Safety Procedures and Practices Manual

KSCH

Schenectady County Airport

141.93 (3) A copy of the safety procedures and practices developed by the school that describe the use of the school's facilities and the operation of its aircraft.

Training Requirement Form

As per FAR Part 141.93(a)(3), students will receive training from a Five Star Flight instructor on the contents of this manual and the practices herein. This training is to be conducted at the time the student enrolls in any approved training course and will consist of the following subjects:

- General rules and procedures
- Use of school facilities including restricted areas and access to the ramp.
- Weather minimums for flight training including max wind limitations and minimum altitude limitations
- Engine starting and taxiing procedures
- Fire precautions and procedures
- Re-dispatch procedure after unplanned landing
- Aircraft discrepancies and approval for return-to-service determinations
- Securing of aircraft when not in use
- Fuel reserves
- Avoidance of other aircraft
- Minimum altitude limitations and simulated emergency landing instructions
- Use of practice area

After training is complete, this page shall be signed by the student acknowledging that they have received the instructions on the areas listed above and that they are familiar with the contents of this manual.

Drug and Alcohol Policy:

Five Star Flight will enforce all Federal Aviation Regulations pertaining to the student's use of aircraft. Under no circumstances will a student be allowed to operate an aircraft (either dual or solo) while under the influence of alcohol, or drugs of any kind, that affects their faculties in any way contrary to safety, which includes but is not limited to, marijuana, drugs containing "THC" materials either smoked, ingested or otherwise absorbed into the body.

By signing this document you acknowledge that you have not been convicted of any offence described in CFR 14 Part 91.17, and if at any time after signing below you are convicted of such offence, you will notify the flight school administrator within 10 days of conviction. Additionally, you will notify the flight school administrator of any positive drug or alcohol test administered to you as an employee in a safety sensitive position tested under CFR 14 Part 120.

If an employee (administrator, chief instructor, assistant chief instructor, check airman, or instructor) Five Star Flight has a reasonable basis to believe a student may be under the effects of alcohol or drugs (as described in CFR Part 91.17 below); such employee may request the student be subject to a drug and/or alcohol test as described in FAR 91.17, which result may be shared with the Administrator as described in paragraph CFR 91.17(e).

I, _____ certify that I have received training on the areas listed in the Safety Practices and Procedures Manual, that I received a copy of said manual and that I am familiar with its contents.

_____ Date _____
(Student Signature)

_____ Date _____
(Instructor Signature)

This page shall be removed from the manual and placed in the students training folder

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Revision Control Page

Revision No.	Revision Date	Effected Pages	Changes	Initials
1	01/05/2022	Multiple	Move primary base operations to KSCH from KBAF	smh
2	03/01/2022	Contact List	Phone Number Change for base	smh
3	12/12/2022	Contact List	Change of Chief Instructor, and Asst. Chief Instructor	baj
4	03/17/2025	ALL	Remove dba, include drug/alcohol policy, revise contact list, add agent of service info; change address and phone; aircraft checkout and maintenance procedure	baj
5	09/02/2025	Cover, ii, iii, iv	Change of designation of Chief and Remove Assistant Chief Flight Instructor	baj
6	12/03/2025	multiple	Add Check Airman; revise checkout/checkin procedures and maintenance procedures	baj

LIST OF EFFECTIVE PAGES

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		Cover Page		5	09/02/2025
		Training Requirement Form		4	03/17/2025
		Table of Contents	i	6	12/03/2025
		Revision Control Page	ii	6	12/03/2025
		List of Effective Pages	iii	6	12/03/2025
		Telephone Contact List	iv	6	12/03/2025
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	2.1	Restricted Areas	1	4	03/17/2025
	2.2	Access to Ramp	1	4	03/17/2025
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Telephone Contact List

Airport and flight school – Main Base (KSCH)

John Baldasaro (Chief Flight Instructor, Maintenance Coordinator)…..……..1-518-373-5974 cell

Daniel Chouiniere (Check Instructor)…….……..1-518-527-5022 cell

Barbara Jones (Training Admin., Check Instructor, Agent of Service)……1-518-542-9002 cell

Five Star Flight Office …….…….……..... 1-518-631-2272

KSCH Airport Manager's Office ……... 1-518-399-0111

KSCH Tower …….……..…….. 1-518-399-0377

Emergency Contact Numbers

Glenville Police Department (Business Office) …….……....1-518-630-0911

Thomas Corners Fire Department (Business Office) …….…… 1-518-399-5621

Emergency …….…….……... 911

FAA Flight Standards District Office (FSDO) ……..…....1-518-785-5660

NTSB ……...…….……..1-973-334-6420

Transportation Security Administration ……..…...1-866-289-9673

1.0 General Rules and Procedures

This manual was developed by Five Star Flight and is designed to meet the requirements of FAR Part 141.93(3)(i) through(x). This manual is to be used as a general policy and procedures manual for the safe operation in and around the Schenectady County Airport and the Five Star Flight (FSF) facility. It is not intended to be a replacement to common sense or any applicable FAA rules and regulations.

- All student pilots must receive approval for solo flights from a qualified instructor who is on the airport. (CFR 14 Part 141.79(b).)
- A preflight inspection must be performed before each flight.
- All frost, snow and ice must be removed from all aircraft surfaces, windows and windshield before flight.
- All flights must be conducted in accordance with all school, local and FAA regulations and procedures.
- Acrobatic maneuvers are prohibited.

2.0 Use of the schools facilities

2.1 Restricted Areas

For safety and insurance purposes, the Schenectady Control Tower is not to be entered at any time, without previous consent of the control tower personnel. These areas are to be entered by authorized personnel only.

2.2 Access to the Ramp

At 8 Tower Road, access the ramp area and/or hangar space is to be gained only by way of the walk through doors on the Tower Road side of the hangar. The most south door is the primary access to the classroom and remaining hangars. At no time should students utilize a drive through gate unless accompanied by a Five Star flight instructor.

3.0 The Weather Minimums for Flight Training

3.1 Table of Flight Operations Weather Minimum

Ceiling and visibility

	Traffic Pattern	Local Day	Local Night	X-C Day	X-C Night
Dual VFR	1500 Ft 3 miles vis	The required visibility and cloud clearance required by the airspace in which the flight is to take place as per CFR 14 91	The required visibility and cloud clearance required by the airspace in which the flight is to take place as per CFR 14 91	The required visibility and cloud clearance required by the airspace in which the flight is to take place as per CFR 14 91	The required visibility and cloud clearance required by the airspace in which the flight is to take place as per CFR 14 91
Student Solo	1500 Ft 3 miles vis	3000 Ft 5 miles vis	N/A	5000 Ft 5 miles vis	N/A
Dual IFR	N/A	Lowest applicable Cat I minimums for the appropriate Instrument approach procedure to be used.	Lowest applicable Cat I minimums for the appropriate Instrument approach procedure to be used.	Lowest applicable Cat I minimums for the appropriate Instrument approach procedure to be used.	Lowest applicable Cat I minimums for the appropriate Instrument approach procedure to be used.

Instructors may, at their discretion, file and fly under an IFR flight plan to another approved airport for the purpose of avoiding a local weather phenomenon and reaching the required VFR weather minimums to conduct a VFR lesson. For IFR training in actual conditions, see applicable FAR part 91 weather minimums for IFR flight.

3.2 Maximum Wind Limitations

Dual- Not to exceed the applicable aircraft operating limitations.

Solo- Not to exceed 20 knots total head wind and/or 10 knots cross wind component. This limitation includes the gust. Individual instructors may impose more restrictive limitations on individual students, considering safety of flight and abilities of students.

3.3 Minimum Altitude Limitations

The Minimum altitude for local training is 2000’ AGL for all maneuvers except ground reference maneuvers which should be performed between 600’ AGL and 1000’ AGL. Simulated engine failures may, under the discretion of the flight instructor, be performed down to 500’ AGL over sparsely populated areas. Care must be used when performing simulated engine failures to occasionally “clear” the engine with the throttle to make sure the engine is still running properly and shock cooling does not occur. Care should also be taken to avoid rapid throttle movements.

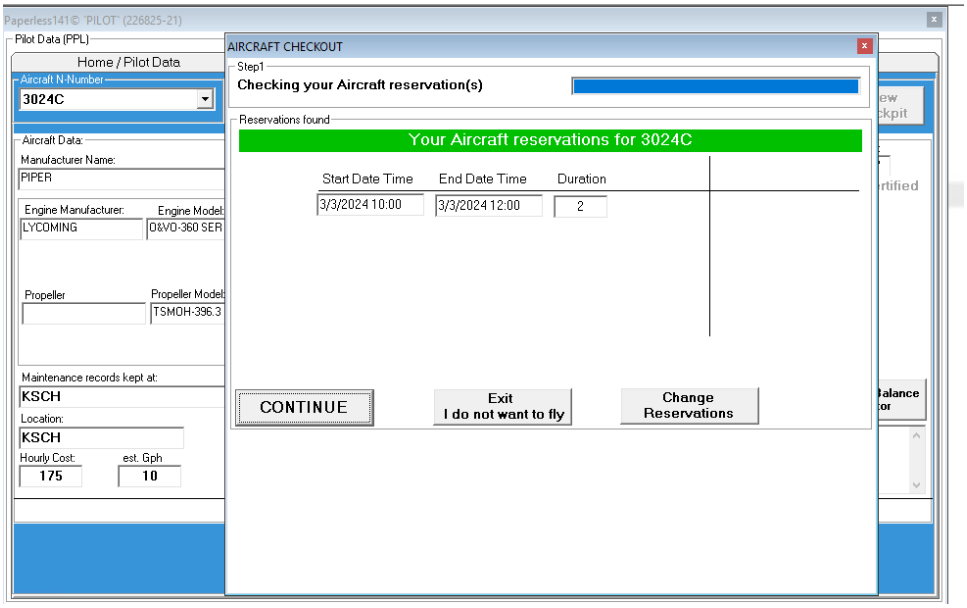
A gradual reduction of power should be used when decreasing airspeed or beginning a descent. Decreasing power in increments of 100 rpms (or one inch in a complex aircraft) every 7-10 seconds will help to avoid shock cooling the engine. This is particularly important during the cold winter months.

Simulated engine failures at night are allowed in the traffic pattern only. Student pilots must insure that all necessary lights, more specifically, navigation lights and landing lights, are utilized for night operations and night landings.

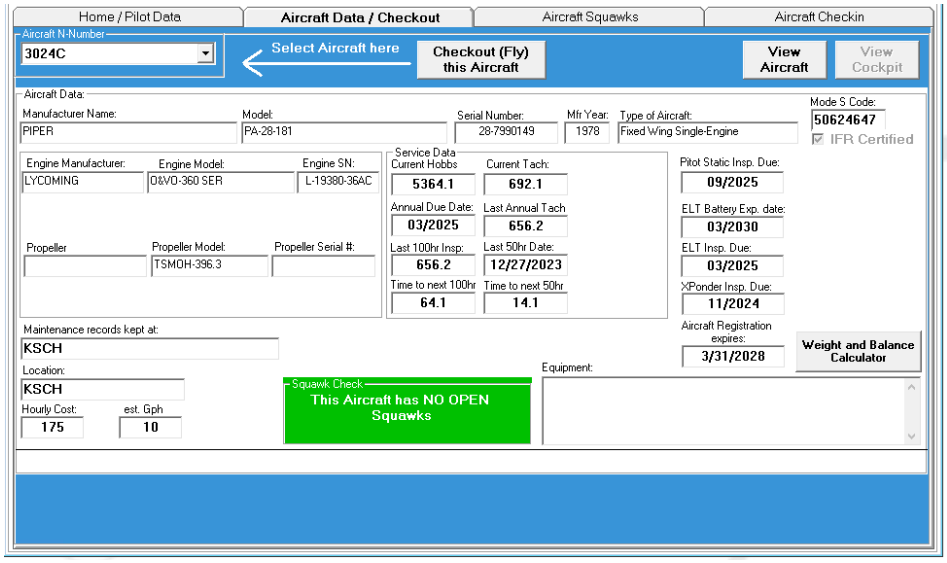
4.0 Dispatch Procedures

4.1 Paperless Aircraft Check-out System

The aircraft will be checked out in the paperless system. The student and flight instructor should ensure that inspections have not lapsed, review any outstanding squawks by selecting the "Aircraft Squawks" tab, and **insure there are no grounding squawks.**



4.1 Paperless Checkout Screen 1



4.1.1 Reviewing Squawks

A. If there any open squawks, a screen will be presented with a list of those squawks and the pilot will need to acknowledge them

The system will then do a validity check which includes:

1. Check of the pilots credentials including expiration dates of documents, flight reviews, CFI currency
2. Check of required maintenance

If either of the checks fail, the "Checkout (Fly) this aircraft" button will be greyed out, indicating the aircraft should not fly.

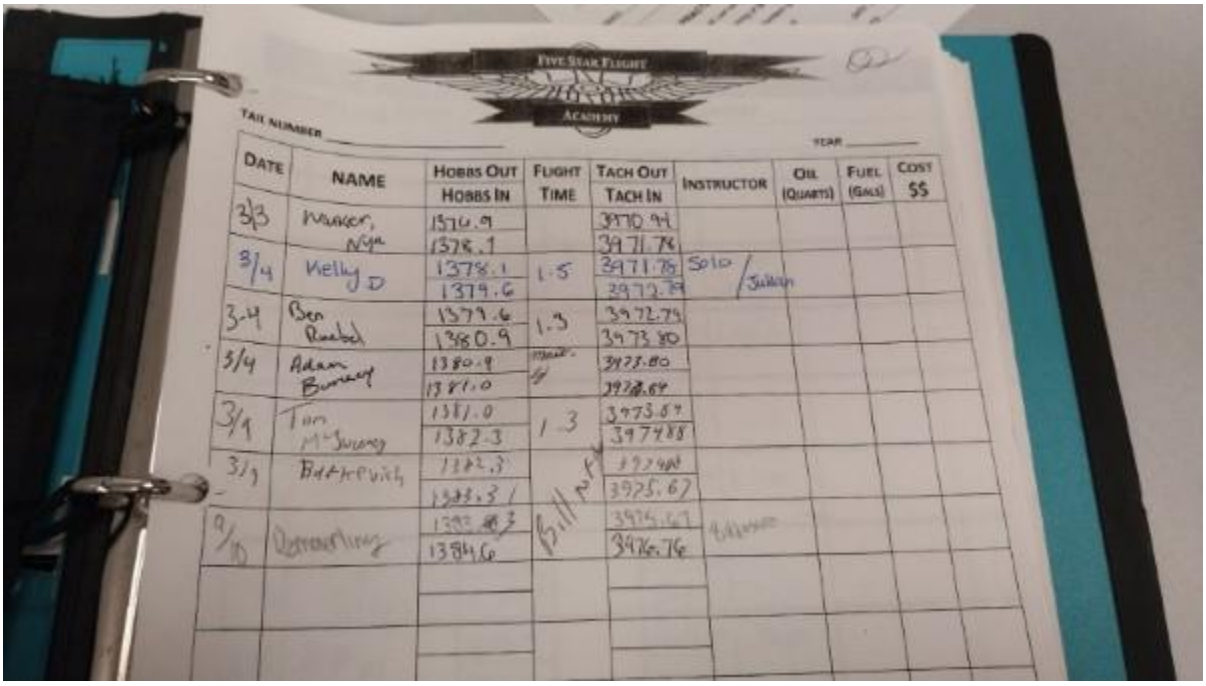
B. If the check passes, the cfi or pilot will press the checkout button and the aircraft will be in a checkout status.

4.1.2 Proceeding to the aircraft

When proceeding to the aircraft, a binder containing the keys, flight log and credit card are obtained by a combination locked filing cabinet in the main hanger.

The pilot will complete the flight log by entering the date, pilot beginning hobbs and tach and CFI.

After the flight, the hobbs and tach hours are entered onto the log sheet.

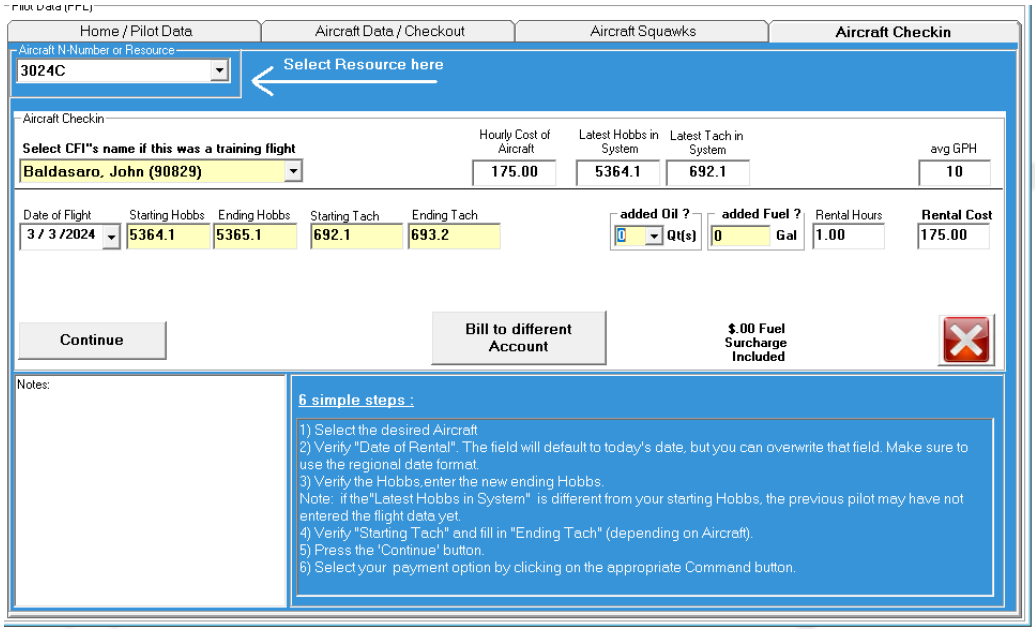


Picture of Aircraft Daily Flight Log 14.1.1

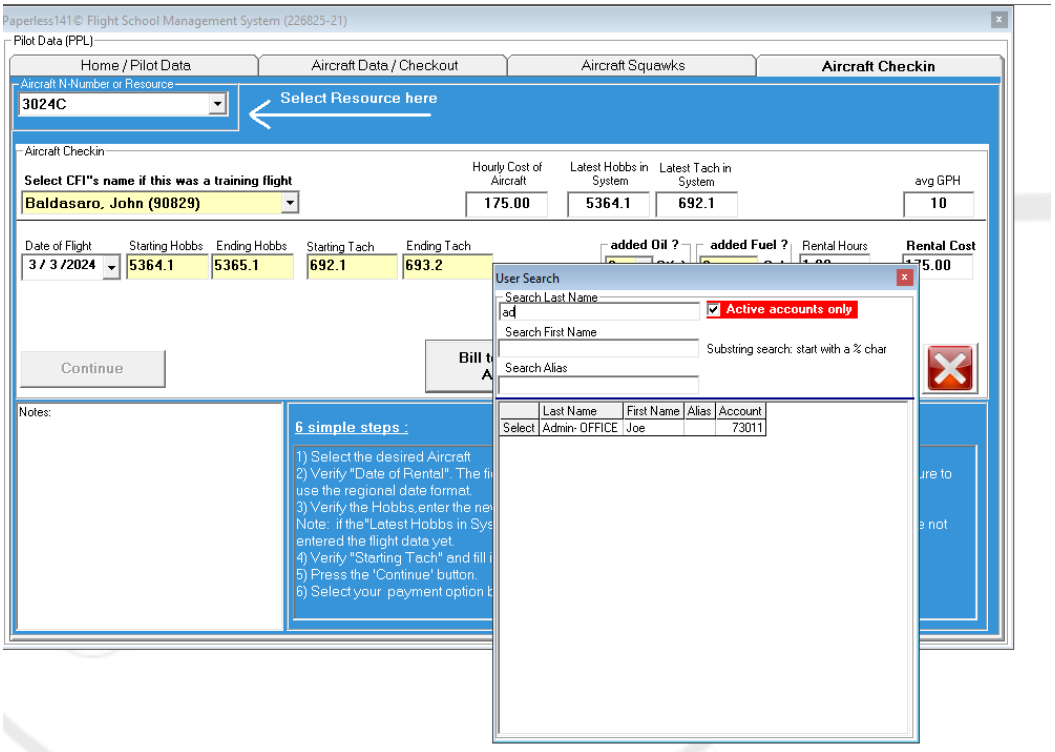
4.2 Paperless Aircraft Check-in System

After the lesson a post flight briefing will occur:

4.2.1 Billing Procedure: The flight will be recorded in paperless for billing: Flight portion will be captured by hobbs or tach



Pre/post will be recorded by the flight instructor (standard between .3 hours and .5 hours)
Pre/Post will be computed from the beginning of the lesson to the end of the post flight, minus the flight time and any ground time.



5.0 Engine Starting and Taxiing Procedures

5.2 Aircraft Pre-Heater

Only instructors and/or line personnel should utilize the propane pre-heater. Follow pre-heat instructions carefully and NEVER pre-heat an aircraft inside the hangar! Personnel must remain within 20 feet while the pre-heater is running. NEVER leave the pre-heater unattended while in operation. Do NOT use propane powered heater to heat the cabin or cabin electronics. The propane regulator should be at 25psi and a maximum 30psi. (higher psi will cause a fire) In the event of overheating or fire, shut-off the propane tank first.

5.3 On the ramp

The ramp is a potentially hazardous area and safety must be exercised when conducting activities in this area. Aircraft taxiing, maintenance and fueling, truck operation and pilot movement may make the ramp extremely busy at any given time. Only authorized personnel, customers and their passengers are allowed on the ramp. Due to the fact that airport ramps are noisy and a spinning propeller is difficult to see, the aircraft's beacon shall be on anytime the engine is running. Permission to taxi must be obtained from the tower prior to exiting the ramp. Taxi speeds shall be that of a fast walk.

Extra care shall be taken when exiting the hangar ramp and taxiing through the "pass through" between the 2 hangars to the main ramp. All pilots should announce taxiing through this area on 123.45 and exercise extreme caution when entering or exiting through this "pass through" area.

5.4 Starting

Check lists shall be used for all preflight and engine start procedures. Care should be taken before engaging the starter to be sure there are no persons near the aircraft. A verbal yell out the window such as "clear" shall be used before engaging the starter. The pilots and/or passengers are not allowed to board or deplane while an engine is running. A qualified pilot shall be at the aircraft controls at all times the engines are running.

6.0 Fire precautions and procedures

6.1 Servicing

To help prevent the risk of fire during aircraft servicing, the aircraft engine must be shut down with the magnetos and master switches off. The aircraft must be chocked prior to servicing. When available, aircraft should be serviced by an authorized aircraft servicing technician.

When servicing from a self serve fueling station the following steps should be used:

- Determine what fuel grade is required for your aircraft
- Determine how much fuel is required
- Connect the ground wire to the aircraft; usually on the exhaust pipe
- If needed, put ladder in front of fuel cap on the furthest fuel tank
- Drag out fuel hose for as far as you need it
- Remove fuel cap
- After fueling reinstall fuel cap
- Wind up fuel hose
- Disconnect and wind up ground wire
- Double check the fuel caps are secure

6.2 During Start

To help avoid engine fires during start, **do not prime a hot engine**.

Should an engine fire occur on the ground during start:

1. Continue to crank the engine
2. Immediately retard the throttle to idle
3. Pull the mixture control to idle cut off (full lean)
4. Move the fuel selector to the "off" position
5. Crank the engine until fire is no longer indicated or the starter fails.
6. Turn the master switch to the "off" position
7. Exit the aircraft and move to a safe distance

6.3 On the Ground

Should an engine or aircraft fire occur on the ground but **not during start:**

1. Immediately retard the throttle to idle
2. Pull the mixture control to idle cut off (full lean)
3. Move the fuel selector to the "off" position
4. Place the master switch in the "off" position
5. Exit the aircraft and move to a safe distance

Note: If fire occurred on an active ramp, taxiway or runway be vigilant of other aircraft while walking to a safe distance. Also, if at a tower controlled airport, do not attempt to walk back to terminal. Wait for airport personnel to assist.

6.4 In Flight

Fires in flight are rare. However, should this occur, it is important to quickly assess your situation with respect to getting the aircraft on the ground as soon as feasible.

- Immediately pick a place to land.
- Retard the throttle to idle and establish best glide airspeed.

Note: If altitude permits and the fire is outside the cockpit, higher than best glide airspeed can be used to help put out the fire.

- If time permits, make a mayday call
- Turn the master switch OFF
- If smoke is in the cockpit, open a window and all fresh air vents. This will help evacuate the smoke for improved visibility and to rid the cockpit of any toxic fumes.

After the landing is assured:

1. Pull the mixture control to idle cut off (full lean)
2. Move the fuel selector to "off"
3. Use emergency landing technique as out lined in the aircrafts AOM

Note: The safety of people supersedes any thought of preserving the aircraft

7.0 Re-dispatch procedures after unplanned landings

The following steps need to be followed if you land at airports or locations other than listed on your logbook endorsement:

7.1 Landing at an airport that is not listed on the logbook endorsement:

- Contact the school and inform us of the reason for the unplanned landing.
- A flight instructor will need to issue re-dispatch instructions and send via fax a new endorsement before resuming flight for all student pilots.
- If you hold at least a private pilot certificate, you can resume flight after notifying the school of the unplanned landing, assuming there was no emergency that necessitated the unplanned landing.

7.2 Landing off airport:

- The flight shall be terminated; do not make an attempt to takeoff from an unimproved location.
- Secure the aircraft as best as the situation allows and contact the school for further instructions.

In cases of mechanical or medical emergencies:

- Once your safety and the safety of your passengers is ensured, secure the aircraft as best as the situation allows and contact the school for further instructions.
- Terminate the flight and do not attempt further flight.

8.0 Aircraft discrepancies and approval for return-to-service determinations

8.1 General

- Aircraft discrepancies must be verbally reported to the maintenance coordinator as soon as possible. If the maintenance coordinator is not available, contact the agent of service
- Discrepancies observed during preflight should be reported before leaving the ramp.
- Discrepancies during flight should be reported at the termination of the flight.
- If a serious discrepancy develops during a local flight, return to the base airport immediately and report to maintenance coordinator.
- If a serious discrepancy develops during a cross-country flight, immediately land at the nearest airport you can safely navigate to and call the maintenance coordinator.

9.0 Maintenance Procedures

Five Star Flight maintains its aircraft to a very high standard of safety. All aircraft logbooks are located in the office of Five Star Flight's maintenance contractor (Richmor Aviation, Inc.-North). Instructors/Students have access logbooks during normal business hours utilizing a check-in/check-out procedure at the maintenance facility. In the event logbooks are needed outside normal business hours, contact the maintenance coordinator or the agent of service to gain access to the facility and retrieve the logbooks.

9.1 Out of Service

Aircraft will be placed "out of service" for two (2) situations, and will proceed with the following process:

9.1.1 Required Inspections (ie: an annual or 100 hour inspection)

- At the time of checkout (dispatch), the paperless system will show the status of any required inspections. If an inspection time is due, paperless will not allow the aircraft to be checked out.
- On the paperless maintenance dashboard, as the time required inspections approaches, the inspection will be highlighted with an **orange box**. When the inspection is past due, it will be highlighted **red**. Inspections will be coordinated prior to the due date of the inspection.
- When the aircraft is placed into maintenance, a grounding squawk will be issued. This will alert any schedule flights of the aircraft's status.

9.1.2 Grounding Squawks

- When an aircraft has a maintenance issue which results in an unsafe condition, a grounding squawk will be entered into the paperless system. This will not allow the aircraft to be checked out (dispatched) and will alert any scheduled flights of the aircraft status.
- A verbal report must be made to the maintenance coordinator by calling 518-373-5974. In the event the maintenance coordinator is not available, contact the agenct of service at 518-542-9002.
- The aircraft will be placed into maintenance to resolve the grounding squawk.

9.2 Return to Service

When the maintenance is complete, the maintenance director will be informed by the maintenance shop. The maintenance shop will send an image of the signed maintenance label containing the date and hours of the maintenance. The files can be accessed by a desktop icon placed on each of the flight school's computers or via the following link: maintenance logbook entries or

https://1drv.ms/f/c/025b44076981f246/Egd2U0_0TXhMvehtN60-xogBGZ0D2seRVwJyECHbcB5yPQ?e=uXQNvc

9.2.1 Verbal Transfer. A verbal transfer summary is conducted where the maintenance shop describes the nature of any issues discovered, maintenance performed, and any special follow up procedures to be followed.

9.2.2 Joint Review. A joint review of the maintenance performed will be done with the maintenance shop and the Five Star maintenance director or designee.

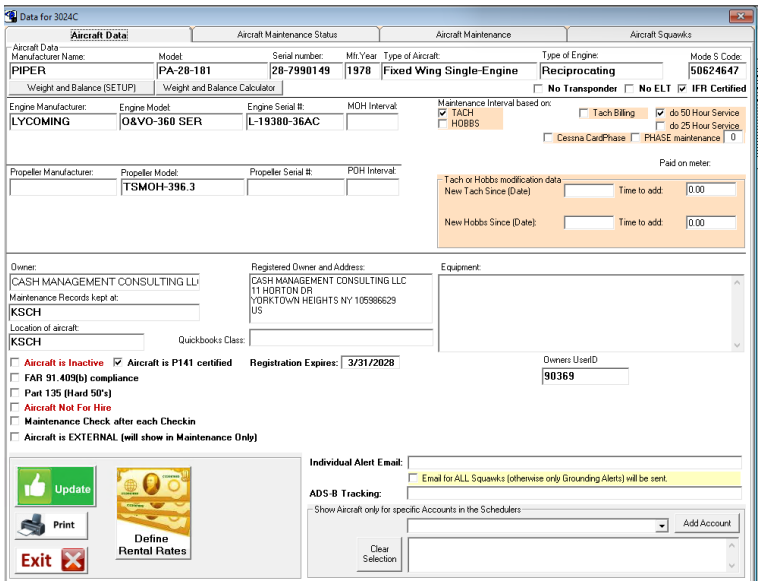
9.2.3 Unplanned Maintenance. If the maintenance was unplanned, the grounding squawk will be closed, and the aircraft will return to service. A text message will be sent to all CFI's notifying of the return to service

9.2.4 Planned Maintenance. If the maintenance was a planned inspection, the maintenance director will remove the grounding squawk, and enter the type of inspection completed (annual, 100 hour etc), the date of maintenance and the tach and Hobbs time. A text message will be sent to all CFI's notifying them of the return to service

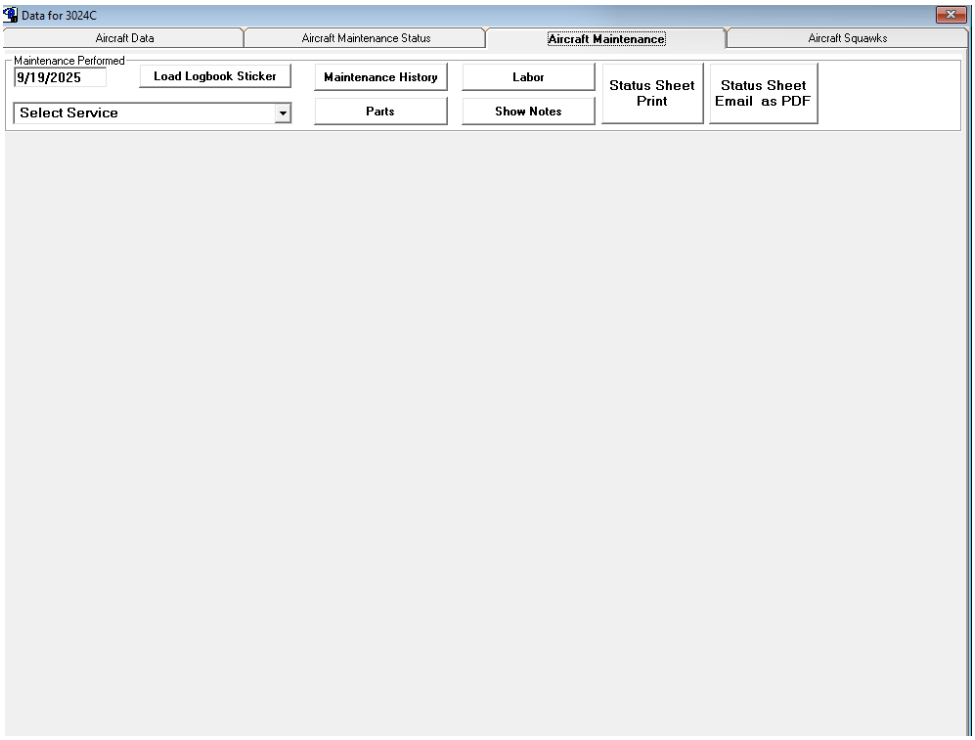
9.2.5 Logging Maintenance Activities. When inspection maintenance is performed, it is logged into the PaperlessFBO system by the maintenance director or designee.

Upon coordination with the maintenance shop that the maintenance has been done, and before the aircraft is returned to service, a maintenance entry is entered into paperless.

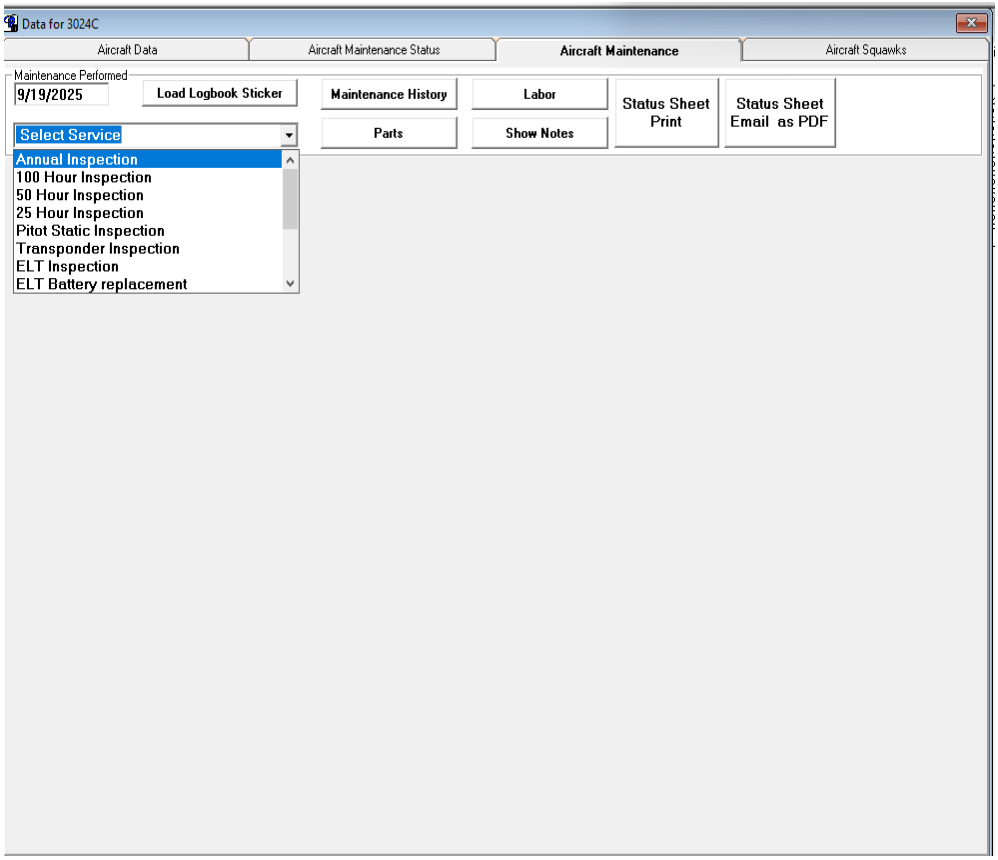
Select the "Fleet Status" Tab on the main dashboard:



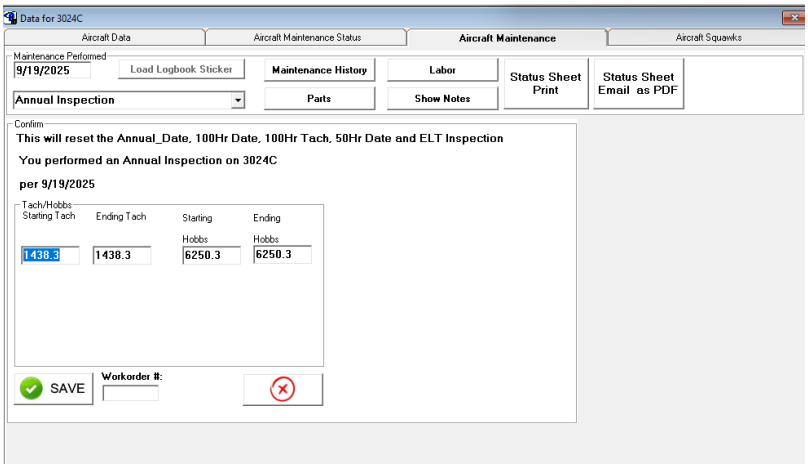
Select the “Aircraft Maintenance” Tab:



Select the Service Performed:



Enter the maintenance. The hobbs and tach times are carried forward from the numbers stored in the system.



Upon entering the maintenance, the next appropriate service intervals are updated. In the case of an annual inspection, the annual date, next 100 hour, next 50 hour and ELT inspections intervals are updated.

9.2.6 Return to Service Inspections

9.2.6.1 All Maintenance. A CFI will be required to do the preflight with the student on the first flight after maintenance, even if the student is solo for the flight.

9.2.6.2 Minor Maintenance. For minor maintenance, a preflight inspection by the CFI will be performed. Minor maintenance consists of oil changes, tires, brakes, spark plugs and similar activities.

9.2.6.3 Maintenance Requiring Disassembly. For maintenance requiring disassembly of components or annual and/or 100 hour inspections, the maintenance director or designee will perform a turn over discussion with the maintenance shop, and independently walk around inspection of the aircraft and a ground run prior to returning to service.

9.2.6.4 Major Maintenance. For major maintenance, a test flight will be conducted by the maintenance director or his designee. Major maintenance includes replacement of control services, major engine components such as cylinder removal and similar activities

9.3 Fleet Status Dashboard

The fleet status dashboard shows a concise view of the current state of required maintenance inspections. Five star utilizes the following fields from the dashboard to track required maintenance:

- Current tach time - This is updated dynamically upon checkin of the aircraft
- Current Hobbs time – This is updated dynamically upon checkin of the aircraft
- 100 hour due – the tach time at which a 100 hour inspection must be performed
- Time to 100 hour – the number of tach hours remaining to the 100 hour inspection
- 50 hour due – the time to the 50 hour inspection
- Time to 50 hour - the number of hours remaining until the 50 hour inspection
- Annual due date
- Transponder due date
- Pitot Static due date
- Registration due date

Detail	Reg.	Model	Squawks	Tach	Hobbs	100hr due	Time to	50hr due	Time to	25hr due	Time to	Annual due	Xponder due	Pitot Static due	ELT due	ELT Batt due	AD	GPS1 upd	GPS2 upd	Registration	TSMOH(L)	TSMOH(R
Detail	**109GP**	PA-28-161	0	10,161.78	10,161.78	10242.10	80.32	10192.10	30.32	not used	n/a	Oct-26	Aug-27	non-IFR	Oct-26	Mar-26		n/a	n/a	Oct-29	10161.78	
Detail	**16446**	PA-28-140	1	10,116.74	1,482.30	10119.10	2.36	at 100hr	n/a	not used	n/a	Jun-26	Aug-26	non-IFR	Jun-26	Dec-26		n/a	n/a	Dec-29	10116.74	
Detail	**3024C**	PA-28-181	3	1,438.30	6,250.30	1440.30	2.00	at 100hr	n/a	not used	n/a	Jun-26	Oct-27	Oct-27	Jun-26	Mar-30		n/a	n/a	Mar-28	1438.3	
Detail	**44653**	PA-28-140	2	4,347.40	4,347.40	4398.30	50.90	at 100hr	n/a	not used	n/a	Aug-26	Dec-26	Dec-26	Aug-26	Oct-25	!	n/a	n/a	Dec-30	4347.4	
Detail	**7928C**	PA-28-140	1	4,027.23	1,443.40	4043.90	16.67	at 100hr	n/a	not used	n/a	Feb-26	Oct-26	Oct-26	Feb-26	Nov-25		n/a	n/a	Mar-31	4027.23	
Detail	**8092N**	PA-28-140	0	4,340.78	4,340.78	4389.00	48.22	at 100hr	n/a	not used	n/a	Aug-26	Apr-27	Apr-27	Aug-26	Sep-27		n/a	n/a	Oct-29	151.08	
Detail	**963WW**	PA-28R-201	2	3,655.80	4,460.00	3739.40	83.60	3689.40	33.60	not used	n/a	Sep-26	Mar-27	Mar-27	Sep-26	Jul-26	!	n/a	n/a	Jan-30	3655.8	

To illustrate use of this dashboard, there are two aircraft approaching their 100 hour inspections. When an aircraft is within 10 hours of its 100 hour due date, the number is highlighted in yellow. According to Five Star procedure, aircraft are moved to maintenance prior to the 100 hour inspection

This dashboard is a pivitol tool for managing maintenance on the fleet.

9.4 Off Base Airport Maintenance

If a maintenance issue occurs at a location other than Schenectady Airport, the PIC will contact the maintenance coordinator and report the maintenance issue.

The maintenance coordinator shall be responsible for procuring authorized maintenance on the aircraft. The aircraft shall be considered grounded until the necessary maintenance has been completed and it is determined by an authorized mechanic (A&P) to be airworthy.

No pilot will attempt to fly an airplane with a maintenance discrepancy unless it is repaired and returned to service by an authorized A&P mechanic or it is established to be non essential and placarded and rendered inoperable under the approval of said A&P mechanic and FSF management.

10.0 Securing of aircraft when not in use

At the termination of a flight, always secure the aircraft in accordance with the aircrafts checklist. After each flight the aircraft should be properly chocked and tied down in one of the designated tie down spots for Five Star Flight or in Five Star's hangar space at the KSCH airport. Also after each flight, the control lock must be installed and the doors must be locked. Care should be taken to ensure the seatbelts are inside the aircraft before the doors are closed. As a courtesy to the next pilot, please clean out any personal items you may have brought with you on the flight. If the aircraft is to be left unattended at an airport other than KSCH, the aircraft should be properly chocked and tied down (if available), the control lock must be installed and the doors must be locked.

11.0 Fuel Reserves

All local and x-country flights must be planned as to be able to complete the flight with one hour of fuel reserve remaining.

12.0 Avoidance of other aircraft

Pilots must maintain continuous traffic surveillance both in flight and on the ground. A "see and avoid" technique shall be practiced both in flight and on the ground.

12.1 On the Ground

The ramp at the base of the KSCH Control Tower and the ramp at the NorthEnd hangar are considered non movement areas so the KSCH control tower does not control this area. In an effort to avoid a conflict with aircraft taxiing inbound to the ramp, always monitor ground control and make a visual check before taxiing away from the tie down. Whenever the tower is in operation, obtain taxi clearance before attempting to leave the ramp.

12.2 In Flight

In flight, comply with FAA established right of way rules and always monitor the tower frequency when in and around the practice area. Clearing turns should be performed before initiating flight maneuvers to ensure the area is free of conflicting traffic. Utilize 122.75 in the Schenectady Northwest practice area for air to air communications. Albany Approach/Departure (132.82) may be contacted for additional separation assistance, as needed.

Pilots are encouraged to monitor the appropriate communication frequencies for traffic activity at non-towered airports

13.0 Minimum altitude limitations and simulated emergency landing instructions

Simulated engine failures may, under the discretion of the flight instructor, be performed down to 500' AGL over sparsely populated areas. Care must be used when performing simulated engine failures to occasionally "clear" the engine with the throttle to make sure the engine is still running properly and shock cooling does not occur. Care should also be taken to avoid rapid throttle movements. A gradual reduction of power should be used when decreasing airspeed or beginning a descent. Decreasing power in increments of 100 rpms (or one inch in a complex aircraft) every 7-10 seconds will help to avoid shock cooling the engine. This is particularly important during the cold winter months.

Student pilots will not attempt simulated forced landings on solo flights. Flight below 500 feet AGL is not permitted except for takeoff and landing.

Simulated engine failures at night are allowed on dual flights in the traffic pattern only. Student pilots must insure that all necessary lights, more specifically, navigation lights and landing lights, are utilized for night operations and night landings.

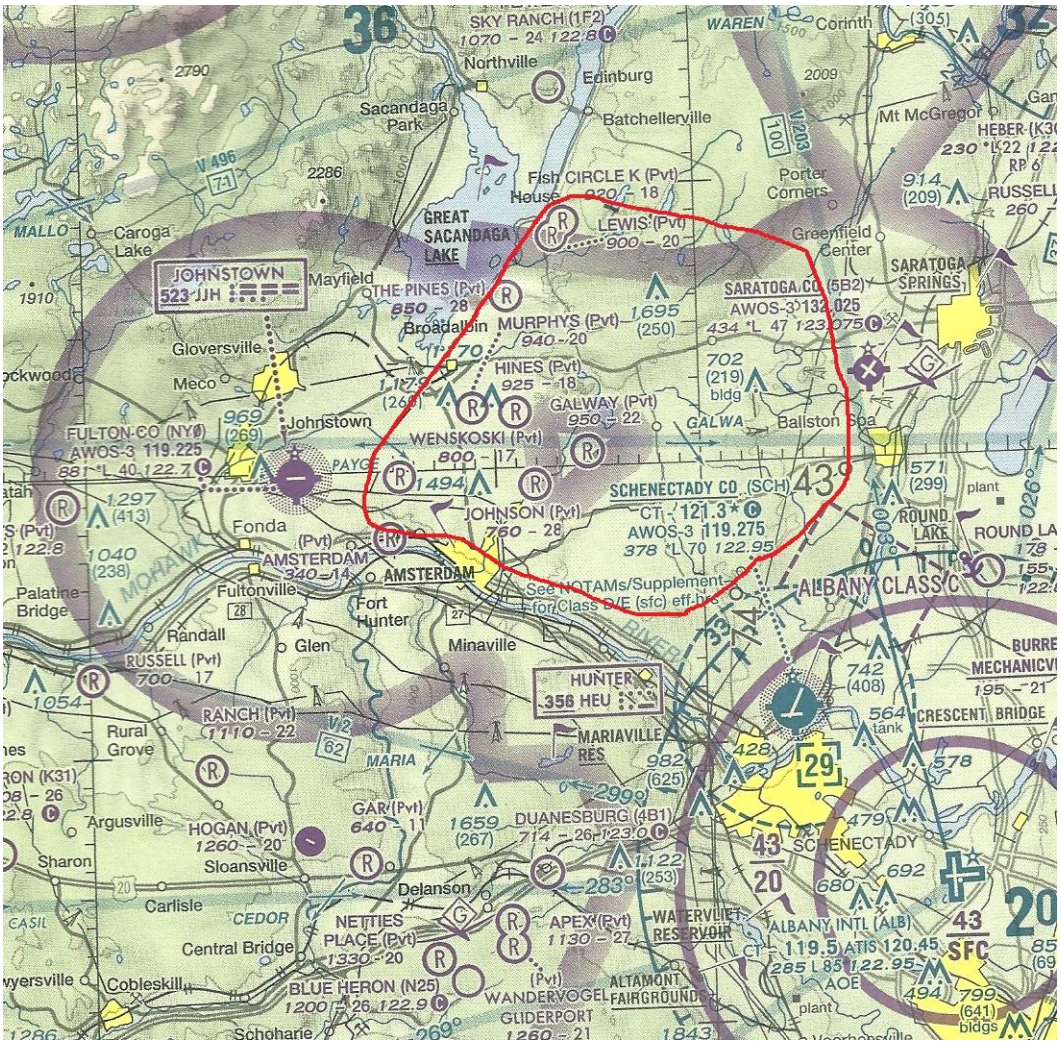
14.0 Use of assigned area

The practice area is located approximately 8 NM northwest of KSCH. This area has the following approximate boundaries: SW to NE powerlines which indicate lateral clearance of Albany Class C airspace, at and below 2000 feet MSL, the Mohawk River to the WNW, the Sacandaga Reservoir to the North, Saratoga Airport (5B2) and Ballston Lake to the East and South. **Care and vigilance must be used when entering, exiting or when using the practice area as it is shared by other training centers**. The area over Saratoga Airport is to be avoided as it is known to be busy with general aviation jet traffic in the summer months, and glider operations. This is especially true on the weekends. The minimum en route altitude to and from the practice area is 2000 feet MSL.

See diagram Appendix A.

Appendix A

Practice Area



KSCH – Schenectady County Airport