

PRP Aviation

Flight Operations Manual (FOM)



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1. Overview

Welcome to PRP Aviation and the PRP Aviation Flight Operations Manual (FOM).

PRP Mission - Our mission is to provide Personal, Reliable, and Professional aviation solutions tailored to each client's needs. At PRP Aviation, we are dedicated to building a strong aviation community by delivering safe, professional, and concierge-level services—all under one roof. Founded by passionate aviators, including proud veterans of the U.S. Air Force, Navy, Army, Marine Corps, and Coast Guard, PRP Aviation offers a comprehensive range of services—from charter flights and premier flight instruction to avionics, maintenance, and more. Whatever your aviation goals, we have the expertise and resources to help you achieve them.

References - PRP Aviation provides high-quality flight training under 14 CFR Part 61, ensuring students meet all FAA requirements before their practical test. This FOM provides standardization and clarity for our clients and instructors in order to provide the highest level of consistency and safety as our clients strive to reach their aviation goals. The FOM serves as a key reference alongside other essential manuals and publications, including:

- [Federal Aviation Regulations \(14 CFR\)](#)
- [Aeronautical Information Manual](#)
- [FAA Advisory Circulars](#)
- [FAA Airplane Flying Handbook](#)
- [Pilot's Handbook of Aeronautical Knowledge](#)
- Aircraft Flight Manual (AFM)/Pilot's Operating Handbook (POH)
- [Cirrus Interactive Flight Operations Manual & Training](#)
- Computer-Based Training Aids
 - Private and Instrument Courses Link - <https://cessnaflighttraining.kingschools.com/>
 - Commercial Course Link - <https://ilearn.kingschools.com>

Expectations - All PRP Aviation students, pilots, instructors, owners, and renters are expected to uphold the policies outlined in this manual. Failure to comply may result in suspension or revocation of flight privileges. Flight operations must adhere strictly to FAA regulations, aircraft manuals, and PRP policies to ensure the highest standards of safety and professionalism. Ultimately, the Pilot in Command bears the final responsibility for flight safety.

Deviations/Errors - For policy clarifications, contact the Director of Operations (DO) or the Chief Pilot. The FOM is periodically updated to reflect regulatory and operational changes, always verify you're using the latest version. Suggestions for improvement are welcome and can be directed to the Chief Pilot. Deviations from these policies are automatically permitted when the Pilot in Command determines that safety is the overriding priority. All other deviations require approval from the Director of Operations or Chief Pilot.

PRP Aviation LLC – Ocala International Airport (KOCF)

2998 SW 60th Ave

Ocala, FL 34474

Customerservice@prpaviation.com

352-517-7075

Director of Operations

Christopher Prusak

Operations@prpaviation.com

352-875-7401

Chief Pilot

Anthony Sweeney

SweeneyF15@gmail.com

850-217-1630

2. PRP Aviation Safety Program

Scope - The PRP Aviation Safety Program applies to all instructors, pilots, students, employees, and officers of PRP Aviation. PRP Aviation has a pending application for the FAA Part 141 training program, and the following safety practices are in compliance with the Part 141 PRP Safety Procedures.

Safety Philosophy - At PRP Aviation, safety is more than a priority—it is a proactive commitment shared by every member of our team. Our safety program focuses on preventing incidents, identifying hazards early, and fostering a culture of continuous learning and improvement.

Characteristics - The PRP Aviation Safety Program is characterized by:

- Dedication to the preservation of life and property.
- A top-down approach where safety is implemented at all levels.
- Safety-oriented flight operations and maintenance.
- Standardized procedures to minimize operational risks.
- Inclusion of safety education in all levels of flight training.
- Open communication regarding safety concerns.
- A clear emergency response plan.

Oversight - The PRP Aviation Safety Council (ASC) is responsible for the oversight of our safety program. This council includes the Director of Operations, Chief Pilot, and designated instructors. The ASC promotes safety initiatives, reviews reports, schedules safety meetings, and updates procedures as needed.

Safety Training and Meetings – PRP hosts a monthly safety meeting for all clients and personnel on the second Wednesday of each month from 6:00 PM – 8:00 PM EST. These meetings are publicly advertised on the FAA Safety Team (FAAST) website and qualify for WINGS program credit. Additionally, PRP instructors participate in a quarterly safety meeting, led by the Chief Pilot, to review student trends, discuss safety enhancements, and refine instructional techniques ensuring continuous improvement in training and flight safety.

Safety Reporting - PRP Aviation has a Safety Reporting System (SRS) where all pilots, instructors, and staff can submit voluntary safety reports. There are safety report forms located at the operations desk and all briefing rooms. These reports are analyzed for trends, and necessary actions are taken to enhance safety measures. Reports can be submitted anonymously to the operations desk. When necessary, we also encourage pilots to utilize NASA's Aviation Safety Reporting System for broader industry-wide reporting.

Weather Minimums for Training Flights

1. **Compliance with FAR 91.155** – Student pilot flight operations shall never be conducted in weather conditions below the Basic VFR Weather Minimums as specified in FAR 91.155.
2. **Traffic Pattern Operations** – Solo student pilot flights in the traffic pattern are permitted only when the ceiling is at least 1,500 feet AGL and visibility is a minimum of 3 statute miles.
3. **Cross-Country Flights** – All VFR cross-country operations require a reported ceiling of no less than 3,000 feet AGL and visibility of at least 5 statute miles along the planned route of flight.
4. **Maximum Wind Conditions**
 - *Dual flights:* Crosswind component must not exceed 15 knots, with maximum surface winds limited to 20 knots.
 - *Student solo flights:* Crosswind component must not exceed 10 knots, with maximum surface winds limited to 15 knots.

5. **Instrument Flights** – All instrument operations (dual and solo) that encounter IFR conditions in flight shall be conducted in full compliance with 14 CFR Part 91.

Fuel Reserves for Local and Cross-Country Flights

1. **Dual Cross-Country Flights** – A minimum of one (1) hour of fuel reserve is required upon landing at the destination airport. Flight planning must account for headwinds and other conditions that may increase fuel consumption. *Note: Fuel quantity indicators are not a substitute for visual fuel checks.*
2. **Local Solo Flights** – All local solo operations must carry sufficient fuel for the intended flight **plus** an additional one-hour fuel reserve.
3. **IFR Operations** – For all IFR operations at PRP Aviation, LLC, the PIC must comply fully with FAR 91.167 fuel requirements. This includes carrying enough fuel to:
 - Complete the flight to the first intended airport of landing.
 - Proceed to the most distant alternate airport (if required).
 - Continue flying for an additional 60 minutes at normal cruising speed.
4. **Fuel Management Practices** – To prevent fuel starvation and ensure safe completion of every flight, pilots must practice effective fuel management by:
 - Performing a Safety Risk Assessment during preflight, including final checks of weather, winds, NOTAMS, TFRs, and other factors that may extend flight time
 - Monitoring fuel consumption at each checkpoint and comparing actual use against planned burn
 - Identifying alternate destinations in advance and diverting if fuel reserves may not allow completion of the planned flight

Securing Aircraft

1. **Pilot Responsibility** – At the conclusion of each flight, the pilot in command is responsible for properly securing the aircraft. If unforeseen circumstances require the flight to terminate away from KOCF, the pilot must contact PRP Operations or a flight instructor for further instructions.
2. **Shutdown Procedures** – The manufacturer's approved checklist shall be used for shutdowns to ensure all steps are completed correctly. In addition, a magneto grounding check shall be accomplished before each shutdown.
3. **Final Security Check** – Before leaving the aircraft, ensure that:
 - Control lock is installed (if available)
 - Pitot tube cover is in place
 - Cowl covers are installed
 - Keys and Blue Logbook remain together and are taken to the Operations Desk
4. **Personal Belongings** – Pilots are responsible for removing all personal items and trash from the aircraft after each flight. PRP Aviation, LLC. assumes no liability for lost property.

FIKI-Equipped Aircraft – After operating the Flight Into Known Icing (FIKI) system, do not place the aircraft inside the hangar for at least 24 hours. TKS fluid can continue to seep from the system, creating slick surfaces and safety hazards on the hangar floor. Until all fluid has stopped seeping, the aircraft must be parked outside the hangar. When a client taxis to the PRP ramp in a FIKI equipped aircraft, PRP personnel will ask the pilot whether or not FIKI was run within the last 24 hours and comply with above procedures.

Cirrus Seats – In Cirrus aircraft, pilots and passengers must avoid standing or kneeling on the seats. The seats contain a crushable aluminum core that can be permanently damaged by direct pressure. This core is designed to absorb energy during a CAPS deployment and plays a critical role in reducing impact forces on occupants.

Cirrus Doors – To minimize the risk of injury, always open and close Cirrus aircraft doors from the front of the wing. Attempting to close the doors while standing on the wing increases the chance of slipping or losing balance. For safety, make it standard practice to step in front of the wing before closing the doors.

CAPS Pin Removal – Passengers must always be seated with seatbelts fastened before the CAPS safety pin is removed. At the conclusion of each flight, the pin must be reinserted before passengers unbuckle and exit the aircraft. Following this procedure helps prevent inadvertent CAPS activation on the ground by an unaware passenger.

Aircraft Movement – Aircraft movement is considered one of the highest-risk operations at PRP Aviation, with an average of 30–40 movements occurring daily. Only authorized PRP personnel may move aircraft into or out of the hangar. All aircraft must be moved with the proper tug or tow bar, and tow bars or tugs will NOT be left connected to an aircraft outside of the hangar. For Cirrus aircraft, the Best Tug electronic tug is required. The LOW power setting must remain engaged until the aircraft is fully clear of the hangar doors. Wing walkers are mandatory whenever an aircraft's wings or tail are expected to come within five feet of an obstacle during movement. After aircraft movement, aircraft will be secured with chocks before removing it from the tug. Aircraft will be removed from the tug before any tiedowns are attached to the wing or tail.

3. Administrative Policies and Procedures

Rental Contract – All clients are required to sign and agree to the PRP Rental Contract (See Appendix 1). This contract contains pricing and insurance requirements necessary.

Pilot Proficiencies - Pilots wishing to rent PRP Cirrus aircraft must have satisfactorily completed the Cirrus Private Pilot or Transition Training Syllabus in the Cirrus Approach training portal and received the certificate of training completion. For recency of training, student and private pilots must have flown within a recency of the past 30 days. For instrument rated pilots, recency of flight must have occurred in the past 60 days. For commercially rated pilots, recency of flight must have occurred within the past 90 days. This will be tracked in the Flight Schedule Pro software.

Foreign Certificated Pilots - Foreign pilots may rent and receive instruction in PRP aircraft after converting their foreign pilot certificate to a U.S. certificate. This process begins by contacting the Orlando FSDO. Non-U.S. citizens seeking Private Pilot, Instrument, or Multi-Engine training must comply with the TSA's Flight Training Security Program (49 CFR Part 1552). Training cannot begin until TSA approval is granted. Applicants must complete the required application online at <https://www.fts.tsa.dhs.gov/home> and are encouraged to consult their instructor beforehand to help expedite the process. PRP Aviation does not provide training visas. Additional details are available on the TSA website.

TSA Requirements – All pilots will submit for the PRP training records a copy of their US issued passport, or driver's license with birth certificate as proof of their US residency. In addition, a copy of the pilot's license and instructor certificate (as required) will be retained on file. All non-US citizens will provide copies of their passport of country origin and certificate of authorization to train from the TSA Ailen Flight Student Program.

Owner Aircraft – PRP instructors are permitted to provide instruction in owner-owned aircraft. The owner is required to provide proof of aircraft airworthiness and insurance before any training can take place and PRP should be named as an additional insured on the aircraft's policy with a Waiver of Subrogation. No training will be conducted if the owner cannot prove adequate insurance coverage. Any questions or issues should be addressed to the Director of Operations.

Scheduling – PRP Aviation utilizes Flight Schedule Pro (FSP) to manage flight operations and client scheduling. Contact customerservice@prpaviation.com for a welcome email to set up your username and password. As clients, there are several categories of training events. It's important to choose the correct training category to ensure PRP Aviation accurately tracks federal tax regulations.

1. Dual Flight Training – used for all training conducted specifically towards an FAA license or rating such as Private, Instrument, Commercial, CFI, or ATP (non-taxed).
2. Student Solo – used for a student pilot solo flight before their Private checkride (non-taxed).
3. Non-Certificate Training – training such as IPC's, Flight Reviews or currency flights
4. Owner Aircraft Dual – Training conducted in aircraft not managed/owned by PRP Aviation
5. Rental Flight – certificated pilots who rent PRP aircraft

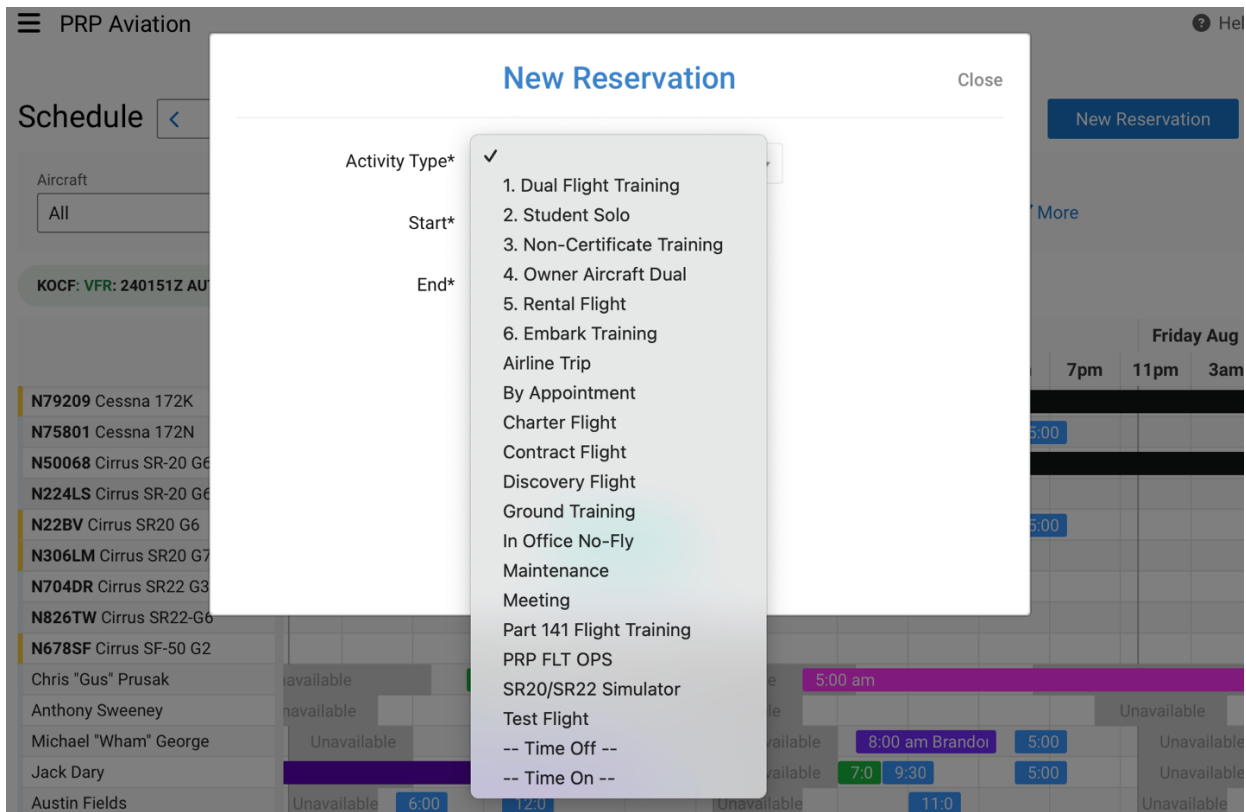


Figure 3.1 Screenshot of Flight Schedule Pro Categories

FSP Lesson Times – Normal syllabus lessons average 1.5 hours flight time with approximately a 1-hour briefing and 30 minute debriefing. This makes the total block time 3 hours for instructor availability. In order to maximize aircraft availability, when booking the lesson, be sure to include a standard 1 hour brief and 30 min debrief in the Flight Schedule Pro appointment. This will allow other students to continue to utilize the aircraft during briefing and debriefing times.

4. General Aircraft Operations

Pre-Step Procedures – Before every flight, instructors must have students read the current METAR for KOCF and the TAF from either KGNV or KLEE. A preflight briefing will be conducted as needed in order to review the lesson plan, incorporate any missed elements from prior lessons, and ensure the student knows what is expected prior to step.

Weight and Balance – Students and instructors will ensure the aircraft will remain within weight and balance parameters for the entirety of the flight. Foreflight is authorized for the weight and balance calculation as long as the actual empty weight and center of gravity for the aircraft is incorporated in foreflight. Instructors will ensure students perform a manual weight and balance calculation on their first flight of each month in order to retain currency in the manual calculations.

Aircraft Check-Out Process – Aircraft will be checked out at the PRP front desk with the general rule of thumb that the aircraft logbook and aircraft keys remain together at all times. Clients will ensure the aircraft blue logbook show aircraft inspection currency and verify no maintenance items are outstanding that would preclude the safe conduct of the flight. Instructors will log into Flight Schedule Pro (FSP) and ensure the aircraft is “checked out” in the FSP system. When arriving at the aircraft, clients will ensure the times in the blue logbook match the aircraft Hobbs meter and Tachometer.

Pre Step Form – Students are required to complete the pre-step form in order to be given the keys and book to the aircraft. The form ensures all pre-flight items are complete such as weight and balance, weather, airworthiness, and fuel requirements.

Aircraft Discrepancies and Approval to Return to Service

1. **Pre-Flight Verification** – No flight may be conducted without first reviewing previously noted discrepancies to confirm they have been corrected (if applicable) and that the aircraft is in an airworthy condition. Pilots must consult the Aircraft Flight Manual (AFM), as well as the FARs, to determine whether any inoperative item is required for the intended operation or for compliance with the manufacturer’s certification. The following are areas to be checked for airworthiness.
 - Minimum Equipment List (MEL) – PRP Aircraft do not have an MEL
 - “Required” items in the Aircraft Equipment List
 - Kinds of Operating Equipment List (KOEL) for the kinds of operations being conducted
 - VFR, IFR, lighting and oxygen requirements of FAR 91.205, 91.207, 91.209, and 91.211
2. **Post Flight Reporting** – Any discrepancies identified during flight must be documented and recorded in the aircraft discrepancy portion of Flight Schedule Pro immediately after landing.
3. **Maintenance Action** – All discrepancies reported in Flight Schedule Pro are immediately forwarded to PRP maintenance personnel for evaluation and corrective action as appropriate.

Preflight Inspection – Every preflight inspection must be performed in strict accordance with the manufacturer’s approved checklist. PRP Aviation utilizes the Checkmate brand condensed checklist, which is considered manufacturer-approved. A fuel sump check is required before the first flight of the day and after each refueling. Only one set of chocks should be carried in the aircraft baggage compartment for use upon landing. To preserve visibility and protect the windshield, windshields must be cleaned exclusively with the designated green towels and aviation approved plexiglass spray.

Checklist Procedures – The use of an approved aircraft checklist is mandatory for all flights. To balance safety, efficiency, and traffic awareness, PRP Aviation authorizes the “flow and verify” method. Pilots may conduct a flow of checklist items from memory, then reference the checklist to verify that all items have been completed for each phase of flight. Checklists must be referenced throughout all phases of flight in a manner that does not interfere with traffic pattern operations or proper visual scanning. For example, during climb-out, priority should be placed on maintaining an active traffic scan rather than referencing a physical or digital checklist. In this case, the climb checklist may be completed from memory and later verified once clear of congested tower airspace. Similarly, it is acceptable to verify both the climb and cruise checklists after the aircraft is established in cruise and leaning procedures are complete. When approaching an airport, best practice is to review the descent, landing, and after-landing checklists before entering congested airspace. This ensures that pilots can focus on flying the aircraft, maintaining situational awareness, and scanning for traffic during critical phases of flight.

Before Engine Start – Passenger and Crew Briefing

Prior to engine start, the pilot in command (PIC) shall conduct a passenger safety briefing in accordance with FAA guidance. This briefing will follow the SAFETY format:

- S – Seatbelts: Demonstrate proper use of seatbelts and shoulder harnesses; advise that they must remain fastened during taxi, takeoff, landing, and turbulence.
- A – Air vents: Point out the location and operation of air vents for ventilation and comfort.
- F – Fire extinguisher: Identify the location and basic operation of the onboard fire extinguisher.
- E – Exits: Explain how to operate aircraft doors, windows, and emergency exits.
- T – Traffic/Talking/Transfer Aircraft Controls: Instruct passengers to assist by pointing out conflicting traffic when observed, and to minimize unnecessary talking during critical phases of flight (taxi, takeoff, landing). In addition, brief the appropriate method and verbalization of transfer of aircraft controls.
- Y – Your questions: Provide passengers the opportunity to ask questions or raise concerns before departure.

In addition to the passenger briefing, a crew briefing will be conducted to establish shared situational awareness. This will include:

- Review of the airport diagram, anticipated taxi route, and any hot spots.
- Current ATIS/AWOS information and verification of the active runway.
- Discussion of crosswind component and any performance considerations.
- Expected taxi clearance and departure procedures.
- Explicit declaration of who is acting as Pilot in Command (PIC) for the flight.

Starting Procedures - Engine start and run-up procedures shall be accomplished in accordance with the manufacture approved checklist. In addition, PRP Aviation has refined procedures for PRP managed cirrus aircraft to improve starting consistency. PRP approved leaning procedures have also been developed to improve engine performance and longevity. These starting and leaning procedures are posted on the [prpaviation.com/training](https://www.prpaviation.com/training-resources) website under “Training Resources” <https://www.prpaviation.com/training-resources>. Anytime an engine does not start, ask for assistance from flight management and/or an instructor.

Taxi Out Procedures

- Before taxi, set the heading bug to the current wind direction to help visualize proper yoke deflection.
- Review the airport diagram and brief the expected taxi route prior to movement.
- Taxi cautiously to avoid blowing debris into hangars or onto the ramp.
- Always taxi on the painted yellow centerline, whether on taxiways or ramps.
- Use minimal power to maintain a slow taxi speed, requiring little or no braking. This is especially important when operating near hangars, parked aircraft, or pedestrians. *Do not ride the brakes to control speed.*

- Apply proper control deflections to compensate for crosswind conditions.
- Maintain a constant outside scan for other traffic and pedestrians.
- Do not attempt to read the manufacturer's approved checklist while the aircraft is in motion.
- Observe the following speed limits:
 - Maximum 15 knots during the day
 - Maximum 10 knots at night
 - Maximum 10 knots prior to any 90-degree turn

Engine Leaning on the Ground – Pilots should lean the engine while on the ground to help prevent lead deposits on the spark plugs and reduce the risk of spark plug fouling. To lean, slowly pull the mixture control until the RPM increases and then just begins to decrease or the engine runs slightly rough. From this point, only enrich the mixture just enough for the engine to run smoothly.

Runup Area - For normal operations, engine runups shall be performed while holding in line for takeoff. Position the aircraft at a 45-degree angle to the taxiway centerline. Ensure the nosewheel is straight before conducting the runup. This orientation minimizes prop wash on other aircraft. *Engine runups on the PRP ramp are strictly prohibited.* When number one in line and ready for departure, contact Tower for takeoff clearance. Pilots may request clearance while approaching the hold-short line if ready. For short field takeoff procedures, advise Tower by requesting a "short delay on the runway." Upon receiving takeoff clearance, begin the takeoff roll safely and without unnecessary delay to ensure smooth traffic flow in the pattern.

After Landing Procedures – Taxi safely clear of the runway while ensuring safe taxi speeds. Taxi past the runway hold short line when exiting, then contact Ground control as directed and clean up the aircraft for the taxi back. Trim the aircraft to the takeoff trim position before shutting down the aircraft. Complete aircraft logbooks with Hobbs and Tach time. Note any oil added in the blue aircraft logbook. If fuel was added at an outstation, save the receipt and give to the PRP Customer Service Representative. Secure the aircraft with chocks, flight control lock, cowl plugs and pitot tube covers. Synch seatbelts down for the next client. Set the radios for the next client as follows: Primary Radio – Ground with Tower on standby. Secondary radio – Guard (121.5) with ATIS on standby.

Taxi In Procedures

- Taxi cautiously to avoid blowing debris into hangars or onto the ramp.
- When returning to the ramp, select an open parking spot that allows the aircraft to be pointed west.
- Parking orientation guidelines in order to avoid taxiing on the ramp to the east
 - Aircraft parked on the west side of the ramp are primarily for flight operations.
 - Aircraft on the east side that will be flown should be parked facing west.
 - Aircraft on the east side that will not be flown can be parked facing east
- If no open parking spot is available:
 - Continue taxiing on the ramp centerline and hold position until directed by PRP personnel, or...
 - Perform a safe shutdown, allowing PRP personnel to reposition the aircraft as needed

Aircraft Bed Down – When parking aircraft inside the hangar, place carpets under the chocks to increase floor friction and effectiveness. Position oil drip trays beneath the front cowling, and ensure cowl plugs and pitot covers are installed. For all Cirrus SR-series aircraft, pull the starter circuit breaker before moving the aircraft into the hangar. Finally, wipe down the leading edges to minimize bug buildup and maintain surface cleanliness.

Aircraft Check-In Process – After completion of the flight, clients and/or instructors will update the blue logbook with flight times and ensure the aircraft is "signed in" to FSP. In addition, the client will annotate whether or not

any oil was added before flight. Lastly, clients will annotate in FSP whether or not there were any maintenance issues with the aircraft. With the keys and blue logbook together, the client and/or instructor will return both to the PRP front desk. As a general rule of thumb, the blue aircraft logbook and keys shall always stay together.

Flight Training Paperwork – Instructors are expected to complete all required paperwork and logbook sign-offs before departing PRP Aviation. Students should bring their logbooks to every lesson and prepare the entry for instructor signature immediately after the flight. **ForeFlight logbooks** are preferred for new students, though paper logbooks are acceptable.

- For **Cessna/King training programs**, instructors must log into the **Course Tracking Application (CTA)** and update all relevant items. <https://cpccoursetracking.kingschools.com/Login.aspx>
- For **Cirrus training programs**, instructors must ensure the **Cirrus Approach training course** records are properly updated. <https://learning.cirrusapproach.com/>

Briefing Rooms – Erase all briefing boards when finished briefing or debriefing. If necessary use the Expo cleaning solution and a wash cloth or paper towels to clean stubborn ink marks. Do not use window cleaning products or alcohol to clean the white boards. For refurbishing white boards, wipe on a thin film of WD-40 oil over the surface and let dry. Stack papers and books neatly on the shelves and ensure briefing tools are kept inside briefing rooms.

5. Flight Training Operations

Before Takeoff Briefing – Before taxiing onto the runway, complete the **Before Takeoff flow and checklist**. Conduct a pre-takeoff briefing.

Briefing (WHO/WHAT/WHERE/WIND/PLAN)

- **Who:** Left seat takeoff
- **What:** Normal takeoff, 2,000 ft required
- **Where:** Runway 36, at A13, 7,000 ft available
- **Wind:** Left crosswind, 10 kts
- **Plan:** Rotate at ____, climb at ____ until TPA (1,100 ft)

Emergency Procedures Review

- **Engine failure before rotation:** Abort takeoff.
- **Engine failure after rotation with runway remaining:** Land straight ahead.
- **Engine failure after rotation, no runway remaining:** Execute forced landing (altitude-based actions).

Cirrus-Specific Items

- **Before CAPS activation altitude:** Land within 30 degrees of nose (confines of windscreen).
- **After CAPS altitude but < 2,000 ft AGL:** CAPS deployment immediately.
- **Above 2000 ft AGL:** Troubleshoot as needed

Before Takeoff Verbalization – varies slightly with aircraft, conducted AFTER takeoff clearance

- Cirrus: “Final, Fuel, Flaps, CAPS, Map”
 - Final – Check to verify final approach path is clear before entering runway
 - Fuel – Boost pump on, Fuel selector on same tank as runup, Mixture Rich
 - Flaps – Set at 50% for takeoff
 - CAPS – CAPS pin is pulled and stowed
 - Maps – Area map zoomed out to see the airspace (Class D at Ocala)
- Cessna 172: “Final, Fuel, Flaps, Function, Maps”
 - Final - Check to verify final approach path is clear before entering runway
 - Fuel – Fuel Selector on Both, Mixture Rich, Primer in and locked
 - Flaps – Set for 0 degrees or 10 degrees as required for type takeoff
 - Function – On the transponder... Function, Enter... to start the running clock
 - Maps – GPS map scaled out to see traffic in the airspace

Lighting Usage – PRP instructors and clients are expected to use aircraft lighting proactively to enhance “**see and avoid**” procedures and overall flight safety.

- **Landing Lights** – Turn on upon receiving takeoff clearance and keep them on until completing the cruise checklist. When returning to the departure airport or approaching the destination, activate the landing light within 10 miles to improve visibility to tower personnel and other traffic in the pattern.
- **Beacon/Strobe Lights** – Beacon lights (or strobes, in Cirrus aircraft) must be on anytime the master switch is ON with the intent to start or operate the engine.
- **Strobe Lights** – Required throughout all phases of flight.
- **Navigation Lights** – Must be illuminated from **sunset to sunrise**.

Sterile Cockpit Procedures – Pilots are expected to adhere to sterile cockpit procedures, recognizing that all flight operations outside of routine cruise are inherently more hazardous and require the undivided attention of the crew. The Pilot in Command (PIC) is responsible for ensuring that non-essential conversations, activities, and distractions do not occur during critical phases of flight or at any time below 1,000 feet AGL. These critical phases include taxi, takeoff, climb, descent, landing, and operations in high-density traffic areas or during heavy ATC communication periods. Additionally, pilots must brief all passengers on sterile cockpit procedures to maintain safety and focus throughout these critical moments.

Traffic Pattern Spacing – Pilots must adjust their traffic pattern to maintain safe separation from other aircraft. Crosswind turns should normally be initiated 300 feet below traffic pattern altitude, but never earlier than 400 feet AGL if spacing adjustments are required. For Cirrus aircraft, a practical guideline is to delay the crosswind turn until reaching CAPS altitude.

Normal pattern spacing should be maintained between $\frac{3}{4}$ and 1 NM from the runway using a standard 1,000-foot AGL pattern altitude:

- In a **Cessna**, this spacing places the runway approximately two-thirds up the wing strut.
- In a **Cirrus**, the runway should appear visually between the wingtip and the wing cuff (“shark tooth”).

Private and Commercial Maneuvers Setup – Please see Appendix 2 for VFR training maneuvers setup and execution for both the Cirrus Aircraft and the Cessna 172.

Instrument Procedures – Please see Appendix 3 and 4 for an expanded discussion on IFR training procedures.

Practice Area - When in the Practice Area monitor Jacksonville Approach on 118.6. The western practice area begins 5 NM from Ocala Airport and extends approximately 15 NM northwest, west, and southwest from KOCF. Remain clear of the RW 18/36 extended centerline to remain clear of instrument traffic. The Eastern practice area extends approximately 15 NM southeast, and northeast while remaining clear of Ocala municipal congested areas.

Practice Airports – Due to the extensive general aviation operations at KOCF, PRP instructors will attempt to reduce Pattern practice at KOCF. Practice airport for pattern operations should be Williston (X60), Marion County (X35), Inverness (KINF), Gainesville (KGNV), and Crystal River (KCGC).

After Landing – Avoid changing aircraft configuration on the runway unless performing short field landing procedures. After taxiing clear of the landing runway, lean the engine for taxi back, raise the flaps, and turn the boost pump off (if installed), and trim the aircraft for takeoff. Pilots will avoid excessive braking to make the next taxiway and will not accept a clearance from tower to exit the taxiway if faster than 10 knots groundspeed.

6. Abnormal and Emergency Procedures

Abnormal Procedures - This section contains policies and guidelines for PRP pilots involved in various abnormal or emergency situations. At no time is this section intended to supersede the abnormal and emergency procedures as detailed in the approved Pilot's Operating Handbook, nor is it a complete list of all events that may be encountered by a pilot. Each pilot is responsible for accomplishing the abnormal or emergency checklist items as specified by the aircraft manufacturer in the approved and current POH.

General Emergencies Philosophy

- Maintain aircraft control.
- Analyze the situation and take appropriate action.
- Land as soon as practical.

Cirrus Engine Failure Decision Making – See Appendix 7 for a white paper discussion on experiencing an engine failure in a Cirrus aircraft and the decision making process leading up to CAPS deployment.

Simulated Forced/Emergency Landing Procedures

1. **Practice Area & Safety**
 - Simulated emergency landings must only be practiced in areas where a safe landing can be assured in case the maneuver becomes real.
2. **Altitude Restrictions**
 - Do not fly below **1,000 feet AGL** except when required by regulation, airspace restrictions, approved maneuvers, or normal takeoff/landing.
 - Do not descend below **500 feet AGL** unless established on a stabilized approach to a runway.
 - During simulated forced landings, do not descend below **500 feet AGL** except to an approved runway and only under instructor supervision.
3. **Engine Operation**
 - Verify proper engine operation at least every 500 feet during simulated engine failures in single-engine aircraft.
4. **Checklist Use**
 - Time permitting, always consult the manufacturer's approved checklist for simulated or actual emergencies.
5. **Priorities**
 - **Aviate:** Establish best glide speed. If less than 2000 ft AGL in a Cirrus, deploy CAPS.
 - **Navigate:** Choose a suitable landing site—firm surface, into the wind, clear approach path.
 - **Investigate:** Check master switch, primer, circuit breakers, mixture, carburetor heat (if applicable), switch fuel tanks, and attempt a restart.
 - **Communicate:** If restart is successful, proceed to the nearest airfield and contact FSS and PRP Aviation at (352) 517-7075.

Fire Precautions and Procedures

1. **Fire Extinguisher Familiarization**
 - All pilots must know the location and operation of fire extinguishers in aircraft equipped
2. **Engine Fire Procedures**
 - Engine fire procedures during start and ground operations shall follow the manufacturer's guidance as outlined in the Pilot's Operating Handbook (POH) or Aircraft Flight Manual (AFM).
 - Pilots must demonstrate knowledge of these procedures before solo flight.

3. **Fueling & Priming Precautions**

- Use extreme caution to avoid over-priming, especially in cold weather.

4. **Fire Response**

- **In-Flight Fire:** Report immediately to ATC and comply with **49 CFR Part 830** requirements.
- **On-Ground Fire:** Notify the controlling air agency for fire rescue or call 911.
- If at KOCF, call **(352) 875-7401** or **(352) 517-7075** after an unscheduled landing.

5. **Landing Restrictions**

- Except in emergencies, landings must only be made at approved airports.
- If a landing occurs at a non-approved location, the pilot must immediately contact flight dispatch at **(352) 875-7401** or **(352) 517-7075** to report the situation.
- The Chief Pilot or Instructor will assess the circumstances and advise further action.

6. **Post-Unscheduled Landing Takeoff Restrictions**

- No takeoffs are permitted after an unscheduled landing without authorization from the Chief Pilot, Authorized Instructor, or Director of Operations.

7. **Compliance with Regulations**

- All students and pilots must comply with FAA regulations and school policies in all phases of flight operations.

Aircraft Damage - The Pilot in Command (PIC) is fully responsible for the aircraft from the moment the keys and logbook are issued until the aircraft is returned.

- **Damage Reporting:** Any damage to the aircraft must be reported immediately to the Director of Operations. Failure to report damage will result in responsibility being assigned to the last recorded pilot of the aircraft.
- **Inspections:** A thorough preflight and postflight inspection is mandatory before and after each flight. Any discrepancies or damage discovered must be promptly reported to the Director of Operations.

Reporting an Accident or Incident – The Pilot in Command (PIC), or a delegated representative, must immediately notify PRP Aviation LLC personnel by the most expeditious means available if a Company aircraft is involved in a potential accident or incident. If the event meets the criteria of a reportable accident or incident under NTSB 830.5, the Director of Operations or Chief Pilot will promptly notify both the NTSB and the FAA Certificate-Holding District Office (CHDO).

Required Report Information - The initial report shall include the following details:

1. Aircraft type, nationality, and registration marks.
2. Name of the aircraft owner and operator.
3. Name of the Pilot in Command.
4. Date and time of the accident or incident.
5. Last departure point and intended destination.
6. Aircraft position relative to a clearly defined geographical reference point.
7. Number of persons on board, including the number killed or seriously injured.
8. Description of the occurrence, prevailing weather, and extent of aircraft damage (if known).
9. Description of any explosives, radioactive materials, or other hazardous cargo carried.
10. Indication if the flight was operated under **14 CFR Part 135 Air Taxi** carrying passengers

List of Appendices:

Appendix 1 – PRP Rental Contract and Insurance Requirements

Appendix 2 – PRP Training – Maneuvers

Appendix 3 – Cirrus Instrument Procedures

Appendix 4 – C-172 Instrument Procedures

Appendix 5 – C-172K N79209 Pattern Procedures

Appendix 6 – C-172N N75801 Pattern Procedures

Appendix 7 – Cirrus Engine Failure Decision Making