

*Allen County Regional Airport Authority
(KAOH)*

*700 Airport Drive
Lima, OH, 45804*

Dear Customer,

The Allen County Regional Airport is pleased to have you as our customer. We have a passion for aviation and enjoy helping you reach your aviation goals as much as you will enjoy achieving them. We want every flight to be enjoyable and, from a safety perspective, uneventful.

Aviation is a risky and complex activity that requires the utmost attention to detail. The attached Operations Manual was written to help ensure your safety. You are a vital link in our Risk Management Program, if there is ever a doubt in your mind about the safety of our aircraft, the quality of our training programs, or your ability to safely operate our aircraft, please bring it to our attention immediately.

I set a high standard for customer service for my staff; if your experience here is less than exemplary, I want to know about it. Please come and see me or feel free to call me at any time if there is an incident you think needs attention.

Sincerely,

Josh Tattrie
Manager (KAOH)

Allen County Regional Airport Authority (KAOH)
Customer Data Form

Name: Last, First Middle
Home Address
Street:
City, State, Zip:
Home Telephone Number:
Mobile Phone Number:
E-Mail Address:
Work Address
Street:
City, State, Zip:
Work Telephone Number:
E-Mail Address:
Emergency Contact Information
Name:
Phone Number:
Address:
Insurance Information
Are you flying under a waiver? Yes No
Have you ever had your FAA or DOT certificate suspended or revoked? Yes No
Have you ever had an aircraft accident, incident, or violation? Yes No
Has any aviation insurance company cancelled, declined, or refused you insurance? Yes No
Have you ever been convicted or pleaded guilty of a charge or reckless driving or driving under the influence of alcohol or drugs? Yes No
Has your driver's license ever been suspended or revoked? Yes No
Have you ever been convicted or are you under indictment in a legal action involving drugs or narcotics? Yes No
Have you ever been convicted of a felony? Yes No

Allen County Regional Airport Authority (KAOH)
Customer Data Form

Pilot Currency Information

Attach copies of
Pilot Certificate/Student Pilot Certificate (Front and Back)
Medical Certificate- Include Restrictions &/or Limitations
Government Issued Identification (U.S. Issue Driver's License & Number and/or Valid U.S. Military I.D.)
Proof of Citizenship (Social Security Number/Card)
Last Flight Review
If Instrument Rated (IFR) Last Instrument Proficiency Checkout (IPC) and Note # of Approaches, Holds & Intercepts
Number of flights in the last month, 6 months, or year
Copies of log book endorsements and previous years flights
Customer Full Name (Print) _____
Customer Signature _____
Date _____

Allen County Regional Airport Authority (KAOH)
Aircraft Rental Agreement
C-172K N78197

Renter's Name: (Last, First, Middle)

- 1) Renter hereby expressly acknowledges and binds Renter, Renter's heirs, and assigns for all liabilities to pay Allen County Regional Airport Authority (KAOH):
 - a) Service and time charge computed at the applicable rate as specified at the time of rental.
 - b) A sum equal to the cost of all damages to the aircraft, or loss of equipment of the aircraft during the rental period as well as any damages to their persons or property caused in whole or in part by failure to comply with the rules and regulations of the FAA, the terms of this agreement, the procedures outlined in Allen County Regional Airport Authority (KAOH) Operations Manual, the procedures outlined in the Aeronautical Information Manual, or by the negligence of Renter.
- 2) Renter agrees to return the aircraft at the agreed time, weather permitting. In the event of a delay, to notify Allen County Regional Airport Authority (KAOH) as soon as practicable of the delay.
- 3) Renter agrees that if the aircraft must be grounded at any location other than Allen County Regional Airport Authority (KAOH) due to weather or maintenance issues, renter shall pay all expenses incurred in returning the aircraft to Allen County Regional Airport Authority (KAOH).
- 4) Renter agrees to pay all fines, penalties, forfeitures, court costs, and other expenses for parking, landing fees or other legal violations assessed against Allen County Regional Airport Authority (KAOH) resulting from Renter's use of the aircraft.
- 5) Renter has read and understands the Allen County Regional Airport Authority (KAOH) Operations Manual and agrees to abide by its content.
- 6) Renter agrees to observe and comply with all Federal Aviation Regulations and the guidance prescribed by the Aeronautical Information Manual.
- 7) Renter is responsible for any damage caused by Renter's negligence or failure to comply with this agreement. I the undersigned acknowledge and accept financial responsibility for the deductible portion of an insurance claim in the event of damage attributed to pilot error.

Allen County Regional Airport Authority (KAOH)
Aircraft Rental Agreement
C-172K N78197

- 8) Renter agrees to pay all of Allen County Regional Airport Authority (KAOH) costs and agrees to pay all other reasonable attorney's fees incurred by Allen County Regional Airport Authority (KAOH) arising out of, or in any way connected with the enforcement of the items or conditions of this agreement.
- 9) Due to TSA security concerns, Renter agrees to allow Allen County Regional Airport Authority (KAOH) to conduct a criminal background check of Renter; your signature below indicates your consent to that background check.

Renter's Signature

Date

**Allen County Regional Airport Authority (KAOH)
Covenant Not to Sue, Liability Release, and Assumption Of Risk Agreement**

Participant's Name	Identification (Type, Number)
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I, _____, hereby affirm that I am aware that flying and activities associated with flying have inherent and unforeseeable risks which may result in serious injury or death. I understand and agree that neither my instructors nor Allen County Regional Airport Authority (ACRAA/KAOH), nor any of their respective employees, officers, agents, contractors, or assigns, (hereafter referred to as "Released Parties") may be held liable or responsible in any way for any injury, death, or other damages to me, my family, estate, heirs or assigns that may occur as a result of my participation in flying aircraft, flying in aircraft, flight instruction, aircraft rental, aircraft operations, ramp operations, or any associated activities involved with these activities, (hereafter referred to as Flight Activities), or as a result of the negligence of any party, including the Released Parties, whether passive or active.

In consideration of being allowed to participate in Flight Activities, I hereby personally assume all risks of Flight Activities, whether foreseen or unforeseen, that may befall me while I am participating in these activities. I further release, exempt, and hold harmless the Released Parties from any claim or lawsuit by me, my family, estate, heirs, or assigns, arising out of my participation in Flight Activities including both claims arising during any course of training or after I receive my pilot certification(s).

I also understand that Flight Activities are physically demanding and that I must seek the ongoing care of a licensed and authorized aviation medical examiner and that I will not hold Released Parties responsible for events resulting from my physical condition, limitations, or incapacitation. I further state that I am of lawful age and legally competent to sign this liability release or that I have acquired the written consent of my parent or guardian.

I understand the terms herein are contractual and not merely recital, and that I have signed this document of my own free act and with the knowledge that I hereby waive my legal rights. I further agree if any provision of this Agreement is found to be unenforceable or invalid, that provision may be severed from this agreement; however the remainder of this agreement shall then be construed as though the unenforceable provision had never been contained therein.

I, _____ BY THIS INSTRUMENT AGREE TO EXEMPT AND RELEASE MY INSTRUCTORS, ALLEN COUNTY REGIONAL AIRPORT AUTHORITY (ACRAA/KAOH) AND ALL RELATED ENTITIES AS DEFINED ABOVE FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS

Participant's Signature	Date
Parent or Guardian's Signature (If Applicable)	Date
Company Representative	Date

**Allen County
Regional
Airport
Authority
(KAOH)
Operations
Manual**

April 11, 2019

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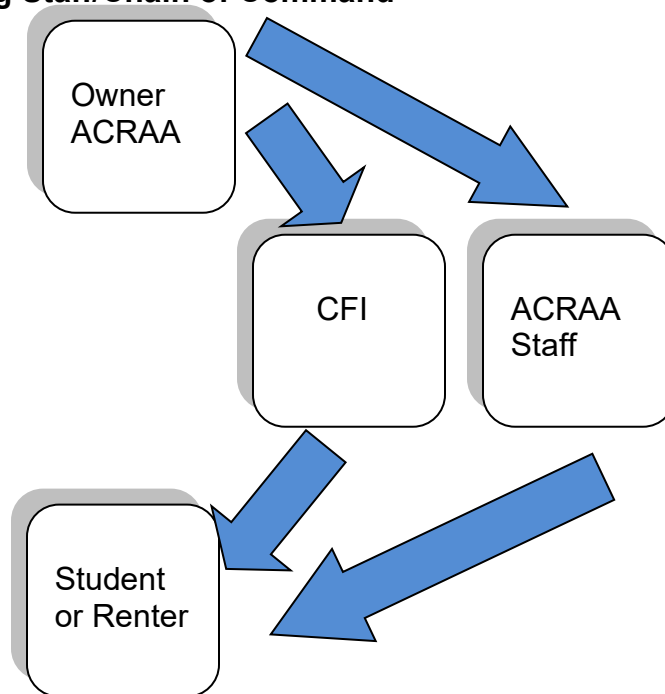
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Company Overview and Operating Practices

1.1 Mission Statement

- 1.1 The purchase of the Allen County Regional Airport's Cessna 172 was acquired in 2019 with the mission to provide high quality flight instruction and/or aircraft rental with unsurpassed customer service in helping customers achieve their flying goals.

1.2 ACRAA's Flight Training Staff/Chain of Command



1.3 Flight Safety

- 1.3.1 Flight safety is everyone's responsibility. Staff and customers are encouraged to immediately bring any safety related issues, or any potential safety issues to the manager's attention.

1.4 Flight Instructor Status

- 1.4.1 For the purposes of this manual, all certificated flight instructors, whether full-time employees, part time employees, or independent contractors, are required to comply with the procedures in this manual. This is necessary because of the high degree of standardization and supervision required to conduct flight operations without undue risk to the customers, staff, and general public. It does not imply any status used by the IRS for defining employee status.

1.5 Payment Policy

- 1.5.1 Payment for Services is due at the time the service is rendered.

- 1.5.2 Pre-payments are discouraged; however, customers may pre-pay accounts, not to exceed \$1000.00. Unused balances will be refunded on request or whenever a customer completes a course of training by written request.

1.6 Insurance Coverage

- 1.6.1 ACRAA maintains liability insurance in the amount of \$1,000,000 per occurrence, limited to \$100,000 per passenger. Hull coverage has a deductible of \$250 not in motion or \$1000 in motion.
- 1.6.2 Insurance covers ACRAA and does not preclude the insurance company from subrogating claims against the Pilot in Command. Questions about policy will be directed to Tom Dus at (440)-223-3300

1.7 Facilities

- 1.7.1 Staff members will actively ensure the facility, aircraft, and ramp areas are kept clean.

1.8 Terms and Definitions

- ◆ The term “company” used in this manual refers to the Allen County Regional Airport Authority (ACRAA)
- ◆ The term PIC refers to the Pilot In Command of the aircraft
- ◆ The term “Student” refers to someone who does not hold a Private, Commercial, or ATP certificate appropriate to the aircraft category flown
- ◆ The term “IPC” refers to an Instrument Proficiency Check as defined by 14 CFR 61.57, FAA–S-8081-4, and Attachment 2 of this manual
- ◆ The term “Flight Review” refers to a flight review prescribed by 14 CFR 61.56 and Attachment 2 of this manual
- ◆ The term “Stabilized Approach” means the aircraft is properly configured, an appropriate airspeed and rate of descent are established and only minor heading, pitch, and power inputs are required to maintain the flight path
- ◆ The term “TAA” refers to a technically advance aircraft, or one having a GPS with moving map display, with or without the ability to couple the GPS navigation data to an autopilot

Aircraft Dispatch Procedures

1.9 Dispatch Procedures

- 1.9.1 Aircraft will not be dispatched unless the proper ACRA Employee/CFI/ has personally verified the procedures established in this manual have been accomplished.

2.0 Dispatch Authorization

- 2.0.1 The following staff members are authorized to dispatch aircraft:
- a. CFI(s) and ACRA employees are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of their assigned students/renters.
 - b. All flights where a student pilot is flying solo will be dispatched by a flight instructor or designee who is familiar with the student's capabilities.

2.1 Dispatcher Actions

- 2.1.1 The individual dispatching an aircraft will ensure the PIC:
- ◆ Has determined the aircraft is airworthy and legal for flight by verifying times and inspections by the aircraft status sheet
 - ◆ Has received this manual
 - ◆ Has presented a valid government picture identification
 - ◆ Meets the currency requirements of Paragraph 3.2
 - ◆ Has a valid FAA Pilot Certificate or Student Pilot Certificate properly endorsed in his/her possession
 - ◆ Has a valid FAA Medical Certificate in his/her possession
 - ◆ Has completed a Rental Agreement
 - ◆ Has completed the Covenant Not to Sue
 - ◆ Has an account in good standing
- 2.1.2 Aircraft will not be dispatched to student pilots unless authorized by their assigned instructor.
- 2.1.3 If a student pilot makes an unscheduled landing due to weather, the aircraft will not be re-dispatched without the Chief Instructor's authorization or an appropriately rated and authorized flight instructor has reviewed the most current weather with the student and determines that the weather is conducive to continued flight to their next destination.

Pilot Qualification and Currency Requirements

3.0 Qualifications

- 3.0.1 Before flying, customers must complete the:

- ◆ Customer Data Form
- ◆ Rental Agreement
- ◆ Covenant Not to Sue
- ◆ Appropriate aircraft pilot checkout(s)
- ◆ Appropriate written test(s)

- 3.0.2 Refer to Attachment 1 for a list of initial pilot requirements.
- 3.0.3 Pilots must complete a Make and Model checkout in each aircraft they desire to fly as PIC.
- 3.0.4 Pilots with less than 10 hours of night time experience must complete a night checkout with approved CFI if they desire to fly as PIC at night.
- 3.0.5 Pilots who are instrument rated must complete an IPC; unless waived by the proper CFI to act as PIC of company aircraft certified for IFR flight.

3.1 Pilot Currency

- 3.1.1 Pilots must have completed a Flight Review, if required, in the aircraft being rented.
- 3.1.2 Pilots must have completed a Flight Review, in each Category aircraft they are authorized to fly, within the preceding 24 calendar months.
- 3.1.3 To act as PIC, pilots shall have accomplished three takeoffs and landings within the preceding 90 days in a Cessna 172.
- 3.1.4 Pilots who have not made three takeoffs and landings in a Cessna 172 within the preceding six months must accomplish a recurrency check.
- 3.1.5 Pilots shall fly with, and receive a logbook endorsement from, a CFI/CFII instructor to regain any currency.

Aircraft Operations

4.0 Preflight Actions

- 4.0.1 Pilots shall file a flight plan and/or get flight following for all flights greater than 50 nautical miles.
- 4.0.2 The PIC shall ensure appropriate survival and safety equipment for the intended flight is onboard the aircraft.
- 4.0.3 The PIC shall ensure an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.
- 4.0.4 Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is

required), and then fly after that for at least 1 hour at normal cruise consumption in an airplane.

- 4.0.5 Pilots will terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it appears the aircraft will not have at least a 1 hour fuel reserve remaining.
- 4.0.6 Unless weight and balance limitations dictate otherwise, pilots will takeoff with full fuel for any flight over 50 nautical miles.
- 4.0.7 Pilots shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment.
- 4.0.8 Each passenger shall occupy a seat with an individual seat belt; children under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.
- 4.0.9 Pilots will calculate weight and balance data for each flight.
- 4.0.10 Pilots will ensure loose items are secured prior to flight.

4.1.0 Ground Operations

- 4.1.1 Pilots will not taxi on surfaces where braking action or directional control is questionable.
- 4.1.2 Pilots will not takeoff or land on surfaces with standing water, snow, or ice.
- 4.1.3 Fire extinguishers shall be readily accessible during engine start and aircraft refueling.
- 4.1.4 Pilots are personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.
- 4.1.5 Employees of ACRAA or Flight Instructors will use the designated tow bar to move aircraft and use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the airplane.
- 4.1.6 Pilots must park aircraft only in designated ramp areas.
- 4.1.7 Smoking is prohibited in, or within 50 feet of aircraft.
- 4.1.8 Airplanes parked outside will be tied down, wheel(s) chocked, flight control lock installed, all doors locked, and the pitot tube cover installed.
- 4.1.9 Airplanes parked inside will have the flight control lock installed and the pilot wheel chocked.
- 4.1.10 Passengers will not board or deplane when any of the aircraft engines are operating.

4.1.11 During preflight operations, pilots shall treat all propellers as if the engine may start, pilots shall ensure:

- ◆ All passengers remain well clear of propeller
- ◆ Mixture is in the cutoff position
- ◆ Magnetos are off

4.2 Engine Starting and Taxiing

4.2.1 Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Information Manual. Ground operations will be through vigilant scanning of ground traffic and listening to the appropriate frequency for other aircraft stating their intentions.

4.2.2 Before starting engines pilots will turn on the rotating beacon, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.

4.2.3 Pilots must use caution to prevent damage as a result of propeller blast.

4.2.4 Pilots must be thoroughly familiar with engine fire procedures during start. Pilots should:

- ◆ Use caution not to over prime
- ◆ In case of engine fire during start, follow manufactures guidance established in the Airplane Flight Manual

4.2.5 Pilots will obtain taxi clearance at controlled airports, or self announce taxi intentions at uncontrolled airports.

4.2.6 Pilots shall not exceed 10 MPH taxi speed in congested areas.

4.2.7 Pilots shall not taxi when ground visibility is less than ½ mile.

4.3 Weather Minimums/Fuel Minimums

4.3.1 Day VFR and Night VFR weather minimums

Altitude	Class of Airspace	Flight Visibility	Cloud Clearance
10,000 MSL	E	5 statute miles	111 <ul style="list-style-type: none"> • 1,000 below, • 1,000 above, • 1 sm horizontal
Below 10,000 MSL	C	3 statute miles	152 <ul style="list-style-type: none"> • 500 below • 1,000 above • 2,000 horizontal
	D		
	E		
	B	3 statute miles	Clear of clouds
1,200 AGL or higher	G (night)	3 statute miles	152 <ul style="list-style-type: none"> • 500 below • 1,000 above • 2,000 horizontal
	G (day)	1 statute mile	152 <ul style="list-style-type: none"> • 500 below • 1,000 above • 2,000 horizontal
Below 1,200 AGL	G (night)	3 statute miles	152 <ul style="list-style-type: none"> • 500 below • 1,000 above • 2,000 horizontal
	G (day)	1 statute mile	<ul style="list-style-type: none"> • Clear of clouds

The basic VFR weather minimums (14 CFR 91.155) are specific to types of airspace and altitudes. Understanding the rationale behind the different requirements might help you remember them more easily.

VFR flight is based on the principle of “see and avoid.” The presumption made in establishing the basic VFR weather minimums is that aircraft flying at lower altitudes (i.e., below 10,000 MSL) and/or in airspace with radar approach control and/or an operating control tower (i.e., Class B, C, and D airspace) will be moving more slowly, or that they will be under positive control. Consequently, these aircraft do not need as much flight visibility or as much distance from clouds to see and avoid other traffic.

Aircraft operating at higher altitudes (i.e., Class E airspace above 10,000 MSL) are likely to be not only faster, but also operating on instrument flight plans. The rationale for greater visibility and more distance from clouds when flying above 10,000 MSL is to give VFR pilots more time to see and avoid faster aircraft that are popping in and

out of clouds.

4.3.2 Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

4.3.3 Pilots shall not takeoff when the tailwind component exceeds 6 Knots.

4.3.4 Flights will not be initiated if surface winds are forecast to be greater than 25 knots and flights will be terminated as soon as practicable if surface winds exceed 25 knots.

4.4 Night Flight

4.4.1 The following shall not be performed at night:

- ◆ Aerobatics
- ◆ Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an 14 CFR 141 approved syllabus of instruction, and only with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight
- ◆ Visual or non-precision approaches to runways outside the local training area without visual glide path guidance
- ◆ Simulated emergency training, to include forced landings, except to lighted runways
- ◆ Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction

4.5 Other Restrictions

4.5.1 Pilots shall not:

- ◆ Conduct formation flights
- ◆ Use rental/instruction aircraft for towing aircraft or banners
- ◆ Use rental/instruction aircraft for parachuting or sky diving
- ◆ Use rental/instruction aircraft for commercial purposes
- ◆ Takeoff with snow or frost on the aircraft
- ◆ Land on runways with snow or ice
- ◆ Fly outside the United States
- ◆ Carry any hazardous cargo
- ◆ Student pilot shall not attempt to takeoff if they have made an unscheduled off-airport landing due to weather without adhering to the guidelines stated in 2.1.3
- ◆ Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction.
- ◆ Conduct contact approaches
- ◆ Hand prop any aircraft
- ◆ Perform intentional in-flight engine shutdowns.

- 4.5.2 The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:
- ◆ A pilot is enrolled when flight training has been endorsed by a flight instructor for solo flight in either seat, and is flying under VFR in the local training area
 - ◆ The pilot is a flight instructor flying under VFR in the local training area
 - ◆ The pilot is a flight instructor conducting flight instruction or receiving/administering flight checks

4.6 Refueling

- 4.6.1 Pilots shall:
- ◆ Turn off all aircraft power prior to refueling
 - ◆ Ensure cell phones are not used during refueling
 - ◆ Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft
 - ◆ Maintain the ground until fueling connections have been removed
 - ◆ Not refuel if thunderstorms are present in the vicinity of the airport

4.7 Practice Areas

- 4.7.1 Allen County Regional Airport Student Practice Area
- ◆ Practice area shall be a 10 mile radius (statute) from KAOH
 - ◆ Student pilots shall not leave the practice area unless an emergency exists.

Pilot Training

5.0 Student Pilots

- 5.0.1 Solo Student Pilots shall not:
- ◆ Fly in the traffic pattern when weather is less than 2000' Ceiling and 3 Miles Visibility
 - ◆ Fly in the local training area when weather is less than 3000' Ceiling and 5 Miles visibility
 - ◆ Conduct simulated forced landings, engine failures

Flight Instructor Procedures

6.0 Chief Instructor Responsibilities:

- ◆ Direct all flight training and checkout activities.
- ◆ Stop any pilot from flying when any ACRA Employee and/or CFI(s) assumes flight safety may be compromised.

6.1 Instructor Pilot Conduct

6.1.1 The viability of ACRAA is directly dependent on the service flight instructors provide our customers, and the safety of customers is directly dependant on the quality of instruction performed.

6.2 CFI/CFII Checkout Procedures

6.2.1 Our customers come to us with widely differing flight experience; however, there is no guarantee they have ever been properly trained to fly general aviation aircraft. Your job is to conduct a thorough checkout each and every time you fly with one of our customers. The existence of this company is dependent on our safety record, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving and our procedures and training programs need to evolve with them. We highly encourage your personal inputs to make these programs better. Please bring any suggestions to the Chief Instructor.

Maintenance Procedures

7.0 Maintenance Director Responsibilities: Airport Manager: Josh Tattrie

- ◆ Ensure aircraft records are maintained according to manufacturer's maintenance manuals and FAA directives
- ◆ Establish a program of scheduled inspections, routine maintenance, and component overhauls
- ◆ Ensure current maintenance status is reflected in aircraft dispatch books.

7.0.1 The Maintenance Director or designated certified mechanic will keep track of scheduled maintenance on the aircraft maintenance board. The maintenance status sheet will have the following items about each aircraft at the school.

- ◆ Total time of airframe, power plant, and propeller.
- ◆ Recurring AD's
- ◆ Time or date till next 100 hour or annual inspection
- ◆ Time or date of other required inspections

7.1 100 Hour Inspections

7.1.1 100 Hour Inspections prescribed by 14 CFR 91.409 are required for all aircraft used for flight training.

7.2 Grounding

7.2.1 Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy. Pilots shall document grounding on the aircraft discrepancy log, and the aircraft shall not be operated until released by the maintenance director.

7.3 Aircraft Discrepancies and approval for return to service determinations

7.3.1 Discrepancies will be listed on the discrepancy page that will be in every dispatch book issued with aircraft. Discrepancy page example is included on page 20. All discrepancies listed on the discrepancy page will be addressed by the maintenance director or a certified mechanic prior to being flown.

- ◆ When a student finds a discrepancy, he will contact his instructor
- ◆ If the instructor verifies it is a discrepancy, it will be written up
- ◆ The instructor will notify the maintenance director or his designee who will ensure the airplane is properly repaired and approved for return to service.

7.3.2 The Maintenance Director or a certified mechanic will approve for return to service of aircraft in accordance with FAR subpart E of Part 91.

7.3.3 Aircraft maintenance, unscheduled maintenance, and discrepancies will be recorded by the Maintenance Director or a certified mechanic in the aircraft logs and discrepancy sheet.

7.3.4 A maintenance status sheet will be in the dispatch book issued with each aircraft. A maintenance status sheet example is on page 17.

7.3.5 All aircraft records will be maintained in accordance with FAR subpart E part 91.417.

7.4 Aircraft Maintenance and Maintenance Personal

7.4.1 Aircraft maintenance, unscheduled maintenance, and discrepancies will be accomplished by the Maintenance Director or a designated certified mechanic.

7.4.2 The maintenance status sheet will be checked weekly by the Maintenance Director, designated certified mechanic, Chief Instructor, or designated flight instructor to insure aircraft are serviceable.

- ◆ Scheduled maintenance or soon to be expired/unserviceable conditions found on the maintenance status sheet or aircraft, by the Chief Instructor, designated flight instructor, or Student will notify the Maintenance Director or designated certified mechanic

- ◆ The Maintenance Director or designated certified mechanic will then address the maintenance issue and then update the Maintenance Status Sheet and the aircraft maintenance logs.

7.4.3 The Maintenance Director will designate a certified mechanic if the maintenance director is unavailable for aircraft maintenance, unscheduled maintenance, or discrepancies.

- ◆ Designated certified mechanic are required to have a valid and current FAA rated mechanics license.

N _____ Page ____ of ____

Steps to determine if it's a discrepancy

1. Contact your instructor
2. Instructor will determine if it's a discrepancy
3. The instructor will notify the maintenance director or his designee who will ensure the airplane is properly repaired and approved for Return to Service.
 (Maintenance National Airplane Sales & Leasing– 419-221-0312) Terry Zimmerman

Date	Discrepancy	Initials	Corrective Action	Initials	Date

Allen County Regional Airport Authority (KAOH)
Aircraft Dispatch Logs
N _____
Maintenance Status Sheet

IFR CAPABLE

VFR ONLY

Item	Last Performed	Next Due
-------------	-----------------------	-----------------

Required Inspections Date and/or Time (TACH)

100 Hour Inspection	Tach Time done	Tach Time due
Annual Inspection	Date done	Date Due
Transponder Inspection	Date done	Date Due
Altimeter System Inspection	Date done	Date Due

I certify the above entries reflect the status contained in the original aircraft logs

Signature

A&P Number

Allen County Regional Airport Authority (KAOH)
Accident/Incident
Response Procedures

Immediate Actions

- 1) In the event of suspected accident, incident, or overdue aircraft, complete as much of the Accident / Incident Report as possible.
- 2) Notify the following people as soon as possible

CFII, Dave Buettner @ 419-991-4672
KAOH Manager/Staff Josh/Derek @ 419-227-3225
Insurance Carrier, Webb Insurance @ 419-235-9157
- 3) Do **NOT** make any statements speculating as to the cause of the incident to anyone.
- 4) If you received inquires, take the name and phone number of the person making the inquiry and tell them someone from the company will contact them as soon as they can.
- 5) Ensure the actions prescribed in the following documents are completed.
 - a. Accident / Incident Initial Report
 - b. Management Actions
 - c. Aircraft Checklist

**Allen County Regional Airport Authority (KAOH)
Accident / Incident Initial Report**

Date of Occurrence:	Time Of Occurrence:
Name of Person Reporting Incident:	
Phone # / Contact Data of Person Reporting Incident:	
Aircraft Identification:	
Location of Occurrence: (Airport, Nearest Town, Nearest VOR, Etc)	
Persons Involved	
Name:	Injuries:
Name	Injuries:
Name:	Injuries:
Name:	Injuries:
Damage to Aircraft:	
Damage To Other Property:	
Who to Contact At Scene:	

Allen County Regional Airport Authority (KAOH)
Accident / Incident
Management Actions

- 1) Determine if NTSB Notification is required, if so notify them at:
1-630-377-8177 – Central Region

(See NTSB 830 for what constitutes as reportable occurrence)
- 2) Notify the local Flight Standards District Office: 614-255-3120
- 3) Notify the company's legal counsel.
- 4) Notify the company insurance carrier: 419-235-9157
- 5) Secure the records of all individuals involved.
- 6) Secure the records of the aircraft involved.
- 4) Secure the aircraft until released by the FAA/NTSB.
- 5) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physician's report of each individual.
- 6) Make no statements about the occurrence to anyone.
- 7) Make no speculations as to the cause of the occurrence.
- 8) Secure names and addresses of witnesses.
- 9) Arrange for photos of the incident.
- 10) Gather and secure any other pertinent information, names of investigating officials, law enforcement, etc.

Mishap Procedures
Aircraft Checklist

- 1) Give first aid as needed to injured persons.
- 2) Move away from the aircraft and do not return except to assist passengers or for survival.
- 3) Notify emergency personnel if possible.
- 4) Notify ACRAA as soon as practicable
Landline (419)-227-3225
Cell: 567-712-9529
Email: manager@allencountyairport.com
- 5) Secure the aircraft until released by the FAA/NTSB.
- 6) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physicians report of each individual.
- 7) Make no statements about the incident to anyone.
- 8) Make no speculations as to the cause of the incident.
- 9) Secure names and addresses of witnesses, law enforcement personnel, investigators, etc.
- 10) Arrange for photos of the incident.

Allen County Regional Airport Authority (KAOH)
Customer Feedback

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Was the aircraft clean and serviced prior to your arrival? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did your instructor have a training plan prepared for your lesson? |
| <input type="checkbox"/> | <input type="checkbox"/> | Was the Pre-Flight briefing adequate? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did your instructor limit the amount of time they spent flying? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you comfortable with the maneuvers performed? |
| <input type="checkbox"/> | <input type="checkbox"/> | Was the Post-Flight briefing adequate? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a clear understanding of how to prepare for your next flight? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you feel you are progressing? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you looking forward to your next flight? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were you treated professionally by our staff? |

Name:

Allen County Regional Airport Authority (KAOH)
Customer Feedback

- | Yes | No | |
|--------------------------|--------------------------|---|
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Name: