Operations Manual

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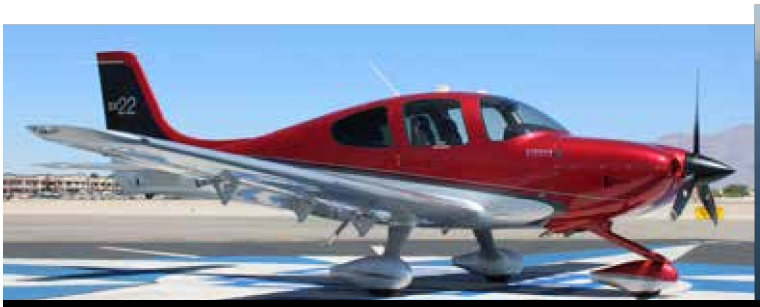


Section I- Overview

1.01 Introduction

Welcome to All In Aviation and the All In Aviation Operations Manual. This manual will be referenced as the AIAOM. All In Aviation will be referenced in this manual as AIA. It is the mission of AIA to train safe and conscientious pilots, offer a well-maintained aircraft fleet and provide exceptional customer service to pilots, students and potential customers.

This manual shall be used in conjunction with other manuals and publications, including:

a. Federal Aviation Regulations (14CFR)
b. Aeronautical Information Manual (AIM)
c. FAA Advisory Circulars
d. Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH)
e. Cirrus Interactive Flight Operations Manual (Cirrus iFOM)
f. Computer Based Training Aids
g. Cirrus Transition Syllabus

This manual provides the policies and procedures set forth to assure the safety of all company operations, applies to all AIA pilots, and compliance is mandatory. Instructors, pilots, students and renters are required to abide by all policies and procedures contained within this manual, and failure to abide by these policies and procedures can result in the loss of flight privileges.

In addition to the policies and procedures contained herein, all flight operations must be conducted in strict accordance with all applicable Federal Aviation Regulations, the approved applicable Aircraft Information Manual or Pilot's Operating Handbook (AFM/POH), the Cirrus Interactive Flight Operations Manual (iFOM), the approved AIA Pilot Course Outline, the Cirrus Transition Syllabus, and any other AIA broadcast NOTAM. This manual however carefully outlined and precisely adhered to, cannot replace the exercise of good judgment in case of emergency or when conditions dictate.

If a question arises regarding a certain company policy or procedure, the matter should immediately be brought to the attention of the Director of Flight Operations. Do not hesitate to contact the Director of Flight Operations at any time for clarification of any issue.

Any subsequent changes to this manual will be issued as an amendment with a description explaining the change in the form of an AIAOM with instructions as to placement within this manual.

Please feel free to offer comments or suggestions regarding this manual to the Director of Flight Operations either verbally or in writing.

1.02 Deviations

Requests to deviate from the policies and procedures contained within this manual must be made to the Director of Flight Operations and will be reviewed on an individual basis. Only the Director of Flight Operations or President is authorized to grant one-time deviations to the policies and procedures contained within this manual.

1.03 Errors

It is the responsibility of each manual holder to notify AIA of any errors or omissions found in this publication. Errors should be reported as soon as possible to AIA for immediate correction.

1.04 Company Information

Bases of Operation

Henderson Executive Airport
1456 Jet Stream Drive
Henderson, NV 89052

North Las Vegas Airport
2830 N Rancho Dr
Las Vegas, NV 89130

Telephone Numbers

702- ALL IN 22, 702-255-4622
602-826-6001- Director of Flight Operations

Mailing Addresses

All In Aviation HND
1456 Jet Stream Dr
Henderson, NV 89052

All In Aviation VGT
2830 N Rancho Dr, Ste B
Las Vegas, NV 89130

Website addresses www.allinaviation.com

Company President

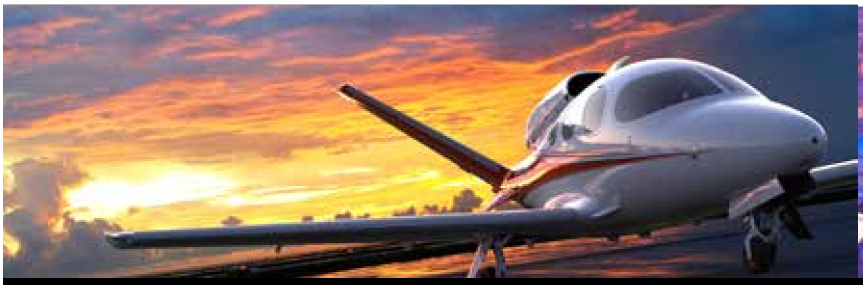
Paul Sallach
702-285-0604

Director of Flight Operations

Carl May
602-826-6001

Federal Aviation Administration

Las Vegas Flight Standards District Office
7181 Amigo St
Suite 180
Las Vegas, NV 89119
702-617-8500




Section 2 – All In Aviation's Aviation Safety Program

2.01 Scope

The scope of the AIA Aviation Safety Program applies to all instructors, pilots, students, employees and officers of All In Aviation.

2.02 Philosophy

Safety is of the utmost concern to All In Aviation. Safety is not coincidental and is a proactive choice made by the officers and management of AIA. Safety is everyone's responsibility at All In Aviation and no one is exempt from actively engaging in the Aviation Safety Program. The purpose and emphasis of this program is accident prevention and hazard identification which utilizes an active education program with the overall goal being the preservation and protection of life and property. AIA is committed to the concept of safety being an integral part of all flight training and rental operations. Adherence to carefully developed operational policy, procedures, and flight training curriculum is an essential part of the program.

2.03 Characteristics

The AIA Safety Program is characterized by the following elements:

- Preservation and protection of life and property.
- The AIA Safety program is supported at all levels and is implemented from the top down, from President to beginning pilot.
- The Director of Flight Operations, all AIA approved instructors, pilots and employees are responsible for the implementation and utilization of procedures that minimize operational risk.
- Safety education is included in each level of flight training to promote the awareness of issues impacting the safety of flight.
- The unrestricted flow of any information and reporting to and from the management of AIA that might affect the safety record of the organization.
- An effective emergency response plan that outlines protocol for communication during accidents and accident investigation.

2.04 Oversight

Oversight of the Aviation Safety Program is the responsibility of the AIA President as well as the head of the AIA Director of Flight Operations. The President has the final approval authority for all AIA safety initiatives and directives and has the responsibility to ensure all appropriate directives are issued.

2.05 Implementation

Implementation of the AIA Safety Program is the responsibility of all officers, instructors, pilots, students, and employees of AIA. AIA Instructors are a direct extension of safety oversight. Further, all AIA officers, Instructors, pilots, students and employees are responsible for the reporting of hazard identification and for accident incident prevention.

2.06 Aviation Safety Training and Meetings

All AIA Instructors will attend regularly scheduled monthly meetings and a safety emphasis time will be set aside to discuss issues affecting safety at AIA and to promote ideas in the interest of safety education, awareness and compliance. AIA Pilot Safety Meetings will be scheduled on a regular basis to promote safety within AIA and to discuss safety related incidents and alerts. In addition, presentations will be given on various topics which are safety related.

2.07 Self and Flight Evaluation

It is estimated that over two-thirds of all aviation accidents and incidents have their roots in human performance issues and errors. It is of paramount importance therefore, that all AIA instructors and pilots evaluate themselves prior to each and every flight to determine if the flight can be achieved without the safety of that flight being compromised. This evaluation should be done by incorporating the FAA P.A.V.E. checklist into each preflight.

- Pilot – Prior to conducting any operation, each pilot should assess his or her own personal physical and mental readiness utilizing the FAA's IMSAFE checklist.
- Aircraft – Assessing and ascertaining whether the aircraft is able to complete any given flight safely is the responsibility of each and every AIA pilot.
- Environment – The environment contains the assessment of weather, terrain, the airport, airspace, and nighttime for the flight. All AIA Instructors and Pilots must establish and operate within personal minimums particularly pertaining to weather. All Cirrus Pilots should utilize the Envelope of Safety with respect to personal minimums for wind, ceiling and visibility, and determine wherein the envelope the pilot should operate.
- External Pressures – External pressures are influences external to the flight that create a sense of pressure to complete a flight often at the expense of safety. Many pressures can influence a flight and all AIA Instructors and Pilots should manage the pressures and assess whether these pressures are creating an unacceptable risk for the flight.

2.08 Accident/Incident Investigation

All accidental damage to AIA aircraft and equipment; injury to pilots, passengers, or AIA staff resulting from aircraft operation, or damage to non-AIA property or injuries to members of the general public resulting from AIA operations shall be reported immediately to the AIA president or Director of Flight Operations. AIA will ensure that the FAA and NTSB are notified and will participate in the NTSB investigation.
The AIA president and Director of Flight Operations will be responsible for coordinating post-accident assistance to AIA personnel, family members and others.

Section 3- Administrative Policies and Procedures

3.01 Pilot Records

It is the responsibility of all pilots to maintain required documents regarding their airman and medical certification on file with AIA. Failure to supply AIA with current records can result in loss of flight privileges.

3.02 Pilot Certificates

Certificated pilots are responsible for ensuring their airman certificates and documents are up to date with AIA. Each pilot shall provide AIA with updated records any time a certificate is issued, re-issued, renewed or a new category or class rating is added.

3.03 Medical Certificates

Each pilot is responsible for maintaining a current medical certificate. Each pilot shall provide AIA with an updated medical certificate upon completion of his or her medical exam.

3.04 Flight Review

Following the completion of a required flight review, the pilot shall submit to AIA a copy of the logbook endorsement (or satisfactory legal equivalent) evidencing satisfactory completion of the review.

3.05 Cirrus Re-currency

Following the successful completion of a Cirrus re-current training event, pilots are requested to provide AIA with appropriate documentation regarding this event.

3.06 Pilot Information Changes

Each pilot should provide AIA with any updated contact information including changes of address, phone number and email address along with emergency contact information on Flight Schedule Pro (FSP).

3.07 Pilot Proficiencies

Initial Check-Out Procedures
**Pilots wishing to utilize AIA Cirrus SR2X aircraft must have completed the Cirrus Transition Training Syllabus as outlined in the Current Cirrus Flight Operations Manual. The hourly requirement to complete this transition varies based upon pilot experience and aptitude but does contain minimum flight time requirements. All AIA Approved Cirrus Instructors will utilize this syllabus and teach according to the general practices as outlined in the Cirrus iFOM. The Cirrus iFOM outlines several Basic, Advanced, and Differences training courses and each pilot must have completed the appropriate course for the Cirrus configuration to be flown. Pilots with previous Cirrus experience who wish to utilize AIA Cirrus aircraft must provide documentation showing satisfactory Cirrus Transition Training and provide a Cirrus Transition Training Completion Certificate. All pilots completing Cirrus Transition Training will receive a Transition Training Completion Certificate through Cirrus Approach.

3.08 Currency Requirements

The following currency requirements must be met by all participating AIA renters and pilots. In addition to maintaining recent flight experience as required by FAR§61.57 and accomplishing a flight review as prescribed in FAR§61.56, the following re-current guidelines must be met.

Yearly
Cirrus/ Cessna qualified pilots at AIA are required to undergo yearly re-current training. The pilot has twelve calendar months since the initial checkout date or last re-current event to complete this flight. This flight is conducted with an AIA instructor. Cirrus pilots follow the Cirrus Training Syllabus re-current guide, which includes ground and flight time. For private pilots without an instrument rating, this flight is conducted at the discretion of the flight instructor to include a flight review and meet the Re-current Guide requirements. For instrument rated pilots, the yearly re-current event will rotate between a flight review and then the following year, an Instrument Proficiency Check,

90-Day Recency
Cirrus qualified pilots who have not flown a Cirrus aircraft within the previous 90 days are required to undergo a proficiency flight with an AIA instructor. This flight is conducted at the discretion of the instructor and has no minimum required time. This flight is designed to aid Cirrus pilots in maintaining Cirrus proficiency.

3.09 Internet Scheduler

The internet scheduler or “Flight Schedule Pro” can be logged into at www.FlightSchedulePro. com. Each user will be required to have a username and password. The scheduler allows for the online scheduling of aircraft and instructors, the maintaining of pilot proficiencies, and the tracking of aircraft maintenance status. If scheduling an instructor within 24 hours of the desired time, please contact AIA or the instructor directly to confirm that instructor’s availability. Same day scheduling does not guarantee the instructor’s availability.

NOTE** All In Aviation reserves the right to change a renter’s reservation to a similar make and model type airplane than the one originally scheduled in order to accommodate multiple renters in the allowable time frames. This will only apply to aircraft of the same make, model and equipment.

3.10 Activity Lengths

Flights
In general, pilots are requested to only reserve the aircraft on the schedule for the desired flight time for any given flight. Pilots should allow time for preflight planning and are asked to not block the aircraft on the schedule if extensive pre-flight planning is anticipated. In such situations, please contact AIA for assistance.

Instruction
For all instructional operations, 3+ hour blocks should be scheduled with the instructor based upon the lesson requirements. For cross country instructional lessons, students should consult with the instructor for the appropriate amount of time to reserve the aircraft. Introductory flights only are scheduled for 2.0 hours.

3.11 Rental Minimums

Rental minimums for overnight stay in AIA aircraft are as follows:

One hour rental for each 12-hour period away from home base.

For all overnight reservations, a note will be placed on the schedule indicating the required number of hours for that reservation period. Pilots not meeting rental minimum will be billed the aircraft dry rate to make up the total required for the scheduled reservation.

[example: departing Friday at 1:00 p.m., and returning Sunday at 1:00 p.m. (48 hours) equals four hours rental minimum]

3.12 Charges

Rental Charges
Each person renting an aircraft at All In Aviation will be charged rental fees based upon the hourly Hobbs meter in the aircraft. Rental fees include the billable hourly rate, fuel charges, insurance fees, and applicable taxes. It is up to the pilot to determine if the Hobbs meter from the previous flight has been recorded accurately and if a discrepancy is found, please note the discrepancy and alert AIA immediately so the proper time can be billed. Payment is due upon completion of the flight. If the flight is being charged to the credit card kept on file with AIA, it will be charged with in 3 business days following the flight and a receipt will be e-mailed to the e-mail address on file.

Instructor Charges
All time spent with an instructor will be charged at that instructor's billable rate with a two-hour minimum per-scheduled event. Instruction 1-6 hours in length is billed at the hourly rate. Instruction 6-10 hours will be billed as a full day rate. Any instruction in excess of 10 hours is again billed at the hourly rate. All instructor incidentals (lodging, meals, transportation etc.) are also invoiced.

Cancellations and No-Shows
AIA requires at least 24 hours' notice of cancellation for any flight. Mitigating circumstances include weather, illness, emergencies, and medical problems. It is requested that renters notify AIA as soon as possible regarding cancellations. In the event that a renter is a no-show for an instructional flight and does not notify AIA regarding the cancellation, that person will be billed for 2 hour of instructor time at that instructor's billable rate and is subject to be billed for one half of the aircraft time.

Consumables
Consumables are based upon the current fuel rate and average fuel, oil, TKS and O2 burn for the type of aircraft flown. Consumables are billed based upon the hourly Hobbs meter installed in the aircraft.

Block Time Purchases
AIA offers discounts for block time purchases. The amount of discount can be obtained from a current rate sheet or on the AIA website. Only current AIA club members are eligible for discounted rates.

Fuel and TKS Reimbursement
For pilots who purchase fuel or TKS away from an AIA facility, a credit will be applied to their bill. Purchases are reimbursed at a rate not to exceed the rate paid by AIA at KHND. If you have a fuel receipt, please write your name and leave in the aircraft binder or email a copy to info@allinaviation.com upon completion of your flight.

Aircraft Care Charges
AIA pilots, students and renters are requested to return the interior of the rented aircraft in a clean condition. Failure to do so will warrant an "Aircraft Cleaning Charge" of $250 that will be applied to the invoice. This charge will appear for cleaning trash, debris, supplies, and episodes of airsickness or leaving the airplane in a generally unkempt condition including the failure to replace aircraft covers and sunshades.

Battery Switch
Leaving a master battery switch on in an airplane will drain the battery entirely. The process for re-charging a drained battery takes several hours and leads to potential flight cancellations. A pilot who leaves a battery switch on after their flight resulting in a drained battery will be charged the full maintenance fee of $100 to recharge the battery.

Careless Operation Damage
Any pilot who carelessly operates and causes damage to AIA equipment or to other property through use of AIA aircraft will be charged the cost of repair to that equipment or property.

Flat-Spotted/Popped Tires
Landing an aircraft while holding brake pressure, excessive braking or exiting a runway with excessive speed can damage and potentially destroy a tire. This is evidenced by flat areas on the tire where the tire tread has been flattened or tire chords are visible. This damage requires replacement of the tire. Any renter who has flat-spotted or popped a tire will be billed and charged for the price of a new aircraft tire, including labor costs. The renter may also be liable for damage to the wheel fairing. The hourly insurance fee/member insurance deposit does NOT cover tire damage.

3.13 Insurance and Deductible

Regardless of a student, pilot or renter's personal insurance situation, AIA requires that person to be covered by AIA's zero-deductible insurance policy. Club members can pay a one-time deposit of $250. Non-club members are required to pay an additional $5 per flight hour for the zero-deductible coverage policy. It is highly recommended that Pilots obtain their own renter's policy

Section 4- General Aircraft Operations Policies and Procedures

4.01 General Aircraft Operations

General Compliance
While operating Company aircraft, pilots shall comply with all applicable Federal Aviation Regulations, all regulations and ordinances of any airport to or from which the pilot operates, and all other Federal, State and Local laws affecting operation of the aircraft. A pilot shall immediately notify the Company of any violation or citation received in connection with the operation of a Company aircraft.

Noise Abatement
At all airports with established noise-abatement procedures, pilots shall comply with those procedures as required.

Sterile Cockpit Procedures
Pilots are requested to abide by sterile cockpit procedures. The sterile cockpit concept recognizes that flight operations other than routine cruise flight are intrinsically more hazardous and require the undivided and vigilant attention of all crewmembers. The Pilot in Command (PIC) is responsible to ensure that non-essential conversations, activities, and otherwise distracting actions do not occur during critical portions of flight. Critical portions of flight are taxi, takeoff, climb, descent, landing, and operations in high-density traffic areas or heavy ATC periods. It is the responsibility of the pilot to brief passengers on sterile cockpit procedures.

Wake Turbulence Avoidance
Pilots shall adhere to proper wake turbulence avoidance procedures as prescribed in the Aeronautical Information Manual. In a situation where the proper course of action cannot be ascertained, pilots shall elect to wait a period of time to ensure wake avoidance can be maintained.

Collision Avoidance
Pilots are requested to “see and avoid” and practice proper collision avoidance and visual scanning techniques when operating an aircraft. Good practice includes proper scanning techniques, radio attentiveness and briefing passengers on collision avoidance.

Intersection Takeoffs
Any pilot utilizing an intersection takeoff (excluding intersections at displaced thresholds) in AIA aircraft must know and have briefed the distance available for takeoff from that intersection. This information can be found in the Airport Facility Directory of from a tower controller. Student pilots are not permitted to utilize an intersection takeoff and must always use full available runway length for takeoff.

Lights
Aircraft lights are required to be on appropriate to the operation. Strobe lights are required during flight at all times. Landing lights are required to be on when operating within 10 miles of an airport below 3000 feet AGL and navigation lights are required to be on from the period of sunset to sunrise. Pilots may consider not using strobe lights and only using navigation lights and the landing light during ground operations at night to avoid distracting others.

Airport Requirements
Operations are not authorized to airports with less than 3000’ of paved runway surface available for takeoff and landing. In addition, if touch and go landings are to be practiced, a minimum runway length of 5000’ is required. Private airports that meet this requirement must provide permission for a pilot to operate AIA aircraft at that location. For pilots intending to land at airports with available distance less than 3000’, a “short field” signoff is required. Pilots shall become familiar with all available information concerning their intended airport of use. Except

in the event of an emergency, operations on grass/unimproved surface airports are not authorized unless written permission is received from the AIA President or Director of Flight Operations.

Base Servicing
When pilots require aircraft servicing including fuel, please call North Las Vegas Airport at 702-261-3803 or Henderson Airport at 702-261-4806 or inform AIA front desk personnel. All AIA aircraft use 100LL aviation gas and Phillips 20W50. Oil can be found in the aircraft storage compartment.

4.02 Aircraft Servicing

Fueling and Self Fueling
When operating away from an AIA base, pilots shall have facility line service fuel the aircraft or use self-service fueling stations. If self-fueling is required, pilots should familiarize themselves with proper and safe self-fueling procedures. Any aircraft, whether being fueled by a full service facility or by the pilot, should be grounded with a proper grounding cable. Fuel receipts must be turned in to AIA following the completion of the flight in order to receive fuel credit for purchased fuel.

Oil
Pilots are required to know the type and amount of oil required for the airplane that they are operating. All AIA aircraft use Phillips 20W50 oil. Oil requirements by Aircraft Type:

- Cirrus SR22T – 6 quarts
- Cirrus SR22 – 6 quarts
- Cirrus SR20 – 6 quarts

- Cessna 172 – 6 quarts

Pilots are encouraged to keep the oil between 6-7 quarts and to not overfill the oil as the tendency is for the engine to dump out any excessive oil. Cold engines give accurate oil level readings while a warm engine will read lower than actual levels and can lead to over filling.

4.03 Aircraft Checklists

Pilots are required to use AIA approved aircraft checklists at all times. AIA provides physical checklists for preflight, before start, engine starting & after start and are to remain in aircraft. Electronic checklists for all additional operations should be utilized as soon as able.

4.04 Manipulation of Controls/Operations from Left Seat

Only the pilot authorized to fly AIA aircraft may manipulate the controls while operating an aircraft. Pilots are required to fly the aircraft only from the left seat and may not allow passengers to pilot the aircraft.

4.05 Reckless Operation

Reckless operation of AIA aircraft will not be tolerated. This includes but is not limited to reckless abrupt control inputs and aerobatic flight. Any pilot who operates recklessly will immediately lose all flight privileges.

4.06 Cold Weather Operations

Operating in cold weather (less than 40 degrees F) presents its own unique challenges for pilots. Pilots are requested to adhere to the following procedures when operating in cold weather.

Engine Preheat
Pilots are requested to speak with AIA personnel on cold weather days to get assistance with preheating their aircraft.

De-icing
Accumulations of ice, snow and frost on flying surfaces have a dramatic effect on lifting ability. In accordance with FAA rules, AIA requires all aircraft to have a completely clean and uncontaminated wing prior to operation. De-icing fluid is available from AIA personnel who can assist with wing contamination removal. Pilots shall not remove wing contamination with any kind of scraping device as this will damage the paint.

Starting
Aircraft starting in cold weather should be conducted quickly and efficiently. Starting should commence immediately after the priming procedure to prevent fuel from condensing inside the cylinder. Starters should be operated on a 10 second duty cycle with 30 seconds of rest in between each cycle to ensure the starter does not overheat.

4.07 Preflight Duties and Responsibilities

Introduction
Prior to each flight, including local flights, the Pilot-In-Command is responsible for the completion of the following requirements, and will determine before departure that the flight can be conducted safely and in accordance with all applicable regulations and AIA policies and procedures.

Flight Schedule Pro Check-out
Prior to obtaining the aircraft binder, the aircraft will be checked out on Flight Schedule Pro. This process is required to ensure:

1- Pilot Proficiency – Flight Schedule Pro tracks pilot proficiencies as outlined by AIA currency requirements and aircraft dispatch will not be allowed by the scheduler if required proficiencies are not met.

2- Required scheduled aircraft maintenance Items – Flight Schedule Pro tracks required aircraft maintenance intervals and will not allow the dispatch of an aircraft if any required maintenance interval has been exceeded.

3- Aircraft Discrepancies – Flight Schedule Pro allows the pilot to see any resolved and unresolved maintenance discrepancies and will not allow the dispatch of an aircraft if any discrepancies have been reported that render the aircraft not flyable.

The aircraft binder will not be issued to a pilot without a successful dispatch on Flight Schedule Pro.

Fuel
a) Local Flights
Notwithstanding the FAA part 91 fuel requirements, all aircraft must have a minimum of one-half maximum allowable fuel on board.

b) Cross-Country Flights
All flights departing on cross-country flights outside of the boundaries of the practice area must carry the maximum allowable fuel on board the aircraft, considering weight and balance and performance.

c) IFR Flights
All flights departing under IFR must conform to the FAA minimums as outlined in Federal Aviation Regulations paragraph 91.167.

d) Student Solo Flights
All Student Pilots departing on Solo Flights and departing the airport area are required to have the maximum allowable fuel on board subject to that AIA solo flight requirements and limitations.

e) Minimum Fuel Requirements
Notwithstanding VFR Fuel Requirements listed in FAR 91.151 and IFR Fuel
Requirements listed in FAR91.167, Pilots shall determine that the aircraft has sufficient fuel to complete the flight and fly after that for 45 minutes at normal cruising speeds.

Weight and Balance
Prior to every flight, the pilot must determine that the aircraft is properly loaded and that no weight and balance limitations are exceeded.

Weather
The pilot is required to obtain weather reports and forecasts from an authorized source of weather information to determine that the flight may be completed safely, and to plan the flight so as to avoid potentially hazardous weather conditions. Pilots are encouraged to get a full weather briefing from the Flight

Service Station at 1-800-WX-BRIEF or online at aviationweather.gov or in-app from Garmin Pilot or Foreflight.

Notices to Airmen (NOTAMs)
The pilot shall become familiar with all Notices to Airman (NOTAMS) that may affect the flight.

Temporary Flight Restrictions (TFRs)
The pilot shall make special note to check the issuance of TFRs before flight. According to the FAA, the most current way to check for active or upcoming TFRs is to contact flight service at 1-800-WX-BRIEF. TFR's can also be seen by logging in to an online approved briefing source such as www.duat.com, www.duats.com or by checking the FAA's TFR map on their website at http://tfr.faa.gov/tfr_map_ims/html/index.html.

However, when using online sources, it is important to note that only Local Flight Service Stations have the most up to date TFR information.

Maintenance and Maintenance Discrepancies

b) Unresolved Maintenance Discrepancies
The Deferred Maintenance Items (DMI) or "Squawks" are noted via the discrepancy sheet in the aircraft binder and contains a list of maintenance discrepancies that have been previously reported to the Company concerning the aircraft but have not yet been corrected. Prior to each flight, the pilot shall carefully review the maintenance discrepancies to determine if the flight can be completed safely and in compliance with Federal Aviation Regulations.

The decision to accept and operate a Company aircraft rest solely with the Pilot-in-Command. In accordance with 14CFR91.213(d), any inoperative instrument or equipment:

a. Must not be part of the VFR-day type certification instruments or equipment required by the aircraft's certification.
b. Must not be indicated as required on the aircraft equipment list (see AFM).
c. Must not be required by FAR 91.205 for the specific kind of flight operation being conducted.
d. Must not be required to be operational by any airworthiness directive applicable to that aircraft.

Any inoperative item must be deactivated and placarded "Inoperative" in accordance with the provisions of 14CFR43.

Finally, a determination must be made by the Pilot-In-Command of the aircraft that the inoperative instrument or piece of equipment is not required and that its deactivation does not constitute a hazard to the aircraft for the remainder of the flight.

Aircraft Binder
Each aircraft is dispatched with an Aircraft Dispatch Binder along with the aircraft keys. These binders should be taken aboard the aircraft during the flight. Included within each binder are the aircraft keys, a time sheet denoting Hobbs and Flight/Tach times, a VOR log sheet, Logbook entry copies, Weight and Balance, Airworthiness certificate and copy of Registration.

Aircraft Documents
It is the responsibility of the pilot in command to determine that the required aircraft documents are on-board and accessible to aircraft crew and passengers.

Current Charts
Each pilot shall have in their possession current charts and publications for the area in which they will be flying.

Aircraft Preflight Inspection
It is the responsibility of each pilot to ensure that the aircraft flown is in an airworthy condition prior to any operation. Pilots must thoroughly preflight the aircraft prior to each operation utilizing the checklist as outlined in the Pilots Operating Handbook or an approved checklist authorized by AIA. If something is discovered during the preflight inspection that creates doubt as to the airworthiness of the aircraft, an AIA staff member should be notified immediately and the aircraft not be operated until the issue is resolved.

Instructor Note

Aircraft Damage
The Pilot in Command is responsible for their aircraft from the time the aircraft binder is issued until the aircraft is returned. **Any damage occurring to an aircraft must be reported immediately and any unreported damage discovered on any aircraft will become the responsibility of the last person to fly the aircraft**. It is imperative that a thorough preflight and post flight inspection be made before and following each flight and that if any damage is discovered it be reported to AIA staff immediately.

4.08 Ramp and Taxi Operations

General
The ramp is a potentially hazardous area that warrants extreme caution. A wide array of traffic including aircraft, vehicles, pilots, passengers, and personnel can be present, and care must be taken whenever operating within this area. When approaching an airplane, always remain clear of propellers and assume that they are going to turn unexpectedly at any moment.

Hand Signals
All pilots will familiarize themselves with the hand signals used by ramp personnel. These can be found in the Airman's Information Manual. Ref 4-3-25

Starting
Before starting an engine, the pilot must ensure that the propeller area is clear. The visual check must include the area in all directions to clear the propeller arc, as well as the prop blast area behind the aircraft. Pilots should always be mindful of which way the aircraft is facing during startup as the propeller blast from the startup and initial taxi will cause small rocks and dirt to be blown about. It is vital pilots ensure the area behind the aircraft is clear prior to starting and the pilot shall call "CLEAR" and then wait for any response prior to turning on the magneto switches and engaging the starter. If fueling operations are in effect at an adjacent aircraft, the pilot will wait until the fueling is completed before starting the engine.

a) Priming
If engine priming is required prior to start, the pilot shall follow the manufacturer's priming procedures and be ready to engage the starter immediately after the priming is complete.

b) Strobe Lights
The strobes or rotating beacon, as appropriate must be turned on prior to starting the engine in order to alert anyone nearby that an engine is about to start. For night starts, or starts in low visibility, the navigation lights should also be illuminated prior to start. Cirrus aircraft pilots must use the strobe lights except for at night if it is determined that the strobe lights might be a distraction for nearby personnel. Only the navigations lights need be used if this is the case and pilots are encouraged to use the landing light as well if deemed appropriate to alert nearby persons.

c) Ventilation
During warm weather operations or when additional ventilation is desired inside the aircraft, a common practice is to open the aircraft door(s) to provide for better cooling and ventilation of the cabin. To prevent damage to the doorstop mechanism caused by propeller blast or wind, pilots shall ensure that during engine starting and taxiing the aircraft doors are either securely shut or are manually held off the doorstop mechanism.

d) Hand-Propping
The hand propping of AIA Aircraft is expressly prohibited.

e) Special Note for Starting Operations
Pilots starting aircraft in ramp positions with aircraft facing hangars are asked to be mindful of hangar conditions behind their aircraft. If a hangar door is open behind the aircraft, the pilot is requested to pull the aircraft forward and direct the tail away from the hangar so as to avoid prop wash from being directed at the open hangar.

Movement and Non-Movement Areas
All pilots will become familiar with the terms movement and non-movement areas outlined in the AIM and understand both areas for any airport at which they are operating.

Clearances
Approval must be obtained prior to moving an aircraft onto the movement area during the hours a control tower is in operation. When ATC clears an aircraft to "taxi to" an assigned takeoff runway, the absence of holding instructions does not authorize the aircraft to cross any runway which the taxi route intersects. A clearance to cross each runway

as it is encountered must be received from ATC. To prevent runway incursions, pilots should query ATC whenever in doubt about any taxi instruction. Pilots are required to read back all hold short instructions.

Taxiing
As the aircraft moves out of the parking position, brakes on the pilot's side and the instructor's side (on dual flights) should be tested to ensure proper operation. The speed limit of a safe taxi operation always depends on the situation. In general, the taxi speed should be such that the pilot has safe, positive control at all times. Taxi speed on the ramps and in the vicinity of other aircraft should be no faster than a brisk walk. Particular care must be exercised when taxiing in close quarters to ensure adequate clearance between aircraft. All AIA aircraft will be taxied with the nose-wheel centered on the yellow taxiway centerline at all times unless necessary to avoid obstacles on or near the taxiway. Pilots should be aware that adherence to the centerline does not always guarantee obstacle/wingtip clearance. Constant vigilance, combined with slow forward speed, should be maintained when near other aircraft or obstacles. Pilots are strongly advised to minimize brake usage while taxiing. Proper taxi speed and planning not only improves safety, but also helps to extend the service life of brake components and tires. "Riding the brakes" in wheel pant equipped aircraft can cause the wheel pants to catch fire. Throttle control should be used to control speed, then braking action as required. At all times, 1500 RPM is the maximum allowed RPM for any operation other than engine run-up and takeoff.

a) Leaning for Taxi
All aircraft should be properly leaned for taxi operations according to the manufacturer's recommendations and as outlined within the aircraft checklist.

4.09 In-Flight Duties and Responsibilities

General
Pilots are encouraged to follow the simple aviation moniker "Aviate, navigate and communicate" in that order. In doing so, responsibilities arise in flight that must be tended to. Proper use of Single Pilot Resource Management and Aeronautical Decision Making will help result in the safe outcome for all flights.

Engine and Fuel Management
Fuel exhaustion and mismanagement continues to be a leading cause of accidents. It is critical that pilots frequently review fuel consumption during the flight to ensure an adequate supply of fuel is always available. In the Cirrus SR2X aircraft, the Perspective system is programmed to remind the pilot to switch tanks every 30 minutes and pilots are encouraged to comply with this message unless flight duties do not allow this to safely be accomplished.

The importance of proper engine operation cannot be over-emphasized. Cruise power settings should be set in accordance with the procedures outlined in the Pilot's Operating Handbook. During cruise flight, the engine should be leaned for Best Power/Rich of Peak or Best Economy/ Lean of Peak as outlined in the Pilot's Operating Handbook. Aircraft with cylinder head temperature gauges should be constantly monitored to avoid engine damage and pilots should become familiar with the operating range of the cylinder head temperature gauges.

4.10 Post Flight Duties and Responsibilities

General
Great care should be taken during the post flight procedure to ensure the airplane is properly secured, cleaned and free of any damage.

Parking
Parking spots for AIA aircraft exist in tight spaces. If any pilot is uncomfortable with the proximity of their aircraft to another aircraft or structure during parking, please stop and ask AIA personnel for assistance.

Tow Bars
Each aircraft has its own tow bar for push back into a parking spot. Tow bars are to be removed only for this purpose and are not to be left unattended attached to the nose wheel. Once the aircraft has been steered into its spot, secure the tow bar in the baggage compartment of the aircraft.

Tie Downs
All AIA aircraft shall be tied down using ropes at each parking spot. Care should be taken to secure the aircraft without over stressing it. Complicated knots are not required and help the next pilot efficiently preflight. If you need assistance tying down an aircraft, please ask AIA personnel.

Maintenance Discrepancies
If a maintenance discrepancy or “Squawk” is noted during a flight, the pilot shall, at the completion of the flight, login to the Flight Schedule Pro and click on “Report Discrepancy”. A detailed description of the discrepancy should be noted here, along with a selection for which aircraft the discrepancy occurred in. The pilot also has the option of selecting “Down the aircraft” for issues that are unsafe for flight.

Recording Hobbs and Tach Times
At the conclusion of each flight, the pilot shall record the Hobbs and Flight/Tach times in the aircraft binder.

Aircraft Cleaning
It is the responsibility of each pilot to ensure that the airplane interior has been cleaned and all items and trash removed at the conclusion of each flight.

Night Operations
Pilots shall take care when operating aircraft at night. Pilots must have in their possession an operable flashlight at all times when operating at night. Position lights must be turned on when operating between sunset and sunrise. Strobe lights must be operated while in flight. Taxi and landing lights may be used for taxi, takeoff and landing but use caution when operating around other aircraft so as not to blind other pilots. Pilots must taxi on open, approved and well light taxiways and runways only. When returning from a night flight, pilots should ensure all interior and exterior lights are turned off

Section 5- Flight Training Operations

5.01 Definitions and Terms

Throughout this chapter, the use of the term “” Student Pilot’ (capitalized, italic) shall refer only to students currently enrolled in AIA’s Private Pilot course and who hold a current Student Pilot certificate. All other references to “students” (lower-case, non- italicized) apply to students enrolled in any course of training. The tern “authorized instructor” refers to a certified flight instructor who works for All In Aviation as a flight instructor. An updated list of instructors can be found on the online scheduler.

5.02 Director of Flight Operations

All AIA training is overseen by the Director of Flight Operations. If a student’s assigned instructor is unable to provide a satisfactory answer or solution to a problem, the student should immediately call the situation to the attention of the Director of Flight Operations. The Director of Flight Operations is responsible for all facets of the training program and is available to assist students when needed.

5.03 Company Facility

AIA’s facility is located at the North Las Vegas Airport, KVGT, 2830 N Rancho Dr, Ste B, Las Vegas NV 89130 and Henderson Executive Airport, KHND, 1456 Jet Stream Drive, Henderson, NV 89052

5.04 AIA Aircraft

AIA instructors are authorized to provide training in AIA aircraft to students and Student Pilots. Student Pilots are permitted to solo AIA aircraft provided solo requirements are met. Only AIA authorized instructors may conduct flight training in AIA aircraft.

5.05 Owner Aircraft

AIA instructors are permitted to provide instruction in owner owned aircraft. The owner is required to provide proof of aircraft airworthiness before any training can take place and All In Aviation should be listed as an additional insured on the aircraft’s policy. No training will be conducted if the owner cannot prove adequate insurance coverage. The owner will be billed at the hourly instructional rate for owner aircraft.

5.06 Compliance with Aircraft Operating Procedures

All AIA aircraft will be operated in adherence to the procedures outlined in the aircraft operating handbook, and the Cirrus Flight Operations Manual. For all flight and training operations, pilots, students, Student Pilots, and instructors shall adhere to the limitations and procedures set forth in the aircraft POH and the Cirrus iFOM and the AIA Operations Manual.

5.07 Operating of AIA Aircraft for Hire

Except for flight training operations, AIA aircraft are not to be flown for hire under any circumstances. Any pilot, renter, student or Student Pilot who violates this rule will lose all flight privileges.

5.08 Practice Areas

AIA aircraft conducting training flights shall utilize local practice areas at the discretion of the instructor. These areas should be away from inbound and outbound airport traffic, over uncongested population areas, have suitable off-airport landing areas in case of emergencies and off local airport runway extended centerlines.

5.09 Solo Limitations and Requirements for Student Pilots

In addition to the FAA requirements for Student Pilot solo flight, AIA has outlined its own limitations for Student Pilot solo flight. Where a conflict exists between FAA and AIA limitations, the limitation will defer to the stricter of the two.

5.10 Dispatch Authority

The final authority as to the dispatch of a solo or dual training flight rests with the student's flight instructor, but shall always be in compliance with published Company guidelines and Federal Aviation Regulations.

5.11 Simulated Engine Failures

Engine failures in AIA aircraft will only be simulated by smoothly retarding the throttle. Practice aborted takeoffs to a touchdown are prohibited. Simulated engine failures are prohibited on Student Pilot solo flights. Engine failures in single-engine aircraft will not be simulated below 500 feet AGL. Simulated forced landings will recover at least 500 feet AGL unless the aircraft is in a position to land at an approved airport without interference to other traffic at the airport.

5.12 Student Pilot Radio Identification

Student Pilots, while operating an aircraft solo, are required by Company policy to identify themselves as Student Pilots on initial contact to an FAA facility. Example: "Henderson Tower, Cirrus 816 Lima Papa, ten miles northwest with Charlie, full stop, Student Pilot.' This requirement only applies to the initial call-up. Subsequent transmissions to the same facility need not include the student identification.

5.13 Courses

AIA offers courses leading to a variety of FAA certificates and ratings. All courses are operated under 14CFR Part 61 of the Federal Aviation Regulations. **Course Requirements**

a) Eligibility
Students should carefully review, with their instructor, the FAA eligibility requirements for the certificate or rating being sought in order to resolve any possible compliance issues prior to beginning a course. Course prerequisites and requirements for completion are contained in 14CFR61.

b) US Citizens
All students who are U.S. citizens should be prepared to present for verification a valid U.S passport or original birth certificate or other form of proof of citizenship before initiation of training.

The student's instructor, after verifying the validity of the student's proof of citizenship, shall make a copy of the document to be kept in the students training files. The instructor will also make the following endorsement in the student's logbook.

"I certify that [insert student's name] has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor's signature and CFI number.]"

c) Non-US Citizens
All non-U.S. Citizens shall comply with Transportation Security Administration's / Department of Homeland Security "Flight Training for Aliens and Other Designated Individuals Interim Rule," 49 CFR Part 1552. No flight or ground training will begin until TSA approval has been granted for training to begin. Applicants can find information and begin the approval process by going online at: http://www.flightschoolcandidates.gov. It is highly recommended that applicants speak to their instructor prior to beginning this process in order to expedite the request.

d) Minors
Clients under the age of 18 must have signed documentation from a parent or legal guardian approving them for flight training with an All In Aviation instructor.

e) Medical Certification
All students must obtain an FAA medical certificate appropriate to the pilot certificate being sought prior to solo flight and a copy should be placed on file with AIA. It is preferable to get the medical at the initiation of training to allow time to resolve any unforeseen problems that could delay the issuance of a medical certificate. Each student is solely responsible for ensuring that his or her medical certificate is kept current during the course of training.

f) Study Materials and Jeppesen Kits
Each student enrolled in a course is responsible for obtaining the necessary books and training materials specified by AIA. For new students, AIA requests the student obtain the AIA Jeppesen Private Pilot Training Course available from AIA. Use of expired publications for flight operations is prohibited.

g) Continuity of Training
Continuity of training is extremely important in the effective and efficient completion of a course. Continuity not only refers to the successive order in which lessons are completed, but also to the frequency of training activities.

h) Syllabus
All flight and ground training within a flight course must be conducted in accordance with the Jeppesen training syllabus (with amendments incorporated as necessary for students enrolled in a 14CFR61 course). Cirrus Transition Training for the Cirrus SR20 / SR22 is provided using the Cirrus Transition syllabus, appropriate to the aircraft flown, and developed by Cirrus Aircraft. A training syllabus is divided into stages, with each stage containing a series of lessons. Each lesson and stage have specific training objectives and completion standards to which the student is required to perform in order to progress to the next lesson or stage.

i) Satisfactory and Unsatisfactory Performance
The instructor who conducts a pre-solo stage check will make a determination of satisfactory or unsatisfactory performance. The student will be informed of his or her performance and the instructor will consult with the student's regular instructor regarding the stage check.

j) Checkride Preparation
The student and instructor are responsible for coordinating the FAA practical test, including scheduling the examiner and the aircraft. Arrangements must be made with AIA to ensure that the aircraft logbooks are available on the date of the check ride. The student's instructor shall notify the Director of Flight Operations of the result of the practical test within 48 hours of the exam. In the event that the student does not satisfactorily complete the FAA practical test, the instructor shall meet with the student to discuss the areas found to be deficient on the exam and shall schedule additional training time to adequately prepare the student for a re-test.

k) Student and Instructor Reassignments
The Director of Flight Operations may approve student/instructor reassignments for any of the following reasons:

a. Instructor resignation.
b. Instructor change requested by student or instructor.
c. Lack of progress in student training.
d. Any other reason as deemed appropriate by the Director of Flight Operations.

The Director of Flight Operations will identify an instructor for reassignment based upon availability and the student's history in the course. If delays in reassignment are anticipated, the Director of Flight Operations will give a reasonable estimate of when an instructor will become available. Once an instructor has been identified, the Director of Flight Operations will meet with both instructors to discuss student status, progress in the course, etc. The current instructor should ensure that all training documents are updated and properly completed before releasing the student to the new instructor.

l) Training Records
The student and instructor share the responsibility of properly completing all training records.

m) Logbook
At the conclusion of each flight or ground training session, the instructor (or student, in the case of a non-instructional training operation) shall make an appropriate entry in the student's logbook.

n) Training Record
At the conclusion of each flight or ground training session, the instructor shall complete the training record in the student binder.

o) Recommendations

The instructor shall use the "Comments" section to provide a constructive critique of the student's performance during the lesson. Strong points, as well as areas found to be weak, should be listed, along with a brief explanation. A helpful reference when filling out this section is the completion standards listed for the lesson, along with the appropriate Airmen Certification Standards (ACS) guide. The feedback given in this section must be effective. Simply stating that a particular maneuver was "poor" provides little guidance to another instructor reviewing the training record and while the comments should be brief, they should explain observations sufficiently.

5.14 "ALL IN" Call Signs

All In Aviation has acquired their own call signs that are to be used upon the renter's discrepancy for local flights. Aircraft that have an assigned call sign will have a placard in them with the call sign and associated transponder code. This call sing can be used at any airport that underlies LAS class B airspace. Do not use the call sign for cross countries or when filing IFR.

Section 6- Abnormal & Emergency Operations

6.01 Overview

This section contains policies and guidelines for AIA pilots involved in various abnormal or emergency situations. At no time is this section intended to supersede the abnormal and emergency procedures as detailed in the approved Pilot's Operating Handbook. Each pilot is responsible for accomplishing the abnormal or emergency checklist items as specified by the aircraft manufacturer in the approved and current POH.

6.02 General Emergencies

Some emergencies are more immediate than others. Emergency procedures may require steps to be performed from memory. Pilots will demonstrate proficiency in the use of memory items as well as checklist usage prior to qualification to operate an aircraft solo.
When an emergency occurs, the primary duty of a pilot is to fly the aircraft. The three basic rules to remember that will aid immeasurably for a safe emergency situation resolution:

1. MAINTAIN AIRCRAFT CONTROL
2. ANALYZE THE SITUATION AND TAKE CORRECTIVE ACTION
3. LAND AS SOON AS PRACTICAL

Above all, the Pilot in Command is the final authority as to how the emergency situation will be handled. However, if time permits, the assistance offered by ATC, Flight Service, or nearby aircraft often provide helpful ideas that may have otherwise been overlooked.

6.03 Deteriorating Weather

To the VFR pilot, a reduction in visibility and/or ceiling can be an emergency situation. Marginal VFR and IFR conditions can occur suddenly with rapidly moving fronts and thunderstorms during certain times of the year.

To best avoid an encounter with IFR conditions, pilots must remain alert to changing conditions and be ready to take timely action to avoid being caught in rapidly deteriorating weather. All pilots should have an alternative course of action in mind and should be ready to execute that course of action when conditions start to deteriorate. At no time should a flight continue into questionable weather conditions when options providing greater safety margins are

available. If avoidance is not possible, the flight should be terminated as soon as practical, the aircraft secured, and the safety of all occupants assured. Further flight should not be attempted until conditions improve and notification should be made as soon as possible to AIA staff.

6.04 Medical Emergencies

In flight medical emergencies require safe, informed decisions regarding diverting and emergency procedures. An in-flight medical emergency that affects a pilot will differ in response to emergencies that affect passengers. The pilot should make a decision that is timely and

in the interest of safety for all those aboard. Remembering the phrase "Aviate, navigate and communicate" in that order will help in dealing with medical emergencies while in flight. When flying Cirrus aircraft, it is the responsibility of the pilot to brief all passengers on the deployment procedures of the Cirrus Airframe Parachute System.

6.05 Airsickness

Airsickness, while certainly uncomfortable does not inherently necessitate an in-flight emergency. Pilots should be aware of weather conditions that can induce airsickness and be cognizant of passengers' experience and comfort level. Pilots should be prepared with airsickness bags for passengers. A **cleaning fee of $250** will be charged for any airsickness mishaps.

6.06 Lost Communications

It is virtually impossible to provide procedures applicable to all possible situations associated with two-way radio communications failure. During two-way radio communications failure, when confronted by a situation not covered in the regulation, pilots are expected to exercise good judgment in whatever action they decide to take.

Be advised that a great many "radio failures" are caused by operator failure. Complete knowledge of your equipment and how to use it is essential. Always double-check your setup and volume controls before assuming radio failure. General guidelines for radio failures are as follows:

VFR
Land as soon as practical at the nearest non-towered airport. Be cognizant of other aircraft operating in the traffic pattern and give way to all aircraft.

IFR
Follow the steps as outlined in the Federal Aviation Regulations, §91.185.

6.07 Forced Landing

In the event that a forced landing becomes necessary, it is possible that the landing will take place in a relatively remote area. Unless the exact position of the aircraft is known along with the direction and distance to the nearest aid and assistance, it is best to stay with the aircraft. Staying with the aircraft will afford shelter and a larger target for search and rescue personnel to observe from the air. Pilots should ensure that the ELT is turned on and transmitting after conducting a forced landing.

6.08 Fires

Ground
The majority of fires that do occur on a ramp stem from improper priming procedures during cold weather, which results in an induction fire. Utilize the proper priming procedures set forth in the aircraft POH to determine the safest and most effective method to use when starting the engine. In the event of an induction fire while starting, follow the recommended procedure listed in the Pilot's Operating Handbook and the aircraft checklist. Most fires can be "sucked" into the engine if the pilot remains calm, continues to crank the engine and shuts off the fire's source of fuel. If the fire does not go out, evacuate the aircraft and report the fire. If a fire extinguisher is available and the fire is still small, accessible and manageable, try to extinguish the fire with the fire extinguisher, but avoid any possibility of personal injury.

In-Flight
An engine fire when airborne, due to the intense heat, could cause structural failure, among other things. If an engine fire should occur while airborne, secure the engine, utilize the appropriate fire checklist for the aircraft and make an emergency descent to land as soon as possible. Do not attempt to restart an engine that has been shut down due to fire. If the fire is electrical, the situation is not as critical. Shut the master switch off and follow the appropriate checklist to isolate the defective device and then land as soon as practical.

6.09 Accidents and Incidents

In the event of an accident, incident, or precautionary landing, AIA staff should be notified immediately, and the following information relayed:

1. Date and time of the incident
2. Location of the incident
3. Number and type of injuries
4. General description of the mishap and damage.

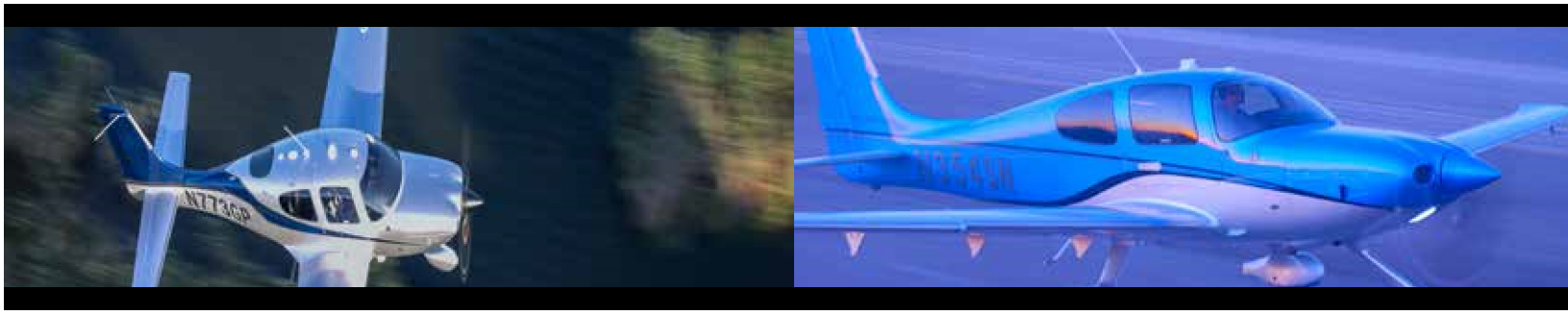
Contact information for relevant AIA staff and emergency numbers is listed on a card contained in the aircraft binder.

A pilot should not admit fault or blame to anyone other than AIA staff and absolutely no statement or comments should be made to members of the press. Persons involved in any aircraft accident or incident should:

1. Immediately Contact Emergency personnel if there are injuries.
2. Contact AIA staff and relay the information above.
3. Fill out an NTSB Form 6120.1 (See below guidance as outlined by the NTSB)

Federal regulations require operators to notify the NTSB immediately of aviation accidents and certain incidents. An accident is defined as an occurrence associated with the operation of an aircraft that takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage. An incident is an occurrence other than an accident that affects or could affect the safety of operations.

Contact to the NTSB regional office will be accomplished by the staff of AIA. Should you be directed to complete the Form 6120.1 - “Pilot/Operator Aircraft Accident/Incident Report”, obtain the form from the requesting NTSB office or download the PDF version, sign the form and submit by FAX, mail, or email.



Section 7- Aircraft Care and Maintenance & Renter Responsibilities

7.01 Overview

All In Aviation proudly offers modern, clean, aircraft to its pilots for use. Many of the aircraft are leased by AIA from owners who are proud of their investment and do not want to see their aircraft abused or mistreated. If the aircraft are mistreated, owners will be less inclined to continue to allow the aircraft to be used in a leased arrangement with AIA. It is imperative that students, pilots, and passengers utilizing AIA aircraft follow proper aircraft care procedures. This helps maintain aircraft in safe working condition and ensures that subsequent users continue to have access. If a user has any questions about proper aircraft care, it is requested that they immediately consult with an AIA staff member.

7.02 Food and Beverages

Consuming food and beverage, other than water, in AIA aircraft should be done with extreme care to avoid any messes or crumbs. Anything brought into the aircraft should be removed after the flight and any spills will incur a $250 cleaning fee.

7.03 Windshields

No items (excluding aircraft keys) are to be placed on the glare shield or dashboard of any aircraft. This includes headsets, kneeboards, clipboards, electronic devices or anything with a hard surface that can potentially scratch the windshield. Care should be taken when cleaning an aircraft windshield that proper materials are utilized for cleaning. AIA staff will provide pilots with aircraft cleaning materials. When operating aircraft away from an AIA base, do not allow materials to be used to clean the windshield that will scratch or damage the surface.

7.04 Entering and Exiting Aircraft

It is imperative to follow proper aircraft entry and exiting procedures. Cirrus Aircraft have skid tape that follows a path to the cabin, extra care should be taken to step only in this area. All passengers must be briefed on proper entry and exiting of aircraft. When entering and exiting the aircraft, pilots should ensure that the seat is in the full aft position to allow the ease of entrance and egress from the aircraft. This also helps prevent shoes from scuffing interior panels as pilots and passengers enter and exit the aircraft. Flaps should always be left in the 50% position.

7.05 High Heeled Shoes

High heeled shoes are not permitted in any of AIA's low wing aircraft as the heels will dent the skin of the aircraft. Please ask passengers to remove high-heeled shoes during the entry and exit to the aircraft to prevent this damage.

7.06 Seatbelts

Care should be taken when closing aircraft doors so that seatbelts are completely inside the aircraft prior to shutting the door as the buckle can damage the interior and exterior of the aircraft if inadvertently left in the path of the door. To prevent damage, pilots should ensure that seatbelts of all occupants are clear of door jam prior to closing the doors and when exiting.

7.07 Cirrus Seats

In Cirrus Aircraft, care should be taken so as to not stand or kneel on the seat. The seats are equipped with a crushable aluminum core which can be damaged with direct pressure from kneeling or standing on the seat. The energy absorbent core is used in the event of a CAPS deployment and helps protect the occupant from injury upon touchdown underneath the canopy.

7.08 Items placed on Aircraft Surfaces

Items may not be placed on the surface of any AIA aircraft. This includes headsets, flight bags, backpacks, purses or luggage. Placing items on an aircraft surface can potentially damage the aircraft.

7.09 Gel Pens

The use of gel pens in AIA aircraft is prohibited. These pens will leak when subjected to altitude changes. Retractable roller ball pens are the preferred pen and should be used for writing down clearances and making notes.

7.10 Trash

All trash and waste shall be removed from any AIA aircraft upon completion of the flight by the pilot. AIA reserves the right to charge an aircraft cleaning fee if the aircraft is not cleaned upon its return.

7.11 Pets

Pets are strictly prohibited in AIA Aircraft.

Section 8- Restrictions and Limitations

8.01 General

AIA pilots are expected to not only abide by the FAA's rules and regulations, but also the policies set forth by AIA in this and in previous sections of the AIAOM. The underlying purpose for all policies, restrictions, and limitations is safety. Any AIA pilot who flagrantly violates these policies and procedures will lose all flying privileges with AIA. The following list, though not all inclusive, is presented as areas of special emphasis that all renters, students and pilots should take special note of.

8.02 Operations Outside the Contiguous United States

For pilots wishing to operate an aircraft outside of the 48 contiguous United States, special permission must be obtained by the President of AIA.

8.03 Operations for Hire

Other than flight instruction activity, the carrying of persons or property for compensation or hire is prohibited in all AIA aircraft.

8.04 Formation Flying/Aerobatic Flying/Spins

AIA aircraft may not be operated in formation with any other aircraft unless written authorization is given by Director of Flight Operations. No aerobatic flight is permitted, and aircraft may not be used for conducting spins. Operation of AIA aircraft in this manner is grounds for immediate revocation of flight privileges.

8.05 Careless/Reckless Operation

No pilot is allowed to operate AIA aircraft in a careless or reckless manner.

8.06 Grass/Unimproved Airports

Except in the event of an emergency, operations on grass/unimproved surface airports are not authorized unless written permission is received from the AIA President or the Director of Flight Operations.

8.07 Smoking

Smoking is strictly prohibited on any ramp and near or in all AIA aircraft.

8.08 Alcohol and Drug Restriction

No pilot may act as PIC of an AIA aircraft within 8 hours after the consumption of any alcoholic beverage or while still under the influence of alcohol in any way.

8.09 Carrying of Intoxicated Passengers

Carrying of passengers who appear to be under the influence of alcohol must occupy one of the rear passenger seats.

8.10 Food and Beverage

Consuming food and beverage, other than water, in AIA aircraft should be done with extreme care to avoid any messes or crumbs. Anything brought into the aircraft should be removed after the flight.

8.11 Fuel

Takeoff with less than one hour of reserve fuel upon landing at destination with normal cruise power settings is prohibited.

8.12 Manipulation of Controls

Pilots flying AIA aircraft may only fly from the left seat and may not permit passengers to manipulate aircraft controls unless the pilot flying is an authorized AIA pilot or instructor. AIAOM 4.04

8.13 Use of Checklists

All pilots will utilize AIA approved checklists during all phases of flight including preflight and post-flight inspections. Completing checklist items while taxiing is prohibited. AIAOM 4.03

8.14 Malfunctions

In the event of a malfunction of any part of the aircraft or its accessories, pilots may not molest, or attempt to repair any part of the aircraft or its accessories and will telephone All In Aviation for instructions as to what actions to take.

8.15 Touch and Go's

Unless a minimum of 4,000' of landing runway is available, all landings will be made to a full stop. All landings in retractable gear aircraft will be to a full stop.

8.16 Simulated Engine Failures

Engine failures in AIA aircraft will only be simulated by smoothly retarding the throttle. Practice aborted takeoffs to a touchdown are prohibited. Simulated engine failures are prohibited on Student Pilot solo flights. Engine failures in single-engine aircraft will not be simulated below 500 feet AGL. Simulated forced landings will recover at least 500 feet AGL unless the aircraft is in a position to land at an approved airport without interference to other traffic at the airport.

8.17 180 Degree Returns for landing

No AIA pilot may practice a 180 degree return for landing at any time.

8.18 Aborted Takeoffs

Except in an emergency, aborted takeoffs to touchdown are prohibited after aircraft rotation.

8.19 Minimum Altitudes

All AIA pilots must comply with the Altitudes as prescribed by FAR§91.119. All maneuvers should be planned so as to be completed at an altitude no lower than 1500' AGL.

8.20 Maneuvers

Maneuvers other than those prescribed in the Airmen Certification Standards for the certificate or rating held (or with an authorized instructor practicing such maneuvers) are prohibited in AIA aircraft.

8.21 Student Pilot Solo Flights

All student pilot solo flights must be under the direct supervision of an approved AIA instructor.

8.22 Wind Limitations

Rental aircraft will not be dispatched if current conditions show wind speeds above 30 knots with a 12 knot crosswind component. For dual operations, this limitation can be raised to 40 knots with a 20 knot crosswind component. In certain situations, this limitation can be waived by the Director of Flight Operations or President.

8.23 Frost/Ice/Snow

AIA aircraft are not allowed to taxi for the purpose of flight with frost, ice, or snow adhering to any lifting surface of the aircraft. The aircraft must be completely uncontaminated.

8.24 Icing

Flight into known icing conditions is prohibited unless utilizing an AIA aircraft that has been approved for flight into known icing conditions and certification is received. For these aircraft, the manufacturer required re-current training must be conducted in accordance with the manufacturer.

8.25 Thunderstorms

Flights may not be conducted, nor takeoffs or landings attempted, in the presence of a thunderstorm. Any aircraft encountering an area of thunderstorms should avoid that area by a minimum of 20 miles and if this is not possible, turn around and land as soon as practical.

8.26 Special VFR

Special VFR operations are not allowed in AIA aircraft by non-instrument rated pilots.

8.27 Night Restrictions

The following operations are not allowed during nighttime hours:

1) With instructor on board
No practicing of unusual attitudes; short or soft field takeoff and landings; simulated engine outs below 1000' AGL when not in the vicinity of an airport.

2) Without instructor on board
All maneuvers not permitted during dual operations at night; no takeoff or landings without the landing light illuminated; no practice of stalls, slow flight or steep turns or any other maneuver not related to night takeoff and landing practice.

8.28 Instrument Conditions

No pilot may operate an AIA aircraft in instrument conditions unless that pilot is IFR rated and current as outlined in FAR§61.57. No simulated emergencies of any kind are permitted when operating in Instrument Meteorological Conditions.

8.29 Cloud and Visibility Minimums

Takeoffs are not permitted in AIA aircraft unless the ceiling and visibility are at least 1500' and 3 miles unless that aircraft has filed an FAA IFR flight plan or SVFR and received a clearance from ATC. Unless maneuvering for takeoff and landing, practice maneuvers are not allowed during night hours or if the flight visibility is not at least 5 statute miles.

8.30 Flight Instructor Duty Limitations

All approved AIA instructors will comply with FAR §61.185 with a maximum On-duty time of 14 hours. All AIA instructors can only have a maximum of 6 consecutive working days and a minimum off-duty time in a 7 day week of 24 consecutive hours.