

Chiota Aviation Student Standard Operating Procedures

Recommendations:

- We recommend at least 2 scheduled events (ground, flight, or simulator session) a week to provide consistent training. This ensures better retention with information learned in previous lessons.
- On average, a typical flight lesson ranges from \$300 - \$400+ dollars.

Supplies:

- San Antonio Sectional and chart supplements which can be purchased at Texas Aero at Waco Regional. Hold off on this as they do expire
- [FAA Chart Supplement South Central](#). Hold off on this as they do expire
- [Pilot's Handbook of Aeronautical Knowledge](#)
- [Airplane Flying Handbook](#)
- E-6B – [Manual](#) or [Electronic](#)
- [Plotter](#)
- [Pilots Logbook](#)
- Notebook, pens/pencils, folders
- [Current FAR/AIM](#)
- [Headset which can be recommended by your instructor. David Clarks are a good first headset that have a good warranty and are on the less expensive side.](#)
- [Flight bag](#)
- [Kneeboard](#)

Medical:

- An FAA 3rd class medical is required and will be issued by an AME. We recommend Dr. Danny Julian as he is also a pilot who has trained with us at Chiota Aviation. An application will need to be filled out prior to the appointment and can be found at medxpress.faa.gov
- If aviation is a career choice for you, we recommend getting a 1st class medical as it is required for the airlines. If you cannot qualify for one now, it is better to know going into it than to find out later.

Supplements to training/ Additional Supplies:

- We have partnerships with several aviation companies that we believe help with flight training
- PlaneEnglish: helping students learn radio calls. Use code CHIOTA for 10% off
- PIVOT: iPad cases and mounts: Use code FLT10 for 10% off

Operating in student owned airplanes:

- Students who own their own airplanes can receive instruction under Chiota Aviation at a rate of \$75/hr for instruction. The aircraft must meet the requirements of 91.205 and its KOEL. Copies of maintenance logs will be reviewed and evaluated.



Checkout Flights:

- For anyone who is interested in renting out any aircraft in Chiota Aviation's fleet, a standard checkout flight is to be done by any instructor at Chiota Aviation. The checkout flight will vary slightly based on which plane is requested, but across the board, renter should be asked to perform the following maneuvers:
- Slow flight
- Power On
- Power Off Stalls
- Normal T/O / Landings
- Any other maneuvers seen fit by the instructor

For checkouts in N4864D:

- Familiarization of carbureted aircraft

For checkouts in N4865D

- Familiarization with Dynon and Avidyne equipment
- Familiarization of carbureted aircraft
- Use of autopilot
- A checkout in N4865D will cover a checkout in N4864D IF the operating differences of N4864D are addressed. Checkout flights in N4864D would not count for checkout in N4865D. Students who fly in either airplane are considered checked out based on their flight training and passed experience.

For checkouts in N4863D – Cirrus SR20

- A minimum of 5 hours is required for full checkout and high-performance endorsement needed to checkout and rent our Cirrus fleet.

Student Files:

- In addition to FSP, student files will be kept in the top drawer of the filing cabinet.
- Each student has their own folder where we will keep copies of all their documents, and is recommended that students keep the original copy of their written

Student Expectations:

- Each student should come prepared with the following prior to each flight:
- Weight and Balance
- Weather briefing
- Any homework that was assigned completed
- XC nav logs if appropriate
- Any other supplies expected for the flight or ground

Student Priority:

- Chiota Aviation's number one priority is the training of students. Students get priority scheduling over leases/renters. If it is necessary that a leaser/ renter needs to be moved to open up the plane for instruction, then this needs to be addressed with whoever scheduled the original flight.
- Students nearing checkrides are on a higher priority to aircraft availability and can request an airplane to open up, but this must be addressed with whoever scheduled the original training flight.

Grounds:

- Grounds are required, but if deemed proficient by instructor, will not be required to be completed consistently later in training. Grounds will cost the per hour rate of \$65 for instruction.

Checkrides:

- Your instructor will make arrangements with an available DPE once your training is getting close to finish.
- If students choose to travel for a checkride, this will be at the expense of the student
- Each DPE has their own cost but expect around \$800 for each checkride.

Student Cancellation:

- Students who need to cancel a scheduled flight block for reasons other than weather or maintenance need to let the instructor know at a minimum of 12 hours beforehand. This allows for other instructors to fill the plane.
- If a student cancels for a reason other than maintenance, weather, or a valid reason, at the discretion of the CFI, will get a warning on the first offense, and after 3 cancellations will result in a no show.

Phone Usage:

- To maximize your learning experience, phones are not authorized in any phase of flight, including preflight.

Late/No Show Policy:

- A student is considered late 15 minutes after the beginning of the scheduled block time. If a student continually shows up late, 3 late occurrences will result in 1 no show.
- A student will be charged 1 hour of instruction and .5 hr of flight time IF it was a scheduled flight. A warning should be issued on the 1st offense, and each time thereafter, it will be marked as a no show.
- A student will be charged 1 hour of instruction if the scheduled event was a ground session.
- After 3 no shows, the student will no longer be scheduled until they have a meeting with Jeff Alvis and/or Felix Chiota to address the situation.

Instructor Late/No Show Policy:

- If an instructor is more than 15 minutes late, the student will be given 1 free hour of instruction, whether it be ground or flight, not to include plane or sim rental.

Weather Minimums:

- For any flight conducted under IFR with a CFII, weather at departure point must allow for a return with any approach into Waco and must meet alternate weather requirements. This applies to all flights.
- Ceilings of 600' and visibility of 2SM are required for flights being conducted under IFR or VFR-on-top operations
- VFR-on-top operations are permitted and encouraged

Solo Minimums:

- Solo XC: P6SM & 4000ft ceilings must be met at departure airport, enroute, and at destination, and no forecast of convective activity.
- No more than a 10kt crosswind component and no more than sustained wind of 15G20KT

Aircraft & Instructor Rates:

Please visit www.chiotaaviation.com/aircraft-and-instructor-rates to view our current aircraft and instructor rates.

Billing through Flight Schedule Pro (FSP):



- Student billing is to be done through FSP after each scheduled event. When a student deposits money into their account, they must notify their instructor as to ensure their balance reflects in FSP.
- It is the students responsibility to ensure they have sufficient funds to conduct the scheduled event. This can be accessed by viewing your profile in FSP.
- Acceptable forms of payment include:
 - Cash
 - Check
 - Zelle – Felix Chiota, 254-855-3424
 - Money Order
 - To be made out to Chiota Aviation
- An invoice can be created to allow for credit card payments.
- Venmo is no longer an acceptable form of payment

Minimum Money in FSP:

- A minimum of \$500 dollars needs to be kept in the account for those who are being billed under block rate. Once the account gets below \$500 dollars, students should not be scheduled or given instruction.
- Invoices will be created after each flight and can be adjusted if a mistake is found.

Hangar Codes:

- The code to the hangar T-49 is 1960. If a student needs to access the ramp without an instructor, they are to go through Texas Aero FBO.

Airports for XC:

- Airports suggested for both dual and solo XC are as follows. They are not limited to these airports, but it is highly suggested that they be used for training purposes:

CLL	EFD	GDJ	GTU	PRX	Over 250 NM
PSN	DUA	TXK	GLS	TYR	LBB
BWD	HHW	ADS	SAT	LFK	LFT
SEP	SHV	CRP	AUS		MAF
DWH	BAZ	PRX	SJT		HOT
CXO	LCH	ABI	AEX		AMA
EDC	MWL	OCH	GGG		LIT

Practice Areas:

- Suggested practice areas for students are NW of ACT and SE of ACT (S of CNW).

Training Course Outline:

- Private, Instrument, and Commercial students operating within Chiota Aviation should be instructed under the Sporty’s syllabus. We also recommend using Sporty’s ground school as it mirrors the TCO we use.
- Progress should be kept up to date in FSP. Students who make an account will be able to see their progress in FSP.

Fuel Reimbursement:

- If a fuel stop needs to be made, fuel charges will be reimbursed into the students’ flight account. Fuel will be reimbursed at the rate Chiota Aviation pays for fuel at Texas Aero.

Scheduling Blocks:

- Scheduling will be done through your instructor. Student availability should be communicated to your instructor to find optimal training sessions that fit both schedules.





Phone: [254-327-7855](tel:254-327-7855)
Email: fly@chiotaaviation.com
Website: chiotaaviation.com

- All scheduling comes as a first come first serve basis in terms of other instructors and students.
- Students have priority over renters on the schedule.
- FSP will send you a notification 1 hour before your scheduled flight.

Taking a break/refund:

- Students who decide to take a break or finish flight training will be refunded the money that is left over in their flight accounts
- Please contact us to receive these funds.

Referrals:

- Students who refer other students to our flight school will get 1 free flight hour.
- Referred students must make a deposit before the free flight hour will be applied.

Points of Contact:

- Felix Chiota, Owner/Operator: 254-855-3424, felix@chiotaaviation.com
- Hendrik Huisman, Office Administrator: 254-327-7855, fly@chiotaaviation.com
- Jeff Alvis, Chief Flight Instructor: 210-846-5862

Student Availability Sheet

Name: _____





Phone: [254-327-7855](tel:254-327-7855)
Email: fly@chiotaaviation.com
Website: chiotaaviation.com

Primary Instructor: _____

Level of Training (Private, Instrument, Commercial) _____

Place checkmarks on your available timeslot and day of the week.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-10							
10-12							
12-2							
2-4							
4-6							
6-8							

In the event of an emergency, contact Felix Chiota first, followed by Jeff Alvis, and then Hendrik Huisman.

Student Signature: _____ Date: _____

Email: _____ Phone: _____

