



Operations Information File (OIF) 2021-2

TCO Cross-Country Overnight Training Flights

Issue Date: May 25, 2021

Issued by: Randy Warm

Effective Immediately

1. All dual and solo flights for TCO training now have the option to perform cross-country overnight flights.

2. All dual and solo TCO flights that are paired with an overnight stay require the following steps:
 - a. The hours apply to TCO requirement.
 - b. The cross-country overnight request is submitted 48 hours in advance of the requested dates for approval.
 - c. A detailed flight plan and itinerary for the trip are briefed in person to the Director of Operations for approval (The Chief Pilot and the Head of Academics can receive the brief if the Director of Operations is not available). The brief will include:
 - 1) Weather minimums as outlined in the ASOM are in effect.
 - 2) Maximum flight time during one day is eight (8) hours. Plan accordingly.
 - 3) Helicopter turbine engine aircraft are limited to a range of four (4) hours.
 - 4) Hangar or tie-down plan.
 - 5) Landing fees.
 - 6) Fuel plan.
 - 7) Maintenance issues plan.
 - 8) Transportation plan.
 - 9) Plan for rest and duty day with adherence to all limitations in the ASOM.
 - 10) Securing the aircraft after hours (UD scheduled hours).

- d. The most current enroute, destination and weather forecast for the entire trip are uploaded into UDFLIGHT before the departure. A printout of the weather and weather forecast are also acceptable and included with the flight plan and risk analysis.
- e. All expenses for the flight are the responsibility of the pilot(s).

3. All Aviation Safety and Operations Manual (ASOM) policies are in effect.

4. This OIF will remain in effect until further notice.

Randy Warm
Director of Safety and Operations

I certify that I have read, understood and I will comply with the above terms:

Signature

Date

University of Dubuque

Flight Operations

Aircraft Overnight Rental Request & Authorization Form

- Request is to be submitted a minimum of 48 hours prior to the departure time.
- All students who take an aircraft overnight are required use a minimum of 2 flight hours per day that the aircraft is away from the home base.
- There must be sufficient funds in your flight account for this flight. This includes the minimum recommended balance of \$1,000.00 plus the estimated cost of the flight.

Date of Request: _____

Dates of Requested Overnight Flight: _____

Aircraft Requested: _____

Manifest Information

PIC Information

Passenger #1

Passenger #2

Name: _____

Name: _____

Name: _____

Address: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Phone: _____

Passengers must be aviation students enrolled at the University of Dubuque.

Authorization

Currency Confirmed By: _____

Date: _____

Flight Lesson: _____ Syllabus: _____

Student's Flight Instructor: _____

Date: _____

Chief Flight Instructor: _____

Date: _____

Operations Approval: _____

Date: _____

A copy of your flight plan must be attached.
Information Form on back side.

Flight Information

	Date	Departure City and Airport ID	ETD	Destination City and Airport ID	ETA	Name, Address & Contact Number of Overnight Stay
Sample:	01/18	Dubuque, IA KDBQ	1430	Lincoln, NE KLNK	1705	Holiday Inn, 1234 Dodge St. Lincoln, NE: 402-295-2631
Leg 1:						
Leg 2:						
Leg 3:						
Leg 4:						
Leg 5:						
Leg 6:						
Leg 7:						
Leg 8:						
Leg 9:						
Leg 10:						

Estimated total flight time: _____

- Emergency contact information:

Name: _____

Relationship: _____

Address: _____

Phone: _____

- Students are responsible for hangaring the aircraft during adverse weather and for all extra fees that may be assessed including hangar fees, tie-down fees, ramp fees, landing fees, call-out fees, etc.

Name and contact information of person who will assist you hangaring the aircraft when you return to Dubuque.

Name: _____

Phone: _____

- **Winter Operations:** If the aircraft is not hangered in a heated hangar the Tanis heater must be plugged in overnight. Be prepared to have frost issues in the morning as well if it is not hangered. Any de-icing expenses will be the pilot's responsibility as well as hangar and/or tie-down fees.