Command Aviation

FLIGHT
TRAINING GUIDE

2025

Standard & Emergency
Operating Procedures

COMMAND AVIATION FLIGHT OPERATIONS HANDBOOK

CONTENTS

SUMMARY OF REVISION

Section	Page(s)	Summary of Changes Revision Number: 2
Noise Abatement	16	Changed to include ½ mile beyond shoreline before turning
N75844	20	Corrected Vs speed

Welcome to Command Aviation (CA) and your next steps in your aviation journey. Whether you are joining us as a student pilot, or pursuing higher training, this guide will outline our school's procedures, best practices, local area information, and some specifics for each aircraft.

TIPS FOR SUCCESS

BASIC EQUIPMENT, MATERIALS, AND RESOURCES FOR PRIVATE PILOT FLIGHT TRAINING

At minimum, the following will need to be sourced or purchased:

- FAA Medical Certificate – *Third Class* or higher
  A *First Class* medical certificate is recommended for any pilot who plans to pursue flying as a career in the future.
- Private Pilot ground school course
  We recommend Sporty's or Gold Seal
- Pilot logbook
- Aviation headset. (Rental headsets are available for $10 per flight)
  An Active Noise Reducing (ANR) headset is highly recommended
- Kneeboard. (Single plate or tri-fold).
  A kneeboard is key for note taking, copying information, holding charts, diagrams or other useful information.
- Current VFR Sectional Chart
  Ensure paper version is current (56 days), electronic format is included with EFB subscription
- * Current NW region Chart Supplement booklet
  Ensure paper version is current (56 days), also available online or included with EFB subscription
- * Current FAR/AIM publication or ASA FAR/AIM app
  Federal Aviation Regulations / Aeronautical Information Manual
  (Electronic format is Included with EFB subscription)
- * *Airplane Flying Handbook*
- * *Pilot's Handbook of Aeronautical Knowledge*
- Navigational plotter
- Flight computer (Manual E6-B or Electronic CX-3)
- Flashlight and headlamp (red light feature optional but suggested)
- *ASA Oral Exam Guide*
- * Aircraft specific Pilot Operating Handbook (POH)

1977 Cessna Skyhawk 172-N	1978 Piper Warrior II PA28-161

Optional recommended resources:

- Electronic logbook
- Renter's Insurance *(must sign a waiver If declining renter's insurance)*

* Available for free online or in PDF format:

- Digital Chart Supplement
- FAR / AIM
- *Airplane Flying Handbook*
- *Aeronautical Chart User Guide*
- *Aviation Weather Handbook*
- *Pilot's Handbook of Aeronautical Knowledge*
- Aircraft POH – see CFI for download

See Appendix A for a full list links and resources

Electronic Flight Bag (EFB) and iPads

An Electronic Flight Bag (EFB) is a digital platform used by pilots to manage flight operations. It replaces traditional paper-based flight documents such as navigation charts, tools, manuals, and airport directories. When paired with an ADS-B receiver, it can display real time traffic and weather.

The iPad has quickly grown to be known as the standard EFB platform in the aviation world, from flight training to airline operations. Options do exist for other devices such as android, but if you do not already own a tablet, an iPad is the preferred choice if you wish to use an EFB. Foreflight is the recommended app to use on an iPad. Garmin Pilot is a suggested android alternative.

For those who decide to train with an iPad, the EFB will be most useful during the second half of the Private Pilot training course, as the student prepares and learns to conduct more complex operations such as long-distance flights away from the local environment. All students will learn traditional paper-based manual planning and theory first.

NOTE: Students will only be tested using the method in which they were trained. Students trained using the traditional paper-based method will be tested using paper-based navigation logs, charts, and planning tools. Students who are trained using electronic-based methods will be tested using the full functionality of their EFB.

For pilots who hold a Private Pilot certificate or higher, an EFB is strongly encouraged.

iPad purchasing recommendations and information for best functionality are listed below:

- iPad mini 4 or higher
- IOS 15 or higher
- GPS is only available on cellular model iPads, however the cellular function is not required to activate or use.
- Wi-Fi only iPads will still function without issue, an external GPS & ADS-B unit can provide full GPS functionality.

NOTE: See Appendix A for a list of recommended EFB applications.

Command Aviation Training iPad

One loaner iPad is available, at no cost, for students to use during solo training flights to increase situational awareness and safety. While we highly encourage students to utilize this resource, students who wish to use an iPad for regular training need to supply their own.

The device must be signed out and returned promptly after each use. A $200 fee will be added to the training or rental bill for any loss or damage. (Regular wear, light scratches, etc., are expected and normal).

Ground School

A certificate of completion from a ground school course is an FAA requirement before a student is allowed to take the Private Pilot, Instrument Rating, Commercial Pilot, and the Fundamentals of Instruction knowledge tests. In lieu of this certificate, an endorsement from a Certified Flight Instructor (CFI) after review of a home-study curriculum is an option, but not recommended, as the instruction time required for a full review will be more costly than most online ground school options.

Several online providers offer ground school courses at a reasonable cost with lesson modules that contain videos, progress quizzes, and interactive lessons. For Private Pilot, we recommend Sporty's or Gold Seal's online ground schools, but several other providers are available. These courses are self-study and at your own pace.

Completion of ground school is not required before beginning flight training, although many students find an already established level of understanding and knowledge helpful when starting flight lessons.
For students training beyond a PPL, Sheppard Air is the only recommended online provider to use while studying for all other knowledge tests. (Not available for PPL).

Preparation at Home

Coming to your lesson properly prepared is the most effective way to save money and ensure you will get the most out of each lesson. The following are some (but not necessarily all) of the tasks a student should complete at home prior to arriving at the airport:

- Determine the current and forecast weather conditions are suitable for the flight
- Calculate aircraft weight and balance
- Determine aircraft takeoff and landing distance based on the planned aircraft weight and expected environmental conditions. (Temperature, pressure altitude, and surface wind speed)
- Review Notices to Airmen (NOTAMs) and Temporary Flight Restrictions (TFRs) applicable to the flight
- Complete any assigned homework such as readings from the aircraft POH, FAA handbooks, or FAR/AIM
- Review the planned lesson topics and maneuvers
- For cross-country lessons, a full weather briefing and completed route planning with nav logs for each leg of the flight.

TRAINING LESSONS

PRICING

An average local training flight will include approximately:

1.3 – 1.7 hours Flight time with CFI

0.5 – 0.8 hours Pre/Post ground training.

AIRCRAFT	WET RATE PER HOUR	BLOCK RATE PER HOUR	PLUS TAX?
Piper Warrior	$155	$139.50	YES
With CFI	$215	$193.50	NO
Cessna 172	$155	$139.50	YES
With CFI	$215	$193.50	NO
Instructor Only	$60	$54	NO

Aircraft rates include fuel

BLOCK DISCOUNT	MINIMUM PAYMENT
FIXED WING	$1500
Cash or check – Block payments made by credit card will be charged a 3% fee.	

SIMULATOR	RATE PER HOUR
Gleim BATD	$45

FLIGHT LESSONS

A normal flight lesson will require a 3-hour time commitment, this includes:

- 30 minutes pre-flight briefing
- 2-hour aircraft reservation, including pre-flight and post-flight inspections
- Up to 30 minutes post-flight debriefing and discussion

Other flight lesson types which will require special scheduling:

Night flight introduction

Night cross-country

Day cross-country

Students who wish to fly at least 3 times per week have the option of a permanent flight schedule. This is a good option for anyone whose availability is fixed due to work, school, or other responsibilities. Students on a permanent flight schedule will still have the flexibility to reschedule if the aircraft and/or instructor availability allows.

Please notify your instructor via call or text when booking any lesson within 24 hours, as the scheduling alerts are occasionally missed. After booking, contact phone numbers can be found within the booking information on FSP. For more information, see the Flight Schedule Pro (FSP) section later in this guide.

Every effort will be made to pair students with an instructor that best meets the student's scheduling and learning needs.

Ground Lessons

Command Aviation does not currently offer in-person ground school. However, each flight training course does include several ground lessons on various topics as the student progresses. Some examples of student pilot ground lessons include weather information, preflight preparation, cross-country flight planning, and night flying.

BATD Simulator

Command Aviation offers a Basic Aviation Training Device (BATD) simulator which is used during key training points as a cost-effective teaching tool for learning specific fundamental skills and procedures.

The Gleim BATD simulates aircraft flight and engine controls, instruments, visuals, and weather to mimic flying as closely as possible in a controlled environment.

For instrument rated pilots, the simulator is also certified to be used for maintaining instrument proficiency. A Command Aviation CFI, or authorized user, must be present during all simulator sessions.

Cancellation policy & IMSAFE

Students should make lesson changes or cancellations at least 24 hours prior to the start of their scheduled lesson. At the discretion of the CFI, cancellations within this period may be charged a no-show fee.

NO-SHOW

Students who no-show a training event (Flight, Ground, or SIM) will be billed for the entirety of their scheduled lesson at the “Instructor Only” rate.

IMSAFE

Decision making is an important skill to develop as a pilot. To reinforce the practice of safe Aeronautical Decision Making (ADM), students should assess their own mental and physical fitness before every flight, including dual training lessons with an instructor.

There will be no penalty or questions asked when a student decides to cancel or reschedule a flight lesson due to any IMSAFE factor or other safety concerns.

IMSAFE is a helpful acronym pilots can use for evaluating themselves prior to flight. The specifics of how to evaluate each item will be covered during the first lesson.

I	Illness	-	Do you feel sick?
M	Medication	-	Any medications that may have adverse effects
S	Stress	-	Stress or other factors that may be distracting
A	Alcohol	-	No drinks within 8 hours, and not otherwise impaired
F	Fatigue	-	Have you had adequate rest? Flying after a busy day at work?
E	Eating and/or Emotions	-	When was your last meal? Distracting or difficult emotions?

GUIDELINES FOR STUDENTS AND INSTRUCTORS

USE OF ELECTRONIC DEVICES

The use of electronic devices can be a distracting activity. Pilots must have clear concentration when conducting flight duties and when walking on airport ramps. When used correctly, some electronic devices can aid in the safety of flight and aeronautical decision making.

Airport Ramps: The use of cell phones while walking on airport ramps outside of the immediate vicinity of the lesson aircraft must be avoided and only used with caution. Individuals must maintain awareness of moving aircraft, vehicles, equipment and other hazards that may be present.

Aircraft: The use of cell phones should be restricted to:

- Standing in the immediate vicinity of the aircraft, not on an active taxi way.
- Sitting inside an aircraft with the engine shut down while on the airport ramp.
- Emergency use
- Backup EFB only
- Appropriate photography
- Flight related tasks, to be done only during a non-critical phase of flight:
  - Reference current weather information
  - Lockheed Martin Flight Services EasyActivate and EasyClose
  - Texting between the flight instructor(s) and/or student regarding urgent information pertinent to the safety of flight.
  - A single text to the next instructor/student if a lesson arrival will be delayed by more than 15 minutes is allowed but not required.
  - Electronic E6-B
- Music via Bluetooth headset is allowed only during cruise.
  - Music shall be discontinued immediately when any conflict or avoidance of traffic, airspace, or terrain is necessary.
  - Music shall be discontinued within the vicinity of an airport when arriving or departing.

Photography and Video Recording

- During a non-critical phase of flight as long as it does not otherwise interfere with crew duties.
- When necessary, a positive exchange of flight controls is performed. Pilots should avoid capturing pictures or video while also controlling the aircraft.
- Photos or videos posted to any social media require the approval of all persons on board.

Student Pilots

While the following are guidelines, only instructors may authorize a deviation from any element of this list.

- A dual flight must be logged within the last 14 days prior to conducting a solo flight.
- Students are limited to no more than 4 solo hours of local flying per day.
- Solo local back-to-back flights are not permitted.
- No solo after a dual flight, with the exception of the initial solo lesson.
    - NOTE: For the purpose of meeting CA student pilot currency requirements, a dual pattern flight not exceeding 1 hour may be conducted prior to a solo local or cross-country flight.
- Only one solo flight lesson per day is allowed *if that flight is a solo cross-country*.
- Solo flights are not to be conducted after sunset.

Observation Flights

Observing the lesson of another student who is at a similar stage of training provides a great learning opportunity. While not required, observation flights are highly recommended. Prior to any observation flight, remember:

As the pilot in training,

- A student will never be required to accept an observer. Observation requests will be made to the instructor of the lesson, who will pass on the decision to the student, unless the CFI decides there is a safety, training, or operational reason an observer cannot be accommodated.
- A new weight and balance must be calculated for the flight, along with updated takeoff/landing performance data.

As the observer,

- Bring your kneeboard or notepad to take notes.
- Sterile cockpit rules will apply during all critical phases of flight.
- Always announce any traffic you see.
- Be respectful of the student and their lesson time. Write down your questions and please be sure to ask during the post-flight debriefing.

Passengers during flight lessons

Friends and family are generally welcome to watch your lessons but are only allowed as a passenger on a case-by-case basis. Factors such as lesson tasks, weight and balance, or potential distraction are some reasons we may ask you to choose a different lesson to bring your guest. Please clear any passengers with your instructor prior to your lesson and familiarize your passengers with the observation flight etiquette listed above.

FLIGHT STANDARDIZATION

CHECKLISTS & MEMORY ITEMS

Checklists are available on a laminated double-sided card located inside each aircraft. The checklists closely follow the manufacturer's recommended procedures found in each POH. Students are encouraged to take a picture of the checklist for use during home study, along with the relevant POH.

NOTE: If a checklist is missing from an aircraft, please notify a Command Aviation flight instructor.

Verbally state each item in order on the list, then announce "_____ checklist complete" after all tasks are completed.

MEMORY ITEMS

The following checklists should be committed to memory before Solo:

- BEFORE LANDING (BCGM or GUMPS)
- ENGINE FAILURE IN FLIGHT
- ELECTRICAL FIRE
- ENGINE FIRE DURING START
- ENGINE FIRE IN FLIGHT
- EMERGENCY DESCENT
- SPIN RECOVERY

! When able, after completing any memorized procedures, verify by using the checklist.

POSITIVE EXCHANGE OF FLIGHT CONTROLS

At all times during flight, it should be clear which pilot is in control of the aircraft. Ask and verify when any doubt exists.

Each time flight controls are exchanged, a positive 3 way verbal hand off process will be completed.

1. The pilot releasing control will state: "YOU HAVE THE FLIGHT CONTROLS."
2. The pilot assuming new control will confirm: "I HAVE THE FLIGHT CONTROLS."
3. The pilot who released control will confirm: "YOU HAVE THE FLIGHT CONTROLS."

TAXI

Pilots should review the airport diagram of each airport they intend to visit during their lesson or solo flight. In the aircraft, have the diagram pulled up and reviewed prior to taxi to avoid any mistakes or wrong turns.

Clearing procedures will be used while taxiing.
EXAMPLE: When making a left turn, either pilot announces, "CLEAR RIGHT, CLEAR LEFT, TURNING LEFT."

PASSENGER BRIEFING

Per FAR 91.107, all passengers must be briefed on the safety elements of that aircraft

S. **Seats & Seat Belts –** Demonstrate operation and ensure secure
A. **Air Vents and climate controls –** Location and operation
F. **Fire extinguisher(s) –** Location and operation
E. **Emergency –** Exit Doors: How to open & how to close, evacuation plan
T. **Traffic & Talking –** Notify pilot of other aircraft, sterile cockpit expectations
Y. **Any questions?**

TAKEOFF AND APPROACH BRIEFINGS

TAKEOFF BRIEFING

- ☐ Departure Runway
- ☐ Takeoff Distance / Runway Length
- ☐ Lift-off Speed / Initial Climb Speed
- ☐ Initial Heading / Altitude
- ☐ Course / Heading
- ☐ Practice Area or Initial Checkpoint
- ☐ Threats

- ☐ Emergency Abort Plan
  - Before Takeoff
  - After Takeoff – Below 700 AGL
  - After Takeoff – Above 700 AGL

} Note corresponding altitude

APPROACH BRIEFING

VFR:

- ☐ Runway in Use / Runway Length
- ☐ Type of Entry to Pattern / Direction of Traffic Pattern
- ☐ Traffic Pattern Altitude
- ☐ Threats

IFR:

- ☐ Type of Approach – Primary Navaid – Frequency – Identifier
- ☐ Final Approach Course
- ☐ Glideslope Intercept Altitude / Minimum Altitude at FAF
- ☐ Lowest Applicable DA / MDA
- ☐ Airport Elevation and Touchdown Zone Elevation
- ☐ Missed Approach Point
- ☐ Missed Approach Instructions
- ☐ Applicable Approach Procedure Notes
- ☐ Indicated Airspeed and Flap Configuration to be Flown
- ☐ Landing Runway / Runway Length
- ☐ Threats

Threats: Any special hazard known to the flight crew. Some examples might include:

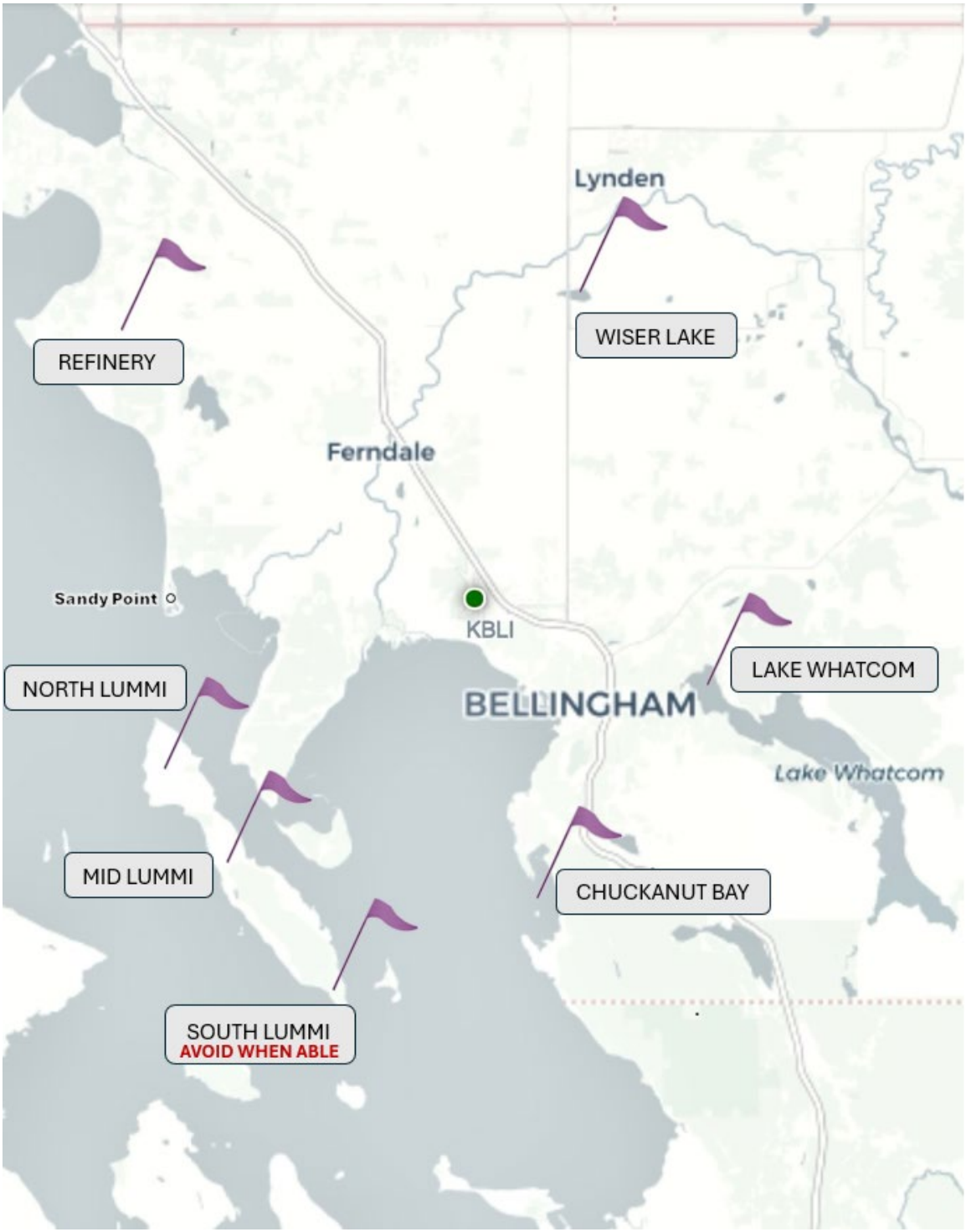
- High volume of aircraft activity
- High/gusting winds or crosswinds
- Low ceilings or visibility
- Runway or taxiway closures
- Inoperative equipment
- Wind shear reported or expected
- TFR near the approach or departure path
- Contaminated runway (wet, snow, ice, etc.)
- Pilot fitness, fatigue, or sudden illness

LOCAL INFORMATION

LOCAL REPORTING POINTS

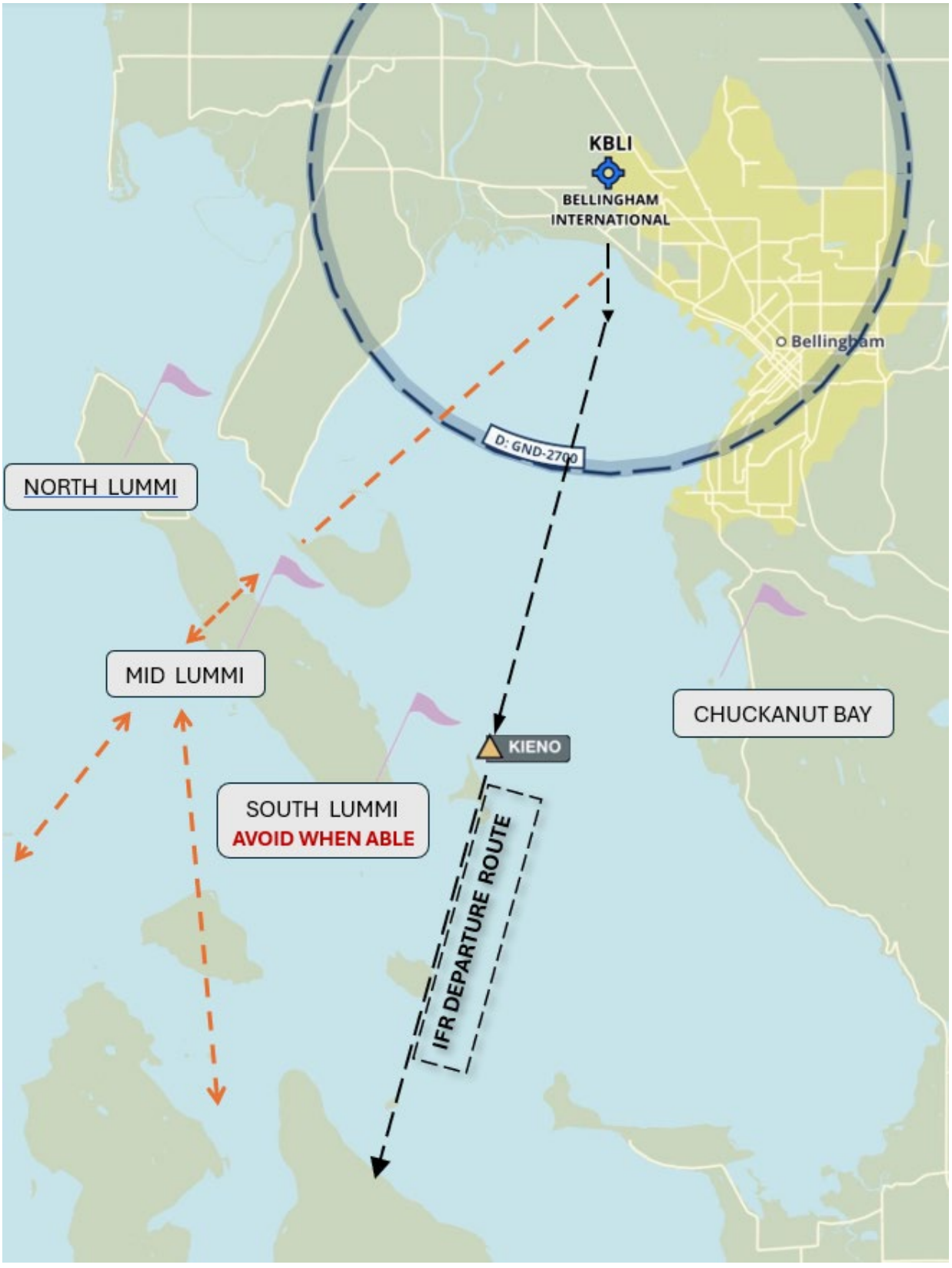
While communicating to BLI Tower, accurate position information is always important to communicate. Reporting points are specific landmarks which pilots can use to identify where they are.

The area around Bellingham uses FAA published reporting points, and some local landmarks. The following map depicts the primary reporting points used by BLI Tower.



SOUTHWEST ARRIVAL AND DEPARTURE

Due to the proximity of the IFR departure route from BLI, avoid the use of SOUTH LUMMI as an inbound reporting point or departure direction particularly when runway 16 is in use. Plan to cross over MID LUMMI, then continue as normal.



CHUCKANUT BAY ARRIVAL AND DEPARTURE

[RUNWAY 16 IN USE]

When using Chuckanut Bay as a departure point, offset to keep right of the bay. Departures should maintain a ground track that remains over the water, and arrivals should fly over the bay itself or follow closer to the shoreline. If arrivals are instructed to enter left downwind for runway 16, proceed towards downtown Bellingham and make your turn to the airport when near the shipping yard.

BLI Noise Abatement

The following noise abatement procedures are in effect at BLI:

- Visual Flight Rules (VFR) Noise Abatement Procedures – There may be cases when VFR aircraft are unable to follow these procedures due to tower direction, traffic, weather, training requirements, or emergency procedures.

    - **Departures – Runway 16: Fly runway heading to pattern altitude (1200 ft. MSL Single Engine or 2000 ft. MSL Multi Engine) *½ mile beyond* shoreline before turning.**
    - **Arrivals – Runway 16: Follow published traffic pattern procedures.**
    - **Departures – Runway 34: Fly runway heading to freeway before commencing turn.**
    - **Arrivals – Runway 34: Fly base leg over water, fly final leg to cross shoreline on runway centerline.**

PRACTICE AREAS

Practice area communication

Announce your position, current altitude, and expected maneuvering altitudes when entering the practice area. Repeat your announcement every 15 minutes, or when your expected position or altitude(s) have changed. For example, after practicing maneuvers at 3500, a new practice area call should be made if conducting ground reference at 1000ft.

EXAMPLE: "Skagit area traffic, Skyhawk 75844, 3 miles west of Sedro-Woolley at 3500ft. Maneuvering between 3500 and 2000. Skagit."

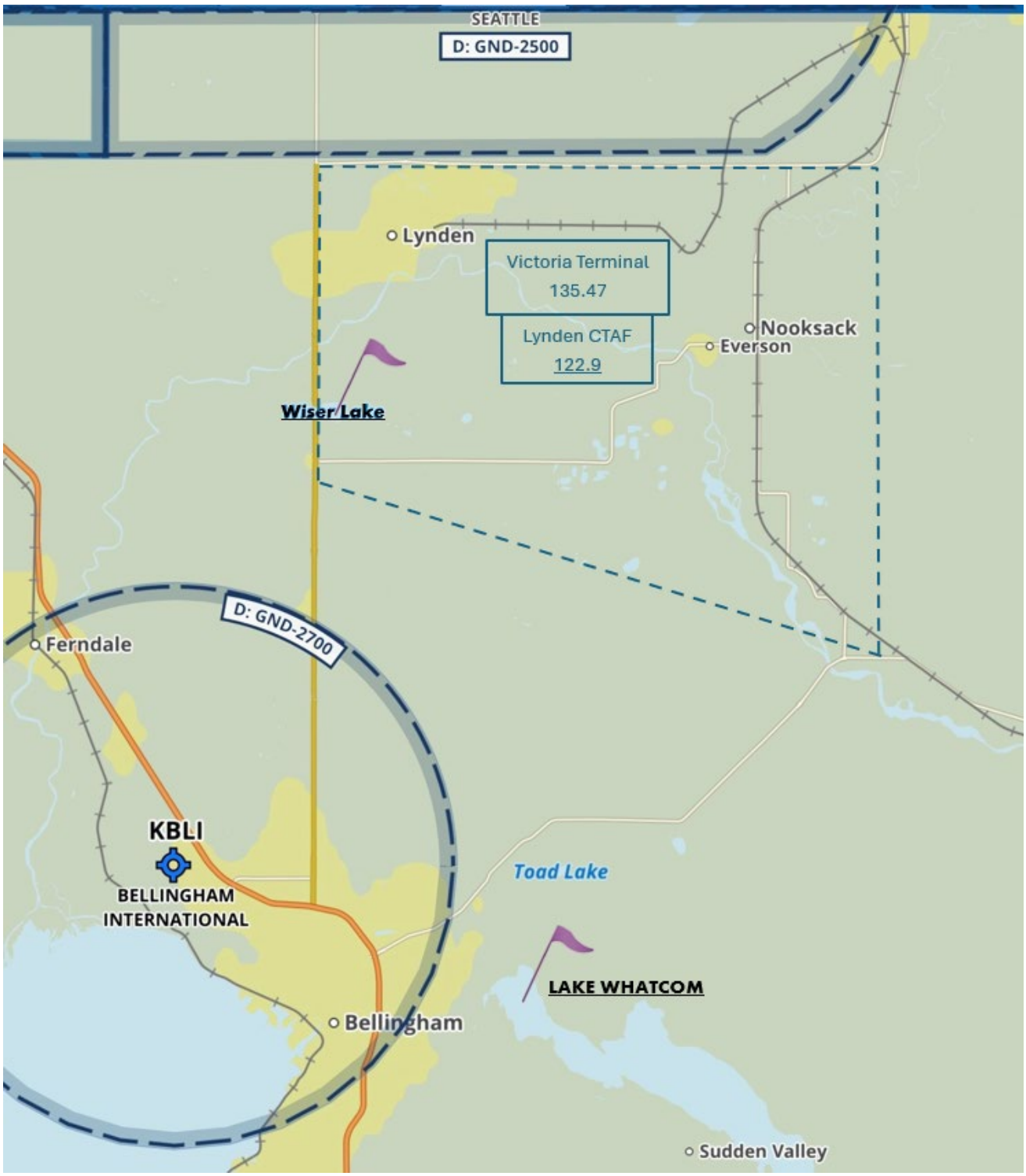
There are 3 main practice areas we use in the local vicinity of BLI:

South (Skagit) Practice Area

- Use 123.075 - KBVS (Skagit) CTAF for practice area radio communication.
- Remain north of the Skagit river, and outside the city of Burlington
- Extends from the towns of Bow to the narrowing of the valley just past Sedro-Woolley
- Attempt to remain on one side of the I-5 freeway, make a new radio call on the KBVS CTAF when maneuvering on a different side of the freeway.
- Due to the high volume of traffic transiting north – south near the Skagit airport, the practice area over the farm fields west of the freeway will be used for ground reference only. Remain at or below 1500 MSL.

Northeast Practice Area

- Contact Victoria Terminal [135.47] and request traffic advisories for local area maneuvering.
- Monitor 122.9 - 38W (Lynden) CTAF for other local traffic.
- Defined as the area east of Wiser Lake, and south of the Lynden city limits.
- Includes the towns of Everson, Nooksack
- Use special caution when maneuvering north of the Nooksack river to avoid conflicting into Abbotsford or Canadian airspace.



Northwest Practice Area

- Monitor Victoria Terminal [135.47] for practice area situational awareness. Traffic advisories for local area maneuvering can be requested.
- Defined as the area west of the I-5 freeway and north of Sandy Point, including the waters of Birch Bay and the coastal waters near the refineries
- To avoid conflict with the IFR routes nearby, remain at or below 2500 in this practice area when not in contact with Victoria Terminal.

N75844 – CESSNA SKYHAWK 172N

V-SPEEDS

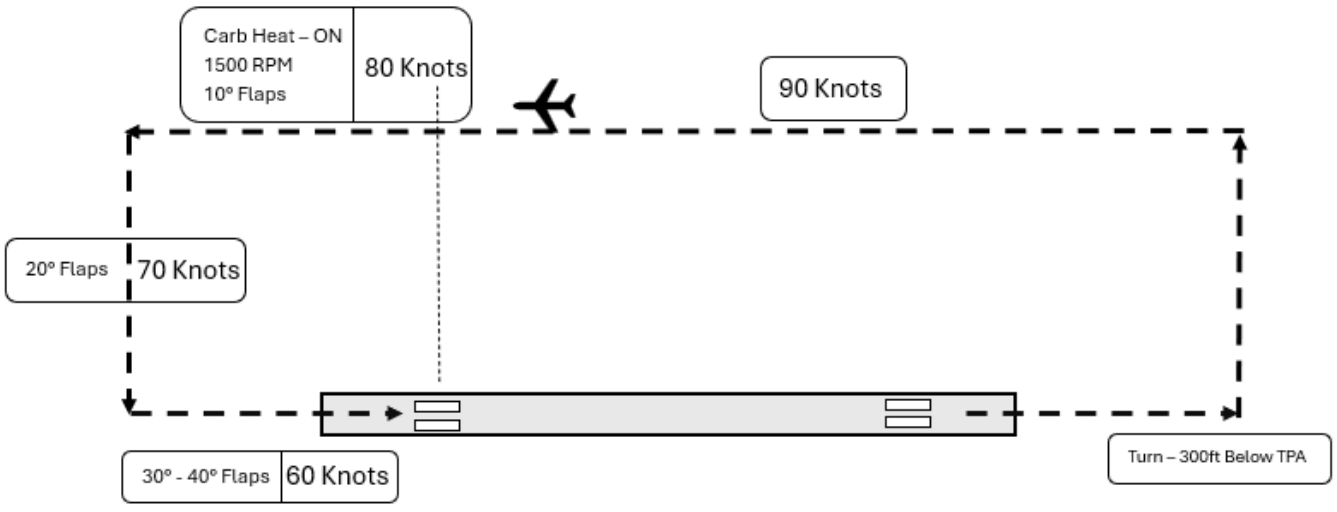
(KNOTS INDICATED AIRSPEED)

V-SPEED	DESCRIPTION	SPEED	V-SPEED	DESCRIPTION	SPEED
Vso	Stall Speed 40° Flaps	41	Vfe	Maximum Flaps Extended Speed	85
Vs	Stall Speed 0° Flaps	47	Vno	Maximum Structural Cruising Speed	128
Vx	Best Angle Climb	59	Vne	Never Exceed Speed	160
Vy	Best Rate Climb	73	Va	Maneuvering Speed	80 - 97
Vg	Best Glide Speed	65	Max Demonstrated crosswind		15

MANEUVER SPEEDS

Ground Reference & Pylon Turns	90
Steep Turns, Chandelles, Lazy Eights	95
Steep Spiral	65

TRAFFIC PATTERN



N2291H - Piper Warrior II PA28-161

V-SPEEDS

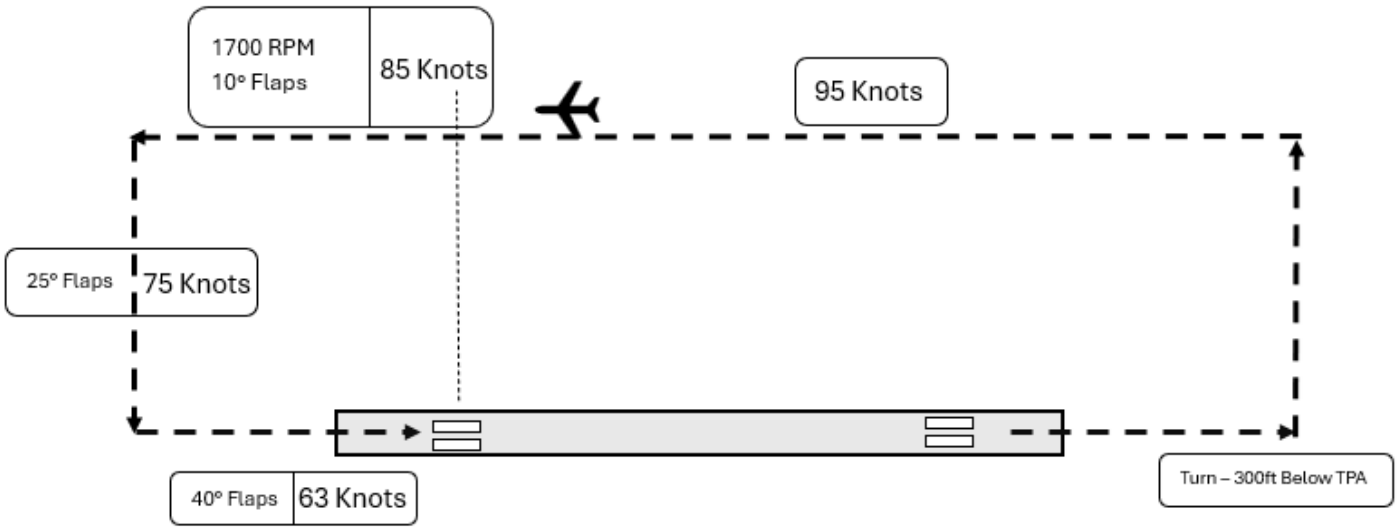
(KNOTS INDICATED AIRSPEED)

V-SPEED	DESCRIPTION	SPEED	V-SPEED	DESCRIPTION	SPEED
Vso	Stall Speed 40° Flaps	44	Vfe	Maximum Flaps Extended Speed	103
Vs	Stall Speed 0° Flaps	50	Vno	Maximum Structural Cruising Speed	126
Vx	Best Angle Climb	63	Vne	Never Exceed Speed	160
Vy	Best Rate Climb	79	Va	Maneuvering Speed	88 - 111
Vg	Best Glide Speed	73	Max Demonstrated crosswind		17

MANEUVER SPEEDS

Ground Reference & Pylon Turns	95
Steep Turns, Chandelles, Lazy Eights	100
Steep Spiral	73

TRAFFIC PATTERN



Safety Policies and Procedures

Care and Handling

Only aircraft keys may be placed on top of the glareshield. No other loose items are permitted as these will scratch or damage the windscreen.

Use the provided windshield cleaning spray, and a soft microfiber cloth when cleaning any windscreen. Only wipe in the direction of the airflow.

Utilize the baggage compartment, rear seat, or interior pockets for storing personal belongings. When possible, secure any loose items and ensure they will not interfere with any flight control.

Personal items and all trash must be removed from the aircraft after each flight.

Smoking, Vaping, Drugs or Alcohol

Smoking or Vaping is prohibited in or on any Command Aviation property and aircraft.

Open containers of alcohol or drugs, even if legal by state law, are not allowed in any of Command Aviation's aircraft or property.

No pilot will allow any person who appears to be intoxicated on board a Command Aviation airplane.

Preflight Actions

Pilots must complete a thorough preflight inspection prior to each flight in accordance with the aircraft POH. Check the aircraft maintenance & inspection status sheet, and Discrepancy Log during preflight.

Pilots must review the current and forecast weather conditions, applicable NOTAMS, and any airspace restrictions in effect along the route of flight.

Manufacturer's aircraft Weight & Balance limitations will always be adhered to.

Fuel

All flights shall be planned to include a ONE-HOUR fuel reserve.

Fuel is included in the standard rental or instruction rate for each aircraft. Self-serve fuel is available at the fuel pumps located adjacent to F taxiway. A Command Aviation fuel card is stored in the aircraft binder of each plane. This fuel card can ONLY be used at the BLI fuel pumps.

Full-service fuel is available through Bellingham Aviation Services by calling (360) 676-7624. Provide the tail number, location, and type of fuel (100LL AVGAS).

Any fuel charges at other airfields will be credited at the current rate of Command Aviation's self-serve fuel price. Retain the fuel receipt and write the renter's name and date on the receipt. Store each receipt in the zippered pouch of the aircraft binder.

Ground Operations

Entering or Exiting

Entering or exiting an aircraft with the engine running is prohibited, except when receiving assistance with engine starting from an authorized maintenance technician or Command Aviation flight instructor.

Ground Handling

The aircraft tow bar will be used to move aircraft into and out of all tie down or hangar positions.

Starting

Please be sure to check for removal of tow bar, rudder lock, control lock, pitot cover, chocks, and tie downs before starting the engine. Refer to the aircraft's POH and/or the Command Aviation checklist inside the aircraft for the starting procedure.

When starting, do not allow the tail of the airplane to be pointed towards an open hangar or entry door unless parked on a marked T.

Prior to engine start: The rotating beacon/strobe lights shall be switched ON
Visually and verbally clear "LEFT" and "RIGHT" followed by announcing out the window "CLEAR"

WARNING: BECAUSE OF THE DANGER TO PERSONAL SAFETY, NO ONE IS AUTHORIZED TO HAND PROP A COMMAND AVIATION AIRPLANE

Taxi and Airport Operations

On congested or busy areas such as ramps, taxi with as little power as necessary at a cautious speed equivalent to a brisk walk in order to promptly stop if required.

In less congested areas such as taxiways, use a speed that provides safe, positive control, at all times.

Crosswind taxi corrections will be correctly used as necessary.

If clearance around persons or property is in doubt, the pilot-in-command should do one of the following:
Obtain assistance from a ground marshal to ensure adequate clearance.
Shut down the engine and reposition the airplane with a tow bar.

Unless necessary to avoid contact with another aircraft or vehicle, aircraft that will be pushed into a parking spot must not deviate from the taxi line prior to engine shutdown. Do not taxi over ropes or airport tie down slots.

Securing Aircraft

Refer to the aircraft's POH and/or the Command Aviation checklist inside the plane to secure the aircraft after each flight.

Aircraft are to be pushed by hand (not taxied) and accurately positioned into designated hangars or tie down spots and properly secured.

Aircraft controls must be secured when parked, regardless of wind conditions. If the aircraft has a control lock, it must be used. If there is no control lock, use the seat belt.

All aircraft parked 30 minutes or longer should utilize tie downs if available. Pitot covers must be installed.

Aircraft parked less than 30 minutes may be secured with tire chocks and a control lock if the wind is less than 20 knots. Position the airplane into the wind when securing with chocks.

Return the aircraft keys to the lock box within each airplane.

FLIGHT RULES

The following flight conditions require approval and/or a checkout by a Command Aviation flight instructor and records updated indicating the checkout:

- Mountain Flying
- Night Flight
- Instrument Meteorological Conditions
- Cross-Country (>50 miles from KBLI)

Pilots should familiarize themselves with the local area information including practice areas, reporting points, noise abatement, and VFR arrival / departure practices found within this guide.

AIRPORT RESTRICTIONS

The following are regarded as a risk to operation by Command Aviation aircraft and are prohibited airports for all pilots:

- All Military Airfields
- All restricted private airports **
- Other than paved fields (soft, grass, gravel, sand, etc.) **

** Must receive prior written approval from the Command Aviation Flight Director
And permission of the airport owner when applicable.

Minimum Runway Length Limitations

AIRPORT ELEVATION	MINIMUM RUNWAY LENGTH
SEA LEVEL – 999 FEET	1,900 FEET
1000 FEET – 2,999 FEET	2,700 FEET
3,000 FEET – 4,999 FEET	4,000 FEET
5000 FEET AND HIGHER	5,000 FEET

! The effect of density altitude, runway surface or condition, slope, and obstructions near the runway may require greater runway lengths than those noted above.

TAKEOFFS AND LANDINGS

Stop-and Go

Prior to continuing takeoff, runway distance remaining must be at least 2000 feet or the minimum runway distance published in this guide, whichever is greater.

Landings

Unless with a Command Aviation flight instructor on board, landings should be planned no less than 200ft from the approach end of the runway.

NIGHT FLIGHT

A night check-out flight is required for any pilot with less than 15 hours PIC at night and not 90-day current.

FORMATION FLYING

Formation flights are prohibited for students and renters.

Cross-Country Flights

Weather

Weather conditions at all points along the route of flight must meet the published Command Aviation weather minimums and remain forecasted within CA's minimums for at least one hour after the ETA at each point including the final destination.

VFR Flight Plans

Cross-country flights must file and activate a VFR flight plan if ATC Flight Following is not utilized throughout the duration of flight.

Pilots shall close flight plans after the aircraft is parked on the airport ramp or at a safe altitude on the next leg of the cross-country.

Student Pilots

Students will submit completed navigation logs for all cross-country flights which will be reviewed and critiqued by the instructor.

Flight instructors will only endorse and authorize the cross-country on the day of the flight and only after all flight planning is completed and reviewed.

Overnight cross-country flights are not allowed for student pilots.

Flight Training Maneuvers

The following maneuvers may only be conducted with a Command Aviation flight instructor, or FAA Designated Pilot Examiner (DPE) on board:

- Spin Training
- Simulated emergency procedures
- Simulated emergency descent
- Simulated power-off landing

Aerobatic Maneuvers are prohibited.

NO training maneuvers will be conducted over congested areas, airways, open-air assembly of persons, airports*, or within the lateral limits of surface-based Class B, C, or D airspaces.

* Steep Spiral or simulated power off landing is permitted over a non-towered airport. Exercise care and judgement to avoid traffic conflicts and communicate clearly over CTAF.

Clearing Turns

Prior to all flight maneuvers, verify the area is clear of any traffic. If necessary, clearing turns will consist of either a 180-degree turn or two 90 degree turns.

Minimum Entry and Recovery Altitudes (AGL)

DUAL

ENTRY ALTITUDE	MINIMUM RECOVERY
2000 AGL	1500 AGL

SOLO

ENTRY ALTITUDE	MINIMUM RECOVERY
2500 AGL	2000 AGL

Ground Reference maneuvers should be accomplished at 600ft – 1000ft AGL, and in a position which allows for a power off landing in case of an engine failure.

WEATHER LIMITATIONS

WINDS:

DUAL FLIGHTS

TOTAL WIND	CROSSWIND
30	25

RENTAL FLIGHTS

TOTAL WIND	CROSSWIND
25	20

STUDENT PILOTS (SOLO):

Traffic Pattern: 1500 foot ceiling / 5 miles visibility
Local Flights: 3000 foot ceiling / 7 miles visibility
Cross-Country: 5000 foot ceiling / 8 miles visibility
(for all points along the route)

Wind Limit:

- Each student solo endorsement will include a wind limitation up to a maximum of 15 knots along with a crosswind limit not to exceed 10 knots.

DUAL FLIGHTS:

DAY - VFR

Traffic Pattern

Visibility	Ceiling
3sm	1500ft

Local Flights

Visibility	Ceiling
3sm	2500ft

Cross -Country

Visibility	Ceiling
5sm	4000ft

NIGHT - VFR

Traffic Pattern

Visibility	Ceiling
3sm	1500ft

Local Flights

Visibility	Ceiling
5sm	3000ft

Cross-Country

Visibility	Ceiling
7sm	4000ft

IFR

Day: Published IFR landing minimums
Night: Published IFR landing minimums

RENTER FLIGHTS (PPL OR HIGHER):

DAY - VFR

Traffic Pattern

Visibility	Ceiling
3sm	1500ft

Local Flights

Visibility	Ceiling
5sm	2500ft

Cross Country

Visibility	Ceiling
5sm	4000ft

NIGHT - VFR

Traffic Pattern

Visibility	Ceiling
3sm	1500ft

Local Flights

Visibility	Ceiling
5sm	3000ft

Cross Country

Visibility	Ceiling
7sm	4000ft

IFR

Day: 200ft ABOVE and ½ mile ABOVE published landing minimums

Night: 200ft ABOVE and ½ mile ABOVE published landing minimums

! Circling approaches must meet VFR Traffic pattern minimums listed above

WINTER AND COLD WEATHER PROCEDURES

Frost and Snow on Aircraft

- No pilot may take off in an aircraft that has frost, ice, or snow adhering to any propeller, wing, windshield, stabilizing or control surface, any power plant installation, or instrument system.
- Command Aviation maintenance provides aircraft ground de-frosting for LIGHT FROST ONLY, not thick hoar frost, snow or ice.
- De-frosting shall only be provided when outside air temperatures are above freezing. (32°F / 0°C)

! WARNING: fluids used during ground de-frosting do not provide in-flight icing protection

The following are the ONLY acceptable methods of removing frost or ice from aircraft windows.

- Approved fluids applied by CA staff
- Aircraft defrost and/or heating system

! Scraping of windows using any object or tool is prohibited.

! In the event that frost, ice, or snow cannot be removed from the aircraft, it must be placed in a heated hangar until the frost, ice, or snow completely melts AND evaporates.

Engine preheat

Aircraft exposed to temperatures below freezing (32°F / 0°C) for an extended period of time (greater than 3 hours) may require preheat prior to engine start. An engine is considered heated when the oil can be observed flowing freely off the dipstick.

Contact Command Aviation Maintenance if an aircraft requires preheat.

FLIGHT INTO PROBABLE OR KNOWN ICING CONDITIONS ARE FORBIDDEN

AIRCRAFT RENTALS

FLIGHT SCHEDULE PRO (FSP)

Flight Schedule Pro (FSP) is the online scheduling tool used by Command Aviation for all aircraft bookings including rentals, training flights, solo flights, etc.

Each user will be emailed an invite link where you will set up a personal FSP account. This will be your tool to book lessons, aircraft rentals, view your schedule, make changes, or cancel.

When scheduling lessons, please select "Book & Notify" to ensure notifications are sent to both the student and instructor.

Only an instructor can make changes or cancel on FSP within 6 hours of a scheduled lesson. If cancellation or rescheduling is necessary, please coordinate with your CFI as soon as possible.

SCHEDULING HOLDS

If you are unable to book an aircraft in FSP, that means one of the following is out-of-date:

- Medical Certificate
- Most recent flight with Command Aviation (6 months or more)

Please contact Command Aviation or a flight instructor to resolve any FSP issues.

OVERNIGHT RENTALS

For bookings over 8 hours, a minimum charge of 4 hours per 24-hour period will apply.

From October 1st through April 1st: Overnight rentals scheduled after 1600 and returned by 1200 the following day, are exempt from the 4-hour minimum.

All overnight flights, or flights conducted after 0000 (midnight) local time, must be approved in advance by the Command Aviation Flight Director. Any other aircraft rental agreements may be arranged in advance with the Command Aviation Flight Director.

CANCELLATION & NO-SHOW POLICY

Cancellations with the exception of weather or IMSAFE, must be made in advance of the scheduled time.

All cancellations of scheduled solo or aircraft rental time must be made at least 2 hours prior to the scheduled time.

Aircraft will be released 15 minutes into the scheduled time. If you are running late, please ensure you notify Command Aviation, or a Command Aviation flight instructor directly.

No-shows will be billed for the entirety of their scheduled lesson at the "Instructor Only" rate, or half the scheduled aircraft time, as applicable.

CURRENCY REQUIREMENTS

An annual flight proficiency check is required for all renters that have not flown a Command Aviation aircraft in more than 12 months or not 90-day current elsewhere in Single Engine Land airplanes. Pilots should be prepared to present at least a picture of their logbook to demonstrate currency if requested.

IFR: Pilots who are Instrument rated and intend to fly in Instrument Meteorological Conditions, are required to demonstrate proficiency with a Command Aviation flight instructor prior to flight in IMC

MAINTENANCE

DISCREPANCIES

Report each discrepancy on the Squawk/Discrepancy Log found in the aircraft dispatch book. Use only one line per discrepancy. Note the events that occurred before or after the discrepancy, and any troubleshooting performed.

Sign each entry and include your contact phone number.

After documenting any discrepancy, contact should be made to either a Command Aviation flight instructor or the Director of Maintenance.

RETURN TO SERVICE

Aircraft shall only be returned to service if it is determined the discrepancy:

- Does not pose a safety hazard
- Is not required for airworthiness
- Has been deferred
- Has been resolved

The maintenance action will be recorded on the Discrepancy Log, and any limitations or placards will be noted.

It is the responsibility of the Pilot-In-Command to confirm all discrepancies are resolved prior to initiating a flight.

OTHER AIRPORTS

In the event that maintenance must be performed at a facility other than BLI, the pilot shall contact Command Aviation maintenance.

The Director of Maintenance must approve all maintenance performed away from BLI.

STRANDED PILOT OR DIVERSION

Should an emergency or precautionary landing, or any unscheduled diversion be required, contact Command Aviation Director of Maintenance when safe to do so and after securing the aircraft.

Absolutely NO pilot, or unauthorized mechanic is allowed to work on, troubleshoot, or move to another location a Command Aviation aircraft unless directed by the Director of Maintenance.

If the aircraft is at an airport other than KBLI, ensure that the aircraft has been properly chocked and/or tied down or otherwise secured to the best extent practicable.

Aircraft shall not be moved until approval is received from the Command Aviation Director of Maintenance**.**

No credit is given for completed flight time.

EMERGENCY PROCEDURES

FUEL SPILL

Tow the aircraft clear of the spill area and notify Command Aviation personnel to coordinate cleanup efforts.

FIRES

Engine Fire During Start

- Complete the Engine Fire During Start checklist.

If Fire Continues:

- Secure aircraft fuel and electrical systems
- Evacuate all occupants
- If able, make use of any available fire extinguisher(s)

! Call 911 to notify the Airport Fire Department
! Notify Command Aviation as soon as possible.

Fire in Flight

- Use the appropriate Emergency Checklist
- Fire extinguishers are located in all Command Aviation aircraft

  P – PULL PIN
  A – AIM AT BASE OF FIRE
  S – SQUEEZE TRIGGER
  S – SWEEP BACK AND FORTH

- Conduct an Emergency Descent to the nearest suitable landing option.

APPENDIX A – LINKS AND RESOURCES

FREE HELPFUL RESOURCES

FAA Handbooks & Manuals full list	https://www.faa.gov/regulations_policies/handbooks_manuals/aviation
Airplane Flying Handbook (PDF)	https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/airplane_handbook
Pilot's Handbook of Aeronautical Knowledge (PDF)	https://www.faa.gov/regulations_policies/handbooks_manuals/aviation/phak
Aviation Weather Handbook (PDF)	https://www.faa.gov/regulationspolicies/handbooksmanuals/aviation/faa-h-8083-28a-aviation-weather-handbook
Aeronautical Chart User's Guide	https://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/aero_guide/
Aeronautical Information Manual – (HTML)	https://www.faa.gov/air_traffic/publications/atpubs/aim_html/index.html
Federal Aviation Regulations (ECFR)	https://www.ecfr.gov/current/title-14/chapter-I
Digital Chart Supplement	https://www.faa.gov/air_traffic/flight_info/aeronav/digital_products/dafd/
Electronic Logbook	https://myflightbook.com/logbook/mvc/pub
LiveATC	https://www.liveatc.net/

ONLINE GROUND SCHOOL & TEST PREP

Gold Seal	https://groundschool.com/
Sporty's	https://www.sportys.com/learn-to-fly-course-private-pilot-test-prep-online-app-and-tv.html
Sheppard Air	https://www.sheppardair.com/
ASA Test Prep	https://asa2fly.com/test-prep/pilot/

RECOMMENDED MOBILE & EFB APPLICATIONS

Foreflight

- Flight planning, aviation weather, maps and charts application
- Interactive moving map display
- Real-time ADS-B traffic & weather when paired with an external ADS-B receiver
- With GPS, displays real-time position, and track history.
- File and activate VFR and IFR flight plans
- Only available in Apple App Store
- Subscription required

Aeroweather

- View at a glance the latest automated weather reports for a list of your favorite airports.
- Available on Apple App Store and Google Play Store
- Pro (paid) version available, with added features.

Garmin Pilot

- Flight planning, aviation weather, maps and charts application
- Interactive moving map display
- Real-time ADS-B traffic & weather when paired with an external ADS-B receiver
- With GPS, displays real-time position.
- File and activate VFR and IFR flight plans
- Available in Apple App Store and Google Play Store
- Subscription required

ASA FAR/AIM

- User friendly app for viewing Federal Aviation Regulations and the Aeronautical Information Manual
- Bookmarks and keyword searchable
- Study-by-certificate highlights applicable regulations for each course of training
- One-time purchase, free updates.