HORIZON
FLIGHT CENTER, LLC

Safety Procedures & Practices

Hampton Roads Premier Flight Training Program!

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FAA Accepted
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MICHAEL DOWS

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APPENDICES:

Welcome to *Horizon Flight Center (HFC) –*
Hampton Roads Premier Flight Training Program!

CHAPTER I: OPERATIONS

Introduction: In an effort to provide the safest and most reliable flight training environment for our customers, HFC is providing this manual to inform all customers conducting flight operations and/or training of our safety procedures and practices. This manual is also intended to meet the requirements of 14 CFR §141.93(a) (3).

Flight Operations: It is the Pilot-In-Command's (PIC) responsibility to review and comply with all of the procedures and practices in this manual, including the appendices outlining procedures and restrictions to flight operations.

The following are **prohibited** in HFC-operated aircraft:

- Operating an aircraft without the use of the appropriate aircraft checklist
- Hand propping an aircraft
- Use of pens in an aircraft (to prevent ink from damaging the interior or fabric)
- Smoking
- Flying an aircraft with a known discrepancy unless it is documented and placarded in accordance with 14 CFR §91.213(d)
- Removing any aircraft from a hangar without permission from the Director of Maintenance, HFC-authorized mechanic, or HFC line service personnel
- Spins (Unless required for the completion of an FAA-approved training syllabus)
- Loading and unloading passengers while engine(s) running
- Operating over open water and beyond gliding distance without approved flotation devices for all occupants unless incidental to takeoff or landing.
- Simulated forced landings below 500'above ground level (AGL)
    - *Exception*: Simulated forced landings to a hard surfaced runway may be accomplished below 500'AGL all the way to touchdown with an HFC authorized instructor on board, provided exceptional piloting skills are not required to execute the maneuver over obstacles or terrain.
- Touch-and-Go Landings in a multi-engine aircraft or any complex aircraft unless an HFC flight instructor is on board, the runway is a minimum length of 5,000' and a minimum width of 100' and no tailwind exists. Otherwise, for multi-engine aircraft a full stop landing and a taxi back for takeoff with the full runway remaining will be accomplished. A stop and go may be executed in a single engine complex aircraft if there is at least 3,000 feet available runway remaining for the follow-on takeoff.
- Except in an actual emergency, shutting down an engine in flight.

- *Exception*: One engine may be shut down in a multi-engine aircraft provided an HFC authorized instructor is on board.

- Flying with open-toed shoes, sandals, or flip-flops as footwear (this includes any occupant, i.e., pilot, passengers)

Additional Airport Operational Requirements:

- Aircraft will be tied down at all times with gust locks installed when left unattended. Wind conditions permitting, wheel chocks may be used (for up to one hour) if no tie-downs are available. However, no pilot will allow an aircraft to be parked overnight at any time without the use of tie-downs.
- The anti-collision light will be turned on prior to engine start and remain on until engine shutdown. If an anti-collision light is not installed, the strobe lights or pulsing taxi lights will be turned on prior to engine start.
- Following the engine start, the strobe light will be turned off. The taxi light must be on anytime the aircraft is moving. Prior to takeoff, the landing and strobe lights will be operating and the pilot will maneuver the aircraft to visually check for any traffic that may cause a conflict before entering the runway. The landing light must be operating at all times while in the HFC designated practice areas.
- Position (NAV) lights will be used during night operations as specified in FAR's.
- Non-towered airfield traffic patterns: Pilots are expected to comply with the recommended traffic pattern entry procedures for non-towered airports, as prescribed in the Aeronautical Information Manual (AIM). The recommended procedure is using the 45° angle to the downwind leg.
- The PIC will comply with all voluntary and mandatory noise abatement programs.
- After Landing Checks will not be conducted until the aircraft is completely clear of the landing runway and stopped across the Runway Holding Position Markings.

Weather Briefings: Prior to any flight, the PIC is responsible for determining the current and forecasted weather. For local Visual Flight Rules (VFR) flights, the weather may be obtained from the NOAA National Weather Service website at http://www.aviationweather.gov/.

For all flights into Instrument Meteorological Conditions (IMC) or any flight greater than 50 nautical miles (NM) from Chesapeake Regional Airport (CPK), a standard weather briefing from Flight Service Station (1-800-WX-BRIEF) or other NWS-data web-based service (i.e. http://www.foreflight.com/).

Weather Limitations: Pilots that complete the required checkouts in an HFC aircraft will comply with the weather limitations as shown in *Appendix A, Table 1*. Limitations for student pilots on flights with an instructor (dual) and solo are listed in Appendix A, Table 2.

Mountain Flying: Numerous hazards are associated with mountain flying. To conduct any flight operation in mountainous terrain (as depicted in *AIM Chapter 5: Air Traffic Procedures)*, the PIC must:

- Complete the AOPA online Mountain Flying online course located at: https://flash.aopa.org/asf/mountainFlying/html/flash.cfm

- Print the Certificate of Completion; and
- Present the certificate to an HFC staff member. (A copy will be placed in the pilot's electronic folder.)

Flight Plans: For any flight beyond 50NM from CPK, the PIC must file and activate an FAA flight plan. The flight plan and passenger list must also be submitted to the Customer Service Desk in the Main Terminal Building. If any change to the flight plan destination occurs, the PIC will notify Customer Service via telephone as soon as practicable after landing. If the pilot is unable to contact Customer Service, he/she will contact a chief instructor or assistant chief instructor.

CHAPTER II: SAFETY PROCEDURES & PRACTICES

All students and pilots will review and comply with this manual and the following Appendices attached to this manual:

- *Appendix A*: Weather Limitations
- *Appendix B*: CPK Traffic Pattern and Noise Abatement Procedure
- *Appendix C*: CPK Departure and Arrival Procedures
- *Appendix D*: HFC Practice Areas (Satellite View)
- *Appendix E*: HFC Practice Areas (Sectional Chart)
- *Appendix F*: Authorized Student Pilot Solo Cross-Country Airfields
- *Appendix G*: Maintenance Discrepancy Sheet
- *Appendix H*: HFC Safety Procedures & Practices Agreement ***(signature required)***

Checklist Usage: Any individual enrolled in a course of training at HFC will conduct all ground and flight operations with the use of an approved aircraft checklist. All training is accomplished under the concept of single-pilot resource management. All students are expected to read and understand the checklist procedures published in the appropriate Pilot Operating Handbook (POH). However, the student may use an abbreviated checklist produced by HFC. On dual flights, when practicing crew coordination, student pilots are recommended to use the "challenge/response" method when reading the checklist out loud.

Safety Procedures & Practices: The PIC will ensure the following procedures and practices are complied with:

Pre-Flight Preparation:

1. Pre-flight Briefing conducted
2. Weight and balance is calculated
3. Performance data is calculated
4. Current and forecasted weather information is obtained
5. Temporary Flight Restrictions (TFRs) and Notices to Airmen (NOTAMs) reviewed
6. For all flights into IMC or any flight greater than 50NM from CPK, a standard weather briefing from Flight Service Station (1-800-WX-BRIEF) or other NWS-data web-based service (i.e. http://www.foreflight.com/).
7. Pre-flight inspection of the aircraft, using the appropriate checklist
8. Ice or frost adhering to the aircraft completely removed prior to flight
9. Approved checklists and the POH are on board the aircraft

Dispatch Procedures:

1. All flights will be dispatched from the Chesapeake Regional Airport (CPK).
2. PIC will verify that all time-sensitive inspections and database updates on the dispatch sheet are current.
3. PIC will verify that any discrepancies in the aircraft log have been resolved and signed off or deferred in accordance with 14 CFR 91.213(d).
4. The decision to defer maintenance must be approved by the Director of Maintenance.
5. Maintenance cannot be deferred if the aircraft is used for operations under Part 135.
6. PIC will turn in a copy of their cross country flight plan and passenger list to customer service.
7. PIC will make a final weather check at the time of dispatch. Customer service will verify that the local weather meets the minimum requirements set forth in this manual.
8. All student pilot solo operations require an authorized instructor to be at the customer service counter to review required items.

Fire Precautions & Procedures:

1. A fire extinguisher will be available in all aircraft. Students will be shown how to operate/inspect fire extinguishers by their assigned flight instructor. Students will brief fire extinguisher procedures prior to engine start.
2. Avoid over priming fuel-injected engines (follow POH instructions).
3. Students must be instructed on cold- and hot-starting procedures.
4. In case of fire during engine start, follow appropriate aircraft POH checklist procedures.
5. Instructors and students must rehearse fire procedures during stage checks and include a review of all emergency procedures as part of the preflight process.

Starting Procedures:

1. Prior to engine start, the PIC or student pilot will brief all passengers on:
    - Emergency evacuation
    - Fire extinguisher operation
    - Operation of seat belts/shoulder harnesses
    - Operation of doors
    - Sterile cockpit concept

- Positive exchange of flight controls
- Visual sighting and calling out of traffic
- Other pertinent information as required

2. The engine will not be started unless all occupants are seated with seat belts fastened.
3. The aircraft anti-collision light will be turned on prior to announcing "Clear" to start the engine.
4. Occupants will ensure the area is completely clear prior to starting. This includes looking to the rear of the aircraft and announcing "Clear" prior to turning the key.
5. Maximum starter engagement: 10 SECONDS WITH A 20-SECOND PAUSE, or as published in the POH, whichever is less.
6. The Mixture Control will be leaned as prescribed in the aircraft's POH.

Taxi Procedures:

1. Students and all PIC will review airport diagrams prior to taxi at all airports of operation.
   - On all flights, students or the PIC for rental flights will brief a taxi plan prior to taxi (to include taxi intersections) to the instructor or to themselves for solo flights.
   - A diagram of the airfield will be available and used to maintain situational awareness while moving the aircraft on the ground.
2. Taxi speeds should be equivalent to a slow walk in congested areas and a speed equivalent to a fast walk on open taxiways.
3. When slowing or stopping the aircraft, reduce the throttle completely to idle then apply brakes, as required. The purpose is to avoid excessive brake wear ("riding the brakes").
4. Do not attempt to maneuver through tight areas without an outside observer clearing each wing tip.
   - A wing walker is required anytime an aircraft is taxied within 10 ft. of any obstacle.
5. Controls will be positioned as required to compensate for crosswinds during taxi operations.
6. All occupants will refrain from non-essential activities during taxi, takeoff, landing, and other critical phases of flight (this is referred to as a "sterile cockpit").
7. Taxi light will be used to alert others that you are initiating taxi.
8. A brake check must be conducted immediately after the aircraft begins moving.

Collision Avoidance Procedures:

1. All occupants will maintain a constant lookout for other aircraft or hazards while on the ground or in flight.
2. To avoid the possibility of a mid-air collision while conducting maneuvers in the HFC Practices Areas, all pilots will monitor and announce their position on KCPK CTAF 123.075MHz.
3. All pilots will exercise the see and avoid concept for avoiding traffic while in Visual Meteorological Conditions (VMC) conditions.
4. A qualified safety pilot (FAR 91.109) will be on board anytime a pilot is conducting simulated instrument flying.
5. Prior to any maneuvers, proper clearing turns will be accomplished as described in the *FAA Flying Handbook.*
6. In the traffic pattern, all pilots will announce their intentions as follows:
    - On takeoff call and upwind departure, the pilot will announce remaining in the pattern, or departure intentions.
    - On downwind, base and final legs, the pilot will announce landing intentions (e.g., "*touch-n-go*," "*full stop*," "*stop-n-go*," "*low approach*," "*option*")
7. If more than one aircraft is in the pattern, or another aircraft has announced that it is entering the pattern the following calls will be made:
    - Announce all traffic you are following in sight.
    - Announce any traffic not in sight.

Parking and Securing Aircraft Procedures:

1. Pilots will NOT taxi into parking spots (other than at CPK) with aircraft parked on either side without a qualified line service person clearing each wing—when in doubt: STOP, SHUT DOWN, and USE A TOW BAR. This also applies to situations when "U-turn" parking maneuvers are required.
2. Secure the aircraft with all tie downs and control lock.
3. When sunshades are provided, they must be installed unless otherwise stated by HFC line service or Customer Service personnel.
4. Aircraft doors will be locked after each flight or when left unattended.
5. Training on the proper use of tow bars is mandatory prior to conducting solo flights in HFC aircraft.
6. Tow bars will be used unless another person is available to assist in parking. It is not permitted to push down on any portion of the empennage to maneuver the plane.

Student Pilot Solo Restrictions:

- Student pilots are not permitted to carry passengers on any solo flights.
- No more than one student pilot solo flight will be permitted in each practice area at the same time. The HFC flight instructor authorizing the solo flight will assist in preventing any conflicts in the practice areas if more than one student solo is scheduled at the same time.
- An authorized HFC flight instructor must be present at all times when any HFC student pilot conducts a solo flight.
    - The student pilot's assigned instructor will supervise a student's initial solo flight. The assigned instructor may coordinate with another HFC instructor to be present for his/her student's solo flight, provided it is not the student pilot's initial solo flight.
    - The instructor present must be informed of any additional restrictions placed upon the student pilot's endorsement by the student pilot's assigned instructor.
- A flight instructor is not authorized to permit a student pilot to conduct a solo flight without meeting the training requirements as described in 14 CFR §61.87.
    - The assigned instructor must ensure the student pilot is proficient in the specific make and model of aircraft to be flown and an endorsement placed in the student pilot's logbook every 30 days for every subsequent solo flight (this requirement is in lieu of the 90-day solo endorsement requirement prescribed in 14 CFR §61.87).
- When conducting solo flights, student pilots will plan to land at CPK no later than one hour before sunset. No student shall fly before official sunrise or past official sunset.
- Student pilots shall not repeat any solo lesson without the approval from the chief instructor for that particular course of training.
- Solo night flights are not permitted unless it is specifically prescribed in an approved training syllabus.
- Except in an emergency, student pilots are not permitted to land at grass airfields without a flight instructor on board.

Student Pilot Solo Cross-Country Restrictions:

- A list of *Authorized Airports for Student Pilot Solo Cross-Countries* is contained in **Appendix F**.
- A student pilot's initial solo cross-country must be to an airport the student pilot has previously flown to with his/her assigned flight instructor.
- Student pilots must have a logbook entry stating the student pilot is authorized to take off and land at each airport.
- All student pilots solo cross-country flight planning must be reviewed by an HFC authorized flight instructor.

- An endorsement will be placed in the student pilot's logbook noting the flight plan has been reviewed and the weather conditions for the planned route of flight has been checked and determined that the flight can be made safely.

- If a student pilot must divert for any reason, the student pilot must contact HFC Customer Service, at (757) 421-9000, as soon as practicable after landing.
  - The HFC instructor authorizing the solo cross-country flight may approve the subsequent flight provided a thorough review of the student pilot's flight planning is discussed via telephone.
  - An electronic logbook endorsement shall be transmitted to the student to approve the flight.

Student Pilot VFR Weather Minimums: Student pilots conducting solo operations will comply with the *Weather Limitations* as shown in **Appendix A: Table 2.**

NOTE: *Student pilots will include the gust factor when calculating peak wind conditions.*

Minimum Altitude for Cruise Flight: Except for takeoff and landings, ground reference maneuver training and simulated engine-out training with an instructor on board, the minimum altitude for flight in HFC aircraft during training flights will be 1000' AGL during daytime and 2000'AGL during night time.

Minimum Altitudes for Flight Maneuvers: Flight maneuvers must begin at altitudes such that the entire maneuver is performed no lower than the following:

Flight Maneuver	Minimum Altitude (AGL)
Steep Turns	**1,500'**
Lazy Eights/Chandelles	**1,500'**
Steep Spirals	**1,500'**
Stalls	**2,000'**
Slow Flight	**2,000'**
V_{mc}/Drag Demonstration	**5,000'**
Spins	**3,500'**
Ground Reference Maneuvers	**600'**
Simulated Force Landing (Dual)	**500'**
Simulated Forced Landing (Solo)	**1000'**

Power-off Accuracy Landings: (Maneuver as described in the *FAA Airplane Flying Handbook*) Power-off Accuracy Landings may be conducted at any airport within a 50 NM radius of CPK provided the runway length is 5,000' or greater, width is 75' or greater, and there are no obstacles or terrain that require exceptional piloting skills to clear while conducting the

maneuver. It is the PIC's responsibility to make a decision to terminate the maneuver and go-around at any time a safe outcome is in doubt.

Simulated Forced Landings: Simulated forced landings may be practiced by student pilots during solo flights; however, student pilots shall not descend below 1,000'AGL during the course of the maneuver. For all simulated forced landings or prolonged descents with the engine at idle, the throttle will be advanced every 500' of descent to ensure the engine is still properly operating.

Multi-Engine Restrictions: The following restrictions apply:

- An authorized HFC flight instructor must be on board the aircraft during any intentional engine shutdown and the maneuver must be accomplished at an altitude sufficient to have the engine restarted no lower than 3,500'AGL.
- Touch and go landings in multi-engine aircraft are not authorized unless:
    - an authorized flight instructor is on board;
    - the runway is a minimum length of 5,000' and a minimum width of 100'; and
    - no tailwind exists

Fuel Reserve Requirements (Day or Night): All pilots will land with at least one-hour fuel reserve for <u>any</u> flight, including IFR, solo and cross-country flights.

Redispatch Procedures After Unprogrammed Landings (On and Off Airports): In the event of an unprogrammed landing, the pilot will not be redispatched without a chief instructor or assistant chief instructor's authorization. If a pilot lands due to a possible or actual aircraft malfunction, the aircraft will not be redispatched without the Director of Maintenance's authorization.

CHAPTER III: MAINTENANCE

An HFC service representative will provide each PIC an *Aircraft Dispatch Ticket* and *Aircraft Dispatch Book.*

The *Aircraft Dispatch Ticket* lists the status of the following items:

- Airworthiness Directives
- Chart/Nav Database Updates
- 100-Hour Inspection/Phase Inspections
- Annual Inspection
- Emergency Locator Transmitter (ELT)
- Pitot/Static Inspection
- Transponder Inspection
- VHF Omnidirectional Radio Range (VOR) Receiver Check

The *Aircraft Dispatch Book* contains the following sections:

- Time Sheet (Recording Hobbs and Tach Times)
- *Maintenance Discrepancy Form*s
- VOR Receiver Check

It is the PIC's responsibility to ensure all inspections dates/times are in compliance prior to each flight. If the PIC identifies any discrepancy, the aircraft will not be cleared for flight until the issue is resolved. The PIC will verify that any discrepancies in the aircraft log are resolved and signed off or deferred in accordance with 14 CFR 91.213(d). The decision to defer maintenance must be approved by the Director of Maintenance. Aircraft used at other times for Part 135 operations will not have maintenance deferred under 14 CFR 91.213(d).

> **NOTE:** *Flights with open maintenance discrepancies (discrepancy not signed off or deferred) are NOT authorized.*

General Maintenance Procedures:

- *Maintenance Discrepancy Form*s are available in the *Aircraft Dispatch Book* for any discrepancies noted before, during, or after a flight. When a pilot completes the *Maintenance Discrepancy Form,* the aircraft is considered "grounded" and is considered to have an "open" discrepancy or write-up. (**See appendix G for filling out a MX Discrepancy Form**). Additional *Maintenance Discrepancy Form*s are located at the Customer Service Desk in the Main Terminal Building. An authorized maintenance technician is required to release aircraft for any flight operations following any grounding discrepancies. On dual flights, discrepancies will be documented by the CFI or a qualified pilot. On solo flights, the student is responsible for completing the form.
    - Prior to conducting solo flight operations, students must receive training from their assigned instructor on completing the *Maintenance Discrepancy Form.*

- All discrepancies will be submitted to HFC Customer Service using the *Maintenance Discrepancy Form* located in the *Aircraft Dispatch Book.*
    - Each discrepancy will be documented separately on individual forms.
    - Customer Service is responsible for delivering the *Maintenance Discrepancy Form* and *Aircraft Dispatch Book* to Horizon Aviation Services.
- The Chief Instructor, Assistant Chief Instructor or Check Instructor is authorized to sign off maintenance forms that were entered in error.
    - They will note "*Entered in Error*" on the discrepancy form in the space used by the maintenance technician signature.
- Customer Service is prohibited from dispatching an aircraft with any "open" discrepancy.
- HFC Customer Service will list grounded aircraft as "*Out of Service"* in the *MyFBO.com* online scheduler.
    - Once the discrepancy has been corrected, the Director of Maintenance (Horizon Aviation Services) will place the aircraft back in service by removing the "*Out of Service"* listing on *MyFBO.com*.
    - The Director of Maintenance will then return the *Aircraft Dispatch Book* to HFC Customer Service with the maintenance form signed off.
- Any *Aircraft Dispatch Book* that is not returned to Customer Service indicates that the aircraft remains in a "grounded" status.
- Student pilots will receive training from their assigned instructor on maintenance write-ups, discrepancy reporting and return to service procedures prior to conducting solo flight operations.

Verification of Airworthiness:

- HFC maintenance operations are governed by applicable sections of 14 CFR §43 (MAINTENANCE, PREVENTIVE MAINTENANCE, REBUILDING, AND ALTERATION), and §91.213(d) (INOPERATIVE INSTRUMENTS).
- Before each flight, pilots will receive the *Aircraft Dispatch Book* and *Aircraft Dispatch Ticket* from Customer Service. It is the pilot's responsibility to ensure no open discrepancies exist in the *Aircraft Dispatch Book* and all required inspections on the *Aircraft Dispatch Ticket* are complied with. (See example of correctly signed off discrepancy Appendix H). The PIC should also understand what maintenance action was completed per the sign off and if applicable understand how the aircraft is in compliance with the maintenance action and verify what was completed and communicate with the Director of Maintenance if needed.
- It is the PIC's responsibility, in conjunction with Customer Service, to ensure that all required maintenance inspections and any discrepancies are complied with.
- When an aircraft returns from a flight, Customer Service updates aircraft Hobbs and Tach times using the *MyFBO.com* database.

- The Horizon Aviation Services Director of Maintenance will monitor and ensure all maintenance inspections times in *MyFBO.com* database are updated.
- Customer Service will remove an aircraft from dispatch status when tach times for required maintenance inspections are noted to be at zero or negative.
- An aircraft that does not have a VOR check logged within that past 30 days may still be used for "*VFR Only*" flight. It is the PIC's responsibility to ensure the VOR check is current prior to any IFR flight.
- Pilots who divert for maintenance reasons will immediately secure and ground the aircraft in the *Aircraft Dispatch Book* upon landing and notify the HFC Customer Service as soon as practicable after landing.

Off-Station Maintenance:

- Pilots are not permitted to perform or authorize any maintenance operations without permission from the Horizon Aviation Services Director of Maintenance or the President of HFC.
- Pilots who notice a discrepancy at another airport will accomplish the following:
    - Secure the aircraft
    - Complete the HFC *Maintenance Discrepancy Form*
    - Contact HFC Customer Service and notify them of the occurrence
    - Obtain a phone number and/or contact information of the maintenance facility at the airport
    - Provide a call-back or cellular phone number to the Customer Service Representative
    - Remain at the FBO or aircraft for further instructions from Horizon Aviation Services
- Pilots who notice a maintenance discrepancy while operating at other airports can expect the following to occur:
    - The Horizon Aviation Services Director of Maintenance will coordinate with and authorize maintenance to be accomplished at the airport.
    - Other instructions/directions (as necessary) will be issued by the Director of Maintenance, chief instructor, assistant chief instructor, or President of HFC.
- If an FAA-certified maintenance technician performs repair or inspections, the pilot will present the *Maintenance Discrepancy Form* to the technician to complete for return to service and sign.

APPENDIX A

WEATHER LIMITATIONS

Table 1: Pilot Weather Limitations

	Ceiling	Visibility	Max Sustained Wind (Use Lowest)	Crosswind Component (Use Lowest)	Gust Factor
Private Pilot	1500'	3 sm	Aircraft Limit or 15 kts	12 kts or Maximum Demonstrated Crosswind Component	10 kts
Private Pilot with Instrument Pilot Rating	500' or Circling Minimums, whichever is higher	1 sm	Aircraft Limit or 20 kts	12 kts or Maximum Demonstrated Crosswind Component	10 kts
Commercial with Instrument Rating or ATP	Approach Minimums	Approach Minimums	Aircraft Limit or 25 kts	15 kts or Maximum Demonstrated Crosswind Component	15 kts

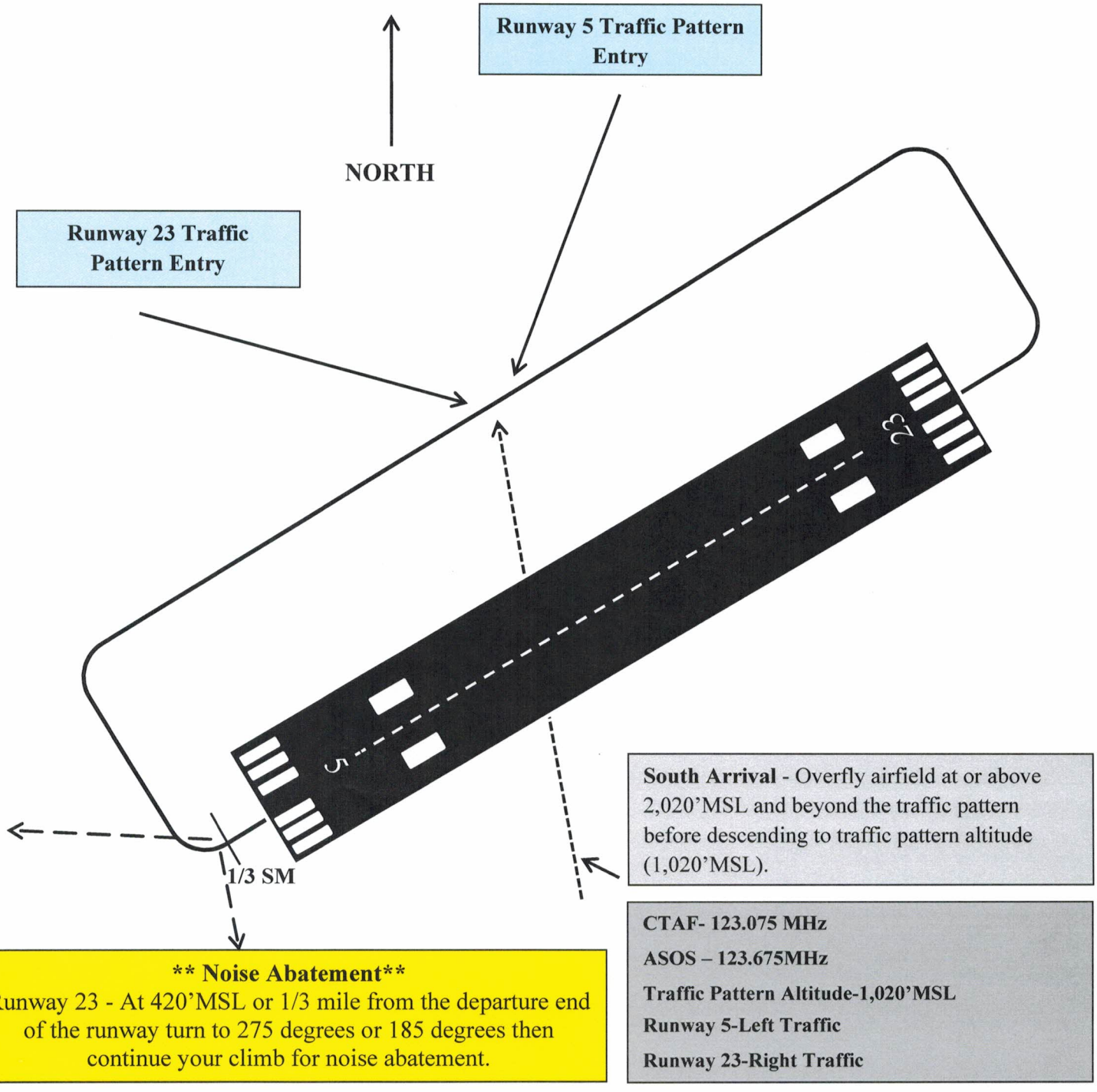
Table 2: Student Pilot Weather Limitations

	Ceiling	Visibility	Max Wind (Steady State)	Crosswind Component	Gust Factor	Max Tailwind
Dual Instruction	1,500'	3 sm	Aircraft Limit or 25 kts	15 kts or Maximum Demonstrated Crosswind Component	10 kts	0 kts
Student Pilot Solo	2,500'	5 sm	12 kts	8 kts	8 kts	0 kts
Student Pilot Solo Cross-Country	3,000'	5 sm	15 kts	8 kts	8 kts	0 kts

Crosswind Limits: Crosswind components may be calculated by using the steady state wind condition. However, student pilots conducting solo flight operations must include the gust factor when determining wind conditions. In the event the crosswind limit is exceeded or the PIC determines the winds exceed personal minimums, he/she may divert to another airfield where the winds are more favorable for the safe conclusion of the flight. The recommended divert airfields include, but are not limited to, Norfolk International Airport, Elizabeth City Regional Airport, Suffolk Executive Airport, and Hampton Roads Executive Airport. Upon landing, the PIC will contact HFC Customer Service to notify of the diversion.

APPENDIX B

CPK TRAFFIC PATTERN & NOISE ABATEMENT PROCEDURE



APPENDIX C

CPK DEPARTURE & ARRIVAL PROCEDURES

All HFC-operated aircraft arriving/departing from Chesapeake Regional Airport (CPK) will use the following procedures:

***Departure* Procedures:**

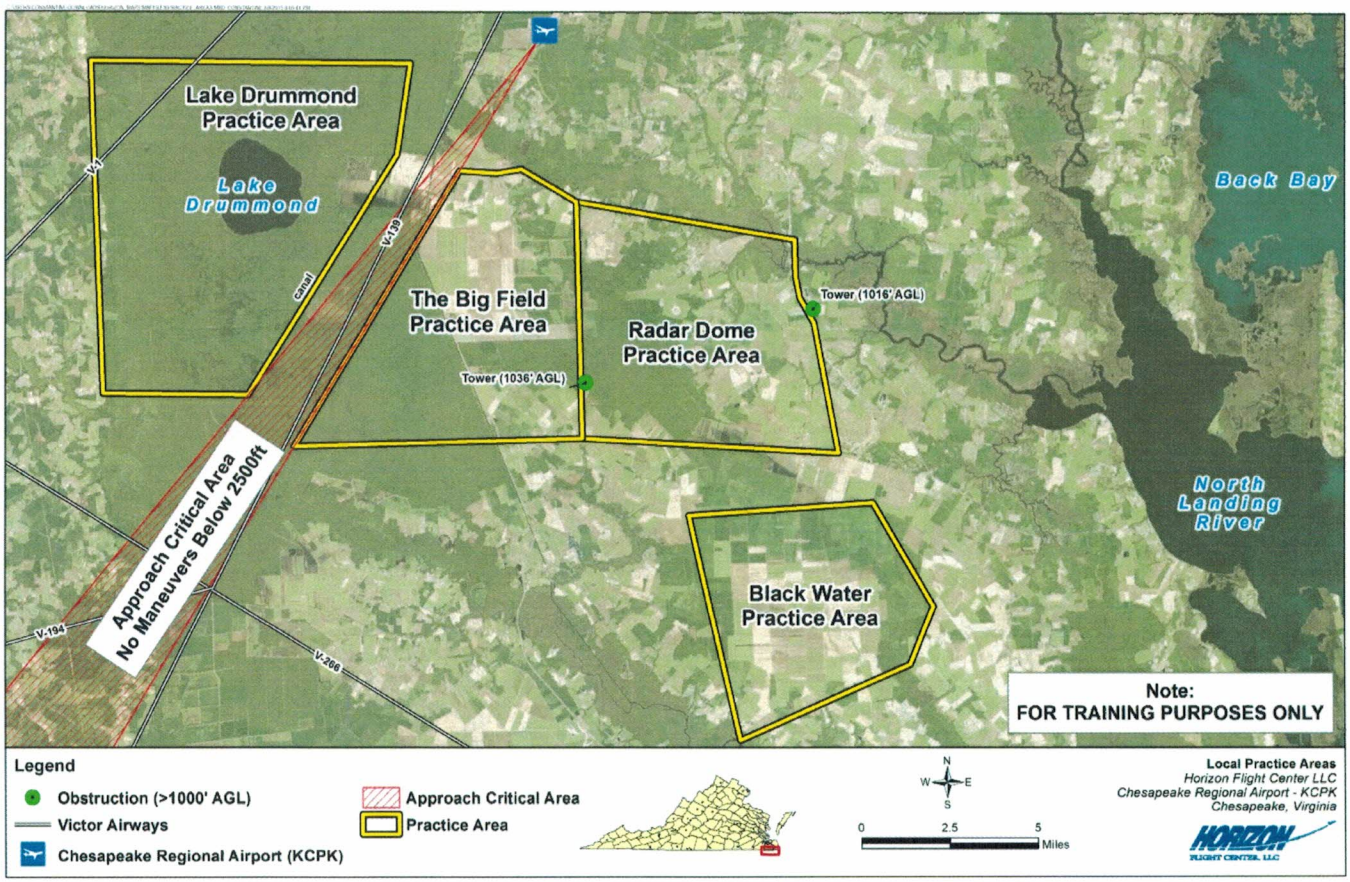
- **Runway 5 (Left Pattern)**
  - Climb straight out to 1,020'MSL before making the departure turn
  - Staying in the pattern -- Climb straight ahead to 720'MSL then a left climbing turn to 1,020'MSL
- **Runway 23 (Right Pattern)**
  - At 420'MSL or 1/3NM from the departure end of the runway turn to 275° or 185° then continue your climb for noise abatement
  - Staying in the pattern -- Climb straight ahead to 720'MSL (Within 1/3NM from the departure end of the runway) then a right climbing turn to 1,020'MSL

***Arrival* Procedures:**

- Arrival From the ***South & South-East***
  - Overfly the center of the field at or above 2,020'MSL
  - Continue beyond the downwind
  - Then a descending left or right teardrop entry for 45° entry at 1020'MSL
- Arrival from the ***North, North-East & North-West***
  - Descend to 1,020'MSL
  - Proceed direct to the 45° entry to the downwind
- Arrival from the ***West & South-West***
  - Follow the Intercostal Waterway northbound at 1,500'MSL
  - Descend to 1,020'MSL
  - Transition into 45° entry to the downwind

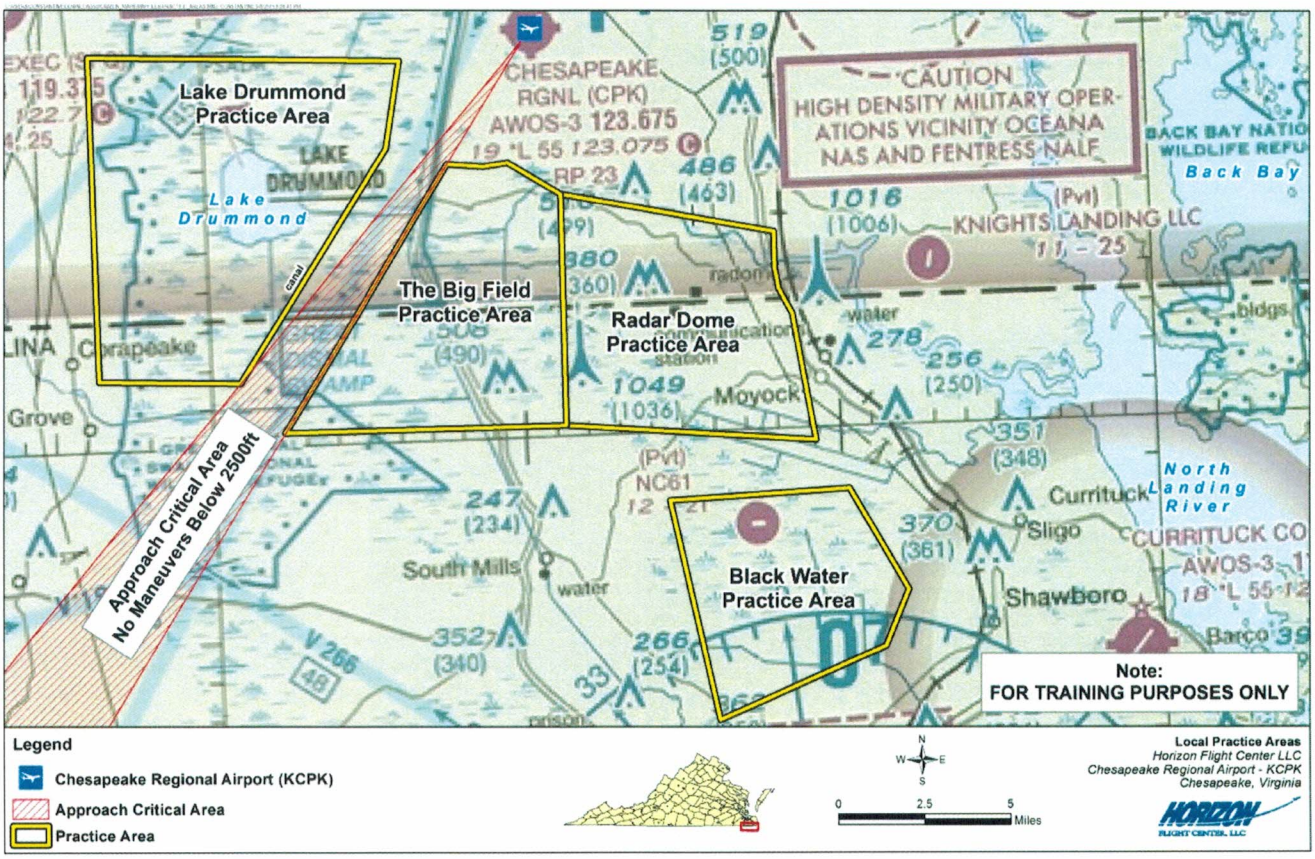
APPENDIX D

HFC PRACTICE AREAS (SATELLITE VIEW)



APPENDIX E

HFC PRACTICE AREAS (SECTIONAL CHART)



APPENDIX F

AUTHORIZED STUDENT PILOT
SOLO CROSS-COUNTRY AIRFIELDS

- Charlottesville Regional Airport (CHO)
- Currituck Regional Airport (KONX)
- Dare County Airport (KMQI)
- Dinwiddie County Airport (KPTB)
- Elizabeth City CGAS/Regional Airport (KECG)
- Emporia-Greensville Regional Airport (KEMV)
- Farmville Regional Airport (KFVX)
- Franklin Municipal-John Beverly Rose Airport (KFKN)
- Halifax-Northampton Regional Airport (KIXA)
- Hampton Roads Executive Airport (KPVG)
- Hanover County Municipal Airport (KOFP)
- Lawrenceville/Brunswick Municipal Airport (KLVL)
- Louisa County Airport/ Freeman Field (KLKU)
- Middle Peninsula Regional Airport (KFYJ)
- New Kent County Airport (W96)
- Newport News/Williamsburg International Airport (KPHF)
- Norfolk International Airport (KORF)
- Northeastern Regional Airport (Edenton, NC) (KEDE)
- Richmond Executive Airport-Chesterfield County (KFCI)
- Richmond International Airport (KRIC)
- Suffolk Executive Airport (KSFQ)
- Tappahannock-Essex County Airport (KXSA)
- Tri-County Airport (Ahoskie, NC) (KASJ)
- Wakefield Municipal Airport (KAKQ)

APPENDIX G

Horizon Maintenance Discrepancy Form

HORIZONAVIATION

AIRCRAFT DISCREPANCY SHEET

Aircraft: **N12345**	Date: **4/3/2024**	Hobbs: **938.2**	Tach: **879.2**
DISCREPANCY Entered By: **Joe Pilot** Location: **CPK**		MAINTENANCE CLEARING ACTION ☐ Repaired ☐ Replaced ☐ Released – Could Not Duplicate	
Discrepancy: **Fuel stain on top of the left wing.**		Corrective Action: **Inspected and was classified as a seep (0.75-1.50**	
		Inch) per Cessna M/M chapter 28-21-00 and is safe for return to	
		Service. Seep must be repaired on next maintenance inspection.	
DISPATCH STATUS			
☐ GROUNDED-DO NOT FLY	☒ AIRWORTHY/FAR LEGAL	Signature: **Joe Mechanic A & P 1234567**	Date:**4/3/2024**

DISPATCH LIMITATIONS*	Dispatch per the MEL	MEL ATA No.	Discrepancy No.
VFR DAY FAR 91 No Ice Other *Caution Dispatch status may vary with combination of faults.	(o) Procedure (M) Procedure MEL Time Restriction: A☐ _____ As Specified 3 Days 10 Days 120 Days	_____	

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Note: The PIC of each flight should understand the corrective action performed by maintenance and if applicable understand when the discrepancy is no longer within the tolerance per the manufacture. When the PIC does not understand the corrective action or is unsure, they must communicate with the Director of Maintenance to have a complete understand of the action performed and tolerance allotted.

Filling out the form: The PIC will fill out the aircraft N-number, date, hobbs, tach, enter their name, airport location, enter 1 discrepancy per form, and then give the form to customer service.

Maintenance: Will fill out the corrective action entering a description (or reference to FAA acceptable data) of work performed, update dispatch status, sign, and date the form prior to returning the aircraft to service and returning the book to customer service as required.

APPENDIX H

HFC SAFETY PROCEDURES & PRACTICES AGREEMENT

I certify that I received a copy of the *Horizon Flight Center Safety Procedures and Practices* manual and a copy of the training syllabus for the course of instruction I am enrolled (if applicable), in accordance with §14 CFR 141.93(a).

I agree to abide by all rules and regulations set forth within these documents. In the event that any future documents are released and there is conflicting information, the most restrictive rules apply.

Failure to abide may result in revocation of flight privileges, and termination from any Horizon Flight Center Training Program, if I am officially enrolled.

Printed Name: _____

Signature: _____ **Date:** _____