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GENERAL INFORMATION

Mission Statement

The mission of the Pacific Union College Flight Center is to train Christ-centered pilots for lives of service.

Purpose of this Handbook

The purpose of this handbook is to acquaint you with the procedures and policies in place at the Flight Center. ***It is your responsibility to read and abide by the policies stated in this book.*** All aviation majors and minors are required to sign a form stating that they have read the handbook prior to commencing flight training. Replacement copies are available for a nominal fee should you lose your handbook. The entire document is also available on the airport website (see below).

Contact Information

Mailing Address: Flight Center
Pacific Union College
One Angwin Avenue
Angwin, CA 94508

Telephone: (707) 965-6219
Fax: (707) 965-6685

Website: <http://www.puc.edu/angwinairport>

Office Hours

The Flight Center office is open Sunday through Friday from 8 a.m. to 5 p.m. During the winter, the office closes earlier on Friday afternoons. The office is closed on Thanksgiving Day and Christmas Day.

ACADEMIC INFORMATION

Welcome to the Aviation Program

Here at Pacific Union College we are proud to offer you some of the best flight instruction available today. This book has been written in order to introduce you to the basic policies, requirements, and procedures of the program.

Angwin Flyers

Angwin Flyers is a student-led organization which plans several events throughout the school year. Officers are elected at the beginning of the year and all students with an interest in aviation are encouraged to attend the meetings and events.

Checkrides

When you complete the requirements for a license or rating, you will need to take a checkride with an FAA examiner. Your instructor will contact the examiner to schedule your checkride. In order to be eligible for a checkride, you must have an instructor's endorsement and your Flight Center account must be current (see Financial Policies).

Aviation Committee

The aviation committee meets as needed to make major decisions regarding policies, personnel and other matters related to the Flight Center. If you feel that an issue needs to be addressed by the Aviation Committee, you should submit a written request to the Flight Center Director.

Programs of Study

Major in Aviation (B.S.) – This program is for students committed to pursuing a full-time career in aviation in such areas as mission aviation, medical evacuation, corporate aviation, flight instruction, air taxi, accident investigation, cargo operations, and the airlines. Students who complete this degree will earn Flight Instructor certification with instrument privileges in both single-engine and multi-engine aircraft. In addition, they will complete all the aviation theory classes.

Minor in Aviation – The minor in aviation is recommended for students wishing to pursue aviation for personal use or non-flight aviation careers. Upon completion of this program, the successful applicant will have earned a private pilot certificate with instrument privileges. The minor requires 30 credits (9 upper division) selected in consultation with the Aviation Committee.

Admission Requirements

PUC Flight Center requires that you complete the following requirements prior to commencing any flight training:

- Take the 16 PF test (schedule with the Flight Center) and submit the results to the Flight Center Director.
- Submit a valid Class One or Two aviation medical certificate.
- U.S. Citizens: Submit your original U.S. birth certificate or valid, unexpired U.S. passport.
- International Students: Follow the TSA procedure for requesting approval for flight training.
(http://www.aopa.org/tsa_rule/#aliens)

Requirements for Flight Training Courses

The Flight Center has a course outline for every aviation course offered at PUC, including the flight training classes listed on the following page. The course outline lists the requirements for each class. ***It is your responsibility to request a course outline for each class you register for and to follow its guidelines.***

Flight Training Classes:

AVIA 176, 177, 178 (Private pilot certification)
AVIA 273, 276, 277, 278 (Instrument rating)
AVIA 376, 377, 378 (Commercial certification)
AVIA 471, 472, 473, 476, 478 (Flight Instructor)

Tuition Credit for Flight Training Courses

When you register for the flight training classes listed above, you will receive a portion of the amount paid for tuition as credit on your Flight Center account. This amount is usually posted at the end of the second week of classes. You may not withdraw from your account any funds which come from tuition credit.

In-Progress Grades

When you register for a flight class, you are required to finish the requirements for that class during that quarter. If you have experienced an unforeseen obstacle, such as an extended family tragedy, financial catastrophe or unseasonable weather, you may request consideration for an extension. You must provide adequate documentation to substantiate your request. Please visit <http://www.puc.edu/angwinairport> or the Flight Center to request an IP extension form. Pending approval, a grade of IP (in-progress) will be recorded. You will then have **one** additional quarter to complete the requirements. If the requirements are still unmet, the grade will change to an F. ***It is your responsibility to ensure that you are allowing yourself ample time to finish the classes for which you enroll.***

Course Prerequisites

The following table lists the prerequisites for each course.

Course	Name	Prerequisite(s)
AVIA 170	Professional Skills for Pilots	None
AVIA 173	Meteorology	None
AVIA 175	Private Pilot Theory	AVIA 173 or concurrent
AVIA 176	Private Pilot Flight Training	AVIA 175 or concurrent
AVIA 177	Inter Private Flight Training	AVIA 176
AVIA 178	Adv Private Flight Training	AVIA 177
AVIA 273	Practicum in Flight	AVIA 178
AVIA 275	Instrument Pilot Theory	AVIA 170 or concurrent, AVIA 173, AVIA 178
AVIA 276	Instrument Flight Training	AVIA 275 or concurrent
AVIA 277	Inter Instr Flight Training	AVIA 276
AVIA 278	Adv Instr Flight Training	AVIA 277
AVIA 305	Aircraft Systems	AVIA 170, ELEC 141, AUTO 172
AVIA 375	Commercial & CFI Theory	AVIA 170, AVIA 178, AVIA 273, 278
AVIA 376	Comm/CFI Flight Training	AVIA 178, AVIA 273, AVIA 375 or concurrent
AVIA 379	Aerodynamics	AVIA 170, AVIA 278
AVIA 470	Fund of Flight Instruction	AVIA 278
AVIA 471	Flight Instructor Flight Training	AVIA 273, AVIA 278, AVIA 376 or concurrent
AVIA 472	Instrum Instr Flight Training	AVIA 273, AVIA 278
AVIA 473	Adv Practicum in Flight	AVIA 471
AVIA 476	Add-on Class Rating	AVIA 170, AVIA 178, AVIA 305, AVIA 378
AVIA 477	Human Factors in Aviation	AVIA 471
AVIA 478	Add-on CFI Rating	AVIA 476, AVIA 471

Sample Four-Year Program

Each pilot is encouraged to make every effort to complete commercial and instructor training as early as possible (preferably by the early part of the third year of the degree). This program is offered as a sample to guide you in planning your schedule.

Year 1	A	W	S
AVIA 173 Meteorology	4		
AVIA 175 Private Pilot Theory	4		
AVIA 176 Private Flight Trng	2		
AVIA 170 Prof Skills for Pilots		2	
AVIA 177 Interm Private Flight Trng		2	
ELEC 141 Applied Electronics		3	
AVIA 178 Adv Private Flight Trng			2
Year 2	A	W	S
AVIA 275 Instrument Theory	4		
AVIA 276 Instr Flight Trng	2		
AUTO 172 Elect & Fuel Sys		3	
AVIA 277 Interm Instr Flight Trng		3	
AVIA 305 Aircraft Systems		4	
AVIA 375 Commercial/CFI Theory		4	
AVIA 278 Adv Instr Flight Trng			2
AVIA 273 Practicum in Flight			6
Year 3	A	W	S
AVIA 376 Commercial Flt Trng	2		
AVIA 377 Interm Comm Flt Trng		2	
AVIA 379 Aerodynamics		2	
AVIA 470 Fund Flt Instruction		1	
AVIA 378 Adv Comm Flt Trng			2
AVIA 471 Flight Instr Flight Trng			4
Year 4	A	W	S
AVIA 473 Adv Practicum in Flight	6		
AVIA 472 Instrum Instr Flight Trng		3	
AVIA 476 Add-on Class Rating		2	
AVIA 477 Human Factors			4
AVIA 478 Add-on CFI Rating			2

Required FAA written tests (CATS Tests)

For each license or rating you complete, you will need to take a computerized FAA knowledge test. Tests are conducted in Fisher Hall by one of the approved proctors. To schedule a CATS (Computer Aided Testing Services) test, have your instructor contact the CATS test site coordinator, Mr. Bill Price, at the Flight Center.

It is your responsibility to complete the registration process. To register, pick up a CATS test registration form from the Flight Center and fill it out, including your social security number in the section which says "ID number". Also, if you are an AOPA member, write your AOPA number on the side of the form. This entitles you to a \$10 discount on the cost of the exam.

When you arrive for the test, be sure to bring the following:

- photo ID
- endorsement to take test (or expired test results, if applicable)
- \$90 cash or check. You may also give the proctor your PUC ID number to charge your account. (AOPA members - \$80)

POLICIES

General Policies

1. All government aviation regulations shall be followed without exception.
2. An appropriate checklist shall be used for all flight operations.
3. Current charts and appropriate equipment shall accompany pilots during all flight operations.
4. Aircraft must be operated on hard surfaced public use airports of at least 2500' x 50' for single-engine and 3200' x 50' for multi-engine aircraft unless special arrangements have been made with the Chief Flight Instructor.
5. Pilots shall record the Hobbs and Tach times at the beginning and ending of each aircraft operation.
7. The pilot is responsible for the insurance deductible due to any negligent damage to the aircraft or to the property of others, and for any injury to himself/herself or of any other person.
8. The pilot in command (PIC) must be instrument rated for all night cross-country flights (over 25 nautical miles). Any exceptions must be approved by the Chief or Assistant Chief Flight Instructor.
10. Intentional acrobatic flight is prohibited; however, flight instructors may teach spin entry and recovery.
11. All flights greater than 50 nautical miles from the original point of departure must be planned and filed.
12. Students shall remain with the same flight instructor for the duration of each certificate earned, unless special arrangements have been made with the Chief Flight Instructor.

Weather Minimums

1. A private pilot (or higher) must have an instructor's endorsement in his/her records to fly when surface winds reach over 20 knots at multi-runway airports or fifteen knots from other airports. The crosswind component shall not exceed the amount for which he/she has been approved.
2. For dual flights, the maximum wind will be thirty-five knots at multi-runway airports or thirty knots from other airports.
3. Non-dual VFR cross-country flights require a ceiling of 2,000 feet above ground level (AGL) and visibility of 5 miles or better at the point of departure, at the highest point en route, and at the destination airport; and forecast to remain so for two hours after the expected time of arrival.

Starting/Taxiing Procedures

1. A PUC qualified pilot or mechanic shall operate the controls of an airplane when the engine is starting or running.
2. Pilots shall not hand-prop aircraft without previous instruction and approval from the Chief Flight Instructor.
3. Persons shall not enter or exit an aircraft while an engine is operating.

Fire Precautions and Procedures

Fire extinguishers are located in the Flight Center, at the fuel pump, and on board the Seminole. Public Safety should be contacted immediately at 7111 or 911 in the event of a fire. An emergency telephone is located outside the Flight Center in a yellow box.

Redispatch Procedures

1. Student pilots are permitted to deviate from a solo cross-country flight plan only in an emergency. After landing, the pilot must immediately contact PUC Flight Center to make further arrangements.
2. All pilots must immediately contact PUC Flight Center in the event of an off-airport landing.

Aircraft Discrepancies and Return to Service

1. All aircraft discrepancies shall be reported immediately on the aircraft discrepancy log, following the procedure specified in the aircraft's minimum equipment list. The aircraft will be returned to service as stated in the aircraft MEL (if applicable) or by consultation with Nathan Tasker or Mike Terhune.
2. Any questions about aircraft airworthiness should be directed to Nathan Tasker or Mike Terhune prior to commencing flight.

Securing of Aircraft

1. The pilot is responsible for tying down the aircraft, turning the master switch off, installing the control locks, and replacing the pitot tube cover.
2. All pilots must return the aircraft folder and keys to the office immediately after each flight.

Fuel Reserves

A one-hour fuel reserve must be maintained at all times.

Avoidance of Other Aircraft

1. Pilots shall follow published procedures for communicating with other aircraft.
2. A clearing turn is required prior to all departures on runway 34 at 2O3, Angwin.
3. Formation flying by any pilot is prohibited. Formation flight (for purposes of this handbook) is defined as flight within 500 feet vertically and ½ mile horizontally of another aircraft.

Altitude Limitations and Simulated Emergencies

1. Flights below five hundred AGL are not authorized except for the purpose of take-offs or landings.
2. All simulated engine emergencies must be accomplished in the manner prescribed in the appropriate PUC Flight Training Syllabus. No deviations are permitted.
3. Single-engine land airplanes operated over water must remain within gliding distance of land.

Practice Areas

1. The following areas may be utilized for practicing maneuvers:
 - Practice Area A – Northwest of Pope Valley airport. (NW of Pope Canyon Road)
 - Practice Area B – Southeast of Pope Valley airport. (SE of Pope Canyon Road)
 - Practice Area C – Over Lake Berryessa.
 - Practice Area D – Between the towns of St. Helena and Yountville.
2. The pilot must perform a clearing turn prior to any maneuvering.
3. The pilot should periodically declare his intentions on the radio (123.0).

Scheduling

1. A permanent schedule is available for Fall, Winter and Spring quarters. By signing up on the permanent schedule, you are committing to having a lesson on the same date and time each week. Once on the permanent schedule, you are responsible for notifying your flight instructor or the Flight Center to cancel a lesson.
2. The student is responsible for notifying his/her instructor 24 hours in advance if he/she cannot keep a scheduled appointment. Please call your flight instructor directly or speak to the Flight Center desk worker; leaving a message on the Flight Center's voicemail is not sufficient.
3. Students canceling lessons less than 24 hours in advanced will be charged a "no show" fee equivalent to an hour and a half ground instruction for private pilot lessons and two hours ground instruction for instrument lessons. A "no show" on a cross-country flight will be charged a minimum of two hours.
4. One "no show" will jeopardize your place on the permanent schedule. Two "no shows" in a row will result in being removed from the permanent schedule.
5. Commercial and CFI "no shows" or late cancellations will be charged according to the time scheduled for the lesson.
6. The instructor is responsible for notifying his/her students 24 hours in advance if he/she cannot keep a scheduled appointment. The student is entitled to two hours of free instruction for an instructor "no show."
7. If you are 15 minutes late to a lesson, your plane reservation may be given to another pilot.
8. Pilots wishing to rent a PUC airplane for an entire day or overnight must fill out an Aircraft Rental Request form. The Chief or Assistant Chief Flight Instructor will review this information and either approve or deny the request.

Student Pilots

1. A student pilot will only be dispatched by his/her flight instructor.
2. Student pilots shall not fly solo to a destination where an overnight stay is anticipated.
3. Student pilots shall not fly solo at night.
4. Student pilots shall not fly solo when there is surface winds over 15 knots or crosswind components over 10 knots, unless previously approved by the Chief Flight instructor.
5. All cross-country flight planning is to be checked by a flight instructor before a student pilot is dispatched.

Financial Policies

1. All accounts must be kept current (under \$200) in order to fly. It is the student's responsibility to check his/her account balance and ensure that the account is current.
2. Tuition credit for flight training classes is usually posted the second week of the quarter. This credit is for instruction and does not cover the cost of the plane and other supplies/materials. Additional funds will be needed.
3. Pilots may pay by any of the following means: Cash, credit card, or check.
4. Monthly statements are distributed as a record of the past month's activities. Any amount owed must be paid on receipt of the statement.
5. A finance charge of 18% is charged on past due accounts. Past due means 30 days from the invoice date (the date of the charge), not the statement date.
6. A student with an account balance over \$200.00 may be requested to stop his/her training until the account is cleared.
7. Before a check ride is scheduled, a student must ensure that his/her account balance is \$100 or less, or make alternate arrangements with the manager.

Emergencies

In case of an emergency such as mechanical malfunction, unexpected weather delay, or damage to the aircraft, please phone immediately **in the order listed**.

Flight Center	(707) 965-6219
Nathan Tasker (cell)	(707) 815-6868
Nathan Tasker (home)	(707) 965-3141
Mike's Aero	(707) 965-2411
Mike Terhune (home)	(707) 544-9306
Bill Price	(707) 965-3866

Weekend Flights

Flights on weekends will be subject to the following conditions as determined by the Aviation Committee.

1. If an aircraft is to be used on the weekend, the renter must arrange for the aircraft, pick up the keys, and ensure that the aircraft is fueled by closing time on Friday.
2. All flights conducted on the weekend must be conducted with a flight plan that is approved by Nathan Tasker or Bill Price prior to Friday closing time. No flight plan – no flight. History has shown several significant compromises in safety with flights lacking a plan.
3. Air work, instrument approaches, touch and goes, etc., for the purpose of fulfilling requirements are not considered appropriate Sabbath activities. During the Sabbath hours, PUC aircraft are only to be used for activities central to the mission of the Flight Center. Our aircraft and our pilots represent our Savior to the community.

Checkouts

1. Checkouts by a PUC flight instructor are required in each make and model of aircraft flown. The checkout will include such items as flight at critically slow airspeeds, stalls, crosswind operations, short and soft field take-offs and landings, emergency procedures, aircraft systems, aircraft servicing, and night operations.
2. Complex Aircraft – In addition to a checkout, the pilot shall have a private license, ten hours instruction in complex airplanes, and twenty-five landings. One hundred hours airplane flight time is required as a prerequisite to the completion of a checkout.
3. Multi-Engine Pilot in Command (PIC) – Qualification requirements are a minimum of three hundred hours, including fifty hours in complex, twenty-five hours in multi-engine, and a commercial multi-engine rating with current instrument privileges. In addition, the pilot must have a demonstrated safety record and receive permission from the Aviation Committee.
4. Right Seat Operation – No one may take off or land from the right seat unless checked out and approved by the Chief Flight Instructor, or the instructor for a CFI applicant. No passengers shall be on board when a CFI applicant is practicing from the right seat.