



**Rainier Flight Service LLC, located at  
Renton Municipal Airport and holding  
Air Agency Certificate No. 1RFS,  
is owned and operated as:**

**Rainier Flight Service  
790 W Perimeter Rd, Unit B  
Renton, WA 98057**

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## **1. GENERAL**

### **1.1 About This Manual**

1.1.1 The purpose of this manual is to clarify policies and procedures to ensure a safe, successful and enjoyable training experience for instructors, students, and renters of Rainier Flight Service.

### **1.2 Proprietary Information**

1.2.1 The contents of this manual and any copy write Rainier Flight Service materials are intended only for the use of Rainier Flight Service and its clients.

### **1.3 Familiarity with Contents**

1.3.1 All renters, students, and instructors must be familiar with the contents of this manual and are responsible for compliance with all provisions. Each flight instructor and each student must have access to a current copy of this manual to remain in compliance with the requirements of FAR 141.93.

### **1.4 Definitions**

1.4.1 Renter: Any certified pilot that has completed a checkout from an authorized instructor and uses the airplane for recreational purposes.

1.4.2 Student: Any client operating an airplane to be used towards a certificate or rating, or any other training received by an authorized instructor.

1.4.3 Instructor: An authorized certified flight instructor or ground instructor, either contracted or under the employ of Rainier Flight Service.

1.4.4 Pilot: Any person operating as Pilot in Command of a Rainier Flight Service aircraft including, but not limited to renters, students and instructors.

1.4.5 Solo: Any time an airplane is being operated by a student pilot as the sole occupant.

1.4.6 Dual: Any time an airplane is being operated for training with a student and instructor on board.

1.4.7 RFS: Rainier Flight Service, LLC abbreviated for simplicity.

1.4.8 Sky Manager: A web-based program used for scheduling, maintenance tracking, student record-keeping and pilot notifications.

## **2. RULES OF CONDUCT**

### **2.1 Abusive Language**

2.1.1 Pilots and staff are expected to refrain from using abusive language on RFS premises or in any area where training is conducted.

### **2.2 Tobacco Products**

2.2.1 Smoking is prohibited in all Rainier Flight Service buildings, aircraft, and ramps. Smoking will be allowed on the deck outside of the training office.

### **2.3 Intoxicants**

2.3.1 Use of alcohol or other intoxicants within the 12 hours prior to flying is strictly prohibited. NO personnel may be intoxicated or suffering from the effects of intoxication, when reporting for flights. NO Pilot in Command may allow a person who is obviously intoxicated to be carried in RFS aircraft.

### **2.4 Controlled Substances and Medications**

2.4.1 Use or possession of a controlled substance is prohibited, unless prescribed by a medical physician and under a physician's supervision. The use or possession of any substance or medication that may adversely affect a person's physical or mental faculties is prohibited, unless it is done under medical direction.

2.4.2 The term "controlled substance" refers to, but not limited to: prescription medicines, cannabis satavia, marijuana, opiates, and amphetamines.

2.4.3 The phrase "any substance or medication" refers to, but is not limited to: over-the-counter medicines, herbal remedies, or dietary supplements. Upon first usage of a controlled substance, medication, or other substance, under medical direction, the pilot or employee shall be removed from safety sensitive duties. They are not allowed to resume those duties until they are physically and mentally fit to do so and are no longer using any substance or medication, or have been cleared by an Aviation Medical Examiner.

### **2.5 Drug and Alcohol Testing Policy**

2.5.1 All individuals holding safety sensitive positions at RFS are subject to drug testing. This is in compliance with the industry's no-tolerance standards toward the use of drugs and alcohol.

2.5.2 Safety sensitive positions include, but are not limited to:

- Instructors approved to conduct scenic flights

### **2.6 Blood and Plasma Transfusions/Donations**

2.6.1 Due to temporary lowering of oxygen carrying capacity of blood following a blood donation or transfusion, in no case will any pilot be allowed to fly within 72 hours after a blood donation or transfusion.

2.6.2 Pilots are not allowed to fly within 12 hours after a plasma donation.

## **2.7 Personal Equipment and Required Clothing**

- 2.7.1 All flights conducted between sunset and sunrise must have an operable flashlight aboard the aircraft.
- 2.7.2 When the outside temperature is below 0°C (32°F), student and instructor clothing on RFS flights must include:
- Winter Jacket
  - Hat
  - Gloves
  - Appropriate Footwear
- 2.7.3 Regardless of temperature or wind chill, individuals shall exhibit good judgment and dress accordingly for the conditions.

## **2.8 Flight Duty Limitations**

- 2.8.1 Flight Instructor Limitations:
- A flight instructor may not conduct more than 8 hours flight training within a 24-consecutive-hour period.
  - The flight instructor is responsible for ensuring flight and duty times to not conflict with restrictions imposed by other commercial flying. i.e. Part 121/135 operations.
- 2.8.2 Student Limitations:
- Students are limited to 4 solo hours of local flying per day.
  - No dual or solo training is permitted before a solo cross country scheduled that same day.
  - Local dual flight training is permitted after a solo cross country.
  - Solo flights are not allowed at night.
- 2.8.3. In the interest of safety, any flight student, flight instructor, or crew member may terminate a flight at any time, if they feel safety will be compromised.

### **3. SCHEDULING**

#### **3.1 Online Reservations**

3.1.1 All aircraft operations shall be scheduled in advance using Sky Manager.

3.1.2 All flights, regardless of their intended purpose, must be dispatched using the Sky Manager system. Following each flight the instructor, student or renter will enter hobbs, tach and discrepancies into Sky Manager. This policy is to allow RFS personnel and other pilots' knowledge of the aircraft availability and status.

#### **3.2 Delays**

3.2.1 The aircraft will be returned at the time indicated on the Sky Manager system. In the event of a delay, the pilot shall promptly advise RFS personnel or the next scheduled pilot.

#### **3.3 Re-Dispatch After Unprogrammed Landings**

3.3.1 A student is authorized by their instructor to land only at those airport approved for that flight.

3.3.2 In the event a student has to land at an airport other than the one which is approved, they must contact their instructor, Chief or Assistant Chief Pilot.

3.3.3 If a deviation from the approved flight plan is necessary, the student must secure the airplane in any way feasible (ie hangar or tie down) to protect it from damage due to strong wind, hail, etc.

#### **3.4 Cancellations**

3.4.1 It is the responsibility of the renter or student to cancel any aircraft that will not be used. If the aircraft is cancelled within 2 hours of the scheduled departure time for reasons other than weather, maintenance or illness, the student or renter could be billed one-half the rental fee for the time scheduled.

3.4.2 If the scheduled flight is with an instructor, the student could also be billed for one hour instruction.

#### **3.5 Sign-Off Procedures**

3.5.1 Unless previously coordinated with another instructor, students must be signed-off by their own instructor.

3.5.2 Instructors can only endorse and authorize a cross country on the day of the flight and only after all flight planning is completed.

#### **3.6 Pre and Post Flight Briefing**

3.6.1 To maximize aircraft utilization, aircraft are scheduled for the time of intended use including preflight. Additional pre and post flight briefing time should be added as appropriate to the instructor's schedule.

**3.7 Scheduling Priority**

- 3.7.1 Practical Exams have scheduling priority over all other operations. Due to weather limitations, solo cross countries have next priority followed by dual cross countries, stage checks, training flights and rental flights.
- 3.7.2 Every effort will be made to communicate scheduling conflicts in advance and mitigate disruptions in the schedule.

## **4. AIRPORT OPERATIONS**

### **4.1 Cellular Phones**

- 4.1.1 The use of cell phones in aircraft or on aviation ramps is restricted to emergency use only.
- 4.1.2 Due to potential electronic interference with aircraft avionics/navigation systems, cellular phones must be turned off, or the in-flight mode activated prior to flight.

### **4.2 Personal Electronic Devices**

- 4.2.1 Except as provided by Section 4.2.3, the use of Personal Electronic Devices in aircraft or on aviation ramps is prohibited.
- 4.2.2 Due to potential electronic interference with aircraft avionics/navigation systems, all wireless functions must be turned off, or the in-flight mode activated prior to flight.
- 4.2.3 Electronic Flight Bags/Electronic Chart Displays can be used during all phases of flight operations in lieu of paper reference material when the information displayed meets the following criteria:
  - The component must display precomposed or interactive information which is the functional equivalent of the paper reference material.
  - The interactive or precomposed information being used for navigation or performance planning is current, up-to-date and valid.
  - Secondary aeronautical information necessary for the flight is available to the pilot in the aircraft.
- 4.2.4 The pilot must terminate the operation of PEDs suspected of causing interference with aircraft systems. The pilot must report these situations to the Chief or Assistance Chief Flight Instructor so further evaluation of the PED can be conducted.
- 4.2.5 All PEDs must be secured prior to takeoff or landing in such a way as to not interfere with the operation of the aircraft.

### **4.3 Fueling**

- 4.3.1 No person may be aboard the aircraft during re-fueling and all electrical and ignition switches must be in the "OFF" position.
- 4.3.2 When lightning is observed or reported within 5 miles of the airport, aircraft fueling operations will be suspended.
- 4.3.3 When lightning is observed or reported within 3 miles of the airport, all ramp operations will be suspended.

#### **4.4 Fuel Sampling**

- 4.4.1 If the airplane fuel sample proves to be satisfactory, return the sample to the fuel tank.
- 4.4.2 Should the sample show evidence of contamination, discard the sample and continue sumping until an acceptable fuel sample is obtained.
- 4.4.3 After refueling, wait 5 minutes before sumping the fuel to allow potential contamination to collect at fuel sump.

#### **4.5 Frost and Snow on Aircraft**

- 4.5.1 No pilot may takeoff in an aircraft that has frost, ice or snow adhering to any portion of the airplane surface.
- 4.5.2 The only acceptable method of frost or ice removal from windows is deicing fluid. The use of scraper, credit cards, and brooms is NOT ACCEPTABLE.
- 4.5.3 In the event that frost, ice or snow cannot be removed from the aircraft, it must be placed in a heated hangar for a period of time that completely melts and evaporates the frost, ice or snow.

#### **4.6 Aircraft Deice**

- 4.6.1 It is the pilot's responsibility to determine that ice has been removed correctly and the aircraft meets the requirements of Section 4.5.1.
- 4.6.2 Prior to deicing procedures, the pilot must ensure all sensitive aircraft instruments are protected.

#### **4.7 Engine Preheat**

- 4.7.1 Aircraft exposed to temperatures lower than -6°C (20°F) for an extended period of time may require preheat prior to engine start. Contact RFS personnel for assistance in determining the need for preheat.

#### **4.8 Propellers**

- 4.8.1 Because of the danger to personal safety, no renters, students, instructors or other RFS personnel are authorized to hand prop a RFS airplane.
- 4.8.2 Extreme caution must be used when moving the aircraft or rotating a propeller for preflight inspection. Prior to moving the propeller, confirm that ignition switches are in the OFF position, the keys are removed, the mixture is in the IDLE/CUTOFF position and the throttle is CLOSED. ALWAYS move the propeller opposite the direction of normal rotation.

#### **4.9 Preflight Actions**

- 4.9.1 Preflight and postflight briefings are to be conducted in briefing rooms, instructor offices or other suitable quiet areas. Briefings shall not be conducted in the lobby or other high traffic areas.
- 4.9.2 Aircraft weight and balance must be calculated prior to all flights.
- 4.9.3 Airplane takeoff and landing performance must be computed prior to all flights.
- 4.9.4 Pilots are responsible for ensuring chocks, tie downs and tow-bar are removed and properly secured as part of preflight duties.

#### **4.10 Entering/Exiting Airplane**

- 4.10.1 No person is ever to enter or exit an airplane with an engine running, except when receiving assistance with engine starting by qualified RFS personnel.
- 4.10.2 To eliminate the risk of injury to persons or damage to aircraft as a result of prop wash, do not allow the tail of the aircraft to be pointed toward other aircraft, people or property.

#### **4.11 Engine Start**

- 4.11.1 Prior to start, pilots shall visually and verbally clear "LEFT" and "RIGHT", followed by announcing out the window, "PROP CLEAR".

#### **4.12 Aircraft Parking Policy**

- 4.12.1 Aircraft being parked on the tie-down apron are not to be taxied into position under aircraft power. Aircraft must be shut down and repositioned by use of tow bar when entering or exiting tie-down spots.
- 4.12.2 Aircraft shall park in designated tie down locations only, unless otherwise directed by RFS personnel.

#### **4.13 Securing Aircraft After Flight**

- 4.13.1 Aircraft controls must be secured when parked, regardless of wind conditions. If the aircraft has a control lock, it must be used.
- 4.13.2 Parked aircraft must be tied down, regardless of wind and weather conditions.
- 4.13.3 Prior to departing the ramp, the PIC must complete a post flight walk-around inspection.

## 5. FLIGHT OPERATIONS

### 5.1 Approved Airports

- 5.1.1 Training flights must use approved airports listed in the local and cross country airport tables unless otherwise permitted by the Chief or Assistant Chief Flight Instructor.
- 5.1.2 Pilots desiring to make a flight to an airport that is not listed in the tables must get prior approval from the Chief or Assistant Chief Instructor. The airports to be used must meet the following criteria:
- Be regularly attended
  - Have S2, S3 or S4 maintenance facilities
  - Have the appropriate services for the aircraft type
  - 3,000 foot runway (solo), 2,500 foot runway (dual)

### 5.2 Approved Local Airports

5.2.1. The table below lists approved airports for local training flights.

IDENT	AIRPORT	SOLO	NIGHT
KBFI	King Co Intl	Yes	Yes
S50	Auburn	Yes	Yes
S36	Crest	No	No
KPLU	Pierce County	Yes	Yes
S44	Spanaway	No	No
KTIW	Tacoma Narrows	Yes	Yes
KPWT	Bremerton	Yes	Yes
8W5	Apex	No	No
KPAE	Snohomish County	Yes	Yes
S43	Harvey	No	No
W16	First Air	No	No

### 5.3 Approved Cross Country Airports

5.3.1. The table below lists approved airports for day and night cross country training flights. For night operations the runway lights and wind indicator lighting must be operational. Distances listed in nautical miles.

5.3.2. Approved local airports may also be used for cross country planning.

IDENT	AIRPORT	DIST	IDENT	AIRPORT	DIST
<b>WASHINGTON</b>			<b>IDAHO</b>		
KCLM	Port Angeles	64.1	KSZT	Sandpoint	233.4
OS9	Jefferson Co.	41.4	KCOE	Coeur d'Alene	219.6
KFHR	Friday Harbor	69.8	KLWS	Lewiston	224.1
KBLI	Bellingham	79.1			
KBVS	Skagit Rgnl	59.3	<b>OREGON</b>		
KAWO	Arlington	40.1	KAST	Astoria Rgnl	105.4
KOLM	Olympia	42.2	KSPB	Scappoose	106.8
KSHN	Sanderson	41.1	KHIO	Hillsboro	121.1
KHQM	Bowerman	77.0	KPDX	Portland Intl	115.4
KCLS	Chehalis	58.2	KTTD	Troutdale	116.9
KKLS	SW Washington Rgnl	87.2	KUAO	Aurora State	136.8
KDLS	Columbia Gorge Rgnl	120.6	KMMV	McMinnville	143.2
KYKM	Yakima	88.3	KTMK	Tillamook	141.1
KRLD	Richland	139.4	KONP	Newport	191.0
KPSC	Tri-Cities	147.2	KSLE	McNary Field	158.5
KALW	Walla Walla Rgnl	182.3	KCVO	Corvallis	185.3
KELN	Bowers	74.2	KEUG	Eugene	206.4
KEAT	Wenatchee	82.1	KRBG	Roseburg Rgnl	259.8
KEPH	Ephrata	110.6	KOTH	Southwest Oregon Rgnl	259.2
KMWH	Grant Co. Intl	119.4	KBDN	Bend Muni	208.4
KGEG	Spokane Intl	190.3	KRDM	Roberts Field	199.5
KSFF	Felts Field	199.0	KPDT	Eastern Oregon Rgnl	176.4
KPUW	Pullman	214.0	KMFD	Rogue Valley Intl	308.4

### 5.4 Runway Procedures

5.4.1 Takeoffs: Must meet published accelerate stop/go distance. In the absence of published performance data, runway available must be at least 2.5 times the takeoff roll.

5.4.2 Landings: Touchdowns must be planned no less than 200 feet down the runway from the approach end and within the first third of the runway.

5.4.3 Go-Arounds: If the stabilized approach criteria outlined in the appropriate aircraft standardization manual is not met by 200 feet AGL, the pilot is obligated to execute a go-around.

## **5.5 Intersection Takeoffs**

5.5.1 Are not authorized unless directed by ATC.

## **5.6 Collision Avoidance Procedures**

5.6.1 On congested or busy areas such as ramps, taxi with as little power as necessary, at a cautious speed approximating a brisk walk (not to exceed 5 mph), in order to promptly stop if required. In less congested areas such as taxiways, the pilot shall taxi at a speed that provides safe, positive control at all times.

5.6.2 A sterile cockpit shall be maintained while taxiing on any ramp. Do not conduct the instrument cockpit check until safely clear of all ramp areas. Clearing procedure shall be used while taxiing.

5.6.3 Recognition lights must be turned ON when departing and entering an airport area. Operations with inoperative recognition lights are not permitted between the hours of sunset and sunrise, except for when returning an aircraft to its base.

5.6.4 The landing light must be ON when departing and within 5 miles of the airport of intended landing. However, this does not preclude the PIC from using any aircraft lights whenever the PIC determines it will assist in collision avoidance.

## **5.7 Minimum Altitude Limitations**

### **5.7.1 Solo Flights**

The minimum recovery altitude for all maneuvers is 2,000 feet AGL, except when conducting simulated emergency landings, for which the minimum recovery altitude is 1,000 feet AGL. Ground reference maneuvers should be conducted from 600 to 1,000 feet AGL, unless specified in the appropriate RFS Standardization Manual for the airplane being flown.

### **5.7.2 Dual Flights**

The minimum recovery altitude is 1,500 feet AGL, except when conducted simulated emergency landings, for which the minimum recovery altitude is 500 feet AGL, unless a stabilized approach can be safely continued to an approved airport. Ground reference maneuvers should be conducted from 600 to 1,000 feet AGL, unless specified in the appropriate RFS Standardization Manual for the airplane being flown.

### **5.7.3 Minimum Safe Altitudes**

Minimum safe altitudes must be observed at all times. This includes during the execution of ground reference maneuvers and simulated engine failures.

## **5.8 Fuel Reserves**

5.8.1 All flights must land with a minimum of 45 minutes fuel reserve.

**5.9 Night Operations**

- 5.9.1 Use only lighted runways.
- 5.9.2 Taxi lights must be used during ground operations, unless the PIC determines their use presents a hazard to other aircraft or ground personnel.
- 5.9.3 If the aircraft does not possess taxi lights, the landing lights should be used intermittently while taxiing to assure that the apron/taxiway is clear.

**5.10 Pilot Currency**

- 5.10.1 Students must have logged a dual flight in that make and model within 30 days.
- 5.10.2 Renters must maintain currency per FAR Part 91.
- 5.10.3 Flight Instructors must complete a proficiency check given by the Chief or Assistant Chief Flight Instructor every 12 calendar months in the class of airplane for which the instructor is approved under Part 141 operations. If day/night landing currency exceeds 90 days, the instructor may be permitted to achieve proficiency at their expense.

**5.11 North Flow Departure Procedures**

- 5.11.1 East Channel Departure: Fly runway centerline until 1 mile past departure end of runway then fly outbound over the middle of the East Channel. Fly direct toward the East Channel Bridge to exit Delta airspace.
- 5.11.2 Lake Youngs Departure: Fly runway centerline until reaching 1,000' then make a standard right downwind west of I-405. When abeam the Control Tower, make 45 degree left turn to exit traffic pattern. Cross over I-405 and then fly direct toward northeast side of Lake Youngs to exit Delta airspace.
- 5.11.3 SeaTac Crossing: Request with Renton Ground on initial contact. If approved by Seattle Tower, you'll receive a transponder code. Make standard right downwind departure. Do not turn west until you establish two-way radio contact with Seattle Tower on frequency 119.9. Renton Tower will instruct you when to change frequencies after any potential traffic conflicts are resolved.
- 5.11.4 Boeing Transition: Request with Renton Ground on initial contact. Fly runway centerline and do not turn west until you establish two-way radio contact with Boeing Tower on frequency 118.3. Renton Tower will tell you when to change frequencies after any potential traffic conflicts are resolved.

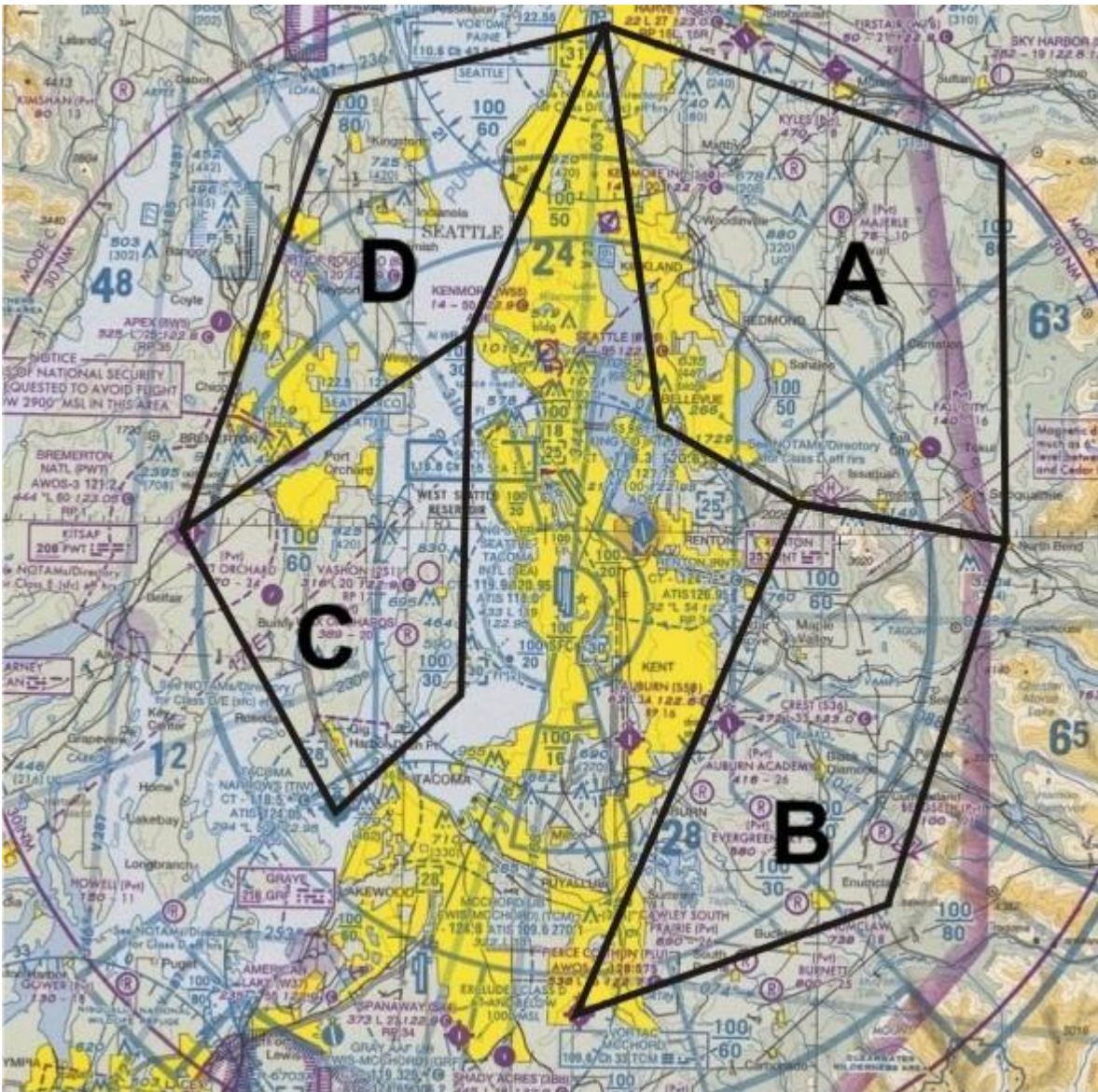
**5.12 South Flow Departure Procedures**

- 5.12.1 Factoria Departure: Fly runway centerline until reaching 1,000' then make standard left downwind west of I-405. When abeam the Control Tower, make 45 degree right turn to exit traffic pattern. Cross over I-405 and then fly direct toward Factoria to exit Delta airspace.
- 5.12.2 Kent Departure: Fly runway centerline until reaching 1,000' then fly direct toward the east side of Valley Medical Center. Continue straight ahead toward a point 1 mile east of SR-167 to exit Delta airspace without entering Boeing's Delta airspace.

- 5.12.3 SeaTac Crossing: Request with Renton Ground on initial contact. If approved by Seattle Tower, you'll receive a transponder code. Fly runway centerline. Renton Tower will instruct you when to change frequencies after any potential traffic conflicts are resolved. Do not turn west until you establish two-way radio contact with Seattle Tower on frequency 119.9. Remember, you must receive a specific clearance from Seattle to enter their Bravo airspace.
- 5.12.4 Boeing Transition: Request with Renton Ground on initial contact. Fly runway centerline and do not turn west until you establish two-way radio contact with Boeing Tower on frequency 118.3. Renton Tower will tell you when to change frequencies after any potential traffic conflicts are resolved.

### 5.13 Practice Area Boundaries

- 5.13.1 The listed practice areas are measured to ensure student solo flights remain within a 25 nm radius of Renton airport. Students will not fly further than 25 nm from Renton Airport on solo flights without a logbook endorsement specifically authorizing them to do so.
- 5.13.2 (A) Sammamish Practice Area – KPAE to edge of Mode C Veil directly south of Sky Harbor to North Bend to Factoria Mall to KPAE.
- 5.13.3 (B) Enumclaw Practice Area – Issaquah to North Bend to sawmill to KPLU to Issaquah.
- 5.13.4 (C) Kitsap Practice Area – KPWT to West Point to south shore of Vashon Island to KTIW to KPWT.
- 5.13.5 (D) Bainbridge Practice Area – Hood Canal Bridge to KPAE to West Point to KPWT to Hood Canal Bridge.



**5.14 Cross Country Planning Requirements**

5.14.1 Navigation logs must be completed, reviewed and critiqued by the instructor for all cross country training flights.

5.14.2 Pilots cannot file IFR or VFR round-robin flight plans.

**5.15 International Operations**

5.15.1 International flights are only approved to Canada.

5.15.2 N639SP and N6012U are the only approved aircraft for international flights.

5.15.3 The student/renter are responsible for all additional expenses including landing fees, user fees and all other charges for operating in Canadian airspace. Charges received from Nav Canada will be applied to student or renter account.

5.15.4 Student solo flights are not allowed to or through Canadian airspace.

## **6. COMMUNICATIONS**

### **6.1 Practice Area Frequencies and Procedures**

- 6.1.1 Airplanes using practice areas must monitor 122.75.
- 6.1.2 Announce your entry into and exit from the practice area, approximate position and operating altitudes.
- 6.1.3 While in the practice area either the practice area frequency or an appropriate CTAF must be monitored to assist in collision avoidance.

### **6.2 Student Pilot Radio Identification**

- 6.2.1 In order to help student pilots acquire practical experience, ATC facilities will provide extra consideration as necessary. Student pilots must identify themselves as "Student Pilot" on all solo flights.

### **6.3 Positive Exchange of Flight Controls**

- 6.3.1 The instructor shall continuously maintain a defensive position and be prepared to take control of the aircraft at any time. There shall never be any doubt as to who is flying the aircraft.
- 6.3.2 A positive three-step process is required for flight controls:
  - When transferring control of the aircraft, the instructor will say "YOU HAVE THE FLIGHT CONTROLS"
  - The student then must immediately acknowledge with "I HAVE THE FLIGHT CONTROLS"
  - The flight instructor will confirm by repeating "YOU HAVE THE FLIGHT CONTROLS"

### **6.4 Sterile Cockpit**

- 6.4.1 To ensure safe flight, there must be no distraction caused by a passenger other than for the purpose of student training (specifically, to evaluate the ability to divide attention while maintaining safe flight). No pilot may permit any distracting activity during a critical phase of flight.
- 6.4.2 Distracting activities are those that could interfere in any way with the proper conduct of the pilot's duties such as, but not limited to, use of personal electronic devices, photography, videography, eating, engaging in nonessential conversations within the cockpit and nonessential communications with passengers or observers.
- 6.4.3 Critical phases of flight, where distractions most often cause safety hazards, includes all ground operations involving taxi, takeoff, landing and all other flight operations conducted below 3,000 feet AGL, except cruise flight.

## **7. WEATHER LIMITATIONS**

### **7.1 Weather Waivers**

7.1.1 Weather minimums may be waived under special circumstances at the discretion of the Chief or Assistant Chief Flight Instructor.

### **7.2 Temperature Limitations**

7.2.1 Below 0°C (-18°F) – No Fly

### **7.3 Wind Limitations**

7.3.1 Cessna 152

- 20 knots total wind component
- 15 knot crosswind with 10° or less flaps, 10 knot crosswind with greater than 10° of flaps.

7.3.2 Cessna 172

- 25 knots total wind component
- 15 knot crosswind with 10° or less flaps, 10 knot crosswind with greater than 10° of flaps.

7.3.3 The maximum allowable wind and crosswind velocity is dependent upon pilot capabilities as well as airplane limitations.

7.3.4 When taking off and landing on runways with braking action reported POOR, the crosswind component must not exceed 50% of the aircraft's demonstrated crosswind component.

7.3.5 For solo flight, each student logbook must contain a wind endorsement and a maximum crosswind endorsement, which is valid for 90 days.

### **7.4 Apron/Taxiway/Runway Conditions**

7.4.1 Operations will cease whenever any of these surfaces are reported to have:

- ½ inch standing water
- ¾ inches of slush or snow
- Braking action reported NIL

7.4.2 Student solo flights will cease when surfaces are reported to be less than GOOD.

### **7.5 Thunderstorms**

7.5.1 Flights will not be dispatched through or near thunderstorms. Takeoffs, approaches, and landings must not be attempted when thunderstorms are near the airport unless the runway and flight path are clear of the thunderstorm and associated gust front.

7.5.2 Airplanes shall maintain a distance of 20 nm from thunderstorms enroute.

**7.6 Icing Conditions**

- 7.6.1 No pilot may take off in an aircraft and fly from VMC to IMC any time conditions are such that frost, ice or snow may reasonably be expected to adhere to the aircraft, unless the aircraft is certified for flight into known icing conditions with appropriate equipment installed and operable.
- 7.6.2 The term "known ice" involves the situation where ice formation is actually detected or observed.
- 7.6.3 "Known icing conditions" involves the circumstances where a reasonable pilot would expect a substantial likelihood of ice formation on the aircraft based upon all information available to that pilot.

**7.7 Local Weather Minimums**

- 7.7.1 Dual and Renter Flights
  - VFR: As per Part 91
  - IFR: Published landing minimums
- 7.7.2 Student Solo Flights
  - Traffic Pattern: 1,500 foot ceiling/5 miles visibility
  - Day Local: 2,500 foot ceiling/7 miles visibility
  - Night Local: Not authorized
- 7.7.3 Student Pilots
  - Day Operations
    - Traffic Pattern: 1,500 foot ceiling/4 miles visibility
    - Local Area: 2,000 foot ceiling/5 miles visibility
  - Night Operations
    - Traffic Pattern: 1,500 foot ceiling/5 miles visibility
    - Local Area: 2,500 foot ceiling/7 miles visibility

**7.8 Cross Country Weather Minimums**

- 7.8.1 Dual and Renter Flights
  - Day VFR: As per Part 91
  - Night VFR: 2,500 foot ceilings/5 miles visibility
  - IFR: Published landing minimums
- 7.8.2 Student Solo Flights
  - Day: 3,000 foot ceiling/7 miles visibility
  - Night: Not authorized
- 7.8.3 Student Pilots
  - Day: 2,500 foot ceiling/5 miles visibility
  - Night: 5,000 foot ceiling/10 miles visibility

## **8. AIRCRAFT MAINTENANCE**

### **8.1 Reporting Discrepancies**

- 8.1.1 All aircraft discrepancies shall be reported using Sky Manager. Describe the discrepancy in as much detail as possible to help mechanics determine the root cause.
- 8.1.2 If the discrepancy renders the airplane unairworthy, check 'Down Aircraft' to prevent other pilots from dispatching the aircraft.
- 8.1.3 If the discrepancy is not related to airworthiness (i.e. GPS NavData Expired), check 'Information Only'. Information only items need not be cleared prior to flight.

### **8.2 Clearing Discrepancies**

- 8.2.1 All discrepancies except 'information only' must be signed off by a mechanic, avionics technician, or appropriate RFS personnel before being returned to service.
- 8.2.2 Return to service descriptions must be provided in the Sky Manager system prior to flight. In the event internet service is not available, paper documentation such as a logbook sticker must be carried onboard and entered into Sky Manager by RFS personnel at the first available opportunity.

### **8.3 Mechanical Problems Away From Renton**

- 8.3.1 As soon as possible, notify the Chief or Assistant Chief Instructor.
- 8.3.2 If the aircraft is on the ground, do not fly the aircraft until the aircraft has been inspected and returned to service by a mechanic who is authorized to do so by RFS.
- 8.3.3 Do not attempt to make repairs yourself.

## **9. EMERGENCY OPERATIONS**

### **9.1 Deteriorating Weather**

9.1.1 If you encounter deteriorating weather while operating in the practice area, you should:

- Land at the nearest suitable airport
- Contact your instructor, Chief or Assistant Chief Instructor for assistance
- Provide location, flight conditions, fuel on board

### **9.2 Forced Landings**

9.2.1 In the event of a forced landing, it may be necessary to land in a relatively remote area. Unless you can see a house or know exactly where you are and are assured of reaching civilization, **STAY WITH THE AIRCRAFT AND REMAIN CALM**. Staying with the aircraft will afford shelter and a larger target for search and rescue personnel to observe from the ground and air. Ensure that the ELT is functioning by turning the "Arm" switch to "On".

### **9.3 Survival Kits**

9.3.1 Each aircraft contains a survival kit. The kit is secured in the baggage compartment and sealed.

9.3.2 Prior to each flight verify the kit is in place and the seal has NOT been opened. If the seal has been broken, please contact the Chief or Assistant Chief Instructor. The kits are installed for emergency use, so please do not remove content unless necessary.

### **9.4 Engine Fire During Start**

9.4.1 The majority of fires which occur on the apron are a result of improper priming procedures which result in a carburetor fire. The safest and most effective method of preventing a carburetor fire is to follow the priming procedures outlined in the POH.

9.4.2 Do not attempt to restart the engine.

### **9.5 Loss of Communication**

9.5.1 If communication is lost on a VFR cross country, land at the most suitable airport, preferably an uncontrolled airport with maintenance facilities.

9.5.2 Be sure to contact Flight Service and advise them of your location and cancel your flight plan.

## 9.6 Lost Procedures

- 9.6.1 Due to poor visibility or deteriorating weather it is possible to become disorientated in the practice area. Therefore, all solo flights must carry a current Seattle Terminal chart.
- 9.6.2 Should you become disoriented, DON'T PANIC. Try to orient yourself by means of pilotage and navigational aids. If you are unable to locate your position:
- In the local area: Attempt to contact Seattle Approach Control, advise them of your situation and request radar vectors to Renton Airport.
  - On a Cross Country: Contact an ATC facility in the area and request radar vectors to the nearest suitable airport while you still have sufficient fuel.
- 9.6.3 If unable to contact anyone, squawk 7700 and transmit "in the blind" on 121.5 and request assistance.
- 9.6.4 Monitor aircraft fuel and make a precautionary landing in a suitable area if no airport is available, before exhausting your fuel supply. DON'T LET THE LACK OF FUEL PICK AN UNSUITABLE LANDING AREA FOR YOU.
- 9.6.5 Should a student request flight assistance from an ATC agency they must inform the Chief or Assistant Chief Instructor upon landing. Should the pilot land at airports other than KRNT, upon returning, the student and instructor will meet with the Chief or Assistant Chief Instructor.

## 9.7 Simulated Emergency Operations in IMC Conditions

- 9.7.1 Throughout each phase of flight training, several types of emergencies or system and equipment malfunctions will be simulated. To ensure the highest levels of safety possible within the learning environment, **no simulated emergency and/or simulated abnormal procedure is allowed in actual IMC flight conditions.**

## **10. ACCIDENT / INCIDENT / OCCURRENCE**

### **10.1 Notification**

- 10.1.1 As soon as possible, after any accident/incident/occurrence notify the Chief or Assistant Chief Instructor by the quickest available means.
- 10.1.2 Do not move the aircraft or equipment.
- 10.1.3 Depending on the severity of the accident/incident/occurrence, be alert to the fact that you may be in shock and at that time you may not be competent to answer questions in an intelligent or coherent manner. Therefore, you should not discuss the specific circumstances of the event with anyone until someone other than you makes the determination that you are competent. Do not make statements or comments to members of the media.
- 10.1.4 Instructors, students and staff involved in an accident/incident/occurrence will be immediately removed from the flight schedule. This status will continue until it is determined that the individual(s) may return to flight activities.
- 10.1.5 Be advised that you need not make any statements regarding circumstances relative to the accident/incident/occurrence without being represented by legal counsel. RFS's first concern is your physical safety. Our second priority is to investigate the occurrence to determine what happened. It is possible that our desire to investigate the occurrence may be in conflict with what is in your best legal interests. If you feel this is the case, you should consult with your attorney to determine how to proceed.

### **10.2 NTSB**

- 10.2.1 You are obligated to aid the National Transportation Safety Board (NTSB), or their representative, in its investigation of an accident, but in a reasonable manner and time frame to ensure that your rights are protected. You are strongly encouraged to review the aircraft accident/incident reporting requirements found in NTSB Rules, 49 CFR Part 830 and the Aeronautical Information Manual (AIM).

### **10.3 Flight Records**

- 10.3.1 Preserve all flight records and any other items relevant to the accident/incident/occurrence. Make copies of all documents relating to your flight and retain them for you records.

## **10.4 NASA Program**

10.4.1 You are strongly encouraged to review the Aviation Safety Reporting Program. The FAA utilizes the National Aeronautics and Space Administration (NASA) to act as an independent third party to receive and analyze reports submitted under this program. The program is described in AC 00-46, Aviation Safety Reporting Program and the Aeronautical Information Manual (AIM). If there is any reason to suspect that an incident may be classified as an accident, or involve criminal activity, it is essential that you speak with an attorney prior to filing out the NASA report. If criminal activity or accidents are reported in the NASA forms, NASA will forward the report to the FAA or the Department of Justice as appropriate without de-identifying the report.

## **10.5 Personal Injury / Death**

10.5.1 When a serious injury, illness or death of an individual takes place, the individual witnessing the mishap will seek help via the following procedure:

- Maintain personal safety
- Call 911
- Notify RFS who will then respond appropriately

## **11. SECURITY PROCEDURES**

### **11.1 Security Requirements**

- 11.1.1 As a tenant of the Renton Municipal Airport, RFS is required to implement, maintain and enforce a program that ensures unauthorized individuals will not have access to aircraft parking areas, taxiways or runways, either directly or indirectly under its control.
- 11.1.2 Visitors and guests will be escorted by RFS personnel or clients within the secured aircraft parking area.
- 11.1.3 Any person requesting access to the secured aircraft parking area shall receive training pertaining to their responsibilities for security in those areas.
- 11.1.4 In accordance with 49 CFR 1552, all staff having direct contact with flight students shall complete the TSA Flight School Initial security training within 60 days of employment, and recurrent training annually.

### **11.2 Building Security**

- 11.2.1 Primary ingress/egress for renters, students and instructors will be through the main entrance on the second floor deck. This door shall remain locked unless the building is attended by RFS personnel.
- 11.2.2 Doors to the manager's office, instructor briefing area and simulator room shall remain locked unless attended.

### **11.3 Reporting Procedures**

- 11.3.1 Incidents involving unauthorized individuals in secure areas, doors left unlocked, etc. should be reported immediately. Anyone may report such occurrences; however the Chief or Assistant Chief Instructor should serve as the point of contact.
- 11.3.2 Any person unauthorized to access secure areas shall be challenged and escorted to a non-secure area. If uncomfortable about challenging an individual, RFS personnel shall be notified. If necessary, RFS personnel shall inform law enforcement personnel.