MIDDLE GEORGIA STATE UNIVERSITY

FLIGHT

Standard Operating Procedures

August 2024

Table of Contents

This manual outlines rules, policies, and procedures for all Middle Georgia State University (MGA) flight operations, applying to anyone near or operating MGA aircraft. Flight training must adhere to this SOP manual, MGA training syllabus, aircraft standardization manuals, and Pilot Operating Handbooks.

Compliance with FAA, aircraft manufacturer, and MGA policies is mandatory. Non-compliance may result in disciplinary action, including suspension or dismissal from the Flight Program. MGA pilots must stay updated on MGA/FAA information, with changes posted in dispatch.

Safety is paramount at MGA, requiring all employees and students near MGA aircraft to be familiar with MGA publications before each flight. Adherence to policies, practices, and standards is essential.

Suggestions or needed changes can be submitted in writing to the Dean, Chief Flight Instructor, or the suggestion box. Any deviation from procedures requires permission of the Chief Flight Instructor.

The MGA flight department has maintained a flawless safety record due to strict adherence to guidelines by both flight instructors and students. Ensuring a consistently safe training environment requires ongoing awareness and collaboration, with everyone prioritizing safety.

The **MGA flight staff** aims to deliver high-quality education and flight training at an affordable cost, striving to become the leading flight institution nationally. Every MGA flight instructor undergoes rigorous testing and FAA certification.

The flight staff comprises various roles, including Flight Instructors, Chief Flight Instructors, Assistant Chief Flight Instructors, Chief Helicopter Instructors, Stage Check Instructors, and Helicopter Flight Instructors.

The **Director of Flight**, a senior university administrator, holds direct responsibility for the flight department's operation and its training facility. This role possesses the authority to modify or implement new policies and operating procedures. The Director oversees the overall implementation and administration of the flight-training program, with the Chief Flight Instructor reporting directly to them.

The **Flight Operations Manager** oversees student progress in both flight and ground courses, manages internal audits, and provides administrative oversight and support for students in the department.

The **Chief Flight Instructor** ensures the content and adherence to the FAA-approved training course outline, maintains standardization in flight instruction and personnel examination, and ensures compliance with all relevant FAA regulations. The Chief Helicopter Flight Instructor oversees the helicopter training course's content and compliance with FAA Part 61, ensuring standardization in helicopter flight instruction and personnel examination. They report directly to the Director of Flight.

The **Assistant Chief Flight Instructor** supports the Chief Flight Instructor in supervising daily operations and contributes to the development and evaluation of flight training techniques aligned with MGA's training syllabus standards. Assistant Chief Flight Instructors report directly to the Chief Flight Instructor.

Flight Instructors assist the Chief and Assistant Chief Flight Instructors in monitoring the progress of flight students. They are assigned to each student for both flight training and individual ground instruction, reporting directly to the Chief and Assistant Chief Flight Instructors.

The **Dispatcher** is responsible for administrative operations in dispatch, reports directly to the Flight Operations Manager.

1.1.1 SOP Waiver Authority

Deviations from these SOPs may only be authorized by the Direct of Flight, the Chief Flight Instructor, or their designated subordinates.

1.2 Dispatch

Dispatch activities are crucial for safety, as dispatchers assign aircraft to practice areas for separation and may be the initial responders to an aircraft emergency. Regular duties of the dispatch staff include:

1. Dispatching airplanes.
2. Monitoring practice areas and reassignment when necessary.
3. Issuing aircraft to Flight Instructors or designated students.
4. Maintaining the Briefing Area (Dispatch).
5. Managing flight/aircraft records.
6. Student billing and invoices.
7. Monitoring radio.
8. Maintaining the status of the practice area board
9. Train and supervise Student Dispatchers

1.3 Line Service Personnel

Line Service Personnel (LSP) report to the Chief Flight Instructor and the Assistant Chief Instructors. They will be responsible for, but not limited to:

1. Refueling aircraft.
2. Moving/towing of aircraft around the ramp.
3. Operator maintenance and morning inspections of Fuel Trucks
4. Operator maintenance on the Jet Porters (tugs) and Golf Carts
5. Performing other duties as assigned by the Chief or Assistant Flight Instructor

1.4 Flight Instructors

Flight Instructors are assigned to Teams and report to the Team Leaders and their stage check instructors. They are responsible for, but not limited to:

1. Providing adequate flight training for their assigned students
2. Maintaining accurate digital and paper records of the flight training they conduct.
3. Maintaining a safe environment and culture of safety in all operations.
4. Other duties as necessary

1.5 Staff Conduct

An identification badge must be worn to ensure the proper identity of individuals affiliated with the MGA flight program. This identification must be worn whenever an individual is at the airport or while flying MGA aircraft. Middle Georgia State University issues the ID, which must be worn to identify the individual readily. The ID should be located in the front of the torso, not below waist level.

Fraternization involves personal relationships between students and/or instructors or staff that extend beyond the boundaries of a typical instructor/student working relationship. Fraternization is gender-neutral and detrimental to good order, discipline, and professional training. It is crucial to maintain a healthy and professional environment at all times.

Consequences of fraternization include questioning a Flight Instructor's objectivity, actual or perceived preferential treatment, undermining the authority of the Flight Instructor, and compromising integrity.

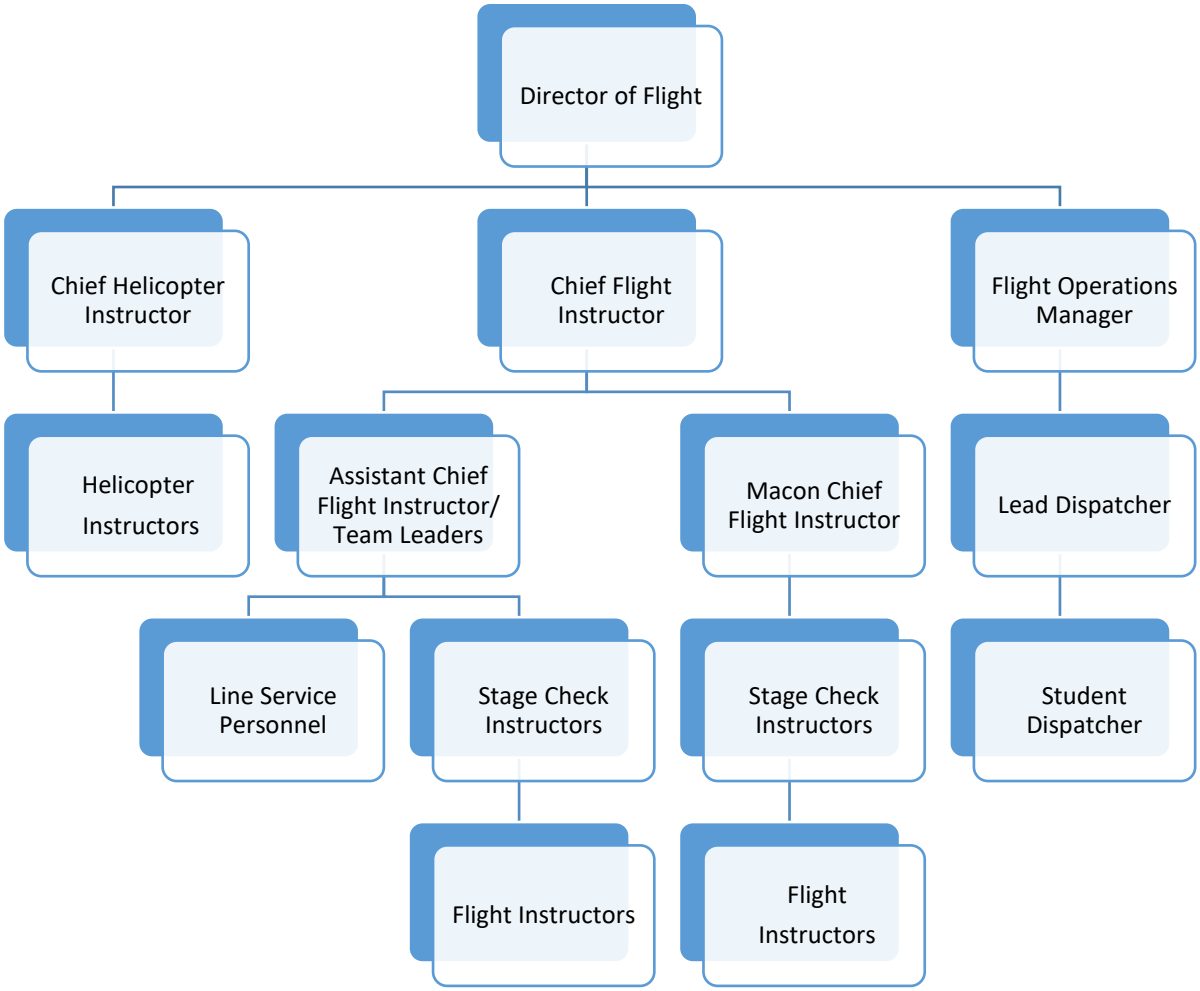
Students and/or Flight Instructors who are in a known relationship will not fly together under any circumstances in order to avoid accusations or a perception of the above listed consequences.

If fraternization is identified or suspected, it will be dealt with as outlined in the Student and Faculty/Staff handbook. The Director of Flight will conduct a thorough investigation following due process. Each associated party and witness will provide written statements, interviews will be documented, and a summary of facts with recommendations will be submitted to the Dean.

Due process may include a hearing where parties present their issues or defense, overseen by the Fraternization Board consisting of the Dean, Director of Flight, the Chief Flight Instructor, two students, and one disassociated person. After reviewing the facts and issues, the board will make a final decision on the validity of the offense, forwarding findings to appropriate authorities for action. The board's decision may include punitive action including termination of one or both parties and is considered final.

1.6 Chain of Command

An organizational chart has been created to maximize the availability of supervisory staff members during regular working hours. The chart outlines the groups and the order of workflow as follows:



The on-duty supervisor will possess direct authority over all flight operations personnel to ensure the safe and efficient conduct of all activities. MGA flight operations will strictly adhere to established procedures outlined in the manual and the applicable Federal Aviation Regulations (FARs).

1.7 Handling Arrested, Incarcerated, or Awaiting Trial Instructors and Staff

If any instructor or staff member is arrested, incarcerated, awaiting trial, or receives a DUI, they must inform the flight school administration within 24 hours. The Chief Instructor will hold a confidential meeting to gather incident details, followed by a risk assessment to determine any immediate safety risks.

Minor offenses, like a DUI without injury, will lead to suspension from operating school aircraft or vehicles, while major offenses, such as violent felonies, will result in immediate suspension from all school activities. The Chief Instructor will monitor legal proceedings and adjust actions accordingly, maintaining the presumption of innocence while ensuring safety.

If acquitted, the individual will be reinstated; if found guilty of a major offense, they will face termination. All decisions can be appealed, and the process will be handled with confidentiality and prompt communication.

Section 2: Flight Instructors

2.1 Instructor Responsibilities

See para 1.4 and:

2.1.1 Digital PIN

Upon enrollment acceptance at Middle Georgia State University, the instructor will set up a digital signature PIN through the scheduling software. This process begins as the instructor's initial training.

The digital PIN, once set, becomes a legally binding signature for all training sessions, adhering to FAA Advisory Circular 120-78A standards, which the instructor can review. It ensures authenticity, data integrity, and non-repudiation, confirming that any signed document has not been altered post-signature. Given serious legal and academic implications, sharing or misusing the PIN is strictly prohibited. If the instructor needs to alter the PIN for security or other reasons, follow the updated guidelines at the scheduling software's Edit PIN page.

2.2 Instructor Maximum Duty Day

2.2.1 Instructors may not work more than 11 hours in a single day without permission from the Chief Flight Instructor.

2.2.2 Any time permission is granted, a one-hour break MUST be included in the workday.

2.2.3 Instructors may not log more than 8 hours of instruction given in a 24-hour period.

2.3 Instructor Evaluation and Standardization

2.3.1 Proficiency Time

Middle Georgia State University (MGA) employees who are required to have flight credentials to perform their official college duties may utilize MGA aircraft for proficiency time. MGA employees who have flight credentials but who are not required to have them for their MGA position are not eligible to use MGA aircraft for proficiency time.

This usage of MGA aircraft for proficiency time is a privilege and not a right. The usage does not accumulate and is not a benefit that has a cash value.

Each eligible employee has a monthly allowance of 1.5 hours in a single engine and 1.0 hours in the multi-engine.

Hours gained by fixed-wing instructors that wish to train in the helicopter may only transfer the 1.0 of Seminole time. (Crossover time from the helicopter instructors will be granted only by the chief flight instructor and will be 2.5 for fixed wing single).

The hours will not be carried over or flown ahead of the current month. (The Chief Flight Instructor may grant exceptions).

All proficiency time, both fixed wing and rotary, must be approved **BEFORE** the flight is attempted.

After the proficiency flights, the employee must complete a lesson plan.

If at any time an instructor abuses this privilege by going over their allotted time, flying without approval, or engaging in unsafe or questionable actions may have his or her time stripped or possible termination. Instructors may be charged for extra time over their allotted time.

Time used to ferry aircraft for school business is not to be counted for individual time.

Proficiency time is employee specific and cannot be utilized by another eligible employee.

Flights must remain inside the approved training areas and only public use, paved runways will be allowed. Destinations of helicopter flights must be approved by Chief Helicopter Instructor.

Instructors can use crossover time as long as they can show they are proficient in every way per FARs and inside the current month. Proof of currency must be presented to Chief Flight Instructor.

Revenue flights cannot be used for Proficiency Time such as for CFII flights. Pro-time may not substitute for lessons (such as Multi Commercial Add-on).

The Citabria or Super Decathlon can be used for the single engine time to stay current or for tail-wheel signoffs. Instructors without a tailwheel endorsement may use pro-time if they fly with an approved tailwheel instructor.

2.4 Instructor Conduct

See para 1.5

All flight instructors are required to wear uniforms.

1) The required uniform consists of khaki or black slacks and black, white, or purple polo shirts (for sale in the MGA bookstore.) The shirt is tucked in (for males), and a belt will be worn. Certain other shirts such as club polos and Piper polos are acceptable.

2) No tennis shoes (sneakers), hunting boots, or cowboy boots will be allowed.

3) All flight instructors are required to be in uniform during all flights, including ferry, pro-time and rescue flights.

The need for appropriate clothing is relatively apparent. However, there is more to consider. In the close confines of the cockpit, briefing/debriefing rooms, or office, the importance of good personal hygiene cannot be over-emphasized. Further, to promote mutual respect, MGA expects flight students, faculty, and staff to dress neat and well groomed, reflecting an appropriate and professional appearance on campus and during off-campus attendance at official university functions.

Section 3: Students

3.1 Student Conduct

An identification badge must be worn to ensure the proper identity of individuals affiliated with the MGA flight program. This identification must be worn whenever an individual is at the airport or while flying MGA aircraft. Middle Georgia State University issues the ID, which must be worn to identify the individual readily. The ID should be located in the front of the torso, not below waist level.

Fraternization involves personal relationships between students and/or instructors or staff that extend beyond the boundaries of a typical instructor/student working relationship. Fraternization is gender-neutral and detrimental to good order, discipline, and professional training. It is crucial to maintain a healthy and professional environment at all times.

Consequences of fraternization include questioning a Flight Instructor's objectivity, actual or perceived preferential treatment, undermining the authority of the Flight Instructor, and compromising integrity.

Students and/or Flight Instructors who are in a known relationship **will not fly together under any circumstances** in order to avoid accusations or a perception of the above listed consequences.

If fraternization is identified or suspected, it will be dealt with as outlined in the Student and Faculty/Staff handbook. The Director of Flight will conduct a thorough investigation following due process. Each associated party and witness will provide written statements, interviews will be documented, and a summary of facts with recommendations will be submitted to the Dean.

Due process may include a hearing where parties present their issues or defense, overseen by the Fraternization Board consisting of the Dean, Director of Flight, the Chief Flight Instructor, two students, and one disassociated person. After reviewing the facts and issues, the board will make a final decision on the validity of the offense, forwarding findings to appropriate authorities for action. The board's decision may include punitive action including termination of one or both parties and is considered final.

3.2 Student Requirements

3.2.1 Digital PIN

Upon enrollment acceptance at Middle Georgia State University, the student will set up a digital signature PIN through the scheduling software. This process begins as the student transitions from Pending Enrollment to Enrolled status in the selected course.

The digital PIN, once set, becomes a legally binding signature for all training sessions, adhering to FAA Advisory Circular 120-78A standards, which the student can review. It ensures authenticity, data integrity, and non-repudiation, confirming that any signed document has not been altered post-signature.

Given serious legal and academic implications, sharing or misusing the PIN is strictly prohibited. If the student needs to alter the PIN for security or other reasons, follow the updated guidelines at the scheduling software's Edit PIN page.

Adherence to these procedures ensures the integrity of the digital record-keeping system. By securing and using the PIN responsibly, the student contributes significantly to the accountability and safety of aviation training programs. As aviation professionals, commitment to precision and security is crucial for ensuring the safety and trust in the field.

3.2.2 Medical Certificates: Students are encouraged to pursue a 1st Class Medical to ensure no medical barriers to their pilot goals. Regardless, all student pilots must obtain at least a 2nd Class medical within two weeks of their initial flight. Failing to do so before their first solo flight will lead to grounding.

3.2.3 Student Pilot Certificates: Before their first solo flight, student pilots must obtain a Student Pilot Certificate from the FAA. If they do not have one, their instructor must help them apply through the FAA's IACRA website.

3.2.4 International Students: the process for enrolling and training foreign pilots under the final rule of the Flight Training Security Program (FTSP)

- Students must complete the FTSP application process directly with the TSA.
- MGA cannot assist with the application or influence the security threat assessment (STA).
- STAs are valid for 5 years. Students may complete several training events during the eligibility period.
- A training event is good for 356 days after the starting date. If the training is not completed in this timeframe, a new request has to be submitted and approved.
- MGA must upload a photo of the student within 5 days of the student arriving for training.

1. Once the FTSP account is created, the Student will log in and upload the required documentation and personal information.
2. Student will then submit a request for a flight training event (e.g initial training) This request may be for either Initial, Instrument, or Multi-Engine flight training event(s) (category 3).
3. MGA will be notified of Flight Training Request and validate/accept the request.
4. Student will receive an email with instructions on how to complete and pay for the process
5. A Security Threat assessment will be conducted by TSA after the request steps are completed
6. Once the student's training event request is submitted correctly and documents are accepted, the student will receive an email containing detailed fingerprint instructions.
7. Once the student's received a final approval, they must begin training within 180 days.

3.3 Student Uniform

All flight students are required to wear uniforms.

1) The required uniform consists of khaki or black slacks and grey polo shirts (for sale in the MGA bookstore.) The shirt is tucked in (for males), and a belt will be worn.

2) No tennis shoes (sneakers), hunting boots, or cowboy boots will be allowed.

3) All students must be in uniform by the end of the third week of their first semester at MGA.

4) All flight students are required to be in uniform during all flights.

The need for appropriate clothing is relatively apparent. Nevertheless, there is more to consider. In the close confines of the cockpit, briefing/debriefing rooms, or office, the importance of good personal hygiene cannot be over-emphasized. Further, to promote mutual respect, MGA expects flight students, faculty, and staff to dress neat and well groomed, reflecting an appropriate and professional appearance on campus and during off-campus attendance at official university functions.

3.4 Responsibilities

3.4.1 Flight Account

Every student will establish a flight account and should consult their assigned flight instructor for details. Timely deposits must be made to ensure a balance that covers flights needed to complete the flight syllabus. Students are not permitted to fly without sufficient funds. Specifically:

3.4.2 Account Balances:

Students must not initiate a flight with an account balance less than $500.00 (or $1000.00 for checkrides), or the amount necessary to cover the flight, whichever is higher.

This policy is designed to ensure that students have the necessary financial resources to support their flight training activities, promoting responsible account management and preventing disruptions during training.

3.5 Drug and Alcohol Use

Middle Georgia State University maintains a learning and teaching environment that is drug and alcohol-free in accordance with the Drug-Free Schools and Communities Act Amendments of 1989, Anti-Drug Provisions of the Georgia Penal Code, and applicable FAA regulations. It is also the intent of the aviation programs at MGA that all aviation students be free of any chemical impairment during participation in any activities related to flight training. Therefore, the possession and use of any substance/drug that may impair cognitive or psychomotor function by an aviation student/instructor in the MGA aviation programs are strictly prohibited in the internship setting, on campus property, or in a vehicle (aircraft). Within the scope of this policy, students/instructors are prohibited from using, possessing, distributing, manufacturing, selling, or attempting to sell substances/drugs. Before being allowed to begin aviation training, each aviation student must submit to an initial drug screening; then, during any time in the student's course of study at MGA, the student will be subject to random testing and/or reasonable suspicion.

3.5.1 MGA Drug Testing Policy

Middle Georgia State University is authorized to test for various substances outlined in the Substance/Drug Policy. These substances include marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP), alcohol (ethanol), or their metabolites. Additionally, any other substances/drugs specified by the U.S. Department of Health and Human Services and the Georgia Department of Human Resources Division of Public Health will be subject to the policies of those agencies. Students/instructors participating in internships with agencies mandating drug testing are expected to comply.

Moreover, in the event of an incident within an intern agency, MGA reserves the right to test for the substances mentioned in the Substance/Drug Policy, as well as any others dictated by the U.S. Department of Health and Human Services and the Georgia Department of Human Resources Division of Public Health. Again, students/instructors engaged in intern learning experiences subject to mandatory drug testing must adhere to the relevant agency policies.

3.6 Student Flight Record (Physical Records)

Access during Business Hours: Students can review their folders during regular business hours. Folders should not leave the MGA flight operations building without Chief Flight Instructor permission.

Lesson Materials and Permissions: Lessons cannot be taken out of the building without Chief Flight Instructor approval.

Instructor Responsibilities: Instructors must complete each student's folder daily, ensuring it has all required items up to the current date.

Student Accountability: Each student is responsible for the accuracy of the information within his or her respective folders.

End-of-Day Procedures: Before closing flight operations for the day, instructors must ensure all student folders are properly stored in the designated filing cabinet.

3.7 Handling Arrested, Incarcerated, or Awaiting Trial Instructors and Students

If any student is arrested, incarcerated, awaiting trial, or receives a DUI, they must inform the flight school administration within 24 hours. The Director of Flight will hold a confidential meeting to gather incident details, followed by a risk assessment to determine any immediate safety risks.

Minor offenses, like a DUI without injury, will lead to suspension from operating school aircraft or vehicles, while major offenses, such as violent felonies, will result in immediate suspension from all school activities. The Director will monitor legal proceedings and adjust actions accordingly, maintaining the presumption of innocence while ensuring safety.

If acquitted, the individual will be reinstated; if found guilty of a major offense, they will face termination or expulsion. All decisions can be appealed, and the process will be handled with confidentiality and prompt communication.

Section 4: Scheduling, Attendance, and Grounding

4.1 Scheduling

The Flight Instructor will schedule all training activities, including flights, flight training devices, orals, and ground sessions using the scheduling software. Flights should be scheduled a week in advance.

Students are required to check the posted schedule for the date and time of their activities. If there is a schedule change, the Flight Instructor must inform the student of the revised date and time.

Punctuality is crucial; arriving late may result in the aircraft being reassigned to others. Once there, students should promptly begin and complete their flight training within the allocated time block. Flight activities generally take place between 6 am and 10 pm daily.

4.2 Cancellations

4.2.1 No Shows

Flight students must be punctual for their lessons. If a student is not ready to fly within 15 minutes after the scheduled time, including preflight preparations, cross-country planning, weather checks, and refueling, they may incur a "NO SHOW" fee of 1 hour in the aircraft.

It is crucial for students to inform their instructor in advance if they cannot make a scheduled flight, with cancellations required at least two hours before the flight. For early morning flights at 0600, contacting the instructor at home the night before is necessary.

Flight Instructors must also meet with their students within the 15-minute scheduled window. Failure to do so results in an instructor "NO SHOW." Instructors with a no-show may receive a reprimand or other disciplinary action.

Upon a fourth "NO SHOW" or four canceled flights, the Team Leader in writing will counsel the student. They will be advised that further “NO SHOW”s will result in removal from the flight schedule, and possibly receiving a grade of "F."

A "NO SHOW" occurs when a student fails to notify the instructor at least two hours before a scheduled lesson, (except in cases of illness, where documentation from a physician must be submitted) to the Team Leader. Students will not be charged a NO SHOW if the student provides a doctor’s excuse.

Students attending both summer terms are treated as enrolled for one semester, subject to the same "NO SHOW" terms.

4.3 Grounding

Students may face restrictions on certain flight-related activities for administrative, operational, or medical reasons, commonly referred to as "grounding." The process of being released from grounding is termed "un-grounding." Here are the main types of grounding:

Administrative Grounding:

- Any situation not explicitly covered by other grounding types.

Operational Grounding:

- Apparent violation of MGA or FAA regulations. Involvement in an incident/accident automatically triggers grounding until the situation is resolved. This is a precautionary measure, not assigning blame.

Medical Grounding:

- Conditions warranting medical grounding include:
  - Upper respiratory infections (e.g., colds, flu)
  - Fever
  - Nausea, vomiting, diarrhea
  - Local anesthesia (e.g., Novocain)
  - Blood donation (must notify Chief Flight Instructor)
  - Plasmapheresis (plasma donation)
  - Prescription and over-the-counter drugs with potential side effects
  - Undue fatigue
  - Scuba diving (24-hour restriction before flying)
  - Pregnancy (with written approval from obstetrician or aero-medical doctor)

  When grounded by a physician, students must inform their flight instructor promptly to halt scheduling. Upon feeling well enough to resume flying, they need to return to the physician for release from grounded status. The instructor should be notified promptly after un-grounding to resume scheduling.

Grounding Limitations: Anyone grounded for more than ten consecutive or 15 cumulative days during a flight course, for any reason, may be subject to withdrawal from the course. This ensures that students actively progress through their training without prolonged interruptions.

Section 5: Flight Training

5.1 General

MGA offers flight courses covering various certificates, and you can find details in the university catalog and FAA-approved Training Course Outline. All training for certificates or ratings follows the MGA Training Course Outlines, ensuring maximum benefit and meeting requirements.

Each flight course is divided into stages, units, and lessons, with specific objectives and standards. Consistent training is crucial, and we enforce strict scheduling policies to minimize interruptions. Students must satisfactorily complete the current unit before moving on to the next one.

5.1.1 Aircraft types

Middle Georgia State University assigns its training aircraft based on specific lesson objectives to ensure consistent and effective training. Here is the breakdown:

1. **Piper Warrior (PA-28-161):**
    - Purpose: Aircraft familiarization leading up to a solo cross-country and initial instrument training and familiarization.
2. **Piper Arrow (PA-28R-201):**
    - Purposes:
        - Complex aircraft training
        - Local VFR training
        - Dual VFR cross-country training
        - Instrument training
3. **Piper Archer (PA-28-181):**
    - Purposes:
        - Aircraft familiarization
        - Instrument training
        - Glass cockpit, instrument, and navigation systems training
        - Local VFR training
        - Dual all VFR cross-country training
4. **Piper Seminole (PA-44-181):**
    - Purpose: Multiengine training following appropriate Multi-engine courses.
5. **Citabria Aurora (7ECA):**
    - Spin training and tail wheel training
6. **Super Decathlon (KCAB)**
    - Spin, aerobatic, and tail wheel training
7. **Cabri (G2) and Robinson (R44)**
    - All helicopter Private, Instrument, Commercial, and Certified Flight Instructor training under FAA Part 61.

This aircraft assignment strategy is designed to optimize training consistency and equipment utilization for various training needs, ranging from solo cross-country flights to advanced instrument and multiengine training.

5.2 Flight registration (Ground and lab)

5.2.1 Transfer student w/ previous training

FAR 141.77 regulates credit for previous training at MGA. Pilots seeking to credit pre-enrollment training at MGA must obtain approval before commencing any MGA flight training.

To be eligible for credit, pilots must undergo an oral, written, and/or practical test at the discretion of the University. The details of credited training must be documented at enrollment and will be permanently recorded by the University.

For transfers from another FAR 141-approved school, credits cannot exceed 50% of those earned at the previous school. For non-certificated Part 61 schools, credit is capped at 25%.

Once enrolled at MGA, flight time, certification, and ratings earned elsewhere do not fulfill MGA course requirements without prior approval from the Director of Flight.

5.2.2 FAA Written Exams

To qualify for the FAA Written Examination, students must score 90% or higher on two separated attempts of the FAA Written Practice Examination. Those who do not meet this requirement will not get the necessary endorsement on their flight records for the official FAA Written Examination. Failing to complete the FAA Written Examination will result in the student being placed on Flight Probation, and will not be allowed to register for a flight lab.

5.2.3 Flight Probation (Grounding)

Flight Probation is imposed when a student fails to pass the relevant FAA Written Examination at the end of a semester. This results in the student being unable to participate in flight training for the initial two weeks of the subsequent semester. During this period, the student is required to attend associated academic classes, practice the appropriate FAA Written Practice Examination, and successfully pass the FAA Written Examination before resuming flight training.

If, after Flight Probation, the student still does not pass the FAA Written Examination, the Director of Flight will present the following options:

1. Retake the entire associated academic course.
2. Restart the degree program.
3. Seek private tutor services to complete the associated academic course (FAA Written Examination), with credit transfer required.

4. Purchase a "Home Study Course" and pass the associated academic material and FAA Written examination, with credit transfer required.
5. Withdraw from the degree program.
6. Change academic major to another aviation-related major.

5.3 Flight Training Progress Expectations and Flow

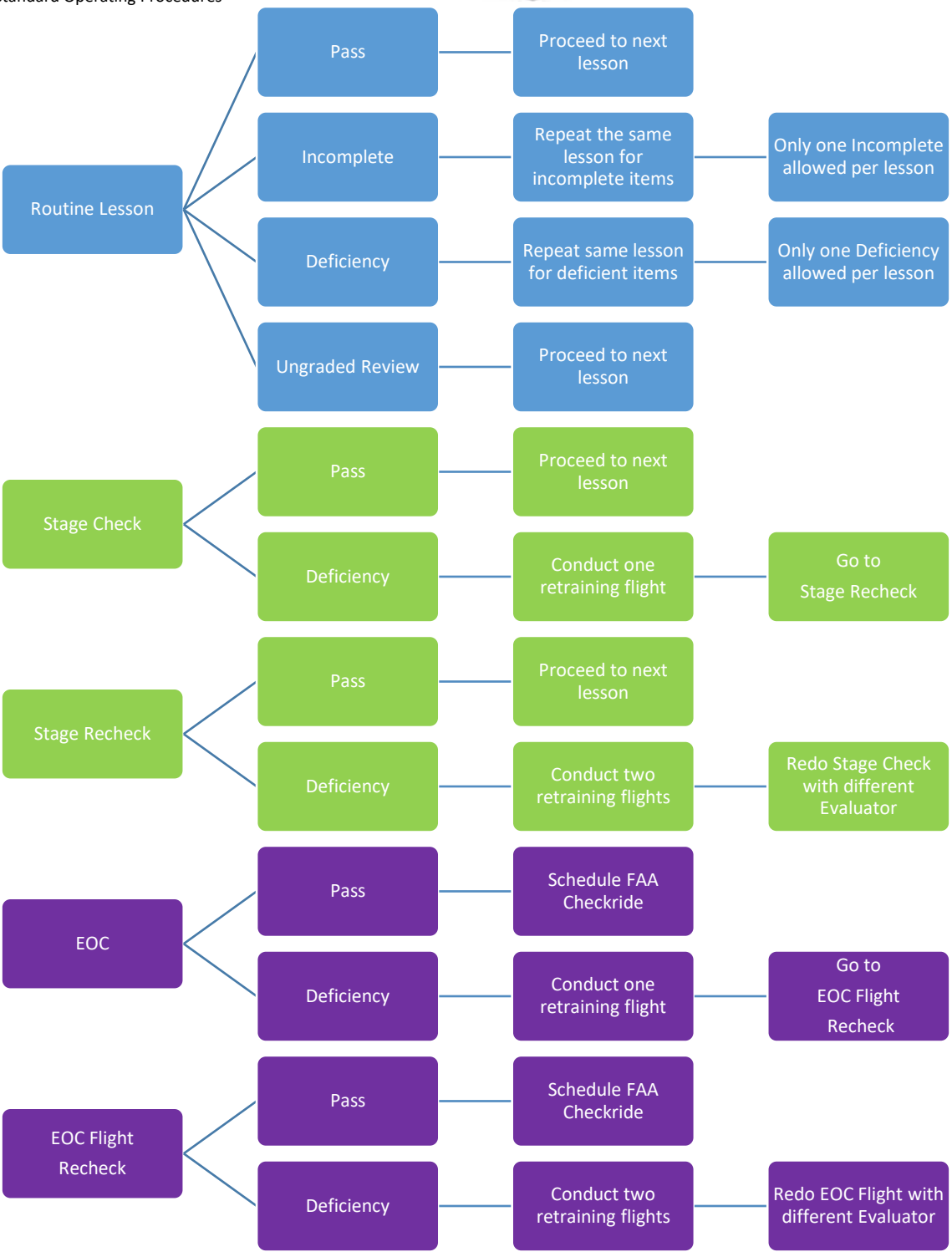
5.3.1 Solo Students are expected to complete their first solo flight within 15 hours of flight training. If a student has not soloed by the 20th hour, the flight instructor will seek a Progress Evaluation from the Chief or Assistant Chief Flight Instructor.

Based on the evaluation, the Chief or Assistant Chief Flight Instructor will recommend either:

1. Five extra hours of flight training, or
2. Termination from flight training.

If the student does not solo after the additional hours, they will be removed from the Flight Training Program, and the Flight Director will inform them of their options.

5.3.2 Students may experience difficulty from time to time in flying lessons as they move into a new or more difficult training phase. This difficulty is not unexpected and should not cause undue alarm. On occasion, however, a student may encounter an area or stage of training that they cannot overcome. It is the faculty's responsibility to utilize appropriate teaching techniques and methods of instruction to help a student acquire the necessary skills and abilities to work through a complex area, if possible.



E. Evaluation will be conducted by the Board of Review consisting of the Chief Flight Instructor, Assistant Chief Flight Instructor, and assigned Flight Instructor. The Board may either reinstate the student with additional training approved, drop the student from the flight course with a failing grade (WF), or disenroll the student from the Flight Program

Students are expected to progress normally, soloing at 15 flight hours and completing FAA Certification Evaluations as appropriate for the desired certification or rating. These flight hour levels vary with the certificate or rating.

5.4 Flight Evaluations

In the flight course, students' performance is regularly assessed through evaluations during stage checks, EOCs, and progress checks conducted by authorized instructor pilots. The designated flight instructor monitors progress and determines advancement based on meeting unit standards and objectives.

Students facing challenges in meeting standards may undergo additional review and evaluation, involving extra training, counseling sessions, instructor changes, evaluation flights, and a written action plan for supplementary training. The goal is to ensure all students benefit fully from department resources and have ample opportunities to succeed in flight training.

Flight evaluations are conducted professionally, maintaining a non-threatening atmosphere. They involve sampling students' knowledge and flight skills based on aviation handbooks and standards provided by the FAA. Examiners determine if applicants meet acceptable standards through an ongoing process, with emphasis on various areas of knowledge.

The PTS/ACS highlights that the objective is to assess applicants' knowledge of specific areas without requiring mastery of every topic. Flight instructors must teach and evaluate all tasks before certifying applicants for the practical test. It is crucial for both the instructor and examiner to acknowledge that the established standards are set at a high level. These standards represent the acceptable level that applicants must meet, and there is no obligation to surpass them. The focus should be on meeting these established benchmarks rather than exceeding them.

5.4.2 Stage Evaluations

Stage Evaluations will occur in a friendly and professional setting. Passing all scheduled Stage Evaluations is a requirement for students. If a student fails, the Chief Flight Instructor or Assistant Chief Flight Instructor will recommend either five additional hours of flight training or termination from flight training. If the student still does not pass after extra training, they will be withdrawn from the Flight Training Program and the Chief Flight Instructor or Director of Flight will discuss options with the student.

5.4.3 Performance Evaluations and Progress Checks

Flight Instructors, Stage Check Instructors, or Assistant Chiefs may conduct performance evaluations to assist assigned flight instructors in assessing potential challenges for their students. While these evaluations can take place at any time, they are especially beneficial when a Flight Instructor believes they have exhausted their ideas and experience with a particular student. Performance evaluations become particularly useful if a student has faced repeated challenges and failed evaluations. The goal is to provide additional insights and support in addressing difficulties and enhancing the overall learning experience for the student.

5.4.4 End of Course Evaluations

End Of Course Evaluations (EOCs) will be conducted in a professional and non-threatening environment by Assistant Chiefs and authorized Stage Check Instructors. Students are expected to successfully complete all scheduled EOCs. If a student does not pass the scheduled EOC on the second attempt, the Chief Flight Instructor or Assistant Chief Flight Instructor will recommend to the Director of Flight one of two actions:

(A) An additional five (5) flight training hours, or

(B) Termination from Part 141 flight training.

If the student still does not pass the scheduled EOC after the additional training, they will be withdrawn from the Flight Training Program. The Chief Flight Instructor will advise the student regarding their available options.

5.5 Checkride Process

When a student completes an 'End of Course Check' and is ready for a check ride, the instructor fills out the Check Ride Schedule Request Form and submits it to the Designated Assistant Chief Flight Instructor. The Designated Assistant Chief Flight Instructor uses this form to schedule the student's check ride.

Flight Instructors are required to go with their student to the check ride location for Private Pilot certification, as well as all check rides using retractable gear airplanes. Aircraft should be scheduled immediately after confirmation of the date.

On the check-ride day, Flight Instructors must ensure their students are prepared for the check ride, including tasks before the flight, fueling, and positioning the aircraft and possession of needed files and equipment. During the check ride, flight instructors must be reachable in case of an emergency. Additionally, Flight Instructors may attend their student's debriefing with the examiner after the check ride if they flew with them.

5.6 Evaluation Failure Process

When a student fails to meet the standards of any stage check or end of course check, they will be given one ungraded review flight to correct the deficiencies and then will retest with the same evaluator (when possible).

When a student fails twice on the same evaluation, they will receive two ungraded review flights before attempting the evaluation again. This third evaluation will be with a different evaluator than the first two attempts.

5.7 Academic

Students are expected to pass the appropriate FAA Written Examination after the relevant semester. If the student does not pass the proper FAA Written Examination within two weeks, the student will be placed on Flight Probation and will not be allowed to register for the Flight Lab.

Section 6: Ramp Operations

6.1 Starting Engines

To initiate the aircraft starting procedures safely, the pilot should follow these steps:

1. **Clear the Starting Area:** Conduct a visual survey of the immediate area around the aircraft to ensure there are no individuals or objects that could pose a danger during starting procedures. Fin Strobe lights are on as a visual warning to others that the airplane is about to start up.
2. **Call "CLEAR":** Verbally announce "CLEAR" to alert anyone in the vicinity. Listen attentively for any responses or signals indicating that it is not safe to proceed with starting the aircraft.
3. **Engage Starter:** After starting, promptly check the oil pressure to ensure it is within the appropriate range while the aircraft is idling. Oil pressure should stabilize within 5 seconds.
4. **Complete Before-Taxi Checklist:** Ensure that all essential systems and controls are in the correct configuration for safe ground movement.

By adhering to these steps, the pilot contributes to a safe starting procedure, minimizing the risk of accidents or damage to the aircraft.

6.1.1 Hand propping

MGA prohibits the hand propping of any aircraft in MGA's fleet.

6.2 Boarding and Deplaning

Boarding and de-planing the airplanes while the engine(s) are running is prohibited. During helicopter operations, boarding and de-planing the helicopter while the engine is running is at the discretion of the pilot in command. Deviations may be approved by a Team Leader or higher, such as in the case of discovery flights or maintenance taxi-training.

6.3 Taxiing and Parking

When taxiing an aircraft, it is crucial to adhere to safety guidelines and procedures. Here are the key points to keep in mind:

1. **Taxi Speed:**
   - Aircraft should never be taxied faster than a brisk walk.
   - Sterile cockpit procedures should be enforced.
   - Control taxi speed using the throttle; avoid using brakes to manage speed.
2. **Nose Wheel Tracking:**
   - The nose wheel should follow the marked centerline on ramp areas.
   - Tracking the centerline does not guarantee clearance; if uncertain, use wingtip observers or shut down the airplane and check for clearance.
3. **Caution Near Obstructions:**
   - Exercise caution near fuel trucks and other vehicles and parked airplanes on the ramp.
   - Do not attempt to taxi around vehicles; prioritize safety.
4. **Right of Way:**
   - Aircraft departing the ramp should yield to those entering when possible.
   - Give-way procedures should be followed.
5. **Engine Run-up Procedures:**
   - Run-ups, including power-on magneto checks, must be done in designated run-up areas just before taxiing onto the active runway.
   - Students or instructors may not run the engine up to full power on the ramp unless directed by maintenance.
6. **Parking Procedures:**
   - When taxiing to a parking area, park in the first available designated space.
   - Align the aircraft axis as closely as possible with the center of the parking spot.
   - Pilots are responsible for any damage caused during taxi, including prop blasts.
7. **Shutdown Procedures:**
   - After shutdown, ensure windows are closed.
   - Use the seatbelts to secure the yoke during gusty/windy conditions.
   - Attach tie-down ropes or use chocks or both.

By following these guidelines, pilots contribute to safe and responsible taxiing practices, minimizing the risk of accidents and ensuring the well-being of both the aircraft and surrounding equipment.

Section 7: Pre/Post Flight Operations

7.1 General

7.2 Preparedness(e.g. IMSAFE, equipment)

Maintaining a clear mind and sharp reflexes is crucial for flying, making it essential for pilots to effectively "preflight" themselves. The acronym "IM SAFE" serves as a reminder for pilots to assess any illness, medication, stress, alcohol intake, fatigue, or emotional factors that could affect their upcoming flight. Additionally, pilots should be mindful of their current eating habits, avoiding flying if they are malnourished.

Thoroughly evaluating and preparing for the demands of flying lays the foundation for safe and efficient flight activities. Conversely, fatigue, emotional distress, or distraction can compromise safety and hinder the learning process. Therefore, MGA encourages pilots to arrive for all flight activities well rested, prepared, and ready for a productive learning experience.

7.3 Check-in of aircraft

7.3.1 Cans

Aircraft Metal Notebooks (“Cans”) Contents:

1. **Aircraft VOR Checks:**
    - Contains records of all VOR tests for IFR-rated aircraft. Pilots should refer to this log to ensure the aircraft has undergone the required check within the last 30 days.
2. **Aircraft Flight Log:**
    - Records Hobbs time, tachometer time, and indicates the next aircraft inspection time. The log must include the names of the pilot and instructor if applicable.
3. **Aircraft Keys:**
    - Contains the actual keys if required for the aircraft.

After the Dispatcher assigns or verifies an aircraft, each pilot should:

- Pick up the corresponding aircraft key and review the associated key book.
- Verify the aircraft's suitability for the planned flight by checking for scheduled maintenance times/dates and any deferred squawks on the scheduling software.
- Pilots must carry the appropriate aircraft key book on board during every flight. Enter any squawks in The Scheduling Software immediately upon completion of the flight. If necessary, a verbal explanation of the discrepancy may be required by maintenance.

Pilots must return aircraft key books to Dispatch immediately after each flight. The scheduling software is an integral part of MGA's aircraft maintenance program. Pilots are requested to carefully, thoroughly, and legibly document any aircraft irregularity.

7.4 Aircraft Inspections

7.4.1 Pre-flight inspection

Pilots are urged to conduct a meticulous preflight inspection, paying close attention to detail and noting any discrepancy. Students are expected to have a copy of the MGA Checklist in-hand as they perform pre-flight.

In case of uncertainty about the impact of any discrepancy, pilots should discuss it in detail with their flight instructor and appropriate maintenance personnel (if necessary) before departure. Pilots uncomfortable with an aircraft's known discrepancy should express their concerns and request an alternative aircraft.

For pilots needing assistance during preflight:

1. Contact your flight instructor first.
2. For operational problems, pilots can contact Dispatch.

The aircraft preflight should follow the checklist outlined in the checklist provided by MGA. MGA provides checklists with additional items beyond the Pilot Operating Handbook, covering all elements listed in the standard POH checklists.

7.4.2 Required documents

Pilots, especially students, should keep their flight equipment easily accessible and well organized for use during flight. Essential items for students include:

1. Pilot certificate, photo ID, and medical certificate (plus logbook for student pilots).
2. Current charts for the planned flight.
3. Functional flashlight for night flights.
4. Plotter.
5. Flight computer (E6B or equivalent)
6. Airplane Flight Manual. (kept in the airplane)

Flight instructors should bring additional equipment as needed for the specific flight, such as the student's lesson plan, a current sectional chart, and, if weather conditions are challenging, low altitude and instrument approach charts. **Electronic equivalents are acceptable.**

7.5 Fuel

7.5.1 Fuel sampling

To check the fuel, the pilot will drain at least a cupful of fuel (using a sampler cup) from all fuel drain points to check for water, sediment, and proper fuel grade. If water is observed, take further samples until clear, and then, after informing maintenance of your intentions, gently rock wings and lower tail to the ground to move any additional contaminants to the sampling points. Take repeated samples from all fuel drain points until the contamination has been removed. Contaminated fuel will be placed in designated red fuel cans for that purpose.

7.6 Weather Limitations/Restrictions

Middle Georgia State University (MGA) maintains minimums that exceed FAR 91.155 requirements in many cases to enhance safety.

Visual Flight Rules (VFR):

7.6.1 Airplane: No traffic pattern training flights when the ceiling is reported below 1,500 feet AGL and visibility is less than three (3) statute miles.

7.6.2 Helicopter: No traffic pattern training flights when the ceiling is reported below 800 feet AGL and visibility is less than two (2) statute miles.

7.6.3 No training flights (dual or solo) in MGA designated flight practice areas when the ceiling is reported below 2,000 feet AGL and visibility is less than three (3) statute miles.

7.6.4 Cross Country (at least 50 NM for airplanes and 25 NM for helicopters from EZM):

1. Dual training flight minimums for VFR: Ceilings at least 2,000 feet AGL and 3 statute miles visibility, one hour before until one hour after the scheduled flight.

2. Solo cross-country training flight weather minimums: Ceilings at least 3,000 feet AGL and 5 statute miles visibility, one hour before until one hour after the scheduled flight.

3. The Chief Flight Instructor can adjust MGA's weather minimum policy to be less restrictive per FAR 91.155 on a case-by-case basis.

Instrument Flight Rules (IFR):

7.6.5 In addition to the minimums listed in the FARs, the following rules apply for training flights conducted under Instrument Flight Rules (IFR) in instrument meteorological conditions (IMC).

7.6.6 For take-offs, the current weather will be greater than the published takeoff and approach minimums for the most precise procedure.

A legal alternate per FAR 91.167, 91.169 exists within 50 nautical miles of Heart of Georgia Regional Airport (EZM) or Macon Downtown Regional Airport (KMAC) except for instrument cross-country flights. The alternate for instrument cross-country flights will be per FAR 91.167, 91.169. The above rule applies to multi-engine aircraft with the exception that a legal alternate must be within 100 nautical miles. An FAA flight plan with a legal alternate will be filed for every instrument training flight in IMC conditions.

Flight Rules Regarding Winds:

7.6.7 Crosswind Component Limits:

- No flights are allowed when winds exceed the crosswind component for any aircraft.
- Individual aircraft crosswind components are as follows: all MGA Piper aircraft are limited to 17 knots.

7.6.8 Maximum Wind Speeds:

- Flights are prohibited, unless approved by the Flight Operations staff, when winds or gusts are reported within the scheduled period to exceed 25 knots.

7.7 Ramp Operations, (e.g. Parking and securing aircraft)

Aircraft will be secured by chocks on the nose wheel OR by tying down both wings. If weather conditions warrant (high winds) all aircraft will be tied down and the passenger seat belt wrapped around the yoke as a gust lock as recommended by Piper Aircraft**.**

7.8 Aircraft Discrepancies and Write-ups

If a pilot discovers any non-functional equipment, they should follow a systematic process to ensure the safety and airworthiness of the aircraft. The steps include:

1. **Consult Applicable FARs:** Check FAR 91.205, FAR 91.213, and FAR 91.215 to determine if the malfunctioning item is necessary for the specific flight.
2. **Refer to Aircraft POH:** Consult the Pilot's Operating Handbook (POH) to verify if the manufacturer requires the equipment. If not mandated, proceed to the next step.
3. **Check Airworthiness Directives:** Investigate any airworthiness directives that may necessitate the operational status of the equipment for the current flight.
4. **Contact Maintenance Personnel:** Communicate with maintenance personnel to assess whether the equipment failure poses a hazard to the aircraft. If required, maintenance personnel will deactivate and placard the equipment according to FAR Part 43, and the action will be documented in the aircraft logbook.

5. **Verify Logbook Entries:** Confirm in the aircraft logbook that all requirements under FAR 91.205, 91.213, and 91.215 have been addressed, ensuring the ongoing airworthiness of the aircraft.

Additionally:

- **Check the scheduling software for Aircraft Status:** Before departing on a flight, pilots must verify the status of the aircraft in the Electronic Flight System (EFS) for any open or deferred issues.
- **Enter Detailed Squawk in the scheduling software:** If a discrepancy is found, enter a detailed squawk in the scheduling software. The aircraft will be automatically grounded until the squawk is resolved, which can only be done by a qualified mechanic.
- **Clear and Accurate Squawk Descriptions:** When reporting a squawk, provide a clear and accurate description. Vague descriptions like "Seat doesn't work" are unhelpful. Specify which seat and provide detailed information about the issue.
- **Reporting Squawks on Dual and Solo Flights:** In a dual flight, the instructor enters the squawk and their name. In solo flights, the student reports the squawk to Dispatch and their instructor.
- **Handling Unresolvable Squawks:** If an aircraft squawk cannot be entered in the scheduling software, a red sleeve will be placed over the propeller blade, indicating that the aircraft is unsafe for flight. The pilot should promptly inform dispatch or maintenance of the issue.

7.9 Check-in

After each flight, it is essential to properly secure the aircraft. Remove all trash from the cabin, verify that all electrical switches are off, and release the parking brake. Ensure that all doors and windows are closed, chocks, and/or tie-downs correctly, and note any aircraft discrepancies in the log. A final walk-around inspection should confirm the completion of all tasks. Failure to secure the aircraft adequately may result in disciplinary action for both students and instructors.

When entering Dispatch, check the aircraft key book for completeness and turn it in promptly.

In the event of an aviation-related incident involving an MGA flight, such as a bird strike or tail strike, the pilot or instructor must inform Dispatch.

Section 8: Flight Operations

8.1 Local Operations (KEZM and KMAC and 48A)

8.1.1 Eastman Airport Operations

EZM has practice areas shown on the map at the Dispatch desk and paragraph 8.2.1. Radar services from Atlanta Approach Control and Jacksonville Center cover these areas. Potential hazards include:

1. Lack of continuous radar service in areas D, E, and F.
2. Heavy military traffic near Warner Robins AFB in the Northwest.
3. Moody 1 MOA intrusion into the South and Southwest of practice area G.
4. Military Training Routes (MTRs) are present in all sectors.

Recognizable features like roads, rivers, towns, etc., define area boundaries.

1) Traffic Pattern Direction

A. The traffic pattern at Eastman Airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement.

B. The traffic pattern altitude is 1,800 ft. MSL (1,500 AGL) for large or turbine-powered airplanes, 1,300 ft. MSL (1,000 AGL) for all other multi-engine and single-engine airplanes, and 800 ft. MSL (500 AGL) for helicopters.

C. A radio call using the aircraft complete call sign should be made before entering and exiting the traffic pattern if Tower is not in operation. Radio communications must be established with Tower prior to entering the Class D airspace.

2) Practice Holding Procedures

A. Practice VFR/VMC holding procedures will only be done as published and are limited to two aircraft at a time with at least 1,000' separation in altitude.

B. All IMC holding procedures will be accomplished in accordance with ATC instructions.

8.1.2 Cochran Airport Operations

48A has practice areas shown on the map at the Dispatch desk and paragraph 8.2.1. and will use A,B,C,D, and occasionally F. Radar services from Atlanta Approach Control and Jacksonville Center cover these areas. Potential hazards include:

5. Lack of continuous radar service in areas D, and F.
6. Heavy military traffic near Warner Robins AFB in the Northwest.
7. Military Training Routes (MTRs) are present in all sectors.
8. A crop dusting Part 137 operation is located on the southside of the 5/23 runway.

Recognizable features like roads, rivers, towns, etc., define area boundaries.

1) Traffic Pattern Direction

B. The traffic pattern at Cochran Airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement.

B. The traffic pattern altitude is 1,800 ft. MSL (1,500 AGL) for large or turbine-powered airplanes, 1,300 ft. MSL (1,000 AGL) for all other multi-engine and single-engine airplanes, and 800 ft. MSL (500 AGL) for helicopters.

C. A radio call using the aircraft complete call sign should be made before entering and exiting the traffic pattern.

D. Runway 5/23 will not be used for solo operations.

2) Practice Holding Procedures

A. Practice VFR/VMC holding procedures will only be done as published and are limited to two aircraft at a time with at least 1,000' separation in altitude.

B. All IMC holding procedures will be accomplished in accordance with ATC instructions.

8.1.3 Macon Downtown Airport Operations

1) Traffic Pattern Direction

A. The traffic pattern at Macon Downtown Airport will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement. Runway 28 is right-hand traffic.

B. The traffic pattern altitude is 1,900 ft. MSL (1,500 AGL) for large or turbine-powered airplanes, 1,400 ft. MSL (1,000 AGL) for all other multi-engine and single-engine airplanes, and 900 ft. MSL (500 AGL) for helicopters.

C. A radio call using the aircraft complete call sign should be made before entering and exiting the traffic pattern.

D. Aircraft returning from the practice area should call on the published CTAF frequency for the Macon Downtown airport 10 miles from the airport.

2) Practice Holding Procedures

A. Practice VFR/VMC holding procedures will only be done as published and are limited to two aircraft at a time with at least 1,000' separation of altitude.

B. All IMC holding procedures will be accomplished in accordance with ATC instructions.

3) MAC Practice Areas

A. MAC practice areas are depicted on the map in 8.2.2 and displayed at the Dispatch desk. Atlanta Approach Control and Jacksonville Center radar services cover the practice areas.

1. There are potential hazards that exist to students/Flight Instructors in the practice areas:

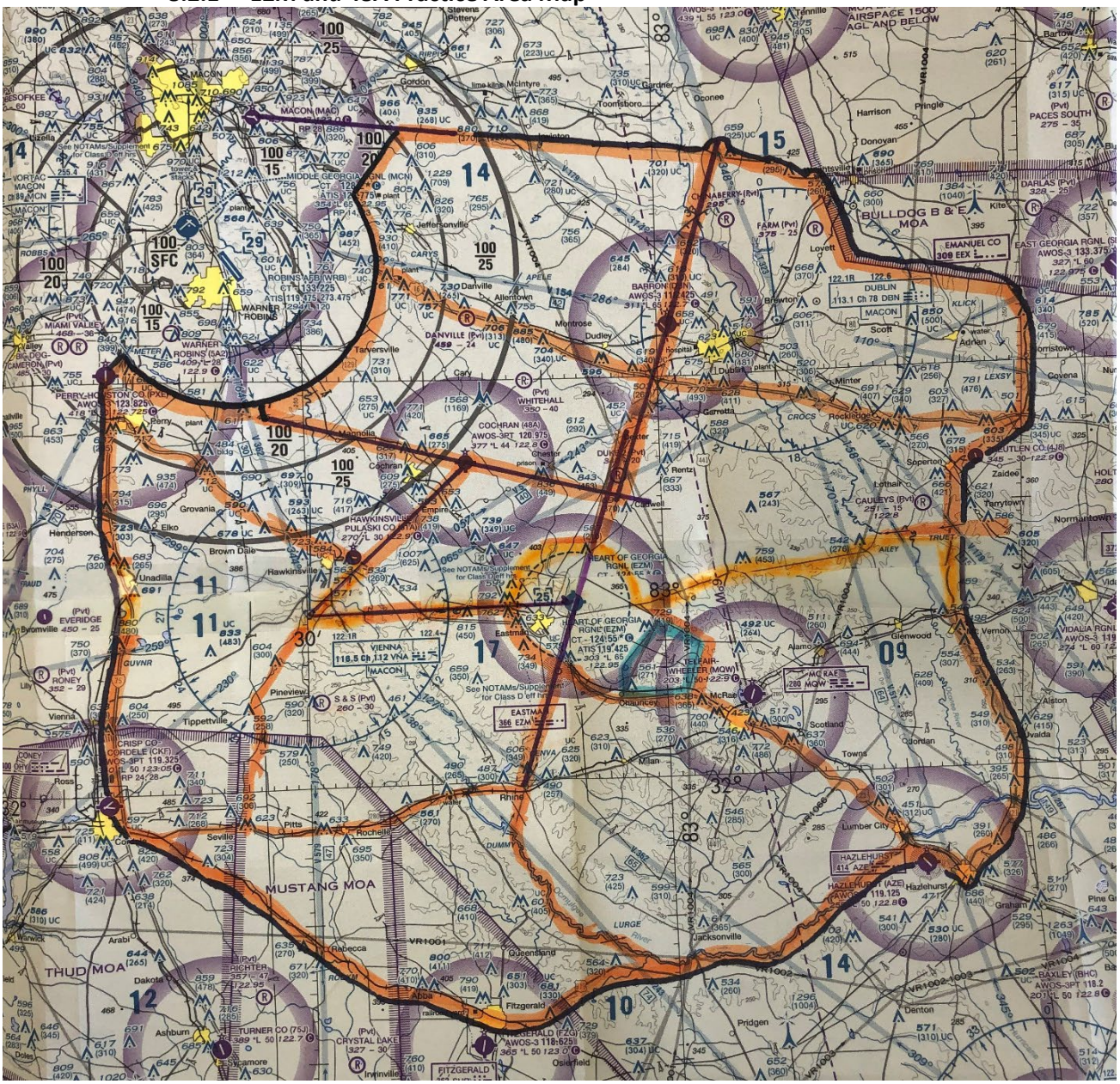
- High-density heavy military traffic landing/departing from Warner Robins AFB in all quadrants.
- Bulldog MOA intrudes into the East of practice areas B and C.
- MTRs are through all sectors.

2. There are easily recognizable roads, rivers, towns, interstates, railroads, power lines, NDB radials, and DMEs from fixes or airports that define the boundaries of each practice area.

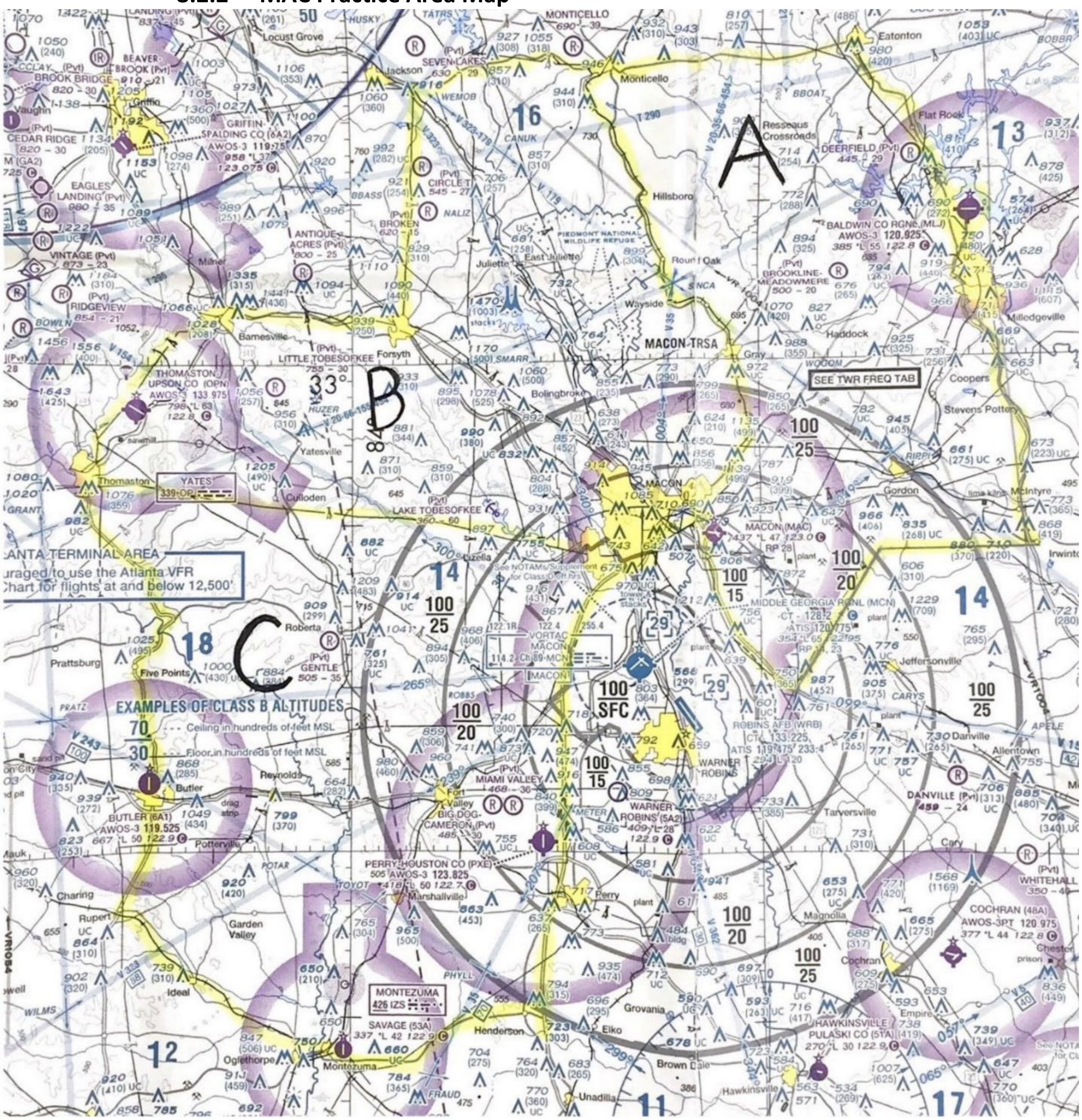
B. Training aircraft will “squawk” a transponder code of (1200) while operating in the practice areas unless otherwise directed by ATC.

8.2 Practice Areas

8.2.1 EZM and 48A Practice Area Map



8.2.2 MAC Practice Area Map



8.3 Cross Country Operations

8.3.1 Approved Cross Country Airports

AIRPORT NAME	AIRPORT CODE	CITY	DISTANCE (nm)
Claxton Evan County	KCWV	Evans, GA	64
Cook County	ISJ	Cook, GA	67
Waycross-Ware County	KAYS	Waycross, GA	69
Homerville	KHOE	Homerville, GA	72
Jesup	KJES	Jesup, GA	75
Covington Municipal	KCVC	Covington, GA	92
Atlanta Speedway	KHMP	Henry County, GA	93
Falcon Field	KFFC	Peachtree City, GA	100
Weedon Airport	KEUF	Eufaula, AL	103
Jekyll Island	09J	Jekyll Island, GA	110
Gwinnett County Field	KLZU	Gwinnett, GA	113
Auburn University Regional	KAUO	Auburn, AL	120
Lake City Gateway	KLCQ	Lake City, FL	125
Tallahassee International	KTLH	Tallahassee, FL	126
Fernandina Beach	KFHB	Fernandina Beach, FL	129
Dothan Regional	KDHN	Dothan, Al	130
Columbia Metropolitan	KCAE	Columbia, SC	146
Oconee County	KCEU	Oconee, FL	147
Russell	KALX	Alexander, GA	150
Gainseville Regional	KGNV	Gainesville, Fl	158
Charleston International	KCHS	Charleston, SC	162
Greenville-Downtown	KGMU	Greenville, SC	162
Blairsville	KDZJ	Blairsville, GA	164
Montgomery Regional	KMGM	Montgomery, AL	166
Berkeley County	KMKS	Berkeley, SC	167
Santee Cooper Regional	KMNI	Santee, SC	169
Mount Pleasant Regional	KLRO	Mt Pleasant, SC	174
St Clair County	KPLR	Pell City, AL	177
Apalachicola Regional	KAAF	Apalachicola, FL	178
Ocala International	KOCF	Ocala, FL	188
Flagler Executive	KFIN	Palm Coast, FL	192
Birmingham Shuttlesworth	KBHM	Birmingham, AL	200
Ormond Beach	KOMN	Ormond Beach, Fl	203
Guntersville	8AI	Guntersville, AL	205
Leesburg International	KLEE	Leesburg, FL	214
Knoxville Downtown	KDKX	Knoxville, TN	228
Myrtle Beach	KMYR	Myrtle Beach, SC	229
Pensacola International	KPNS	Pensacola, FL	233

Grand Strand	KCRE	Myrtle Beach, SC	242
Demopolis	KDYA	Demopolis, GA	245
Jack Edwards	KJKA	Gulf Shores, AL	261

8.3.2 Approved Airports for Solo Cross-Countries

AIRPORT NAME	**AIRPORT CODE**	CITY	**DISTANCE** (nm)
Southwest Georgia Regional	KABY	Albany, GA	68
Bacon County	KAMG	Alma,GA	52
Jimmy Carter Regional	KACJ	Americus, GA	54
Athens/Ben Epps	KAHN	Athens, GA	104
Daniel Field	KDNL	Augusta, GA	93
Augusta Regional	KAGS	Augusta, GA	91
Decatur County Industrial	KBGE	Bainbridge, GA	107
McKinnon St Simons Island	KSSI	Brunswick, GA	109
Brunswick Golden Isles	KBQK	Brunswick, GA	109
Cairo-Grady County	70J	Cairo, GA	95
Columbus	KCSG	Columbus, GA	94
Elbert County- Patz Field	KEBA	Elberton, GA	114
Greene County Regional	3J7	Greensboro, GA	83
Jesup - Wayne County	KJES	Jesup, GA	75
LaGrange - Callaway	KLGC	Lagrange, GA	109
Madison Municipal	52A	Madison, GA	85
Baldwin County	KMU	Milledgeville, GA	56
Moultrie Municipal	KMGR	Moultrie, GA	76
Harris Couty	KPIM	Pine Mountain, GA	97
Statesboro-Bulloch County	KTBR	Statesboro, GA	73
Plantation Airpark	KJYL	Sylvania, GA	82
Thomaston-Upson County	KOPN	Thomaston, GA	73
Thomasville Regional	KTVI	Thomasville, GA	88
Thomson-McDuffie County	KHQU	Thomson, GA	85
Henry Tift Myers	KTMA	Tifton, GA	51
Toccoa-RG Letourneau Field	KTOC	Toccoa, GA	143
Valdosta Regional	KVLD	Valdosta, GA	86
Washington-Wilkes County	KIIY	Washington, GA	95
Waycross-Ware County	KAYS	Waycross, GA	69
Barrow County	KWDR	Winder, GA	109

Winter Haven's Gilbert	KGIF	Winter Haven, GA	259
Space Coast Regional	KTIX	Titusville, FL	252
Lumberton Regional	KLBT	Lumberton, NC	250

8.3.3 Procedures

1) **ALL** pilots flying on a cross-country training flight will file and activate an FAA flight plan, including dual, solo, day, night, VFR, and IFR.

2) All solo student pilot cross-country flights will be made to airports on the approved list. The Flight Instructor will get permission from their Team Leader or the Supervisor on Duty for all flights over 70 nm.

3) Call-In Procedures

A. A call should be made to MGA Dispatch, KEZM (478)-374-6411, or KMAC at the first available opportunity if a cross-country flight is running behind schedule.

4) Aircraft Repairs

A. The pilot-in-command (PIC) of an MGA aircraft needing maintenance away from the home base will call MGA and talk to the Chief Flight Instructor/Assistant Chief Flight Instructor or the Chief of Aircraft Maintenance and get approval for any repairs **before** they are performed. The PIC will pay for repairs if authorization is not obtained.

5) Delayed Return: Expenses

A. All cross-country flights are expected to return to the departure campus airport on the same day.

B. If a pilot cannot return due to any circumstance, they are responsible for all personal expenses.

8.3.4 Fueling

Fuel Credit Cards / Fuel Receipts

A. Students are to sign out an aircraft credit card from a flight instructor.

B. Students must return the aircraft credit card to a flight instructor and hand in a receipt if fuel was purchased at an airport. Parking fees and oil may be included, but no supplies will be charged to the State of Georgia. These are the student's responsibility for payment.

C. If the student leaves the school without a credit card, they should call Dispatch at (478) 374-6411. The Dispatcher will have an instructor give the student the credit card number for that aircraft to pay for the fuel purchased.

D. Students are not to pay for fuel with personal funds. Any student paying for fuel with funds other than MGA's aircraft credit card will be charged $5.00 for reimbursement, and any taxes will not be refunded.

E. There is a $20.00 fee for lost credit cards.

8.3.5 Stranded

If a student or instructor is stranded at a distant airport due to weather or similar reason, MGA is NOT responsible for food and lodging expenses.

8.7 Night Operations

The aircraft navigation lights, strobes, rotating beacons, if installed, interior floodlights, landing lights, and panel lights should be operational before any night flight is taken.

Sections 9: Emergency Operations

9.1 General/ Emergency Authority

This section provides general procedures for emergency operations. Pilots must consult the specific aircraft's POH for emergency guidance. These procedures do not override any FARs or POH instructions.

An "emergency" here refers to situations deviating from planned activities. In any emergency, notify flight operations promptly. While the pilot is the final authority (FAR 91.3), seeking assistance from MGA, ATC, or Flight Service is advisable for additional insights, if time allows.

Emergency Authority is in accordance with FAR 91.3 and other appropriate regulations.

9.2 Emergency Notification

In the event of an accident, incident, forced landing, or precautionary landing, the Chief Flight Instructor, an Assistant Chief Flight Instructor, by the quickest available means. Information regarding the situation should be provided, stating the time and place, aircraft involved, any injuries, and a general description of the situation.

Fault or Blame – MGA pilots must not admit fault or blame to anyone other than MGA officials. No statements or comments may be made to members of the press.

Paperwork – Persons involved in any aircraft incident or accident will:

1) Contact the Chief Flight Instructor IMMEDIATELY!

2) Submit to a drug test as outlined in the Employee/Student Anti-Drug Testing Program.

3) Be examined by a nurse, physician, or medical personnel deemed appropriate by Middle Georgia State University.

4) Fill out an NTSB Operational Incident Report.

9.3 Emergency Threat Evaluation Team (ETET)

9.3.1Emergency Threat Evaluation Team (ETET).

This team will consist of the following persons:

1) Chief Flight Instructor
2) Dean, Division of Aviation Management and Business
3) Assistant Chief Flight Instructor
4) Public Relations representative of Middle Georgia State University

9.3.2 ETET Responsibilities.

1) Notification of emergency assistance organizations/persons
2) Account for all persons in training after an accident or incident
3) Assemble all relevant information
4) Assemble all associated aircraft records
5) Security of the crash/incident area until the NTSB is notified and arrives
6) Notification of the news media
7) Other activities as identified

9.4 Aircraft missing/overdue/lost

When an aircraft is identified as overdue or missing, the following steps will be taken:

Conduct a ramp check to ensure the aircraft is not on the ramp or in hangars. Perform a radio check on CTAF and MGA frequency 123.30 to check if the aircraft is in or near the MGA traffic pattern. If the aircraft cannot be located, proceed as follows:

A. Make telephone contact with the FAA Flight Service Station (1-800-WX-BRIEF) to inquire about the aircraft's location or intentions. If the FAA Flight Service Station has no information:

B. Request the FAA to initiate aircraft search procedures.

C. Simultaneously, alert MGA's Emergency Threat Evaluation Team (ETET), assembling them in the Conference Room to organize activities. If the alert happens after regular duty hours, ETET members will report to the Conference Room as soon as possible. Until ETET members arrive, the supervising Chief or Assistant Chief Flight Instructor will serve as MGA’s on-scene coordinator. The on-scene coordinator will share no information on the situation except with ETET members, who will initiate the Media Response Protocol upon arriving in the Conference Room. After initiating this Protocol, the ETET will contact the University System of Georgia Commissioner to inform them of the situation.

9.5 Weather

If deteriorating weather is encountered, all available options should be consulted. A flight should never continue into questionable weather conditions when options providing more significant safety margins are available.

No flight will continue in hazardous weather conditions. If avoidance is not possible, the fight should be terminated as soon as practical, the aircraft secured, and the safety of all occupants assured. Dispatch should be informed of the flights intentions and any weather delays upon landing.

9.5.1 Thunderstorms

Operating any MGA aircraft near thunderstorms or in instrument meteorological conditions with embedded thunderstorms is strictly prohibited. Thunderstorms pose various extreme hazards, and inadvertent encounters must be approached with extreme caution.

9.5.2 Heat

When the reported Heat Index is 105 or above, all solo flights will be stopped. This is to prevent someone from becoming a heat casualty while alone in the aircraft. When the Heat Index is 115 or above, all flight training will cease until it becomes cooler. Also, when Density Altitude is reported at 2,500 ft or higher, all MGA airplanes will reduce fuel load to tabs, and will not use runways shorter than 4500 ft.

9.6 Communications/Electrical failure

In the event of communication failure during ground operations at controlled airports, attract Tower's attention by flashing the landing light. While awaiting a light gun signal response, try to stay clear of movement areas. The light-gun signal will usually direct the aircraft back to parking.

For uncontrolled airports, if communication failure occurs, terminate the flight at that airport and contact Dispatch.

In the practice area, suspected radio failure mandates an immediate landing at KEZM or KMAC. Pilots should circle the traffic pattern at a safe distance for proper spacing, entering the pattern when no traffic conflicts arise. After landing, secure the aircraft, report the failure to flight operations, and document the discrepancy in the aircraft log.

Section 10: Restrictions and Limitations

MGA regulations do not supersede the FARs. The MGA regulations are to enhance safety and should be more restrictive than the FARs. The department may discipline any pilot flying an MGA aircraft who commits an infraction of these rules and regulations.

10.1 Flight Restrictions

The following restrictions apply to all pilots of MGA aircraft.

1. No aerobatic or flight maneuvers not stated in an approved training syllabus (as determined by the Chief Flight Instructor).
2. No formation flying without permission of the Chief Flight Instructor.
3. All flights must depart with at least one fuel tank at tabs or more. Pilots must also comply with CFR 91.151, which states that "No person may begin a flight in an airplane under VFR conditions unless there is enough fuel to fly to the first point of intended landing, and assuming normal cruising speed during the day, to fly after that for at least 30 minutes, or at night, to fly after that for at least 45 minutes."
4. Cross-controlled stalls may be practiced to the first indication of a stall. (Dual Only)
5. No maneuvers will be practiced over a congested area or an established Federal Airway.
6. No pilot may act as pilot in command of the MGA aircraft that does not meet the recent flight experience requirements of FAR 61.57.
7. Unless approved by the Dean, students must be admitted to the university and currently enrolled in an MGA Flight course to use an MGA aircraft for flight training. Instructors must not have been released from employment with the university.
8. No person will be allowed to fly on the MGA aircraft unless that person has been approved by the Assistant Chief Flight Instructor, Chief Flight Instructor, Dean, or Director of Flight before the flight.
9. Pilots and passengers may only carry flight-training-related items in aircraft unless approved by the Assistant Chief Flight Instructor, Chief Flight Instructor, Dean, or the Director of Flight before the flight.
10. When an aircraft is used to recover stranded crews, transport Maintenance personnel, ferry flights, or other business flights other than instruction, the PIC will have a current and valid 2nd class medical or higher.