

Given to Fly Cirrus Training Center

# POLICIES AND OPERATION MANUAL



## Atizapan Aiport

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## **Mission Statement:**

At Given to Fly we endeavor to help our customers change their lives through personal aviation. Using modern Cirrus aircraft and instructors trained to the highest levels, we offer a personal, and enjoyable flight experience of the highest quality. We strive to provide the best flight experience for all our pilots and their friends and family, each and every flight.

To achieve this goal:

1. We believe that all our customers deserve the highest level of attention, understanding, and fulfillment. If at any time you feel that our staff are not meeting this goal, let us know.
2. We want our customers to get the best that personal aviation can offer. If there is ever any way we can enhance your experience, or others, we want to hear about it.
3. We take care of all our aircraft with the utmost care, as if they were our own. Maintenance, cleanliness, and care in operation are all essential to our business. Only if we all work together can we maintain a high standard in our fleet.
4. We believe in a safety-conscious environment. It is up to everyone to create a safety culture where unnecessary risks are not tolerated, and there is an openness to discuss any aspect of the operation that does not adhere to this standard.
5. We know that relationships in aviation last throughout our lifetimes. We look forward to adding you to our aviation family, and helping you achieve your dreams.
6. We want our students, pilots, renters, and owners to be recognized around the region as the top of general aviation. We aim to be the standard that other pilots aspire to. Every action you take in an Elite plane is noticed and emulated. Let's work together to raise the bar for pilots, from operating procedures, risk management, radio communications, and piloting skill.
7. We want to introduce you to aircraft ownership. Given to Fly is a proud part of the Cirrus Training Center network. Cirrus is committed to improving general aviation and has an unparalleled focus on education in the pilot community. If you would like to learn how to become a part of the **#cirruslife** by becoming a Cirrus owner, then we are here to help you!

## **Aircraft Checkout:**

As for the time of publication of this POM, no airplane is available for rent without a Given to Fly instructor Dual flight, however all of the Policies and Procedures listed below apply for Student Pilots and Cirrus Life Experiences Participants on their own airplane, both referred as renters.

All renters must demonstrate that they possess the required license and ratings, meet the total flight time, time in type and other minimum requirements to act as pilot-in-command of the rental aircraft as determined by the insurance underwriter. The insurance requirements are as follows:

**SR20:** Cirrus transition training completed (certificate required). Renters must have flown with a Given to Fly instructor within the previous 6 months for a recurrency check.

**SR22/SR22T:** Must have at least a private pilot certificate with an instrument rating and completed a transition course in the SR22. Renters must have flown with an Given to Fly instructor within the previous 6 months for a recurrency check.

Each renter must receive a standard aircraft checkout by an Given to Fly instructor in the make and model in any aircraft they are renting for the first time.

All Cirrus renters must have received transition training as appropriate in the model Cirrus they wish to rent, either from Given to fly or from another Cirrus training center or CSIP. To receive Cirrus transition training, renters will be required to purchase the transition course as recommended by Given to Fly instructor, and the course will be conducted in line with Cirrus standardized curriculum

A standard aircraft checkout will consist of ground training on aircraft systems, limitations, weight and balance calculations and aircraft performance, followed by flight(s) in the make and model. The duration of a standard aircraft checkout is at the discretion of an Given to Fly instructor. Completion of the Cirrus Recurrent Training (free on Cirrus website) is required.

Renters will be expected to meet at least the minimum standards as outlined in the FAA Airman Certification Standards, as appropriate to the ratings held by the renter. If renters are unable to demonstrate the required level of proficiency, they will be required to have a Given to fly instructor accompany them on all flights until the standards can be successfully met. All renters are required to meet all FAA part 91 Flight Review, IFR currency (if applicable), and **Renters must undergo proficiency training every 6 calendar months with a GTF carrying instructor to be allowed to rent Elite aircraft.**

## **Night Operations (Other than MMJC):**

In order to operate an Given to Fly aircraft between one half hour after sunset and one-half hour before sunrise, renters must hold an Instrument Rating and complete a night checkout with an Given to Fly instructor. A Renter who is first checked out for night operations does not also need to complete a standard checkout. All airports used during night operations shall be equipped with a rotating beacon, runway and taxiway lighting. Under no circumstance shall night flight in an Elite aircraft be permitted while carrying passengers unless renters meets the FAA currency requirements in CFR 61.57. Night currency must be maintained with a Given to Fly instructor every 6 calendar months.

## **IFR Operations:**

In order to operate an Elite aircraft on an IFR flight plan and/or in instrument meteorological conditions (IMC), renters must either:

1. Be accompanied by a Given to Fly instructor.

**-OR-**

2. Be instrument rated **AND**,
  - a. Meet the FAA currency requirements of 61.57(c) or have passed an instrument proficiency check (IPC) within the preceding six (6) months **and**
  - b. Demonstrate to ACS standards at least two instrument approaches in actual or simulated instrument conditions during a Given to fly check out in the make and model of aircraft rented

## **Currency Requirements:**

In addition to meeting all regulatory requirements set forth in the Federal Aviation Regulations (as well as any other requirements set forth in this document), no renter may operate a Given To Fly aircraft unless they have completed three takeoff and landings within the previous ninety (90) days in the same make and model airplane. In the event a renter has not completed this requirement, an additional “refresher” checkout in the aircraft make and model will be required as determined by a Given to Fly instructor.

All renters are required to complete a standard aircraft checkout every six (6) calendar months with a Given to Fly instructor, unless a flight review or additional pilot certificate/rating has been completed successfully within the preceding six (6) months in an airplane. We recommend alternating between VFR and IFR recurrent training, if currently IFR rated.

## **Special VFR Operations:**

No renter shall request or accept a Special VFR clearance except while exercising emergency authority under CFR 91.3.

## **Runway Limitations:**

Except as a precaution or in an emergency, no renter shall attempt a landing on a runway that is not hard-surfaced. Operations on loose gravel runways are also prohibited. Except as a precaution or in an emergency, no renter shall attempt a takeoff or landing on a runway that does not meet the capabilities of the aircraft as properly calculated in the Pilot's Operating Handbook (POH).

## **Pre-flight Planning:**

All flights shall comply with the pre-flight planning requirements of CFR 91.103, paying particular attention to the requirement to become familiar with all available information regarding the flight. For all flights, renters shall obtain a standard weather briefing from any FAA-approved source that includes applicable Notices to Airmen (NOTAMS) and temporary flight restrictions (TFRs).

Renters are advised that TFRs are not uncommon in this area, and that only a proper check of NOTAMS can ensure there is not an active TFR. No renter will fly during a TFR unless they have received ground training from an Elite instructor on TFR procedures or demonstrated to an Elite instructor their knowledge thereof. Renters should review Airmen Information Manual (AIM) section 5-6-2 on intercept procedures before flying in an active TFR.

## **Pre-flight Inspection:**

Renter shall personally conduct a pre-flight inspection in accordance with FAA requirements and the manufacturer's recommendations, including sumping the fuel, and determining that the quantity of fuel and oil on board the aircraft are sufficient for the purpose for which renters intends to use the aircraft.

Given to Fly is part of the Cirrus Training Center network that has established an outstanding reputation for the care of aircraft under their management. Renters are always expected to maintain this standard. **ALL discrepancies must be noted by GTF staff before you depart.** Any physical damage done to the aircraft is the responsibility of the renter (and is subject to our insurance deductible) so be sure there is none before your flight. Under no circumstances should aircraft be dispatched in an unairworthy condition.

All students and renters should conclude their pre-flight inspection by performing a final walk-around before the plane is ready for engine start. This includes: all flags and tugs removed from the plane, chocks removed, and any cones or barriers are out of range of the plane's clearance for taxiing. **All students and renters should enter the plane from the front/nose.**

## **Cold Weather Operations:**

### Preheat Requirements:

Renters shall not start an engine (except for diesel engines) during cold weather, when the temperature is below 30 degrees Fahrenheit unless one of the following is true:

1. Aircraft has been flown within the preceding 60 minutes.
2. Aircraft has been kept in a **heated** hangar.
3. The engine has been properly preheated in accordance with the engine manufacturer's guidelines within the previous 15 minutes (engine start should be attempted as soon as possible after preheat).
4. A Tanis engine heater has been in use for the preceding two hours and the aircraft has not been unplugged for more than 30 minutes prior to flight.

All frost or ice that has accumulated on the airframe must be removed prior to takeoff.

If the battery is run down during an attempt to start the aircraft, call a Given to Fly representative on duty or the airport operations to arrange a battery cart to assist in further start attempts. If you are unfamiliar with battery cart operations, please call a Given to Fly representative for assistance. The proper GPU plug for the aircraft must be used as well as the proper voltage set on the GPU. Using an improper setting or plug can result in substantial damage to the aircraft electrical system. Using an automobile as an external power source is prohibited. Do not run the battery down and then leave the aircraft without notifying Elite. A discharged battery is prone to freezing which may cause permanent damage, resulting in the need for replacement and/or repairs to the electrical system.

## **Fuel Purchases:**

Renters and students are responsible to refuel up to the level of fuel that the aircraft presented just before engine start.

## **Aircraft Fueling and Servicing of Oil:**

All fueling should be performed by the line service personnel using 100LL for Cirrus aircraft. To request fueling at Atizapan Airport, make contact to a Given to Fly representative. Fueling at other airports should be arranged with line personnel as applicable and paid directly by the renter or student.

Only approved ashless dispersant aviation oil of appropriate grade should be used when servicing the oil in Given to Fly aircraft. Contact a Given to Fly representative if unsure on type of oil to use.

Aircraft with new engines require mineral oil for the first 50 hours. Do not mix with ashless dispersant oils.

## **Drug and Alcohol Use:**

Pilots are restricted from consuming alcohol within 8 hours prior to flying, when their BAC exceeds .04%, or if they are still feeling the effects of alcohol or drugs. Note that marijuana use is still prohibited for pilots, even if in a state where its use has been legalized. Consult a doctor or physician before using any over the counter or prescription medications and be sure it is not on the FAA list of prohibited medicines. Do not fly solo when using any medicine for the first time until you have determined how you are affected by the drug. Anyone suspected of being under the influence of drugs or alcohol will be denied access to Given to Fly aircraft.

All types of smoking or vaping are prohibited in all Given to Fly aircraft and related facilities.

## **General Restrictions:**

No Given to Fly aircraft can be used:

- To carry persons or property for hire, unless by a Given to Fly pilot.
- To give or receive flight instruction unless such flight instruction is being given by an Given to Fly instructor.
- In any race or performance or for the performance of aerobatics.
- By any pilot not previously approved by Given to Fly and current under Given to Fly rules and procedures

*\*Note: intentional spins are prohibited in all Given to Fly aircraft.*

## **Returning Airplanes and Securing Procedures:**

When returning an aircraft, renters shall properly tie-down or hangar the aircraft as appropriate. Aircraft kept in hangars should be taxied to the hangar. Aircraft should not be placed into a hangar without the aid of a Given to fly employee. When parked outside, be sure to tie down the plane and use aircraft covers.

For ALL aircraft, install the control lock (if equipped), buckle the seatbelts, ensure seats are back in their upright position, install the pitot tube cover and cowl plugs (if not covered), use the antenna covers (if available), and most importantly, remove all trash. Used oil containers should be placed in the proper box in the baggage compartment. The baggage compartment should be left in good, clean condition.

Remember, many of our planes may be owned by private owners, and we are entrusted with their care. Renters must not abuse this privilege and will lose rental rights if aircraft are not properly cared for.

### **THERE WILL BE A \$50 CHARGE IF GARBAGE IS LEFT IN THE AIRCRAFT.**

Inform Given to Fly at the start of your flight if the aircraft is not appropriately cleaned and in a proper state.

Renters will be charged for any missing items from the plane:

**Aircraft keys** - \$100/key (key nobs \$250)

**Checklist** - \$25

**Foggles** - \$100

Since losing these items impacts the renters after you, the charges are punitive. Any other items missing or damaged from the plane will be charged at cost + overnight shipping + 25%.

## **Airplane Scheduling:**

Given to fly uses Flight Schedule Pro for online scheduling. All renters may have an account set up to check availability, but the actual scheduling will be done by Given to Fly staff. GTF strives to provide aircraft, pilots, or instructors for all scheduled rentals, but due to the unpredictability of aviation, occasionally an aircraft, pilot, or instructor may not be available as planned. Please know we will always make every effort to provide a replacement whenever possible.

Some flights may need to be rescheduled due to check rides for other customers, for longer trips, or for unscheduled maintenance. We ask your understanding when these rare instances occur.

## **Use of GTF Aircraft by Other Pilots:**

No other pilots may operate an Elite aircraft who have not been checked out by Elite as per procedures above.

## **Cancellations:**

GTF has a 24-hour cancellation policy. Notice must be given 24 hours before the flight, or a charge of 50% of the rental period will be charged (up to the daily minimums). Typically, GTF will not charge for cancellations due to inclement weather or illness but reserves the right to charge for renters who have multiple cancellations.

## **Dispatch Times and Returns:**

All aircraft are expected to be back 15 minutes before the end of the period for which they are rented. Renters and students are expected to show up 15 minutes before the start of the rental period so the pre-flight can be conducted for an on-time launch. This facilitates an efficient use of our instructors and pilot's time.

If it appears you are going to be late returning the aircraft, please let Given to Fly staff know as soon as possible. Late charges will incur if the aircraft is returned late, and another customer is waiting for the plane. Late returned planes will be charged a rental fee + 25% for the late period, starting at the end of the scheduled arrival time.

If renters are stranded due to weather or maintenance, inform Give to Fly as soon as possible. There will be a charge to return the plane back home if the renter cannot do so unless it is a maintenance issue.

## **Payment:**

GTF accepts payment by cash, check, CLABE, Zelle, AMEX, Discover, MasterCard, or Visa. Renters expressly agrees to pay GTF at the conclusion of each flight unless block of time has been acquired.

- All credit card charges will incur a 3.5% transaction fee. To avoid this fee, please use CLABE, Zelle, Check or Cash.
- Hobbs time will be used for all charges. If Hobbs is inoperative, tach time (or flight time in a Cirrus) will be used plus 30%.
- Failure to give proper notice will result in a charge as mentioned above.
- All costs of returning aircraft back to the home base will be the responsibility of renter unless due to an airworthiness issue.
- All landing, ramp, tie-down, overnight parking fees, or other fees related to the flight are the responsibility of the renter.
- All items missing from the aircraft will be charged as stated above.
- All damage to the aircraft is the responsibility of the renter.

## **Refunds:**

All refunds will be credited to the renter's account. No cash refunds.

## **Insurance:**

Renters or students will be responsible for damage up to \$25,000 that occurs while using Given to Fly aircraft, whether or not they are at fault. We require ALL renters and ALL students to get non-owned aircraft insurance to cover damage to the aircraft. The policy must cover the \$25,000 that renters (and students) are responsible for. Renter's (and student's) insurance will be considered primary, and clients are responsible for the damage regardless of their renter's insurance covering costs. In addition, GTF's current policy will cover liability up to \$100,000-subject to change at any time. Clients may choose any additional liability insurance they desire when getting a non-owned aircraft policy.

## **Aircraft Discrepancies:**

All discrepancies discovered before the flight should be noted on the rental sheet and the aircraft must be approved for flight by a Given to Fly flight instructor.

All discrepancies discovered after the flight should also be noted on the rental sheet.

Do not fly an aircraft in contrary to FAA, manufacturer, MEL (if one exists for the particular plane), or GTF requirements. Always inform GTF of any unairworthy aircraft. If an aircraft becomes unairworthy away from home base, immediately contact GTF, and we will advise how to proceed.

## **Maintenance:**

Except for very minor repairs (tightening screws, etc.), renters will not do any maintenance on the aircraft. All repairs must be approved by a Given to Fly staff member. In cases when maintenance repairs will take more than a day at another airport, renters can either:

- 1) Remain with the aircraft at renter's own expense until repairs are completed.
- OR -
- 2) Return home at their own expense. Given to Fly will have the aircraft repaired and will return the aircraft to its home base at GTF's expense. In that case that a certified A&P finds there was no defect, costs to pick up and deliver the aircraft will be charged to the renter.

In any case, all repairs must be authorized by GTF, and renters may not make any determinations on their own as to how to remedy aircraft defects.

### **Aircraft Accident or Incident Procedures:**

Renters are expected to follow federal regulations regarding accident and serious incident reporting to the FAA and NTSB. Please consult CFR 830 regarding specific regulations. Any reportable accident or incident must additionally be reported to GTF as soon as possible. ANY damage to persons or property on the ground or in the air should be reported to GTF staff members.

### **Check Out with an Instructor after Damage to Aircraft:**

In any case where an aircraft has been damaged by a renter, whether insurance covers the damage or not, GTF requires that the renter take a check out flight, post incident. An GTF Instructor will ascertain that the skill level and ADM of the renter is sufficient for continued renting. It is entirely at the discretion of GTF to impose any restrictions felt necessary (including requiring any rentals be dual with an instructor).

### **Given to Fly Rentals Reserve**

As for the time of publication of this POM, no airplane is available for rent without a Given to Fly instructor Dual flight, however all of the Policies and Procedures listed above apply for Student Pilots as well as all listed below:

## **STUDENT PILOT POLICIES AND PROCEDURES**

### **Use of Syllabus:**

Students joining Given to Fly for the purpose of starting a new flight training curriculum or finishing a previous flight training curriculum shall use the prescribed syllabus based on the make and model of the aircraft. In any case where there is a Cirrus Approach training program, that syllabus will be used and required for training.

If a pilot has partially completed training at another facility GTF instructor will determine how much credit to assign for previous training and use that information to place the student in the syllabus at the appropriate starting point.

Ground- Each student is responsible to complete the self study portion of each phase of the curriculum before moving to the next phase. Any quizzes must be successfully completed if required for that phase. GTF will monitor student progress and will not start a new phase without successfully completing the previous phase except with the express consent of the Chief Flight Instructor, or Assistant Chief Flight Instructor. If you are having trouble with ANY of the concepts in the self-study ground program, please let us know, and we will schedule ground instruction to help your understanding. Most students prefer to learn at their own pace with on-line learning, but we are prepared, and happy, to oblige students who would like more one-on-one learning time.

Progress Checks- During the course, progress checks for student's progress within the syllabus will be administered by another GTF instructor. These are to ensure that the student is advancing through the syllabus successfully as well as providing an opportunity for another instructor's input.

End of Course Flight Check – At the conclusion of training the student will complete an end of course flight check with the Chief, or Assistant Chief Flight Instructor. This is a final training session to assure the applicant is ready for the check ride with an FAA designated examiner. All appropriate paperwork will be completed prior to starting the session, including completion of the FAA administered written test, a completed FAA form 8710 (aka IACRA), and all requisite experience requirements.

## **Lesson Structure:**

Before each lesson your instructor will give you a “pre-flight briefing” during which they will discuss the details of the lesson. You will review the maneuvers/procedures that will be practiced, the proper execution of the maneuver, standards of performance, and safety considerations. Please pay particularly close attention to the information provided at this time. The time to learn how to fly the aircraft is on the ground before the flight begins without all the distractions inherent in flying an aircraft. This is the time to make sure you understand the maneuver, so ask any questions during this session. Please do not wait until you start flying to confess you do not understand or you will be delaying your learning.

The pre-flight briefing will also be used to teach the topics that you will be required to know for your oral exam. Although these topics will not always directly relate to the flight you are about to do, it is crucial you understand them if you are to complete your training successfully.

At the completion of your flight your instructor will give you a post-flight briefing. This is a good chance to review the correct way the procedure should have been performed, and it is a great time to have any further questions answered. Please note that your flight instructor may critique your performance based upon your current experience level. The purpose of this feedback is for you to understand what areas need to be improved upon. We are not “judging” you in any way. Every student, in fact every pilot, can improve upon their performance, and it is perfectly normal to have many areas that require additional work. If you are ever concerned about your performance, or the critique you have received, please discuss it with your instructor or the Chief or Assistant Chief Flight instructor. It is important that you are comfortable with your feedback and instructor.

During this time your instructor will note your progress on the syllabus. You should always be made aware of what stage of training you are in. Your instructor should also note all ground and flight training in your logbook.

Your instructor may assign material for you to study in connection with the syllabus to be completed before the next flight. Be sure to arrive prepared and have the assigned material accomplished.

## **TSA Compliance:**

All student pilots must or undergo TSA background checking. Your training cannot begin (except for discovery flight) until these requirements are met. Please advise us before you sign up so we can assist you in the process.

## **Instructors:**

Every student will have a primary flight instructor and a supporting flight instructor. Your flight instructors will work as a team to help you meet your goals and help you change your life. You will mostly be working with your primary flight instructor, but if they are unavailable when you need them, your supporting flight instructor will be ready, and up to date on your current progress.

If you are ever dissatisfied with any members of your flight instructing team, you may switch team members, but you must eventually settle on one flight instructor to be primarily responsible for you. If you have any issues with any Given to Fly instructors, or employees, please let us know so we can exceed your expectations.

## **Ground Operations:**

ALL aircraft will be pulled out of and pushed back into a t-hangar ONLY by Line Service Personnel.

No pilot or instructor shall attempt to start an aircraft by hand propping.

A brake check should be done immediately after the aircraft begins to move from its parking place. Extra care shall be taken during night operations.

Except when necessary to avoid obstructions or other aircraft, all taxi operations should be on the taxiway centerline and at a speed no faster than a brisk walk/slow jog.

Extreme care should be exercised when taxiing in the immediate vicinity of other parked aircraft. The ramp area is very busy and tight, be careful. Be especially vigilant in the summertime when many families and children may be around.

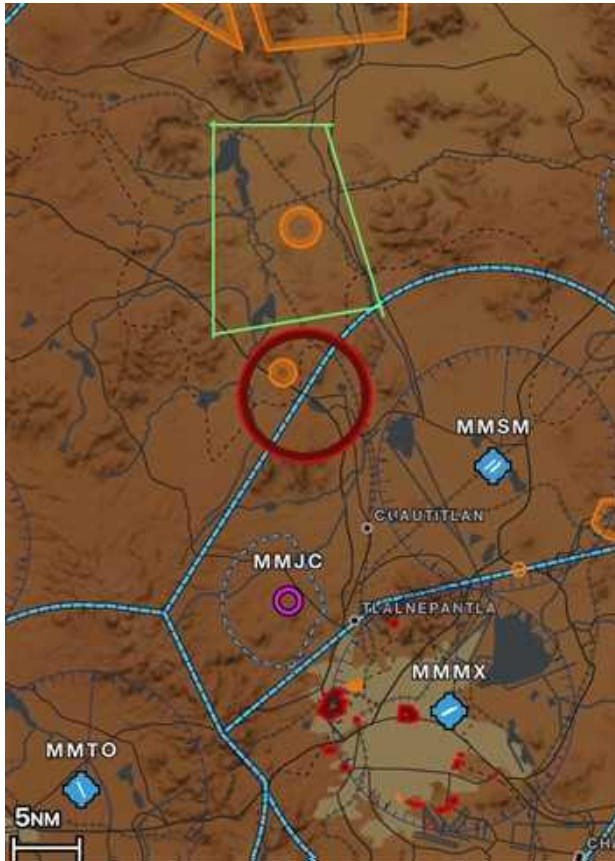
When taxiing, there must be at least a 5-foot clearance from all other objects. If you are in doubt, tow the aircraft, or have another person outside the aircraft to check clearances (“a wing walker”). If you suspect or are not sure you don’t have clearance STOP THE AIRCRAFT.

Avoid placing any items near the windscreen on top of the Instrument panel glare shield. Windscreens scratch very easily.

**Practice Areas:**

The practice area for Atizapan is shared by other schools, and many others. Please be vigilant for other traffic in the practice area as many students can be in a limited area. Make traffic calls while in the practice area on 118.925 or as applicable

The practice area is defined by the Town of Tepeji del Rio as the southern border, the Lake of Endho as the northern border, the mountains of Jilotepec as the western border, and the Zumpango-Ixmiquilpan highway as the eastern border, excluding the Restricted Area of the Tula Refinery (see chart below). If you are unfamiliar with the practice area, please consult with one of our flight instructors. If you are training, you will need to learn the landmarks before soloing an GTF aircraft. Be especially cautious not to drift too far south into the Ptohibited Area of Jagueyes or climb higher than 10,500'.



## **Weather:**

A pre-flight weather briefing from an approved source is required for all GTF training flights.

### **Flight Training weather minimums for dual flights**

Dual VFR – 3 miles visibility with ceilings at least 1500'AGL for pattern work. 5 miles visibility with 2500' AGL ceilings for flights to the practice area, and 10 miles visibility with 3000' AGL ceilings for cross countries.

Dual IFR – Weather must be above the minimums for the lowest approach at the point of departure/return (for Princeton 512' AGL, ½ mile visibility) unless student is willing to pay for the cost of diversion to a nearby alternate, and the weather is above the minimums at the alternate. Costs will include uber back to base airport, and uber to pick up the plane when the weather improves, and the pilot's time in the ground and air. All IFR flights must meet the legally required rules for use of alternates. Intentional flight into known icing conditions is prohibited in non-FIKI equipped aircraft. Flight into moderate icing conditions should be avoided in all aircraft, except if temporary transit is assured. Flight into forecast and reported icing greater than moderate is prohibited. Intentional flight into thunderstorms is prohibited.

### **Student Pilot Solo Flight Weather Minimums:**

Pattern Work – 7 miles visibility, with ceilings of at least 2000' AGL

Practice Area - 10 miles visibility with ceilings of at least 2500' AGL

Cross Country – 10 miles visibility with ceilings of at least 4000' AGL

Winds – No greater than 10 knot crosswind component, no greater than 5 knot gust factor, and no greater than 15 knot steady winds.

Your instructor may endorse you with more stringent requirements at their discretion. Minimums may not be exceeded unless with the written approval of the Chief Flight Instructor, and proficiency must have been demonstrated to an GTF instructor.

All students must receive a writing approval from an GTF flight instructor before going solo whether in an GTF plane, or their own aircraft, to ensure conditions are suitable for solo flight. Students will be asked to leave the school if they solo without permission.

## **Student Pilot Currency:**

No student pilot may operate an GTF aircraft solo unless they have flown with an GTF-approved instructor in the previous 30 days and appropriate, and current signoffs are in their logbook.

## **Student Pilot Certificates and Medicals:**

Student Pilot Certificates should be applied for within the first 5 sessions of training. Please plan to spend approximately ½ hour with your instructor to complete the online application.

We encourage all students to apply for a medical as early as possible in training. A current medical will be required for solo flight. There is an AME in Mexico City and GTF CTC Guide can provide the information, or any other FAA medical examiner.

If you have any medical conditions that may interfere with getting a medical, we urge you to discuss them with us, or we can refer you to a medical professional expert on aviation physiology. There are alternatives to getting a medical that should be discussed before you get a denial.

## **Flight Operations:**

All student pilot solos must be performed while an GTF employee is on duty to ensure someone is around to verify you are back safely. All solo cross-country paperwork must be left with an employee before departure.

Night Flight – Student pilot solos are prohibited at night.

Grass fields – Landing in grass fields is prohibited by all students and renters.

Student pilots may not solo overnight.

## **Minimum Fuel Requirements:**

For planning purposes, the minimum fuel reserve for planning VFR day or night cross-country flights is one hour.

For IFR flights the minimum fuel reserve is one hour after reaching destination, flying an approach, going missed, flying to the alternate and landing.

For all flights: while in the air, all GTF aircraft must land before reaching 20 gallons of fuel remaining.

## **Minimum Safe Altitudes:**

The FAA and AFAC has taken a very aggressive stance on its interpretation of congested areas (see CFR 91.119), and for the most part, we should consider all the areas that we generally fly in congested areas. Therefore, except in an emergency, or when taking off a landing at an airport, do not fly lower than 1000 feet AGL.

For all ground reference maneuvers, be sure to maintain 1000 AGL at all times, and especially for 8s on pylons be sure to use a groundspeed that will keep your pivotal altitude 1000' AGL or higher.

For "normal" maneuvers, (excepting ground reference maneuvers, simulated emergencies, or maneuvers that result in an airport landing) remain above 2000' AGL at all times. 2500' MSL is a good floor for the practice area.

Also remember that you must always maintain an altitude from which you can make an emergency landing without hazard to people or property, so be sure to add altitude when flying over highly congested areas.

Please plan all maneuvers to stay as far away from people, livestock, and houses as possible. The best area to practice is over empty fields. Remember everyone has a cell phone camera, and even if you are at a legal altitude, it is better not to have to prove your altitude from a cell phone picture.

All engine failures must be simulated using the throttle/power lever. Never shut off the fuel or mixture in flight unless due to an emergency.

## **Collision Avoidance:**

All pilots must be constantly vigilant on the ground or while airborne for obstructions or other aircraft. Be especially cautious of helicopters training in and around the airport. Helicopters may hover in unpredictable directions. Give way to the helicopters whenever in doubt and communicate over the CTAF. Most of the helicopter operators are extremely conscientious and vigilant, but always verify their intentions.

Extra care should be taken when in the traffic pattern and when transiting to the practice area. Some aircraft do not communicate due to lack of required equipment, transmitting on the wrong frequency, laziness, or other errors. Follow standard FAA non-towered operations when appropriate (see AC 90-66B).

Prior to performing any air-work or ground reference maneuvers proper clearing procedures should be performed to assure there is no air traffic in the area. Always perform new clearing turns before beginning any maneuver that includes a significant change in altitude.

Collision avoidance in the air is one of the primary responsibilities of all pilots. "See and avoid" is codified in the regulations in CFR 91.113. Whenever flying through visual conditions, whether under IFR or VFR flight rules, the primary responsibility to avoid other aircraft rests on the pilot. NEVER neglect vigilance because you are in radar contact, or in highly controlled airspace. It is always the pilot's responsibility to see and avoid, regardless of who you are in contact with.

## **Fire Precautions and Procedures:**

Please review procedures for aircraft fires in the airplane POH. In the event of any fire, follow the manufacturer's recommendations, and after reaching safety notify Elite directly.

## **Unprogrammed Landings:**

An “unprogrammed landing” is defined as any landing which takes place at a location other than initially planned for. (i.e. other airports or emergency landings made off airport.)

Any pilot who makes an unprogrammed landing either on or off airport shall contact GTF by phone to obtain permission to re-dispatch prior to taking off. Notification of GTF is not required if an GTF instructor is on board and the landing was at a public use airport. All student pilots on solo flights must recalculate their flight logs for the return home and have it approved by an GTF flight instructor before departing.

In some cases, it may be required for an GTF instructor to take off and return the aircraft to home base. Except for the rules for maintenance issues mentioned previously, the costs for this will be incurred by the student or rental pilot.

When flying a Cirrus Aircraft, the use of the parachute as recommended by the most current IFOM shall apply. In general, in case of an emergency requiring an emergency landing, such as an engine failure, if the aircraft cannot make it to an airport safely, the CAPS system SHALL be used (above 600 feet AGL for G5/G6 models) unless there is a compelling safety reason not to (for example where pulling the chute would likely result in loss of life of people on the ground).

Student Insurance: Students must obtain renters insurance for \$25,000 to receive instruction. Please be sure to arrange this before your second flight.

## **In General:**

All Elite aircraft and flight school operations shall be conducted safely and within the requirements of all pertinent FAA regulations. Purposeful operation outside of those limits is not only dangerous but can also result in loss of privileges to use Elite aircraft.

If you see what you believe is an unsafe action or operation, please notify Elite. If you are unsure about any FAA regulations or GTF procedures, please consult with us for clarification.

**\*Note that in any case where the term “renter” has been used in this procedure guide, student pilots are to be considered renters as well.**

## **Given to Fly Student Practical Guide**

In this guide, you will find everything necessary to achieve our goal of obtaining your license and becoming a private pilot.

The licensing process is complex but very clear, and together we will complete all the required steps. This guide is divided into 3 main sections: Procedures and Processes and Progress Checklist.

### PROCEDURES AND PROCESSES

The first step is to register with the TSA:

1. Go to <https://fts.tsa.dhs.gov/home>
2. Create an account with your full legal name (as in your passport)
3. Submit an application
4. Pay the Fee
5. Comply with the applicator comments
6. Wait for authorization to be fingerprinted
7. Follow instructions to be fingerprinted
8. Select MOISES SACAL CFI on the State of Texas as provider
9. You will be included on a training event

You must obtain your medical certificate before your 5th lesson.

In Mexico City contact Dr. Juan Chaparro on +52 55 4945 6383 or

drchaparro@gmail.com Or anywhere else:

1. Go to <https://www.faa.gov/pilots/amelocator/>
2. Find an AME
3. Schedule your medical exam.

You must obtain your Student Pilot certificate anywhere between your 2nd and 5th lesson.

1. Go to <https://iacra.faa.gov>
2. Create a profile with your full legal name (as in your passport)
3. Consider a 1/2 hour time with your instructor to submit an application

Approaching the end of your course you will need to present your knowledge test and Checkride.

1. Go to <https://faa.psiexams.com/faa/login>
2. Create an account with your full legal name (as in your passport)
3. Solicita una cita para presentación de examen de Piloto Privado
4. When ready, ask your instructor to recommend an FAA DPE or find one on [www.faa.gov](http://www.faa.gov)
5. Book your Checkride, pass and become a Pilot!

To present your Checkride, be sure you have completed all items in the following:

## Private Pilot Certificate Checklist

### To Get Started

- At least 16 years of age to obtain a Student Pilot Certificate
- At least 17 years of age to obtain Private Pilot Certificate
- Proficient at English
- TSA AFSP fingerprints approval (non-US citizen)

### Dual Training Requirements

- 20 hours minimum of flight training with an instructor on the Private Pilot areas of operation including:
  - 3 hours of cross country flight training in a single engine airplane;
  - 3 hours of night flight training in a single engine airplane, that includes at least:
    - 1 cross country flight of over 100 nm total distance; and
    - 10 T/O's and 10 landings to a full stop with each involving a flight in the traffic pattern at an airport.
  - 3 hours of flight training in a single-engine airplane on the control and maneuvering of an airplane solely by reference to instruments, including straight and level flight, constant airspeed climbs and descents, turns to a heading, recovery from unusual flight attitudes, radio communications, and the use of navigation systems/facilities and radar services appropriate to instrument flight.

Areas of Operation	Taught	Practiced	Proficient
Preflight Preparation			
Preflight Procedures			
Airport and Seaplane based operations			
Takeoffs, Landings, and go-arounds			
Performance maneuvers			
Navigation			
Slow flight and stalls			
Basic instrument maneuvers			
Emergency operations			
Night Operations			
Postflight Procedures			

Skills	Taught	Practiced	Proficient
Regular T/O & Landing			
Soft Field T/O & Landing			
Short Field T/O & Landing			
Forward Slip to Landing			
Go Arouns			
Steep Turns			
Ground Reference Maneuvers			
Straight and Level Flight			
Climbs and Descents			
Radio Communications			

### Before You Solo - Locally | Cross Country

#### Solo Locally

- Medical endorsement from a FAA-designated Aviation Medical Examiner | Minimum 3rd Class.
- Student Pilot Certificate
- Pre Solo Test Complete
- Local solo flight endorsements
  - Presolo aeronautical Knowledge | 61.87(b)
  - Presolo flight training | 61.87(c)
  - Solo flight - Good for 90 days | 61.87 (p)(v)
  - Other endorsements may be required for solo flights into other airports or airspace. Verify with your CFI prior to your solo.

#### Solo Cross Country

- Cross country solo flight endorsements
  - Initial solo cross country flight | 61.93(c)(2)(i)
  - Solo cross country flight - With Location | 61.93(c)(2)(ii)

### Solo Training Requirements

- 10 hours minimum of solo flying in a single engine airplane on the Private Pilot areas of operation including:
  - 5 hours of solo cross country flying;
  - 1 solo cross country flight of at least 150nm total distance with full stop landings at 3 points and one segment of at least 50nm between T/O and landings; and
  - 3 T/O's and landings to a full stop at an airport with an operating control tower, each landing involving a flight in the traffic pattern.

### Before Your Checkride

- 3 hours of flight training in a single engine airplane within 2 calendar months prior to the practical test.
- 40 total flight time - At Least
- Ground school complete
- Written Test Endorsement
  - Private pilot aeronautical knowledge test Training | 61.105
- Written Test Complete
- Schedule Checkride Date: \_\_\_\_\_
- Checkride Endorsements
  - Completion of prerequisite for practical test | 61.39(a)(6)
  - Private pilot practical test | 61.103(f), 61.107(b), 61.109
  - Other endorsements may be required - Verify with your CFI prior to your checkride

Brought to you by:



### Checkride

- Checkride Complete | Congratulations! You're a Pilot
  - Other endorsements may be required for a discontinuance or a notice of disapproval