



# STANDARD OPERATING PROCEDURES MANUAL

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PRINT NAME

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**INTRODUCTION:**

This is your copy of the safety procedures, practices and policies as established by SkySchool of East Texas. You should read this manual carefully and keep it for further reference during the course of your training. If you have any questions regarding this manual do not hesitate to ask your instructor. This manual is meant to provide you with as much information as possible concerning your training time at SkySchool, familiarize you with safety procedures, and establish a set of rules and recommendations you should follow daily. You should be familiar with this manual’s contents and keep it handy in your flight bag, or accessible in an electronic format.

**INSTRUCTOR CONTACT INFORMATION:**

Flight Instructors:

John W. Sealey	903-283-0388 FlySealey@gmail.com
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Aaron M. Barefield	330-819-8131 Aaron.M.Barefield@gmail.com
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**EMERGENCY CONTACT INFORMATION:**

*General Emergencies Please Call 911*

Smith County Sheriff’s Department	(903) 590-2661
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Henderson County Sheriff’s Department	(903) 675-5128
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Cherokee County Sheriff’s Department	(903) 683-2271
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National Transportation Safety Board	(817) 652-7800
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Flight Service Station	(800)-992-7433
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National Transportation Safety Board	(817) 652-7800
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FBI Field Office	(903)-592-4301
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Transportation Security Administration	(866)-289-9673
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AOPA Airport Watch Hotline	866-GA-Secure (866-427-3287)
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## INSTRUCTOR & STUDENT PAIRING:

Instructor pairing will occur based on instructor and student scheduling availability. SkySchool of East Texas takes your training very seriously and provides that training with the knowledge that you will soon be performing the duties of “pilot in command” during passenger carrying flights. Our instructors not only view it as a professional responsibility to serve as your aviation “mentor” but it is our personal and professional goal to see you become the safest, most capable, and knowledgeable pilot you can be! Simply due to human nature, there is a rare possibility that personality conflicts may arise between instructor and student, if this happens, or if you would feel more comfortable with another instructor for *any* reason, you should make your request known. Every effort will be made to accommodate your request for another instructor up to and including assisting you in locating a CFI who can continue your training, no questions asked.

## SCHEDULING AND GROUND SCHOOL:

All scheduling is completed by use of the TimeTree smart phone app. If the app is not available to you or you would prefer to call your instructor to schedule a flight, you may do so. This will be handled on a first come first served basis.

Ground school will be conducted as scheduled at the *John E. “Jack” Edmondson Memorial Flight Training Center* at the Athens Municipal Airport in Athens, Texas. The classroom accommodates twelve students at a time, and ground school classes are scheduled so as to maximize attendance. For the best results, you are strongly encouraged to attend our on-location ground school in person, however, should you be unable to attend the regularly scheduled sessions, an online alternative will be provided for you.

Prior to and following each flight your instructor shall conduct a briefing and debriefing where any questions you have regarding what you are studying at home can be addressed. This briefing and debriefing time should also be used to prepare you for what to expect on the current lesson and provide recommendations for improved performance and critique of your present skill level. There may or may not be a charge for the instructor’s time depending on the length of the briefing and debriefing time invested in your education.

Prior to solo you will receive a pre-solo written examination, the contents of which will be in line with what you are studying in your online or DVD / PC based course. Additionally, prior to taking your FAA written examination you will be required to pass three consecutive practice written exams with a score of 80% or better.

**\*There is no minimum number of flights per week that you must be scheduled for, however a minimum of two to three flights per week in order to make the most of your training and retention should be considered.**

## **STUDENT PORTAL:**

The SkySchool of East Texas Student portal may be accessed by visiting the home page of our website at [www.SkySchoolEastTexas.com](http://www.SkySchoolEastTexas.com) and scrolling to the bottom of the page where the “Student Portal” link may be found. Once the student portal link is clicked, enter “Cherokee123” as the password. Use of the TimeTree scheduling app, tutorial videos for preflight inspection of the airplane, as well as several articles and ground school instructional videos can be found within this web portal. Students are highly encouraged to become familiar with the information available on the Student Portal.

## **TIMETREE MEMO FUNCTION:**

Students are required to access the memos at the bottom of the calendar screen and familiarize themselves with any memo updates shown. These memo updates are released periodically to make students and instructors aware of changes to our operations. Flight restrictions, maintenance notes, closures of the school, local events and many other topics are discussed here and you should be familiar with these memos and checking them prior to each scheduled day of your flying.

## **HOLIDAY SCHEDULES:**

It is our desire to make the most of your flight school experience; however, we also realize the value of time spent with our families during various holidays. There will only be specially arranged lessons on the following holidays, otherwise, no training events will be scheduled for the following dates.

New Year’s Eve - New Year’s Day - Easter Sunday Memorial Day - Independence Day - Thanksgiving Day (and the day immediately preceding and following Thanksgiving) - Christmas Holiday is considered to be December 23<sup>rd</sup> – 27<sup>th</sup>

\* Be aware that the TimeTree calendar by default will show various holidays as *events*, this is not an indication that training is unavailable for a given holiday just because it appears on the calendar. If you are unsure if a flight may be scheduled on a specific holiday consult with your instructor.

**Students are asked to refrain from using the TimeTree app between the hours of 9:00 pm and 7:00 am to prevent nuisance notifications from being sent to ALL other users during odd hours.**

## **CANCELLATIONS AND NO-SHOWS:**

Students may cancel flights at any time earlier than one hour before the scheduled time without penalty. However, if the flight is cancelled less than one hour before the original departure time a “cancellation fee” will be charged to the student. Extenuating circumstances will be reviewed on a case-by-case basis. (Weather cancellations are an obvious exception to this rule).

Students and instructors are expected to arrive at least 10 minutes prior to scheduled flights.

The current no-show fee is .5 hour aircraft time and .5 hour instructor time.

## **SCHEDULING BUMPS:**

Please be aware that if you are on the schedule for a flight, and another student has an opportunity to take a check ride (or conduct last minute prep for a check ride), your training session will likely be “bumped” so that the other student can complete his check ride and finish his training. This is a very rare occurrence; however, it is fair to expect other students to defer their training flights so that your examination flight or check ride can be completed.

## **SUSPENSION AND TERMINATION:**

A student may be suspended or terminated from training for any of the following reasons.

1. Violation of Federal Aviation Regulations.
2. Violation of school policy or procedures.
3. Making unauthorized flights.
4. Poor or abusive attitude towards others.
5. Violation of any drug or alcohol laws.
6. Three or more no shows.
7. Use of tobacco products in the aircraft.
8. Displaying a trend for poor or unsafe judgment during flight.
9. Unauthorized use of aircraft.
10. Mistreatment of school property or the property of other students or staff.

Please be aware that the aircraft we use for training are sometimes third party owned and may be leased or rented aircraft and may not belong to SkySchool of East Texas, it is expected that we will treat the aircraft as if it were our own.

Reinstatement to flight training will be considered on a case-by-case basis. If a student is terminated, the student’s full available account balance, if any, is refundable so long as the balance is up to date on any expenses or deductions. All training is transferable to other schools and instructors, as such, should a student elect to drop out, or is suspended or terminated, money *already invested* in training is *not refundable*, however any remaining unused account balance is fully refundable if you decide flight training is simply not for you.

## **FLIGHT ACCOUNTS:**

At your option you may elect to open a flight account. Flight accounts are opened by purchasing 10 or more hours “block time” in advance. Each time you complete a lesson, the total cost of the lesson will be deducted from your flight account until the balance has reached \$200. SkySchool of East Texas will keep an electronic record of all account transactions and will provide invoicing to you periodically. Flight accounts will be accessible on the google sheets app and viewable to instructors, staff, and the student to whom the account belongs. The account cannot be edited except by instructors or staff. Please make your instructor aware if you are unable to view or access your account information.

## **UNUSED FLIGHT ACCOUNT FUNDS:**

Upon completion of training, you may leave a positive balance on account for future use, or we will return the unused funds to you. Purchasing block time results in the rate for aircraft rental being reduced, paying for 10 hours flight instruction in advance results in a reduction in flight instructor fees. Refer to the rental agreement in effect for rate structure and refund policy.

## **PAYMENT OPTIONS:**

Payments may be made in cash, check, debit or credit card, money order, paypal®, or cashapp®. Please make all check payments payable to “Hangar 22 Aviation, LLC” as SkySchool of East Texas is organized under this parent Limited Liability Corporation.

## **TRAINING COURSE STRUCTURE:**

Upon successful completion of ground School, students will be repeatedly tested by a computerized practice FAA written examination. The student is required to complete 3 practice FAA tests to a score of 80% or better before the student will be assigned a date upon which they will receive the official FAA written examination.

Flight training is conducted in three phases.

Phase I: Basic Flight Training – during this phase you will learn all of the pre-solo flight operations required to lead you toward solo flight.

Phase II: Local Solo Flight – during this phase you will build the required solo flight experience to qualify for the private certificate.

Phase III: Advanced Flight Training – during this time you will learn cross country navigation and other advanced procedures leading up to your check ride.

## **FLIGHT SCHOOL SECURITY RULES**

Due to Federal Regulations, student pilots are required to be photographed and must provide a copy of their birth certificate or US passport upon enrollment. Your photo and photocopies of your identifying document will be kept on file for a period of five years. Records of your attendance may be reviewed at any time by the Federal Bureau of Investigation, The Transportation Security Administration, The Department of Homeland Security, The Central Intelligence Agency, The National Security Agency or any other Local, State or Federal Law Enforcement Agency. Due to the nature of post 9/11 rules and regulations, you must be a US Citizen, and provide proof of citizenship in order to train with SkySchool of East Texas. Your instructor will be required to make a logbook entry in your pilot logbook stating that your citizenship has been confirmed.

### **WEATHER MINIMUMS:**

The following current and forecast weather minimums have been established by the flight school. These are the minimums you will adhere to when operating the aircraft UNLESS you and your instructor have reviewed the given weather information and find the current and forecast weather conditions to be reasonably within your skillset. Individual instructor applied limitations supersede those listed below.

Local Dual Flight:

FAA Minimums Apply

Local Solo Flight:

2,500 ft ceiling or higher, 6 miles reported visibility or greater, Wind less than 10 knots

Dual Cross Country:

FAA minimums Apply

Solo Cross Country:

5,000 ft ceiling or better, 6 miles reported visibility or greater, Wind less than 10 knots

No AIRMETS or SIGMET current or forecast in the area of operation

Night Solo Flights are prohibited\*

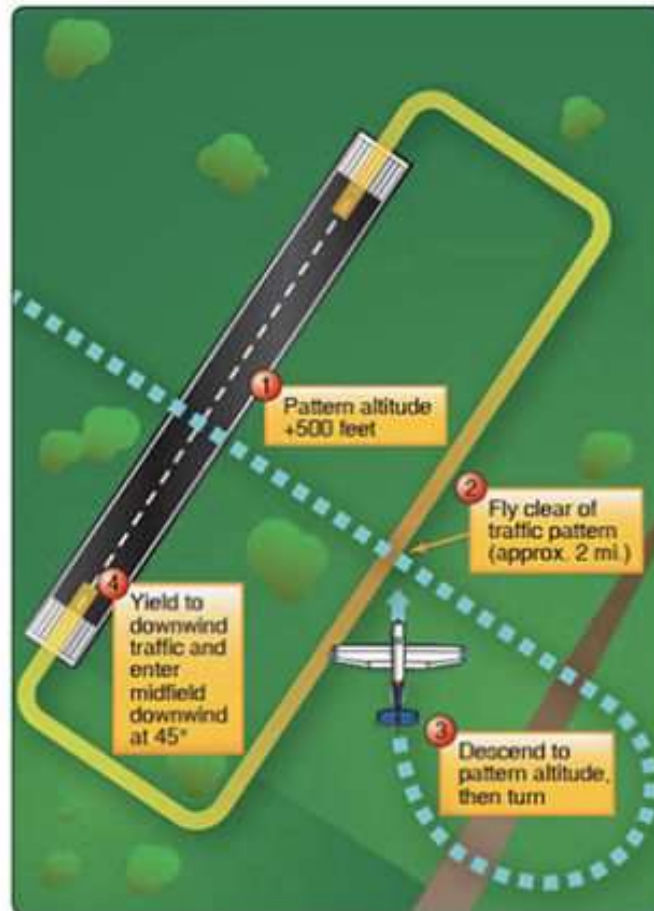
Students are required to receive a weather briefing from the local flight service station prior to each solo flight. The flight service station can be reached at 1-800-WX BRIEF (992-7433).





## TRAFFIC PATTERN ENTRY/EXIT:

Pilots are required to enter and exit the pattern in accordance with the Aeronautical Information Manual as follows; ENTRY 45° entry to the downwind, (or) in the event that the field must be traversed to place the aircraft on the appropriate downwind side, pilots shall cross over mid field at not less than 500' above the published traffic pattern altitude for the airport in use, thence travel beyond the airfield not less than 2 nautical miles before reversing course so as to enter downwind at a 45° angle at traffic pattern altitude (see illustration below).

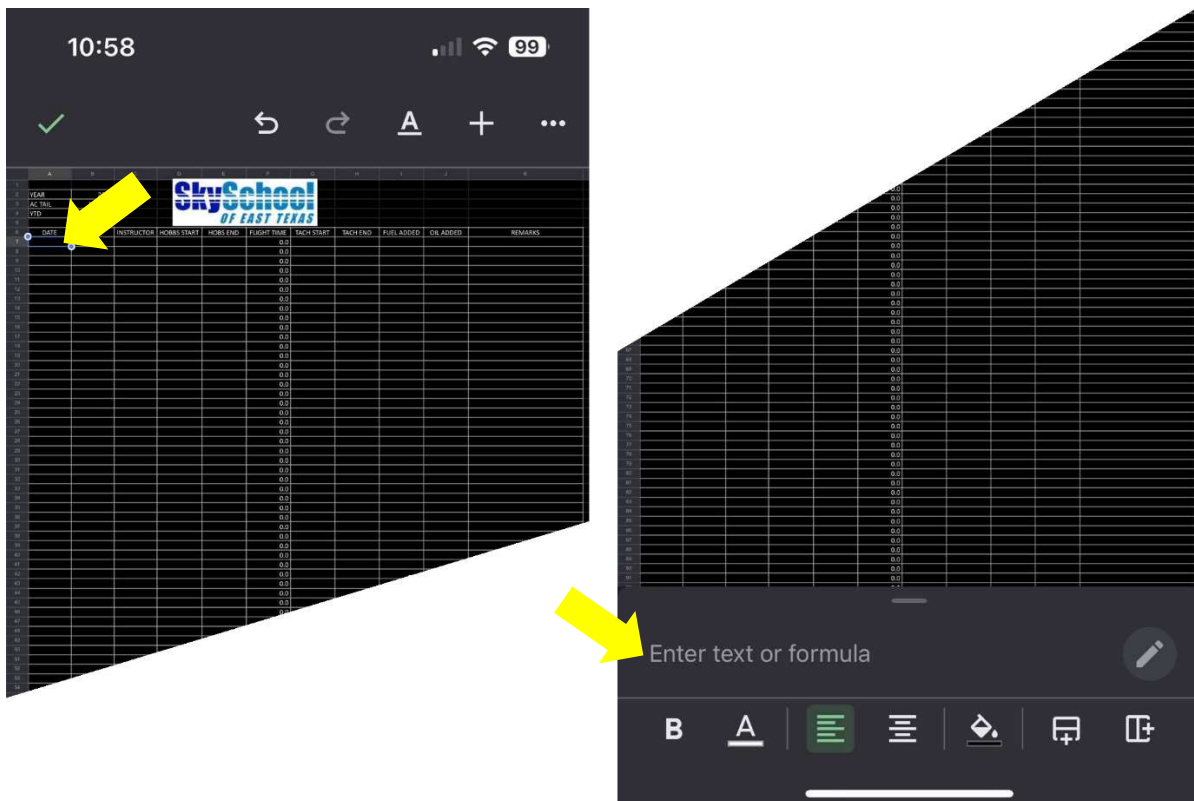


Pilots shall EXIT the pattern either straight out, on the upwind, crosswind or downwind leg, OR at a 45° angle to the downwind leg. The traffic pattern to be flown shall be the traffic pattern listed in the Chart Supplement for the airport in use. In the absence of a published traffic pattern altitude, pilots should use an altitude of 1,000 ft above field elevation. Pilots are further required to use their communications radios to notify other potential aircraft in the area of position and intentions as well as resolve any possible traffic conflict at uncontrolled fields.

**\*Never cross the airport at any altitude less than 500 foot above traffic pattern altitude.**

## DISPATCHING:

Aircraft dispatching will be completed digitally using “google sheets app” on your smart phone or tablet device. You will need to download “Google sheets” from your app store, and notify your instructor when this has been completed. An invitation will be sent to join the sheets document as an editor. When you take possession of the aircraft, open Google Sheets and locate the “AVIATE” tab, ensure that no maintenance items are nearing or overdue. Locate the appropriate digital dispatch form for the aircraft to be used. Enter the requested information for your flight manually into each block. The form will automatically calculate your flight time and will provide us with a permanent digital record that more easily tracks the fuel and oil use, flight time records, and student / instructor pairings over each month and year period. Enter the date, your name, and the instructor’s name. Record the Hobbs meter starting hours, then upon completion of the flight record the ending hours, as always, if the Hobbs decimal number ends between values, always round to next highest number. Total flight time will be automatically calculated. Record the tach time start and end as well as any fuel or oil added. The remarks session can be left blank unless any pertinent remarks must be entered, generally this would include maintenance squawks, or explanation of any form discrepancies. As with other smart phone or tablets the form is zoomable in the traditional manner. Simply tap the space you wish to edit (bottom left image) and enter the desired text or numbers (bottom right image), at lower right of the form a green check mark will allow you to save the data. When you have finished, tap the green check mark on the top left-hand corner, this will synchronize your changes to the form with all other users. Always check the maintenance tab before each flight to ensure maintenance compliance.



## **EMERGENCY PROCEDURES**

Should an emergency occur, follow check list and POH procedures. Once on the ground, dial 911 for assistance if needed. Please notify your instructor at the earliest possible convenience by phone. Under no circumstances should a pilot attempt a departure after an emergency landing has been made. Should a flight require cancellation or delay mid-flight during a cross country due to maintenance or weather, contact your instructor at the earliest possible convenience.

## **STARTING PROCEDURES:**

Before every flight the student must always complete a thorough preflight inspection of the aircraft. Always make use of the check list provided to you. If you experience difficulty starting the aircraft, discontinue the start attempts, execute the shut down and parking checklists and seek assistance.

Always make sure the aircraft is positioned in such a way so as to not blast other aircraft or open hangars when starting the engine. You may reposition the aircraft by hand when needed. Never start an aircraft engine inside of any hangar. Hand propping is prohibited unless assisted by a CFI and the CFI is conducting the hand prop operation.

## **SECURING AICRAFT:**

The aircraft will be secured after each flight by storing it within its assigned aircraft hangar. Should the aircraft be stored on a ramp, chocks, pitot covers, and tie downs where available. Always Park the aircraft with the nose facing into the wind as much as is possible if it must be stored outdoors. Control wheel locks must be installed any time the aircraft is parked outdoors should the aircraft have a control lock. If the aircraft is to be left unattended for a period exceeding one hour the aircraft doors must also remain locked. Always ensure that they keys are returned to the supervising instructor.

## **FUELING:**

Prior to flight, fuel level will be visually verified as part of your preflight, all flights must depart with a sufficient amount of fuel aboard to reach the intended destination with not less than 45 minutes reserve (day) or 1 hour reserve (night) or as discussed with the instructor supervising the flight. The flight school shall bear responsibility for the cost of refueling. Should refueling at your own expense be required at a destination airport during a solo cross country, your flight will be discounted the cost of fuel at a rate consistent with the current cost of fuel at the Athens Municipal Airport, or \$5.25 per gallon, whichever is lower.

No aircraft shall be dispatched with less than (1) fuel to the tabs on both tanks for a local dual flight except at the discretion of the instructor in command of the flight (2) Fuel to the tabs on both tanks for a local solo flight (3) fuel to the tabs on both tanks for a checking event (4) FULL fuel for any solo cross country.

## **MAINTENANCE:**

If at any time during the preflight inspection, taxi, or the flight itself you should encounter a condition which in your opinion may affect the airworthiness of the aircraft, discontinue the flight, and report the condition to your supervising instructor. We will make the leasing agencies, or owners of the aircraft aware of the discrepancy and these individuals bear responsibility for correcting the issue so long as the damage was not caused by the student's acts, omissions, or failure to act. Do not seek out maintenance services yourself unless directed to do so by your instructor, or the owning agency or owning individual, or as in accordance with the aircraft rental agreement.

## **PASSENGER & CARGO CARRIAGE:**

Passenger and cargo carriage by students are prohibited during all dual and solo training flights. Keep in mind that once training is complete and the student holds at least a private pilot license, passenger carrying flights can be scheduled whenever training is not being conducted.

## **FOOD, BEVERAGE AND TOBACO USE:**

You may consume food and drink inside the aircraft as long as the food and drink are stored in a sealable container such as a zip top bag or, in the case of liquids, *a bottle with a screw on lid*. Tobacco products may not be used in the aircraft. No smoking tobacco may be used in any hangar or within 50 feet of any aircraft or fuel pump. Electronic cigarettes may be used at the PIC discretion provided the pilot may safely overboard the device in the event of malfunction.

## **INSTRUCTOR / STUDENT HYGEINE & APPEARANCE:**

If you or your instructor have side employment or participate in activities such as cultivating hay, working with livestock, animal husbandry, working with lawn care or equipment maintenance or other such activities which facilitate the transference of odors, fumes, or potentially noxious vapors or smells, it is politely requested that those be cleaned from you and your clothing prior to any flight school activity.

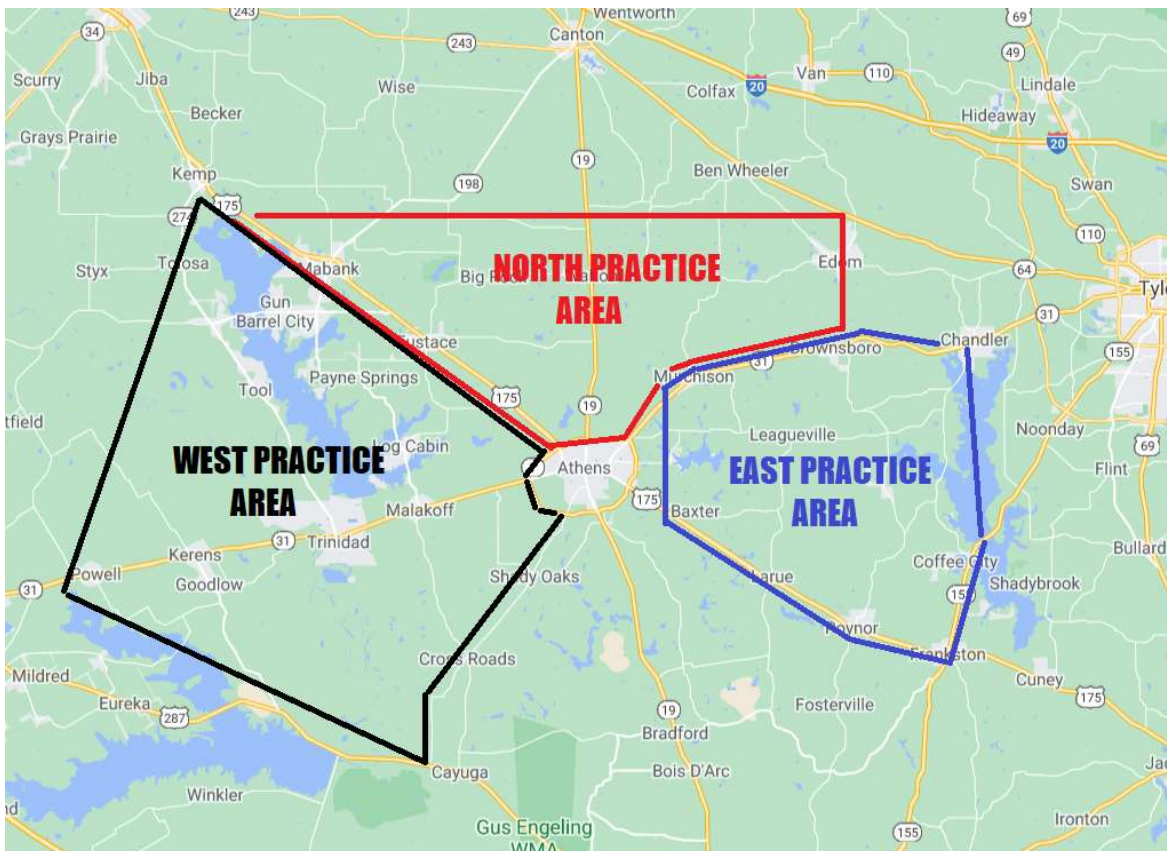
SkySchool is a private business, we ask that students, Instructors & staff avoid wearing pins, patches, hats, tee-shirts, bands, bracelets, or other clothing or accessories which make a political, or social statement while occupying the flight school premises, parking lots, easements, ramps, taxiway access areas etc. or while using flight school equipment. The flight school premises is simply not an appropriate venue for the open debate of individual political, or ideological standpoints or beliefs, SkySchool of East Texas is in the business of teaching others how to fly airplanes safely, and we hope this policy will avoid distracting us from that purpose.

## **AUDIO OR VIDEO RECORDING OF TRAINING ACTIVITIES:**

Audio / video recordings taken in flight have often been used retroactively by the FAA in court cases to support their decision to revoke or suspend pilot certificates, student certificates, or air carrier certificates – regardless of whether or not the person recording video or audio of flight training activities broke a regulation *knowingly* or *unknowingly*. It is our guidance that students and instructors *may* conduct video and audio recordings of their flights if (1) the CFI administering the flight instruction consents to the audio or video recording (2) such video and audio recordings are done expressly for the student or instructor’s private review and (3) such video or audio recordings are not posted publicly, in public forum, or on social media outlets such as TikTok, YouTube, Facebook, Instagram or other similar outlets without the express consent of the Chief Flight Instructor or Assistant Chief Flight Instructor. Because of the nature of our ground school presentations – some of the material bears copyright or other legal protections. Students may not conduct audio or video recordings of ground school sessions or activities. SkySchool of East Texas has certain authorized individuals who are charged with maintaining our social media presence, it will be up to these individuals to record flight or ground school activity, when requested of them, and posted in the approved formats, contexts, and media outlets.

## **DESIGNATED PRACTICE AND TRAINING AREAS:**

With the local traffic situation in mind, the following training and practice areas have been established, no two aircraft shall occupy the same training and practice area. Each aircraft shall monitor 123.0 on the number one communication radio at all times during operation within the designated training and practice areas. The designated practice areas are as shown:



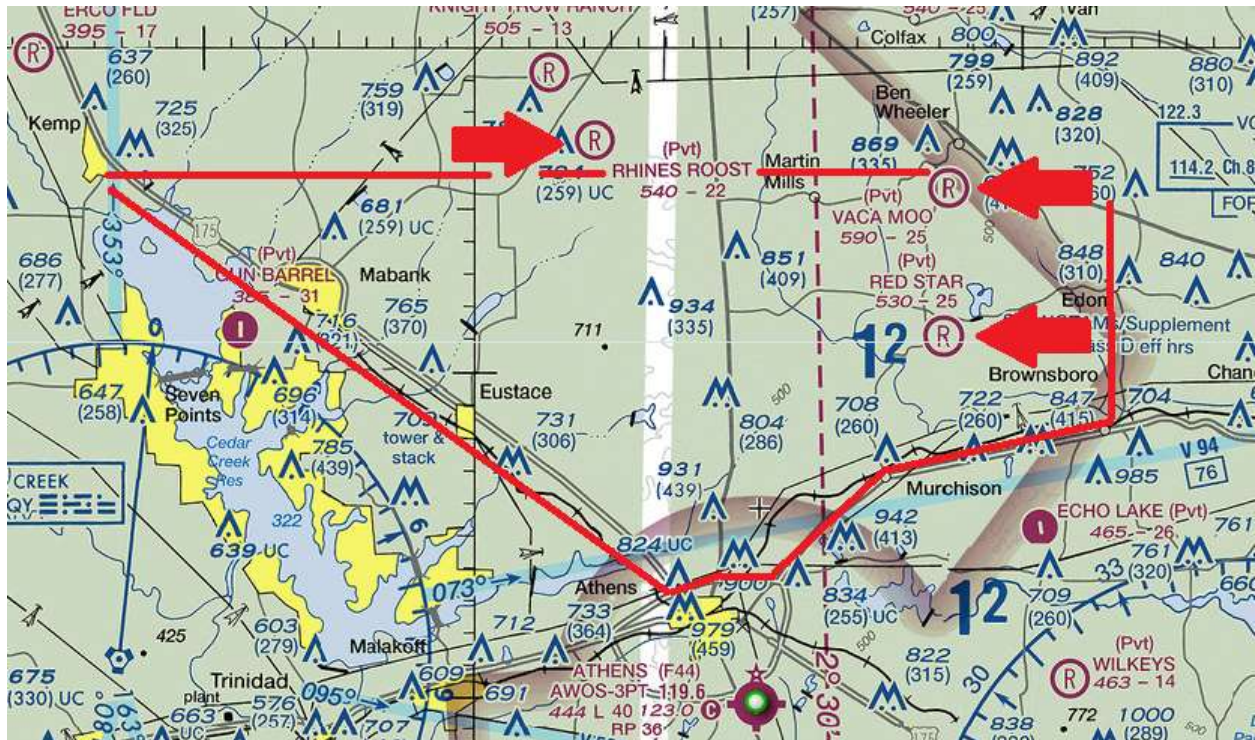
## NORTH PRACTICE AREA DESCRIPTION AND HAZARDS:

The North Practice Area is bound on the South by loop 7 and highway 31 to the city of Brownsboro. It is bound on the East by a straight North-South line running from Brownsboro to Highway 64. It is bound on the North by a straight line roughly running from Highway 64 to the North tip of Lake Cedar Creek (approximately 32°26' North Latitude) and it is bound on the West by highway 175 running along Highway 175 from the North tip of Lake Cedar Creek Southeasterly to its intersection with Loop 7 in Athens as depicted in the image above. The vertical limits of this practice area shall be not less than 1,500 feet MSL, and not higher than 6,500 feet MSL.

### Known hazards in the North Practice Area include but are not limited to the following:

Airline arrivals and departures will be operating between Dallas Ft. Worth International Airport and the Tyler Pounds Regional Airport. These flights typically egress and ingress north of the northern boundary of the practice area at altitudes not less than approximately 3,000 MSL or as needed by ATC flow operations. Pilots should be aware of this traffic.

Three Private airports exist within or in close proximity to the confines of the North Practice Area, these are **Rhines Roost**, **Vaca Moo** and **Red Star**. Pilots are encouraged to maintain an altitude at or above 2,500 feet whenever conducting flight operations within approximately 3 nautical miles of these areas. See chart outlined below.



## EAST PRACTICE AREA DESCRIPTION AND HAZARDS:

The East Practice Area is bound on the South by highway 175 running southeasterly from the town of Baxter to the city of Frankston. It is bound on the east by highway 155 running from Frankston to the highway 155 bridge spanning lake Palestine, thence northward at the approximate center of lake Palestine to the city of Chandler. It is bound on the north by highway 31 running Westbound from the city of Chandler to the city of Murchison. It is bound on the west by a roughly straight line from Murchison, through the west tip of Lake Athens thence southward to Baxter (see diagram) The vertical limits of this practice area shall be not less than 1,500 feet MSL, and not higher than 6,500 feet MSL.

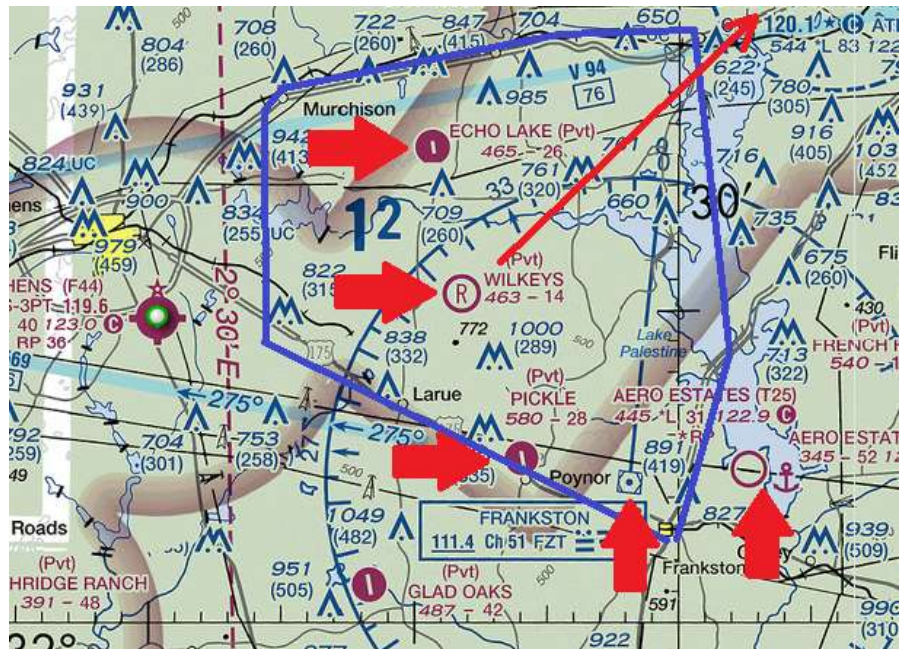
Known hazards in the East Practice Area include but are not limited to the following:

The ILS Localizer approach used by airline, corporate and IFR traffic approaching Tyler Pounds Regional when local winds favor runway 4, or by practice IFR traffic at Tyler Pounds Regional regardless of wind direction, penetrates into the East Practice Area. Pilots are encouraged to avoid overflight of the localizer area at altitudes less than 2,500 feet MSL.

A high volume of low-level helicopter traffic traveling to and from the hospital located approximately 1 nautical mile west of Athens Municipal in a roughly straight line to Tyler Pounds regional should be expected. These flights are generally conducted at approximately 500 to 1000 feet above ground.

Four private airports exist within or in close proximity to the confines of the East Practice Area, these are **Echo Lake, Wilkeys, Pickle and Aero Estates**. Pilots are encouraged to maintain an altitude at or above 2,500 feet whenever conducting flight operations within approximately 3 nautical miles of these areas. See chart outlined right.

The Frankston VOR is utilized as an approach fix for instrument approaches to Tyler Pounds Regional and Cherokee County Airport (Jacksonville, Texas) Pilots should be aware of IFR traffic in proximity to this VOR at all altitudes (see above image). A high volume of student training originating from Tyler Pounds Regional Airport can be expected directly over, and East of Lake Palestine at various altitudes.



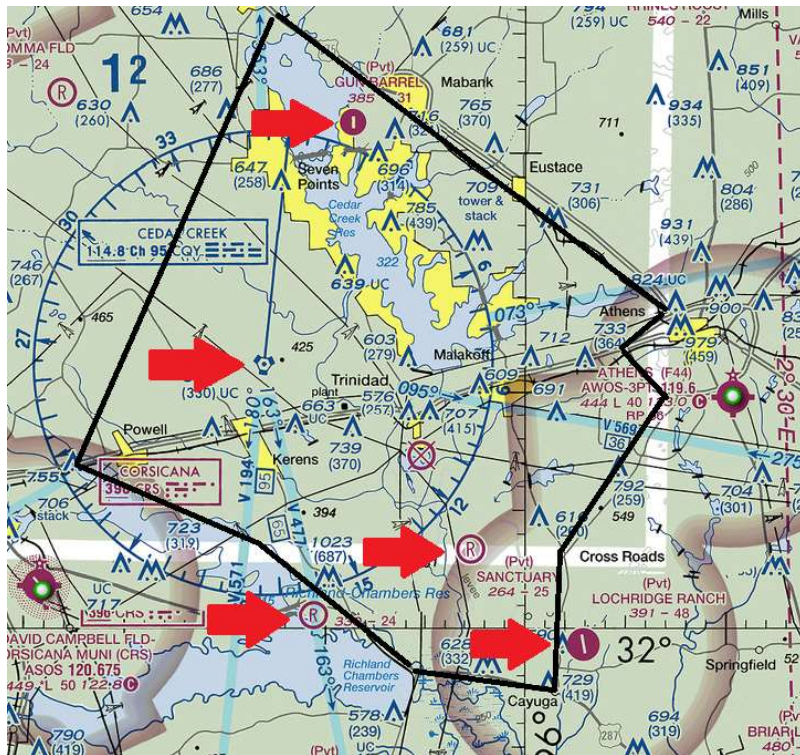


## WEST PRACTICE AREA DESCRIPTION AND HAZARDS:

The West Practice Area is bound on the East by Highway 59 running Northeasterly from the town of Cayuga to Loop 7 at Athens. It is bound on the North by Highway 175 running Northwesterly to the Northern tip of Cedar Creek Lake. It is bound on the west by a line running from the Norther tip of Cedar Creek Lake southerly to the Northern most tip of Lake Richland Chambers. It is bound on the South by the North shore of Lake Richland Chambers running Easterly to the town of Cayuga. The vertical limits of this practice area shall be not less than 1,500 feet MSL, and not higher than 6,500 feet MSL.

Known hazards in the West Practice Area include but are not limited to the following:

The Cedar Creek VOR is a major arrival point for DFW, a high volume of arrival traffic crossing this VOR can be expected, though typically not lower than 5,000 feet MSL.



Four private airports exist within or in close proximity to the confines of the West Practice Area, these are **Gun Barrel, Dow Ranch, Sanctuary and Lochridge Ranch**. Pilots are encouraged to maintain an altitude at or above 2,500 feet whenever conducting flight operations within approximately 3 nautical miles of these areas.

The Thunder over Cedar Creek Airshow occurs during the weekend nearest July 4<sup>th</sup> annually, and will coincide with a Temporary Flight Restriction, Check NOTAMS prior to

operations in this area during the closure of June and the opening of July. Numerous high speed, low altitude military and unusual aircraft will be operating in a roughly straight line between Tyler Pounds Regional Airport and the central area of Cedar Creek Lake. A memo will be circulated through the TimeTree app which will provide details regarding the status of the Airshow event as well as the airspace in the area.





*"I fly because it releases my mind from the tyranny of petty things."*

*~Antoine de Saint-Exupery*