

Standard Operating Procedures
Sky Training, LLC- Greenwood Lake Airport (4N1), NJ
Reference FAR 141.93(a)(3)(i) through (x)
Rev. 2 August 2020

Weather Minimums:	Ceiling	Visibility	Winds	X-wind Comp.
Private Pilot: VFR				
Local	2,000ft	6sm	18kts.	12Kts.
Cross Country	4,000ft	8sm		
Student Pilot: VFR				
Local	3,000ft	7sm	12kts.	7Kts
Cross Country	5,000ft	10sm		
Dual Flights: VFR				
Local	2,000ft	6sm	22kts.	15Kts.
Cross Country	3,500ft	8sm		

IFR Weather Minimums for All Pilots

Pilots with less than 100 hours instrument time:

Ceiling 1,000ft Visibility 3sm

Max winds: 18kts Cross wind comp. 15Kts

An endorsement by the Chief Pilot or Assistant Chief Pilot in the pilot's folder can change this on an individual basis.

Traffic Pattern Minimums

Pattern work at Greenwood Lake Airport per FAR 91.155(a)

1,500ft ceiling AL.(TPA 1000ft AGL. 500ft below clouds Class E)

2,300ft MSL

5 statute miles visibility per Sky Training, LLC

Solo Landings

All solo student landings shall be to a FULL STOP.

No students can solo at night

Instructor must be accessible by phone when a student is solo and must have prior approval to fly solo on that day by the instructor

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Date 09/01/2020

Primary Student Operations

- Sky Training students flying without a CFI are not allowed to carry passengers under any circumstances.
- Solo students will not practice emergency approaches or forced landings.
- Solo students will not practice aerobatic maneuvers.
- Solo students will not practice “hood work”, unusual attitudes, full stalls or spins.
- Solo students will not fly lower than 1,000’ AGL except for takeoff and landing.
- Solo students will not fly outside the local practice areas except on cross-country flights with authorization from their instructor.
- Solo students will not fly above overcast or broken layers of clouds.
- No solo operations will be conducted without a current medical certificate, proper logbook endorsements, an approved aircraft checklist, and current sectional chart in the pilot's possession.
- Prior to cross-country flights, solo students are required to leave a photo copy of their navigation log and flight plan on file with Sky Training.
- All student solo cross-country flights are to be completed and aircraft back on the ground at Sky Training within one half hour prior to the official sunset.
- No student solo activity will be conducted after sunset.
- Solo students will not land on grass or dirt runways.
- No intersection departures either with an instructor or solo.

Ramp procedures:

Starting: Pilots and students shall use checklist and procedures per Pilot's Operating Handbook for starting and run-up. No person may hand-prop a Sky Training, LLC aircraft! Clear area visually and orally prior to engaging starter.

Taxiing: Taxi speed shall be no faster than a brisk walk and total vigilance maintained to ensure safety to persons, property and other aircraft. Avoid ramp areas for taxi and use taxiways instead unless absolutely necessary. All pilots will read back hold short instruction given by ATC. When in doubt as to whom has the right of way, give way to other aircraft!

Fire Precautions and Procedures:

General: Pilots and students shall become familiar with the appropriate section in the P.O.H. of each aircraft they fly for all emergencies including fire procedures. If fire extinguisher available know its location, and how to use it.

Fire During Start: Continue cranking engine, mixture cutoff, fuel off. If fire continues, abandon aircraft. There are fire extinguishers in the hangar and most of our aircraft. If intention was to fly then FAR 830 rules of reporting in-flight fires shall be followed by Sky Training, LLC management

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Fire in Flight: Identify source of fire and use appropriate measures to extinguish and deal with the situation per flight training and P.O.H.

Re-dispatch Procedures after Un-programmed Landings:

At an airport: Call Sky Training, LLC immediately and you will be advised of what to do and will be re-dispatched per Sky Training, LLC management.

Off Airport: As soon as possible contact Sky Training, LLC or ensure that local officials or persons help you establish contact with us and management will deal with the situation.

Aircraft Discrepancies:

All aircraft discrepancies shall be written on the discrepancy sheet provided in each aircraft key box. Any discrepancy found before flight must be reported to the front desk before departure. An A&P or certified repair station authorized by Sky Training, LLC will make a return to service notation on the discrepancy sheet. An aircraft must not be flown with an open discrepancy. Non-airworthiness items may be deferred but only with the signature of the manager or maintenance technician.

Emergency Procedures:

The key to dealing with any emergency is prevention and thorough preparation through training and situational awareness. In the event of an emergency, notify Sky Training as soon as practical after taking proper corrective action. When an emergency arises, the first responsibility of the pilot is to fly the aircraft. The first moments of an emergency will have a large impact on the outcome.

- Maintain control of the aircraft.
- Analyze the situation and take prompt corrective action.
- Land as soon as practical.

Always use every available resource of information to help in your situation. Often ATC, FSS, and other pilots can provide help and options that may have been overlooked.

Deteriorating Weather

Deteriorating weather can result in an emergency situation that could be prevented.

General

- A pilot should never continue a flight into questionable conditions.
- If the pilot feels unsure of his/her experience level in the known weather conditions, he/she must land or return to better weather conditions to avoid a possible emergency.
- FSS or Flight Watch will provide in-flight weather briefings upon request.

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VFR Flights

- VFR pilots must maintain a constant knowledge of the changing weather factors during flight.
- VFR pilots should never proceed into marginal weather.
- If the weather begins to deteriorate during a VFR flight, the pilot must take immediate action. Each pilot must first remain calm and take proper action. A rule of thumb: AVIATE, NAVIGATE, and COMMUNICATE.
- The pilot should concentrate on flying his/her aircraft.
- "Lost" procedures should be memorized so that they can be used.
- The pilot should advise ATC of the situation.
- The pilot should think his/her options over and take action.
- In the event that the pilot enters instrument conditions, he/she must declare an emergency if he/she is not an instrument rated pilot.
- ATC will issue instructions to resolve the situation, but it is up to the pilot and his/her training to safely fly the aircraft.

IFR Flights

- Inadvertent entry into bad weather on an instrument flight plan requires clear thought and proper immediate action just as during VFR flight.
- The pilot should immediately solicit help from ATC.
- Prevention and complete flight planning is the best defense.
- IFR pilots must know and understand all weather factors pertaining to their route of flight.

Instrument Flight:

All instrument flights will be filed with Tracon and the flight plan will be activated. Weather minimums must be above SOP minimums before takeoff and the weather at the destination must be forecasted at or better than SOP minimums.

Cross-Country Flights:

All cross-country flights must be planned using the latest publications and charts. Current and forecast weather must be analyzed for the flight to the destination and the return trip. The current and forecast weather must meet or exceed the weather minimums contained in these standard operating procedures. All cross-country flights shall have a flight plan filed and activated.

Securing of Aircraft in Use:

All unattended aircraft shall be secured to the ground with tie-down ropes and

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gust locks in when a pilot, instructor, or student is not present.

Minimum Fuel Reserve:

All flights VFR or IFR shall be planned with a minimum fuel reserve of one hour at normal cruise settings. On IFR flights requiring an alternate airport to be filed per FAR 91.169(c) the required fuel reserve will be one hour at normal cruise after arrival at the legal alternate.

Enrollment:

Private Pilot applicants shall have a current Student Pilot Certificate before flight training begins. Commercial and Instrument applicants shall have a Private Pilot License before flight training begins.

Avoidance of Other Aircraft and Right of Way Rules:

All pilots, students, and instructors shall maintain extreme vigilance to avoid other aircraft on the ground and in the air and shall adhere to the right of way rules prescribed in FAR 91.113 (a) through (g).

Minimum Altitudes:

Minimum altitudes per FAR 91.119 (a) through (d) shall be adhered to on all flights. Simulated emergency landings shall be terminated to no lower than 1,000 feet AGL in a congested area, 500 feet AGL in other than a congested area and to a full stop at an established public airport.

STUDENT SHALL NOT PRACTICE EMERGENCY LANDINGS WITHOUT AN INSTRUCTOR ON BOARD!

Practice Area:

Sky Training, LLC has established the Onion Fields to be the practice area, which is located 5 miles Northeast of Sussex Airport (KFWN) and 5 miles Southeast of Huguenot VOR. See map on the last page.

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Approved Airports:

Local: Sussex (FWN), Orange County (MGJ), Essex County (CDW), Morristown (MMU), Blairstown (1N7), Stewart (SWF), Sullivan County (MSV), Lincoln Park (N07)

Cross Country:

Lancaster (LNS 6900')	717-569-1221
Reading Regional (RDG 6350')	610-372-4666
Hazleton (HZL 5000')	570-455-7641
Wilkes Barre (AVP 7500')	570-346-0672
Columbia County (1B1 5000')	516-828-9461
Waterbury-Oxford (OXC 5800')	203-264-8010
Groton (GON 5000')	860-449-1400
Bridgeport (BDR 4700')	203-381-9260
Allentown (ABE 7600')	610-266-6000
Trenton (TTN 6000')	609-989-9518
Providence (PVD 8700')	401-691-2000
Hartford (HFD 4400')	860-386-6000
Albany (ALB 8500')	518-242-2200

Other airports may be used with approval from the Chief Flight Instructor or Asst. Chief Flight Instructor.

No flight operations on grass runways unless an emergency.

No student and pilot flight operations on runways less than 2500' unless accompanied by a flight instructor.

I have read and understand the operating procedures for Sky Training, LLC and agree to the rules and practices and will adhere to them.

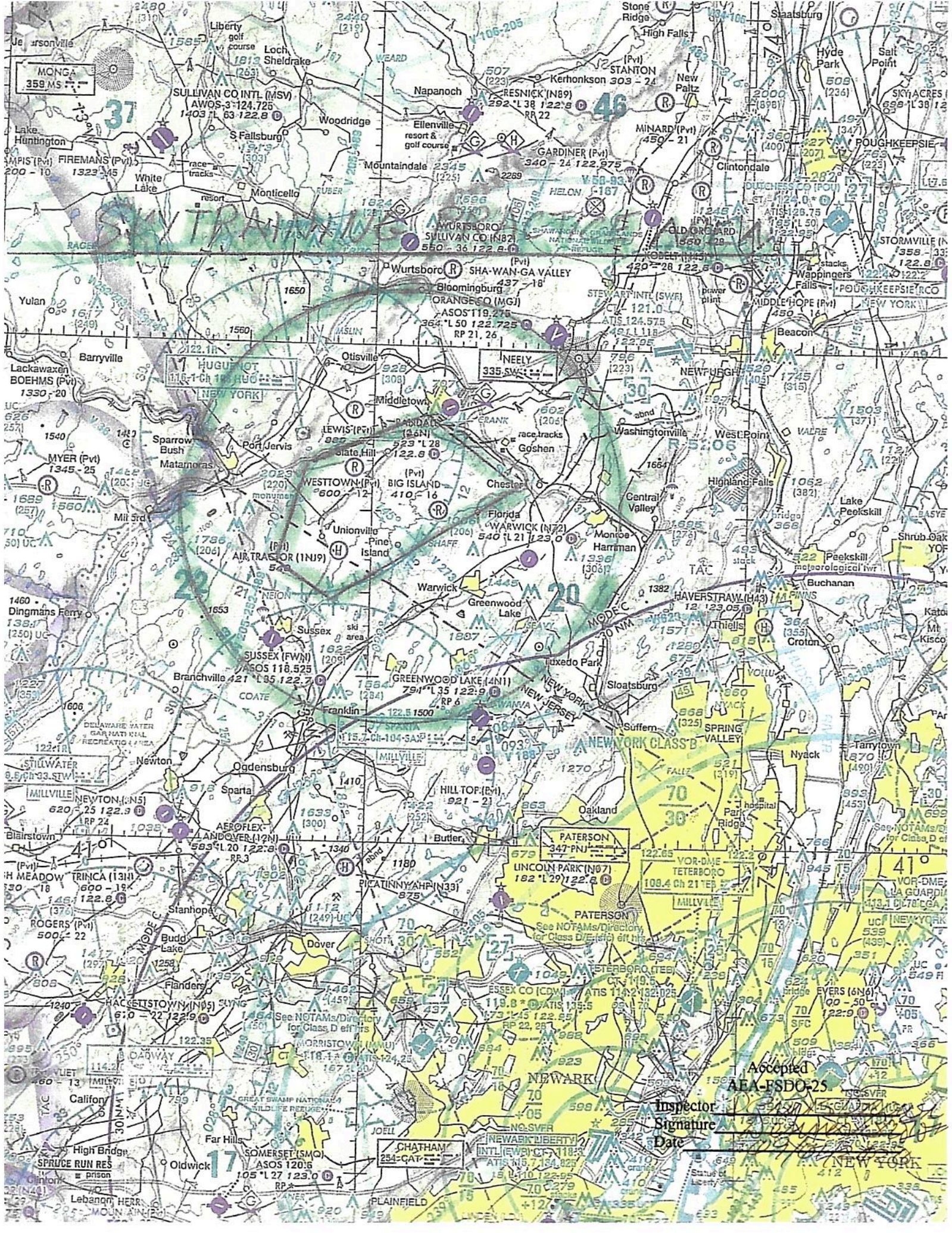
Student Signature _____

Date _____

Instructor _____

Date _____

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