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Lake Elmo, MN 55042

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FLIGHT TRAINING/OPERATIONS SAFETY POLICY AND PROCEDURES

List of Effective Pages

Page	Revision	Date
i	Original	05/17/2011
ii	Original	05/17/2011
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vi	Original	05/17/2011
vii	Original	05/17/2011
1-1	Rev 1	05/26/2020
1-2	Rev 2	06/30/2020
2-1	Original	05/17/2011
2-2	Original	05/17/2011
2-3	Original	05/17/2011
2-4	Original	05/17/2011
3-1	Rev 1	05/26/2020
3-2	Original	05/17/2011
3-3	Rev 2	06/30/2020
3-4	Original	05/17/2011
3-5	Original	05/17/2011
3-6	Rev 2	06/25/2020
4-1	Original	05/17/2011
4-2	Original	05/17/2011
5-1	Original	05/17/2011
5-2	Rev 1	06/03/2011
5-3	Rev 1	05/26/2020

5-4	Rev 1	05/26/2020
6-1	Original	05/17/2011
6-2	Rev 2	06/30/2020
6-3	Original	05/17/2011
6-4	Rev 1	05/26/2020
6-5	Rev 1	05/26/2020
6-6	Original	05/17/2011
6-7	Original	05/17/2011
6-8	Original	05/17/2011
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7-2	Original	05/17/2011
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7-4	Rev 2	06/30/2020
8-1	Original	05/17/2011
8-2	Original	05/17/2011
8-3	Original	05/17/2011
8-4	Rev 3	09/29/2020
8-5	Original	05/17/2011
8-6	Original	05/17/2011
9-1	Original	09/29/2020
9-2	Rev 3	05/17/2011
10-3	Rev 1	05/26/2020
10-4	Rev 1	05/26/2020
11-5	Rev 1	06/02/2020

Record Of Revisions

Revision	Date	Page(s)	Change Description
Original	05/17/2011		
Rev 1	06/03/2020	All, 1-1, 3-1 3-6, 5-2, 5-3, 6-4, 6-5, 7-4, 10-3, 10-4, 11-5	<p>Formatting. Fixed all misspellings of "hangar".</p> <p>Removed references to "dispatch" as an entity, replaced with "Lake Elmo Aero".</p> <p>Removed reference to SOF.</p> <p>Reworded and combined several points under 3.1.</p> <p>Reworded 3.1.5.</p> <p>Reworded 3.13.5.</p> <p>Removed reference to PTS.</p> <p>Added 5.5: Soft Field Operations.</p> <p>Renamed and reworded 5.6.</p> <p>Updated and redefined practice areas.</p> <p>Added FICON requirement.</p> <p>Added Appendix A: Aircraft Parking Spots.</p> <p>Added Appendix B: Cross-Country Routes.</p>
Rev 2	06/30/2020	1-2, 3-3, 3-6, 6-2, 7-4	<p>Added 1.3: Exceptions to This Manual</p> <p>Edited 3.1.5 to reference correct regulation.</p> <p>Added 3.14: Aircraft Scheduling and Returning.</p> <p>Edited 5.1.7 to 500 feet.</p> <p>Clarified and reworded several points under 6.2.</p> <p>Edited 7.9 to 1.25x.</p>
Rev 3	09/29/2020	5-3, 8-4, 9-1, 9-2	<p>Edited 5.5.3 to include reference to 1.3.</p> <p>Renamed and Reworded 8.7: Diversion to Auxiliary Fields.</p> <p>Added 9.2.2.</p>

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Lake Elmo Aero, LLC Flight Training/Operations Safety Policy and Procedures

1. INTRODUCTION

1.1. About This Manual

The purpose of this manual is to clarify and familiarize policies and procedures, which are in effect for Flight Training/Operations at **Lake Elmo Aero, LLC** (referred to hereafter as “Lake Elmo Aero”) at Lake Elmo Airport (21D).

1.2. Terms

<u>Term</u>	<u>Definition</u>
21D	Lake Elmo Airport
ATC	Air Traffic Control
Crewmember	Any Individual Occupying a Seat in an Aircraft
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulations
IAW	In Accordance With
IMC	Instrument Meteorological Conditions
NTSB	National Transportation Safety Board
PF	Pilot Flying
PIC	Pilot in Command
PNF	Pilot Not Flying
SIC	Second in Command
VMC	Visual Meteorological Conditions

1.3. Exceptions to this Manual

Any operations contrary to the rules in this manual must be individually approved by FBO management (the Owner(s), the Director(s) of Training, and/or their designee) by filling out the Lake Elmo Aero Operational Exemption form (LE-F02).

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2. RULES OF CONDUCT FOR STUDENTS AND FLIGHT INSTRUCTORS

2.1. Personal Conduct

While either giving or receiving Flight Training, or any time you are on Lake Elmo Aero premises, you are expected to treat every individual with respect, courtesy, and professionalism, regardless of position.

Flight instructors should act and behave in compliance with the Lake Elmo Aero Employee Handbook.

2.2. Tobacco Products

Use of tobacco products is prohibited in all Lake Elmo Aero buildings, vehicles, and aircraft, with no exceptions.

2.3. Intoxicants

Use of alcohol products or other intoxicants within 12 hours of flying is prohibited. **NO** personnel may be intoxicated or suffering the effects of intoxication when reporting for flight training. **NO** Pilot in Command (PIC) may allow a person who is obviously under the influence of alcohol or other intoxicants to be carried aboard any Lake Elmo Aero aircraft for any reason.

2.4. Drugs or Narcotics

- 2.4.1 Use or possession of drugs or narcotics is prohibited except upon prescription and under the direct supervision of a medical physician. The use or possession of any other drugs which may adversely affect the physical or mental faculties in any manner is prohibited except under prescription and the direction of a medical physician.
- 2.4.2 The term “Narcotics” includes cannabis sativa, marijuana, and every compound and substance thereof.
- 2.4.3 The term “drugs” includes, but is not limited to, the following:
Antihistamines, barbitol compounds, sulfa compounds, antibiotics, anticonvulsants, antihypertensives, reducing drugs, rauwolfia, cortisone or acht compounds, mood altering drugs, prescription tranquilizers, hallucinogenic compounds, and amphetamines.
- 2.4.4 Upon first usage of a controlled substance under medical direction, the crewmember shall be removed from flight operations, and shall refrain from performing any flight operations until such time that they are physically and mentally fit to resume flying duties.

2.5. Blood/Plasma Donations or Transfusions

Due to temporary lowering of the oxygen carrying capability of blood following a blood/plasma donation or transfusion, in no case will any flight crewmember be allowed to fly within 72 hours after a blood/plasma donation or transfusion.

2.6. Clothing for Crewmembers

When the outside air temperature is below freezing, all flight crewmembers on training flights will include:

1. A winter jacket
 2. A winter hat
 3. A pair of winter gloves
- Boots (may be worn or brought onboard and stowed)

3. GROUND OPERATIONS

3.1. Line Operations

- 3.1.1 Only persons who have been trained may open any aircraft storage hangar door.
- 3.1.2 Only persons who have been trained are allowed to remove aircraft from any aircraft storage hangar.
- 3.1.3 No crewmember will occupy any aircraft that is being towed or fueled.
- 3.1.4 All aircraft electrical switches will be turned off, and proper grounding wire attached to a non-painted aircraft surface, prior to beginning any fuel transfer process.
- 3.1.5 The aircraft dispatch book, as well as the squawk log in FlightSchedulePro, must be checked before every flight to ensure compliance with all appropriate inspections. Failure to do so may compromise safety of flight and/or violate FAR 91.103.

3.2. Frost and Snow on Aircraft

- 3.2.1 No pilot may take off in any aircraft that has frost, ice, or snow adhering to any propeller, wing, windshield, stabilizing or control surface, any powerplant installation, or to any airspeed, altimeter, rate-of-climb, or flight attitude instrument system
- 3.2.2 No pilot may take off in an aircraft and fly from VMC to IMC any time conditions are such that frost, ice, or snow may be reasonably expected to adhere to the aircraft UNLESS the aircraft is certified for flight into known icing conditions with appropriate equipment installed and operating normally.
- 3.2.3 The term ***may reasonably be expected*** means information the pilot actually knows regarding icing conditions such as outside temperature, visible moisture, and reports from other pilots, or information the pilot should know such as all available weather information (FAR 91.103).
- 3.2.4 No abrasive tools such as brooms, credit cards, or scrapers will be used at any time to remove ice, snow or frost from any aircraft window surface. Only brooms are to be used to remove ice, snow or frost from other aircraft surfaces.

3.3. Fuel Sampling

When sampling fuel tanks and strainers use the following procedures:

1. If the aircraft fuel sample proves to be satisfactory (i.e. no evidence of water or contaminants) and the correct color, return the sample to the fuel tank.

2. Should the sample show evidence of contamination, discard the sample by pouring it into a collector tank provided by Lake Elmo Aero. Continue this procedure until an acceptable sample is obtained.
3. After refueling, wait five minutes before sampling to allow sediment and/or water to sink to the bottom.

3.4. Engine Preheat

When temperatures are below 20 degrees F, preheat should be used whenever possible to facilitate quick starts and reduce engine wear.

3.5. Hand Propping Aircraft

Due to the inherent adverse effects on safety, no student or instructor will hand prop aircraft at any time without direct approval from management.

3.6. Preflight Actions

- 3.6.1 Preflight and post-flight briefings will be conducted for every flight.
- 3.6.2 Airplane weight and balance will be calculated for every flight.
- 3.6.3 Airplane takeoff and landing performance will be calculated for every flight.

3.7. Entering and Exiting Aircraft

No person will enter or exit any aircraft with an engine running.

3.8. Engine Start

When starting, do not allow the tail of the airplane to be pointed toward any open hangar, other aircraft, or person on the tarmac. Prop blast should always be directed toward an unobstructed and/or unoccupied direction.

Prior to start, pilots shall visually clear left and right, followed by announcing out the aircraft window "Prop Clear".

3.9. Intersection Takeoffs

Intersection take offs are not authorized unless directed by an ATC facility, or unless the pilot determines that the remaining take off distance is more than 3000 feet.

3.10. Taxi Procedures

Pilots will taxi at a safe and reasonable speed that will not cause undue hazard to persons, property or aircraft. Aileron correction will be maintained when taxiing during winds greater than 8 knots.

Pilots will carry and use an airport diagram at 21D and all other airports the pilot will be using, for the purpose of avoiding runway incursions and aid in positional awareness.

3.11. Aircraft Parking Policy

Aircraft will be parked in such a way as not to cause a collision hazard with other aircraft. All aircraft will be chocked at the nose-wheel when practical. Chocks will be stowed in aircraft when taken for a flight when there is an intention to park at an airport other than 21D. Aircraft in hangars are not required to be chocked.

When returning for parking, aircraft will contact Elmo Unicom on 122.75 for a parking assignment (See Appendix A for parking spot locations). If communication with line staff is not established, use Spots 1 and 2 first, then Spots 3 and 4 if necessary.

Spots 3 and 4, as well as the southwest border of the ramp, should be reserved for transient GA aircraft when possible.

3.12. Aircraft Status Reporting

Any discrepancies noted by crewmembers will be immediately relayed to maintenance via the Squawk feature in FlightSchedulePro, and maintenance staff should be verbally notified of the problem.

All discrepancies pertaining to the safety of flight will be cleared by an appropriate mechanic in the discrepancy log before the aircraft is returned to service.

3.13. Securing Fixed-Wing Aircraft After Flight

3.13.1 The PIC is responsible to ensure the aircraft is properly parked and secured.

- 3.13.2 Aircraft controls will be secured whenever parked, regardless of wind conditions. If a control lock is not available, use the seat belt.
- 3.13.3 Parked aircraft will be chocked at the nose-wheel, regardless of wind conditions.
- 3.13.4 Winds in excess of 29kts or forecast thunderstorms will require all aircraft to be tied down, or placed in a secure hangar.
- 3.13.5 Postflight walk-arounds will be completed after every flight by the PIC. Any discrepancies should be reported to Lake Elmo Aero at the front desk, and squawked in FlightSchedulePro if applicable.

3.14. Aircraft Scheduling and Returning

- 3.14.1 All aircraft should return to the FBO at least 15 minutes before the ending time of the reservation in FlightSchedulePro. (The Stehler Addendum)
- 3.14.2 Instructors should arrive at least 15 minutes prior to any scheduled training time.

4. COMMUNICATIONS

4.1. Frequency Listing

Lake Elmo CTAF: 122.8

Minneapolis App/Dep: 121.2

Elmo Unicom: 122.75

Emergency Frequency: 121.5

This frequency (121.5) will be used only when all other assistance options have been exhausted.

4.2. Aircraft Radio Identification

All aircraft will identify themselves using the appropriate aircraft tail number preceded by aircraft type. Example: "Lake Elmo area traffic, Arrow 5083S is 10 miles to the southeast at 2500 feet, inbound for downwind on Runway 14."

4.3. Student Pilot Radio Identification

In order to help student pilots acquire practical experience, ATC facilities may provide extra assistance and consideration as necessary. To take advantage of this consideration, student pilots should, on initial contact with any ATC facility, identify themselves as "Student Pilot" on all solo flights when utilizing ATC. Example: "St Paul Tower, Cirrus 333LN is 10 miles to the east at 2500 feet, inbound for full stop with information Alpha, student pilot."

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5. FLIGHT OPERATIONS/GENERAL

5.1. Airport Operations

- 5.1.1 Training flights must utilize airports that have facilities available to meet all demands of the individual flight (i.e. fuel, maintenance, etc).
- 5.1.2 During all training for student pilots in pursuit of a Private Pilot certificate with a single engine class rating, landings will be to a full stop on all runways less than 3,000 feet.
- 5.1.3 During all training and/or checkout in complex or multi-engine aircraft, landings will be to a full stop on all runways less than 3,000 feet.
- 5.1.4 TAXI:** On all tarmacs and taxiways, taxi will be performed at a cautious speed so when the throttle is closed the aircraft can be stopped promptly and safely.
- 5.1.5 TAKEOFFS:** All takeoffs must meet appropriate takeoff distance performance requirements, including accelerate stop/go. In absence of published data, runway length may not be less than twice that required for takeoff.
- 5.1.6 LANDINGS:** Touchdowns will be planned no less than 100 feet from the approach end of the runway, and within the first third of the runway.
- 5.1.7 GO-AROUNDS:** If a stabilized approach is not assured by 500 feet above the ground, the PIC is required to execute an immediate go-around.

5.2. Student Training Operational Requirements

- 5.2.1 Student pilots will perform full-stop landings on all solo flights whenever the runway length is less than 4,000 feet.
- 5.2.2 Student pilot solo flights will be conducted in VMC only.
- 5.2.3 Day Currency: in order to solo, a Student Pilot must log a day dual flight with a Flight Instructor in make and model within the last 14 days.
- 5.2.4 Student Pilots will carry an appropriate logbook, along with medical and student pilot certificates and a government issued photo ID on all solo flights. Compliance with this policy is the responsibility of the instructor who issued the student's most recent solo endorsement.

5.3. Non-Student Requirements.

- 5.3.1 Any individual requesting a checkout in any Lake Elmo Aero aircraft will be required to do the following:
 - 1. Produce an appropriate FAA Pilot Certificate for the checkout sought.
 - 2. Produce a current and valid FAA Medical Certificate.
 - 3. Produce an appropriate logbook for review as required.
 - 4. Complete the required checkout familiarization form.
 - 5. Complete all flight tasks as required by the instructor safely and within minimum standards as outlined in the appropriate FAA Airman Certification Standards (ACS).

5.4. Icing Conditions

When an aircraft's flight manual prohibits flight into icing conditions, the PIC will not enter IMC or areas of precipitation when icing conditions are being reported or forecast. The forecast of icing conditions is sufficient to determine that icing does exist regardless of the number of PIREPS reporting no ice.

5.5. Soft Field Operations

5.5.1 The following soft fields are approved for use by Lake Elmo Aero aircraft, given the conditions in 5.5.2 are met.

- New Richmond (KRNH) runway 04-22.
- Osceola (KOEO) runway 04-22.
- Stanton (KSYN) runways 18-36 and 09-27.
- Crystal (KMIC) runway 6R-24L.

5.5.2 Soft runways will only be used when...

- A pilot can provide or obtain a firsthand report of the runway conditions, OR...
- No rain has occurred in the last three days.

5.5.3 Use of any soft fields not listed in 5.5.1 may be approved directly by the Director of Flight Training or his/her designee IAW 1.3.

5.5.4 Soft field landings will not be performed in any aircraft with wheel fairings or retractable landing gear.

5.6. Procedure for Unplanned Landings

A Student Pilot will be authorized to land only at the airports approved for that flight by their Flight Instructor. In the event a student must land at an airport other than the one that is approved, they must contact Lake Elmo Aero and the Instructor that endorsed their logbook. Call 651-777-1399 to request instructions. In the event the aircraft must be abandoned, the aircraft will be secured in any way feasible (i.e. hangar or tie-down) to protect it from damage from adverse weather conditions. Students MUST contact their instructor for an additional endorsement before departure.

5.7. Transfer of Aircraft Control

The PIC must continuously maintain a defensive position and be prepared to take control of the aircraft in an instant of time. When transferring command control of the aircraft, the pilot transferring will state "You have control." This will be acknowledged by the pilot taking command with, "I have control." This will be confirmed by the pilot originally transferring command with, "You have control."

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6. LOCAL AREA OPERATIONS

6.1. Local Weather Minimums (DUAL)

6.1.1 VFR Day: as per FAR 91

6.1.2 VFR Night: as per FAR 91

6.1.3 IFR Day: published landing minimums

6.1.4 IFR Night: 400 ft. and 1 mile respectively above the published landing minimums.

6.1.5 Wind Limits:

33 kts. total wind component

20 kts. crosswind component

When taking off or landing on ice-covered runways where the braking action is reported as POOR, the crosswind component will not exceed half of the aircraft's demonstrated crosswind component.

6.1.6 Tarmac/Taxiway/Runway Conditions: Flight training will cease whenever any of these surface conditions are reported:

- ½ inch standing water
- ¾ inch slush or snow
- Braking action reported nil

6.1.7 No aircraft will be dispatched whenever thunderstorms are reported within 20 miles of 21D. Flight within 20 miles of thunderstorms is prohibited.

6.2. Local Weather Minimums (SOLO)

6.2.1 Student Pilots -- Working on Private Pilot Certificate

6.2.1.1 Traffic Pattern: 2000 feet ceiling, 7 miles visibility.

6.2.1.2 Local Flights: 3000 feet ceiling, 10 miles visibility.

6.2.1.3 Surface Wind Limit: 15 knots, with 7 knots crosswind component.

6.2.1.4 Must have received dual within previous two weeks of solo.

6.2.1.5 No touch-and-go landings. Full-stop landings only.

6.2.1.6 Must have verbal permission from primary instructor prior to each solo.

6.2.1.7 Must obtain STANDARD weather brief 1-800-wx-brief.

6.3. Fuel Reserves

All flights will land with a minimum of 45 minutes reserve fuel remaining.

6.4. VMC Departure from 21D

All aircraft will follow recommended departure procedures for a non-controlled airport as stipulated in the Airman's Information Manual (AIM).

6.5. Practice Areas

Flight training will be conducted in one of four practice areas. When departing to a practice area, all aircraft shall depart on a Northeast, Northwest, Southeast, or Southwest heading at an altitude above 2500 feet MSL. When returning to 21D, all aircraft shall approach on a North, South, East or West cardinal bearing, at an altitude not higher than 2200 feet MSL, and not lower than 2000 feet MSL for traffic avoidance. The four practice areas' (named Alpha, Bravo, Charlie, and Delta and from hereafter labeled A, B, C and D respectively) lateral dimensions are defined below in Section 6.5.1.

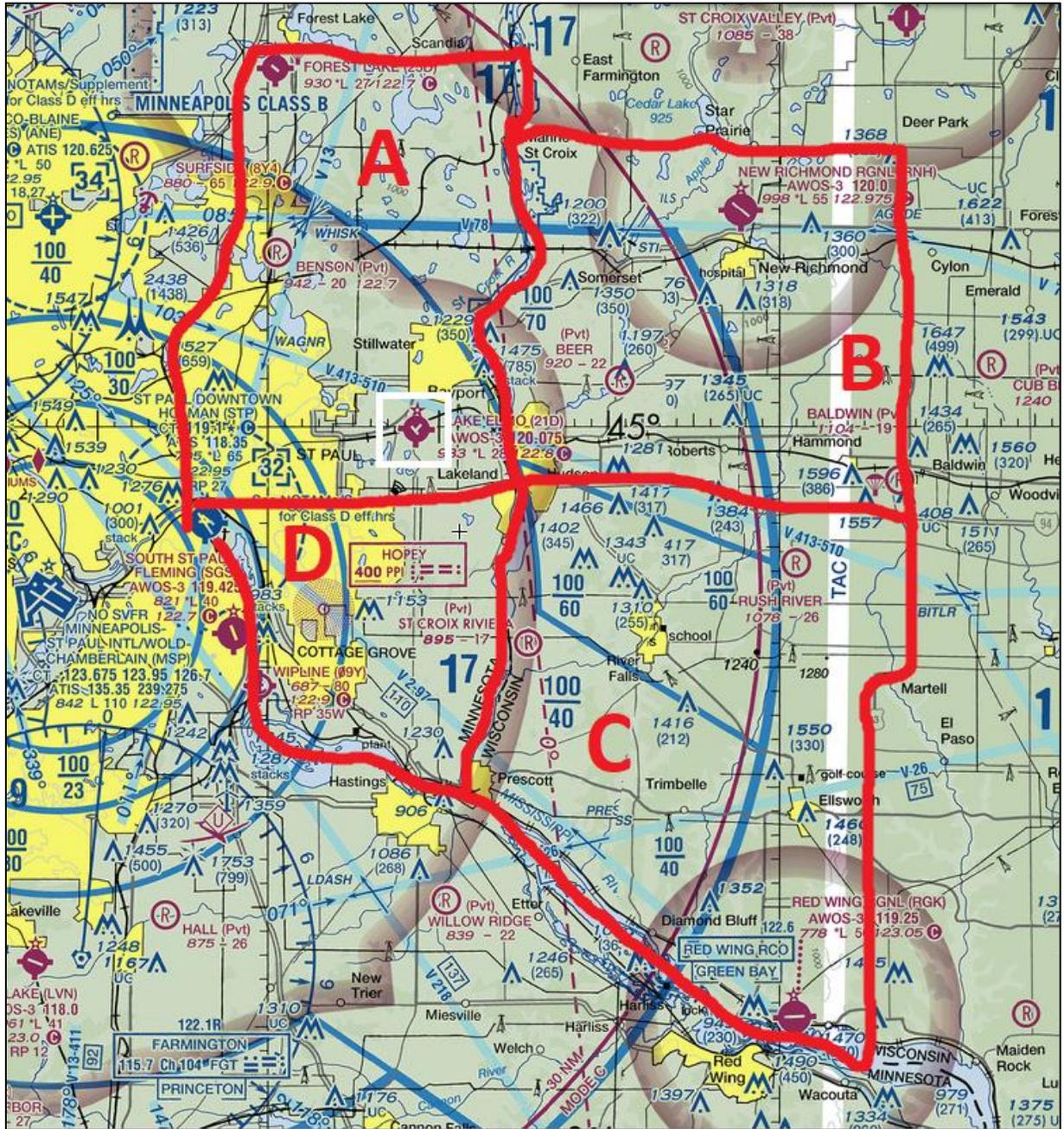
6.5.1 Practice area dimensions

- A. The southern boundary is I-94. The western boundary is I-35E. The Eastern boundary is the St. Croix River. The northern boundary is MN-97. Landing practice can be conducted at 25D or STP.
- B. The Western boundary is the St. Croix River. The northern boundary is County Rd H. The Eastern boundary is WI-46/US-63. The Southern boundary is I-94. Landing practice may be conducted at RNH.
- C. The Northern boundary is I-94. The Eastern boundary is US-63 north of Ellsworth, WI, then an imaginary line extending directly south to the Mississippi River. The Southern boundary is The Mississippi River. The Western boundary is the St. Croix River. Landings may be conducted at RGK.
- D. The Eastern boundary is the St. Croix River. The Southern and Western boundaries are the Mississippi River. The Northern boundary is I-94. Landing practice may be conducted at SGS or STP.

6.5.2 Underlying Class B Airspace

All practice areas contain airspace that underlies the MSP Class B airspace. Aircraft practicing VFR flight maneuvers are required to remain outside of the Class B airspace at all times when not cleared through the Class B airspace by MSP approach; furthermore, all aircraft should at all times attempt to remain more than 500 feet below the overlying Class B airspace when conducting flight training.

6.5.3 Practice Area Map



6.6. Temperature and Wind Chill Limitations

No aircraft may be dispatched below a temperature of -23 degrees C or -10 degrees F without permission from both Lake Elmo Aero and an instructor.

6.7. Collision Avoidance

Landing lights will be used at all times when within 5 miles of any airport. All pilots will use extreme caution to see and avoid all aircraft both in the air and on the ground.

6.7.1 Ground

All students and instructors shall verify all taxiways are clear when crossing. When crossing a runway, whether active or not, all will verbally verify "clear left, and clear right". All aircraft lights will be turned on when taxiing across a runway unless the lights will interfere with other aircraft.

6.7.2 In-Flight

Recognition lights, beacon or strobe lights will be turned ON when departing and entering an airport area.

6.8. City Over-flights

Aircraft passing populated areas will attempt to avoid flight below 1500 AGL whenever possible. Aircraft shall also avoid practicing maneuvers such as stalls and steep turns over populated areas.

6.9. Night Traffic Pattern Operations

6.9.1 Only lighted runways will be used.

6.9.2 Taxi/landing lights will be used during ground operations except when the PIC determines that their use would cause a hazard to other aircraft. When stopped for more than one minute on the ground with the engine running, the landing light shall be turned off to prolong the life of the bulb. The landing light shall also be turned off when pointed at other aircraft to avoid temporarily blinding the pilots of other aircraft.

6.9.3 White strobe lights will not be used during ground operations at night, except when the aircraft is within a runway safety area.

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7. CROSS COUNTRY OPERATIONS

7.1. Cross Country Weather Minimums

7.1.1 Takeoff and Landing Minimums for Dual Cross Countries

1. VFR Day: As per Part 91
2. VFR Night: 3000 feet ceiling/7 miles visibility
3. IFR Day: Published landing minimums
4. IFR Night: 400 feet and 1 mile respectively above the published landing minimums.

7.1.2 Weather Minimums for Student Solo Cross Countries

1. VFR Day: 5000 feet ceilings and 10 miles visibility
2. VFR Night: NOT AUTHORIZED
3. Surface Wind Limits – EITHER 15 knots and 7 knots crosswind maximum or as per the instructor endorsement, whichever is more restrictive.

7.2. Cross Country Planning Procedures

7.2.1 Cross country flights will land with a minimum of 45 minutes fuel reserve.

7.2.2 Cross-country flights will file and activate an appropriate VFR or IFR flight plan for each and every cross country flight. VFR flight following can be substituted for a VFR flight plan at the discretion of the PIC.

7.2.3 All airports used for student cross country will have the following minimum services:

1. Be attended
2. Have snow removal equipment for winter ops.
3. Have a minimum runway length of 2,495 feet solo, 2,000 feet dual.

7.2.4 All flights returning after hours will advise Lake Elmo Aero prior to departure.

7.3. Cross Country Sign-Off Procedures

7.3.1 Instructors shall sign off their own students, unless previously coordinated with another instructor.

7.3.2 Instructors will only endorse and authorize the cross country on the day of the flight, and only after all flight planning is completed.

7.4. Overnight Cross Countries

7.4.1 Private Pilots working on advanced Ratings/Certificates may conduct overnight cross countries with Instructor approval.

7.4.2 Lake Elmo Aero will be advised of all overnight cross country flight prior to departure.

7.4.3 Minimum services are required for all overnight cross countries, as well as proper steps taken to ensure the aircraft will remain secure and undamaged (i.e. tie downs, chocks, doors locked, etc.).

7.5. Route Deviations or Delays

7.5.1 Student Cross country flights that deviate from the approved route will advise Lake Elmo Aero immediately of the deviation at 651-777-1399. The Instructor will also be notified.

7.5.2 Should a flight be delayed, the pilot will be responsible for all costs not directly associated with the aircraft (i.e. lodging, meals, ground transport).

7.6. Cross Country Limitations

7.6.1 General

1. Navigation logs will be completed, reviewed, and critiqued by the Instructor for all training flights.
2. When an aircraft is left unattended at an airport other than 21D, ensure it is secured IAW with 3.13 and 7.4.4.

7.7. Fuel Purchasing

7.7.1 Pilots making cross countries should ensure that they have proper funds required to complete the flight (i.e. cash, credit cards, etc.).

7.7.2 All cross country pilots are advised to carry at least one personal credit card in case of emergency.

7.7.3 Pilots will be reimbursed for expenses directly related to the operational cost of the airplane. Fuel expenses will be reimbursed up to Lake Elmo Aero's current price. No additional fees will be covered (including ramp or facility fees).

7.8. Winter Approved Airports

All airports used for winter cross countries will meet all minimum standards as previously stated, as well as ensuring an open and plowed runway, taxiway, and tarmac areas. For any student activity, airport FICON should meet or exceed 4/4/4 if reported.

7.9. High Density Altitude Airport Procedures

When the Density Altitude is such that the runway length is less than the takeoff distance X 1.25, the takeoff will not be attempted. In addition, a minimum of 300 ft/min climb rate is required.

8. EMERGENCY OPERATIONS

8.1. Deteriorating Weather

- 8.1.1 If you encounter deteriorating weather, remain calm. Maintain aircraft control at all times.
- 8.1.2 Maneuver as required to escape the weather. This may require a 180-degree turn. Maintain aircraft control.
- 8.1.3 Determine position and closest suitable airport. Maintain aircraft control.
- 8.1.4 Land aircraft and contact Lake Elmo Aero or your instructor. Call (651)777-1399 for further instructions.

8.2. Forced Landings

- 8.2.1 Minimum recovery altitude for simulated emergency landing practice will be 500 feet AGL.
- 8.2.2 In the event of an actual forced landing, unless you can spot a farmhouse or other signs of civilization, **REMAIN WITH THE AIRCRAFT**. Staying with the aircraft will afford shelter and provide a larger target for Search and Rescue operations. If possible, contact Lake Elmo Aero or local authorities.
- 8.2.3 Ensure that the ELT is placed in the ON position.

8.2.4 Make use of as much of the available equipment as possible to maximize chance of survival. Remain calm. Search and rescue will find you.

8.3. Engine Fire on Start

Most fires associated with the engine result from over-priming during start and occur on the tarmac area. Following proper priming procedures will lessen the chance of fire. Follow appropriate POH guidelines for your aircraft to snuff out an engine fire. **DO NOT ATTEMPT TO RESTART THE ENGINE ONCE THE FIRE HAS BEEN EXTINGUISHED.**

8.4. Loss of Communications

If communications are lost, land at the nearest suitable airport, preferably an uncontrolled airport, and contact Lake Elmo Aero immediately at (651)777-1399. Be sure to call Flight Service and cancel your flight plan if you are on a cross country flight.

8.5. Lost Procedure

- 8.5.1 Always carry current and available sectional charts to help avoid confusion about one's position when in flight.
- 8.5.2 Should you become disoriented, DON'T PANIC. Try to orient yourself using pilotage and navigational aids.
- 8.5.3 If unable to locate your position, contact the appropriate controlling agency and advise them of your situation. Follow instructions and request vectors to destination.
- 8.5.4 If you are fuel critical, request vectors to the nearest suitable airport within range of your remaining fuel.
- 8.5.5 If unable to contact anyone, transmit 7700 on your transponder, and transmit "in the blind" on 121.5 requesting assistance.
- 8.5.6 Keep a close eye on your fuel and make a precautionary landing in a suitable area if no airport is available, BEFORE EXHAUSTING YOUR FUEL SUPPLY. **DO NOT LET THE LACK OF FUEL CHOOSE THE FIELD FOR YOU.**

8.6. Unsafe Landing Gear Indications

- 8.6.1 Most unsafe landing gear indications are traced to minor defects in the indicating system. Follow prescribed procedures in the appropriate POH. Any unsafe indication should be treated as an emergency, with appropriate action taken.
- 8.6.2 If possible, try to overfly a runway and have a ground observer visually check the condition of the landing gear. THIS PROCEDURE MAY NOT GIVE A VALID DOWN AND LOCKED CONDITION OF THE GEAR.

- 8.6.3 Advise appropriate maintenance and line personnel to have towing equipment available after landing.
- 8.6.4 After the aircraft has landed, minimize use of brakes, shut down the engine(s), roll to a stop on the runway. Do not attempt to taxi clear of runway unless an additional emergency exists.
- 8.6.5 Have maintenance lock-pin the gear, and the aircraft towed to the appropriate repair facility.

8.7. Diversion to Auxiliary Fields

- 8.7.1 In the event that an aircraft is forced to divert to a field other than Lake Elmo (21D) and must wait to return, a diversion should be made to the first available airport in the following order:
1. South St. Paul, MN (KSGS)
 2. New Richmond, WI (KRNH)
 3. Red Wing, MN (KRGK)
 4. Anoka County, MN (KANE)
 5. Any other airport deemed safe by the Pilot in Command or Instructor.
- 8.7.2 In the event of such a diversion, upon safely securing the aircraft, the Pilot in Command should call Lake Elmo Aero immediately at 651-777-1399 for further information and/or instructions.

8.8. Flight Assistance Request.

If a pilot requests assistance from ATC, they will inform their instructor upon landing to discuss the situation.

8.9. Emergency Assumption of Control

Assumption of control occurs when the PNF spots opposing traffic, takes the controls, turns the aircraft out of harm's way, levels out, points out the traffic to the PF, and returns the controls to them. It is temporary, commendable, and part of the responsibility of the PNF.

There is only one such situation that warrants the SIC (PNF) to assume command, and that is the incapacitation of the PIC (PF). Such a problem can take both physical and mental incapacitation. The PNF must be ready to assume command and control whenever possible. Each pilot should be aware of each other's physical and mental state, and ready to confront each other should an aberration be observed. Ideally, the PF would transfer control of the aircraft to the PNF through verbal authorization. However, the PNF should be prepared to take command and control should the PF demonstrate unsatisfactory or unsafe physical or mental conditions to ensure the preservation of property and life.

8.10. Emergency Operations in IMC

8.10.1 Due to the disorienting conditions that can be associated with IMC, the following maneuvers are prohibited while operating in IMC:

1. Engine Failures
2. Navigation Failures
3. Communication Failures
4. Instrument Failures
5. Unusual Attitudes

8.11. Fires on the Ramp Area

Fires on the ramp area will most often be caused by fuel and can be difficult to extinguish. If a fire occurs, immediately evacuate the ramp area and notify an approved line person. There is a fire extinguisher in the ramp entry doorway for use if necessary. If the fire is unable to be contained, immediately call 911. If the fire is near the fuel pump, continue to evacuate the entire Lake Elmo Aero premises and wait for local emergency crews to arrive.

9. ACCIDENT/INCIDENT/OCCURENCE PROCEDURES

9.1. Accident/Incident/Occurrence Notification

- 9.1.1 In the event of an accident/incident/occurrence, contact Lake Elmo Aero immediately at (651)777-1399. If you are involved in an accident/incident/occurrence, **DO NOT DISCUSS THE MATTER WITH ANYONE ELSE. DO NOT MAKE ANY STATEMENTS OR COMMENTS TO MEMBERS OF THE PRESS.**
- 9.1.2 In the event of an aircraft damage/mechanical difficulty, contact Lake Elmo Aero for permission to have the aircraft repaired if at an airport other than 21D.

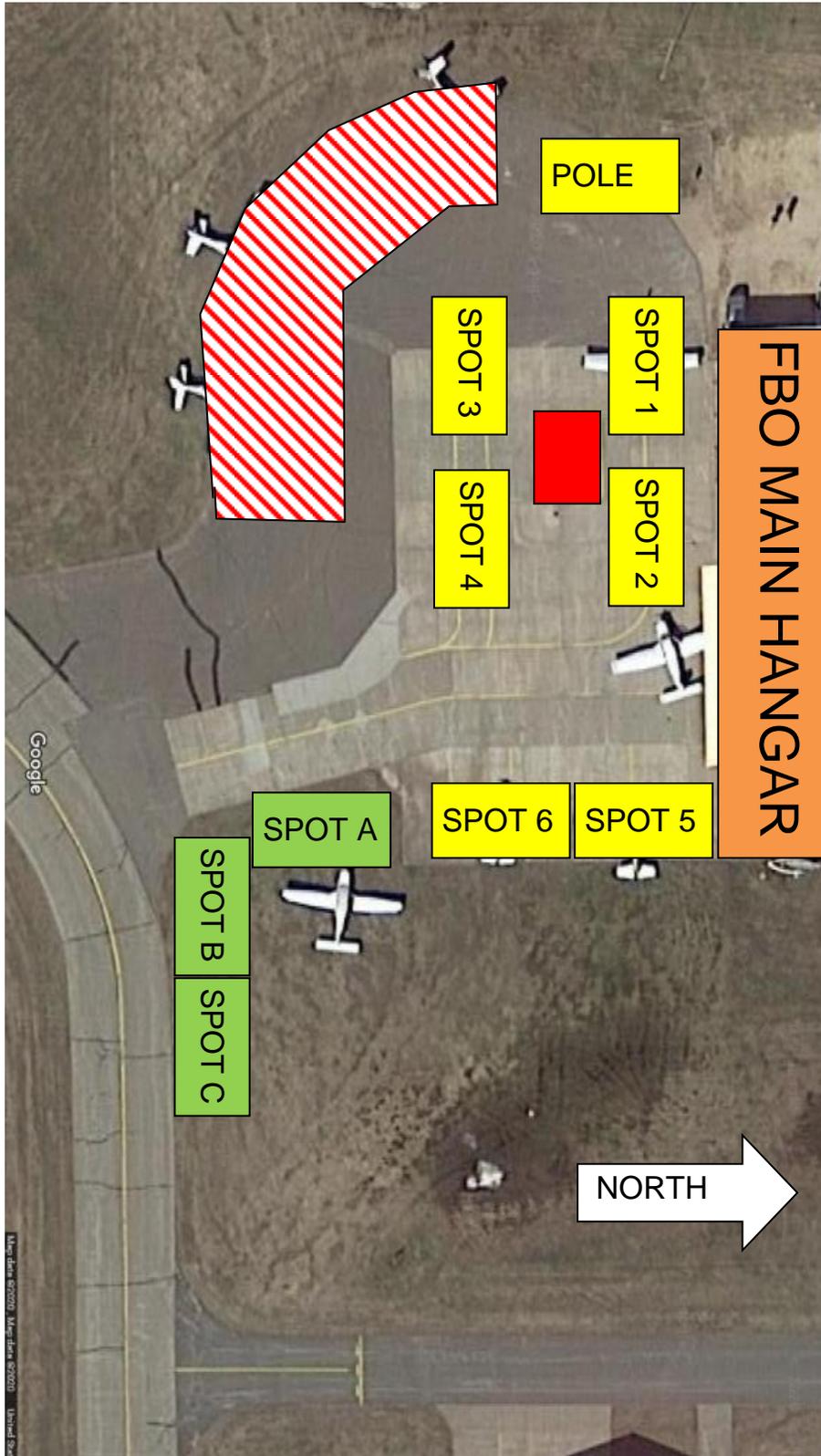
9.2. Personal Injury/Death Situations

- 9.2.1 If a personal injury or death situation arises, the first concern is to see to the care of those involved. Contact emergency services via 911 when possible. Maintain personal safety.
- 9.2.2 Refer to the Lake Elmo Aero Emergency Response Plan (LE-D04) as required for any external communications.

9.3. Guidelines for Personnel Involved in an Accident/Incident/Occurrence

- 9.3.1 Contact Lake Elmo Aero immediately at (651)777-1399.
- 9.3.2 Never make a statement to the press.
- 9.3.3 If pressed for a statement, request legal representation before speaking to any Law Enforcement Agency, the FAA, or NTSB.
- 9.3.4 Never relinquish your certificate to ANYONE. A formal procedure is required before your certificate can be taken.
- 9.3.5 You are obligated to assist the NTSB in its investigation of the accident, but not at the expense of your own personal rights. Be alert to the fact that you may be in shock and not know it. Have an objective individual ensure your physical and mental state before making any statements or taking any action.
- 9.3.6 In the event you agree to an informal interview with the FAA, you should secure a written statement from the FAA representative that nothing you say will be used against you in a certificate action or civil penalty proceeding.
- 9.3.7 Fill out a National Aeronautics and Space Administration (NASA) form within 10 days of the accident/incident/occurrence. Keep a copy for your records. Follow legal counsel advice.
- 9.3.8 Preserve all flight documents, evidence, and records relating to the situation. Record the names and addresses of all witnesses, hostile or otherwise. Make copies for personal use, and never relinquish them.
- 9.3.9 Under any circumstances, refer to the Lake Elmo Aero Emergency Response Plan (LE-D04) for guidance on any accident, incident or emergency.

10. Appendix A: Aircraft Parking Spots



10.1. Parking and Ramp Limitations

- 10.1.1 When utilizing Spots 1, 2, 3 or 4, airplanes should park into the wind first when possible.
- 10.1.2 Use of Spots 3 and 4 should be avoided by training aircraft (unless prohibited from Spots 1 and 2 by 10.1.4) when possible to facilitate transient GA fueling. Additionally, the red shaded area on the southwest side of the ramp should be avoided for transient GA parking.
- 10.1.3 Pole position should be used by premium aircraft (i.e. Cirrus) when possible for display purposes.
- 10.1.4 No multiengine airplane, or any airplane with a wing span greater than 36 feet, may utilize Spots 1 and 2.
- 10.1.5 Aircraft equipped with wheel fairings may not use Spots A, B or C (grass parking).

11. Appendix B: Cross-Country Routes

The following airports are recommended for cross-country flight training. Calculated times are one way, and assume a ground speed of 105 knots with a 9-minute factor for takeoff and landing.

Airport	Distance	ETE
Duluth, MN (KDLH)	114	1.2h
Eau Claire, WI (KEAU)	59	0.7h
Lacrosse, WI (KLSE)	96	1.0h
Litchfield, MN (KLJF)	71	0.9h
Mora, MN (KJMR)	57	0.7h
Owatonna, MN (KOWA)	55	0.7h
Rice Lake, WI (KRPD)	53	0.7h
Rochester, MN (KRST)	67	0.8h
Siren, WI (KRZN)	54	0.7h
St. Cloud, MN (KSTC)	61	0.8h
Winona, MN (KONA)	74	0.9h