



# Richmor Aviation

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## FLIGHT SCHOOL OPERATIONS MANUAL



SCHENECTADY COUNTY AIRPORT  
19 AIRPORT ROAD  
SCOTIA, NY 12302  
(518) 399-8171

KINGSTON-ULSTER AIRPORT  
1161 FLATBUSH ROAD  
KINGSTON, NY 12401  
(845) 336-5638

COLUMBIA COUNTY AIRPORT  
ROUTE 9H  
HUDSON, NY 12534  
(518) 828-9461

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This manual is intended for informational use and is required to be carried by each person on all flight school training activities. I certify this manual is true and correct in content and policy.



**Lisa M. Litts**  
Director of the Flight School

## **ARTICLE I – The School**

### **Section 1.1 Philosophy**

Our institution's philosophy is to provide students with the best possible opportunity to gain the knowledge, skills, experience, and judgment required of a quality education in aviation. Our goal is to provide the resources that will assist each student in reaching his or her ultimate potential of becoming a professional pilot and flight instructor.

### **Section 1.2 History**

Richmor Aviation, Inc. began as the innovative idea of two young aviators, Mahlon W. Richards and Joseph Mormando in 1968. A fixed based operation began at Columbia County Airport in Hudson, New York in January 1968 and has since multiplied into three full-fledged fixed base operator locations.

Columbia County Airport is still the official home for Richmor Aviation, Inc. and is currently the base operation for Richmor's air taxi operation. A second operation began in August 1969 at the Saratoga County airport in Ballston Spa, New York, and after 38 years has closed in December 2007. Saratoga was the base operation for the 141 Flight School and home to our former Chief Flight Instructor, Thomas E. Miller.

The largest of the flight school operations is based at the Schenectady County Airport in Scotia, New York. The Schenectady facility began in April 1975 and now trains an average of 125 flight students annually and is supervised by the Director of the Flight School, Lisa M. Litts, and our current Chief Instructor, Kenneth J. Rogers. The third base of operations is located at the Kingston-Ulster Airport in Kingston, New York.

Richmor Aviation first received FAA approval as a Part 141 Flight School in 1967. At almost the same time, approval was granted by the New York State Education Department for the training of veterans and other eligible persons under Title 38 U.S. code. The State Education Department transferred the approval process for veterans and other eligible persons over to the New York State Department of Veterans Affairs, Bureau of Veterans Education under Title 38 U.S. Code, Section 3676.

Please Note: SCCC students will be expected to receive training at Richmor's Schenectady location, QUESTAR students will train at Richmor's Schenectady and Columbia locations, and Ulster BOCES students will train at Richmor's Kingston location.

### **Section 1.3 Administration/Staff**

**President:** Mahlon W. Richards, Columbia County Airport, Hudson, NY

**Director of the Flight School:** Lisa M. Litts, Kingston-Ulster Airport, Kingston, NY

**Chief Instructor:** Kenneth J. Rogers, Schenectady County Airport, Scotia, NY

## **ARTICLE II - ADMISSIONS**

### **Section 2.1 Requirements**

In order to enroll in any course offered at Richmor Aviation, a prospective applicant must meet the requirements of Federal Aviation Regulations Part 61 (Subpart, as applicable), including but not limited to the following:

1. Private: 16 years of age and will reach his/her 17<sup>th</sup> birthday prior to completion of this course.
2. Instrument and/or Commercial: 17 years of age and will reach his/her 18<sup>th</sup> birthday prior to completion of these courses.
3. CFI or CFII: 18 years of age
4. FAA Medical (2<sup>nd</sup> class needed for SCCC students)
5. Read, speak, write, understand, and converse fluently in English, as required by FAA regulation.

### **Section 2.2 Procedures**

The applicant is to obtain, complete, and return the application/registration form to the admissions office. The student will be notified of his/her acceptance into the program. If the applicant has not already received an extensive tour of the facilities and operations, the applicant will schedule an appointment for a tour and to complete the enrollment process as soon as possible after application and/or acceptance. Each student will receive a copy of this school manual, a course syllabus, and will sign (in duplicate) an enrollment agreement. One original enrollment agreement will remain on file with the school; the student will receive a duplicate of the original.

A student enrolling in a Degree Program will comply with the respective Partnership Program's enrollment requirements and the course information sheet requirements.

### **Section 2.3 Advanced Credit**

The school is restricted by regulation from allowing more than fifty (50%) percent of the curriculum requirement as advanced credit at the time of enrollment, if such flight time was logged at an FAA approved FAR 141 school. In the case where flight time was not logged at an approved school, Richmor is restricted from allowing more than twenty-five (25%) percent of the curriculum requirement as advanced credit. In either instance, advanced credit will be based upon a proficiency test and/or knowledge test conducted by the school.



Enrollment Certificate

This is to certify that \_\_\_\_\_ has enrolled in Richmor Aviation, Inc. 14 CFR § 141 training course for the *Private Pilot Certification Course Airplane Single-Engine Land* certificate.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Flight School Representative's

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title:      Flight School Director      Chief Instructor      Asst. Chief Instructor

(Circle one)

## **ARTICLE III - GENERAL COURSE INFORMATION**

### **Section 3.1 Objectives**

The objective of each course offered by Richmor Aviation is to provide the best possible training for a student to become a safe and competent professional pilot. Upon satisfactory completion of training and successful completion of all stage, written, flight checks, and end-of-course tests, the student will have obtained the knowledge, skills, experience, and judgment required to qualify for the FAA knowledge and practical tests necessary to ultimately gain a pilot's certificate or rating for an Airplane/Single-Engine Land, and be able to exercise the privileges of that certificate.

### **Section 3.2 Enrollment**

Richmor's policy for enrollment is an "Open Enrollment" policy. This policy allows for enrollment at any time during the 12-month calendar year. A student enrolling in a degree program must enroll through the partnership program as per his/her enrollment policy. Please refer to the respective partnership program catalog (collegiate, high school, or veteran) for enrollment requirements, prerequisites, and procedures.

### **Section 3.3 Performance and Progress**

- A. The flight school maintains an official progress record for each enrolled student. Each student will be furnished with a Training Syllabus listing, by stages, all items of flying skill and other requirements of the course. When an instructor judges that the student's performance on an item has reached an acceptable level, he/she will orally inform the student and enter a grade in the student's file for that item (See Article III, Section 3.4).
- B. Acceptable levels of performance for flight proficiency are those that the instructor judges to be at, or exceeding, the performance required by the Federal Aviation Administration (FAA) Regulations and which meet the requirement of the applicable FAA Airman Certificate Standards.

"Stage checks" are required at the end of each stage of flight training. All of these checks are administered by the Chief or Assistant Chief Flight Instructor(s) to determine that the student is progressing satisfactorily to ultimately receive a Graduation Certificate for FAR Part 141 students (or appropriate endorsements by a Certified Flight Instructor for Part 61 students) which will allow him/her to apply for the FAA Practical test after course completion.

- C. All school stage and final examinations are graded on a percentage basis and must meet the course requirement of 80% correct to pass. Should a student receive a grade below 80%, the instructor must correct and review the test with the student. Upon satisfactory completion, at the instructor's discretion, the instructor must sign and date the test as follows: "Correct to 100%, (CFI Name and Certificate #)".
- D. For ground instruction lessons, at the end of each stage, a "Stage Exam" is administered to the student to determine the student's knowledge and retention of required material. Upon completion of course ground material, a final exam is administered which closely resembles the FAA's knowledge test.
- E. To maximize a lesson, the student must be fully prepared for the lesson. This means to have completed the ground lesson preceding the flight lesson and resolves any questions prior to

the intended flight. The instructor can exercise the prerogative of not flying a scheduled lesson if the student is obviously unprepared. An appropriate note will be placed in the student's folder each time he/she arrives unprepared for a flight lesson.

- F. Students are required to initial all dual training entries in the flight school training record. The student is required to keep a logbook of all dual and solo flight time. The instructor will sign this logbook for all periods of dual instructor and related ground instruction.

### Section 3.4 Grading System

- A. Each course uses a numerical system for grading. For each individual flight lesson completed, the following grading system is used:

#### **Grade Letter | Grade Average | Description**

1. A 95-100% Excellent
  2. B 85-94% Above Average
  3. C 75-84% Average
  4. D 70-74% Below Average
  5. F < 70% Below FAA Standards
- B. A student may require or be required to take remedial work for flight and/or ground school instruction. Remedial flights will be recorded in the student's folder as an additional lesson and designated with a letter "a, b, c..." next to the lesson used for remediation. Remedial ground school quizzes or tests will be averaged together with existing course grades. There will be no remedial course credit allowed for courses taken outside of Richmor Aviation. FAA regulations do not allow students to be enrolled in two Part 141 programs at the same time.
- C. The student is encouraged to follow his/her progress as recorded in the file. The instructor will immediately report any unsatisfactory progress to the Director of the Flight School or Chief Instructor. The progress records are to be kept in the student's files and are not to be removed, except for training purposes or as approved by the Director of the Flight School or Chief Instructor.

### Section 3.5 Course Completion

Upon satisfactory completion of all flight and ground course syllabus requirements, the receipt of an appropriate recommendation by an instructor, as well as being a student in good financial standing as provided by the Business Office, the student will be required to take a final stage examination which consists of both oral and flight exams in order to receive a Graduation Certificate (for FAR Part 141 Graduates) or the appropriate endorsements (for FAR Part 61 Completions). The Graduation Certificate and/or Endorsement are required of applicants prior to being tested for a FAA certificate or rating.

A student will have two chances to pass the FAA Practical Test. Upon failure of the first test, the student will receive an incomplete (I). The student will then receive appropriate remedial dual instruction required to pass the test. The student will have thirty (30) days to apply for and pass the re-test. Upon failure of the re-test, the student will receive a failure for the course. If the student does not re-test within the thirty (30) days, the incomplete (I) will automatically revert to a failure. The student should note that the FAA Practical Test is a requirement for course completion, and the issuance of a valid FAA Certificate(s) will be a requirement for enrollment in any subsequent courses.

In order to obtain a FAA Certificate, appropriate knowledge and Practical Test(s) must be satisfactorily completed. Upon satisfactory program completion, the student will receive a Graduation Certificate and Logbook Endorsement.



## **ARTICLE IV - ATTENDANCE POLICY**

The ground school portion of all training is divided into two sections. The first is classroom and self-study required of the student through the use of manuals, workbooks, and question books as provided by the syllabus of training. The second is one-on-one individual ground instruction with a Certified Flight Instructor (CFI). These are scheduled at specific intervals within the training syllabus and are required for course completion.

### **Section 4.1 Notification**

If a student is unable to attend a scheduled appointment, the school is to be notified at least twenty-four (24) hours prior to the scheduled appointment. If the student fails to notify the school as set forth above, such absences will be taken into consideration when the Director of the Flight School, or flight school manager, determines that a no-show fee should be charged based on the scheduled lesson. Students should make no assumptions that a flight is cancelled due to weather without first checking with their flight instructor.

The continuous cancellation or cancellation without notice (no-show) of scheduled appointments by a student will seriously affect progress and performance in a course. Repeated (approximately three (3)) unexcused absences will be reported to the Director of the Flight School for advisement. Unless mitigating circumstances prevail, the Director of the Flight School will charge the student 1 hour of aircraft time and 1 hour of instructor time, at the regular rental rates in effect. If continuous lesson cancellations subsequently occur, the student will be referred to the Director of the Flight School for termination of their hard schedule (if applicable) or complete termination from the program for lack of attendance.

### **Section 4.2 Make-up**

Responsibility for missed work or flight due to absence rests with the student. Failure to complete course requirements in a timely fashion may result in course failure, increase in course expenses due to charges for additional flights or ground instruction, or a lack of knowledge and experience necessary for the FAA knowledge or practical tests. The flight or appointment can be made-up by rescheduling with the appropriate instructor for an additional make-up session.

### **Section 4.3 Tardiness**

The student should arrive at least fifteen (15) minutes prior to the flight lesson in order to be completely prepared prior to the scheduled appointment time. Due to tardiness, the student may be required to schedule a make-up lesson in order to finish work left incomplete. Extensions of time for the aircraft or ground instruction will only be allowed as the schedule permits.

## **ARTICLE V – CONDUCT**

Students, acting in any capacity, shall conduct themselves in a manner that reflects mature judgment regarding safety, care of equipment/facilities, and respect all rules and regulations at all times. The plagiarism, forgery, or falsification of any documents is prohibited. Cheating on examinations is strictly prohibited and handled accordingly. Richmor Aviation may immediately dismiss students who willfully disregard safety or violate flight school rules and/or Federal Aviation Regulations.

## **ARTICLE VI – TERMINATION AND WITHDRAWAL**

### **Section 6.1 Termination**

The school may, at the Director of the Flight School's or Chief Instructor's discretion, discontinue a student's training:

1. for reasons of safety or misconduct;
2. unsatisfactory progress;
3. if the student fails to participate as required by the attendance policies set forth in Article IV;
4. if the student is unable to continue due to extenuating circumstances; or
5. If the student violates any school and/or Federal Aviation Regulation.

### **Section 6.2 Withdrawal**

A student may choose, at any time, to withdraw or voluntarily terminate from a program. The school requests that you notify your instructor or the business office of your intent to withdraw.

### **Section 6.3 Notification of Agencies Regarding Student Status**

Where applicable, obligations) or immigration status. Upon such notification to the appropriate agencies, the school is relieved of all responsibility to the student.

## **ARTICLE VII - ALCOHOL AND DRUG POLICY**

Richmor Aviation promotes a drug free workplace throughout its school and entire company. A student's code of conduct clearly prohibits, at minimum, the unlawful possession, consumption, distribution, or manufacture of illicit drugs on Richmor property or as part of any Richmor activity. Included in this policy is the unauthorized possession, consumption, or distribution of alcohol on Richmor property or as part of any Richmor activity.

Any student found disobeying the drug-free policy or who are found under the influence of drugs or alcohol will be subject to disciplinary action up to and including dismissal and possible referral for prosecution. Richmor's disciplinary action may include the completion of an appropriate rehabilitation program. Further information of the entire substance abuse policy may be requested through Richmor's Substance Abuse Program Manager.

Students are reminded that a conviction of DUI, DWI, or a drug related offense may preclude the issuance of FAA Medical or Pilot Certificates.

## **ARTICLE VIII - COURSE OUTLINES**

The training course outlines meet all the program requirements for the Private Pilot Course contained in Appendix B of FAR Part 141 (revised); in Appendices F and G of FAR Part 141 (revised) for the Instrument/Commercial Pilot Course; and Appendix H of Part 141 (revised) for the Certified Flight Instructor and Certified Instrument Flight Instructor Courses. The training syllabus contains a separate ground training section and a flight training section that will be taught concurrently.

### **Section 8.1 Private Pilot Certification Course; Airplane - Single Engine Land**

A course syllabus for the Private Pilot Course is provided to each student at the time of enrollment. This syllabus contains information regarding subject matter appropriate for a student to meet the knowledge, skills and experience requirements necessary to acquire a Private Pilot Certificate with an Airplane Category/Single Engine Land Rating and to exercise the privileges of that certificate. Subjects covered in this course include: theory of flight, basic aerodynamics, airplane operation and performance, navigation, flight computers, communications, publications, regulations, and basic emergency procedures.

### **Section 8.2 Instrument Rating Pilot Course; Airplane**

A course syllabus for the Instrument Rating Pilot Course is provided to each student at the time of enrollment. This syllabus contains information regarding subject matter appropriate for a student to meet the knowledge, skills and experience requirements necessary to acquire an Instrument Rating. Subjects covered in this course include instrument flying techniques and procedures in conjunction with modern ILS, VOR, ADF and radar facilities, communications, publications, regulations and basic emergency procedures.

### **Section 8.2(a) Commercial Pilot Certification Course; Airplane - Single Engine Land**

A course syllabus for the Commercial Pilot Course is provided to each student at the time of enrollment. This syllabus contains information regarding subject matter appropriate for a student to meet the knowledge, skills and experience requirements necessary to acquire a Commercial Pilot Certificate with an Airplane Category, Single Engine Land Rating and to exercise the privileges of that certificate.

### **Section 8.3 Commercial Pilot - Additional Aircraft Category Rating Course; Airplane - Single Engine Land**

A course syllabus is provided to each student at the time of enrollment. It contains the knowledge and skill requirements necessary to acquire the addition of an Airplane Single Engine Land Rating to an existing Commercial Rotorcraft-Helicopter Certificate. A prerequisite enrollment requirement for this course is that the student must possess a Commercial Rotorcraft-Helicopter Certificate.

Additionally, the student must concurrently enroll in the Instrument Rating - Additional Aircraft Rating Course. The course content follows the Commercial Pilot Certificate Course in those areas specific to airplanes.

### **Section 8.3(a) Instrument Rating - Additional Aircraft Category Course**

A course syllabus is provided to each student at the time of enrollment. It contains the knowledge and skill requirements necessary to acquire the addition of an Instrument Rating - Airplane Single Engine Land to an existing Instrument Rating - Rotorcraft Certificate. The student must be concurrently enrolled in the Commercial Pilot - Additional Aircraft Category Rating Course. The course content follows the Instrument Only Pilot Course in those areas specific to airplanes.

### **Section 8.4 Special Commercial Pilot Certification Course**

A course syllabus is provided to each student at the time of enrollment. This shortened commercial course contains only 95 hours of total flight time. Students enrolled must meet minimum monthly time requirements in order to maintain satisfactory progress and guidelines. The course content follows the same Jeppesen training program with modification to lesson time allocation tables.

### **Section 8.5 Certified Flight Instructor; Airplane - Single Engine Land**

A course syllabus for the Flight Instructor Certification Course is provided to each student at the time of enrollment. This syllabus contains information regarding subject matter appropriate for a student to meet the knowledge, skills and experience requirements necessary for the original issuance of a Flight Instructor Certificate with an Airplane Category, Single Engine Land Rating and to exercise the privileges of that certificate. Subjects covered in this course include fundamentals of teaching and effective techniques, analysis of flight maneuvers, and an in-depth study of the principles of instruction.

### **Section 8.6 Certified Flight Instructor – Instrument; Airplane - Single Engine Land**

A course syllabus for the Flight Instructor Instrument Course is provided to each student at the time of enrollment. This syllabus contains information regarding subject matter appropriate for a student to meet the knowledge, skills and experience requirements necessary to acquire the addition of an Instrument Instructor's Rating to an existing Flight Instructor Certificate and to exercise the privileges of that rating. This course is a review of the fundamentals of teaching and effective techniques, as well as the analysis of the modern ILS, VOR, ADF and radar facilities' approach, departure, and enroute procedures. This course is devoted to an in-depth study of the principles of instrument instruction.

## ARTICLE IX - TUITION AND FEES

Aircraft rates shown are base rental rates and do not include a fuel surcharge. Rates are subject to change dependent on an increase or decrease in fuel costs.

### Section 9.1: Private Pilot Certification Course

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price)*

20 hours of dual - Cessna 152 @ \$205.00/hr.	<b>\$4,100.00</b>
15 hours of solo - Cessna 152 @ \$135.00/hr.	<b>\$2,025.00</b>
6 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$420.00</b>
11 hours of Ground Instruction @ \$70.00/hr.	<b>\$770.00</b>
<b>SUBTOTAL</b>	<b>\$7,315.00</b>

#### ADDITIONAL EXPENSES

Books, Headset	<b>\$600.00</b>
Manual and Charts	<b>\$50.00</b>
Knowledge Test, Examining Authority Fees	<b>\$340.00</b>
<b>SUBTOTAL</b>	<b>\$990.00</b>
<b>TOTAL</b>	<b>\$8,305.00</b>

### Section 9.2: Instrument Rating Pilot Course

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price)*

21 hours of dual - Cessna 172 @ \$240.00/hr.	<b>\$5,040.00</b>
14 hours of dual - Red Bird @ \$165.00/hr.	<b>\$2310.00</b>
10.5 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$735.00</b>
6 hours of CFI Ground Instruction @ \$70.00/hr.	<b>\$420.00</b>
<b>SUBTOTAL</b>	<b>\$8,505.00</b>

#### ADDITIONAL EXPENSES

Books	<b>\$399.00</b>
Manual and Charts	<b>\$100.00</b>
Knowledge Test, Examining Authority Fees	<b>\$499.00</b>
<b>SUBTOTAL</b>	<b>\$998.00</b>
<b>TOTAL</b>	<b>\$9,503.00</b>

**Section 9.2(a): Commercial Pilot Certification Course**

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price.)*

40 hours of dual - Cessna 152 @ \$205.00/hr.	<b>\$8,200.00</b>
65 hours of solo - Cessna 152 @ \$135.00/hr.	<b>\$8,775.00</b>
15 hours of dual - Cessna 172RG @ \$280.00/hr.	<b>\$4,200.00</b>
16 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$1,120.00</b>
<b>SUBTOTAL</b>	<b>\$22,295.00</b>

**ADDITIONAL EXPENSES**

Books	<b>\$399.00</b>
Manual and Charts	<b>\$50.00</b>
*Knowledge Test Fees \$175.00, A/C for Flight check & Examiner's Fee. Examiners Fee set by Examiner	<b>*\$600.00</b>
<b>SUBTOTAL</b>	<b>\$1,049.00</b>
<b>TOTAL</b>	<b>\$23,344.00</b>

**Section 9.2(b): Special Commercial Pilot Certification Course**

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price.)*

25.5 hours of dual - Cessna 152 @ \$205.00/hr.	<b>\$5,227.50</b>
55 hours of solo - Cessna 152 @ \$135.00/hr.	<b>\$7,425.00</b>
14.5 hours of dual - Cessna 172RG @ \$280.00/hr.	<b>\$4,060.00</b>
13 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$910.00</b>
<b>SUBTOTAL</b>	<b>\$21,682.50</b>

**ADDITIONAL EXPENSES**

Books	<b>\$399.00</b>
Manual and Charts	<b>\$50.00</b>
*Knowledge Test Fees \$175.00, A/C for Flight check & Examiner's Fee. Examiners Fee set by Examiner	<b>*\$600.00</b>
<b>SUBTOTAL</b>	<b>\$1,049.00</b>
<b>TOTAL</b>	<b>\$22,731.50</b>

**Section 9.3: Commercial Pilot, Additional Aircraft Category Course**

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price.)*

40 hours of dual - Cessna 152 @ \$205.00/hr.	<b>\$8,200.00</b>
10 hours of solo - Cessna 152 @ \$135.00/hr.	<b>\$1,350.00</b>
5 hours of dual - Cessna 172 @ \$240.00/hr.	<b>\$1,200.00</b>
10 hours of dual - Cessna 172RG @ \$280.00/hr.	<b>\$2,800.00</b>
16.5 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$1,155.00</b>
<b>SUBTOTAL</b>	<b>\$14,705.00</b>

**ADDITIONAL EXPENSES**

Books	<b>\$125.00</b>
Manual and Charts	<b>\$50.00</b>
*Knowledge Test Fees \$175.00, A/C for Flight check & Examiner's Fee. Examiners Fee set by Examiner	<b>*\$600.00</b>
<b>SUBTOTAL</b>	<b>\$775.00</b>
<b>TOTAL</b>	<b>\$15,480.00</b>

**Section 9.3(a): Instrument Rating, Additional Aircraft Category Course**

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price.)*

15 hours of dual - Cessna 172 @ \$240.00/hr.	<b>\$3,600.00</b>
4.5 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$315.00</b>
22 hours of Ground Instruction @ \$70.00/hr.	<b>\$1,540.00</b>
<b>SUBTOTAL</b>	<b>\$5,455.00</b>

**ADDITIONAL EXPENSES**

Books	<b>PAID IN COURSE</b>
Manual and Charts	<b>\$100.00</b>
Knowledge Test Fees, A/C for Stage Check	<b>\$545.00</b>
<b>SUBTOTAL</b>	<b>\$645.00</b>
<b>TOTAL</b>	<b>\$6,100.00</b>

**Section 9.4: Flight Instructor Certification Course**

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price.)*

20 hours of dual - Cessna 152 @ \$205.00/hr.	<b>\$4,100.00</b>
5 hours of dual - Cessna 172RG @ \$280.00/hr.	<b>\$1,400.00</b>
7.5 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$525.00</b>
25 hours of Ground Instruction @ \$70.00/hr.	<b>\$1,750.00</b>
<b>SUBTOTAL</b>	<b>\$7,775.00</b>

**ADDITIONAL EXPENSES**

Books	<b>\$165.00</b>
Manual and Charts	<b>\$50.00</b>
Knowledge Test Fees, A/C for Flight Check	<b>\$467.00</b>
<b>SUBTOTAL</b>	<b>\$682.00</b>
<b>TOTAL</b>	<b>\$8,457.00</b>

**Section 9.5: Flight Instructor - Instrument Course**

**INSTRUCTION** *(Course hours and prices are based on the minimum number of hours and price.)*

15 hours of dual - Cessna 172 @ \$240.00/hr.	<b>\$3,600.00</b>
4.5 hours of Pre and Post Instruction @ \$70.00/hr.	<b>\$315.00</b>
15 hours of Ground Instruction @ \$70.00/hr.	<b>\$1,050.00</b>
<b>SUBTOTAL</b>	<b>\$4,965.00</b>

**ADDITIONAL EXPENSES**

Books	<b>\$189.00</b>
Manual and Charts	<b>\$75.00</b>
Knowledge Test Fees, A/C for Flight Check	<b>\$535.00</b>
<b>SUBTOTAL</b>	<b>\$799.00</b>
<b>TOTAL</b>	<b>\$5,764.00</b>

**Section 9.6: Adjustments to Tuition**

The student should recognize that the flight times and fees in Article IX above are estimated. Each student has individual training needs, therefore, the times stated herein are subject to change but may not be reduced below that required by the Training Course Outlines approved under Part 141 of the Federal Aviation Regulations. If additional instruction or flights are required, such time is an additional expense to the student and will be charged at the hourly rates set forth in the Enrollment Agreement or agreed to in such agreement signed between Richmor Aviation, the respective educational institution, and the student.

Students should be aware that while the Knowledge and Practical Tests are included in the laboratory charge, the fee only allows for two attempts at the knowledge test. If the student needs to attempt any test more than twice, the student will be responsible for the additional cost. The headset fee, shown in the Private Pilot Course, is a one-time fee.



## **ARTICLE X - PAYMENT AND REFUND POLICY**

*\*Refund Policy applies strictly to tradition students enrolled in Richmor Aviation*

### **Section 10.1 Method of Payment**

#### **A. Payment in Full:**

A student may elect to pay the entire tuition fee shown in Article IX at the time of enrollment. At the end of each completed instruction period, the student will receive a receipt depicting the amount on deposit and the amount deducted from the account for payment of an instructional period. At the end of each course, a summation report can be provided to the student, if requested. Such report will show the total amount deducted from the account in payment of the course from the amount on deposit. If such amount deducted totals more than that set forth in Article IX as course tuition, the student will be required to deposit the additional amount to cover the remaining course tuition before being allowed to enroll in the next course. If such report shows a credit, based on the amounts deducted, the student has the option to 1) receive a refund for that amount, or 2) retain such credit on account to apply toward the tuition for subsequent courses; or

#### **B. Course Payment:**

The student may elect to prepay individual course tuition at the time of enrollment into each course. Again, the student is responsible for any additional flight or ground costs incurred over and above that stipulated in Article IX and paid on account. The additional costs are to be paid before enrollment into the next course. In the case of a credit, the student may receive a refund, or retain such credit on account to apply toward the tuition for subsequent courses; or

#### **C. A-La-Carte Payment:**

The student may elect to pay on an a-la-carte basis. Payment is due immediately upon completion of a ground or flight lesson. A student will not be allowed to continue flying on a debit balance.

#### **D. End-of-Month Payment:**

The student may choose to submit credit card information to the office manager for payment purposes. The student's account balance will then be charged to the credit card at the end of each month. In the event the credit card on file is declined, the student will not be allowed to continue flying on a debit balance.

### **Section 10.2 Refund Policy**

Upon termination or withdrawal, the student is entitled to a refund as follows: (degree program students should refer to Article XV of this manual.)

- A. After enrollment, once flight training has commenced, all refunds are given on a pro-rate hourly basis of course completion. In other words, as long as all charges are paid in full through the last date of attendance, for services rendered or supplies purchased, etc. any remaining balance will be refunded to the student.
- B. Books and supplies may not be returned for a refund.
- C. Any monies due the student shall be refunded within sixty (60) days from the last date of student attendance. Although not required, "A Request for Refund" form is available from the Business Office. Upon the schools' receipt of a Request for Refund, all monies due shall be forwarded within thirty (30) days.

## **ARTICLE XI - STUDENT SERVICES**

### **Section 11.1 Recordkeeping**

The school is required to keep all student records on file for a minimum of 3 years. All records are strictly confidential. A student has the right to view his/her own educational records upon seven (7) days written notice to the school. A transcript may also be obtained by a written request.

### **Section 11.2 Complaint Procedures**

1. "Informal" - Within five (5) days of the action or information, on which the complaint is based, the student should attempt to discuss and resolve the matter directly with the employee, instructor or staff person, without confrontation. Both parties should recognize that this step is informal and that its intent is to reach a reasonable resolution of the complaint without confrontation.
2. "Formal" - If within fifteen (15) days the matter has not been resolved, the student should prepare a written complaint and submit it to the individual's immediate supervisor. A meeting will be timely scheduled between the student, the employee, and the employee's supervisor in order to resolve the matter. The meeting should not conflict with scheduled appointments of the employee or the student. If the student fails to appear, the complaint will be deemed to have been abandoned. If the employee fails to appear, the supervisor will notify the employee of the recommended resolution. The employee will have three (3) days to respond to the recommended resolution.

### **Section 11.3 Affirmative Action**

It is the policy of this school to provide equal opportunity in employment and education for all persons. In actions related, but not limited to, recruitment, admissions, education, and employment, the school shall not discriminate against any person because of age, race, color, sex, national origin, religion or marital status. If you think you have been discriminated against for any of the above reasons, you should contact the Director of the Flight School. The school has a formal complaint procedure outlined in Article XI, Section 11.2 of this manual.

### **Section 11.4 Reference Library**

A reference library for student use is available during the school's hours of operation. All books and materials may be used for your reference, but under no circumstance are materials to be removed from the reference area.

### **Section 11.5 Housing**

It is the school's intention to provide the availability of limited housing facilities. If housing needs are requested, the school will seek out housing opportunities in the local area. The student should expect to pay housing costs ranging from \$250 - \$1,500 per month. The cost is based on the student's personal preference.

### **Section 11.6 Title 38 Training (Veterans and other eligible persons)**

Students who believe they may be eligible for flight training benefits under Title 38 should contact the Director. Richmor will provide students with the appropriate application for benefits and may assist students with the appropriate documents required to apply for Title 38 funding.

## **ARTICLE XII - BASE LOCATIONS**

### **Section 12.1 Schenectady County**

The Schenectady County base is located at:  
Schenectady County Airport  
19 Airport Road  
Scotia, New York 12302  
Phone: (518) 399-8171

### **Section 12.2 Columbia County**

Corporate headquarters of Richmor Aviation and home to the PART 135 Charter Division.  
The Columbia County base is located at:  
Columbia County Airport  
Route 9H  
Hudson, New York 12534  
Phone: (518) 828-9461

### **Section 12.3 Kingston-Ulster**

The Kingston-Ulster base is located at:  
Kingston-Ulster Airport  
1161 Flatbush Road  
Kingston, New York 12401  
Phone: (845) 336-5638

\*\* The FAR 141 Airline Transport Pilot Course is not presently offered at any of the Richmor training facilities.

## **Facility Descriptions:**

### **Schenectady County:**

This is Richmor Flight School's main base of operations. The flight training facility is a two story building comprised of six private offices for instructor/student briefings and flight planning; two large conference rooms each capable of seating over twenty persons; a computer weather briefing station; two pilot lounges; three bathroom facilities; a private room allocated specifically for the Redbird AATD Flight Training Device; several administrative offices and a reception desk with a lobby; a refreshment center and three desks with telephones for student use in flight planning. An Aircraft maintenance facility is located in a main hanger which is attached to the training center's building. A PSI (LaserGrade) testing site is located on site offering all FAA and FCC written examinations.

### **Columbia County:**

Richmor's satellite flight training base at the Columbia County Airport consists of a reception area with two bathroom facilities and administrative offices; computer weather briefing room and a flight school room with two work areas for instructor/student briefings. The aircraft maintenance facility is located in a separate building.

### **Kingston-Ulster:**

The satellite base at Kingston-Ulster Airport has a common area that includes a pilot's lounge, flight planning area, and weather briefing area, as well as one gender neutral bathroom, and three private offices for instructor/student briefings and flight planning. The aircraft maintenance facility is located in a separate building.

## **ARTICLE XIII - OPTIONAL EQUIPMENT**

### **Ground Training Device**

A Red Bird FMX simulator is located at the Schenectady County Airport facility and is available to all Richmor Aviation students and pilots. The simulator may be used up to the maximum amount allowed by the Federal Aviation Regulations.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

800 Independence Ave., SW  
Washington DC 20591

**DEC 19 2014**

Mr. Jerome N. Gregoire  
Redbird Flight Simulations  
2301 East St. Elmo Rd., Suite 100  
Austin, Texas 78744

Dear Mr. Gregoire:

The Federal Aviation Administration (FAA) last qualified and approved your airplane LD, SD, FMX, and MCX device as an Advanced Aviation Training Device (AATD) on February 14, 2013 in accordance with Title 14 Code of Federal Regulations (14 CFR) section (§) 61.4(c). This training device was found to meet the criteria for an AATD as described in FAA Advisory Circular AC 61-136.

Starting January 1, 2015, the FAA requires all Letters of Authorization (LOA) to contain the correct training allowances to remain valid. Based on the previous approval and review of the qualification and approval guide dated February 7, 2013, the FAA has determined that this device continues to meet the current standards for approval. The Redbird model LD, SD, FMX, and MCX is authorized for use in satisfying the following sections of Title 14 of the Code of Federal Regulations parts 61 and 141:

**Redbird Model LD, SD, FMX, MCX version 4.4  
Airplane Single and Multi-Engine Land  
Advanced Aviation Training Device (AATD)**

- § 61.51(b)(3) – Logbook entries;
- § 61.51 (h) – Logging training time;
- § 61.57(c) – Instrument experience;
- § 61.57(c)(4)(iii) – Instrument experience;
- § 61.57(c)(5)(ii) – Instrument experience;
- § 61.57(d)(1)(ii) – Instrument proficiency check, per the Instrument PTS;
- § 61.65(i) – Instrument rating;
- § 61.109(k)(1) – Private Pilot Certificate Aeronautical experience: up to 2.5 hours;
- § 61.129(i)(1)(i) – Commercial Pilot Certificate: up to 50 hours;
- § 61.159(a)(3)(i) – Airline Transport Pilot Certificate: up to 25 hours; and
- § 141.41(b) – Approved for use under the part 141 appendices as follows:
  - *Appendix B* – Up to 15% toward the total Private Pilot flight training time requirements;

- *Appendix C* – As allowed under 4(b) toward the total instrument flight training time requirements;
- *Appendix D* – Up to 20% toward the total Commercial Pilot flight training time requirements;
- *Appendix E* – Up to 25% toward the total Airline Transport Pilot flight training time requirements;
- *Appendix F* – Up to 5% toward the total Flight Instructor flight training time requirements;
- *Appendix G* – Up to 5% toward the total Flight Instructor instrument flight training time requirements;
- *Appendix I, Private Pilot Airplane Single Engine or Multiengine Class Rating Course* – Up to 3 hours toward the flight training time requirements;
- *Appendix I, Commercial Pilot Airplane Single Engine or Multiengine Class Rating Course* – Up to 11 hours toward the required flight training time requirements;
- *Appendix I, Airline Transport Pilot Airplane Multiengine Class Rating Course* – Up to 6.25 hours toward the flight training time; and
- *Appendix M, Combined Private Pilot Certification and Instrument Rating* – Up to 25% toward the total flight training time requirements

**Note:** Training or experience requirements such as cross country, night, solo, takeoffs and landings, or the 3 hours of training within 2 calendar months of the practical test must be accomplished in an aircraft. Private Pilot Airplane applicants must also complete the requirement for 3 hours of control and maneuvering of an airplane solely by reference to instruments specified in §61.109 in an airplane. Additionally, practical tests cannot be conducted in an AATD.

**Exemption Notice:** This device qualifies for the exemption from 14 CFR section 61.65(i) and part 141 Appendix C under the terms and conditions described in the FAA Notice of Policy Change for the Use of FAA Approved Training Devices in the Federal Register (Docket No.: FAA-2013-0809). This exemption allows pilots applying for an instrument rating to credit up to 20 hours of time obtained in this device toward the aeronautical experience requirements in § 61.65(d)(2). In addition, this exemption allows training providers with a training course outline approved under part 141 Appendix C, to continue to train under that program with up to a 40% credit of the training time requirement obtained in this device. This exemption will expire as noted in the Federal Register policy notice.

**is approval is contingent upon the following:**

- 1) This aviation training device must continue to maintain its performance and function without degradation. The minimum instrument requirements specified under 14 CFR part 91, § 91.205 for day visual flights rules (VFR) and instrument flight rules (IFR) must be functional during the training session;

- 2) Only the configurations that are in the FAA approved Qualification and Approval Guide are utilized during training;
- 3) A copy of this authorization and approval letter must be readily available in a location near the device when in use. Additionally, a copy of this authorization must be provided to the person using the above credits for pilot certification or ratings;
- 4) An authorized instructor must provide and certify the above instructional use;
- 5) Any changes or modifications to this aviation training device which have not been reviewed, evaluated, and approved by AFS-800 will terminate this letter of approval; and
- 6) The FAA reserves the right to revoke this authorization at any time if the Administrator determines that this training device is used contrary to FAA regulation, guidance, or safety.

**This approval is valid for sixty (60) calendar months from the date of this letter and supersedes any previous approvals for this training device. Renewal requests should be made prior to the expiration (90 days in advance) by letter to AFS-800 and the above contingencies (1) through (6) must remain valid. At the time of application AFS-800 will conduct (at a minimum) a review of the QAG, to verify compliance with the current AC 61-136 for their approval and use, before a new Letter of Authorization (LOA) can be provided.**

**This authorization expires on 11/30/2019**

Sincerely,



James A. Viola  
Manager, General Aviation and Commercial Division  
Flight Standards Service

## **ARTICLE XIV - SCHOOL CALENDAR**

The school is officially open Sunday through Saturday, 8:00 AM until 5:00 PM, with the exception of lessons pertaining to course curriculum. The hours of operation are flexible and dependent upon instructor and student needs. The following is a calendar of days on which students can expect the school to be closed or, if open, there will be a limited schedule.

**New Year's Eve: Close at 5 PM**

**New Year's Day: Open**

**Memorial Day: Open**

**Independence Day: Open**

**Labor Day: Open**

**Thanksgiving Eve: Closed at 5 PM**

**Thanksgiving Day: Closed**

**Christmas Eve: Closed at 5 PM**

**Christmas Day: Closed**



## **ARTICLE XV – DEGREE PROGRAMS**

### **Section 15.1(a) Aviation Science Refund and Lab Fee Policy**

The partnership program's refund policy takes precedence over Richmor's refund policy. The specific program will outline its refund policy.

As mandated by law, first time recipients of Title IV financial aid may be entitled to a refund according to the Refund Schedule (refer to specific partnership program catalog) for his/her Aviation lab fee. Returning students with Title IV, or students paying by other means, will be subject to a refund (refer to specific partnership program catalog).

In order to be eligible for a refund, a student must withdraw from the lab within the refund period. If a student receives a failing grade (as defined in the specific partnership program catalog) for the lab, the student will be allowed to consume any remaining lab fee for a period to be agreed upon by the College Liaison and the Director of the Flight School. If the student does not consume the funds during this period, the funds will be forfeited.

Students who receive a Pell Grant or a Student Loan need to be aware that if they withdraw from or stop attending ALL classes prior to 60% of semester completion, they will be required to repay a portion of the federal grants or loans that they received. The student will be responsible to pay all charges. It is extremely important for students to realize the potential financial impact of withdrawing from ALL classes before they stop attending.

If a student exceeds the number of hours of instruction as outlined in each course, the cost of that additional instruction will be the student's responsibility. Funds remaining after the course is completed will be rolled over to the next semester for the duration of the student's participation in the program. For Grants, Student Loans, etc. refer to the specific partnership program catalog for details. Lab fees are billed monthly by Richmor to the partnership program and paid to Richmor.

### **Section 15.2 Attendance**

Less than 24 hours' notice for any scheduled flight lesson will result in a \$55.00 (no-show) charge. More than (3) three, unexcused absences will result in the student being removed from the schedule and referred to a program representative for remediation. Any student who does not have flight activity for more than (30) thirty consecutive days will be reviewed for termination. Students who have (9) nine or more unexcused absences will receive an "FX" for the laboratory, which is a failure due to attendance.

\*Students in receipt of Veteran Administration GI Bill education benefits require a minimum of 18 hours of training per quarter (weather permitting) in order to retain eligibility for flight education benefits.

### **Section 15.3 Extensions**

Students are expected to complete the laboratory requirement by the end of the semester. Semester extensions are not automatic. If a student believes he/she has not completed a flight training course due to circumstances beyond his/her control, an extension may be applied for by completing an Extension Request Form. Extensions will be granted for extenuating circumstances and will not exceed 60 days from the last day of the semester.

### **Section 15.4 Aircraft Substitution**

Richmor Aviation prices and courses are based on aircraft equipment, needs, and availability. Other aircraft may be substituted for listed aircraft for reasons of availability, previous experience, and aircraft limitations. Course prices are subject to change (increase or decrease). Any additional costs over and above the established laboratory fees that are incurred are the responsibility of the student, including fuel surcharges.

### **Section 15.5 Lab Fees**

The course lab fees do not guarantee any rating or certificate. Each lab fee is for specified hours of dual and/or solo training. If a student is required to take additional flight or ground instruction to meet proficiency standards, he/she will be required to pay additional hourly charges at the standard hourly rates established by agreement between Richmor Aviation and the educational institution. For specified hours allotted for each course or current hourly aircraft rates, refer to pages 12-15 within the Operations Manual.

### **Section 15.6 Practical Test Time Allotment**

Students are allotted 2.0 hours of flight time for each FAA practical test. Students who take additional time are required to pay for such time at the standard hourly rate.

### **Section 15.7 Books and Aviation Supplies**

Books and supplies are not included in course lab fees. All books, supplies, headsets, charts, and directories are a separate cost to the student. Books and/or supplies can be charged against financial assistance funds with the approval of the partnership program's financial assistance office if the student signs a form allowing the partnership program to release additional funds to Richmor. Unless the student specifically requests this release using the appropriate channels, the cost of supplies will be incurred separately.

### **Section 15.8 Advanced Credit**

Advanced credit for ground school and/or flight laboratory is provided on an individual student basis. Any student requesting advanced credit should contact Richmor Aviation prior to enrollment in any flight course at the partnership program. Students will be required to complete an application for advanced credit and provide Richmor with their logbook and any other documentation of flight or ground instruction.

The Director of the Flight School and/or Chief Instructor will determine if any advanced credit is to be awarded toward his or her stated objective by reviewing the student's logbook and any other documentation. At the Director of the Flight School's discretion, the student will be required to complete a written examination and/or a flight evaluation. Determination of advanced credit will be subject to the same restrictions outlined in Article II, Section 2.3 of this manual.

**ARTICLE XVI- RICHMOR AVIATION ENROLLMENT, INSURANCE, AND  
MAJORITY RELEASE / MINORITY RELEASE**

Students are required to read, sign and date the ENROLLMENT AGREEMENT, NOTICE OF INSURANCE COVERAGE, and the MAJORITY RELEASE / MINORITY RELEASE included as an attachment to this manual. If the student is less than 18 years of age, a parent or legal guardian must sign these documents.

# AIRCRAFT LIST

## Make and Model - Simulator

Red Bird FMX - Schenectady Facility

## Make and Model - Aircraft

Make & Model - **Cessna 152** (108 Horsepower):

N94570	N5404B	N757UR	N4915P
N6460L	N93529	N5357H	N68195
N6379M	N5394B	N5088L	N68920

Make & Model - **Cessna 172** (160 Horsepower):

N5233E N63852 N98795 N64281

Make & Model - **Cessna 172RGII** (180 Horsepower):

N9437D

**TRAINING AND RENTAL PROCEDURES**

The following are minimum runway lengths for the operation of Richmor aircraft:

Cessna 152, 172	2,000 feet
Cessna 172RG	2,500 feet

1. Simulated forced landings are to be practiced dual only, with a suitable emergency landing field within gliding distance. The approach shall be terminated prior to reaching 500 feet AGL unless a suitable landing strip is being used, in which case the approach may be continued to an actual landing.
2. No student during any solo flight will descend lower than 1500 feet AGL in stall recoveries, steep spirals, or other maneuvers involving unusual or critical attitudes of the aircraft.
3. Weather condition minimums for dual VFR and solo flights are listed below:

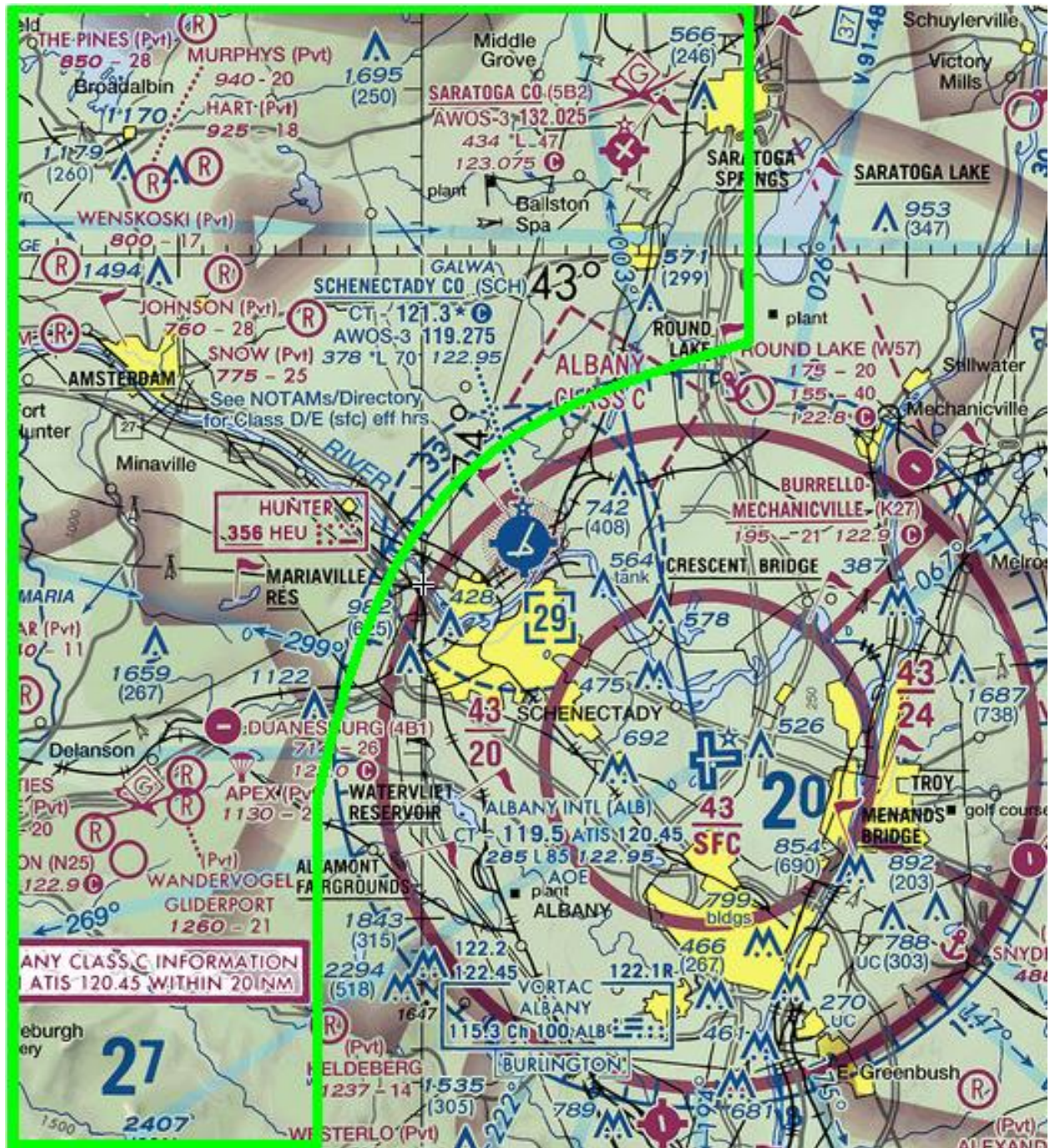
<b>LOCAL</b>	<b>SOLO</b>	<b>DUAL</b>
Ceiling	2000 AGL	1000 AGL
Visibility	5 Miles	3 Miles
Wind	15 kts Max.	25 kts Max.

**X-COUNTRY**

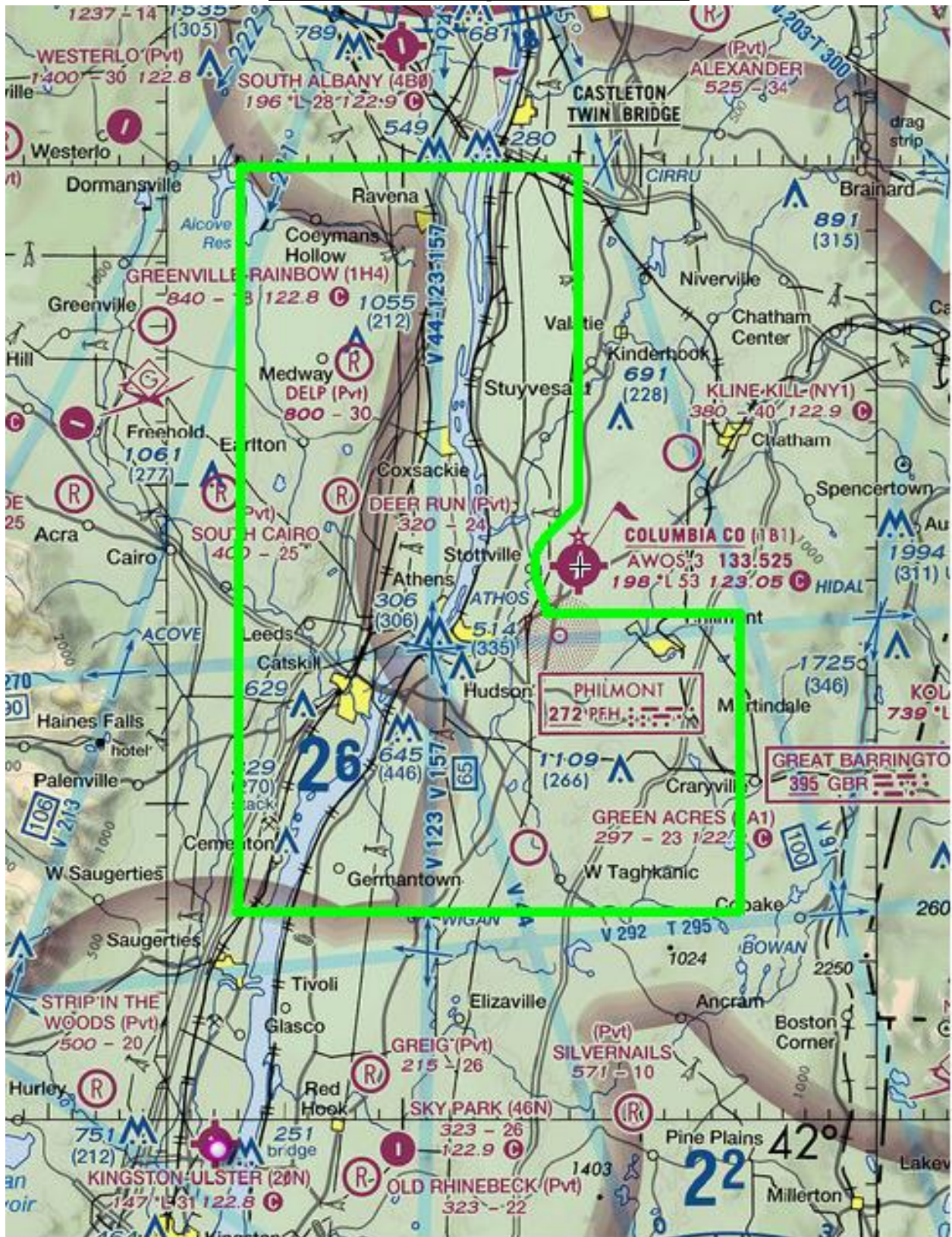
Ceiling	5000 AGL	3000 AGL
Visibility	10 Miles	3 Miles
Wind	15 kts Max.	25 kts Max.

- a. Specific minimums for solo cross countries must be determined based upon the destination(s) involved and forecast weather; these may dictate other safe minimums as determined by the instructor.
  - b. Conditions for all dual flights are at the discretion of the flight instructor, considering the student's capability and the benefit to be derived from the flight.
4. All private pilot student night flying must be dual. No student night solo is permitted.
5. The practice area for each of our airports is designated on the following pages. The minimum enroute altitude to and from the practice area is 2000 feet AGL. **Fuel conservation procedures (leaning the mixture) should be used while enroute to and from the practice areas.**

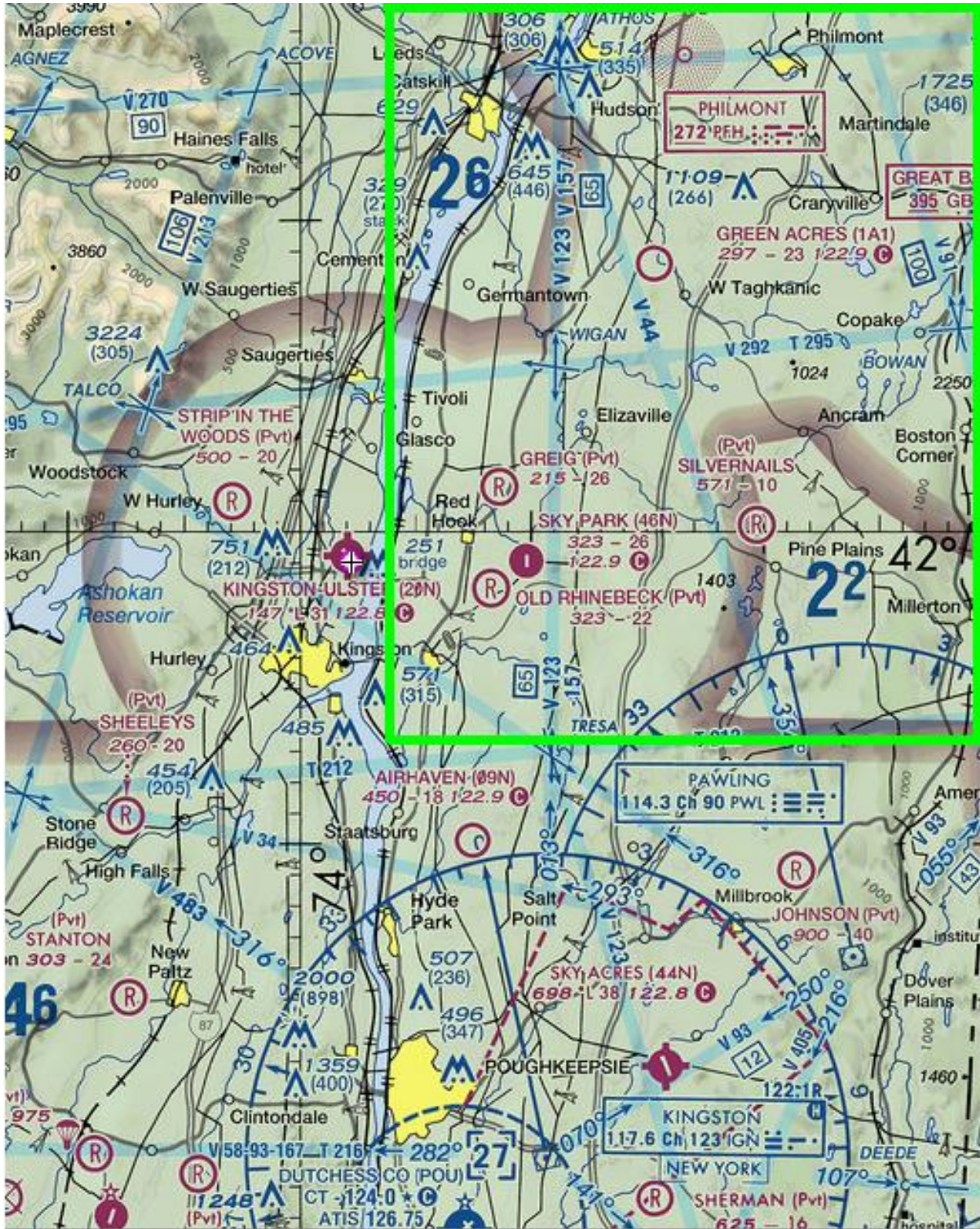
### Schenectady County Practice Area



### Columbia County Practice Area

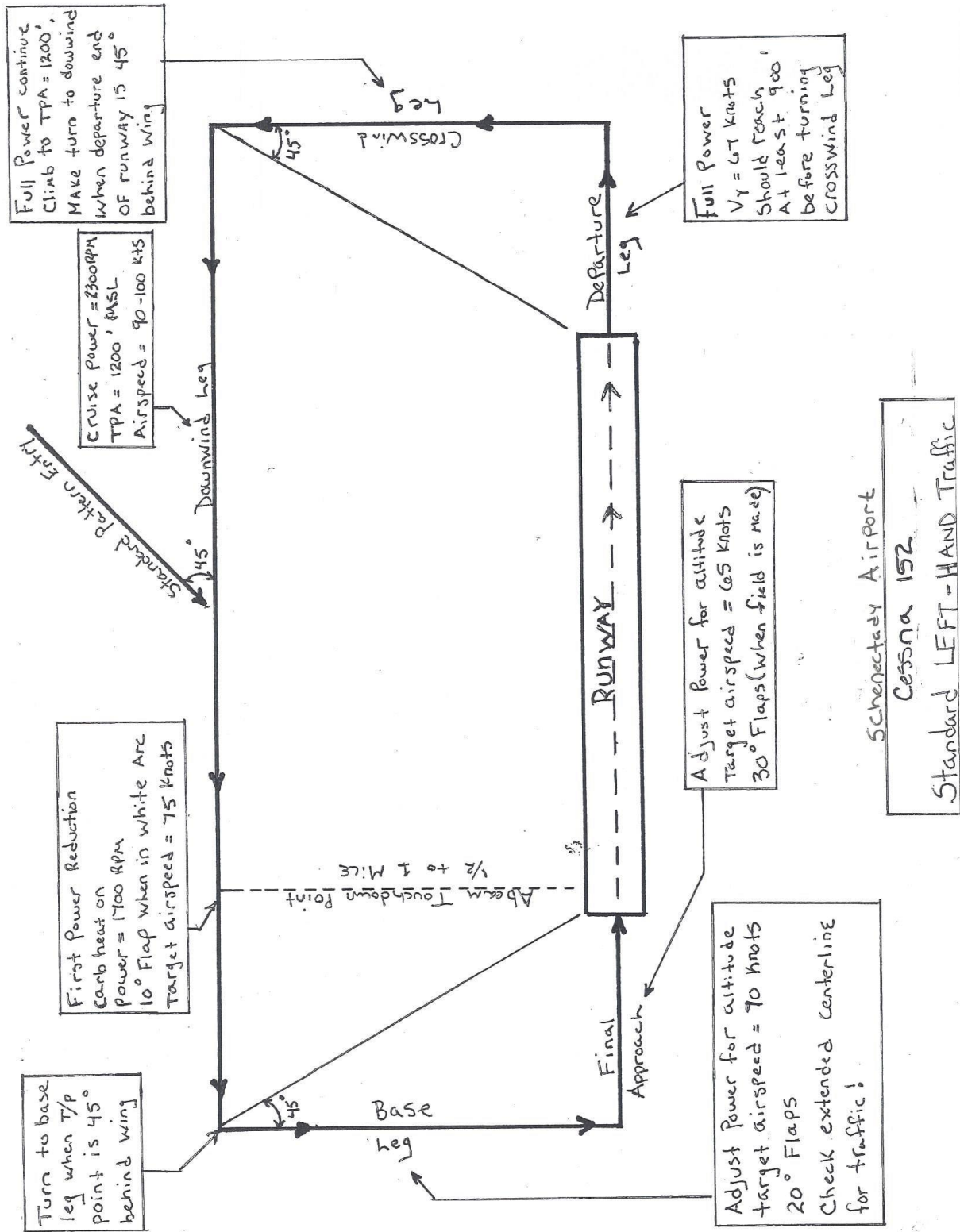


### Kingston-Ulster Practice Area

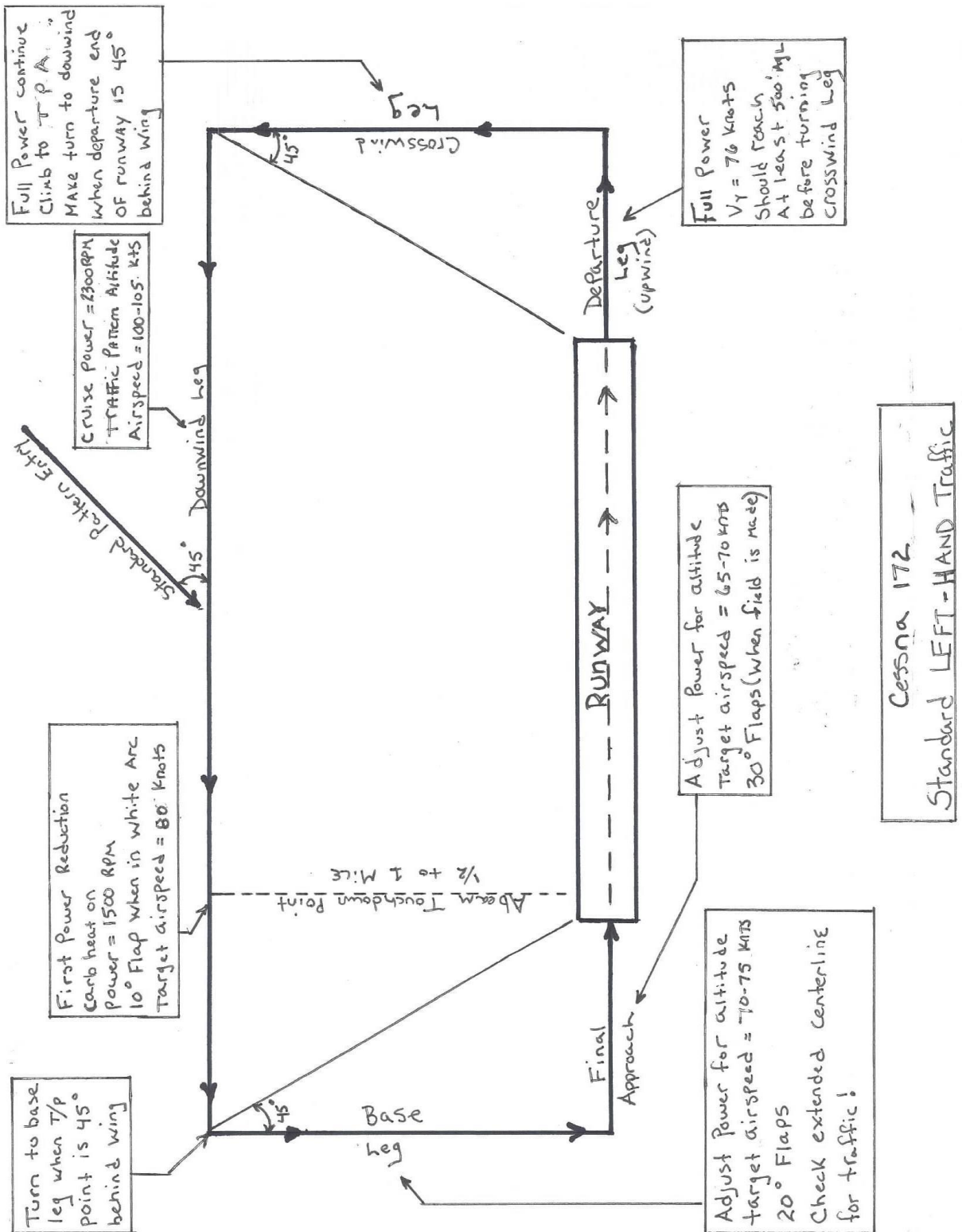


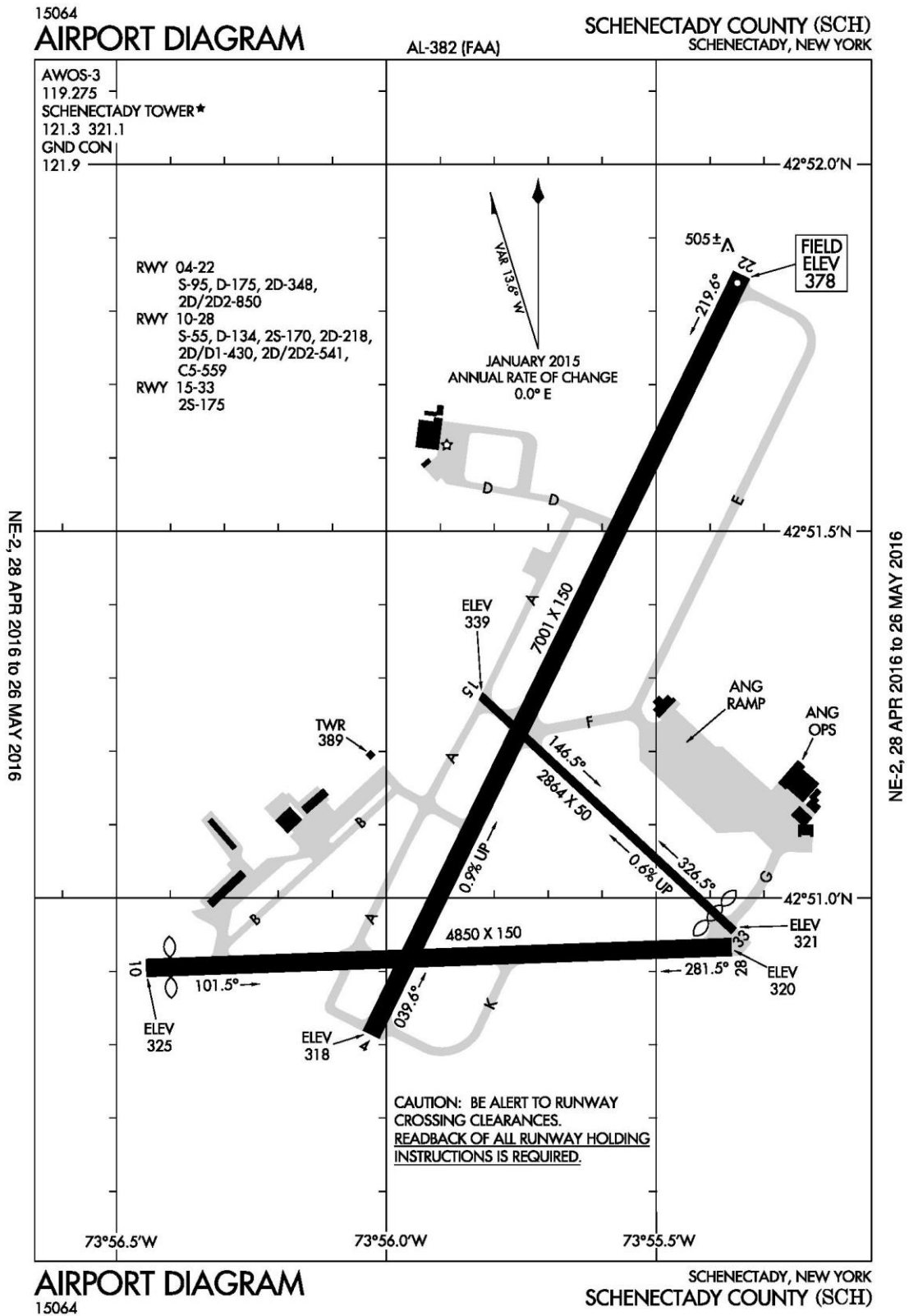


### Cessna 152 – Standard Left-hand Traffic Pattern

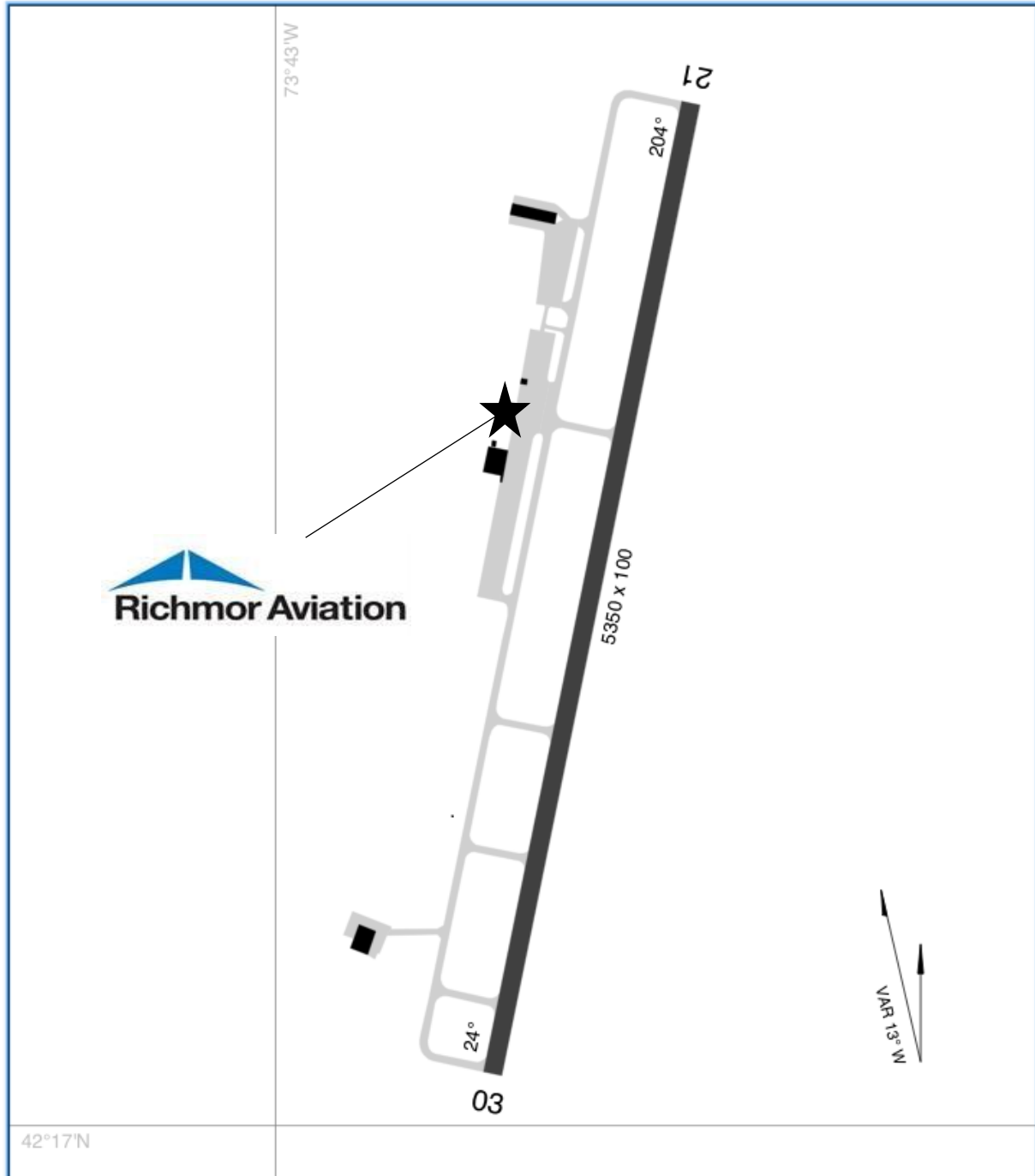


### Cessna 172 – Standard Left-hand Traffic Pattern

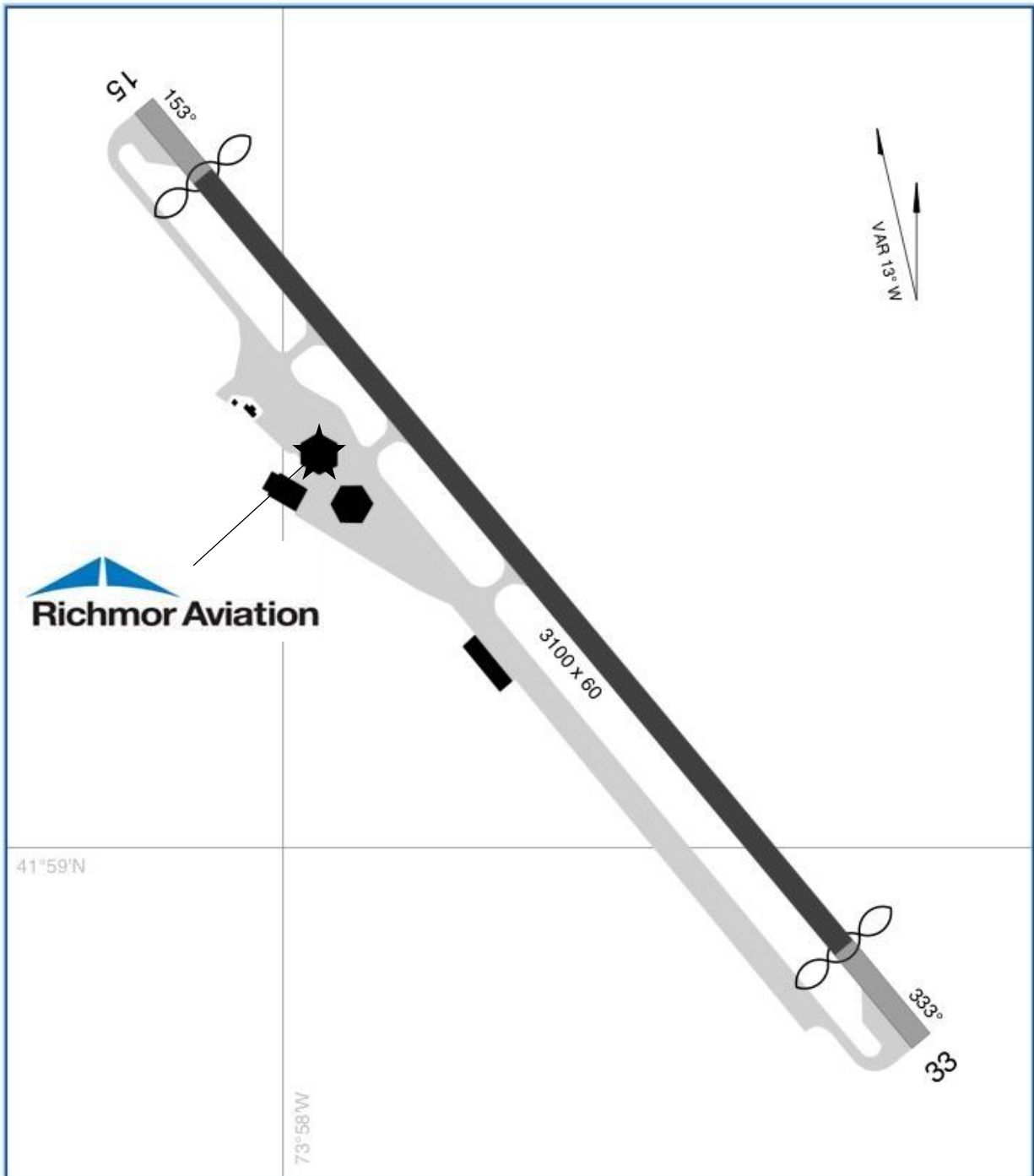




**1B1: COLUMBIA COUNTY**  
HUDSON, NY



**20N: KINGSTON-ULSTER**  
KINGSTON, NY



Sample Nav Log

**NAVIGATION LOG**

Aircraft Number: **N98795** Notes: **C-172P** Fuel Consumption: **1.1 gal** Taxi/Take-off = **1.1 gal**

Cruise Power Setting: **2600 RPM (69% BHP @ 7500')** Climb = **3.1**

Passure Alt. at Cruise: **7984'** Cruise/Descent = **4.6**

GPH = **7.8** Total = **8.8**

LEB = **31.2** Remaining (40-88) = **31.2**

Endurance after Descent = **4 hours**

**AT Cruise KIAS is 117 → KIAS should be 101**

Check Points (Fixes)	VOR Ident Freq.	Course (Route)	Altitude	Wind		CAS	TC	TH	MH	Dist. Leg Rem.	GS Est. Act.	Time Off ETE ATA	GPH Fuel Rem.	Airport & ATIS Advertisables	
				Dir. Vel.	Temp.									Dep.	Destination
KSCH	110.2	To 037°	↑	285 41	15°C	84	22	333	007	90	79	17	7.8	KSCH	KLEB
T.O.C.	110.2	To 037°	7500	285 41	15°C	117	22	2	016°	107	114	5	0.7	7500 + 6	8200 1/2
GFL	110.2	From 085°	7500	285 41	15°C	117	20	4	016°	30	114	16	2.1	29.98	30-10
KRUT	113.7	From 085°	↓	285 41	15°C	117	71	2	016°	28	114	38			30-12
Quechee	113.7	From 085°	↓	285 41	15°C	117	71	2	016°	5	158	2			
KLEB	113.7	From 085°	↓	285 41	15°C	117	104	103	118°	0					
Totals												90	52	KLEB	

Block In: **378'** Block Out: **603'** Log Time: **52**

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## **Dispatching/Scheduling Procedures**

1. Solo cross-country flights for student pilots will not be approved prior to completion of the required ground instruction portion of the course and the student having taken and passed the FAA written examination.
2. Flight school aircraft may only be dispatched:
  - a. by a Richmor Dispatcher, during normal business hours; or
  - b. At other times, by prior arrangement with a Richmor Flight Instructor.
3. The Richmor Instructor is required to verify that all applicable "Preflight Actions" as specified in Federal Aviation Regulations have been satisfactorily accomplished by the pilot (student) before dispatching a flight school aircraft before or after normal business hours.
4. Richmor Aviation Flight Instructors determine weather conditions appropriate for a student's flight. Instructors shall also check for accuracy of flight plans, and endorsements appropriate pertaining to that flight.
5. The dispatcher is required to refuse a rental if the pilot does not meet the requirements of the proposed flight.
6. For scheduled and non-canceled flights, the student may be liable for 60 minutes of aircraft rental at solo rates for the particular type of aircraft scheduled in addition for 60 minutes of dual instruction charges if it is a dual flight. (See also: Article IV, Section 4.1 for more information).
7. For all Stage Checks or End of Course flight evaluations, students must be ready to start at scheduled time. This will include completed weight and balance computations, flight plans, and flight logs with current weather conditions. When possible, aircraft shall be preflighted, fueled, and completely ready to go.
8. Dress Code: Flight Instructors are required to wear Richmor Flight Instructor shirts that were issued. Clean khaki colored pants or shorts should be worn. Blue jeans are not authorized to be worn while flight instructing. Professional business attire can be substituted and worn while attending meetings or other company functions. Clean dress shoes should always be worn.

## **Pre-Flight Operations**

1. The use of the aircraft checklist is mandatory.
2. Inspection status of aircraft should be verified using the status sheet.
3. Aircraft engines are not to be started on dual flights until the instructor is aboard, or in any case the aircraft cannot be taxied safely around other aircraft.
4. Rotating beacons should be on at all times, day or night, while the engine is running.
5. Except for the first several flight lessons in the Private Pilot Course, pre-flight inspections of the aircraft will be the student's responsibility. Remember that a careless pre-flight can easily become a critical situation once in the air.

## **Ground Operations**

1. Ground handling of aircraft requires care to prevent structural damage. Do not exert force on flight control surfaces or attempt to move aircraft alone. Assume that every propeller is a potential safety hazard – never move it by hand.
2. Aircraft are not to be taxied faster than a brisk jog (approximately 8-kts).
3. Prior to entering an active runway for takeoff at an uncontrolled airport, a clearing turn must be made – this shall consist of at least 180 degrees of turn (360° preferred) while observing the traffic pattern and particularly the final approach area. The presence of a Control Tower facility does not waive the requirement of checking for traffic on final. An expeditious check of at least that area should still be made prior to entering the active runway after being cleared for takeoff.
4. Return aircraft to the refueling area after every flight. The control lock and throttle locks should be installed after flight. Aircraft must be chocked while not tied down or hangared.
5. No smoking is permitted on the ramp or in Richmor aircraft.
6. Before taxi, have a current airport diagram readily available for reference and check the assigned taxi route against the diagram with heading indicator or compass, paying special attention to hot/complex intersections. While maintaining outside vigilance, the pilot must follow the aircraft's progress on the airport diagram, ensuring that you are following instructions received from ATC.
7. Pilots must monitor the taxi clearance and read back all hold short instructions. Unless familiar with the airport, all taxi instructions should be written down. Verbalizing hold short instructions is a method to ensure that you have a clear understanding of the intended taxi plan and do not cross any hold short lines without ATC clearance. Exterior aircraft lights should be used to make your aircraft operating on the surface more conspicuous.
8. Know and use all visual aids available at the airport, such as signs, markings, and lighting, as well as ground and/or tower ATC, to follow the taxi route.
9. Prior to entering or crossing any runway, the pilot must be positive that ATC has cleared them to enter or cross the runway. Pilots should scan the full length of the runway and also scan for aircraft on final approach. If there is any confusion about the scan results, the pilot should stop and ask ATC to clarify the situation.
10. When approaching an entrance to a runway, pilot(s) will ensure compliance with hold short or crossing clearance. Furthermore, bring the aircraft to a complete stop, or be in a phase of taxiing that has no risk of causing a runway incursion, before continuing with operational duties and checklists.
11. Be especially vigilant if another aircraft that has a similar call sign is on frequency. Care should be taken to avoid inadvertently executing a clearance or instruction for another aircraft.
12. If the pilot becomes disorientated, taxi clear of the runway before initiating communications with ATC to regain orientation.
13. If radio communications are unusually quiet, suspect radio problems such as a stuck mic, wrong frequency, or low volume. Attempt to contact ATC and look for light gun signals.
14. Pilots should use caution after landing on a runway that intersects another runway, or on a runway where the exit taxiway is in close proximity to another runway's hold short line.



15. After landing, ensure the aircraft, including the tail section, has crossed over the respective landing runway's hold short line. This will ensure that the entire aircraft is clear of the respective runway safety area.
16. After landing at a non-towered airport, or at an airport where the control tower is closed, remember that not all aircraft are radio equipped; therefore, before entering or crossing a runway, listen on the appropriate frequency (CTAF) for inbound aircraft. Scan the full length of the runway, including the final approach and departure paths of runway(s) you intend to enter or cross.
17. During landing, do not accept any last minute ATC turnoff instructions unless you clearly understand and are certain that you can safely comply.
18. Aircraft Parking: Aircraft should be tied down or placed in a hangar during windy conditions. Aircraft that are parked temporarily on the ramp should always be chocked, with the flight control and throttle lock in place, and with the Pitot tube cover on.

## **Regulations and Safe Flight Operations**

1. The first supervised solo period in the Private Pilot Syllabus will be FULL STOP LANDINGS, with the aircraft taxiing back to the point of normal takeoff. The second supervised solo period may be touch and go or full stop at the instructor's discretion.
2. The carrying of passengers on student solo training flights is prohibited by Federal Aviation Regulations. Richmor expands on this regulation to also prohibit licensed pilots from flying with Richmor student pilots where the licensed pilot can act as Pilot in Command. The prohibition against student pilots flying with licensed pilots also applies to students flying their own aircraft while enrolled in a Richmor Flight Course. Student solo flight time is necessary to develop confidence – this objective is defeated when a student carries a pilot-passenger aboard.
3. The right-of-way FAA Regulations are to be adhered to at all times; a violation of these or other FAA regulations are sufficient cause for dismissal from the Flight School or refusal of further rental privileges.
4. Clearing turns of at least 90° left and right must be made prior to commencing any practice maneuvers during which forward visibility will be restricted, such as stalls, slow flight, spins, chandelles, or other maneuvers involving unusual attitudes of the aircraft. It is imperative that students exercise collision avoidance during all phases of flight, including ground operations. Students who fail to demonstrate proper collision avoidance will have their solo privileges revoked until such time that they routinely demonstrate proper technique.
5. Unpaved runways and unlighted night landing areas are off-limits at all times to solo pilots, and are used only at the discretion of the instructor during dual flights.
6. **FIRE PRECAUTIONS**: Refer to each individual aircraft's POH for the proper fire precaution procedures.
7. **WINTER OPERATIONS**: Winter starting requires special precautions to prevent engine fires. Ask for assistance when the engine will not start or will not continue to run in cold weather. Another pilot familiar with that aircraft (acting as a fire guard) is an excellent precaution against an engine fire developing. Never hand-prop an aircraft. Solo flights are not permitted when the surface temperature reaches below -5°F for local flights, and below 15°F for cross county flights.
8. Prior to first solo flight, student pilots must have practiced radio procedures, traffic pattern entries and take off and landings at both controlled and uncontrolled airports.
9. While conducting solo flights, student pilots must use the phrase "Student Pilot" while communicating with ATC.
10. When flying in gusty wind conditions in excess of 15K, maintain a final approach speed approximately half the gust factor faster than normal approach speed (i.e. if the winds are gusting to 20 knots, increase final approach speed by 10 knots), and consider a less than full flap landing.
11. All Richmor Aviation flight instructors and students must possess a current FAA Medical Certificate.

## **Aircraft Maintenance and Discrepancies**

1. All Richmor aircraft have a clipboard with a Discrepancy Sheet attached. This sheet should be reviewed prior to each flight and any discrepancies noted discussed with a flight instructor before flying. All discrepancies noted while underway should be recorded on this sheet with accuracy and your initials included so that detailed information may be obtained from you by our mechanics.
2. Any discrepancies are required to be reported to the maintenance department and to the operations manager upon return to a Richmor Base, as well as with the status of the aircraft (i.e. if it can remain up or needs to be down for maintenance depending on the severity of the discrepancy).
3. Aircraft Discrepancies While Away from A Richmor Base: If a student experiences an aircraft discrepancy while on a solo X-C flight, he/she should immediately contact his flight instructor and/or training base to determine the proper course of action to take. If necessary, arrangements will be made to have the aircraft repaired by an FAA authorized mechanic. Some circumstances may require the student to be transported back to his/her training base by Richmor, while the aircraft awaits repair. If a student needs to land at an unplanned destination due to unforeseen weather or aircraft problems, he/she must contact his/her instructor for proper logbook endorsements and briefing prior to departing.
4. Return to Service after Discrepancies: Aircraft maintenance logbooks shall be reviewed for an aircraft mechanic's sign-off (allowing the return to service of that airplane).

## **General Aircraft Operations**

1. Checklists are provided in each particular aircraft, as well as in the student's training kit issued at enrollment. The checklist describes procedures for starting, taxiing, shutdown, and securing of the aircraft.
2. Students must verbalize the checklist to ensure items are not missed and instructors are engaged in all phases of operations.
3. Supplemental throttle locks are to be used at all times when the aircraft is unattended on the ramp or tie-down areas. It is the student and instructor's responsibility to chock and secure the aircraft after each flight.
4. Practice Areas: Visual depictions of the various practice areas are included in the operations manual. Please be particularly alert to the presence of other training aircraft when maneuvering in the practice area. At 20N and 1B1, aircraft should monitor the CTAF frequency for the base airport while in the practice area. At KSCH, aircraft should monitor and announce intentions on 122.75 MHz while in the practice area if they are no longer within the lateral dimensions of the class D airspace.
5. Take Offs: Prior to take off, all checklist items must be completed. In addition, communication and navigation equipment should be set with correct frequencies and course set on VOR or GPS course indicator or CDI. A pre-takeoff briefing shall be conducted which includes verbalizing rotation speed, climb speed, and the best glide speed and plan of action in event of engine failure. If departing in IFR conditions, briefings must include the approach to be utilized in the event of an emergency necessitating immediate return to the airport.
6. Fire Precaution Procedures: Follow instructions provided in each individual aircraft's P.O.H. unless specifically stated in the P.O.H. (i.e. C-172RG II), it is NOT advisable to "pump" the throttle prior to starting the aircraft especially in cold ambient temperatures. Aircraft are to be preheated if temperature is at or below 30° F and the engine has been allowed to cool to that temperature. Under NO circumstances is an aircraft to be left unattended when preheat is being applied. In addition, fire extinguishers must be immediately accessible during preheating. Any indication of fire upon start-up (i.e. in the air box or exhaust system) must be noted and brought to the attention of a Richmor mechanic before a flight is initiated.
7. To aid in collision avoidance, 360° clearing turns should be used on the ground when crossing an inactive runway and prior to taking the runway when operating at a non-towered airport.
8. Instrument approaches: All instrument approaches must be briefed prior to being flown. Normal altitude callouts should be made at 1000', 500', and at 100' above MDA or DA.
9. Landings: Aircraft should not land unless established in a stabilized approach. Criteria for a stabilized approach includes the airplane being stabilized by 1000 feet above airport elevation in instrument meteorological conditions and by 500 feet above airport elevation during visual meteorological conditions. A stabilized approach includes being on the correct glide path, the aircraft tracking the runway centerline, airspeed within 10 knots of recommended approach speed and appropriate power setting with landing checklist completed.
10. Touch and Go's: When conducting touch and go landings, after landing, the aircraft should be first centered on the runway, flaps should then be raised, followed by turning off the carburetor heat and then advancing the throttle to full power.

11. After Landing: Aircraft must exit the runway and come to a full stop before conducting the after-landing checklist. When operating the Cessna 172RG, prior to raising the flaps, pilots must visually identify, and verbally acknowledge the flap lever's position.

## **CROSS COUNTRY OPERATIONS**

1. Cross country flights should be planned to destinations which permit one leg to be flown using pilotage and dead reckoning, and one using VOR navigation.
2. Flights will be planned only to destinations listed below. Other destinations must be approved on a one-time basis by either the Chief Instructor or an Assistant Chief Instructor.
3. The minimum Private Pilot dual cross-country training required by FAA regulations is three (3) hours, including a 100 NM distance flight. Richmor's FAA approved T.C.O. requires two-day dual X-C flights and one-night dual X-C flight. Additional dual X-C flights may be required before solo X-C privileges are granted.
4. The FAA knowledge exam, as well as the solo X-C expanded briefing must be completed by Flight Lesson 19 (first solo X-C flight).
5. Students will be required to complete flight planning forms (navigation logs) provided by Richmor as soon as possible once the flight has been assigned, but prior to the actual day of the flight. True course, magnetic variation, distances, checkpoints, VOR frequencies and cross fixes, navigation and communication frequencies, and destination airport information can be recorded on the navigation logs beforehand.
6. The student will complete his/her flight planning using current winds aloft, temperature and weather information, and current NOTAMS obtained from an FAA flight briefing prior to meeting with his/her instructor on the day of the cross-country flight. Flight following is also required for all cross-country flights.
7. The use of Electronic Flight Bag (EFB) equipment for the Private Pilot Certification Course is limited to flight planning only. EFB's are not authorized for navigation assistance; the "own Ship Position" indication is required to be turned off to prevent students from using any GPS positioning on electronic charts. For Instrument and Commercial courses, the use of EFB's are not limited but students need to demonstrate navigational skills and situation awareness without the assistance of EFB's. If using EFB's, current paper charts still need to be carried on board the aircraft to serve as a backup in the event of EFB failure.
8. The student will be expected to review his/her flight plan prior to departure in order to establish that he/she understands all aspects of flight planning and has considered all factors involved in a safe and successful flight. The student is also required to communicate with his/her assigned flight instructor upon landing at each cross-country destination.
9. The student will be expected to demonstrate ability to divert to an unexpected destination once underway towards the planned destination. Efficient cockpit techniques include continuing collision avoidance visual scan, while turning to and maintaining a new course heading and altitude as appropriate.
10. The student will be expected to discuss orally with the instructor how he/she will handle unexpected conditions such as becoming disorientated, deteriorating weather, mechanical problems, unexpected airport closures, etc.
11. Except for circumstances of Weight and Balance, or high-density altitudes in the summer, no flights either dual or solo, should depart unless the fuel tanks are full. Cross-country flights should be planned with refueling stops at each landing point or upon reaching one and one-half hours of fuel remaining at normal cruise power. Local flights shall not be conducted with

less than 1 hour of fuel remaining after completion of flight.

12. Prior to departure, location of aircraft parking, fuel availability at estimated time of arrival and runway conditions must be included in flight planning. Fuel purchased is reimbursed only for the actual cost per gallon, but not to exceed Richmor's current retail fuel price. Receipts must be presented for money expended.
13. Renter is responsible for preheat or tie down charges.
14. All flights (dual, solo, local, or cross-country) require a flight plan to be filed with Richmor Aviation. Additionally, flights over 25 miles from each of our airports require a Flight Plan to also be filed with the FAA by telephone or computer.
15. Solo Cross-Country flights can only be dispatched by the student pilots assigned flight instructor or by the Check Airmen, Assistant Chief, or the Chief Instructor who conducted the students Stage 2 Flight Evaluation.
16. For night cross country operations, utilize routes with lower terrain in more populated areas.
17. Flight Instructors are to ensure that students have a current sectional chart appropriate for the area to be flown, an airport facility directory and an airport diagram for each airport of intended landing.

## **CROSS COUNTRY DESTINATIONS – GENERAL:**

Only the destinations listed shall be used, unless prior approval has been given by the Chief Flight Instructor, or an Asst. Chief Flight Instructor. Approvals for other destinations will be noted in the notes section of the training folder, and these flights must comply with the completion standards for the particular applicable flight lesson.

The distance requirements shown in the *Instrument/Commercial Syllabus* and FAR § 141 must be met on each lesson logged in the student's file as Dual Cross-Country.

In order to be considered cross-country, a flight must include a landing point other than the point of departure and include a point of landing that is at least a straight-line distance of more than 50 nautical miles from the original point of departure.

The individual lesson times shown in the Special Commercial Syllabus and in the Jeppesen-Sanderson Commercial Syllabus are for instructor/student guidance only; they are not mandatory for each lesson, although distance requirements for a particular flight lesson must be complied with. At the conclusion of the course, the student must meet the minimum hours shown in the Special Commercial Syllabus contained in this Training Course Outline.

### **Dual Cross-Country-VFR Day or Night:**

For the VFR Dual Cross-Country flights, airports other than the listed airports may be used with prior permission from the Chief or Assistant Chief Instructors, provided they are at least equal to the Richmor Aviation Main and Satellite bases listed herein in terms of runway type, length, fuel availability, weather information availability, etc.

Any of the 50 NM minimum distance cross-country destinations listed, alone or in combination with another airport destination maybe used for dual cross-country flights.

At least one leg of at least 50 NM on each of the dual flights shall be flown exclusively by pilotage and dead reckoning. That means navigation solely by reference to visual landmarks, along a predetermined course, based on time, speed, and distance calculations including the effects of wind; without the use of any electronic navigation aids or radar vectors.

Although the Commercial Pilot Syllabus designates Flight Lessons 48 and 49 as day Local-Complex aircraft lessons, it is recommended that some of this time be flown as day dual cross-country flights in the complex airplane. During one leg of a dual cross-country flight in the complex airplane, operations at high altitude (a minimum of 10,000 feet MSL), weather permitting, should be conducted.



**Solo Cross-Country-VFR:**

For solo cross-country flights, airports listed shall be used. The first solo cross-country flight may be to a destination previously used during dual cross-country training. Subsequent solo cross-country flights shall not be to a destination previously used.

At least one VFR solo cross-country flight must be chosen from among the list of 250 NM-straight line distance cross-country flights, landing at a minimum of three points. The flight must include as one of the destinations, a satellite airport in or under Class B airspace or in the main airport in a Class C or TRSA airspace. The routes may be flown as shown, or in reverse order.

Destinations used previously during a dual cross-country training flight should not be utilized during the 250 NM trip cross country solo flight.

Solo cross-country destinations other than those listed may be used with the approval of the Chief or Asst. Chief Instructor(s) for each individual flight. This approval must be documented in the "Notes" section of the training folder.

**VFR Cross-Country Approved Airports List**

**Schenectady 50 NM Minimum Distance VFR Solo Cross-Country Training Flights**

<b>Airport Name and City</b>	<b>Distance NM</b>	<b>Airport Name and City</b>	<b>Distance NM</b>
Barnes Municipal (BAF) Westfield, MA	68	Hancock Int'l (SYR) Syracuse, NY	98
Bradley Int'l (BDL) Windsor Locks, CT	78	Knapp State (MPV) Montpelier, VT	101
Broome County (BGM) Binghamton, NY	103	Lebanon Municipal (LEB) Lebanon, NH	85
Burlington Int'l (BTV) Burlington, VT	103	Griffiss (RME) Rome, NY	68
Chemung County (ELM) Elmira, NY	140	Sullivan County Int'l (N82) Monticello, NY	79
Plattsburg International (PBG) Plattsburg, NY	110	Portland Int'l (PWM) Portland, Maine	165
Concord Municipal (CON) Concord, NH	107	Scranton Int'l (AVP) Wilkes-Barre, PA	123
Dillant-Hopkins (EEN) Keene, NH	72	Stewart Int'l (SWF) Newburg, NY	82
Dutchess County (POU) Poughkeepsie, NY	74	Tompkins County (ITH) Ithaca, NY	114
Manchester (MHT) Manchester, NH	105	Watertown Int'l (ART) Watertown, NY	112
Groton/New London (GON) Groton, CT	125	Worcester Municipal (ORH) Worcester, MA	98
Hartness State (VSF) Springfield, VT	69	Rutland State (RUT) Rutland, VT	58
Sikorsky Memorial (BDR) Bridgeport, CT	110	Kingston-Ulster (20N) Kingston, NY	52
Adirondack Regional (SLK) Saranac Lake, NY	93	Waterbury-Oxford (OXC) Oxford, CT	90
Danbury Municipal (DXR) Danbury, CT	91	Hartford-Brainard (HFD) Hartford, CT	88

Turners Falls (0B5) Montague, MA	64	Oneonta Municipal (N66) Oneonta, NY	54
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**Schenectady VFR Solo 100 NM Round Trip Distance 3 Landings**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
SCH-RME-GFL-SCH	177	SCH-MHT-EEN-SCH	214
SCH-POU-1B1-SCH	152	SCH-SYR-N66-SCH	210
SCH-BAF-PSF-SCH	151	SCH-BDL-1B1-SCH	165
SCH-EEN-PSF-SCH	163	SCH-BGM-RME-SCH	234
SCH-BTV-RUT-SCH	219		

**Schenectady VFR Solo Cross Country 250 NM Straight-line Trip Distance with a Landing at Three Airports. One Segment a Straight-Line Distance of at Least 250 NM between Airports and Landings at Least 50 NM from each airport Required**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
SCH-ERI-BUF-SCH	575	SCH-BWI-BGM-SCH	534
SCH-JYO-ABE-SCH	562	SCH-LBE-AVP-SCH	590
SCH-BGR-PWM-SCH	510	SCH-SBY-ABE-SCH	567
SCH-MLT-PWM-SCH	585	SCH-YNG-ROC-SCH	655

**Kingston-Ulster 50 NM Minimum VFR Solo Cross-Country Training Flights**

<b>Airport Name and City</b>	<b>Distance NM</b>	<b>Airport Name and City</b>	<b>Distance NM</b>
Harford-Brainard (HFD) Hartford, CT	61	Schenectady County (SCH) Schenectady, NY	52
Bradley Int'l (BDL) Windsor Locks, CT	57	Floyd Bennett Memorial (GFL) Glens Falls, NY	83
Greater Binghamton (BGM) Binghamton, NY	91	Griffiss Int'l (RME) Rome, NY	98

Orange Municipal (ORE) Orange, MA	82	Saratoga County (5B2) Saratoga Springs, NY	64
Dillant-Hopkins (EEN) Keene, NH	93	Turner’s Falls (0B5) Montague, MA	74
Oneonta Municipal (N66) Oneonta, NY	59	Sidney Municipal (N23) Sidney, NY	67
Greenwood Lake (4N1) West Milford, NJ	54	Wilkes-Barre/Scranton (AVP) Wilkes-Barre, PA	88
Tweed-New Haven (HVN) New Haven, CT	65	Hartness State (VSF) Springfield, VT	104
Westfield-Barnes Rgnl (BAF) Springfield, MA	57	Worcester Rgnl (ORH) Worcester, MA	94

**Kingston-Ulster VFR Solo 100 NM Round Trip Distance 3 Landings**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
20N-HFD-ALB-20N	186	20N-BGM-SCH-20N	241
20N-EEN-ALB-20N	207	20N-ORE-BDL-20N	181
20N-DDH-NY0-20N	174	20N-SCH-BDL-20N	187
20N-0B5-ALB-20N	177	20N-N66-ALB-20N	162
20N-VSF-GFL-20N	234	20N-RME-ALB-20N	221
20N-BGM-RME-20N	256	20N-BAF-ALB-20N	163

**Kingston-Ulster VFR Solo Cross Country 250 NM Straight-line Trip Distance with a Landing at Three Airports. One Segment a Straight-Line Distance of at Least 250 NM between Airports and Landings at Least 50 NM from each airport Required.**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
20N-AGC-BGM-20N	587	20N-DKK-ERI-20N	577
20N-6G1-BUF-20N	570	20N-BGR-BTV-20N	620
20N-ERI-4N1-20N	598	20N-LBE-ABE-20N	553
20N-YNG-SYR-20N	652	20N-CBE-ELM-20N	565

**Columbia 50 NM Minimum Distance VFR Dual Cross-Country Training Flights**

<b>Airport Name and City</b>	<b>Distance NM</b>	<b>Airport Name and City</b>	<b>Distance NM</b>
Bradley Int'l (BDL) Windsor Locks, CT	50	Oneonta Municipal (N66) Oneonta, NY	61
Danbury Municipal (DXR) Danbury, CT	56	Sikorsky Memorial (BDR) Bridgeport, CT	72
Dillant-Hopkins (EEN) Keene, NH	73	Sullivan Co. Int'l (MSV) Monticello, NY	60
Floyd Bennett Memorial (GFL) Glens Falls, NY	63	Turners Falls (0B5) Montague, NY	56
Fulton County (NY0) Johnstown, NY	50	Waterbury-Oxford (OXC) Oxford, CT	55
Harford-Brainard (HFD) Hartford, CT	57	Worcester Municipal (ORH) Worcester, MA	81
Hartness State (VSF) Springfield, VT	82	Wurtsboro-Sullivan Co. (N82) Wurtsboro, NY	53
Griffiss Int'l (RME) Rome, NY	93	Greater Binghamton (BGM) Binghamton, NY	101
Wilkes-Barre/Scranton (AVP) Wilkes-Barre, PA	107	Groton-New London (GON) Groton, CT	94
Green State (PVD) Providence, RI	107	Southern Vermont Rgnl (RUT) Rutland, VT	81

**Columbia County VFR Solo 100 NM Round Trip Distance 3 Landings**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
1B1-BGM-SCH-1B1	234	1B1-N66-SCH-1B1	150
1B1-DDH-BAF-1B1	135	1B1-HFD-GFL-1B1	224
1B1-ORH-SCH-1B1	226	1B1-0B5-SCH-1B1	154
1B1-OXC-POU-1B1	130	1B1-LEB-5B2-1B1	223
1B1-MHT-DDH-1B1	228	1B1-POU-MSV-1B1	141
1B1-DXR-5B2-1B1	204	1B1-RME-ALB-1B1	210

1B1-RUT-NY0-1B1

200

1B1-PVD-0B5-1B1

234

**Columbia County VFR Solo Cross Country 250 NM Straight-line Trip Distance with a Landing at Three Airports. One Segment a Straight-Line Distance of at Least 250 NM between Airports and Landings at Least 50 NM from each airport Required.**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
1B1-CBE-ELM-1B1	596	1B1-BUF-ERI -1B1	595
1B1-JYO-AVP-1B1	527	1B1-BGR-PWM-1B1	525
1B1-MLT-BTV-1B1	631	1B1-BGR-PWM-1B1	666
1B1-JST-ROC-1B1	617	1B1-BHB-BTV-1B1	605

**IFR Cross-Country Approved Airports List**

**Schenectady 50NM Minimum Distance IFR Dual Cross-Country Training Flights**

<b>Airport Name and City</b>	<b>Distance NM</b>	<b>Airport Name and City</b>	<b>Distance NM</b>
Barnes Municipal (BAF) Westfield, MA	68	Hancock Int'l (SYR) Syracuse, NY	98
Bradley Int'l (BDL) Windsor Locks, CT	78	Knapp State (MPV) Montpelier, VT	101
Broome County (BGM) Binghamton, NY	103	Lebanon Municipal (LEB) Lebanon, NH	85
Burlington Int'l (BTV) Burlington, VT	103	Griffiss (RME) Rome, NY	68
Chemung County (ELM) Elmira, NY	140	Sullivan County Int'l (N82) Monticello, NY	79
Plattsburg International (PBG) Plattsburg, NY	110	Portland Int'l (PWM) Portland, Maine	165
Concord Municipal (CON) Concord, NH	107	Scranton Int'l (AVP) Wilkes-Barre, PA	123
Dillant-Hopkins (EEN) Keene, NH	72	Stewart Int'l (SWF) Newburg, NY	82
Dutchess County (POU) Poughkeepsie, NY	74	Tompkins County (ITH) Ithaca, NY	114
Manchester (MHT) Manchester, NH	105	Watertown Int'l (ART) Watertown, NY	112
Groton/New London (GON) Groton, CT	125	Worcester Municipal (ORH) Worcester, MA	98
Hartness State (VSF) Springfield, VT	69	Rutland State (RUT) Rutland, VT	58
Sikorsky Memorial (BDR) Bridgeport, CT	110	Kingston-Ulster (20N) Kingston, NY	52
Adirondack Regional (SLK) Saranac Lake, NY	93	Waterbury-Oxford (OXC) Oxford, CT	90
Danbury Municipal (DXR) Danbury, CT	91	Hartford-Brainard (HFD) Hartford, CT	88

Turners Falls (0B5) Montague, MA	64	Oneonta Municipal (N66) Oneonta, NY	54
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**Schenectady IFR Dual Cross-Country 250NM Round Trip Distance with an Instrument Approach at Each Airport and Three Different Instrument Approaches. One Segment a Straight Line Distance of at Least 100NM between Airports and One Landing at Least 50NM from the Original Departure Point Required.**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
SCH-BTV-LEB-SCH	250	SCH-20N-CZQ-SCH	254
SCH-ELM-RME-SCH	298	SCH-AVP-VGC-SCH	283
SCH-PSM-EEN-SCH	274	SCH-SWF-ORH-SCH	288
SCH-PVD-20N-SCH	296	SCH-CEF-LCI-SCH	287
SCH-BDL-BGM-SCH	324		

**Kingston-Ulster 50NM Minimum Distance IFR Dual Cross-Country Training Flights**

<b>Airport Name and City</b>	<b>Distance NM</b>	<b>Airport Name and City</b>	<b>Distance NM</b>
Harford-Brainard (HFD) Hartford, CT	61	Schenectady County (SCH) Schenectady, NY	52
Bradley Int'l (BDL) Windsor Locks, CT	57	Floyd Bennett Memorial (GFL) Glens Falls, NY	83
Greater Binghamton (BGM) Binghamton, NY	91	Griffiss Int'l (RME) Rome, NY	98
Orange Municipal (ORE) Orange, MA	82	Saratoga County (5B2) Saratoga Springs, NY	64
Dillant-Hopkins (EEN) Keene, NH	93	Turner's Falls (0B5) Montague, MA	74
Oneonta Municipal (N66) Oneonta, NY	59	Sidney Municipal (N23) Sidney, NY	67
Greenwood Lake (4N1) West Milford, NJ	54	Wilkes-Barre/Scranton (AVP) Wilkes-Barre, PA	88



Tweed-New Haven (HVN) New Haven, CT	65	Hartness State (VSF) Springfield, VT	104
Westfield-Barnes Rgnl (BAF) Springfield, MA	57	Worcester Rgnl (ORH) Worcester, MA	94

**Kingston-Ulster IFR Dual Cross-Country 250NM Round Trip Distance with an Instrument Approach at Each Airport and Three Different Instrument Approaches. One Segment a Straight Line Distance of at Least 100NM between Airports and One Landing at Least 50NM from the Original Departure Point Required.**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
20N-NY0-LEB-20N	282	20N-AVP-ITH-20N	279
20N-SYR-ALB-20N	266	20N-PVD-MHT-20N	312
20N-RME-RUT-20N	310	20N-EWB-ALB-20N	324
20N-CON-SCH-20N	292	20N-5B2-CON-20N	299
20N-ELM-SCH-20N	320	20N-LEB-EEN-20N	259

**Columbia County 50NM Minimum Distance IFR Dual Cross-Country Training Flights**

<b>Airport Name and City</b>	<b>Distance NM</b>	<b>Airport Name and City</b>	<b>Distance NM</b>
Bradley Int'l (BDL) Windsor Locks, CT	50	Oneonta Municipal (N66) Oneonta, NY	61
Danbury Municipal (DXR) Danbury, CT	56	Sikorsky Memorial (BDR) Bridgeport, CT	72
Dillant-Hopkins (EEN) Keene, NH	73	Sullivan Co. Int'l (MSV) Monticello, NY	60
Floyd Bennett Memorial (GFL) Glens Falls, NY	63	Turners Falls (0B5) Montague, NY	56
Fulton County (NY0) Johnstown, NY	50	Waterbury-Oxford (OXC) Oxford, CT	55
Harford-Brainard (HFD) Hartford, CT	57	Worcester Municipal (ORH) Worcester, MA	81

Hartness State (VSF) Springfield, VT	82	Wurtsboro-Sullivan Co. (N82) Wurtsboro, NY	53
Griffiss Int'l (RME) Rome, NY	93	Greater Binghamton (BGM) Binghamton, NY	101
Wilkes-Barre/Scranton (AVP) Wilkes-Barre, PA	107	Groton-New London (GON) Groton, CT	94
Green State (PVD) Providence, RI	107	Southern Vermont Rgnl (RUT) Rutland, VT	81

**Columbia County IFR Dual Cross-Country 250NM Round Trip Distance with an Instrument Approach at Each Airport and Three Different Instrument Approaches. One Segment a Straight Line Distance of at Least 100NM between Airports and One Landing at Least 50NM from the Original Departure Point Required.**

<b>Route</b>	<b>Total Distance NM</b>	<b>Route</b>	<b>Total Distance NM</b>
1B1-SYR-5B2-1B1	271	1B1-ASH-RUT-1B1	260
1B1-GFL-CON-1B1	267	1B1-ITH-SCH-1B1	271
1B1-AVP-DXR-1B1	264	1B1-SYR-5B2-1B1	261
1B1-PVD-EEN-1B1	260	1B1-RME-LEB-1B1	332
1B1-ORH-CON-1B1	252	1B1-NY0-MPV-1B1	281
1B1-LCI-VSF-1B1	259	1B1-BTV-RUT-1B1	272

## **RADIO COMMUNICATIONS PROCEDURES**

1. The most important element of proper radio communication procedures is knowing what to say before keying the microphone.

Who are you calling?	Tower, FSS, Unicom, etc.
Who are you?	Cessna Skyhawk, Piper Arrow, etc.
Where are you?	On the Richmor ramp, 20 miles north, etc.
What do you want?	Taxi Instructions, Airport Advisories, Radio Check, etc.
What do you already know?	ATIS information, unfamiliar with the field, etc.

**NOTE:** On the initial call-up, contact who you are calling and tell them who you are; then wait for a response before continuing with your intentions. Exception: when you have the ATIS information, it is given on the initial call, Example: "Albany Approach, Cessna 12345 with information 'Charlie'."

2. Every pilot has had the experience of not understanding the message transmitted. The proper procedure is to ask the person transmitting to "say again". It is also recommended that you identify yourself as a student pilot, particularly if the controller is speaking too fast for you.
3. When you are initiating a call, the facility you are calling comes first, i.e.: "Albany Approach, Cessna 757BK" (spoken "seven five seven Bravo Kilo") or "Saratoga Traffic, Cessna 757BK turning final Runway 23 (spoken "two three") Saratoga." Note the use of the airport name at the beginning and end of each transmission at uncontrolled airports.
4. When acknowledging a radio transmission, you use the entire aircraft identification number, i.e. "Cessna 757BK Roger", or "Cessna 757BK turning right to 230 (degrees)" (spoken "two three zero"), until Air Traffic Control initiates the use of the last three characters of your registration number, i.e. "Cessna Seven Bravo Kilo." Pilots are encouraged to prefix the aircraft type, model, or manufacturer's name when calling Air Traffic Control (Cessna, Piper, Centurion, Skyhawk, etc.). It is not necessary to repeat "Albany Approach" once a two-way conversation is established.
5. You will be taught the specific procedures used in various classes of airspace with Air Traffic Control facilities such as Flight Service Stations, Towers, Approach Control Facilities, and at Unicom airports and how and where to use the Common Traffic Advisory Frequency (CTAF).
6. One thing to remember is that if you need to communicate, you can always do it in everyday language if you cannot remember aviation terminology such as "Roger," "Say Again," and "Over," etc. "Roger" communicates that you have received a transmission. It must not be used to answer a question in the affirmative. Yes/No questions should be answered "Affirmative" or "Negative."
7. An easy way to become familiar with proper radio communication phraseology is to listen to air-to-ground communications with an aviation receiver or via various live ATC websites that can be found on the Internet.

## **EMERGENCY NOTIFICATIONS**

If an unscheduled landing occurs during a flight, the student should take the following precautions:

1. Secure the aircraft by installing the control lock, applying the parking brake, tying the aircraft down, locking the doors and arranging for protection of the aircraft, if necessary.
2. Notify Richmor Aviation by contacting your flight instructor or Richmor Aviation at the following numbers:

Schenectady	(518) 399-8171
Columbia County	(518) 828-9461
Kingston-Ulster	(845) 336-5638
Or, if no answer from above numbers:	(518) 828-9461

## **EMERGENCY OPERATIONS**

Various emergency procedures are covered in the Pilot Operating Handbook (POH). These procedures should be read and reviewed on a regular basis, since the situations cannot always be realistically simulated in actual flight conditions. Flat tires, equipment malfunctions, and engine, electrical, or cabin fires may not be adequately simulated in an airborne aircraft. However, some of the situations can and will be practiced, such as full or partial engine failures during all phases of flight. These simulations will be practiced DUAL ONLY. The sequence of actions for an engine failure is:

<b>STAGE OF FLIGHT</b>	<b>ACTIONS</b>
Takeoff Roll (Still on Ground)	<ol style="list-style-type: none"> <li>1. Throttle to IDLE</li> <li>2. Apply Brakes</li> <li>3. Electrical Switches OFF</li> </ol>
Takeoff/Climb – after insufficient runway remaining to land	<ol style="list-style-type: none"> <li>1. Lower Pitch Attitude initially to Best Glide Airspeed</li> </ol>
Cruise/Descent	<ol style="list-style-type: none"> <li>1. Establish Best Glide Airspeed</li> </ol>

1. Control Aircraft and Pitch for Best Glide Airspeed
2. Select an Emergency Landing Site - turn towards the site, note the wind direction.
3. If Time and Altitude Permit, Take Corrective Measures - systematic cockpit check, radio call, emergency squawk code, tighten lap belt and shoulder harness.
4. Dissipate Excess Altitude Over the Landing Site - spiral to remain over the site until approximately at pattern altitude, then fly normal traffic pattern to a landing (only use full flaps when landing is **assured**).
5. Slips and "S" turns should be practiced as additional means of dissipating excess altitude.
6. On Final Approach - unlatch doors, turn fuel off. After wings flaps have been extended, turn master and ignition switch OFF.

When possible, refer to aircraft emergency checklist to manage emergency situations. Remember to fly the aircraft first. Aviate, navigate, and communicate is the order to manage emergency situations. Use all available resources at your disposal if time allows. This might include ATC, location of nearest airport available on your GPS, other pilots, or home base maintenance personnel who might be able to provide more detailed suggestions to mitigate mechanical anomalies. Think your way through. Unless immediate action is required, do not make a bad situation worse by making rash decisions.

**NOTE:** Altitudes for executing a go-around during a simulated power failure vary by location. If over an airport, the simulation may be extended until landing. Over a typical practice area, (other than congested area), the go-around will be executed no lower than 500 AGL. In all simulations, the engine should be cleared at a minimum of once per minute. If lack of power or engine roughness is noticed, the simulation should immediately be aborted and a climb to safe altitude should be initiated.