

MT SAC FLIGHT TRAINING ASSOCIATION

REGULATIONS AND OPERATING PROCEDURES

(Effective Fall-Winter 2024)

(Changes to FTA Regulations since last publication are shown by a black margin bar.)

1. The Mt SAC Flight Training Association (FTA) has been established by the Mt San Antonio College Department of Aeronautics and Transportation in conjunction with the Associated Students and the Mt SAC Community College District for the purpose of providing quality flight training at the lowest possible costs to our college's students. This organization was previously named the Mt SAC Flying Club. In September 1989, College Aviation initiated operations at Brackett Airport as the flight training agency of the Mt SAC Flight Training Association. College Aviation works directly with the Department of Aeronautics and Transportation to provide flight training for Mt SAC students. The Mt SAC Flight Training Association is open to students of Mt San Antonio College only. No person shall be denied membership because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics. However, each member will need to hold an FAA Medical Certificate prior to solo flight per the Federal Aviation Regulations.

2. The Flight Training Association is a nonprofit, self-supporting organization whose primary revenues are based upon membership fees and aircraft rental income. Supplemental financial support is provided by the Community College District and Department of Aeronautics and Transportation. Operational tasks are performed voluntarily by Student Advisors, Officers, and Faculty Advisors. The Flight Training Coordinator provides supervisory support at College Aviation. Contract aircraft maintenance is utilized for both scheduled and unscheduled maintenance requirements. FTA airplanes are based at Brackett Airport operating out of College Aviation 1430 Puddingstone Avenue, La Verne CA, 91750. Telephone number: (909) 392-0917.

3. FACULTY ADVISORS: Operational Advisor – Linda Rogus, Commercial Flight Coordinator / Advisor - Russ Calverley; Administrative Advisor – Dean Lance Heard

4. FLIGHT TRAINING COORDINATOR: Our Flight Training Coordinator - David J. Todd shall be the final authority for all decisions regarding flight operations. If the Flight Training Coordinator is not available at our on-airport location, a message may be left at 909-392-0917 or an email message may be submitted to the following address: djtodd@mtsac.edu. Our telephone and email systems are to be utilized for coordination with the Flight Training Coordinator or flight school business.

5. FTA LEADERSHIP: Normally includes two Student Advisors, one Maintenance Officer, two Faculty Advisors, and the Flight Training Coordinator. Faculty Advisors, Student Advisors, Maintenance Officers, Flight Training Coordinator and College Aviation Flight Instructors are exempt from membership fees.

6. RESPONSIBILITY: A member acting as pilot in command is financially and legally responsible while operating FTA aircraft.

7. INSURANCE: FTA aircraft are covered by liability insurance with a basic policy limit of \$1,000,000. All-risk hull coverage is provided for FTA aircraft, with a \$2,500 deductible limit while in motion or parked. Insurance is provided through Falcon Insurance Agency of California. This insurance agency also provides supplemental liability coverage for aviation activities of the Mt San Antonio Community College District

8. DAMAGE LIABILITY: If a Flight Training Association member damages an airplane through negligence, all expenses necessary to repair the airplane and return it to safe working order will be incurred by the member. If insurance coverage applies to the damages, the member will be responsible for reimbursement of the \$2,500 deductible limit of our insurance policy. The intent of this paragraph pertains to incidents of willful neglect of regulations of the FAA, Mt SAC Flight Training Association, or College Aviation. Renter's Insurance is available at an additional cost through USAIG. Contact a local insurance broker for more information.

9. AUTHORIZED PILOTS: All FTA members must be checked out by flight instructors designated by College Aviation. Only flight instructors designated by College Aviation may give instruction in FTA airplanes. Only FTA members or College Aviation flight instructors may act as pilot in command or act as safety pilots for hooded instrument flights on Flight Training Association airplanes. Only FTA members that are scheduled and dispatched may act in the authority of pilot-in-command (PIC). Safety pilots that are not acting as sole manipulator of the controls (but acting as PIC) must be listed in the comments section of the scheduled flight. All College Aviation flight instructors are considered Flight Training Association members and are covered by insurance the same as any other member. This includes flights in which the flight instructor is acting as pilot-in-command for ferry flights, currency flights, maintenance flights or any special activity sponsored by Mt SAC or the FTA. In addition, the PIC and/or the sole manipulator of the controls must be current for the conditions of the flight (i.e. night or IFR current).

10. TSA CITIZENSHIP REQUIREMENTS: US Citizens must show proof of citizenship by providing either a valid US Passport or a certified copy of their Birth Certificate and a valid US Drivers License prior to receiving any flight training. Non-US Citizens must register with the TSA (<http://flightschoolcandidate.gov>) and follow instructions prior to receiving any flight training. Currently a \$140.00 processing fee is charged to the student by the TSA, which must be paid by credit card. Fees for TSA approval are not set by Mt San Antonio College and may change unexpectedly.

11. MEMBERSHIP BRIEFINGS: Briefings for interested students are conducted at least once each semester within the first two weeks of the semester. These live briefings provide students with information about the Flight Training Association and provide students an opportunity to join the FTA. These briefings are mandatory for all student members, once each semester. Computer-based-briefings are available for those who cannot attend the standard semester briefing. Computer briefings are available at College Aviation (see department announcements for details). In the event a live briefing is not held, students need only to complete the computer-based briefing.

12. MEMBERSHIP APPLICATION: Members must fill out an FTA Application and turn in prior to the application deadline. Applications may be obtained on the Mt SAC Aeronautics webpage <https://www.mtsac.edu/aeronautics/>. Unofficial transcripts and/or copies of your last report card must be uploaded as part of the application. Student that are having difficulty obtaining these academic records may submit an application with an explanation; however, membership will not be granted until such time these records are provided. Students wanting to be considered for a tailwheel only membership may complete the "Application for Tailwheel Training". This membership will only be valid for training in the Citabria for the tailwheel endorsement or spin training endorsement for the duration of the specified training. Applications for tailwheel training may not be available as it is dependent on College Aviation having a qualified CFI on staff. Please check with the Flight Training Coordinator for more information.

13. MEMBERSHIP SELECTION: Members must be enrolled in the college's credit course program and currently attending credit classes. The minimum number of units required for membership is one semester unit. Full time status is not required; however, the flight training program is competitive. Students applying for a Winter or Summer membership may do so if they are enrolled in the intersession, but to continue flying beyond the Winter or Summer classes, they must be enrolled in a Fall or Spring credit class. The needs of the flight school are considered, and based on those needs priority is given to Mt. SAC full-time students who are pursuing an aviation career. FAA Medical Certificates are not required at the time of applications, but holding an FAA Medical Certificate is preferred. Educational progress, including GPA will be an important part of the evaluation process. Student applying for only Tailwheel will be selected on an aircraft and CFI availability. Other important factors that will be considered during application evaluation are career goals and objectives and as presented by the student (application) and flight training progress reports for renewal applicants (flight instructor evaluations). Students should have successfully completed or be concurrently enrolled in the appropriate ground school. All applicants must possess a current email address. Students who drop all of their classes during the semester will be immediately dropped from the Flight Training Association and will forfeit their semester membership fee. In addition, students are required to make satisfactory progress throughout the flying semester. Students that are not flying regularly may be dropped from the FTA and another student may be added in their place.

14. MEMBERSHIP CONFIRMATION / FEE: A membership fee of \$50 is required upon entry to the Flight Training Association and upon renewal of membership each semester. The Membership fee for those only conducting tailwheel training is \$25. This fee is nonrefundable. Payment of the membership fee must be made in person to College Aviation (at Brackett Airport) after approval of your application. Do not pay this fee until your membership has been confirmed by posting of your name on the Aeronautics Department Bulletin Board. Once you pay your membership fee, activate your account, and complete TSA citizenship requirements you may begin flying. Additionally, an email message will be sent out by the Flight Training Coordinator. All members must immediately reply to the email to verify the operational status of their email account. This email verification should be addressed to the Flight Training Coordinator. Enrolling in the FTA listserv is accomplished by registering your email address on SchedulePointe. An additional \$25 fee is required for all members who are late in turning in their FTA application, late in paying in their membership fee or late responding to the FTA listserv email. Procedures for late applications can be obtained from the Flight Training Coordinator at College Aviation. Generally, late applications are not accepted due to the impacted enrollments in this program. All members will be required to pass a FTA Regulations and Operating Procedures Exam. All members must review the Regulations and Operating Procedures each semester.

15. RENEWAL MEMBERSHIPS: To continue as a member, membership must be renewed each semester (Fall-Winter, Spring-Summer). Winter and Summer session members need not attend the College's intersessions but must have been enrolled in the previous Fall or Spring semester. Membership may be limited to two full years. If a member applies for admittance after this two-year limit is exceeded, it is important that these applicants fully document their reasons for continued utilization of our flight program. Such requests will be individually considered. The primary purpose of our flight organization is to provide flight training. Students actively training may be considered for continued membership. Renewal Members need to have at least a "Semester GPA" of 2.5 or better. Returning members that have fallen below a 2.5 "Semester GPA" are eligible for membership if their overall GPA is above a 2.5, however the previous semesters GPA will be considered in membership selection process. In addition, flight progress and hours flown will be considered. Students that have shown little progress or have flown less than 25 hours over the course of the flying semester (Spring-Summer/Fall-Winter) may be denied membership back into the FTA.

16. CONTINUATION MEMBERSHIPS: In instances in which graduating students are within five flight hours of completing the requirements for a certificate or rating (as verified by a separate report from the student's flight instructor) and an FAA checkride is scheduled, the graduating students will be considered for an extension of a maximum of 30 days on semester memberships for purposes of completing their certificate/rating. The full semester membership fee will still be required.

17. STUDENT ACTIVITIES: FTA members are required to participate in at least one service activity sponsored by College Aviation each semester. This may include aircraft wash and wax, airport or building clean-up projects as an example. Check email and Schedule Pointe webpage for approved projects. Projects will be listed under the "Events" page on schedulepointe.com. Members will be able to sign themselves up via the website. Flying Team projects and projects used for class credit will not count towards the required College Aviation Service Project.

18. MEMBERSHIP TERMINATION: Members are required to abide by all Flight Training Association regulations and operating procedures (to include the content of the student's lease agreement), the Federal Aviation Regulations, and Mt SAC campus regulations. At the discretion of the faculty advisors, FTA members may be dismissed from the Flight Training Association, if in the judgment of their flight instructor or their campus instructors, they are not making satisfactory progress, their flight performance is unsafe, or they have violated any of the above listed regulations. In addition, any student that is caught in the act of cheating or any other activity requiring disciplinary action or is in violation of the Aeronautic Student Agreement Form may be removed from the FTA. Students are required to maintain a 2.5 GPA. All students will be required to submit an Academic Progress Report each semester. Students with a semester GPA below 2.5 will be placed on academic probation. Students showing excessive drops or a GPA below 2.0 will have their membership revoked. In addition, students that do not meet the minimum 2.5 GPA after final grades have been issued will not be eligible to fly during the following summer or winter intersession.

19. HOURLY RATES: Effective, the first day of the Fall-Winter 2024 members, flight time aircraft rental rates to members for FTA Cessna 150 and 152 aircraft is \$110/hour (wet rate), based on hour meter readings. Rental rate for FTA Cessna 172 aircraft is \$140/hour (wet rate), the rental rate for the FTA's Piper Archer and Piper Arrow is \$150/hour (wet rate), and the rental rate for the Citabria is \$100/hour (wet rate). See published rates for any aircraft leased by the FTA. A fuel surcharge may be added to the cost of rental based on current fuel rates at Brackett Airport. These rates will be posted at College Aviation as they change. Flight and Ground Instruction is \$55/hour. Flight expenses must be paid to College Aviation at the conclusion of each flight. No credit will be extended to FTA members, and payment delays shall be justification for immediate termination of membership, with action taken to withhold college transcripts and prevent further college course registration. Renewal members that have not paid their account in full are not eligible for FTA membership. Members have the option to put money in advance on their flight account at College Aviation or to pay for each flight individually. Questions concerning flight accounts should be addressed to the Dispatch Desk at College Aviation. Special financial items:

a - Checks returned for insufficient funds will incur a \$25 service charge. No further flying or scheduling will be authorized until the bad check is repaid (by cash only). This fee will be paid by the student on campus and a receipt submitted to the Flight Training Coordinator before being allowed to schedule flights. Additionally, such instances may be cause for immediate dismissal from our flight program.

20. REFUNDS: Refund requests must be in writing to the Flight Training Coordinator and include the student's mailing address, a contact number, Mt. SAC student ID number, and amount of refund requested. A thirty-day processing period is to be expected. Only Cash or Check that have been put on account may be refunded.

21. INTERCOMS/HEADSETS: All FTA aircraft are equipped with built-in intercom systems and push-to-talk switches. In our Cessna 150/152 aircraft, intercom connection points are available below the throttle quadrant. Both front and rear-seat intercom connections are available in our Cessna 172 aircraft, the Piper Arrow and the Citabria. Headsets are available for student to checkout for the flying semester. Students must sign a Headset Loan User Agreement and will be financially responsible for these headsets. The headset must be returned at the completion of flight training or an academic hold will be placed on the student's Mt SAC Student Record until payment of the replacement cost or return of the headset has been made to the Mt SAC FTA. Contact David Todd to request a loaner headset.

22. PIPER ARROW, CITABRIA and Piper Archer TX: The Piper Arrow, Citabria and Archer TX will be flown with a College Aviation instructor onboard. The Piper Arrow was brought on-line to be able to provide advanced training and to give its members the opportunity to obtain the Commercial and CFI certificates through College Aviation. Dual instrument flights in the Piper Arrow may be conducted at the discretion of the College Aviation Flight Instructors. The Citabria was purchased to offer students a tailwheel endorsement and provide CFI applicants an aircraft for their Spin Endorsement. Although the Citabria is an "Aerobatic" category aircraft, aerobatics as defined by the FARs are not authorized. Students will be authorized to utilize the Citabria to further their tailwheel proficiency and maintain currency (under dual instruction) after completing their tailwheel endorsement training. A minimum of a Private Pilot Certificate is required for tailwheel or spin training courses in the Citabria. However, student pilots may conduct approved lessons in the Citabria as part of their Private Pilot training. The Piper Archer TX was purchased for TAA training after the instrument rating has been obtained. This aircraft will not replace the requirement for FTA Members to complete Commercial and CFI training in the complex aircraft (unless the Piper Arrow is not available for Commercial or CFI training due to maintenance). The Piper Archer TX will also be utilized for conducting CFII training. College Aviation Instructors who desire to use the Piper Arrow, Citabria, or Piper Archer TX may do so with permission from the Flight Training Coordinator provided they are checked out and current in the aircraft and meet all insurance minimums.

23. LEASED AIRCRAFT: Additional leased aircraft may be available to our members at special rates. Leased aircraft may or may not carry all of the rental restrictions of FTA aircraft (such as limitations on out-of-state and overnight rentals) if they may be insured independently by the leaseback owners. Inquire at the Dispatch Desk for the current status of leased aircraft.

24. RELEASE OF SCHEDULE: The flight schedule will be released on the membership turnover date each semester at the start of the dispatcher shift. The flight schedule will include three weeks. Each day, Schedule Pointe will release another day of the schedule. Therefore, flights may be scheduled up to three weeks in advance.

25. SCHEDULING PROCEDURES: Aircraft rental and instruction may be scheduled in person at College Aviation or by contacting College Aviation via telephone at (909)-392-0917. Normal scheduling hours are 7:00 AM – 5:00 PM. Aircraft rental and instruction may be scheduled online at <http://www.schedulepointe.com>. Flights may be conducted at any time, based on flight instructor availability. Summer session scheduling hours may increase due to prolonged daylight hours and will be announced in advance. Solo flights are not authorized by student pilots unless a flight dispatcher or flight instructor is on the premises of College Aviation during the entire time of the flight. Flights that consume more than four hours of scheduled aircraft time (other than student pilot long solo cross-country flights) must be pre-approved by the Flight Training Coordinator before the flight may be placed on the flight schedule. Students that want to share time (or the aircraft and are scheduling a combined time of more than four hours must also seek approval from the Flight Training Coordinator. Students that do not maintain currency or have negative balances will be locked out of scheduling. Scheduling should be conducted on

odd hour blocks. Students that need to schedule on even hour blocks may do so within 24 hours of the flight being conducted. This is to minimize aircraft downtime. College Aviation reserves the right to change scheduled aircraft to meet scheduling needs (i.e. student checkrides, maintenance, cross-country flights, etc.). Students flying the C150/152s shall be checked out in all like aircraft as well as students flying the C172s in order to have solo privileges. CFIs can request exceptions to this rule.

26. SCHEDULING CANCELLATIONS: If you are unable to keep your scheduled appointment for any reason, delete your name from the schedule as early as possible to allow the utilization of this aircraft and/or flight instructor by another member. **College Aviation has a no-show billing policy that applies to cancellations of flight instruction and aircraft without proper notification. This policy requires payment of 50% of the flight time originally scheduled on the aircraft and 100% of the flight time originally scheduled on the flight instructors schedule, unless cancellation is confirmed at least 24 hours in advance.**

27 WEATHER CANCELLATIONS: Flights that are cancelled due to weather will not be charged the cancellation fee provided that at the time of the lesson the weather is below VFR or the pilot's weather minimums. Students that have a scheduled cross-country flight and must cancel due to weather enroute or at their destination should plan and fly a local training flight if the weather is above the pilot's weather minimums locally. It is also good practice to plan an alternate route in the event your cross-country flight cannot be completed due to weather at your destination.

28. DISPATCH OF AIRCRAFT: All flights require the completion of a weight and balance. In addition, a weather briefing must be obtained (computer, ATIS, or FSS) along with a check for local TFRs. Students are also required to verify the number of hours required until the next required inspection (Annual or 100 Hour Inspection) and verify the flight can be completed leaving enough time for maintenance to fly the aircraft to our maintenance facility. Once completed, a dispatch card must be filled out by the pilot before issuance of aircraft keys. **Under no instances will keys be issued without receipt of a dispatch card, verification of weight and balance and declaration of a weather briefing.** In addition, all cross-country flights (without a College Aviation flight instructor on board) must have a completed copy of the pilots VFR/IFR Flight Planning Form left at the dispatch desk at the time of dispatch. Each aircraft must be properly dispatched by the Flight Dispatcher or CFI. Safety Pilots shall be dispatched to verify they are current to act as PIC. **No aircraft is to be self-dispatched.**

29. STUDENT PILOT SOLO PROCEDURES: Student pilot solo flights require that a College Aviation employee be in attendance at College Aviation for the entire period of the flight. This applies to both local and cross-country flights. Waivers to this requirement will be given consideration on an individual basis. Such waivers will require the advance approval of both the student's flight instructor and the Flight Training Coordinator.

30. CURRENCY REQUIREMENTS: General currency requirements for FTA aircraft require that the pilot has logged at least one flight in a College Aviation aircraft within the past 30 days in order to continue operations as PIC. Otherwise, a dual flight in a College Aviation aircraft is required to continue operations as PIC. This is an additional provision that does not alter the currency requirements of FAA regulations. Night currency provisions require logbook evidence of FAA night currency. Otherwise, dual night recurrency will be required, even for solo flights not carrying passengers. Newly licensed pilots and new pilot members of the FTA should also refer to paragraphs #31 and #32 regarding night and cross-country flight requirements.

31. NIGHT FLIGHTS AND FLIGHTS FURTHER THAN 100 NAUTICAL MILES: Night flying without an instructor on board is not permitted for student pilots. Members with at least a private pilot certificate may operate our aircraft at night or on flights of more than 100 nautical miles if the following provisions are met: (a) FAA night currency must be maintained – otherwise dual instruction will be required before acting as PIC, even on solo flights (night currency is not required for student pilots conducting their long cross-country); (b) night flights and all flights of more than 100 nautical miles will require the written approval of a College Aviation flight instructor or the Flight Training Coordinator and may be accomplished via a logbook endorsement or a notation on the student’s pilot history card (and in Schedule Pointe); (c) each flight that is conducted after hours or is more than 100 nautical miles (except KSBA) needs instructor approval from the student’s flight instructor or the Flight Training Coordinator.

32. CROSS-COUNTRY PROCEDURES: Each flight more than 50 nm from POC shall be conducted under a VFR/IFR flight plan. In addition, students listed on the schedule as PIC are required to fill out a cross-country flight plan form showing the route of flight and checkpoints along the route of flight. As part of the learning process this form must be filled out by the student (for example, forms generated by Foreflight are not accepted). The PIC is required to file and open a flight plan with FSS or Air Traffic Control. Out-of-state or overnight cross-country flights require members to get the approval of the Flight Training Coordinator prior to scheduling the aircraft. Such operations are not normally approved due to requirements to keep our aircraft available for flight training. To act as pilot-in-command on flights to Catalina and Big Bear, a specific checkout and endorsement on the pilot’s history card is required. The following airports are not authorized for student pilots during solo flights: Los Angeles, Las Vegas-McCarran, San Diego-Lindberg, Bullhead City, Lake Havasu, Parker, Fallbrook, Catalina, and Big Bear. The Flight Training Coordinator should be contacted for decisions regarding airports not on this listing that pilots or flight instructors consider unique to routine flight operations. It is also advised that student pilot not conduct personal business on solo cross-country flights.

33. FINANCIAL RESPONSIBILITIES: In addition to the cost of aircraft rental, the PIC is responsible for all landing fees, service fees, tie-down fees or ramp fees associated with the flight. If weather or maintenance does not allow for the completion of the flight, the PIC is responsible for all additional expenses (hotels, rental cars, meals, etc.) including all costs incidental to the return of the aircraft (cost of aircraft rental or CFI fees to come get you). Approved maintenance cost will be re-reimbursed; however, all maintenance must be pre-approved by the Flight Training Coordinator, a Faculty Advisor, or the FTA Maintenance Officer and a receipt submitted. In the event a student member or a member’s passenger becomes sick, the FTA member is responsible for the cleaning of the aircraft and/or the cost of having the aircraft professionally cleaned.

34. AFTER-HOURS PROCEDURES: Operations initiated before (or terminated after) normal scheduling hours require that the PIC obtain the aircraft key from the Dispatch Desk during normal scheduling hours. The PIC’s logbook will be reviewed by the Dispatch Desk for currency requirements (to include night currency, if applicable). A dispatch card must also be completed at this time. Upon return from a flight that terminates after normal scheduling hours, the PIC is responsible for leaving the keys and the required payment in the Hobbs notebook at the predetermined location. Under no conditions will aircraft keys to aircraft be left overnight outside of College Aviation. If your flight is scheduled to initiate before normal scheduling hours, it is the pilot’s responsibility to coordinate pickup of the aircraft key prior to the normal closing hours of College Aviation. That is, for an early morning flight, it is expected that the PIC will contact College Aviation the afternoon before the flight to arrange for the key to the scheduled aircraft. Members are restricted to flying the aircraft during the hours in which the aircraft has been dispatched. If a member is running late, they shall contact their flight instructor and request an extension. The CFI will make changes on the schedule to reflect these changes. Any member not adhering to these after-hours procedures is *subject to immediate dismissal* from the Flight Training Association.

35. AIRCRAFT DISCREPANCIES: All new mechanical discrepancies on FTA aircraft should be logged accordingly in the aircraft discrepancy log maintained at the dispatch desk and brought to the attention of the Dispatch Desk immediately. Students are required to check the discrepancy log prior to being dispatched.

36. AIRCRAFT SECURITY: At the conclusion of each flight, it is the FTA member's responsibility to assure that the aircraft is properly locked and tied down, with the control lock and throttle lock installed. Assure that all doors and windows are secure. Damage or theft as a result of violation of this requirement will be considered as negligence relative to paragraph #8 above. The Piper Arrow and Citabria should be locked in the Hangar when available. Students shall only move the aircraft into and out of the hangar with the supervision of their CFI and dispatcher when available.

37. HOBBS LOGS: Hobbs meter recording forms are distributed by the Dispatch Desk with the aircraft key. Each pilot shall record the Hobbs time at the beginning and end of each flight. If the Hobbs meter ends between tenths of an hour, the next higher tenth should be logged. Logging of fuel and oil utilization is also required. Names to be inserted for dual flights include both the student and instructor's names. Solo flights should include only the student's name.

38. FUEL: When checking fuel for contamination, fuel drained shall be placed in a Department of Transportation (DOT) approved fuel storage container (when available). Fuel should not be carried aboard aircraft or taken home in personal vehicles. Fuel samples shall not be placed back into the aircraft. The fuel storage containers (gas cans) will be emptied into fuel waste containers located around the airport. Fuel drained for weight and balance purposed will be drained into a fuel storage tank. Defueling an aircraft (or adding fuel that has been stored in a fuel storage tank) must be done by a College Aviation flight instructor or an approved College Aviation staff member. It is required that each pilot refueling be present during fueling process and evaluate the payment receipt prior to signing the invoice to validate that the correct amount of fuel and the correct aircraft N-number has been listed. All fuel purchases shall be recorded on the Hobbs sheet and receipt turned into the dispatch desk. When refueling (at locations other than Billion Air KPOC), you will need a credit card for purchases. In addition, a fuel receipt with the aircraft identification number must be presented to the College Aviation dispatch desk upon return from your flight. Credit for the fuel purchased will then be credited to your account or deducted from the aircraft rental. Fuel Receipts must be submitted within one week of the flight to be eligible for reimbursement. Landing fees, service fees, ramp fees, infrastructure fees, etc. will not be reimbursed. College Aviation fuel account is with Billion Air KPOC. Fuel purchased elsewhere will need to be purchased via cash or credit card and a receipt showing payment must be submitted for reimbursement. Fuel purchases at KPOC will be reimbursed no higher than the Billion Air KPOC rate.

39. OIL: Oil is available for FTA aircraft at College Aviation at no charge to members. When departing on cross-county flights, be sure to verify that extra oil is aboard the aircraft to prevent having to purchase oil en route. At the completion of your flight, any spare or empty oil containers should be removed from the aircraft. All oil consumption is to be logged on the Hobbs sheet and Oil Consumption Log.

40. EMAIL: Members are required to check their email at least once a week for updates, revisions to FTA operating procedures, College Aviation activities, and related changes.

41. 1 800 WX BRIEF: Student will have to create an account on the 1800wxbrief.com website for obtaining weather or call 1-800-WX BRIEF (1-800-992-7433). In addition, students are responsible for checking for Temporary Flight Restrictions (TFRs) and Notices to Airmen (NOTAMs).

42. PROP-STARTING: No member is to prop-start a Flight Training Association airplane. Only a qualified mechanic or flight instructor that has received proper training is authorized to prop-start an FTA airplane. There are no exceptions
43. SMOKING: Members and their passengers are not permitted to smoke in FTA airplanes, in the College Aviation tie down area, or in the College Aviation flight training facility.
44. SHOES: Members are required to wear closed toed shoes for all flights. It is also recommended that you advise all passengers of this rule and recommend to them to wear appropriate footwear. All shoes should wrap around the heel. This is for the safety of all those on-board in the event of an emergency.
45. EMERGENCY PROCEDURES: In the event of an emergency, the Flight Dispatch Desk shall be notified immediately (909) 392-0917 or (909) 392-4857. If the Dispatch Desk cannot be reached, notify your flight instructor or the Flight Training Coordinator. If you are unsuccessful in reaching your flight instructor or the Flight Training Coordinator, contact Mt SAC Public Safety at (909) 274-4555. They are available 24 hours a day / 7 days a week. ***(Please place this number in your phone for emergencies).***
46. SANTA MONICA: Due to noise restrictions, curfews and landing fees, members are required to get approval from the Flight Training Coordinator prior to any flights in or out of the Santa Monica Airport. Pilots are responsible for all fees or fines occurred while operating at the Santa Monica Airport. Students shall not start engines after the start of curfew.
47. RECORDING DEVICES: Recording devices (such as Go-Pro cameras) may not be secured to the exterior of the aircraft. Recording devices (cameras, voice recorders, etc) inside the cabin may be used if secured properly and all passengers and crewmembers agree to allow themselves to be recorded. Dual flights may be recorded for instructional purposes only if the flight instructor agrees to the use of recording devices.
48. BAD ELF GPS UNITS: Mt SAC has purchased Bad Elf GPS units for use during flight training and cross-countries. Members may check out a Bad Elf GPS unit from the Dispatcher. Members that use the Bad Elf supplied by Mt SAC are financially responsible for the return of the Bad Elf GPS and all accessories provided. Members shall not update the GPS units; rather they should let the Flight Training Coordinator, their CFI or a dispatcher know that an update is required for the GPS. Student pilots will need the permission of their flight instructor before using a GPS unit. CFI's or the Flight Training Coordinator may place a Bad Elf GPS unit in an aircraft for monitoring purposes.