Chief Instructor, or a Check Instructor. Successful completion of these checks is required to proceed to the next level of flight training.

1.5 Course Completion

1.5.1 Each student and instructor should pace themselves during the progress of a flight course so that they complete the Private Pilot certificate by the end of the first semester and Commercial Pilot certificate with an Instrument Rating by the end of the second year. Accomplishing these goals may require additional flying beyond the regular scheduled lessons.

1.5.2 After successfully passing the final stage check and meeting all course completion standards, your instructor will sign off your folder and log book. Prior to scheduling the practical examination with an approved examiner, the Chief Instructor will review your paperwork.

1.6 Medical Certificate

Students must obtain at least a second class medical certificate within two weeks of beginning the private pilot course. This can be obtained from an FAA appointed Aviation Medical Examiner (AME).

1.7 Student Pilot Certificate

Students must apply for a student pilot certificate within the first week of beginning the private pilot course. Your instructor will help you with the online application at https://iacra.faa.gov

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Section 2 Operating Rules

2.1 General

2.1.1 Students are not permitted behind the dispatch desk in the main office.

2.1.2 The flight planning area is primarily a classroom. Be respectful of classes and other instructional activities being conducted there. Try to minimize thru-traffic in the classroom.

2.1.3 General requirements for ground school

a. Students must report to class and be seated by the beginning of class.
b. Required materials must be brought to the class (Books, E6B, Charts, etc.).
c. Phones must be turned off. If a call is expected, the teacher should be notified. Class disturbances will result in the phone being seized for the duration of the class or the student being removed and marked UNEXCUSED.
d. A 10 minute break will be given every hour. Students are **not** excused to leave the school property without permission.
e. Snacks and drinks are allowed in class at the instructor's discretion. The area must be kept clean.

2.1.4 General requirements for flight training

a. Students must arrive fifteen (15) minutes prior to scheduled block time.
b. Phones should be placed on "airplane mode" during flight lessons.
c. Except for bottled water, students are not allowed to eat or drink in school aircraft.

2.1.5 Students must have the following in their possession during all flights:

a. Pilot Operating Handbook for the aircraft to be flown
b. Current medical or BasicMed certificate
c. Logbook
d. Certificates or licenses as appropriate
e. Appropriate and current navigation and supplemental publications
f. Headsets
g. Required performance and weight & balance data
h. E-6B and plotter or electronic computer
i. Notepad and Pencil (or Pen)

2.1.6 All flights should monitor "fingers (123.45)" during flight training, except:

a. As needed to comply with flight training conditions
b. If one radio is inoperable.

Section 3 Scheduling

3.1 Students are required to use Flight Schedule Pro (FSP). Dispatch will assist with account setup and training. Call dispatch if there is a problem using FSP.

3.2 All NCFS students will be scheduled in the following manner:

a. Students will be scheduled for a minimum of 3 lessons each week.
b. Students will be scheduled based on certificate seniority on a first come/first serve basis.

3.3 Students will not be scheduled for any flight training unless all registration requirements have been met and the student's account has a positive balance.

3.4 University students are urged to participate in flight training during the summer months.

3.5 Report time for all flight lessons is at least **15 minutes** prior to flight. Any student reporting 10 minutes past scheduled flight time will be considered a no-show.

3.6 Students must cancel any lesson they cannot make **at least 2 hours prior** to the time the lesson is scheduled.

Section 4 Weather Limitations

4.1 No aircraft shall be dispatched for **VFR flight** unless the following weather conditions are maintained:

Dual

	Day	Night
Local	1,500ft AGL/ 3sm	2,500ft AGL/ 5sm
Pattern	1,500ft AGL/ 3sm	1,500ft AGL/ 3sm
X/C	2,500ft AGL/ 5sm	3,000ft AGL/ 5sm

Solo

	Day	Night (not authorized for primary students)
Local	2,000ft AGL/ 5sm.	2,500 AGL/5sm
Pattern	1,500ft AGL/ 3sm.	1,500 AGL/3sm
X/C	4,500ft AGL/ 6sm.	5,000 AGL/>6sm

4.2 No aircraft shall be dispatched for **IFR flight** unless the following weather conditions are maintained:

- The TAF for KERI within +/- 1 hour of the return ETA must be at least 100' above minimums for the expected approach procedure at Erie.
- Flight into known or forecasted icing conditions is prohibited.

4.3 Primary student solo flights are restricted to a maximum of 15 knots headwind and 10 knots of crosswind. A student may not fly solo with a gust factor greater than 5 knots. Maximum headwinds and crosswinds for dual flights are at the instructor's discretion.

4.4 Obtaining Weather Information

4.4.1 Each pilot must obtain weather information prior to each flight. This includes flights in the traffic pattern, practice area, and dual instructional flights.

Section 5 Dispatching Aircraft

5.1.1 Renters will receive keys and the dispatch binder from dispatch prior to every flight. All keys and dispatch binders must be returned to dispatch at the end of each flight. At no time should a student take an aircraft that is not dispatched to them.

5.1.2 Prior to the aircraft being dispatched for solo flight, a student's instructor must review the flight planning and consent to the flight.

5.1.3 Flight training aircraft will only be dispatched through the flight schedule system (FlightSchedulePro.com). Only North Coast Flight School Instructors shall conduct the flight instruction.

5.1.4 Dispatching Priority

a. Check rides
b. Stage checks
c. Dual instruction
d. Solo lessons
e. Other renters

5.1.5 All aircraft dispatched for solo training of primary students must be back on the ground at KERI by official sunset. Advanced students can be dispatched for night flight provided the following conditions are met:

a. Student is night current per Section 7.3.
b. A dispatcher/instructor will be on duty to receive the keys and dispatch binder upon return, or receive approval from the flight instructor to leave the keys and dispatch binder in the desk in the office.

Section 6 Ground Operations

6.1 - General

6.1.1 Non-powered ground handling of the aircraft is usually done by FBO line service personnel. However, if flight school students or instructors need to move an aircraft, an observer must be present. Never attempt to move an aircraft alone unless authorized by an instructor.

6.1.2 Prior to aircraft start-up, make sure that the control wheel lock, chocks, and tow bar have all been removed and properly stowed inside the aircraft or removed from the ramp.

6.1.3 Prior to starting the engine and for engine starting, all pilots shall refer to the checklist included in the airplane.

6.1.4 At no time while the aircraft engine is running should anyone enter or exit the aircraft. Exceptions to this rule are:

- An instructor exiting an aircraft for student solo.
- An instructor assisting in the startup of an aircraft.
- A mechanic entering or exiting for troubleshooting purposes.

6.1.5 No occupants shall be inside the aircraft during refueling operations.

6.1.6 It is usually better to walk behind a parked aircraft that has the engine running rather than in front of it. In any case, always exercise caution and try not to interrupt the pilot's operations.

6.2 – Pre-flight Procedures

6.2.1 Each pilot in command shall, before beginning a flight, become familiar with all available information concerning that flight. This information must include:

a. For a flight under IFR or a flight not in the vicinity of an airport, weather reports and forecasts, fuel requirements, alternatives available if the planned flight cannot be completed, and any known traffic delays of which the pilot in command has been advised by ATC. Check for TFR's.
b. For any flight, runways lengths at airports of intended use, and following takeoff and landing information.

6.2.2 Verify that the appropriate documents (airworthiness certificate, registration, pilot operating handbook (POH), and weight and balance data) are on board as well as the pilot's personal documents.

6.2.3 Before departure, the aircraft's oil must be at POH-specified levels.

6.2.4 Prior to any flight, instructors and students must verify the status of the aircraft inspections, GPS/navigation database updates, VOR checks, Airworthiness Directives, life limited parts, and Instructions for Continued Airworthiness. No aircraft may be flown for training beyond the exact limit of the 100 hour inspection.

6.2.5 Each pilot is responsible for a thorough pre-flight inspection including, but not limited to aircraft airworthiness, determination of the proper loading of the aircraft, take-off & landing distances, and fuel requirements for each flight.

6.3 – Starting Procedures

- Before starting engine, turn beacon light on
- Starting procedures should be accomplished using the appropriate aircraft checklist
- Pre-solo students must have an instructor on board before starting the engine
- Hand propping is prohibited

6.4 – Taxiing Procedures

6.4.1 No person shall taxi an aircraft until they are sure that there is no danger of collision with any persons or objects.

6.4.2 All aircraft shall be taxied at a safe and reasonable speed (15 knots. max).

6.4.3 Aircraft awaiting take-off shall remain well clear of the hold-short line.

6.4.4 All aircraft shall be taxied in the center of the taxiways.

6.4.5 Taxiing on unimproved surfaces is prohibited without permission from your flight instructor.

6.5 Takeoff Procedures

6.5.1 Prior to entering the runway, a takeoff brief is required. The takeoff brief will include the following: applicable V speeds, engine failure during takeoff run, engine failure after takeoff with and without runway available for landing again, off airport landing considerations, and altitude required before attempting a return to the airport.

6.6 Post-Flight Procedures

6.6.1 After each flight the aircraft must be properly secured. A properly secured aircraft will have the following items completed:

a. Nose wheel chocked
b. Flight controls secured with gust lock or seat belt
c. Aircraft times recorded in flight log
d. Closed and latched doors, windows, and baggage doors on the aircraft
   (note – during warm, dry weather, the doors and/or windows may remain open at the instructor's discretion)
e. Master switch is off.

Additional items for last flight of the day

a. All doors, windows, and baggage doors must be securely closed
b. Tie down the aircraft or call line service to have aircraft moved into a hanger

6.6.2 Complete logbook entries and the training folder.

6.7 Aircraft Discrepancies

6.7.1 Students and Flight Instructors shall record any aircraft discrepancy. If an aircraft discrepancy, inoperative instrument or equipment, or mechanical irregularity is discovered, whether it is during preflight, inflight, or post-flight, the aircraft operator shall cause a discrepancy "write-up" to occur in the aircraft maintenance record and presented to Flight Operations. The discrepancy entry will include:

a. An accurate description of the discrepancy
b. The location or leg where the discrepancy occurred
c. The name, signature, certificate number and kind of certificated held by the PIC.
d. The date

6.7.2 Flight Operations shall display the aircraft as out of service and coordinate the appropriate maintenance action. Flight operations will then arrange for the appropriate maintenance action to be performed prior to future dispatch. Before the aircraft is flown again, including post maintenance return to service flights, the discrepancy shall be corrected, or deferred IAW 14 CFR Part 91.213d, and properly documented in the aircraft maintenance record. As per 14 CFR Part 43.9, proper documentation of corrective action will include:

a. A description of the work, performed or a reference to the data used to perform the work.
b. The date the corrective action was completed and aircraft total time in service

c. The name of the person performing the work if other than the person approving the work and return to service of the aircraft.
d. The signature, type of certificate and certificate number of the person approving the work and return to service of the aircraft.

6.7.3 If maintenance is deferred IAW 14 CFR Part 91.213d, a duplicate discrepancy entry will be recorded in the aircraft dispatch/status binder for quick reference if needed. When the discrepancy is cleared and signed off in the aircraft maintenance record, the date of the corrective action will be recorded on the duplicated entry.

6.7.4 If an event occurs where the aircraft is grounded at an airport other than KERI, a North Coast Air maintenance professional, or other FAA approved maintenance professional, will be transported to the grounded aircraft if approved maintenance is not available at that airport.

6.8 Maintenance

6.8.1 North Coast Flight School, Inc aircraft will be maintained and inspected IAW the requirements for aircraft operated for hire under part 91 subpart E. All maintenance will be completed by North Coast Air maintenance personnel or other FAA approved maintenance facility.

6.8.2 Before an aircraft is flown after any maintenance or inspection is performed, including post maintenance return to service flights, the maintenance or inspection shall be properly documented in the aircraft maintenance record. As per 14 CFR Part 43.9 and 14 CFR Part 43.11, proper documentation of corrective action will include:

a. A description of the work, or type of inspection, performed or a reference to the data used to perform the work.
b. The date the corrective action, or inspection, was completed and aircraft total time in service
c. The name of the person performing the work if other than the person approving the work and return to service of the aircraft.
d. The signature, type of certificate and certificate number of the person approving the work and return to service of the aircraft.

6.8.3 As per 14 CFR Part 43.11, if the work was performed as part of an inspection, the documentation will also include:

a. If the aircraft is found to be airworthy and approved for return to service, a statement similar to “I certify that this aircraft has been inspected in accordance with (insert type) and was determined to be in airworthy condition.”
b. If the aircraft is not approved for return to service, a statement similar to “I certify that this aircraft has been inspected in accordance with (insert type) inspection and a list of discrepancies and unairworthy items dated (date) has been provided for the owner or operator.”

6.8.4 The President/CEO (Certificate Holder) is responsible for maintaining aircraft in an airworthy condition and that all required inspections, time limited items, Airworthiness Directives (ADs), and Instructions for Continued Airworthiness (ICAs) are complied with.

6.8.5 The Chief Instructor will monitor the airworthiness condition of the aircraft and ensure that no aircraft are flown if the required inspections, time limited items, ADs, and ICAs are out of compliance.

6.8.6 A status list of all flight school aircraft will be updated daily and posted in the lobby area displaying the dates or aircraft times that inspections are due. Additionally, a status sheet will be included in the status/key binder of each aircraft that lists when all inspections, time limited items, ADs, and ICAs are due. All pilots will review the status of the aircraft they're flying and ensure that no airworthiness requirements are exceeded.

Section 7 Flight Operations

7.1 General

7.1.1 Use the full length of the runway for regular, normal take-offs.

7.1.2 No formation flying is allowed.

7.1.3 Intentional spins must meet POH requirements.

7.1.4 Primary solo local flights must be instructor-supervised. Operating in the local area while instructor and student are monitoring an appropriate frequency is considered “supervised”.

7.1.5 All flights must land with a minimum of **45 minutes** of fuel reserve.

7.1.6 For fueling contact dispatch or North Coast Air at 814.836.9220 or frequency 122.95.

7.2 - Practice Area

7.2.1 The practice areas for local flights of North Coast Flight School are depicted on the following page.

7.2.2 The practice area extends from 500 feet above the surface or 1,000 feet above the highest obstruction within a congested area and up to 10,000 feet MSL. Unless receiving instrument instruction, pilots should avoid the instrument approach courses, center-lines of VOR airways, and the Erie Class D Airspace

7.2.3 **Keep your distance from all other aircraft at all times.**

7.2.4 All pilots are responsible for collision avoidance. The area must be clear of other aircraft prior to initiating any training maneuver.

7.2.5 Always monitor Buffalo Approach Control (121.00) when operating in the local area outside the traffic pattern.

7.3 - Night Flights

The following additional limitations shall apply to all night flights.

7.3.1 Aircraft must be equipped with an operative landing light, navigation lights, rotating beacon and/or wing tip strobe lights.

7.3.2 No primary student will be endorsed for night solo.

7.3.2 Any advanced student wishing to do a solo night flight must have logged 3 take-offs and landings to a full stop within the preceding 90 days.

7.3.3 Students who have not logged the appropriate night landings within the preceding 90 days will be required to receive a night checkout by a NCFS instructor prior to solo night flights.

7.4 - Solo Flight Lessons

7.4.1 An instructor may verbally approve a local solo training flight providing that student's solo endorsement is current and all limitations are met.

7.4.2 Except for unexpected weather, or aircraft emergencies, primary solo students may only make landings at KERI unless otherwise endorsed.

7.4.3 Simulated emergency operations for primary students may be practiced only with an instructor onboard the airplane.

7.4.4 If an emergency landing occurs, the pilot must notify dispatch (814.434.0875) or his instructor immediately. **Make no attempt to fly the aircraft**.

7.4.5 All students must carry their student or pilot certificate, current medical and logbook while flying solo.

7.4.6 North Coast Flight School Students are not allowed to carry passengers on any solo flight. Passenger-carrying on training flights will be at the discretion of the instructor.

7.4.7 Students must operate their aircraft at least 1,500 feet AGL, except for take-off, landing and emergency landing practice, or in maneuvers which are required by the ACS to be performed at a lower altitude.

7.4.8 No primary student will be endorsed for night solo.

Section 8- Safety

8.1 Collision Avoidance

8.1.1 Towered Airports: When flying in the traffic pattern of a controlled airport, follow the instructions of the control tower. A pilot must monitor ATC communications for potential traffic conflicts, especially on active runways and/or final approach.

8.1.2 Position lights and the landing light are required to be used on ground and in flight during times of reduced visibility, and/or from sunset to sunrise. Maintain surveillance of other aircraft on ground and in flight. Do not assume that air traffic control will always provide separation. In visual flight conditions, it is the pilot's responsibility to maintain visual separation.

8.1.3 If it is impossible to follow the instructions, if the instructions would compromise safety, or if there is an emergency situation, inform the controller as soon as possible and advise of intentions. Do not make any maneuvers, such as a 360-degree turn, without the permission of the controller. If it is necessary to make such turns or use a non-standard pattern, advise the controller of your intentions.

8.1.4 In the event of radio failure after communication has been established with ATC, squawk 7600, circle the control tower 500 feet above pattern altitude, and comply with light gun signals.

8.2 General

8.2.1 Prior to starting any flight maneuver, make certain there is sufficient altitude and perform clearing turns.

8.2.2 Since an aircraft is most difficult to spot when flying straight and level, occasionally make turns to clear the practice area. This is especially important during slow flight when the airplane is in a nose-high attitude.

8.2.3 During climbs and descents it is wise to do alternating shallow clearing turns. This serves three purposes; it provides an opportunity to cover blind areas makes you more visible to other aircraft and allows you to practice aircraft coordination.

8.3 Minimum Altitude Limitations

a. Recovery from stalls must be completed at least 1,500 feet AGL.
b. Ground reference maneuvers should be completed at least 600 AGL.
c. Commercial maneuvers must be completed at least 1,500 AGL except as required by the ACS.
d. Simulated engine-out maneuvers should descend no lower than 500 feet AGL unless you are in position to make a landing on a runway.

Section 9 Cross-Country Flights

9.1 General

9.1.1 All students scheduled for cross-country flights should arrive at the school at least thirty minutes prior to their scheduled flight. This time should be used for updating weather, and completion and approval of all planning.

9.1.3 All students are required to discuss their cross-country flight planning with their CFI. The planning must include:

a. Intended route
b. Planned departure and arrival times for each leg
c. Fuel consumption for each leg
d. Checkpoints and distances
e. Cloud coverage at departure and destination points
f. Winds aloft and surface winds at planned airports
g. Weather forecast enroute for each leg

9.1.4 Students shall not fly close enough to one another on cross-country training flights to see each other.

9.1.5 All solo flights shall depart on a cross-country flights with full fuel tanks.

9.1.6 All aircraft must return to KERI with at least **45 minutes** of fuel remaining. All landings at cross-country airports must be with at least **45 minutes** of fuel remaining.

9.1.7 Cross-country training flights may be planned only to approved airports. See the list in this manual.

9.1.8 If it is necessary to remain overnight, the following procedures must be followed:

a. Secure the aircraft, preferably in a hangar during winter conditions.
b. Call dispatch at 814.434.0875 or your instructor immediately.
c. Any expense, meals, motel, transportation, etc. will be the responsibility of the student
d. Prior to re-dispatch, the student must call dispatch and obtain approval for take-off from the Chief Instructor or their instructor

9.1.9 Solo cross-countries may not be taken to a student's hometown.

9.1.10 Fuel purchased at other airports will be credited towards your flight account, provided a printed receipt is submitted upon return from the cross-country flight.

9.2 APPROVED AIRPORTS

(With distance in nautical miles from KERI)

9.2.1 Landings at airports not listed are subjected to chief flight instructor's approval. No turf or unimproved runways are approved unless accompanied by an instructor.

9.2.2 Airports listed are approved for private, instrument and commercial student operations.

Pennsylvania

Erie (ERI)
Meadville (GKJ) 27
Corry (8G2) 26
Franklin (FKL) 44
Grove City (29D) 55
Butler (BTP) 78
New Castle (UCP) 64
Beaver (BVI) 78
Allegheny Co. (AGC) 104
Titusville (6G1) 34
Bradford (BFD) 70
Greenville (4G1) 39
Clarion (AXQ) 61
Dubois (DUJ) 79
University Pk (UNV) 128
Altoona (AOO) 136
Clearfield (FIG) 100
Ebensburg (9G8) 116
Indiana County (IDI) 99
Johnstown (JST) 122
Punxsutawney (N35) 87
St. Marys (OYM) 85
Washington Co (AFJ) 116
Zelionople (PJC) 76

New York

Akron (9G3) 94
Buffalo Lanc (BQR) 86
Buffalo Niagara (BUF) 82
Hamburg (4G2) 67
Canandaigua (D38) 136
Olean (OLE) 81
Dart (D79) 33 **T**
Dunkirk (DKK) 47
Jamestown (JHW) 41
Pratts Eastern (D88) 22 **T**
Corning Painted (7N1) 136
Corning (ELM) 146
Dansville (DSV) 113
Genesee (GVQ) 105
Rochester (ROC) 127
Hornell (HTF) 112
Ledgedale (7G0) 120
Niagara Falls (IAG) 82
Leroy (5G0) 113
Pen Yan (PEO) 142
Perry Warsaw (01G) 102
Wellsville (ELZ) 97
Williamson (SDC) 152

West Virginia

Morgantown (MGW) 146
Fairmont (4G7) 157
North Central (CKB) 166
Yeager (CRW) 231
Ferguson (HTS) 247
Beckley (BKW) 261
Greenbrier (LWB) 253

Virginia

Lynchburg (LYH) 288
Richmond (RIC) 304

Ohio

Ashtabula (HZY) 29
Akron Canton (CAK) 89
Akron Fulton (AKR) 84
Ashland County (3G4) 116
Burke Lakefront (BKL) 74
Braceville (41N) 62
Clermont County (I69) 256
Cuyahoga County (CGF) 65
Downing (I40) 130
Geauga County (7G8) 54
Germack (7D9) 36
Holmes County (10G) 122
Harrison County (8G6) 116
Landsdowne (04G) 60
Lorain (LPR) 99
Medina (1G5) 90
New Philadelphia (PHD) 111
Portage County (POV) 70
Put In Bay (3W2) 121
Salem (38D) 74
Wadsworth (3G3) 95
Wayne County (BJJ) 105
Will. Lost Nations (LNN) 58
Youngstown (YNG) 53

T = turf only – permitted only with a CFI on board.

Section 10 Winter Operations

10.1.1 Contaminated aircraft will not be dispatched until all visible ice, snow, or frost has been removed from the aircraft.

10.1.2 Checklists, credit cards, school ID's, ice scrapers, etc. shall not be used to remove ice/frost from the aircraft windscreen or control surfaces.

10.1.3 Flight into known icing conditions is prohibited.

Section 11 Fuel Conservation and Mixture Leaning

11.1.1 Leaning of aircraft shall be accomplished only after having received proper instruction.

11.1.2 Refer to the Pilots Operating Handbook and/or your instructor for proper leaning procedures.

Section 12 Disciplinary Procedures

12.1 Penalties and Fines

12.1.1 Operating an aircraft in a careless or reckless manner will result in the denial of aircraft rental.

12.1.2 Any student found in violation of any regulation may receive the following, but not limited to:

- A verbal warning that will be recorded in the student's personal file
- A written warning
- A suspension from program as determined by the Chief Flight Instructor

12.1.3 Fines for breaking regulations may be assessed to the student.

12.1.4 Other

- Duplication costs of lost keys are responsibility of the student
- If the master switch is left on and the battery must be replaced, the cost of the battery and labor will be charged to the last registered student. Approximate cost is three hundred dollars

Section 13 Non-Instructional Aircraft Rental

13.1.1 Any flight time accumulated on non-training flights cannot be counted toward completion of North Coast Flight School courses.

13.1.2 Flight lessons will take priority over all non-instructional aircraft rentals. In the event that an aircraft is needed for a lesson, the non-instructional rental may be canceled.

13.1.3 Any request for extended (more than one day) rentals must be submitted at least one week prior to the first day scheduled and be approved by the Chief Instructor. A minimum charge of **4.0** hours per day of flight time is required for extended or overnight rentals.

13.1.4 Rental Requirements:

- A checkout in the aircraft from a NCFS instructor every 90 days unless the renter has flown NCFS aircraft recently, then the renter will have a checkout every 6 months
- Proof of current renter's insurance
- Meet all flight currency requirements to include a current medical and flight review

Section 14 Emergency Procedures

14.1 In an emergency, the following personnel should be contacted in the order listed below:

a. North Coast Flight School President 814.434.0875
b. Chief Instructor 850.776.9287
c. Your instructor (number provided by CFI)

14.2 Fire Precautions.

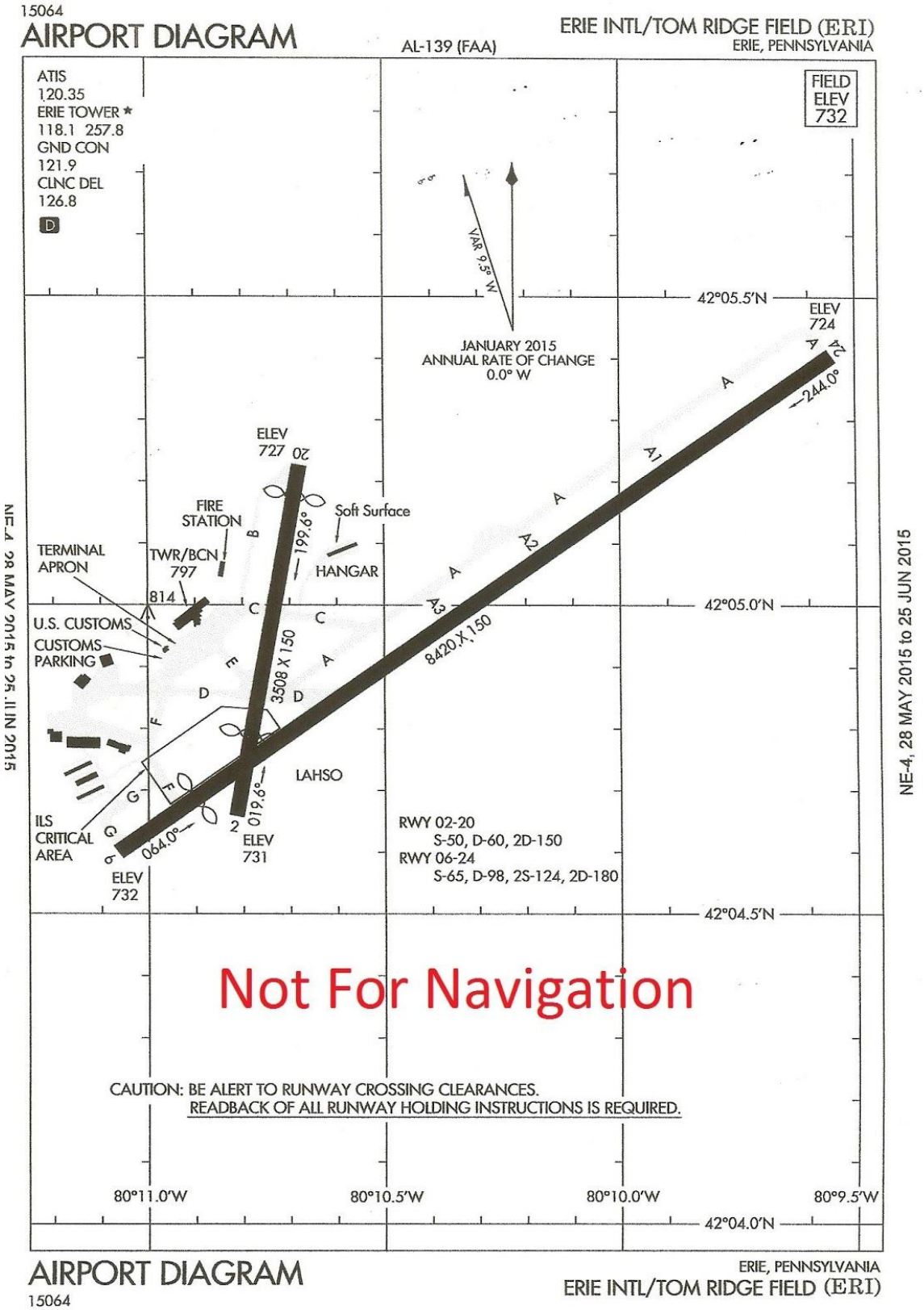
Aircraft Fire

Follow the procedures as described in the Aircraft Pilots Operating Handbook. A fire extinguisher is located in the aircraft. Emergency personnel should attempt to extinguish an aircraft fire.

Fire In the Flight School buildings

Proceed immediately to the nearest exit and meet in the main parking lot.

Appendix A


15064
AIRPORT DIAGRAM
ERIE INTL/TOM RIDGE FIELD (ERI)
ERIE, PENNSYLVANIA
AL-139 (FAA)
ATIS
120.35
ERIE TOWER *
118.1 257.8
GND CON
121.9
CLNC DEL
126.8
D
FIELD ELEV 732
VAR 9.5° W
JANUARY 2015
ANNUAL RATE OF CHANGE
0.0° W
42°05.5'N
ELEV 724
244.0°
ELEV 727
199.6°
Soft Surface
FIRE STATION
TERMINAL APRON
TWR/BCN 797
814
HANGAR
42°05.0'N
U.S. CUSTOMS
CUSTOMS PARKING
3508 X 150
8420 X 150
LAHSO
019.6°
064.0°
ILS CRITICAL AREA
ELEV 731
ELEV 732
RWY 02-20
S-50, D-60, 2D-150
RWY 06-24
S-65, D-98, 2S-124, 2D-180
42°04.5'N
Not For Navigation
CAUTION: BE ALERT TO RUNWAY CROSSING CLEARANCES.
READBACK OF ALL RUNWAY HOLDING INSTRUCTIONS IS REQUIRED.
80°11.0'W
80°10.5'W
80°10.0'W
80°9.5'W
42°04.0'N
AIRPORT DIAGRAM
15064
ERIE, PENNSYLVANIA
ERIE INTL/TOM RIDGE FIELD (ERI)
NE-4, 28 MAY 2015 to 25 JUN 2015
NE-4, 28 MAY 2015 to 25 JUN 2015