



STANDARD OPERATING PROCEDURES

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1. Introduction

1.1 Brief History

Brett Aviation has been in existence for almost 25 years, when it began in 1978 as primarily a charter operator until the early 1980's. After De-Regulation, Brett Aviation focused on flight training, aircraft rental and sightseeing. Today we offer rigorous training programs for all experience levels in order to train pilots to the highest level of competence, which is why Brett Aviation is one of the longest continually operating flight schools in Maryland.

1.2 Purpose of Manual

The regulations and procedures under which Brett Aviation Inc., are directive in nature and are designed to ensure safe, orderly, and efficient operation. Each person connected with this operation is expected to fully comply with both the attitude and intent of these directives. It is recognized that all possible situations cannot be foreseen; therefore, unusual situations will be evaluated in light of the known circumstances and the judgment displayed by the persons involved.

If these operating procedures appear rigid and are enforced as such, we regret any inconvenience, as these procedures are necessary to help ensure and maintain a safe flying environment for everyone involved. Here at Brett Aviation, safety should be *everyone's* primary concern.

We are here just like yourself; to have a good time; and that's what we do!

1.3 Responsibilities and Revisions

This revision of the Standard Operating Procedures (SOP) supersedes all previous editions. Additionally, students, pilots and staff members are responsible to incorporate changes into their SOP's as they are made available. A current copy of the SOP will be posted in the dispatch area.

Students, pilots and staff members of Brett Aviation are required to comply with the regulations, policies, and procedures contained within this manual as well as the Federal Aviation Regulations (FAR's). Failure to comply with any of the above may result in disciplinary action including dismissal from training and / or employment.

Throughout the remainder of this manual, the term "student pilot" refers to a pilot who has not yet attained the Private Pilot's Certificate; the term "student" refers to anyone participating in a course of training at Brett Aviation; the term "pilot" refers to students, instructors, staff, and anyone else piloting a Brett Aviation aircraft.

2. Departmental Responsibilities

2.1 Administration

2.1.1 President

The duties of the President encompass all aspects of the smooth operation of Brett Aviation. Specifically, implementing and revising policies and procedures, strategic planning activities, managing school staff, coordinating compliance issues and requirements with various monitoring agencies, and developing, administering and revising information systems throughout the organization.

2.1.2 Director Of Operations

The Director of Operations is responsible for the training, staffing and supervision of the dispatch staff. The Director of Operations is responsible for the efficient operation of the aircraft fleet, in addition to maintaining the general upkeep of all facilities, building security, and telecommunication systems.

2.2 Flight Department

2.2.1 Chief Pilot

The Chief Pilot is responsible for ensuring the quality of training in all areas of instructing and instructing staff. The Chief Pilot is a point of contact in area of certifying training records, stage-checks, and check-rides. He is also responsible for maintaining the highest quality of instructing personnel, instructing techniques and procedures. The Chief Pilot and his staff are responsible for writing and updating all training syllabi for flight and ground instruction. The Chief Pilot is the point of contact for FAA communications and air traffic control issues.

2.2.2 Assistant Chief Pilot

The Assistant Chief Pilot assists the Chief Pilot with the management of the flight department. Specifically, they handle student / instructor allocation, student records and syllabi assignment, instructor changes, assurance of company policy compliance, and flight safety issues.

2.2.3 Stage Check Pilots

The Stage Check Pilots designated by the Chief Pilot are responsible for conducting periodic flight and ground evaluations of the students. The Stage Check Pilot is responsible for the completion of all documentation of student's stage check performance in the training record.

2.2.4 Flight Instructors

Brett Aviations Flight Instructors (CFI's) are responsible for conducting all flight instruction and ground briefings in accordance with Federal Aviation Regulations, Brett Aviation policy and the Brett Aviation syllabus. The CFI's are responsible for maintaining each of their student's training records in accordance with FAA and Brett Aviation guidelines.

2.3 Maintenance

2.3.1 Maintenance Manager

The Maintenance Manager supervises all aspects of aircraft maintenance and repair. The Maintenance Manager's duties include organizing scheduled and unscheduled maintenance, staffing, parts inventories, aircraft logbooks, FAA compliance, quality control, and safety.

2.3.2 Technicians

The Brett Aviation A&P Technicians assure that the Brett Aviation fleet is maintained to a superior level which meets or exceeds FAA standards.

2.4 Dispatch

2.4.1 Dispatchers

The dispatcher on duty at the front desk is primarily responsible for customer service and checking in and out of aircraft as well as the maintenance of student training records. Other duties include scheduling, flight following, and many other aspects of assuring flight safety. The dispatcher on duty has the responsibility to cancel or postpone a flight if there is a question as to its safe outcome.

3. Safety Program

3.1 Purpose

The goal of Brett Aviation's Safety Program is to eliminate unsafe situations through superior training and education.

3.2 Philosophy

The philosophy of the safety program is identifying and eliminating unsafe situations may prevent injury or equipment damage.

Brett Aviation staff will collect safety related information and disseminate this data to all students, pilots, and staff members in an effort to educate and apply safety procedures in order to create a safe work and flight environment where safety is a way of thinking.

3.3 Reporting Accident and Incidents

Accidents, accidental damage to Brett Aviation's property, aircraft or otherwise must be reported to Brett Aviation's management staff or representative as soon as possible in the most reliable means available.

3.4 Reporting Hazardous Events and Observed Behaviors

In the interest of safety, all staff and students are responsible for reporting any hazardous events and observed unsafe behaviors to management.

3.5 Aircraft Accident Investigation

In the event of an aircraft accident, the involved parties are prohibited from open discussion and / or inquiries with anyone other than an FAA representative, ATC representative, or by express permission of the following individuals: President, or Chief Pilot.

4. Scheduling

4.1 No Show Policy

A \$35.00 No Show fee may be charged to you if you fail to arrive for a scheduled flight without prior contact to Brett Aviation or if lateness persists.

4.2 Aircraft Return

Students and Instructors are expected to do everything in their power to safely return at the scheduled time. If able students and instructors should try to contact Brett Aviation if a known delay is encountered.

4.3 Policy for CFI Lateness

Should a CFI arrive late for an appointment or a flight, the following actions will take place:

- On the first time arriving late, the CFI will receive a verbal warning.
- On the second time arriving late, the CFI will receive a written warning.
- On the third time arriving late, the CFI will receive disciplinary action.
- For all occasions after the third time being late, the CFI will receive disciplinary action without pay.

5. Ramp Operations

5.1 General

This section contains safety policy and practices for Brett Aviation for preventing accidents / incidents during ramp operation. Ramp operations may range from one or two aircraft to high traffic flow. Extreme alertness is required to maintain safety. Ramp operations include refueling trucks, mechanics and pedestrians as well as aircraft operations. Personnel should remain clear of the ramp when not performing specific duties and help to maintain a Foreign Object Damage (FOD) free ramp by not throwing litter on the ramps or grass areas and return the aircraft without trash inside. Engine run-up procedures shall be completed prior to each flight and only in designated run-up areas.

5.2 Starting Procedures

All flights are to be preceded by a thorough pre-flight using a checklist as per the Pilot's Operating Handbook (POH). The POH and the accompanying checklists are to be followed rigorously while starting the engine. A Brett Aviation CFI must be on board the aircraft if the student has yet to complete their first solo.

5.3 Seatbelt Use

Seatbelt and shoulder harness use is mandatory for all pilots and passengers during engine start, aircraft taxi, take-off, and landing operations. The regulatory requirement is per FAR 91.107, refer to this regulation for a more specific explanation of seatbelt use.

5.4 Passenger Briefing

Brett Aviation requires that all passengers receive a complete passenger briefing in accordance with FAR 91.107(a)(1). Passengers must be briefed on smoking, location and use of emergency exits and fire extinguishers, storage of personal items, and sterile cockpit procedures.

5.5 Taxiing Guidelines

Aircraft will be taxied only by Brett Aviation students, renters, instructors, mechanics, or other authorized persons from Brett Aviation. Aircraft will not be taxied into or out of any hangar. A test of the aircraft's brakes will be conducted before departing from the parking area. Taxi operations will be conducted at a speed in which the area permits. Use of the brakes should be kept to a minimum. Crosswind control inputs are to be utilized at all times in which wind is present. No aircraft shall be taxied in winds in excess of 35 Knots (sustained or gusts). Maneuvering in tight areas without an outside observer watching the aircraft extremities is prohibited. Ground control must be contacted for all operations in other than non-movement areas. A listening watch shall be maintained at all times on the ground control frequency.

5.6 Parking

Aircraft must remain on the centerline of the taxiway unless obstacles prohibit or while parking. No one may exit the aircraft until all engines have been completely shut down. Be sure the aircraft is in an appropriate parking area, the control lock is installed, the windows and vents are closed, and the seatbelts are organized. All aircraft will be tied-down securely after each flight with tie-downs provided.

5.7 Dry Flying

On occasion, flight instructors may assign students to practice cockpit procedures while seated in an aircraft parked on the ramp. This is referred to as "dry flying". When students are involved in dry flying the following rules apply:

- The aircraft must remain tied down.
- Under no circumstances will the electrical system be activated.
- Actual movement of the mixture, propeller, or throttle is prohibited.
- Under no circumstances will the student move the landing gear actuating lever, emergency gear extension control, or emergency gear extension pump lever.
- At the completion of the dry flying session, the student will ensure that the aircraft is returned to its properly secured condition.

5.8 Ground Operation Restrictions

- All aircraft, persons, and vehicles shall remain clear of helicopter landing and taxi areas (located next to the Echo line and denoted by yellow hashed lines) and the south heli-pad (located next to the papa line).
- All personal automobiles shall be parked in designated parking areas only. Do not park on the Echo or Papa line or any aircraft tie-down area.
- Aircraft shall be refueled after each flight, unless instructed otherwise by Brett Aviation. If the flight is the last of the day the pilot must wait at least 10 minutes for the line service to come and service the airplane then close the hangar afterwards.
- Beacon light switches shall be left in the on position after shut-down. This is done for safety reasons and will signify (from a distance) that the master switch may have been left on. Remember to double check that the Master Switch is OFF prior to exiting the aircraft.
- All pilots are required to report any known damage to the aircraft caused by their fault or the fault of others.
- The pilot-in-command will be held responsible for all damage caused by negligence such as T-hangar or taxiing incidents.
- No student pilots are to pull aircraft out or push aircraft into hangar without the instructor being present.
- Anyone leaving the master switch on and draining the battery will incur a \$20 fee.

6. Local Procedures

6.1 General

This section contains policy and procedures for operations within the local area of Martin State Airport. The term “local area” is defined as the designated practice areas and the traffic pattern at MTN. Student pilots must have expressed permission from their CFI prior to flying outside the practice areas.

6.2 Weather Minimums

Weather minimums for VFR flights:

- Student solo pilots must have 2000’ ceiling and 5 miles visibility or better in order to conduct traffic pattern operations at Martin State Airport.
- Student solo pilots must have 5000’ ceiling and 5 miles visibility or better in order to conduct operations outside of Martin State Airport.
- Students will not fly above broken or overcast layers of clouds.
- No student solo pilots are to conduct operations in winds in excess of 12 knots sustained or a crosswind factor of more than 8 knots.
- No student solo pilots are to conduct operations in winds that include a gust factor.
- No aircraft shall be taxied or flown in winds in excess of 35 knots (sustained or gusts) without the approval of Brett Aviation Administration.

6.3 Traffic Patterns

- All traffic patterns must conform to any Airport Facility Directory (AFD) requirements for that specific airport.
- All traffic patterns must be flown in accordance with the Airman’s Information Manual (AIM) Section 3 at uncontrolled airports.
- Aircraft will not make any turns less than 400’ AGL at controlled airports unless otherwise advised by ATC.
- Traffic patterns must be flown at a distance that will allow the pilot to land on the runway in the event of an engine failure.
- Traffic patterns for single engine aircraft will be flown at 1000’ AGL and multi-engine aircraft at 1000’ AGL unless otherwise required in the AFD.
- No pilot may waive a wake turbulence delay assigned by ATC.
- No intersection departures either solo or with a Brett Aviation CFI.

6.4 Practice Areas

The practice areas will be described and outlined by the student's instructor along with limitations in these areas. These limitations are to be considered written law and cannot be changed in any manner by anyone other than that student's instructor. This also includes solo pattern work and cross country flights. Note that these practice areas have altitude restrictions and other airspace hazards depicted on a current VFR sectional chart for this area. The use of another airport for take-off and landing is prohibited unless it is a cross-country flight with written authorization from that student's instructor or in an emergency situation. Solo students are allowed to fly only in the practice areas assigned by that instructor for safety reasons. Prior to each solo flight, students will inform an authorized instructor of their intended route of flight. The parameters of the practice areas are as follow:

- **Practice Area A:** Located north of Loch Raven Reservoir. From Fallston Airport proceed north to Forrest Hill Airport then turn northwest to Prettyboy Reservoir. Turn southeast to I-83 then back east to Fallston Airport. Do not proceed south into the Class B rings.
- **Practice Area B-North:** Located north of Chestertown. From Breezecroft Airport proceed east to Chestertown then east to Rt.-301. Turn north and follow Rt.-301 north to the Sassafras River. Turn west proceed to the Eastern Shore. Follow the shore line south back to Breezecroft Airport. Do not proceed west past the shore line to avoid Restricted area R-4001A.
- **Practice Area B-South:** Located south of Chestertown. From Breezecroft Airport proceed east to Chestertown then east to Rt.-301. Turn south and follow Rt.-301 south to the Rt.-301 / Rt.-50 Split. Proceed northwest to the Eastern Neck Wildlife Refuge turn north towards Rock Hall. Then north to Breezecroft. Do not proceed west of Rock Hall to stay clear of Class B airspace.

6.5 Touch and Go Landings

Student pilot solo touch and go practice is not allowed until authorized by that students pilot's instructor. During times of high traffic, pilots are encouraged to visit other local airports for touch and go practice.

6.6 Class B Operations and Requirements

Student pilots must have received training, instructor logbook endorsement, and ATC clearance prior to entering Class B airspace. During all operations in Class B airspace, all student pilots are encouraged to have in their possession a current Terminal Area Chart depicting that Class B airspace. A copy of any endorsements made by the instructor must be kept in the student's training record.

Student pilots are not permitted to enter any Class B airspace without the above requirements being met. Private pilots and higher should become very familiar with any Class B intended for use, prior to entering. The regulatory requirements for Class B operations are found in FAR 91.131.

6.7 Radio Communications

Proper radio procedure is essential to maintaining a safe and orderly flow of air traffic. All pilots are expected to know and practice radio communication requirements detailed in the FAR / AIM. Specific requirements for differing airspace are found in FAR PART 91.

6.8 Check In / Out Procedures

Pilots are expected to arrive at Brett Aviation on time and ready to begin the days lesson. The keys are dispatched from the front desk at which time the dispatcher may ask for current copies of the pilot's license, medical, and / or logbook endorsements, which the pilot must have on his/her person. The pilot is responsible for verifying that the starting hobbs and tach time listed in the aircraft binders matches the actual starting hobbs and tach in the aircraft BEFORE DEPARTURE. Discrepancies should be brought to the dispatcher's attention at that time. Credit cannot be given for missing hobbs or tach hours once the aircraft has been started. At the completion of the flight, the student will be issued a receipt.

7. Pre / Post Flight Operations

7.1 General

A major component of maintaining a high level of safety in aviation is through pre/post flight operations. Pilots must make themselves aware of all available information pertaining to each flight per FAR 91.103. Keeping high standards and obtaining thorough weather briefings, periodic enroute weather checks, and performing frequent checks of the aircraft's maintenance logs will bring a high standard of safety to each lesson.

7.2 Pilots "I'M SAFE" Checklist

Just as aircraft must be inspected to determine airworthiness, pilots must also preflight themselves. The acronym "I'M SAFE" is recommended by the FAA as a guideline to check your readiness for flight.

Illness
Medication
Stress
Alcohol
*F*atigue
Emotion

All Brett Aviation Pilots are encouraged to take ample rest periods between activities to foster more productive learning.

7.3 Equipment

Pilots must have all appropriate equipment and documentation pertaining to each flight. It is the pilot's responsibility to ensure that all needed items are on their person and readily accessible. The following list pertains to all pilots:

- Pilot certificate, medical certificate, logbook (for student pilots), a Government issued photo ID.
- A working headset.
- Current charts, as required for flight.
- All equipment required for cross-country flight if appropriate
- A functional flashlight for all night flights

7.4 Aircraft Preflight

All flight will begin only after a thorough preflight inspection. Aircraft must be inspected per the POH along with applicable FAR's. During the preflight inspection, take time to note any damage, abnormal tire wear, paperwork discrepancies, and report them to dispatch or Brett Aviation Administration prior to flight.

7.5 Pre / Post Flight Briefings

Prior to each dual flight, stage check, or student pilot solo, the student will be briefed on which maneuvers will be performed during that flight. The preflight briefing must include the objective, description, and completion standards of each flight maneuver. After each dual flight or stage check, the instructor will brief the student on his or her performance during each maneuver, ensuring that the student fully understands their strengths, weaknesses, points of possible improvement, and completion standards.

8. Night Operations

8.1 General

With night flight operations, pilots must prepare themselves thoroughly with preflight planning and equipment requirements. Safety is the first and foremost concern in night operations.

- All external lighting must be operational and illuminated during night operations.
- No pilot will make night takeoffs or landings without the landing light illuminated unless accompanied by a Brett Aviation CFI.
- Unusual attitude recovery will not be practiced at night unless accompanied by a Brett Aviation CFI.
- Slow flight and stalls practice will not be permitted unless accompanied by a Brett Aviation CFI.
- Each pilot will have a working flashlight on all night flights.

8.2 Night Solo Operations

No student solo activity will be conducted after sunset.

9. Cross-Country Operations

9.1 General

This section contains policy and procedures that all Brett Aviation's students must adhere to prior, during, and after cross country flights.

9.2 Restrictions

Brett Aviation's aircraft are not authorized to be flown outside the boundaries of the Continental United States or more than 500NM from MTN without expressed permission from Brett Aviation. Students are authorized to conduct solo cross-country operations only to the airport listed below:

1. Accomack Co. – MFV
2. Allentown – ABE
3. Atlantic City International – ACY
4. Cambridge – CGE
5. Cape May Co. – WWD
6. Capital City – CXY
7. Carroll Co. – DMW
8. Chester Co. – 40N
9. Cumberland Regional – CBE
10. Easton – ESN
11. Frederick – FDK
12. Harrisburg International – MDT
13. Martinsburg – MRB
14. Millville – MIV
15. New Garden – N57
16. Ocean City, MD – OXB
17. Ocean City, NJ – 26N
18. Pottstown/Limerick – PTW
19. Reading Regional – RDG
20. Salisbury – SBY
21. Summit – EVY
22. Sussex Co. – GED
23. Willmington – ILG
24. Winchester Regional – OKV

Chief Pilot or Assistant Chief Pilot must approve any other airports.

9.3 Cross-Country Flight Planning

All pre-private cross-country flights must have a complete review of the navigation log by that pilot's CFI. The dispatcher will not issue flight authorization without this endorsement. The flight instructor must review for the following:

- The cross-country flight meets the syllabus objectives.
- The student understands the requirements of the flight and all required route and communication procedures.
- The pilot has in his/her possession appropriate and current charts.
- The navigation log is complete and accurate.
- The navigation log has a sketch of all airports intended for use.
- The pilot must have in his/her possession all required pilot certificates, logbooks and endorsements.

9.4 Fuel Requirements For Cross-Country Flights **-Refer to FAR 91.151**

- Flights must always begin with full tanks (unless requiring slightly less for weight and balance)
- Each aircraft must be able to make it to its point of intended landing and 30 minutes (daytime) or 45 minutes (nighttime) at normal cruise beyond.
- If an alternate is required for IFR then the reserves must get you to your destination, to the alternate, and 45 minutes at cruise beyond.

*Do not rely on the fuel gauges of your aircraft. Gauges may be inaccurate at times.

9.5 Dispatching Cross Country Flights

Prior to an aircraft being dispatched for cross-country, it is the pilot's responsibility to ensure that at no time will any inspection be over-flown during the flight. A copy of each student's solo cross-country navigation log must be placed in the "active flight plans" bin at the dispatch counter.

9.6 Cross-country Departure and Enroute Operations

Aircraft departing on cross-country flight must file and open a VFR flight plan with the local flight service station. While enroute, the pilot will complete the navigation log and maintain current weather briefings. Pilots must be aware of their location at all times and are responsible to obtain ATC clearance prior to entering controlled airspace as required by the FAR's.

9.7 Fueling Enroute

If a pilot requires fuel and/or oil at locations outside of MTN, he/she must purchase the services and submit the receipts to Brett Aviation for reimbursement. Keep all fuel receipts. At the completion of the cross-country, pilots will give the original fuel receipts to Brett Aviation Administration.

9.8 Local Fueling Procedures / Special Fueling Requests

Brett Aviation aircraft are to be topped off after each flight. Any pilot who requires fuel to be at any level other than topped off, must make a request to dispatch as early as possible before scheduled departure. Every effort will be made to accommodate these requests. Due to scheduling conflicts and other factors, these requests may not be able to be performed. Every effort will be made to have all aircraft fueled prior to each flight.

9.9 Deviations From Flight Plan

Deviations from flight plans are only permitted as required for weather, emergencies, or ATC. If it becomes necessary to deviate from a flight plan, the PIC is responsible to notify Brett Aviation of the deviation if possible. After landing at the alternate airport, a phone call to notify his/her CFI is absolutely necessary. Do not leave the alternate airport until contact has been made with Brett Aviation. Upon return to MTN, the pilot must notify his/her CFI.

9.10 Charges Reimbursed

Brett Aviation will reimburse the pilot for fuel and oil (as indicated in the previous section). Should repairs be required to the aircraft while at another airport, The pilot must have received prior permission to complete the repairs from one of the following persons in order to be reimbursed for those repairs: President, Director of Operations, Maintenance Manager, or Manager on duty.

The following is a non-inclusive list of the types of charges, which are non-reimbursable by Brett Aviation:

- Hangar / Tie-down charges.
- Rental car / taxi expense
- Hotel expense
- Landing fees

9.11 Arrivals

Upon arrival at the destination airport, this PIC will ensure that the flight plan has been closed. Pilots will recheck their fuel calculations for accuracy and completeness. Upon returning to the final destination students will complete the navigation log, then place a copy of the completed log in the student's folder in dispatch. All student pilots must notify their flight instructor of their arrival at their final destination.

10. Maintenance

10.1 Aircraft Care

Brett Aviation takes pride in the appearance and quality of its fleet. As such, we expect our pilots to help keep the interiors clean and free of trash. At the completion of each flight, please remove all paper and trash and dispose of it in a trash receptacle. Please refrain from bringing open-top beverages in the aircraft (i.e. coffee cups without lids, etc.) as they may spill.

After each flight, the pilot should also secure the aircraft, buckle the seat belts, close the windows and vents and lock the doors. Any cosmetic or cleanliness items should be reported to dispatch as soon as possible.

Pilots may not clean aircraft windows with anything other than a soft cloth and the provided window cleaner located in the aircraft.

10.2 Aircraft Discrepancies

Any and all defects noted before, during or after a flight must be reported immediately. Inside of each aircraft binder is a “squawk sheet”. This sheet should be used to describe the discrepancy (in detail). Additionally, the status of any current discrepancy will be noted. An aircraft must not be flown with an open discrepancy. Non-airworthiness items may be deferred but only with the signature of an approved aircraft mechanic. Report any discrepancies to dispatch with the proper paperwork. Do not go directly to the maintenance department.

10.3 Operations With Inoperative Instruments or Equipment

Aircraft may be flown with inoperative instruments or equipment under certain circumstances providing that they meet the requirements of FAR 91.213.

10.4 Inspections and Scheduled Maintenance

All Brett Aviation aircraft are maintained under strict FAA guidelines. Every effort will be made to assure that schedule conflicts due to scheduled maintenance are held to a minimum.

11. Emergency Operations

11.1 General

This section provides guidelines for Brett Aviation pilots involved in various emergency situations. It is not the intent of this section to supersede the guidelines for emergencies detailed in the appropriate POH. Each pilot is responsible to ensure that appropriate action is taken in the event of an emergency as outlined by the aircraft manufacturer in the current and approved POH.

The key to dealing with any emergency is prevention and thorough preparation through training and situational awareness. In the event of an emergency, notify Brett Aviation as soon as practical after taking proper corrective action. When an emergency arises, the first responsibility of the pilot is to fly the aircraft. The first moments of an emergency will have a large impact on the outcome.

- Maintain control of the aircraft.
- Analyze the situation and take prompt corrective action.
- Land as soon as practical.

Always use every available resource of information to help in your situation. Often ATC, FSS, and other pilots can provide help and options that may have been overlooked.

11.2 Deteriorating Weather

Deteriorating weather can result in an emergency situation that could be prevented. The following are some tips that will help a pilot to avoid flight into deteriorating weather:

11.2.1 General

- A pilot should never continue a flight into questionable conditions.
- If the pilot feels unsure of his/her experience level in the known weather conditions, he/she must land or return to better weather conditions to avoid a possible emergency.
- FSS or Flight Watch will provide in-flight weather briefings upon request.

11.2.2 VFR Flights

- VFR pilots must maintain a constant knowledge of the changing weather factors during flight.
- VFR pilots should never proceed into marginal weather.
- If the weather begins to deteriorate during a VFR flight, the pilot must take immediate action. Each pilot must first remain calm and take proper action. A rule of thumb is to AVIATE, NAVIGATE, and COMMUNICATE.
- The pilot should concentrate on flying his/her aircraft.
- Lost procedures should be memorized so that they can be used.
- The pilot should advise ATC of the situation.
- The pilot should think his/her options over and take action.
- In the event that the pilot enters instrument conditions, he/she must declare an emergency if he/she is not an instrument rated pilot.
- ATC will issue instructions to resolve the situation, but it is up to the pilot and his/her training to safely fly the aircraft.
- Prevention is the best defense when faced with deteriorating weather during VFR flight.

11.2.3 IFR Flights

- Inadvertent entry into bad weather on an instrument flight plan requires clear thought and proper immediate action just as during VFR flight.
- The pilot should immediately solicit help from ATC.
- Prevention and complete flight planning is the best defense.
- IFR pilots must know and understand all weather factors pertaining to their route of flight.

11.3 Medical Emergencies

Any medical situation that may effect the safety of flight or interfere with the pilot's ability to perform his or her duties must be recognized and addressed promptly. If such a situation arises prior to takeoff, the solution is very simple, abort the takeoff. While in flight and such a situation is recognized, the PIC must make several decisions. A pilot should use the following guidelines to help the situation:

- Evaluate the seriousness of the situation.
- Contact ATC if their assistance is needed.
- Delegate flight duties as needed.
- Land as soon as possible or as required.

11.4 Airsickness

At some point in a pilot's training his/her passengers may experience motion sickness. It is also not uncommon for new students themselves to experience this sometime during training. To help prevent motion sickness, students should be sure that they are in good health prior to flying. If at anytime a student should become airsick, he/she should notify his/her instructor immediately if on a dual flight. For dual or solo flight, actions that may alleviate airsickness include the following:

- Open air vents.
- Maintain a visual focus point outside and in the distance.
- If needed, locate and use an airsickness bag.

All pilots must ensure that some kind of airsickness bag is in the aircraft. This is especially important when passengers who are not accustomed to flight are on board. Always be prepared for such situations by maintaining a high level of knowledge of aeromedical factors and quick recognition of these situations.

11.5 Lost Communication Procedure

It is possible that an aircraft will experience radio communication failure. A well-trained and prepared pilot will be able to properly deal with this situation. It is not practical to cover each possible scenario in this section. However, the intent is to provide some general guidelines for lost communications.

Communication failure during ground operations at controlled airports:

- Flash landing lights to try and get the tower's attention.
- Wait for a light gun signal and after receiving a green or flashing white light, taxi back to parking.
- DO NOT attempt to takeoff.
- At uncontrolled airports, pilots are expected to exercise extreme vigilance and return to parking.

Communication failure in the practice area:

- The pilot should use discretion as to return to MTN or land at another uncontrolled airport near the practice area and call Brett Aviation.
- If returning to MTN follow the lost communication procedures stated below.

*Note: While the Washington D.C. ADIZ is in effect an aircraft experiencing communication failure shall NOT attempt to enter the ADIZ. Land clear of the ADIZ and contact Brett Aviation for further instructions.

Lost Communications Procedures:

Remember that lost communications is not an emergency. In Class D airspace the following requirements must be met before entering the airspace.

- Weather conditions are at or above basic CFR minimums.
 - Visual contact with the tower is maintained.
 - A clearance to land is received.
-
1. Squawk 7600
 2. Fly over the airport above Class D airspace to determine the active runway(s).
 3. Maneuver for a 45 degree entry to the active runway at 500'-1000' above traffic pattern altitude. Use extreme caution for traffic at all altitudes.
 4. Transmit position and intentions "in the blind"
 5. Sequence into pattern using extreme caution as other aircraft may not be aware of your position.
 6. Watch tower for light gun signals.
 7. Acknowledge signals by rocking wings, flashing the nav lights at night, or by flashing landing light if pointed at the tower.

11.6 Fires

- Extreme care should be taken to avoid over-priming in cold weather.
- Should a fire start, execute the emergency procedures as per the POH, and evacuate the airplane. Attempt to extinguish the fire and call for help.
- If not at the aircraft's home base airport, call operations for further instructions.

11.7 Lost Procedures

All pilots should know and use proper lost procedure to ensure safety of flight.

1. Maintain positive control of the aircraft.
 2. Use all available means of navigation such as pilotage, sectional, VOR's.
 3. Reset heading indicator to compass.
 4. Turn sectional chart to match aircraft heading
 5. Find prominent landmarks and match them to the sectional
- *Use all nav aids properly.

1. Check heading indicator.
2. Tune and identify nearest VOR or NDB.
3. Locate aircraft position in relation to nav aid.
4. Locate the aircraft's position on the sectional chart and plot a new course.

A pilot should always remember to use ATC or FSS if he/she is lost. These organizations will be more than happy to assist. If he/she is unable to make contact with ATC or FSS and cannot locate his/her position, he/she should squawk 7700 and transmit on 121.5 MHz for assistance. The pilot should remember that he/she is probably not very far off course and should maintain constant situational awareness as much as possible to prevent becoming lost.

11.8 Accident or Incident Notification Procedure

If an accident or incident, forced landing or precautionary landing should occur, contact dispatch by the quickest available means:

- Call (410) 391-0210

When contact is made, ensure the following information is relayed:

- Date and time of mishap.
- Location of mishap.
- Aircraft model and tail number.
- Number of injuries.
- Describe what has happened.
- Pilot's name or the name of the person making the report.

When the pilot returns to Brett Aviation, he/she must contact the Chief Pilot as soon as possible for an interview and to complete the accident/incident report.

12. Restrictions and Limitations

12.1 General

All pilots are expected to abide by the most current rules set forth by the FAA and the policies and procedures of Brett Aviation. The main objective is to provide a safe, effective, and orderly training environment. All pilots will conduct all flights in strict accordance with the Federal Aviation Regulations.

12.2 Carriage of Firearms

The transporting or carrying of firearms, ammunition, or deadly weapons aboard Brett Aviation's Aircraft at any time, for any reason, is strictly prohibited. The possession of such weapons is prohibited on the airport ramp, Brett Aviation facilities, and Brett Aviation sponsored functions.

12.3 Alcohol and Drug Restrictions

All FAR's in the area of use of alcohol and drugs will be strictly enforced by Brett Aviation. Pilots and staff members are prohibited from performing duties for a period of 8 hours after the intake of alcoholic beverages. Pilots must adhere to FAR's under Part 91 with respect to over-the-counter medication at all times. The safety of all occupants in Brett Aviation's aircraft is our prime concern.

12.4 General Flight Restrictions

- Local flights are restricted to the practice areas described in this manual. At any time that a pilot is dispatched an aircraft as "local," it is expected that those guidelines will be used.
- Formation flying is prohibited.
- No careless or reckless operation of aircraft.
- Aerobatic maneuvers or flight maneuvers not stated in the syllabus and not directly related to the clear objective of the lesson are prohibited.
- All minimum safe altitudes will be enforced per FAR 91.119.
- All pilots must perform clearing turns prior to flight maneuvers.
- Simulated forced landings will terminate prior to 500 feet AGL unless in the traffic pattern of an airport. Student pilot solo emergency landing practice is prohibited.
- No Brett Aviation Aircraft will be flown lower than 500 feet AGL except for takeoff, landing or declared emergency.
- Except in an actual emergency, all landings must be conducted at approved airports.
- Aircraft checklists must be complied with as directed in the POH.

- Flight into known icing conditions is prohibited in Brett Aviation's Aircraft.
- The responsibility for the aircraft and equipment rests with the PIC. On instructional flights, the instructor is the PIC unless prior arrangements are made.
- All pilots shall have in their possession a pilot certificate with appropriate ratings and a current medical certificate, or a valid student pilot medical certificate.
- All pilots who have not previously flown Brett Aviation Aircraft will be given a flight check (for each aircraft to be flown) by the Chief Pilot or his designated representative. NO EXCEPTIONS.
- All flights that are at the company expense must have prior approval from the Chief Pilot or one of his designated representatives (i.e. ferry flights to airports other than MTN for maintenance purposes.)
- Any pilots not flying with Brett Aviation within the preceding ninety (90) days will be required to receive a recurrent checkout flight with a Brett Aviation Instructor.
- Any flight scheduled after normal training hours will be dispatched in the after hours mailbox located outside the Brett Aviation main entrance door. Keys and binders must be returned to back to the mailbox after each flight.
- A minimum of 3 hours flight time may be charged for each 24 hour period of aircraft rental in which the aircraft is not available to Brett Aviation. Regardless of hobbs time flown.
- Brett Aviation reserves the right to cancel any flight, and/or reschedule any aircraft, if the student/renter has not arrived at Brett Aviation within ½ hour of the scheduled time period, and no prior notification has been given to Brett Aviation.
- It is the responsibility of the student/renter to keep an updated Pilot Registration Card on file with Brett Aviation. Any new documents (medical, pilot certificate, driver's license) shall be copied and updated in Brett Aviation's records.
- All payments are due at the end of each flight unless you hold a current account or prior arrangement has been made with Brett Aviation. Any outstanding balances or overdue accounts may be subject to an additional fee. Pilots will not be dispatched an airplane if account is negative.
- Grass strip runways may only be used for landing if they are listed in the AFD.
- The following pilots may fly Brett Aviation Aircraft:
 1. Brett Aviation Flight Instructors.
 2. Regularly enrolled students under instructor supervision.
 3. Pilots employed by Brett Aviation for specific tasks.
 4. Special students by authority of the President or Chief Pilot or his representative.
 5. Mechanics with appropriate rating and current medical certificate who have been authorized by Brett Aviation.
 6. Any renter pilot checked out by Brett Aviation and qualified to fly the appropriate aircraft that holds a valid pilots certificate and current medical certificate.

12.5 Weather Restrictions

- No aircraft shall be taxied or flown in winds in excess of 35 knots (sustained or gusts) without the approval of Brett Aviation Administration.
- Student solo pilots must have 2000' ceiling and 5 miles visibility or better in order to conduct pattern operations at MTN.
- Student solo pilots must have 5000' ceiling and 5 miles visibility or better in order to conduct operations outside of MTN.
- No student solo pilots are to conduct operations in winds in excess of 12 knots sustained or a crosswind factor of more than 8 knots.
- No student solo pilots are to conduct operations in winds that include a gust factor.

12.6 Thunderstorm Policy

Flight shall be planned to avoid thunderstorms by a minimum of 20NM. The PIC must use his/her best judgment to avoid flights near thunderstorms.

If on the ground:

- Cancel or reschedule the flight.
- Delay your departure until the weather has dissipated.
- Securely tie down the aircraft.
- Install the control lock(s).
- Close all aircraft vents and windows.
- Turn the propeller perpendicular to the ground (consistent with safety and the POH).

If airborne:

- Use appropriate diversion procedures to an airport not affected by the storm.

12.7 Spin Restrictions

- At no time may student pilots practice spins solo.
- Spins will only be practiced when accompanied by a Brett Aviation instructor.
- Spins must be only practiced in aircraft approved for spins.
- Spins will not be permitted on federal airways.
- Spins must be recovered Prior to 2000' AGL.

12.8 Single Engine Aircraft Restrictions

- No flight over water at a distance greater than which can assure a safe glide back to the shore.
- No simulated engine failure by any other means than retarding the throttle.
- No flight above V_{ne} , in the event of unintentional V_{ne} , maintenance must be notified by aircraft discrepancy procedures before redispatch.

12.9 Multi-engine Aircraft Restrictions

- Practice of simulated engine failure is prohibited on solo flights.
- Pilots with actual engine roughness or failure must declare an emergency.
- Minimum altitude for V_{mc} demonstration is 3000' AGL.
- V_{mc} will not be demonstrated with flaps extended.
- No intentional single engine unusual attitude recovery practice.
- Single engine go around will not be practiced.

12.10 Uncontrolled Airport Restrictions

All operations at uncontrolled airports will follow the guidelines in chapter 4 of the AIM. Only those uncontrolled airports listed and approved by the Chief Pilot may be used.

12.11 Controlled Airport Restrictions

At all controlled airports, operations will follow the appropriate FAR's and the AIM. Aircraft intending to remain in the pattern must make this request to ATC prior to entering the airspace.

- No 180 degree turns in the airport environment.
- When the control tower is closed, use of uncontrolled/CTAF is mandatory.

12.12 Dual Instruction

All flight instruction given in Brett Aviation airplanes are to be conducted only by Brett Aviation employees.

12.13 Primary Student Operations

- Brett Aviation students are not allowed to carry passengers under any circumstances.
- Solo students will not practice emergency approaches or forced landings.
- Solo students will not practice aerobatic maneuvers.
- Solo students will not practice “hood work”, unusual attitudes, full stalls or spins.
- Solo students will not fly lower than 2,000’ AGL except for takeoff and landing.
- Solo students will not fly outside the local practice areas except on cross-country flights with authorization from their instructor.
- Solo students will not fly above overcast or broken layers of clouds.
- No solo operations will be conducted without a current medical certificate, proper logbook endorsements, an approved aircraft checklist, and current sectional chart in their possession.
- Prior to cross-country flights, solo students are required to leave a photo copy of their navigation log and flight plan on file with Brett Aviation.
- All student solo cross-country flights are to be completed and aircraft back on the ground at MTN within one half hour prior to the official sunset.
- No student solo activity will be conducted after sunset.
- Solo students will not land on grass or dirt runways.
- No intersection departures either with an instructor nor solo.

12.14 Instrument Training Operations

12.14.1 General

- All simulated instrument flights will have an appropriately rated instructor or safety pilot aboard the aircraft.
- Compliance with FAR’s and alternate airport requirements is mandatory.

12.14.2 Simulated Emergencies

- Simulated emergencies will not be practiced when in actual instrument flight.

12.14.3 Basic Attitude Instrument Maneuvers (BAI)

- All BAI will be practiced in visual meteorological conditions.
- Maneuvers must not be practiced above a ceiling during night operations.
- All maneuvers must be recovered above 1500 feet AGL.
- Unusual attitude practice will not exceed 60 degrees of bank angle or 30 degrees of nose pitch (up or down).

12.14.4 Unusual Attitude Maneuvers

- Unusual attitudes must be recovered above 1500 feet AGL.
- Students must not practice unusual attitude recoveries without an instructor.
- Unusual attitude recovery practice is prohibited at night.

12.14.5 Instrument Approaches

- All pilots are expected to adhere to all applicable FAR's during practice or actual instrument approaches.

12.15 Flight/Duty Time Restrictions

- Instructors are limited to 8 hours of flight time in a 24-hour period.
- All flight instruction given in Brett Aviation's airplanes is to be conducted only by Brett Aviation employees.
- All flight instructors are to acquire all of the proper documentation for any pilot that is checked out in Brett Aviation aircraft as well as students who are starting with Brett Aviation prior to the first flight.
- All flight instructors shall review and endorse their student's flight plan and weather for the initial solo cross-country flight no more than 1 hour prior to the actual departure time.
- All student solo cross-countries are to be completed and aircraft back on the ground at MTN within one half hour prior to the official sunset.
- All flight instructors are to remain at the airport through out the first half hour of their student's checkride in case of any discrepancies.
- If a student chooses to use an examiner other than who is available at MTN, the flight instructor will accompany the student to and remain at the airport in which the checkride will be conducted until the completion of the checkride.
- If a checkride is discontinued through the fault of Brett Aviation then the instructor will be compensated for all time spent accompanying the student throughout the checkride.

12.16 Endorsements

- No instructor will endorse a student for a checkride more than one hour prior to the scheduled checkride start time.
- No student pilot solo cross-country flights will be endorsed more than one hour prior to the departure time.
- Students are not to be endorsed for solo limitations higher than that prescribed in the weather section of this SOP.
- No students are to be endorsed for repeated solo cross-countries.
- Student pilot's logbooks shall be endorsed with the minimum weather requirements for each of these phases of flight:
 - Traffic Pattern Operations
 - Practice Area Operations
 - Cross-country Operations
- Each phase shall include:
 - Maximum total wind
 - Maximum crosswind component
 - Minimum ceiling
 - Minimum visibility

13. School Policy

13.1 Acceptable Behavior

Students at Brett Aviation are being taught to become professional pilots, as such, their behavior is expected to be appropriate. The following, while no limited to, includes violations of the school's student conduct policy: destroying or damaging school property, engaging in unlawful or improper action, acting with disrespect toward a member of the school staff or another student, alcohol or drug abuse, non-compliance with FAR's.

13.2 Company Morale

It is the duty of both staff members and students to keep the morale of Brett Aviation at a high level. Slandering of other students, members of Brett Aviation, or Brett Aviation itself, will result in termination of flight privileges or employment.

13.3 Illness

In case of illness, the student/renter needs to inform Brett Aviation as soon as possible before any scheduled activities, so measures can be taken to advise or reschedule the persons and aircraft concerned.

13.4 Harassment

Brett Aviation is committed to providing a quality working and learning environment for men and women of all ages, races, creeds, and ethnic origins. This goal is best achieved when the environment supports respect for the individual and academic freedom. Harassment on the basis of age, sex, race, creed or ethnic origin of any Brett Aviation staff member or student at Brett Aviation undermines the basic principles of the community and will not be tolerated.

13.5 Smoking

Smoking is not allowed in any aircraft, on the flight line or within 50 feet of any fuel or of any of the Brett Aviation facility unless in a designated smoking area.