Dyberg Aviation
Standard Operating Procedures

December 2016

Standard Operating Procedures

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Standard Operating Procedures

Change Summary

Change Number	Date	Person	Changes	Reason

Standard Operating Procedures

Introduction

Overview

The purpose of the Standard Operating Procedures is to outline the policies and procedures of Dyberg Aviation. All customers (referred to as Pilot in this document) are expected to read and become familiar with this entire manual. Failure to comply with any section may result in suspension or dismissal from the flight school, revocation of rental privileges, and/or enforcement action by the Federal Aviation Administration (FAA).

In addition to the policies and procedures contained herein, all flight and training operations must be conducted in accordance with applicable Training Manual, Federal Aviation Regulations (FAR), FAA Practical Test Standards (PTS), Aircraft Flight Manuals, Aircraft Checklists, and Aircraft Operations and Maneuvers Manuals.

Organization

General Manager – is responsible for the day to day operations of the organization. The General Manager reports to the Board of Directors.

Operations Manager – is responsible for daily activities of the organization including new member orientations, maintenance of pilot/student pilot files and coordinating aircraft maintenance. The Operations Manager reports to the General Manager.

Chief Pilot – is responsible for managing all aspects of the flight department, including the strict adherence to all policies, procedures and regulations. The Chief Pilot reports to the General Manager.

Office Manager (Office staff) – are responsible for new member documentation, member files, answering the phones and assisting the other staff of the organization. They report to the General Manager.

Flight Instructors (CFI's) – are responsible for conducting ground and flight training in a professional and courteous manner. They are responsible to the Chief Pilot.

1. General Policies

1.1. Insurance

Dyberg Aviation provides limited aircraft insurance to all Pilots. However, the policy does not guarantee aircraft hull insurance. Additional insurance is available from a number of sources. All customers are encouraged to purchase Aircraft Renters Insurance.

1.2. Fuel Reimbursement

Dyberg Aviation will reimburse Pilots for all fuel and oil purchased in accordance with the rates established by the General Manager when away from BVS. However, there will be no reimbursement for ramp fees, landing fees, parking fees, or additional fuel surcharges and/or taxes.

1.3. Unauthorized Instruction

Only Dyberg Aviation recognized CFI's are authorized to provide flight training in aircraft rented from the organization. Flight instruction by anyone else is strictly prohibited. Failure to comply will result in revocation of rental privileges.

1.4. Maintenance Away

If a Dyberg Aviation aircraft experiences mechanical or other difficulties while away from BVS the pilot shall seek local repairs. If the estimated cost is less than $250.00 the pilot is authorized to have the repairs made.

If the repairs are estimated to be $250.00 or greater the Pilot shall contact the General Manager, Operations Manager or Chief Pilot for instructions.

A pilot will be charged for return of the aircraft in the event of mechanical problems if all avenues of repair are not explored. Reimbursement for the repairs shall be based on the cause for repairs as determined by the General Manager.

All repairs must be made by a licensed aircraft mechanic.

1.5. Remain Overnight Flights (RON)

All flights that plan to remain overnight (RON) must be approved by the General Manager. Request forms are available in the office and must be submitted at least two weeks in advance. The General Manager may accept a request inside of the two week requirement on a case-by-case basis.

1.6. Right to Refuse Services

Dyberg Aviation reserves the right to refuse services for the following reasons:

- Financial – accounts with past due balances and/or credit card declined.
- Medical – pilot does not have a current medical
- Operational = pilot was found to be in violation of an FAR and/or Dyberg Aviation policy as set forth in this Standard Operating Procedures.
- Administrative = at the discretion of the General Manager or Chief Pilot the pilot was deemed to be a liability for Dyberg Aviation based on his/her present and/or past conduct.
- Currency – pilot is not current as set forth in the Standard Operating Procedures. This includes both flight currency and safety requirements.

1.7. Clothing Restrictions

All pilots and passengers are expected to abide by the following clothing requirements when using Dyberg Aviation aircraft and facilities:

- Open toe shoes including sandals and flip flops are not allowed
- High heel shoes are not allowed
- Long sleeve shirts, long pants and rubber soled shoes are recommended while in aircraft

1.8. Smoking & Tobacco products

Smoking and all Tobacco products are prohibited in and around Dyberg Aviation aircraft and facilities.

1.9. Office Security

It is the responsibility of all individuals to ensure security of Dyberg Aviation facilities. Doors are to be lock when the facilities are not occupied. Double check all locks when exiting the facilities.

2. Safety

2.1. General

The organization is committed to the concept that safety is an integral part of flying. Adherence to this section is mandatory.

Each pilot is encouraged to establish their set of personal limits and make appropriate Go/No-Go decisions. Think about this “yes you can, but why would you”. Let’s make good aeronautical decisions, have a good time and be safe.

2.2. Authority and Responsibility

The General Manager and Chief Pilot have the following authority:

- To define investigative and reporting procedures for accidents, incidents and hazards
- To define and require the reporting of any safety related event
- To conduct an investigation of any safety related event
- To request the grounding of any Pilot involved in a safety related event which is under investigation by Dyberg Aviation, NTSB or the FAA
- To represent Dyberg Aviation regarding aviation safety matters in dealing with government agencies and professional organizations
- To promote establish aviation safety practices and procedures

2.3. Safety Meetings

Dyberg Aviation will hold a safety meeting periodically. All pilots are encouraged to attend.

2.4. Responsibility

Each Pilot is responsible to ensure that they are current as defined in this SOP and FARs. Failure to comply will result in revocation of scheduling and rental privileges.

2.5. Reporting Accidents & Incidents

Accidents will be reported to Dyberg Aviation as soon as possible, but no later than 1 hour after the accident if possible.

Incidents must be reported to Dyberg Aviation as soon as possible, but no later than 6 hours after the incident.

2.6. Notification Procedure

Notification and reporting of an accident or incident to the FAA is the responsibility of the Pilot as required in FAR 49.830.

When an accident or incident occurs the following information needs to be relayed to Dyberg Aviation:

- Pilot and passenger names and contact information
- Any deaths or injuries
- Extent of damage to aircraft or property
- Aircraft location, type and tail number
- Approximate time of the occurrence
- Emergency services and/or government agencies present
- Whether or not any additional services are needed

NOTE: Pilots should withhold any comments regarding the accident of incident until Dyberg Aviation officials have been notified.

The pilot is responsible to notify the FAA as appropriate per the FARs.

2.7. Miscellaneous Events

The following events may or may not be classified as an accident or incident and should be reported to Dyberg Aviation in a timely manner:

- A system defect occurs in flight which adversely affects the handling of the aircraft
- There is a total or partial loss of engine power during any ground or flight operations
- There is fire or smoke coming from any part of the aircraft
- There is an emergency declared for any reason
- Safety equipment is found to be defective or inadequate
- Any part of the aircraft inadvertently detaches from the aircraft
- A runway incursion occurs
- Anytime a pilot becomes lost or disoriented during flight
- An aircraft limitation is exceeded
- A landing takes place on the wrong runway
- A near hit, ATC incident or wake turbulence event occurs
- A significant turbulence, wind shear or other severe weather is unexpectedly encountered during flight
- Whenever alcohol or drug use is suspected of a pilot
- An aircraft strikes any wildlife or foreign objects
- An event where safety standards may have been compromised

2.8. Suspicious Activities

Anyone who observes any suspicious activity is encouraged to report it to a Dyberg Aviation official and/or local authority as soon as possible. Do not ignore a potential problem. It is better to report it than not.

3. Scheduling & Release

3.1. Online Scheduling

Dyberg Aviation provides scheduling through an online system that can be accessed through https://my.schedulemaster.com Registration and approval is required before you are granted scheduling rights. Once you become a registered user you may schedule aircraft and instructors on your own.

Pilots may schedule aircraft in advance by placing their names on the flight schedule for the date and hours they desire to have the aircraft available.

The implication of this scheduling policy is that your scheduled aircraft will be available for your use throughout the reserved period. No one will take it because you are a few minutes late. Conversely, you will pay if you don't use the aircraft or cancel in time. Also return the keys to the key box. Failure to return aircraft keys on time will result in a charge at the no-show rate.

Pilots failing to show for a scheduled lesson without attempting to notify the CFI may be assessed for one hour of instruction time.

3.2. Guidelines

Pilots may place their names on the flight schedule for aircraft as many times as they wish, but should not hog a plane.

Pilots may schedule CFIs as many times as they wish.

Arrive on time for your scheduled time

Schedule instructors 36 hours in advance or call the instructor to verify their availability

Cancel instructors 36 hours in advance or call the instructor to verify you are cancelling

Cancel aircraft 12 hours in advance except for weather or mechanical issues

For local flights schedule at least 2 hours to allow for fueling, preflight or flight delays

Flight lessons should be scheduled for 2 hours and as appropriate for cross country flights

Ground lessons should be scheduled for 1 hour and additions of 30 minute blocks

3.3. Flight Dispatch Form

A Dyberg Aviation Flight Dispatch Form shall be filled out for all flights originating at KBVS. A FAA flight plan is also required of each Pilot who will be operating the aircraft while outside of the local flying area.

Flight Dispatch Forms shall be filled out completely (this includes the worksheet) in accordance with the instructions and notes associated with the form. The pilot's signature and check marks adjacent to each required item is considered to be his/her declaration that all items required to operate a Dyberg Aviation aircraft are current and complete.

Flight Dispatch Forms shall be placed on the aircraft clip boards in the office. On completion of the flight, the Flight Dispatch Form shall be placed in the Flight Dispatch Form basket.

3.4. Rental Minimums

Aircraft rentals will be charged a minimum flight time based on the following table:

Flight Time Reserved	Minimum Hours Charged
< 4 hours	0.5 hour for each hour scheduled
4 – 24 hours	2 hours or Hobbs time whichever is greater
➢ 24 hours	2 hours per day

3.5. Aircraft Availability

An aircraft may not be available at the scheduled time due to routine or unscheduled maintenance, flight delay or extenuating circumstance. In this event Dyberg Aviation will attempt to make an aircraft available, but will not be held responsible for the inconvenience.

3.6. Aircraft Extensions

It is the pilot's responsibility to return the aircraft by the scheduled due-back time. If an extension is necessary for any reason you must contact Dyberg Aviation as soon as possible, but prior to the due-back time.

Any Pilot has the right/obligation to discontinue any attempted return to BVS for weather or mechanical considerations. If it becomes necessary to send another aircraft to effect the return of the rented aircraft, the Pilot will be charged as follows:

- Weather
  - It is each Pilots responsibility to obtain a long term weather forecast prior to departure from BVS. Additionally, it is the Pilots responsibility to maintain a weather watch while on their cross-country to affect an early return if necessary.
  - If a Pilot is unable to take off due to weather conditions and chooses to remain with the aircraft to return after the weather improves, he will be charged the two hour minimum daily charge for those days in excess of the scheduled return date.
  - If a Pilot elects to return to BVS by other means and abandons the aircraft due to weather, the Pilot will be charged all expenses incurred to return the aircraft to BVS.
  - Should it become necessary for Dyberg Aviation to affect return of any aircraft, every effort will be made to allow the renting Pilot to assist in the return of the aircraft.
- Mechanical
  - A Pilot will be charged for return of the rented aircraft in the event of mechanical problems if all avenues of repair are not explored. Pilots are responsible to contact an appropriately licensed mechanic to effect small repairs and/or to estimate the cost of repairs for something which could be considered major.
  - If the cost is less than $250.00 for repairs to return the aircraft to BVS, the renting Pilot is authorized to have the work done without first contacting the Dyberg Aviation. Reimbursement for the repairs shall be based on the cause for repairs as determined by the Dyberg Aviation.
  - If the cost of repair is estimated to be greater than $250.00 the Pilot is required to contact the Dyberg Aviation prior to any work on the aircraft. If the cost is extremely high, the Dyberg Aviation may elect to send the Dyberg Aviation mechanic to effect repairs. In this case, the charge to the renting Pilot will be determined by the Dyberg Aviation based on the cause for repairs and may include the cost of a chase aircraft.

3.7. Cancellation Policy

Aircraft rentals and instruction may be cancelled for any reason without charge if there is a minimum of 12 hours notice given. If there is less than 12 hours notice given and weather or illness is not a factor the Pilot will be charged a no-show fee.

3.8. No Show Policy

If a Pilot is more than 30 minutes late and no prior notice is given it is considered a no-show and will be charged a no-show fee.

The no-show fee is ½ hour for each hour the aircraft is scheduled and one hour for the instructor.

4. Pilots

4.1. Responsibility

Pilots must adhere to the policies and procedures in this SOP and conduct themselves in a professional and courteous manner.

The Pilot shall be in command of Dyberg Aviation aircraft at all times and, except in the case of a Dyberg Aviation CFI providing dual instruction to a Dyberg Aviation pilot, he/she shall occupy the front left seat during all flight or ground operations. Solo flight from the right seat is not authorized in Dyberg Aviation aircraft.

4.2. Experience Requirements

Pilots must satisfy the following requirements:

- Hold appropriate certificates and/or ratings for the specific aircraft to be flown
- Hold a current valid medical certificate
- Have an approved government photo ID
- Pass a flight check in the specific aircraft to be flown
- Maintain currency in the specific aircraft to be flown
- Meet the flight review requirements of FAR 61.56
- Logged 3 hours in make and model for single-engine fixed gear aircraft
- Logged 25 hours for retractable gear aircraft with 10 hours in make and model

4.3. Flight Checks

Flight checks are conducted by an authorized Dyberg Aviation CFI. They will include an oral review, written aircraft exam and a flight. Flight Checks are given for the following:

- Initial check for Pilots in each specific make and model aircraft to be flown
- Initial night checkout.
- Initial and annual instrument check for IFR
- For Pilots who are out of flight currency
- Annually standardization for all Pilots
- Initial and annual CFI check

Flight checks shall be based on the FAA Practical Test Standards for the certificate the pilot intends to utilize.

- The pilot shall display proficiency in the aircraft in which the flight check is given.
- During flight checks the instructor shall stress proper use of checklists, retractable gear operation (if applicable), propeller operation (if applicable), emergency procedures including go-around, and various types of approaches.

Expiration dates of flight checks will be the last day of the 24th month following such exam or check.

4.4. Currency

Pilots must have 3 takeoffs and landings within the preceding 90 days to be able to schedule an aircraft for day operations.

Pilots must have 3 takeoffs and landings to a full stop at night within the preceding 90 days to be able to schedule an aircraft for night operations. Night is the period beginning one hour after sunset and ending on hour before sunrise.

Pilots out of currency must fly with an authorized Dyberg Aviation CFI to become current.

Pilots non-current for more than 6 months must accomplish a check flight as defined in 4.3.

All Pilots desiring to fly Dyberg Aviation aircraft shall maintain a pilot's logbook to verify all flight time and to bear evidence as to the individual's currency and capability to operate aircraft.

4.5. Right to conduct a Check Ride

The General Manager, Chief Pilot or any CFI may request a check ride of a pilot for any reason where there is concern for the pilots performance or safety of flight.

Should any Pilot be involved in an aviation incident or accident as Pilot In Command, Co-Pilot or safety Observer whether in a Dyberg Aviation aircraft or not shall be subject to a flight review by the Chief Pilot.

4.6. Preflight

All Pilots will preflight an aircraft using the appropriate check list prior to each flight. The preflight will determine the aircrafts airworthiness based on the inspection, discrepancies and the maintenance logs.

Minimum Requirements (no flights will be made unless it can be completed prior to):

- The aircraft's annual inspection time period
- The aircraft's 100 hour inspection time period
- The aircraft's 50 hour oil change time period
- Have a current altimeter/pitot static system check
- Have a current transponder check
- Have a current ELT batter check

4.7. Flight Planning

The Pilot is responsible for a through flight plan regardless if it will be a short or long flight. Each pilot in command shall, before beginning a flight, become familiar with all available information concerning that flight. This includes, but is not limited to the following:

- Weight and balance
- Weather
- NOTAM's and TFR's
- Airport information
- Aircraft performance and V speeds

Pilots must adhere to the aircraft limits and performance. This includes weight and balance, take off distance, landing distance, people on board (each must have a seat belt), emergency procedures and safety equipment.

An FAA flight plan shall be filed with a Flight Service Station (FSS) for all flights outside the local area.

Pilots should adhere to the route of flight listed on their flight plan. If it is necessary for a Pilot to deviate from the planned route or stops, the Pilot must notify the Dyberg Aviation as soon as possible after landing at the unplanned stop.

4.8. NOTAMS & TFRs

The Pilot is responsible to check appropriate NOTAMS and TFRs prior to all flights.

5. Student Pilots

5.1. General

Generally this section applies to students seeking their first license. Students seeking advanced certificates or rating will adhere to FAA standards as applied to their license.

Students should be in a good state of health and be emotionally prepared for each lesson.

Solo touch and go landings will not be performed unless:

- A Dyberg Aviation CFI has approved it in writing.
- The runway is a minimum of 4,000 feet long.

5.2. Check-In Policy

All students that have a lesson scheduled are asked to check in 15 minutes prior to the scheduled lesson time. If this lesson is to be a cross-country flight, the student will have all flight planning, weather acquisition and documentation complete before the lesson start time.

5.3. Endorsements

Students log books will have the following endorsements as appropriate:

- Pre-solo Aeronautical Knowledge Exam
- Pre-solo Flight Training
- Maintain 90 day Solo
- Landing at airport other tan BVS within 25 nautical miles
- Night operations
- Class B airspace
- Cross-country for each flight

5.4. Currency

Students must have flown with an authorized Dyberg Aviation CFI within the preceding 30 days in the make and model aircraft to maintain their solo privileges.

Students may not fly more than 10 hours of solo flight without flying with an authorized Dyberg Aviation CFI.

5.5. Practice Areas

The local flying area includes the area within a 50 nautical mile radius from KBVS. Airspace over Canada, with the exception of the approach corridor for Bellingham Airport, is not included in this area.

Dyberg Aviation uses two practice areas one north and one south of KBVS.

North Practice Area: are the low lands of Skagit County east to Sedro Wooley and islands west to Orcas Island not including the class C airspace over Whidbey Island and Anacortes.

South Practice Area: are the low lands of Skagit County east to the foot hills south to Arlington and west to the class C airspace over Whidbey Island and Anacortes. The South area should not be used in the spring when the tulips are in bloom.

5.6. Weather

Students will adhere to the following weather minimums unless flying with an authorized Dyberg Aviation CFI:

- Traffic pattern: 2,000 foot ceiling
- Training area: 2,500 foot ceiling
- Wind 15 knots and gusts no more than 25 knots
- Crosswind component 10 knots
- Visibility 5 miles
- May not fly over clouds

5.7. Authorized Local Airports

The following airports are located in the area around BVS and are approved for student takeoff and landing practice with proper approval and logbook endorsements from their authorized Dyberg Aviation CFI.

- Anacortes 74S
- Arlington AWO
- Bellingham BLI
- Eastsound ORS
- Everett/Paine PAE
- Lopez S31

5.8. Cross-Country

The following are approved cross-country Airports

- Auburn S50
- Bremerton PWT
- Everett/Paine PAE
- Olympia OLM
- Port Angles CLM
- Port Townsend 0S9
- Puyallup PLU
- Renton RNT
- Sequim W28
- Tacoma TIW

5.9. Passengers on Training Flights

Students may take friends and family on a training flight with an authorized Dyberg Aviation CFI with prior permission of the CFI. The flight will not include any training maneuvers.

5.10. Passengers on Solo Flights

Students may not take passengers on Solo flights at any time.

6. Aircraft

6.1. Minimum Requirements

In order for a Dyberg Aviation aircraft to be Released it must meet the following criteria:

- Be within the aircraft's annual inspection time period.
- Flight completed within aircraft's 100 hour inspection time period
- Be within the aircraft's 50 oil change time period
- Have a current altimeter/pitot static system check
- Have a current transponder check
- Have a current ELT batter check

6.2. Maintenance Status

All Pilots are required to check the Maintenance Status Sheet prior to flight. If the scheduled flight is to exceed the tach times listed, or the date is past due, the aircraft is not to be flown and the Flight School should be notified immediately.

6.3. Fueling

In order to save time when preparing an aircraft for a flight the fuel quantity and oil should be checked immediately upon arrival at the airport. Other planning and paper work should be done after the fuel check.

6.4. Aircraft Discrepancies

Aircraft should be "Downed" for the following:

- Equipment required is not installed, functioning or calibrated properly.
- Use of inappropriate fuel
- Transponder not functioning in Mode 3/A
- Any aircraft material condition deemed unsafe by the PIC

6.5. Recording & Reporting Discrepancies

All discrepancies should be recorded on the discrepancy form and placed on the office desk.

6.6. Aircraft Downing

Pilots downing an aircraft during preflight for mechanical reasons should not remove their names from the aircraft schedule. However, no penalty will result if the name is removed and a downing discrepancy written against the aircraft. If the aircraft is started and not taxied or flown, no charge will be incurred. When downing an aircraft Pilots should:

- Write downing discrepancy
- Place keys in payment box
- Notify the Dyberg Aviation staff
- Attempt to notify the next Pilot scheduled that the aircraft is down
- Final determination on charges will be made by Dyberg Aviation
- Cancellations for mechanical reasons can be made up to the time the aircraft or CFI is scheduled without a penalty being assessed.

7. Weather

7.1. Approved Sources

The following weather sources are approved by Dyberg Aviation:

- National Weather Service sites and facilities
- Flight Service Stations (FSS)
- Supplemental Aviation Weather Reporting Stations (SWARS)
- Limited Aviation Weather Reporting Stations (LAWRS)
- AWOS, ASOS and ATIS

7.2. VFR Flights

7.2.1.Local

Minimum weather standards for local VFR day flights are:

- 1700’ ceiling and 3 statute miles visibility
- Maximum wind not to exceed 25 knots
- Crosswind limits not to exceed aircraft’s maximum demonstrated crosswind component

Minimum weather standards for local VFR night flights are:

- 2500’ ceiling and 5 statute miles visibility
- Maximum wind not to exceed 20 knots
- Crosswind limits not to exceed aircraft’s maximum demonstrated crosswind component

7.2.2.Cross-Country

Minimum weather standards for cross-country VFR flights are:

- 2500’ ceiling and 3 statute miles visibility
- Maximum wind not to exceed 25 knots
- Crosswind limits not to exceed aircraft’s maximum demonstrated crosswind component

7.3. IFR Flights

7.3.1.Local

Minimum weather standards for local IFR flights are:

- Ceiling and visibility that allow for takeoff, approach and landing at BVS

7.3.2.Cross-Country

Minimum weather standards for cross-country IFR flights are:

- Ceiling and visibility that allow for takeoff, approach and landing at BVS
- Ceiling and visibility that allow for takeoff, approach and landing at destination airport

8. Flight Operations

8.1. General

The anti-collision light switch shall be in the "on" position at all times unless the light is distracting during IMC flight. Some aircraft have strobe- type anti-collision lights. Pilots should avoid using these lights and normal strobe lights while taxiing at night. At night, strobe-type lights should be turned on just prior to takeoff and secured after clear of the runway after landing. The anti-collision light switch shall be left in the "on" position when the aircraft is secured.

Position lights shall be turned on from sunset to sunrise in accordance with Federal Aviation Regulations.

Landing/taxi lights shall be turned on, when needed, after being cleared for takeoff. These lights shall be turned on for landing and remain on until clear of the runway after landing. Taxi lights shall be used for all taxiing at night unless they present a problem to pilots in other aircraft.

Landing/taxi lights should be secured after clearing the runway during day operations. The lack of a cooling air flow over the lens will shorten the life of the light.

8.2. Airport Requirements

Pilots shall not, except in an emergency, land at any location except an area designated as an operating airport as listed in current FAA approved flight publications. The minimum runway length for Dyberg Aviation operations shall be the sum of the take-off roll and landing roll or 2,000 feet, whichever is greater. Minimum actual runway width must be 45 feet unless cleared by a Dyberg Aviation CFI.

Grass runways and taxiways are often closed by NOTAM due to wet or soft ground conditions. It is the pilot's responsibility to ascertain the condition of any runway or taxiway prior to its use.

Gravel runways are not authorized.

For night operations all destination airports must have sufficient field lighting.

8.3. Fuel Requirements

Dyberg Aviation aircraft are required to have the following minimum fuel reserves at all times, assuming normal cruising speeds:

- VFR flight: enough fuel to arrive at your destination plus 60 minutes fuel reserve. Fuel use shall be based on the aircraft's POH fuel consumption at 75% engine power.
- IFR flight: enough fuel to fly to your destination, plus your alternate airport if one is required, plus 60 minutes of fuel reserve

8.4. Noise Abatement Procedures

Certain airports have noise abatement procedures to minimize disturbances in developed areas. Pilots are advised to follow all published noise abatement procedures. At BVS maintain runway heading until reaching 800 feet MSL.

8.5. Minimum Safe Altitudes

Dyberg Aviation aircraft are not to be flown below 500’ AGL at any time, unless it is taking off or landing.

Minimum enroute safe altitudes as stated in FAR 91.19 are to be strictly adhered to al all times.

An altitude of 800’ to 1,000’ AGL should be used for ground reference maneuvers.

Stalls, slow flight, steep turns over 45° angle of bank, and unusual attitudes shall not be initiated below 2,500' AGL

A minimum altitude of 2,000’ AGL should be used for all other maneuvers unless another altitude is specified in the Dyberg Aviation Training Manual.

8.6. Hard Landings

A hard landing is considered to be any landing which might have resulted in damage to the aircraft. Causes of hard landings include, but are not limited to, landing with an excessive rate of descent, landing with the aircraft in a yaw, and landing on the nose gear first.

A hard landing may be the result of a sudden wind shear, or the result of an overconfident pilot who has not flown for a while. A sudden distraction at the wrong time may also lead to a hard landing. Hard landings are not intentional.

The distinction between an acceptable landing and a hard landing is a fine line. Often pilots do not realize damage has occurred and the aircraft is mistakenly returned to the line in an "up" status.

Individuals who do not "down" an aircraft after a suspected hard landing and report the suspected hard landing will void their insurance reimbursement contract and will be held liable for up to the $1,000 hull deductible cost for damage that may have resulted from that landing.

8.7. Formation Flying

Formation flying is prohibited in Dyberg Aviation aircraft unless approved by the General Manager or Chief Pilot.

8.8. Spins

Spins are prohibited in Dyberg Aviation aircraft unless an authorized Dyberg Aviation CFI is providing spin training for a Flight Instructor Certificate in an approved aircraft.

8.9. Aerobatics

Aerobatics are prohibited in Dyberg Aviation Aircraft.

8.10. Simulated Engine Failures

Simulated engine failures are only to be practiced with an authorized Dyberg Aviation CFI onboard. All simulated engine failures in single-engine aircraft shall be simulated by retarding the throttle. Turning off the fuel selector and/or mixture control is strictly prohibited.

8.11. Over Water Operations

Dyberg Aviation aircraft flying over water should be within gliding distance of land whenever possible.

8.12. Night Flying

It is recommended that pilots use ATC flight following during flights, especially at night.

8.13. FAA Flight Plans

FFA flight plans must be filed and executed for all flights outside of local flying area.

You must activate and close your own FAA flight plan with an FSS. This applies for both VFR and IFR flight plans.

9. Ground Operations

9.1. Ramp Area

The ramp area is potentially hazardous and safety must be the prime consideration when conducting activities in this area. People walking on the ramp are strongly advised to walk behind propeller aircraft and in front of jet aircraft to prevent injury from unexpected engine starts. Always be aware of all activities around you while on the ramp and try to make eye contact with cockpit crews and equipment operators to acknowledge their awareness of your presence. Running is prohibited on the ramp at all times unless it is imperative for personal safety.

9.2. Ramp Access

Only authorized personnel are allowed on the ramp. Pilots are given “temporary” access to fly aircraft.

9.3. Hand Propping

Hand propping Dyberg Aviation aircraft is prohibited. If there is a problem in starting an aircraft notify appropriate Dyberg Aviation personnel.

9.4. Aircraft De-Icing and Frost Removal

All aircraft surfaces shall be free from ice and frost prior to flight.

The following procedures will be followed to remove frost, ice or snow from the aircraft surfaces:

- De-icing a Dyberg Aviation aircraft is not allowed.
- Give yourself extra time to remove frost from the aircraft. An early arrival will allow you to turn the aircraft to allow the sunshine on the top to help remove the frost, which is the preferred method for frost removal.
- If the above options are not available, remove all loose frost, ice or snow as thoroughly as possible by using a clean soft bristle broom.
- Aircraft and automotive windshield de-icing solutions and ice scrapers (including credit cards) shall not be used on plastic windshields or windows. Scratches in the plastic will weaken the windows and decrease visibility.
- Never use running water from a hose to remove frost, ice or snow.

9.5. Preheating Requirements

The Dyberg Aviation does not have a pre-heater available. Do not attempt to cold start a Dyberg Aviation aircraft engine in the unlikely situation that outside air temperatures are less than 20° F.

9.6. Fueling Procedures

Do not fuel an aircraft after use. Let the next person to use the aircraft determine the quantity of fuel necessary for their flight.

In order to save time when preparing an aircraft for a flight the fuel quantity and oil should be checked immediately upon arrival at the airport.

9.7. Engine Starts

Before starting any engine on the ramp, all pilots must verify that the propeller area is clear, including the propeller blast area behind the aircraft.

If necessary to avoid propeller blast hand position the aircraft on the taxi way

Additionally, if an aircraft is being fueled in the immediate area, engine start should be delayed until line service has completed.

9.8. Boarding & Deplaning

Because of the inherent danger associated with spinning propellers, no one will approach, board, or deplane from a Dyberg Aviation aircraft with the engine running.

9.9. Securing Aircraft Doors

During starting and ground operations the aircraft doors are susceptible to damage if they are not properly secured. In order to prevent damage to the door stop mechanism the door should be completely closed and locked before engine start and during ground operations. If however, ventilation is required within the cabin during start-up and taxi manually support the door with your hand.

9.10. Taxi Procedures

The speed limit of a safe taxi operation always depends on the environment. In congested areas, such as the ramp, the appropriate speed should be comparable to a brisk walk. In less congested areas, the appropriate taxi speed is that which gives the pilot safe, positive control at all times. Only conversation pertaining to flight operations should be conducted during taxi. An Airport Taxi Diagram should be referenced at all times to prevent incursions.

9.11. Run-up Areas

Run up areas, normally located near the end of each runway, should be used when available. For airports that do not have separate run up areas use the taxi way. In all cases position the aircraft to ensure the prop wash is not directed at other aircraft, buildings or people.

A second carburetor heat check shall be performed after the normal pre- takeoff engine run-up. This check is done with the throttle closed (engine at minimum RPM) and the carburetor heat on. Once the check is complete, secure the carburetor heat and return the throttle to idle RPM

If the engine stops when the throttle is closed and the carburetor heat is on, one of the following conditions exists and the appropriate action should be taken:

- The engine is not sufficiently warmed up: allow additional time at idle RPM, then perform the carburetor heat check again. If the engine does not run during the second check, the aircraft should not be flown.
- The carburetor is not working properly: do not fly the aircraft.
- There is a fuel leak; do not fly the aircraft.
- Excessive density altitude.

10. Post Flight

10.1. Parking & Securing Aircraft

When parking aircraft on the ramp and elsewhere, pilots should exercise extreme caution to ensure adequate clearance between aircraft and vehicles. After shutdown, pilots must properly secure the aircraft with chocks and/or tie downs. Electrical switches should be turned off, all trash and personal items should be removed from the aircraft, and side vent windows should be closed. Also, if the aircraft is left unattended while away from BVS lock the door and baggage compartment.

Ignition grounding checks (momentarily selecting off with the engine running) shall not be performed on aircraft having key ignitions.

If the engine has run an excessively long time at idle, the RPM should be set at 2,000 for 20 seconds. After the run-up, close the throttle and allow the engine to stabilize at minimum RPM before securing the engine with the mixture.

The following items shall be accomplished during post-flight:

- Tie-downs properly installed.
- Chocks in place.
- Gust lock installed including the rudder gust lock and the flight control lock. If no flight control lock is available secure the seat belt around the yoke.
- Install engine cowling bird blocks.
- Seat belts fastened over seat. Shoulder straps in retainers.
- When appropriate aircraft covers should be installed.
- FOD (garbage) removed from aircraft.
- All door latches secured/locked.

Pilots who do not complete a proper post-flight are subject to an assessment to cover the time for completing the post-flight.

A $90.00 fee will be charged for leaving the master switch on if it results in a battery being run down (discharged beyond ability to start the aircraft).

10.2. Parking Brake

Release the parking brake and leave it off when securing aircraft.

10.3. Aircraft covers

Aircraft covers should be replaced on the aircraft when securing the aircraft in bad weather and during the winter months. Bird blocks should be installed (if available).

10.4. Dispatch Form

Dispatch forms are to be complete, signed and put in the appropriate bin.

10.5. Recording Charges

The flight will be entered on the computer on the office counter with all times and charges. Once entry is completed position the curser on the next line and save the form.

Do not skip lines in the spread sheet including the first line.

10.6. Fueling Procedures

Do not fuel an aircraft after use. Let the next person to use the aircraft determine the quantity of fuel necessary for their flight.

11. Billing

11.1. Payments

Payments for service and rental are due at time of use. Payments can be in the form of cash, check or credit card. Discounts if any will be applied at time of payment.

11.2. Late Payments

Payments not made at time of use will include a late fee. A fee of 5% or $10 whichever is greater for payments late no more than 7 days. A fee of 7% or $25 whichever is greater for payments late more than 7 days.

11.3. Rejected Payments

The customer will pay a $35.00 fee for all payments rejected (i.e. declined credit card, insufficient funds on a check). A late fee may also apply to rejected payments.

11.4. Discounts

Dyberg Aviation provides discounts for rental and services with the following terms.

Option 1

For an initial fee as defined in the Discount Agreement and a monthly fee as defined in the Discount Agreement payable on the first of each month a customer will receive a discount as defined in the Discount Agreement off of instructor charges and as defined in the Discount Agreement off of aircraft rental. The fee must be paid continuously each month for the discount to apply. A lapse or no payment in a month voids the discount.

Option 2

A customer may elect to deposit an amount as defined in the Discount Agreement on account and receive a discount as defined in the Discount Agreement off of services and rental until the account is exhausted. There are no refunds for any balance left on account.

Discount amounts are subject to change with 30 days' notice.