



Beale Aero Club Cross Country Policy

February 14, 2014



HERON: All cross-country requests are to be clearly specified in Flight Schedule Pro (FSP) as such and approved prior to departure. This policy supersedes all previous.

Each flight plan will be approved and annotated in the reservation comments by one of the Flight Instructors listed in the "Instructors" message on the FSP home page. CFIs will enter "**APPROVED**" and their name in the Internal Comments section.

Failure to obtain a cross country authorization prior to your trip will be considered a violation of club policy.

PROCEDURES

The attached map reflects the up-dated local flying limits for students and private pilots. In order to exceed the limits as outlined above, members are required to obtain pre-authorization for Cross Country trips.

- **All students are limited to the inner yellow ring unless authorized by their flight instructor.**
- **All pilots wishing to travel beyond the red rings must:**
 - Enter your itinerary into FSP,
 - Contact a flight instructor to request a review
 - All Cross Country requests must be cleared by the instructor **PRIOR** to departure (*It is the pilots responsibly to contact a flight instructor for authorization so it is recommended you provide 24 hrs notice.*)
 - The FSP reservation must be complete, include all airports (ie: "KMYV") listed in a flight route format.
 - VFR or IFR must also be specified, as well as number of passengers and names (ensure Covenants are filed). Specify overnight parking with: (O/N).
 - Flight instructor will review flights and either contact the member for further clarification, authorize or deny permission to fly.
 - Flight instructors will input their instructions and decisions in FSP prior to aircraft departure.
 - No Cross Country flight may be checked out **without the proper CFI annotations.**

Beale Aero Club

Flight routes should look like the following:

KMYV --> KSCK --> KRBL (O/N) --> KCIC --> KMYV

Should you have any questions, please contact any of the listed instructors, Aero Club Officers, or the Manager for clarification.

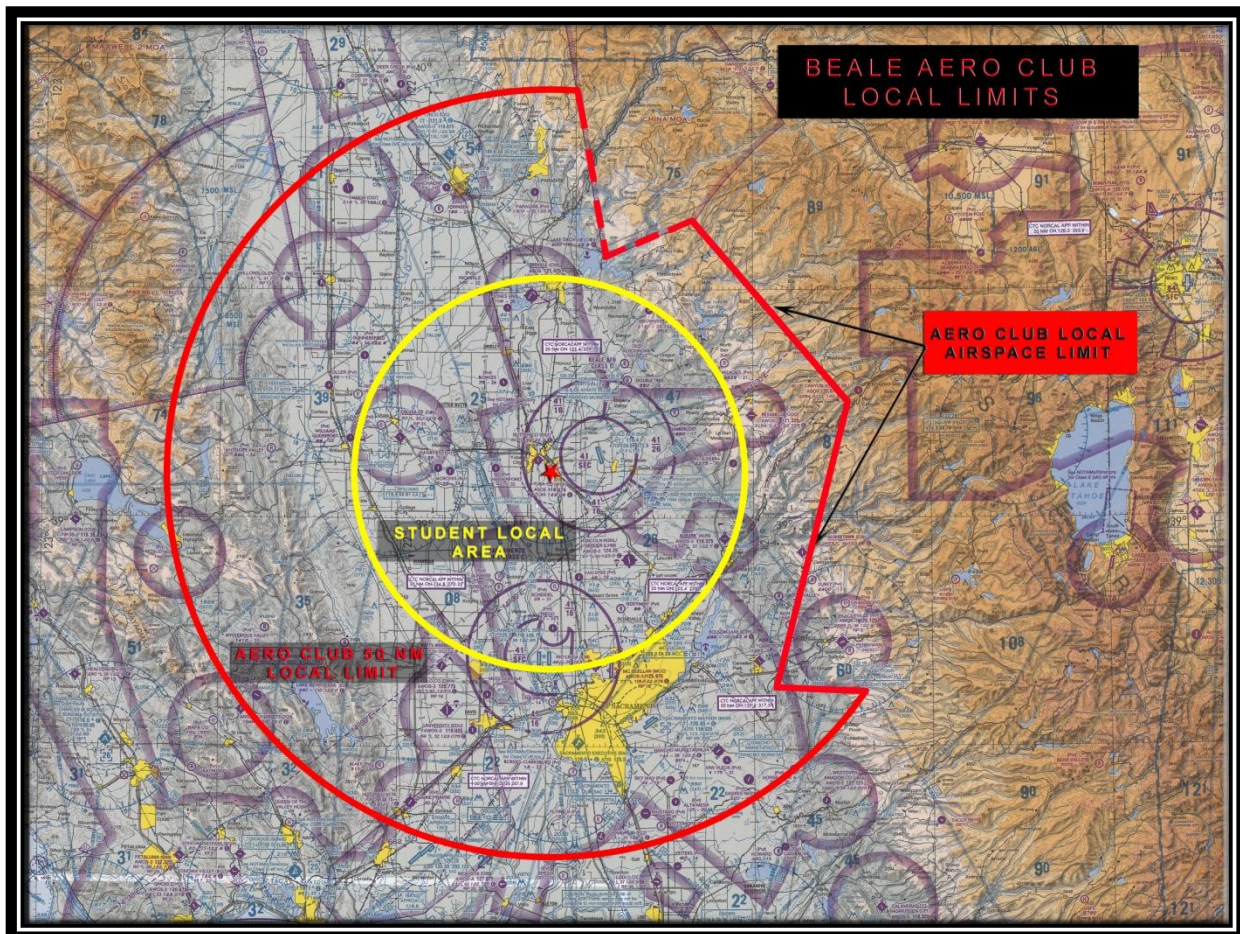
NOTE

All x-country reservations that take the aircraft off of the schedule for 4 hours or more will be charged a minimum of 2 hours of flight time per day (2 times the rate for the aircraft), regardless of Hobbs time.

For example: A reservation of the Warrior for Saturday and Sunday will cost a minimum of \$464.00 even if flight time is only 3 hours.

All off-site (away from KBAB and KMYV) fuel purchased will be reimbursed against the overall rental charges you incur, at the rate at which fuel is charged at KMYV). Fuel rpts must be attached to your invoice for reimbursement.

* "R" Models are not to be used for overnight x-country flights unless discussed with the manager and approved 1 week in advanced if available.



Log into FSP and make a reservation for Cross Country.

Do not enter and instructors name unless you are actually taking an instructor.

The screenshot shows a Mozilla Firefox browser window titled "Rental Reservation - Mozilla Firefox". The address bar contains the URL: <https://login.flightschedulepro.com/Auth/Reservations/StandardReservation.aspx?item=72a68159-1>. The page displays a reservation form with the following fields and options:

- Reservation Type:** Standard (dropdown menu)
- General:**
 - Member: [Tester, P](#) [Edit](#)
 - Or For:
 - Aircraft: Cessna 172R 446AF (dropdown menu)
- Flight Details:** (tabbed section)
- Comments:** (tabbed section)
- Error:** (tabbed section)
- Start:**
 - Date: 02/26/2014 (calendar icon)
 - Time: 08 PM :00 (dropdown menus)
- End:**
 - Date: 02/27/2014 (calendar icon) Standby?
 - Time: 08 AM :00 (dropdown menus) Recurring?
- Instruction:**
 - Instructor: Select Instructor... (dropdown menu)
 - Instruction before flight: --None-- (dropdown menu)
 - Instruction after flight: --None-- (dropdown menu)
- Prevent user from modifying?
- Send email notification? [more](#)

At the bottom of the form, there are two green buttons: "Save" and "New".

In **Flight Details** enter all the required information and press “Save” when finished.

It is now your responsibility to get hold of an Aero Club Instructor or Official to request approval.

The screenshot shows a web browser window titled "Rental Reservation - Mozilla Firefox". The address bar displays the URL: <https://login.flightschedulepro.com/Auth/Reservations/StandardRese>. The form is titled "Reservation Type: Standard" and has a sidebar with tabs for "General", "Flight Details", and "Comments".

General

Flight Rules: VFR IFR

Flight Type: Local Cross Country

Flight Details

Flight Route/Legs: KMYV - KSCK - KRBL (O/N) - KCIC - KMYV
3 on board
Bob Shbobnik
Morey Schmeel

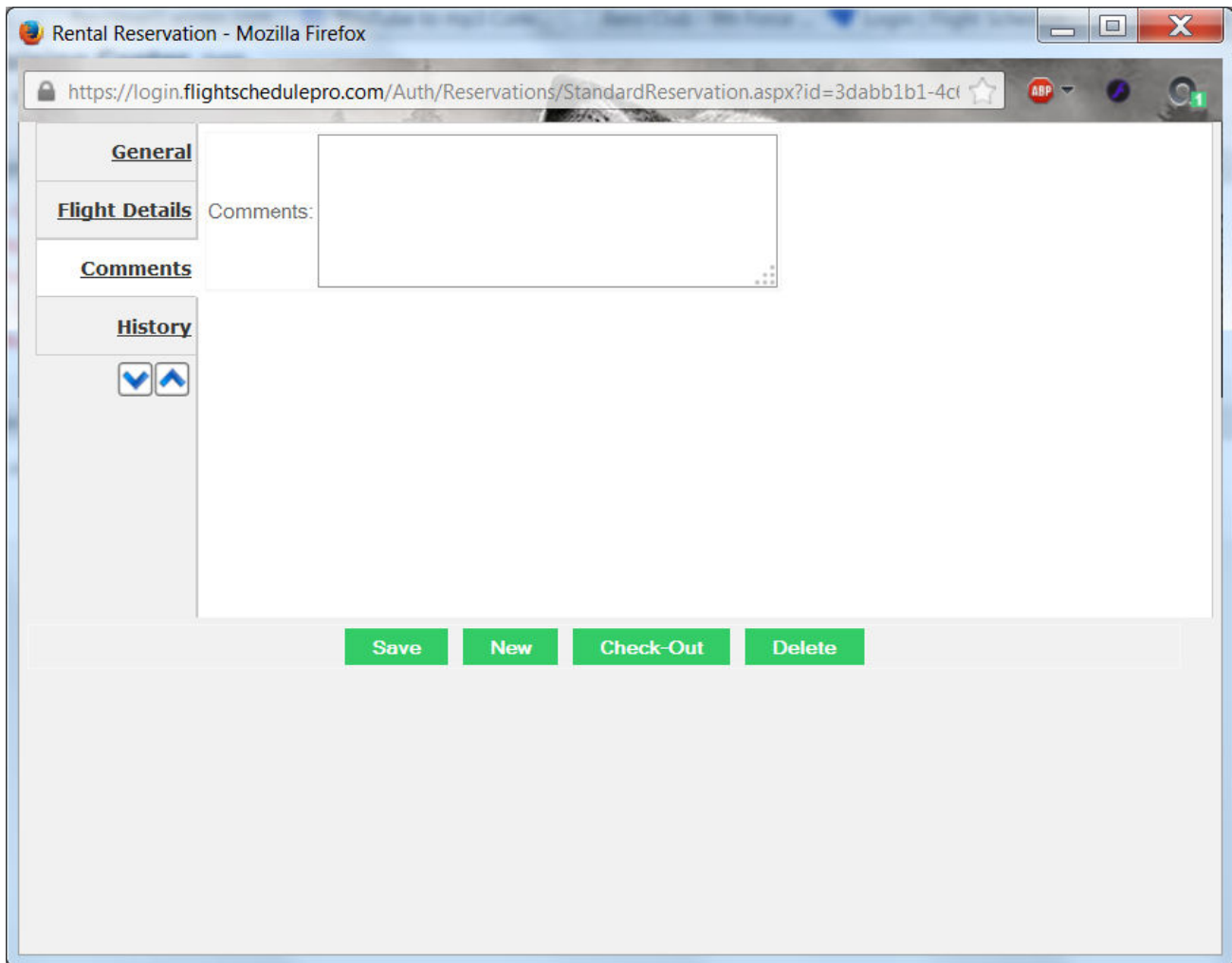
Total Flight Time: Hrs (estimated)

Comments

Save New

If you return to your reservation and find the **Flight Details – Comment** field blank, you have not received authorization for your trip. You will need to contact the Flight Instructor again and/or contact a different Flight Instructor and request a review.

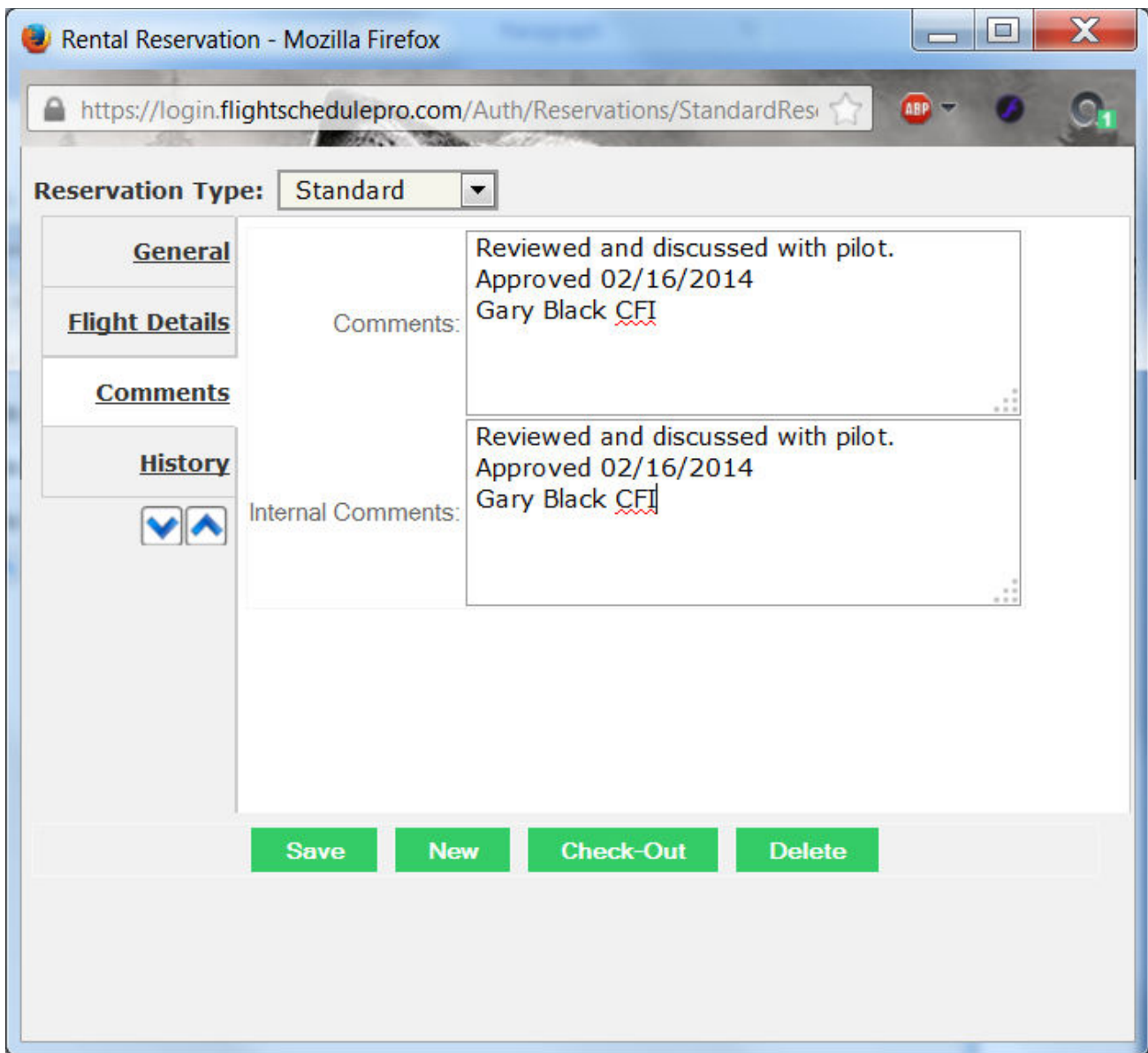
Dispatching the aircraft with this field blank will be considered a violation of club policy.



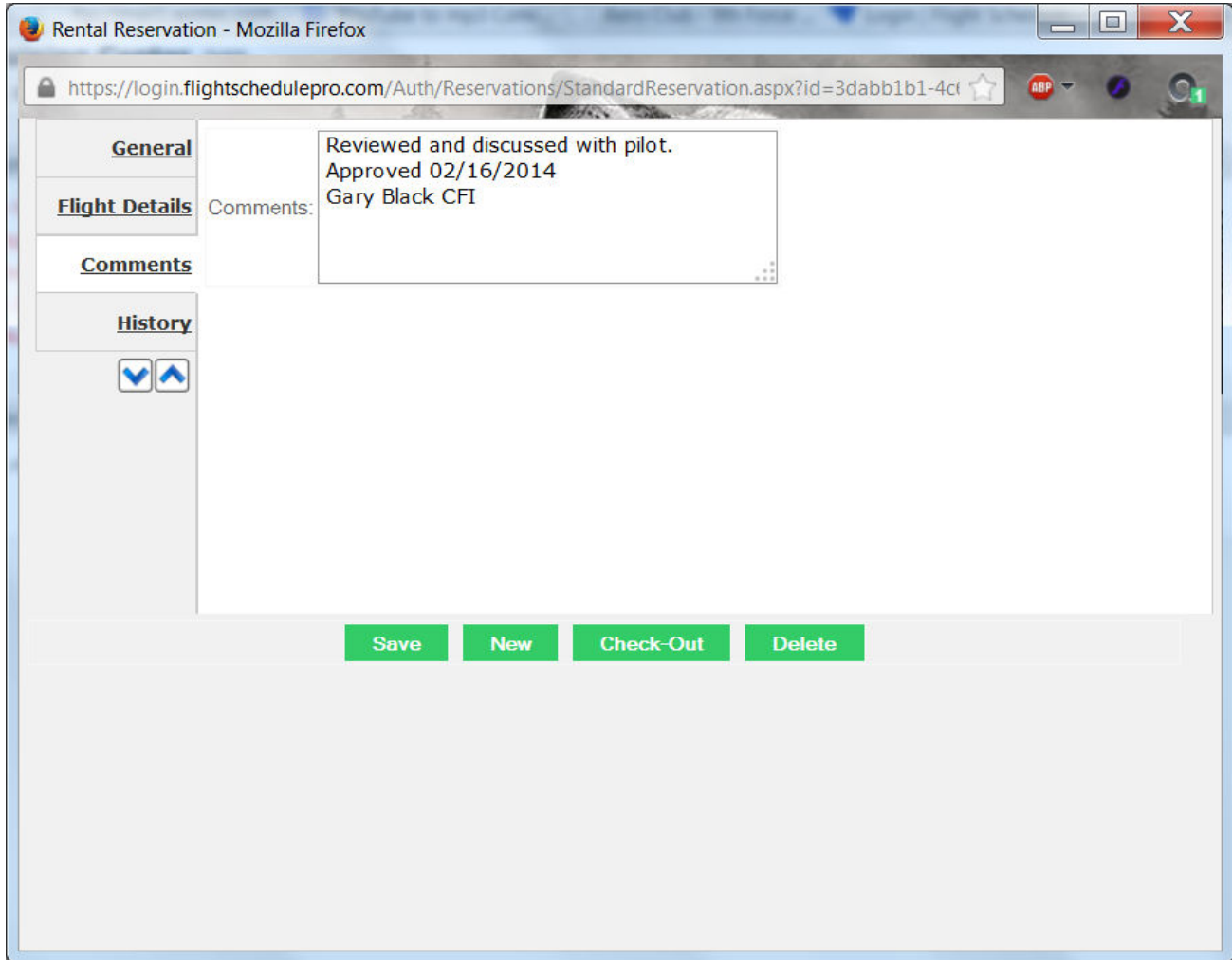
When the Flight Instructor is contacted they will log into FSP and review the reservation as requested. If they have any questions or concerns, the Flight Instructor shall contact the pilot for follow-up.

If the flight is approved the Flight Instructor will enter the following into both the **Comment** and the **Internal Comments** field to correctly authorize the flight.

If the flight is denied, the Flight Instructor will clearly indicate in both fields as well.



The pilot is cleared to take the aircraft on a cross country when they see the approval in the **Flight Details Comments** field.



If you have any question please contact the Aero Club office during business hours.