



OPERATIONS MANUAL

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INTRODUCTION

Overview

The purpose of the MBAA Operations Manual (“Ops Manual”) is to outline the policies and procedures of MBAA. All aircraft renters and flight school students 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 in the case of a Federal Aviation Regulations (FARs) violation, 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 Course Outlines (TCO), Federal Aviation Regulations (FAR), FAA Practical Test Standards (PTS), Aircraft Flight Manuals or Pilot’s Operating Handbooks, aircraft checklists, and aircraft maneuvers guides.

Customer Service

The following representatives are available for any questions, concerns, or complaints regarding operations at MBAA.

Chief Flight Instructor 843-232-0303

Director of Operations: 843-333-1626

Flight School Staff

Flight Instructors-

CFIs are responsible for conducting ground and flight training in a professional, courteous manner. They are overseen by the Chief Flight Instructor.

Chief Flight Instructor-

The Chief CFI is responsible for managing all aspects of the flight school, including the strict adherence to all policies, procedures, and regulations. He/she is overseen by the Director of Operations.

Director of Operations-

The Ops Director is the person responsible for overseeing all operations at MBAA.

SCHEDULING & DISPATCH

Online Schedule

MBAA provides online scheduling through FlightSchedulePro.com. Registration and approval is required before you are granted scheduling rights. You may register online or speak to a flight school employee for faster access. Once you become a registered user, you may schedule lessons and aircraft rentals on your own. However, if you schedule on your own, dual flight lessons must be scheduled at least 12 hours in advance, or if on shorter notice, only after coordination with

Myrtle Beach Academy of Aviation, LLC

your Flight Instructor. Aircraft rentals may be scheduled anytime. In order to be fair to other renters, we ask that you arrive on time for your scheduled aircraft and return promptly at the end of your time slot

Scheduling Guidelines

Local Flights-

Please schedule at least two-hour blocks and consider the extra time that may be needed to allow for preflight, ATC ground and/or flight delays, re-fueling, and post-flight.

Cross-country Flights-

All XC flights need to be at least three-hour (preferably four-hour) blocks. We ask that you schedule enough time to allow for the same considerations as local flights, with possible enroute delays added in.

Ground Lessons-

The Flight Instructor usually schedules ground lessons. However, students may schedule ground lessons in one-hour blocks.

Rental Minimums-

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

Flight Time Reserved	Minimum Hours Charged
Less than 4 hours	No minimum
4-8 hours	1.5 hours
8-12 hours	2 hours
12-24 hours	3 hours
24+ hours	3 hours/day

Example: Depart 6 AM Friday, arrive 12 PM Saturday: minimum time would be 6 hours because greater than 24 hours, over two separate days. Depart 6 PM Friday, arrive 3 PM Saturday: minimum time 3 hours because only 18-hour rental.

Aircraft Availability-

If an aircraft is not available at the scheduled time due to routine or unscheduled maintenance, flight delay, or extenuating circumstance, another aircraft may be dispatched in its place.

Rental Time Extensions-

It is the pilot's responsibility to return the aircraft by the scheduled due-back time. If an extension is either necessary or requested for any reason, you must call the Chief Flight Instructor. Otherwise, the aircraft is expected to be back on time for the next rental or lesson.

Cancellation Policy-

Aircraft rentals and dual lessons 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 student/renter may be charged a late cancellation/no-show fee. Consideration will be given for extenuating circumstances. Cancellations for weather will be at the discretion of the instructor.

Myrtle Beach Academy of Aviation, LLC

No-show Policy

If a student or a renter is more than 15 minutes late, and no prior notice is given, it is considered a “no-show” and the student/renter will be charged for ½ of the reserved aircraft time and ½ of the reserved Flight Instructor’s time. Consideration will be given for extenuating circumstances.

RENTER QUALIFICATIONS

Anyone who rents an aircraft from MBAA, including students, must satisfy the following requirements:

- 1) Provide copies of all pilot and medical certificates and photo identification.
- 2) Complete a Pilot Information Form.
- 5) Sign the MBAA Rental Agreement.
- 7) Pass a flight check with an MBAA Instructor in the type of aircraft to be rented, unless already approved through training.
- 8) Maintain 6-month rental currency in the same type aircraft.
- 9) Comply with all Federal Aviation Regulations pertaining to the operations conducted.

AIRCRAFT AIRWORTHINESS

Minimum Requirements

In order for an MBAA aircraft to be dispatched to a customer it must meet the following criteria:

- 1) All inspections in compliance with the FARs.
- 2) Be within the aircraft’s 50-hour oil change time period.

Aircraft Discrepancies

The Aircraft Discrepancy Log should be checked prior to flight. No MBAA aircraft is to be operated with an open discrepancy which could affect safety of flight.

Recording Discrepancies

If a discrepancy is found before, during, or after a flight, it needs to be properly recorded in the Aircraft Discrepancy Log. Please notify MBAA Staff of the discrepancy during post-flight check-in.

Instruments and Equipment

No person may operate an MBAA aircraft with inoperative instruments or equipment listed in FAR 91.205.

Maintenance Status Sheet

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 MBAA Staff should be notified immediately.

WEATHER MINIMUMS

The following minimums apply to all MBAA aircraft. They are not a substitute for any FAR minimums. All minimums assume that terrain and VFR cloud clearances are followed according to FAR 91.119 and FAR 91.155.

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VFR RENTALS

- 1) 1,500 feet ceiling & 3 statute miles visibility.
- 2) Maximum wind not to exceed 25 knots.
- 3) Crosswind limits not to exceed aircraft's maximum demonstrated crosswind component.

DUAL VFR LOCAL

- 1) 1,500 feet ceiling & 3 statute miles visibility.
- 2) Maximum wind not to exceed 25 knots.
- 3) Crosswind limits not to exceed aircraft's maximum demonstrated crosswind component.

DUAL VFR CROSS-COUNTRY

- 1) 3,000 feet ceiling & 5 statute miles visibility.
- 2) Maximum wind not to exceed 25 knots.
- 3) Crosswind limits not to exceed aircraft's maximum demonstrated crosswind component.

DUAL IFR LOCAL

Ceiling and visibility that allow for takeoff, approach and landing at MYR.

DUAL IFR CROSS-COUNTRY

- 1) Ceiling and visibility that allow for takeoff, approach and landing at MYR.
- 2) Ceiling and visibility at destination airport that allow for takeoff, approach and landing.

SOLO LOCAL

- 1) Traffic pattern: 1,500 feet ceiling & 3 statute miles visibility.
- 2) Practice area: 3,000 feet ceiling & 5 statute miles visibility.
- 3) Maximum wind not to exceed 20 knots. Crosswind component not to exceed 10 knots.

SOLO CROSS-COUNTRY

- 1) 5,000 ceiling & 5 statute miles visibility.
- 2) Maximum wind not to exceed 20 knots. Crosswind component not to exceed 10 knots.

GROUND OPERATIONS

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.

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Ramp Access

Only renters and students that have been issued a security badge are allowed on the ramp without an escort or Flight Instructor. All other persons must be escorted to and from aircraft.

Hand Propping

All students and renters are prohibited from hand propping any MBAA aircraft. If there is a problem in starting an aircraft, please notify MBAA Staff immediately.

Aircraft De-Icing

If an aircraft is in need of de-icing due to snow, ice, or frost, please contact the MBAA Maintenance Department. Aircraft are not to be flown unless they are free from all contaminants.

Fueling Procedures

All aircraft are to be refueled at the end of each flight. All aircraft are rented dry, meaning fuel is at the pilot's expense. At the end of each flight, your aircraft is to be refueled to the same level at which you received the aircraft. You may use the self-service fuel pumps or FBO full service. If the previous renter did not completely refuel, please notify MBAA Staff.

Fueling operations are potentially dangerous and pilots are asked to verify that all aircraft electrical switches, including the ignition, are off prior to fueling and the aircraft is grounded. When fueling operations are being conducted, pilots and passengers are prohibited from being onboard the aircraft.

Smoking and Tobacco Products

Smoking and tobacco products are prohibited in aircraft and on the ramp at all times.

Objects On Dashboard

Do not put *anything* on the aircraft dashboards. It is too easy to put scratches on the windscreen, which obscures vision, especially at night, and are difficult to repair.

Engine Starting

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. Immediately before starting, pilots are asked to announce "clear" in a loud voice, preferably out the side vent window. Additionally, if an aircraft is being fueled in the immediate area, engine start should be delayed until line service has completed the operation.

Boarding and Deplaning

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

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 doorstop mechanism, please close the door completely before engine start and during ground operations. However, if ventilation is required within the cabin during start-up and taxi, you may support the door with your hand.

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. The PIC should enforce the “Sterile Cockpit” concept during taxi. An airport taxi diagram should be referenced at all times to prevent runway incursions.

Parking and Securing Aircraft

When parking aircraft on the MYR 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, parking brake, and/or tie-downs. All electrical switches should be turned off, all trash and personal items should be removed from the aircraft, and side vent windows should be closed, and control locks and pitot tube covers installed. Also, if the aircraft is left unattended while away from MYR, please lock the doors.

FLIGHT OPERATIONS

Airport Requirements

All destination airports must have paved runways that can accommodate the take-off and landing performance requirements of the specific aircraft. For night operations, all destination airports must have sufficient field lighting.

Noise Abatement

Certain airports have noise abatement procedures to minimize disturbances in developed areas. All MBAA pilots must follow all published noise abatement procedures, and in general, avoid flight under 1,500 feet AGL over populated areas unless during take-off and landing.

Minimum Safe Altitudes

A minimum altitude of 2000 feet AGL should be used for all performance maneuvers, unless another altitude is specified in an MBAA Training Course Outline (TCO) or in the FAA Practical Test Standard (PTS). Failure to comply with minimum altitudes may result in FAA violations and/or revocation of rental privileges.

Simulated Engine Failures

All simulated engine failures in single-engine aircraft shall be accomplished by reducing the throttle to idle. Turning off the fuel selector and/or mixture control is **strictly prohibited**.

Formation Flying

Formation flying is authorized only with approval from the Chief Flight Instructor.

Spins and Aerobatics

Spins are authorized only when an MBAA Flight Instructor is providing spin training in an approved aircraft, and aerobatics are prohibited.

STUDENT PILOTS

GENERAL POLICIES

- 1) All Students must be released by a MBAA Instructor prior to any solo flights.
- 2) At least one instructor must be present at the flight school during all solo flight operations.
- 3) Students are encouraged to file a VFR Flight Plan and/or obtain flight following from ATC for all cross-country flights.
- 4) The instructor who releases the student for solo flight is responsible for that student unless another instructor knowingly and willingly takes over responsibility.
- 5) All night landings must be made to a full stop or stop-and-go.
- 6) Except for traffic patterns, all maneuvers are prohibited at night.
- 7) Student solo night flights are prohibited.

Student Check-In Policy

Students should arrive at the flight school 15 minutes prior to the scheduled lesson time. If the 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.

Practice Area

The designated practice area, known as the Southwest Practice Area, lies between Murrell's Inlet, Georgetown County Airport, the coast, and the Gamecock MOA, from 500 feet AGL up to 4500 feet MSL.

Approved Local Airports

The following airports are located in the Myrtle Beach area and are approved for student solo takeoff and landing practice:

HYW Conway

CRE North Myrtle Beach

Other local airports for dual instruction:

60J Ocean Isle

GGE Georgetown

PHH Andrews

MAO Marion

CPC Whiteville

51J Lake City

CKI Kingstree

Approved Cross-country Airports

FLO Florence 50NM

LBT Lumberton 57NM

ILM Wilmington 63NM

MKS Monks Corner 64NM

MEB Laurinburg 71NM

CHS Charleston 73NM (Dual only)

DYB Summerville 78NM

ACZ Wallace 78NM

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FAY Fayetteville 79NM (Dual only)
JZI Johns Island 80NM
OAJ Albert Ellis 95NM
OGB Orangeburg 98NM
RBW Walterboro 98NM
CHO Charlottesville, VA 269NM (Instrument/Commercial only)

Passengers On Training Flights

Except for solo flights, of course, passengers are welcome on training flights if both the student and instructor give their consent. A passenger under the age of 18 must have written permission from his/her parent or legal guardian.

SAFETY PROGRAM

Introduction

This section outlines the approved Safety Program that is currently in use at MBAA. It describes standard methods of operation that are consistent with generally accepted and established industry practices and procedures. The company is committed to the concept that safety is an integral part of the flight school and strict adherence to this program is mandatory.

The Safety Program is applied to, but is not limited to, the following areas:

- 1) Training Course Outlines (TCO)
- 2) Aircraft Operation and Maneuver Manuals
- 3) Flight Standards and Training Methods
- 4) Flight Instructor Training Standards
- 5) Instructor Evaluations
- 6) Student Evaluations
- 7) Recurrent and Remedial Training Programs
- 8) Aircraft Dispatch Procedures
- 9) Aircraft Maintenance

Authority and Responsibility

The Chief Flight Instructor and the Director of Operations have the following authority:

- 1) To define MBAA's investigative and reporting procedures for accidents, incidents, and hazards.
- 2) To develop the necessary forms and instructions for implementing the Safety Program.
- 3) To define and require the reporting of any safety related event.
- 4) To conduct an investigation of any safety related event.
- 5) To order the grounding of any MBAA student, renter, or Flight Instructor involved in a safety related event which is under investigation by MBAA and/or the FAA.
- 6) To represent MBAA regarding aviation safety matters in dealing with government agencies and professional organizations.
- 7) To promote established aviation safety practices and procedures.
- 8) To distribute aviation safety related information when it becomes available.
- 9) To conduct meetings with MBAA Staff to address any safety related issues.

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Reporting Accidents and Incidents

Accidents and incidents are defined in the FARs and are to be reported to the appropriate authorities and the Chief Flight Instructor or Ops Director immediately.

Notification Procedure

When an accident or incident occurs, the following information needs to be relayed to the Chief Flight Instructor or Ops Director:

- 1) Pilot's name and passenger information.
- 2) Summary of any reported or observed injuries.
- 3) Extent of any aircraft or property damage.
- 4) Aircraft location, type and tail number.
- 5) Approximate time the occurrence took place.
- 6) Emergency services and/or government agencies present.
- 7) Whether or not any additional services are needed.

Please note: Pilots should withhold any comments regarding the accident or incident until MBAA officials have been notified.

Miscellaneous Events

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

- 1) When a system defect occurs in flight, which adversely affects the handling characteristics of the aircraft, or renders it unsafe to fly.
- 2) When there is a total or partial loss of engine power during any ground or flight operations.
- 3) When there is fire or smoke coming from any part of the aircraft.
- 4) When there is an emergency declared for any reason.
- 5) When safety equipment is found to be defective or inadequate.
- 6) When any part of the aircraft inadvertently leaves the paved surface of any airport during taxi, take-off, or landing.
- 7) When a runway incursion occurs.
- 8) When an unsafe gear indication occurs or the landing gear fails to extend or retract for any reason.
- 9) Anytime the pilot becomes lost or disoriented during a flight.
- 10) Whenever an aircraft limitation is exceeded.
- 11) If a landing takes place on the wrong runway.
- 12) When a loss of braking occurs during landing or ground operations.
- 13) When the aircraft lands with less than required fuel reserves.
- 14) When a near miss, ATC incident, or wake turbulence event occurs.
- 15) When significant turbulence, wind shear, or other severe weather is unexpectedly encountered during flight operations.
- 16) Whenever alcohol or drug use by a pilot is suspected.
- 17) When the aircraft strikes any wildlife or foreign objects.
- 18) Any event where safety standards may have been compromised.

Suspicious Activity

Any student or renter who observes any suspicious activity is encouraged to report it to the Ops Director or Chief Flight Instructor as soon as possible.

GENERAL POLICIES

AIRCRAFT INSURANCE

MBAA provides aircraft liability insurance to all students/renters. However, the policy does not guarantee aircraft hull insurance to the renter. Details may be referenced in the Rental Insurance Disclosure Notification. All students and renters are encouraged to purchase Aircraft Renters Insurance.

OIL REIMBURSEMENT

MBAA will reimburse students and renters for all oil purchased away from MYR, at approved airports. However, there will be no reimbursement for ramp fees, landing fees, parking fees, or additional surcharges and/or taxes.

UNAUTHORIZED INSTRUCTION

Flight training in MBAA aircraft is to be conducted only by MBAA Flight Instructors.

MAINTENANCE AWAY FROM MYR

If an MBAA aircraft experiences mechanical difficulties while away from MYR, the pilot should contact the Ops Director or Chief Flight Instructor immediately. **All maintenance must be pre-approved!!**

RIGHT TO REFUSE SERVICES

MBAA reserves the right to refuse services to students and renters for the following reasons:

- 1) Financial—Accounts with past due balances.
- 2) Medical—Pilot does not have a current medical.
- 3) Operational – Student or renter pilot was found to be in violation of an FAR and / or a policy set forth in this manual.
- 4) Administrative – At the discretion of the Ops Director or Chief Flight Instructor, the student or renter was deemed to be a liability for MBAA based on his/her present and/or past conduct.