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**APPROVED PILOT SCHOOL
CERTIFICATE #FPQS990D**

**Lakeland, Ormond, Jacksonville
(ALL LOCATIONS)**

SAFETY PROCEDURES AND PRACTICES

November 2024

FAA ACCEPTED

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Introduction

The goal of Sunrise Aviation is to train future professional pilots. The most important responsibility for a professional pilot is safety. Flying an aircraft is serious business, and safety should never be taken lightly. This manual is intended to better enhance the safety of flight operations at Sunrise Aviation.

We prioritize flight operations as follows:

1. Safety
2. Compliance with regulations
3. Training effectiveness

A successful flight begins with proper preparation. Studying the syllabus, flight planning and weather analysis are a part of the proper preparation for each flight lesson.

There is no substitute for good judgment. Develop good habits, exercise constant vigilance, and you will be a safer pilot.

Students must receive a copy of these safety procedures at enrollment and must comply with these procedures during their flight training. A current copy of these procedures must be in the student's possession during each solo flight and in the possession of one member of the crew during each dual flight.

Rental pilots will also receive a copy of these safety procedures and must comply with these policies. This safety manual applies to all Sunrise Aviation flights.

This document is written to comply with the requirements of 14 CFR Part 141.93(a)(3).

WEATHER MINIMUMS REQUIRED FOR DUAL AND SOLO FLIGHTS 14 CFR 141.93 (i)

The following weather restrictions apply to all Sunrise Aviation flight training operations including aircraft rental flights:

GENERAL WEATHER RESTRICTIONS

1. No flights shall be flown through areas of reported severe turbulence. Dual or solo flights in areas of forecast severe turbulence require prior approval of the Chief Flight Instructor, designated assistant or appropriate manager.
2. No aircraft will be dispatched when a thunderstorm is within 5 miles of the airport and its movement indicates it may come even closer to the airport.
3. No flights shall be flown in the area of a Convective Sigmet without the approval of the Chief Flight instructor or Asst Chief Instructor. All thunderstorms must be avoided by a margin consistent with safety. Severe thunderstorms should be avoided by 25 miles.
4. Winter Restrictions. All snow, ice, or frost must be removed prior to flight. If the temperature drops below 40° F (4° C) during the night, all aircraft must be preheated prior to initial aircraft start in the morning. If the temperature is below 32° F (0° C) at the time of dispatch, the aircraft must be preheated prior to aircraft start even if preheated for first flight if the aircraft has been parked for more than one hour. Only an employee of Sunrise Aviation may operate the Red Dragon pre-heater; students may not preheat the aircraft.

CLOUD AND VISIBILITY MINIMUMS (VFR)**Ormond Beach Location:**

TYPE OF FLIGHT	LICENSE	LOCATION	CEILING (ft agl)	VISIBILITY (sm)
VFR Day (Dual)	CFI	Pattern	1500	3
VFR Day (Dual)	CFI	Local	2000	3
VFR Day (Dual)	CFI	XC	2500	4
VFR Night (Dual)	CFI	Pattern	1800	3
VFR Night (Dual)	CFI	Local	2500	4
VFR Night (Dual)	CFI	XC	3000	5
VFR Day (Solo)	Student	Pattern	2000	5
VFR Day (Solo)	Student	Local	2500	6
VFR Day (Solo)	Student	XC	3500	7
VFR Day (Solo)	Private	Pattern	1800	4
VFR Day (Solo)	Private	Local	2500	5
VFR Day (Solo)	Private	XC	3000	6
VFR Day (Solo)	Instrument	Pattern	1800	3
VFR Day (Solo)	Instrument	Local	2500	4
VFR Day (Solo)	Instrument	XC	3000	5
VFR Night (Solo)	Student or Private	not authorized		
VFR Night (Solo)	Instrument	Pattern	2000	4
VFR Night (Solo)	Instrument	Local	3000	5
VFR Night (Solo)	Instrument	XC	3500	7

Lakeland Location:

TYPE OF FLIGHT	LICENSE/ RATING	LOCATION	CEILING * (FT AGL)	VISIBILITY (SM)
VFR Day (Dual)	CFI	Pattern	1500	3
VFR Day (Dual)	CFI	Local	2000	3
VFR Day (Dual)	CFI	XC	2500	4
VFR Night (Dual)	CFI	Pattern	1800	3
VFR Night (Dual)	CFI	Local	2500	4
VFR Night (Dual)	CFI	XC	3000	5
VFR Day (Solo)	Student	Pattern	1800	5
VFR Day (Solo)	Student	Local	2500	5
VFR Day (Solo)	Student	XC	3000	7
VFR Day (Solo)	Private	Pattern	1800	4
VFR Day (Solo)	Private	Local	2500	5
VFR Day (Solo)	Private	XC	3000	6
VFR Day (Solo)	Instrument	Pattern	1800	3
VFR Day (Solo)	Instrument	Local	2500	4
VFR Day (Solo)	Instrument	XC	3000	5
VFR Night (Solo)	Student or Private	not authorized		

Cecil Location (FSCJ):

TYPE OF FLIGHT	LICENSE/ RATING	LOCATION	CEILING * (FT AGL)	VISIBILITY (SM)
VFR Day (Dual)	CFI	Pattern	1500	3
VFR Day (Dual)	CFI	Local	2000	3
VFR Day (Dual)	CFI	XC	2500	4
VFR Night (Dual)	CFI	Pattern	1800	3
VFR Night (Dual)	CFI	Local	2500	4
VFR Night (Dual)	CFI	XC	3000	5
VFR Day (Solo)	Student	Pattern	2000	5
VFR Day (Solo)	Student	Local	2500	6
VFR Day (Solo)	Student	XC	3000	7
VFR Day (Solo)	Private	Pattern	1800	4
VFR Day (Solo)	Private	Local	2500	5
VFR Day (Solo)	Private	XC	3000	6
VFR Day (Solo)	Instrument	Pattern	1800	3
VFR Day (Solo)	Instrument	Local	2500	4
VFR Day (Solo)	Instrument	XC	3000	5
VFR Night (Solo)	Student or Private	not authorized		
VFR Night (Solo)	Instrument	Pattern	2000	4
VFR Night (Solo)	Instrument	Local	3000	5
VFR Night (Solo)	Instrument	XC	3500	7

*For Pre-Private solo flights, a ceiling means the base of any cloud layer for the purpose of this chart.

The Chief or Asst. Chief Flight Instructor must approve any exceptions to these weather standards.

CLOUD AND VISIBILITY MINIMUMS (IFR)

IFR DAY (Dual)	Ceiling and visibility (both reported and forecast) must be sufficient for completing an instrument or visual approach at the visual approach at the departure airport. If the ceiling and visibility are less than that required for an instrument approach at the departure airport, a takeoff alternate is acceptable as long as that alternate is within 15 nm from the departure airport. The minimums at takeoff shall be the lowest minimums on the best operating approach for the current weather conditions. Under all circumstances, a legal destination alternate must be available within a one-hour flight from the departure airport.
IFR NIGHT (Dual)	The same restrictions as above PLUS: Minimum ceiling: 1000 agl Minimum visibility: 1 sm
IFR DAY (Solo)	At departure point, all points along route, and at destination: Minimum ceiling: 1000 agl Minimum visibility: 1 sm
IFR NIGHT (Solo)	Not authorized. See VFR NIGHT (Solo)

WIND RESTRICTIONS

<u>DUAL FLIGHTS</u>	TYPE A/C	MAX SURFACE WIND (incl. gusts)	MAX CROSSWIND COMPONENT*
DUAL	C-152	25	12
DUAL	PA-38	25	15
DUAL	C-172	30	15
DUAL	PA-28R	30	17
DUAL	PA-28-161	30	17
DUAL	PA-44	35	17
DUAL	PA-34	35	15

*All aircraft are restricted to the maximum demonstrated crosswind component as published in the appropriate AFM or POH.

SOLO FLIGHTS

Sunrise Aviation uses a **Pilot Qualification (PQ) Card system** that is modeled after the system utilized by ERAU. See the PQ Card Values grid on the next page. The instructor may restrict the student to lower ceiling and visibility requirements than the minimum or maximum listed above. In addition, the instructor should use the following typical guidance for pilots regarding maximum allowable wind velocities.

1. Student (Pre-Private) Pilots

The maximum amount of wind approved will be surface winds no greater than 10 knots and crosswind component no greater than 5 knots. The maximum gust allowed is 0 knots.

2. Private Pilots

The maximum amount of wind approved will be surface winds no greater than 15 knots and crosswind component no greater than 8 knots. The maximum gust allowed is 5 knots.

3. Advanced Students (Pilots with instrument rating, students in Commercial Pilot Curriculum or CFI students)

The maximum amount of wind approved will be surface winds no greater than 20 knots and crosswind component no greater than 12 knots. The maximum gust allowed is 10 knots.

All wind endorsements greater than stated above must be approved by the Chief Flight Instructor, designated assistant, or appropriate manager.

PQ cards will specify the general weather conditions appropriate for each pilot. These conditions will include total wind (headwind), crosswind, and visibility. The flight instructor may also establish minimum ceilings lower than those listed on previous charts. In such cases, the minimum ceiling should either be written on the 90 day solo endorsement in the logbook (student pilot) or on the PQ card, or both. Wind limitations for all student pilots should also be entered on the appropriate 90 day solo endorsement in the logbook.

PQ CARD VALUES

ORMOND & LAKE LAND LOCATION:			
PQ #	TOTAL WIND (incl. gusts)	CROSSWIND	VISIBILITY
1	0-7 kts	0-5 kts	8 or greater sm
2	8-11 kts	6-8 kts	7 sm
3	12-15 kts	9-12 kts	
4	16-20 kts		

JACKSONVILLE LOCATION:			
PQ #	TOTAL SURFACE WINDS (incl. gusts)	GUSTS	CROSSWIND COMPONENT
1	0-6 kts	No gusts permitted	0-4 kts
2	7-10 kts	1-5 kts	5-8 kts
3	11-15 kts	6-10 kts	9-12 kts
4	16-20 kts		

PQ cards are valid for a maximum of 30 days after the dual flight with the flight instructor. Additional issuances of the PQ card require another dual checkout flight or permission of the Chief Flight Instructor, designated assistant, or appropriate manager. Pilots are required to show the PQ card to the Dispatcher prior to any solo flight being released. The Dispatcher should post the current minimum PQ values based on current weather conditions for reference by pilots and flight instructors planning solo flights.

STERILE COCKPIT

Students and instructors are cautioned to keep non-necessary communication to a minimum during taxiing, take-offs, landings, and while in the immediate vicinity of an airport. It is important that the student and instructor focus on flying the aircraft and listening for traffic/ATC calls especially during critical phases of flight. Flight instructors should not talk so much that they become a distraction to the student or impede the safety of flight. Clearances should be copied and briefed prior to the start of taxiing. Practice sterile cockpit rules.

STARTING AND TAXIING PROCEDURES 14 CFR 141.93 (ii)

1. All aircraft shall be started and operated in accordance with the official Sunrise Aviation checklist. Pilots are responsible for damage caused by their prop blast during start, taxi, and run-up.
2. Safe and reasonable taxi speeds (walking speed on ramp areas) are expected. Use power to control speed; DO NOT RIDE THE BRAKES. When taxiing in any wind conditions other than calm, the pilot shall hold the controls in accordance with instructions in the aircraft's POH.
3. Aircraft may not be run up in tie-down areas. Aircraft MAY NOT taxi through a line of tied-down aircraft.
4. Sunrise Aviation aircraft may not be hand-propped by pilots or flight instructors under any

circumstances. Aircraft should be started using an external power unit attached to the appropriate receptacle in accordance with the POH or batteries must be removed from the aircraft for charging.

5. Copy airport weather information prior to calling for taxi instructions. Listen carefully for runway assignments and clearances to cross any runways. Copy and then read back all taxi instructions and runway crossing clearances. If the tower is closed, announce your intentions for taxi on CTAF frequency.

6. Pilots must have and use an airport diagram at all airports.

7. During all instructional flights, the student or instructor must conduct a briefing prior to the start of taxiing with an airport diagram.

8. Radios including the GPS must be set prior to the start of taxiing or takeoff and not while taxiing.

9. Copying IFR clearances require the aircraft to be stopped unless both crew are rated at least as commercial pilots and with prior agreement. IFR clearances must be briefed prior to takeoff.

10. The pilot is responsible for ensuring obstruction clearance at all times while taxiing. The painted taxiway centerline will not always guarantee wingtip clearance. Shut down the engine and seek assistance in constricted areas.

11. Taxiing will be confined to paved taxiways at all times. Follow the appropriate taxiway markings.

STABILIZED APPROACH

All aircraft must be on a stabilized approach as listed below in order to continue an approach safely to landing. In instrument meteorological conditions (IMC), all aircraft must be stabilized by 1,000 feet above the airport elevation (or TDZE). In visual meteorological conditions (VMC), all aircraft should be stabilized by 300 feet above the airport elevation.

An approach is stabilized when all of the following criteria are met:

- A. On the correct flight path
- B. Only small changes in heading and pitch are required to maintain the correct flight path
- C. Indicated airspeed is not more than VREF +10 KIAS and not less than VREF (or PTS)
- D. Correct configuration
- E. Sink rate no more than 1,000 feet per minute
- F. Appropriate power setting
- G. All briefings and checklists completed
- H. Approaches requiring a deviation from the above require a special briefing.

An approach that becomes un-stabilized below 1,000 feet above airport elevation in IMC or below 300 feet above airport elevation in VMC requires an immediate go-around.

FIRE PRECAUTIONS AND PROCEDURES 14 CFR 141.93 (iii)

- A. Smoking is not permitted within 50 feet of any aircraft, hangar, maintenance facility or fueling facility, or on the Sunrise Aviation ramp at any time.
- B. During extremely cold or hot starts, pilots should have a person standing by with a fire extinguisher and use the POH's approved cold or hot start procedure, as appropriate.
- C. All flight personnel should familiarize themselves with the locations of fire extinguishers in the aircraft, on the ramp, and in the training and maintenance facilities.
- D. In the event of an engine fire on engine start, continue cranking to draw the fire into the engine. Keep the engine running for a few minutes, shut down, and inspect for damage. If the fire becomes uncontained, shut down the airplane, shut off the fuel, exit the airplane, and (only) if safe and practical, use a designated fire extinguisher to extinguish the fire.

Fire extinguishers are located in the following facility locations:

Ormond	Lakeland	Jacksonville
<ul style="list-style-type: none">• Inside the FBO hangar.• On each Fuel Truck.	<ul style="list-style-type: none">• Inside the FBO hangar(s)• On each Fuel Truck.	<ul style="list-style-type: none">•Inside the FSCJ Maintenance hangar• On each Fuel Truck.• Adjacent to the fuel storage tanks and wash rack.

AIRCRAFT DISCREPANCIES AND MALFUNCTIONS 14 CFR 141.93 (v)

The Aircraft Discrepancy Report is used to ensure that pilots are aware of the condition and airworthiness of the aircraft which they are assigned and that all malfunctions are corrected by maintenance personnel as required. Pilots shall check the Discrepancy Report prior to each flight.

1. When a maintenance discrepancy is encountered, the pilot **MUST** report the malfunction immediately to the Dispatcher on Duty and list the malfunction on the Discrepancy Report. No Sunrise Aviation aircraft may depart an airport unless the discrepancies have been corrected or Maintenance manager has evaluated the malfunction for a possible safety hazard and determined that no safety hazard exists and that all regulations are satisfied. The pilot in command must make the determination that any aircraft is safe to fly.

*With the exception of preventive maintenance (ref. 14 CFR Part 43, Appendix A, Paragraph C), only a certificated A&P may approve an aircraft for return to service after maintenance has been performed.

2. If a pilot on a solo flight has a malfunction or discrepancy away from the main operations base, the pilot should exercise his/her judgment of the severity of the situation, landing at the nearest suitable airport if deemed necessary. No repairs at other locations may be authorized without the approval of Sunrise Aviation management.

3. If a repair is made, maintenance personnel will enter the corrective action in the maintenance records and return the aircraft to service. If a repair is made at an off-site location, the maintenance logbook entry should be brought back to Dispatch for appropriate entry in the aircraft logbook.

4. If management and maintenance personnel have evaluated a discrepancy and determined that no safety hazard exists, the repair may be delayed to a later date. The date of repair shall not be later than

the date of the next scheduled inspection. Appropriate notations, including any operations restrictions, must be entered by appropriate personnel on the Aircraft Discrepancy Report. The pilot is responsible for ensuring that all provisions of 14 CFR Part 91.213 (including placards) have been followed.

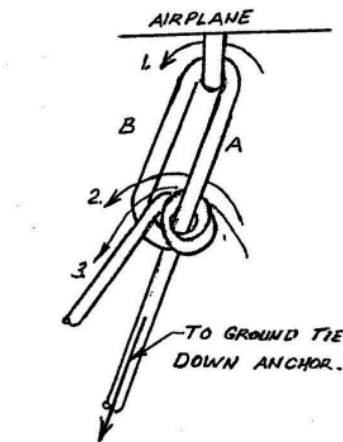
SECURING AIRCRAFT WHEN NOT IN USE

14 CFR 141.93 (vi)

It is the responsibility of the pilot in command to secure the aircraft at the completion of each flight. This includes ensuring that the aircraft is tied down and/or chocked, or hangared. In winds above 10 knots, the aircraft must be tied down or hangared. In light winds (less than 10 knots), chocks are permissible, but only while the pilot in command is in the immediate vicinity of the aircraft. All overnight stays require the use of tie downs or hangaring. All doors and windows must be closed and control locks or safety belts used to secure the flight controls. After each flight, all personal effects of any kind must be removed and the airplane left in a clean and neat manner. A cleaning fee of \$10 may be charged if trash or personal effects are left behind by aircrews.

TIE DOWN KNOTS

When aircraft are tied down outside, use of a proper series of knots is required. Sunrise Aviation recommends pilots use the “interlocking half hitch.”



INTERLOCKING HALF HITCH

AVOIDANCE OF OTHER AIRCRAFT IN FLIGHT AND ON THE GROUND
14 CFR 141.93 (viii)

1. Use of Landing and Anti-collision Lights

Use of landing lights greatly increases the distance that an aircraft can be seen. Therefore, a "LIGHTS ON FOR SAFETY" policy has been instituted as follows:

- A. When taking the runway for takeoff, the landing light shall be turned ON and shall remain ON while in the pattern or in the vicinity of an airport.
- B. When leaving the vicinity of an airport, the landing light will be turned OFF as part of the Cruise Checklist.
- C. When returning to land, the landing light shall be turned ON prior to entering the traffic pattern as part of the Approach/Descent Checklist.
- D. After landing, the landing light shall be turned OFF as part of the After Landing Checklist unless the landing occurred at night.
- E. When taxiing, the landing light shall be off, except at night.
- F. Aircraft anti-collision lights are to be used anytime the engine(s) are running--day or night--except when they present a hazard to others when on the ground or a distraction to the pilot in flight. At night, during engine starts on an occupied ramp, use of strobe lights is discouraged due to their effect on the night vision of other pilots. Use of a beacon or just the navigation lights is recommended in these circumstances.
- G. Anytime the aircraft is operated in the vicinity of an airport, use of the landing light is recommended.
- H. The landing light should be turned on during periods of reduced visibility when the light does not provide a distraction due to reflection.

2. Right-of-Way Rules

When weather conditions permit, regardless of whether an operation is conducted under instrument flight rules or visual flight rules, vigilance shall be maintained so as to see and avoid other aircraft. When a rule in this section gives another aircraft the right-of-way, the pilot shall give way to that aircraft and may not pass over, under, or ahead of it unless well clear.

The following procedures shall be used to determine right-of-way:

1. Converging: When aircraft of the same category are converging at approximately the same altitude (except head-on, or nearly so), the aircraft to the other's right has the right-of-way.
2. Approaching head-on: When aircraft are approaching each other head-on, or nearly so, each pilot of each aircraft shall alter course to the right.
3. Overtaking: Each aircraft that is being overtaken has the right-of-way, and each pilot of an overtaking aircraft shall alter course to the right to pass well clear.
4. Landing: Aircraft, while on final approach to land or while landing, have the right-of-way over other aircraft in flight or operating on the surface. When two or more aircraft are approaching an airport for the purpose of landing, the aircraft at the lower altitude has the right-of-way.

All pilots should exercise common sense and caution and never assume the other pilot will recognize the right-of-way rule. If necessary for safety, always give way to the other aircraft even if you have the right-of-way.

FUEL RESERVE REQUIREMENTS 14 CFR 141.93 (vii)

	Minimum Fuel	Local Notes	CCX Notes
VFR DAY (DUAL)	45 minutes of reserve at all times	Not authorized to depart with less than ½ tanks	Cross-country departures must carry max fuel allowed by W&B calculations
VFR NIGHT (DUAL)	60 minutes if reserve at all times	Not authorized to depart with less than ½ tanks	Cross-country departures must carry max fuel allowed by W&B calculations
IFR DUAL (DAY & NIGHT)	60 minutes if reserve at all times	Not authorized to depart with less than ½ tanks	Cross-country departures must carry max fuel allowed by W&B calculations
SOLO (VFR & IFR)	60 minutes if reserve at all times	Not authorized to depart with less than ½ tanks	Cross-country departures must carry max fuel allowed by W&B calculations

MINIMUM ALTITUDE LIMITATIONS

14 CFR 141.93 (ix)

A. Minimum Altitudes for VFR Flight Operations

Except when necessary for takeoff or landing, no person may operate an aircraft below the following altitudes:

1. *Anywhere:* An altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.
2. *Over congested areas:* Over any congested area of a city, town, or settlement, or over any open air assembly of persons, an altitude of 1,000 feet above the highest

obstacle with a horizontal radius of 2,000 feet of the aircraft.

3. *Over other than congested areas:* An altitude of 500 feet above the surface, except over open water or sparsely populated areas. In those cases, the aircraft may not be operated closer than 500 feet to any person, vessel, vehicle, or structure.

B. Minimum Altitudes for IFR Operations

Except when necessary for takeoff or landing, no person may operate an aircraft under IFR below:

1. The applicable minimum altitudes prescribed in 14 CFR Parts 95 and 97; or 2. If no applicable minimum altitude is prescribed in those parts, (a) In the case of operations over an area designated as a mountainous area by 14 CFR Part 95, an altitude of 2,000 feet above the highest obstacle within a horizontal distance of 4 nautical miles from the course to be flown; or (b) In any other case, an altitude of 1,000 feet above the highest obstacle within a horizontal distance of 4 nautical miles from the course to be flown.

C. Simulated Emergency Landing Practice

Simulated emergency landings shall be conducted ON DUAL FLIGHTS ONLY, and shall be terminated at or above 500 feet AGL, unless making a landing at an authorized public use airport

FUELING PROCEDURES

It is the pilot in command's responsibility to determine that the aircraft has the required fuel including required Sunrise Aviation reserves for the desired flight. If the aircraft needs fuel, contact Dispatch to place your order. You must always check the actual quantity of fuel in the aircraft after it is delivered and before engine start. Do not rely on the engine gauges for confirmation of the needed fuel level. Fuel service is available 0800 to 2000 each day.

FLIGHT DISPATCH PROCEDURES FOR ALL FLIGHTS

1. 30 minutes prior to dispatch, all students conducting flights must complete a Flight Dispatch Form. The Dispatcher, and a Flight Instructor for all dual flights, will review the Flight Dispatch Form for completeness and accuracy, check the PQ card (solo flight), and review the navigation log and weather information for accuracy prior to actual release of the flight. A copy of the Flight Dispatch Form must remain with the Dispatcher during the flight.
2. All pilots must obtain a weather briefing prior to the flight. Call 1-800-WXBRIEF (1-800-992-7433) for a weather briefing and ask for TFRs in the area. www.1800wxbrief.com & aviationweather.gov may also be used.
3. Flight plans must be filed for all cross-country flights (dual or solo) and activated as soon as possible after take-off. Flight Following (when available) shall be utilized on all cross-country flights. Flight plans shall be closed after arrival at the destination airport or back at the airport of origin.
4. The Hobbs Meter and Tach Time must be checked against the aircraft's clipboard during preflight. If any difference is noted, the actual time must be reported to Dispatch PRIOR to departure. All pilots must also check the Tach Time prior to flight for compliance with FAA required inspections. The dates of last inspection may be found on the aircraft clipboard. PIC for the flight is overall responsible for compliance.
5. After the flight, return the keys and clipboard to Dispatch immediately upon arrival and prior to any post flight briefings. The flight instructor should return the completed syllabus to the storage area at Dispatch prior to leaving the flight building. Students returning after solo flights should immediately seek their own instructor for entry of the appropriate items into the syllabus. If a student's instructor is not available after a solo flight, the Dispatcher shall allow the student to make the appropriate entries and then check to ensure that the entry is complete.

6. The emergency phone number for all cross-country flights is:

Ormond: 386-677-5724

Lakeland: 863-644-4270

Jacksonville: 904-317-3875

7. All students will have a minimum of \$250 on account prior to being dispatched.

8. Shutdown's at other airports are prohibited. The only exception is for emergencies(Such as Fire, aircraft component malfunction, worsening weather, pilot incapacitation etc) or needing to refuel on the long Commercial PIC flight.

9. Touch & Go's are strictly forbidden in all Sunrise Aircraft. Stop & Go's may be allowed if at least 4,000' of runway remains.

AFTER-HOURS DISPATCH PROCEDURES

1. Dispatch of flights after-hours requires a Flight Instructor or Dispatcher to be present at the airport at the time of dispatch. All after-hours flights (both dual and solo) must be monitored by a responsible person (dispatcher, flight instructor, or someone else approved by the Chief Flight Instructor or designated assistant), though this person does not need to remain at the airport for the duration of the flight.

2. All after-hours flights must file a flight plan, even for a local flight. That flight plan must list the telephone number of the responsible person monitoring the flight. After the flight concludes, the pilot shall contact the responsible person to indicate the successful conclusion of the flight.

3. An After-Hours invoice must be completed and signed prior to leaving. Pilots flying after-hours at Cecil must contact FSCJ security, (904) 317-3803, for access to the Sunrise Aviation office to return the clipboard and keys. In Lakeland, the FBO is open until 2200. Leave the tach sheet completed along with the aircraft keys securely in each aircraft lockbox (code for the lockbox is set as 1106) . For Ormond Beach location, the security lock box code is 1979 to gain building entry.

REDISPATCH PROCEDURES AFTER DELAYS

If a pilot becomes delayed for any reason during a cross-country flight, the pilot must contact Sunrise Aviation as soon as possible and prior to leaving that airport or location. Please call the main Sunrise Aviation telephone number (Ormond Beach 386-677- 5724 / Lakeland 863-644-4270 / Cecil 904-317-3875). This telephone number is always monitored during business hours or forwarded to the appropriate person. If you cannot reach anyone at the main Sunrise Aviation telephone number(s), then call your flight instructor. Dispatch will coordinate with the appropriate Supervisor in charge for a decision.

Under no circumstances is a pre-private student authorized to continue a flight past sunset. Overnight expenses due to delays in any flight caused by weather or student performance are the responsibility of the student. Approval of only a Flight Instructor is not sufficient for redispach after delay. An appropriate manager or supervisor retains the final authority in all cases for determining appropriate redispach procedures.

REDISPATCH PROCEDURES AFTER UNPROGRAMMED**LANDINGS: ON AND OFF AIRPORT****14 CFR 141.93 (iv)**

1. If a student lands at any airport other than one assigned, the student must contact Dispatch or the Chief Pilot if Dispatch is closed. Dispatch will in turn consult with the Chief Pilot, Assistant Chief Pilot, or the student's flight instructor prior to making any decisions on when or if the student should depart the unassigned airport.

2. OFF AIRPORT LANDING: In the event of an off-airport landing, pilots should first attend to their own safety and that of others on the ground, secure the airplane as best as possible, and contact Dispatch as soon as possible. Do not attempt to move the aircraft from an off-airport site until Sunrise Aviation personnel are on-site. Pilots, students and instructors are cautioned about discussing the circumstances of an un-programmed landing with any member of the media. Refer any questions by the media to the main Sunrise Aviation telephone number (386) 677-5724.

3. Student will be contacted by the Chief Pilot, Assistant Chief Pilot, or Dispatch with instructions for a re-dispatch.

4. Important Phone Numbers

- Lakeland Dispatch: 863-644-4270
- Sheltair FBO Lakeland: 863-647-3911
- Ormond Beach Dispatch: 386-677-5724
- FSCJ Dispatch: 904-317-3875
- FSCJ Security: 904-317-3803

SOLO FLIGHT DISPATCH PROCEDURES

1. All pre-Private solo's will use "student solo" at the end of their callsign. Example: "Cecil Tower, N933SA Student Solo, midfield left downwind for 18R, option"

2. A Flight Instructor must be present at the airport for dispatching of all solo pre-private (student pilot) flights. The student's log book shall be endorsed and their flight plan reviewed immediately prior to dispatch.

3. All solo pilots must have a valid PQ Card.

4. Students flying solo must have prior instructor approval to that airport. Student (pre-private) pilots may not fly to airports they have not flown to with an instructor.

5. See Solo Flight Restrictions for additional restrictions for solo flights.

RESTRICTIONS FOR ALL SOLO FLIGHTS

1. All pilots will be required to show a current PQ card to the dispatcher prior to any solo or rental flight. Pilots must have a current government issued photo id, FAA medical certificate, and FAA pilot certificate in their possession. All pilots are required to bring this handbook on all flights.
2. PQ cards will specify the general weather conditions approved for each pilot. These conditions will include total wind (headwind), maximum gust, and crosswind. The flight instructor may also establish minimum ceilings higher than those listed on the weather restriction charts. In such cases, the minimum ceiling should either be written on the 90 day solo endorsement in the logbook (student pilot) or on the PQ card, or both. Wind limitations for all student pilots should also be entered on the appropriate 90 day solo endorsement in the logbook.
3. PQ cards are valid for a maximum of 30 days after the dual flight with the flight instructor. Additional issuances of the PQ card require another dual checkout flight or permission of the Chief Flight Instructor, designated assistant, or appropriate manager. Pilots are required to show the PQ card to the Dispatcher prior to any solo flight being released.
4. No solo's are authorized from sunset to sunrise. Solo flights should plan to be on-deck by 30 minutes prior to official sunset. Night requirement flights for Commercial 141 will be conducted with an authorized instructor on board, student will log acting PIC
5. Solo flights will be considered an automatic Unexcused No Show if the pilot is not at Dispatch no later than the start time of the scheduled flight and has not contacted Dispatch.
6. Solo's will not conduct pattern work unless the grade sheet specifically calls for it.
7. All solo students must check Completion Standards for each grade sheet to ensure regulatory

requirements are met. Failure to comply will result in that flight needing to be re-flown at additional cost to the student.

STUDENT PILOT RESTRICTIONS

1. For pre-private student pilots, the ceiling is considered to be any cloud layer including FEW and SCT (scattered).
2. Student pilots must show their log book endorsements to the dispatcher in addition to their PQ card. Student pilots will need the following endorsements: Initial solo endorsement, XC solo endorsement, 90 day solo endorsement (if over 90 days from initial endorsement)
3. All solo flights in the Private Pilot syllabus must initiate and finish during office hours. After-hours flights for student/pre-private pilots will not be permitted. Flights predicted to end after sunset will not be dispatched.
4. A flight instructor **MUST** be present in the office to review flight planning and endorse the student's log book. The endorsement cannot be made the day prior or off-site. Each cross-country endorsement is only valid the day of the scheduled flight, not any other day.

OVERNIGHT RESTRICTIONS

1. Overnight flights will normally not be authorized. In extreme circumstances, overnight flights may be approved if requested in writing to the Chief Pilot. A written request (email is permitted) must be made and include final destination, stops along the route, and FBO where the aircraft will be tied-down overnight.
2. Flights must be to pre approved airports or special permission must be obtained prior to the flight. Airports must be located in the following states to be considered for approval:
 - Florida
 - Georgia
 - Alabama
 - South Carolina

NON-TRAINING RENTAL FLIGHT POLICIES

1. Rental flights for non-training events will normally not be approved. Flight training events are top priority and Sunrise aircraft must be made available to students.
2. Requests to rent aircraft must be made to and approved by the Chief Pilot, Chief Of Operations or Company President. If approved, no stops will be permitted. Rental pilots will be held to the same standards as students. Renters are expected to be dispatched on time and return on time.
3. All rental flights must begin during Dispatch office hours. Monday - Saturday from 0800-1800. Sunday rentals by appointment only. Rental flights will not be authorized to begin outside of these times.
4. A liability release on each pilot and passenger(s) must be on file prior to the flight.
5. Renters insurance is required for all rental pilots. Proof of insurance must remain at Dispatch during the flight.
6. A Credit Card Authorization Form or \$500 on account must be on record for each rental pilot prior to the start of the flight.
7. Renters must have a valid PQ card update within the past 30 days.
8. Sunrise aircraft will not normally be rented to non-enrolled students.
9. Overnight rentals are prohibited.

PASSENGER AND SAFETY PILOT RESTRICTIONS

1. For the purpose of this page, Passengers are considered non-pilots, Safety Pilots are considered Private Pilots or higher. Passengers are not permitted on any training flights.
2. Safety Pilots will normally not be used. If a Commercial solo student requests a Safety Pilot, that Safety Pilot must be approved by management and be a staff CFI. Both pilots must be current and checked out to fly Sunrise aircraft as pilot-in-command. Both pilots must be listed on the Dispatch Form.
3. All non-Sunrise or College guests are required to check-in with FSCJ Security in Building J if they will be accessing the Cecil flight line area. Guests must have an FSCJ escort while on the flight line. Guests in Ormond and Lakeland must check in with Dispatch & have a Sunrise Aviation employee escort while on the flight line.
4. All Commercial solo flights operating at night must have a Sunrise CFI onboard acting as a Safety Observer. See TCO for details.

DRUG AND ALCOHOL POLICY

When ill, students should be aware that most prescription and over-the-counter medications have been found to interfere with the safe operation of aircraft, so it is important that students not take any prescription or over-the-counter medications prior to flight without the approval of an Aviation Medical Examiner.

Pilots shall not drink alcoholic beverages less than 12 hours before a scheduled lesson. Students under the age of 21 may not consume alcoholic beverages at any time. Use of any kind of illegal drug or violation of the alcohol rule will be cause for dismissal from flight training. Sunrise Aviation reserves the right to request any student, instructor, or pilot to submit to a drug or alcohol test at any time.

DRESS CODE

1. Students are expected to be dressed appropriately for flight and ground lessons. Rental pilots and passengers must also follow the Dress Code

- A. Appropriate dress should be “business casual” attire for students that are NOT College Aviation Program students. Appropriate attire would include khaki pants, jeans without holes or tears, shirt with sleeves and collar, closed-toed shoes, and socks. Appropriate dress shorts may be worn in the summer.
- B. College students must comply with the college dress code listed in their respective Program Operations Manual (POM).
- C. Inappropriate attire would include jeans with holes or rips, T-shirts, tank tops, attire printed with any offensive or disruptive language, sandals and dirty or worn clothing. Shirts with sleeves are required. Undergarments may not be showing.
- D. For safety, no pilot, staff, or visitor will be permitted on the ramp with open-toe shoes, clothing with rips or tears, chains attached to pants, high heels or wedges, or loose clothing.
- E. Female pilots are advised against wearing dresses or skirts on the ramp and will not be permitted to wear dresses or skirts in the cockpit, except for religious reasons.
- F. Any student with long hair must have their hair secured away from their face.

STUDENT CODE OF CONDUCT

1. Smoking is not permitted within 50 feet of any aircraft, hangar, maintenance facility or fueling facility, or on the Sunrise Aviation ramp at any time.
2. Food and beverages, except water, are not permitted in the airplanes.
3. The cockpits of airplanes are small and confined making anything less than good hygiene unacceptable. Underarm deodorants and mouthwashes are particularly recommended in order to prevent embarrassing situations.
4. Students are expected to arrive early to their scheduled flight activity and be prepared to begin at their scheduled start time. Arriving late or unprepared will result in additional ground training and/or a shortened flight lesson. C.F.I.s will not automatically extend flight lessons. All flight activities are expected to end on time or prior permission from Dispatch to extend must be obtained.
5. Students must be in good physical condition and have the proper mental attitude in order to learn. The proper amount of rest, a balanced diet, and a positive attitude will help students get the most out of each lesson.
6. Students are expected to arrive prepared with all materials needed for their lesson. There are computers and space available for planning and studying. Contact Dispatch for details. Students are not permitted to use staff computers without prior permission and a Sunrise Aviation staff member present.
7. A dispatcher, CFI, or college facility member must be present for students to utilize the resources in college spaces. Check with Dispatch for office hours. Changes to the planned office hours will be posted via email.
8. Briefing Rooms are first come-first served with priority given to CFIs in a lesson with a student.

Students should use other areas for flight planning when not with a CFI.

9. The Flight Instructor office is not a briefing area and is not to be used by students. There must be a CFI present for students to be in the Flight Instructor office.

STANDARDS OF PERFORMANCE **& ADDITIONAL CURRENCY REQUIREMENTS**

The following standards are required for students enrolled in FAA approved (Part 141) courses and students in any college flight courses. They are recommended for all other students.

Students are expected to arrive for each flight or ground lesson prepared for that lesson. Unprepared students should be issued an Unsatisfactory grade and may be issued a “No Show”.

Part 141 is FAA-approved and allows students to qualify under lower minimums. This requires stronger student performance and higher standards than Part 61 training. Two Unsats in within a stage or three Unsats within a syllabus may result in a switch from Part 141 to Part 61, resulting in significant additional cost to the student. If a student is unable to fly more than twice a week, that student will be trained under Part 61.

Students are normally expected to complete a lesson in a single attempt. However, sometimes students may encounter difficulties completing a lesson in a single attempt, resulting in either an incomplete or unsatisfactory grade. Whenever a student requires more than 2 attempts to complete a lesson satisfactorily, the entire lesson including all tasks must be rescheduled and completed and any knowledge portion must be completed satisfactorily again as well. In addition, after two attempts to complete a single lesson, the Chief Flight Instructor or Assistant Chief Flight Instructor must review the syllabus to determine if any additional instructional assistance is needed.

Students requiring more than 30 days to complete any single dual lesson must complete the entire lesson content again before proceeding.

Students returning after a break of more than 30 days must repeat the last dual lesson before proceeding to the next lesson.

Students in the Private Pilot syllabus who have not flown within the past 10 days (either dual or solo) must receive a dual currency flight.

In order to proceed to a Stage Check or Practical Test, students must have flown within the past 7 days (Private/Instrument), or 10 days (all other courses), otherwise a currency ground and flight is required.

Exceptions to the above must be approved by the Chief or Assistant Chief Flight Instructor for all Part 141 students or Senior Management for Part 61.

REDBIRD SIMULATOR USAGE**Jacksonville:**

1. Students must be enrolled with Sunrise Aviation to use the simulators. Students enrolled only in an FSCJ simulator and/or ground school class must contact their instructor or Sam Fischer for simulator usage outside of class time.
2. All students using the Red Bird AATDs without an instructor present must be trained in proper usage of the simulator. The simulators are not toys and may only be used to practice specific maneuvers, not general flying.
3. Simulators are utilized by FSCJ for group simulator classes. These classes operate on a semester basis and have priority for the Redbirds. It is recommended that students check with Cecil Dispatch for simulator availability prior to arrival at the Cecil Dispatch Office.
4. Flight Instructors in a lesson with a student have secondary priority for Redbird AATD use.
5. Private pilot students must have completed their first solo prior to utilizing the Red Bird AATDs without an instructor.
6. Instrument Rating students must complete a minimum of 75% of Stage 1 prior to utilizing the Red Bird AATDs without an instructor.
7. Commercial pilot students and higher are not restricted in the amount of time they may practice but they must have specific maneuvers to practice; not practice in general.
8. Non FSCJ/Sunrise personnel are not allowed use of the simulators. Flight students may only be taught/mentored by FSCJ or Sunrise Instructors.
9. These restrictions are subject to change at any time.

Ormond:

1. Only dual training lessons are permitted for use on the RedBird simulator. The simulators are not toys and may only be used to practice specific maneuvers, not general flying.

RESTRICTIONS ON RETRACTABLE GEAR AIRCRAFT

All students and instructors must be fully briefed on emergency gear extensions--including a "hands-on" demonstration of that system--prior to acting as pilot in command of a retractable gear aircraft.

RESTRICTIONS ON TOUCH & GO LANDINGS

In order to promote the highest level of safety and proficiency, Sunrise Aviation does not permit students or pilots to conduct touch and go landings in any aircraft at any airport.

All Dual Flights: Stop and Go landings are permitted if >4000' of runway remains.

Pre-Private Solo's: All solo flights will do full stop landings and taxi clear of the runway. Do not attempt takeoffs with less than 4000' remaining. Post-Private Solo's: Stop and Go landings are permitted if >4000' of runway remains. (Same as Dual Flights).

**PROHIBITIONS ON FORMATION, AEROBATIC, AND LOW
ALTITUDE FLIGHT**

1. No aerobatic maneuvers are authorized at any time, except spins in an appropriate aircraft. Intentional spins are only authorized during dual flights in the CFI syllabus with CFI applicants w/ Chief or Asst Chief Pilot onboard.
2. Without prior approval and training, no formation flights are authorized at any time.
3. No maneuvers are to be conducted lower than 500 feet AGL.

RESTRICTIONS ON MULTI-ENGINE AIRCRAFT

Simulated engine failures in multi-engine aircraft will be conducted with the utmost care and according to these guidelines:

1. *During the takeoff run.* Only the mixture control will be used to simulate an engine failure and only below 50% Vmc. This will ensure maximum control by the instructor of aircraft power. Any hesitation by the student in reducing power on the operating engine or any loss of directional control is cause for the instructor to reduce the mixture control on the operating engine to idle cut-off in order to ensure that the aircraft remains on the runway.
2. *Immediately after takeoff.* No simulated engine failures may be conducted below 500 feet AGL.
3. *500 feet AGL to 3,000 feet AGL.* Only the throttle may be used to simulate engine failure. No actual feathering is allowed, only a zero-thrust configuration.
4. *Above 3,000 feet AGL and within 10 miles of an approved airport.* The throttle, mixture, or fuel selector may be used to simulate an engine failure. The simulated inoperative engine may be feathered, but only after beginning to return to the airport. All restarts are to be conducted at or above 4,000 feet AGL.
5. No simulated single-engine go-arounds after a balked landing are allowed. In these situations, student and instructor will use maximum power on both engines. All students and instructors must be fully briefed on emergency gear extensions--including a "hands-on" demonstration of that system--prior to acting as pilot in command of a retractable gear aircraft.

RESTRICTIONS ON REPOSITION FLIGHTS

Students that elect to conduct flights for the purpose of repositioning aircraft from one base to another for maintenance or any other logistical reasons will be billed at the normal rental rate unless that student holds at least a Commercial pilot airplane rating. Sunrise students holding at least a Commercial rating may conduct reposition flights at no cost.

SCHEDULING

1. All Flight students will be scheduled at least 3 times per week. All flights will be scheduled by Dispatch daily, and the Flight Schedule on Schedulepointe.com becomes official at 1800 each day. **ALL STUDENTS ARE REQUIRED TO CHECK THE FLIGHT SCHEDULE AFTER 1800 EACH DAY. FLIGHT SCHEDULE IS LOCATED AT WWW.SCHEDULEPOINTE.COM** (in Ormond, a pdf schedule is emailed each evening for the following day's training activities).
2. Most flight blocks are 2-3 hours long, including the pre-post briefing time. Cross-country flights will take additional time. If you are up for a CCX flight, please coordinate with Dispatch to ensure aircraft availability.
3. Students should expect to be ready to begin pre-flight operations at their scheduled start time. Dispatch forms are required to be filled out before each flight. Dispatch forms and any other flight planning must be done before the scheduled flight time. Students must arrive 30 min. prior to any flight lesson to complete the Dispatch form and any other planning.
4. Solo flights must be coordinated with Dispatch and approved by the student's assigned flight instructor. Pre-private solos require a Flight Instructor to be present at the airport to sign off the student's logbook and/ or syllabus at the time of dispatch.
5. Stage Checks and End-of-Course flights must be scheduled through Dispatch. Stage Checks are normally 4 hours, EOC's are 6 hours.
6. See additional Sunrise Aviation documents for explanation of the school's "No Show" policy.
7. Flights will automatically be canceled if the student is not at Dispatch at the beginning of their scheduled time. It is the student's responsibility to contact Dispatch if canceling the flight. A student who does not contact Dispatch to cancel or reschedule a flight prior to the scheduled start time may be issued an Unexcused No Show and charged a No-Show fee.
8. Unless receiving prior permission from Dispatch, aircraft are expected to be returned on time.

RAMP SECURITY**Jacksonville:**

1. A Cecil Airport Security Badge is required to gain admittance to the Cecil flight line.
2. All FSCJ flight students will receive a badge from the security desk in Building K during ground school or after registration for a flight class. Students may not pass a badge on to another student. The access badge must be returned to Security upon completion or departure from training with Sunrise Aviation. A hold can be placed on a student's account for failure to return a badge.
3. All non-college students must be escorted to the flight line by an instructor or dispatcher.
4. No student pilot will be permitted to take visitors on the ramp without an employee of Sunrise Aviation accompanying them.
5. In case of security concerns not requiring immediate police response, visit the security desk or call (904) 317-3803. For immediate police response, call 911 first and then FSCJ security.
6. There are numerous security sensitive areas at Cecil Airport. These areas include the P-3s on the West Ramp, all hangars west of the FSCJ ramp and Hangar H, and the Boeing F/A18 Super Hornet maintenance facility north of the tower. Do NOT wander around unauthorized ramp areas at any time. Do NOT take photographs of the military aircraft or military facilities.
7. All non-FSCJ visitors must check in with Security in Building K if they will be walking onto the Cecil flight line. No unescorted visitors will be allowed on the ramp.
8. Students will ensure that aircraft are properly secured after each flight to include closing windows, locking all doors, installing flight control locks, installing covers, and tying down the aircraft. CFI's are overall responsible and will ensure compliance.

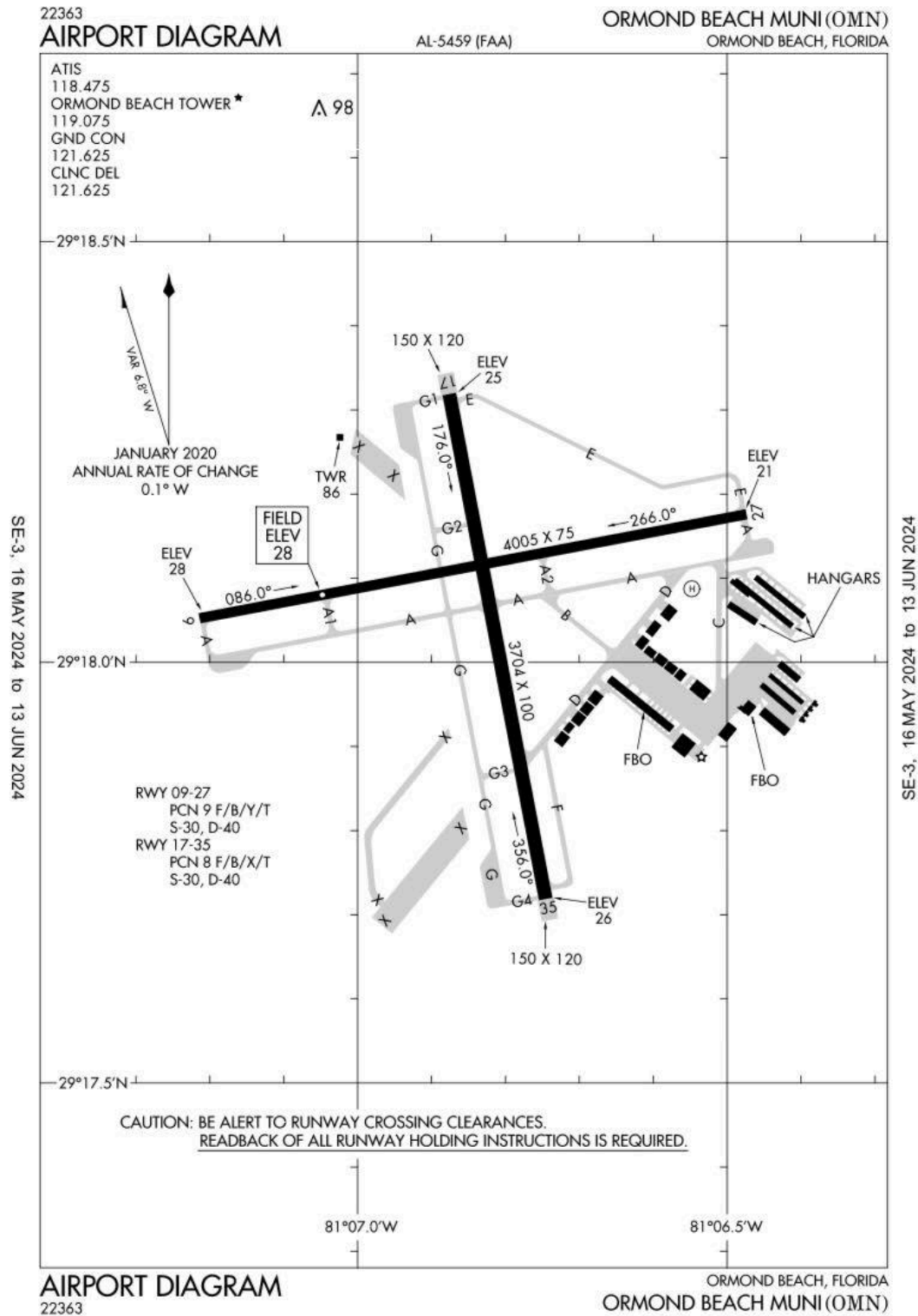
Lakeland:

1. To gain admittance to the flight line, the student must be accompanied by a Sunrise Aviation employee acting as a chaperone for both solo & dual flights via Sheltair FBO.
2. No student pilot will be permitted to take visitors on the ramp without an employee of Sunrise Aviation accompanying them.

3. In case of security concerns not requiring immediate police response, visit the FBO desk or call Dispatch. For immediate police response, call 911.
4. Students will ensure that aircraft are properly secured after each flight to include closing windows, locking all doors, installing flight control locks, installing covers, and tying down the aircraft. CFI's are overall responsible and will ensure compliance.

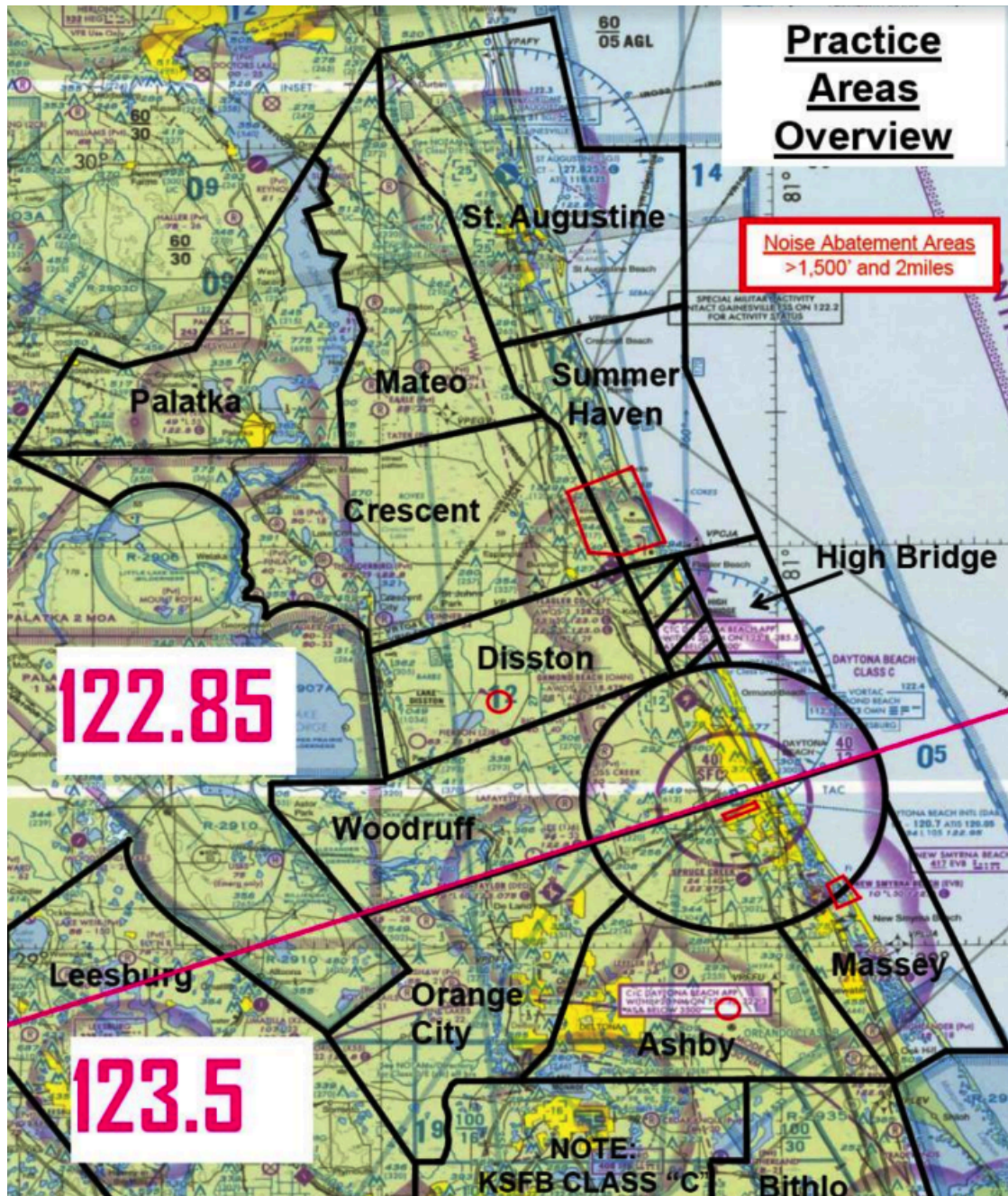
Ormond:

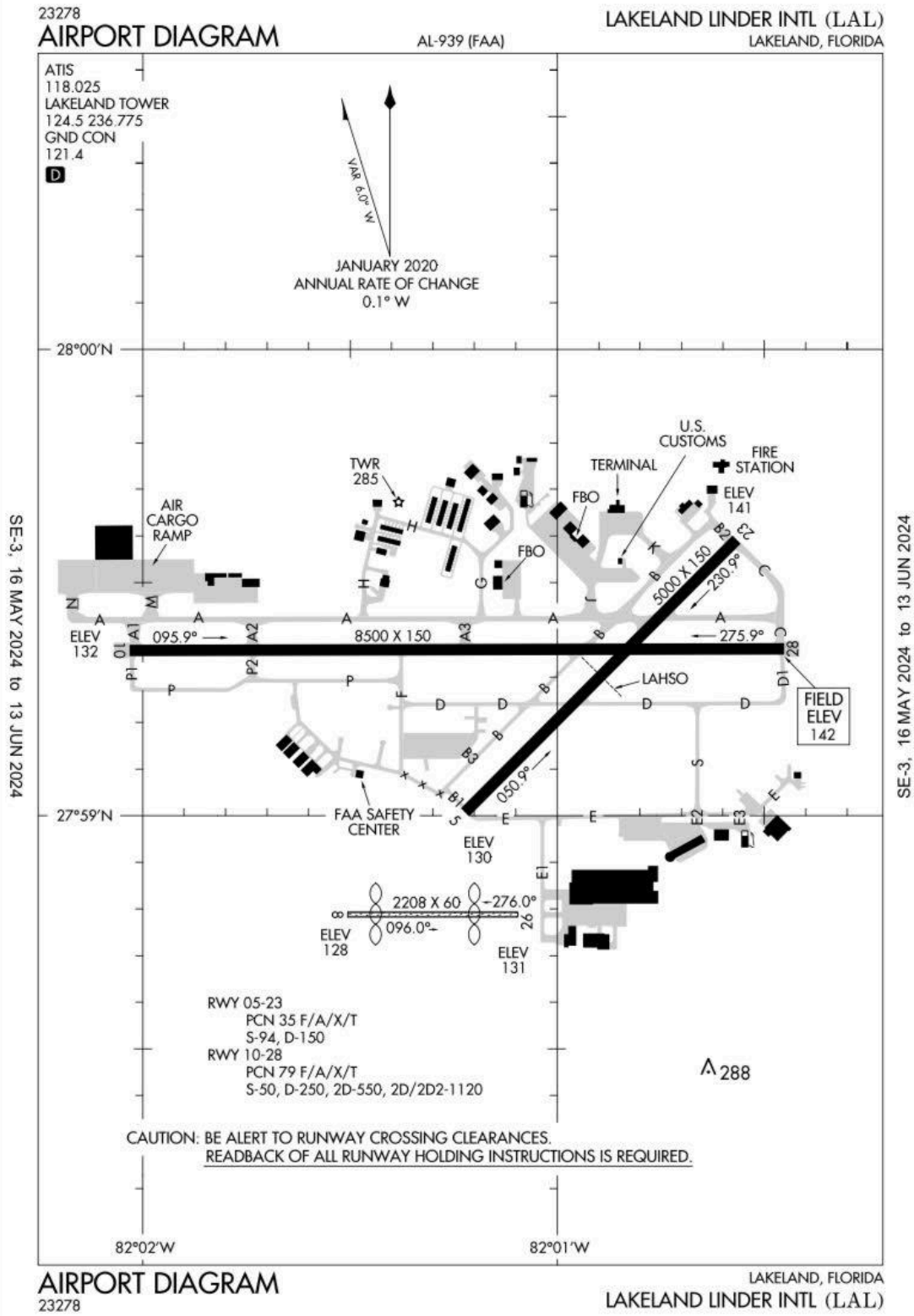
1. All Sunrise flight students will receive a badge during orientation. Students may not pass a badge on to another student. The access badge must be returned to Dispatch upon completion or departure from training with Sunrise Aviation. A hold can be placed on a student's account for failure to return a badge.
2. No student pilot will be permitted to take visitors on the ramp without an employee of Sunrise Aviation accompanying them.
3. In case of security concerns not requiring immediate police response, visit the security desk or call Dispatch. For immediate police response, call 911 first.
4. Students will ensure that aircraft are properly secured after each flight to include closing windows, locking all doors, installing flight control locks, installing covers, and tying down the aircraft. CFI's are overall responsible and will ensure compliance.



ORMOND PRACTICE AREA

1. Refer to sectional chart of Working Area map.
2. All local flights shall monitor and self-announce intentions prior to beginning any maneuvers on frequency 122.85 or 123.5 MHz.
3. Landing lights should be used in the working area for safety.





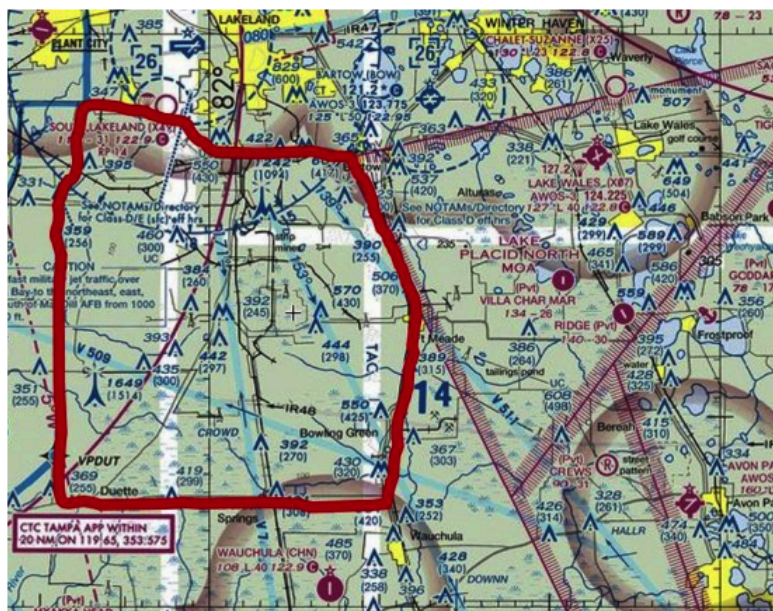
LAKELAND PRACTICE AREA

1. Refer to sectional chart of Working Area map.
2. All local flights shall monitor and self-announce intentions prior to beginning any maneuvers on frequency 122.75 MHz.
3. Landing lights should be used in the working area for safety.

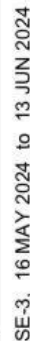


North Practice Area

FOR REFERENCE ONLY



South Practice Area



FSCJ PRACTICE AREA

A. Practice Area Alpha: Northwest Practice Area

B. Practice Area Bravo: West Practice Area;

(At or above 3,500 MSL recommended due to the instrument approaches to RWY 9R at VQQ or remain clear of those approaches.

Watch for traffic on these approaches at 2000 ft. and below. Traffic may approach from Cecil or from the north or south “Ts” on the GPS 9R approach which go 5 nm north/south from a position 11.2 nm west of the approach end of 9R.

Monitor Jax Approach on 127.775

Avoid flying to Practice Area B or returning from it to KVQQ on radials between 270 and 300 degrees from the airport or VOR (090 and 120 degree courses inbound to the airport) due to the instrument approaches unless in contact with Jacksonville Approach or in a TIS equipped aircraft.)

C. Practice Area Charlie: Southeast Practice Area.

2. FSCJ aircraft should use frequency 123.5 when in the Practice Areas to communicate with other FSCJ traffic and Sunrise Aviation Dispatch.

