

FlyFostoria

Standard Operating Procedures (SOP)

Operating Entity IMD Ventures LLC	Airport KFZI - Fostoria Metropolitan Airport
Use Official Document	Effective Date / Revision 3-23-2026 / Revision-1

1. Mission Statement

FlyFostoria is committed to providing safe, accessible, and high-quality flight training while supporting the growth of aviation within the Fostoria community. Safety, professionalism, consistency, and respect for the airport environment are the foundation of all operations.

2. Purpose

This Standard Operating Procedure establishes clear operating expectations for pilots, student pilots, instructors, and approved users of FlyFostoria aircraft and facilities. It is intended to reduce ambiguity, standardize behavior, support safety, protect airport property, and create an enforceable baseline for operations.

3. Applicability

This SOP applies to all pilots, student pilots, Certified Flight Instructors, and any other individuals operating FlyFostoria aircraft or granted access to FlyFostoria-controlled areas. Compliance with the current version of this SOP is required before conducting operations.

4. Definitions

4.1 Pilot in Command (PIC)

The Pilot in Command is the individual with final authority and responsibility for the operation and safety of the flight.

4.2 Student Pilot

A student pilot is an individual receiving flight training who does not yet hold a private pilot certificate.

4.3 Dual Instruction

Dual instruction refers to any flight conducted with a Certified Flight Instructor onboard and actively providing instruction.

4.4 Solo Student Flight

A solo flight is a flight conducted by a student pilot with the required instructor endorsement and without an instructor onboard.

4.5 Certified Pilot

A certified pilot is any pilot who holds an FAA pilot certificate beyond the student pilot level.

5. Pilot Records, Minimum Eligibility, and Required Documents

5.1 Eligibility

All pilots must meet FAA requirements applicable to their certificate and operation.

5.2 Documents Required on File

- Government-issued photo identification.
- Pilot certificate, when applicable.
- Medical certificate, when required by regulation or operation.
- Emergency contact information.
- Any additional checkout, insurance, or qualification documentation required by FlyFostoria.

5.3 Aircraft Documents

Pilots must ensure required aircraft documents are onboard prior to flight in accordance with applicable FAA requirements.

5.4 Record Accuracy

Pilots are responsible for ensuring information provided to FlyFostoria remains accurate and current. Any material change to contact information, qualification status, or required documentation should be reported promptly.

6. Pilot Currency, Checkout, and Minimum Experience

6.1 Currency

To operate a FlyFostoria aircraft as Pilot in Command, a pilot must have completed at least three takeoffs and landings within the preceding sixty days unless a more restrictive standard is imposed by an instructor or management.

6.2 Aircraft Checkout

All pilots must complete an aircraft checkout with FlyFostoria and receive approval before operating the aircraft without an instructor. Checkout expectations may vary based on experience, recency, aircraft type, and management discretion.

6.3 Minimum Experience for Rental Without Instructor

A minimum of seventy-five hours of total flight time is required to rent the aircraft without instructor supervision unless an exception is specifically approved by FlyFostoria management.

6.4 Additional Training

FlyFostoria reserves the right to require additional dual instruction, proficiency work, or a repeat checkout before authorizing further operations.

7. Pre-Flight Scheduling, Check-In, and Dispatch

7.1 Scheduling Software

Pilots are expected to use FlyFostoria scheduling software for reservations, scheduling awareness, and check-in.

7.2 Hobbs Tracking

At check-in and completion of flight activity, the pilot is expected to properly record Hobbs in and Hobbs out times in the scheduling system or other designated tracking method.

7.3 Reservation Integrity

Reservations should reflect realistic use times. Aircraft are expected to be returned on schedule unless otherwise coordinated with FlyFostoria staff.

8. Aircraft Access, Key Control, and Condition Documentation

8.1 Keys and Lockbox

Aircraft keys will be stored in a lockbox located in the aircraft. Authorized pilots will be provided access to the code needed to retrieve the engine start keys.

8.2 Return of Keys

Keys are to be returned to the lockbox after flight and secured appropriately.

8.3 Pre- and Post-Flight Photos

Pilots are required to take photographs of the aircraft before and after each flight. These photos should document the general aircraft condition and any visible abnormalities, damage, or concerns.

9. Weather Briefing and Flight Readiness

9.1 Briefing Requirement

Pilots are required to ensure they are current on weather briefings and any other policies or conditions relevant to the planned flight.

9.2 VFR-Only Aircraft

The aircraft is VFR only. Operations must be planned and conducted accordingly.

9.3 Policy Compliance

Before flight, the pilot is expected to ensure compliance with all applicable FlyFostoria procedures, airport rules, airport signage, and operating restrictions.

10. Weather Minimums

10.1 Student Pilot Solo Minimums

- Visibility: 5 statute miles minimum.
- Ceiling: 3,000 feet AGL minimum.
- Wind: 10 knots maximum.
- Crosswind: 5 knots maximum.

10.2 Certified Pilot Minimums

- Visibility: 3 statute miles minimum.
- Ceiling: 2,000 feet AGL minimum.
- Wind: 15 knots maximum.

10.3 Instructor Override

Weather minimums are in effect unless overridden by a FlyFostoria Certified Flight Instructor based on current conditions, pilot proficiency, and operational judgment.

11. Flight Decision Authority

11.1 PIC Authority

The final go/no-go decision rests with the Pilot in Command.

11.2 FlyFostoria Authority

FlyFostoria reserves the right to cancel, restrict, delay, or deny any flight due to safety concerns, pilot qualification concerns, weather, aircraft condition, airport issues, or other operational reasons.

12. Student Pilot Requirements

12.1 Solo Endorsement

Student pilots must have proper FAA instructor endorsement before solo flight.

12.2 Solo Area Limitation

Solo student operations should remain within the designated training area or other approved operating area unless otherwise authorized by the instructor or FlyFostoria staff.

13. Certified Pilot Requirements

13.1 Tailwheel Qualification

A tailwheel endorsement is required only when operating tailwheel aircraft.

13.2 Aircraft-Specific Dual

Certified pilots must have a minimum of five hours of dual instruction received in the aircraft before operating it without an instructor unless a different standard is specifically applied by FlyFostoria.

13.3 Final Approval

Certified pilots must complete the FlyFostoria checkout process and receive instructor approval before solo rental or unsupervised operation.

14. Ramp Access Policy

14.1 Access Timing

Ramp access is granted only during scheduled times when a pilot is scheduled to fly with an instructor or is approved to solo operate the aircraft.

14.2 Hangar Access Restriction

Student pilots and rental pilots are not granted routine hangar access at this time unless specifically authorized.

14.3 Aircraft Positioning

At this time, the aircraft will be pulled out and positioned for use rather than allowing general pilot access to the hangar.

15. General Ramp Safety

15.1 Ramp Conduct

- Maintain situational awareness around moving aircraft, vehicles, propellers, and ground equipment.
- Do not run on the ramp.
- Avoid distractions such as phone use or headphones when working around aircraft operations.
- Comply with airport signage, local procedures, and all FlyFostoria safety expectations.

16. Fueling Procedures

16.1 Chocking and Grounding

- The aircraft must be chocked when fueling.

- The aircraft must be properly grounded or bonded when fueling.

16.2 Engine and Occupancy

- The engine must be off during fueling.
- When there is no one in the aircraft, the engine must be off.
- A pilot must never leave a running aircraft unattended.

16.3 General Fueling Conduct

Fueling is to be conducted carefully, professionally, and in accordance with safe fueling practices.

17. Fuel Spill Procedures

17.1 Immediate Action

In the event of a fuel spill, fueling is to stop immediately.

17.2 Notification

The proper airport authority or responsible airport personnel are to be notified, and the issue must also be immediately brought to the attention of FlyFostoria staff.

18. Oil Servicing Procedures

18.1 Oil Storage

Oil is kept in the back of the aircraft at all times.

18.2 Verification Requirement

If oil needs to be added, the pilot must review the aircraft flight manual or other approved aircraft documentation to ensure the proper oil is being used.

18.3 Questions

If there are any questions relating to oil type, servicing, or procedure, FlyFostoria staff must be contacted before proceeding.

19. Aircraft Discrepancies, Maintenance Reporting, and No-Go Policy

19.1 Immediate Reporting

Any issue, abnormality, damage, or concern relating to the aircraft must be immediately brought to FlyFostoria staff.

19.2 No-Go Policy

An aircraft that is suspected to be unairworthy, damaged, or otherwise unsafe must not be flown until cleared by authorized personnel.

19.3 Scope

This requirement applies to mechanical issues, handling concerns, warning indications, damage, abnormal engine behavior, hard landings, and any other questionable aircraft condition.

20. Incident and Accident Reporting

20.1 Reporting Standard

- All incidents and accidents must be reported immediately to FlyFostoria management or staff.

- Reportable events include, but are not limited to, hard landings, prop strikes, aircraft damage, abnormal operations, or any event that could affect safety, maintenance status, or aircraft value.

21. Engine Safety

21.1 Engine-Off Requirement

- The engine must be off whenever the aircraft is unattended.
- The engine must be off during fueling.
- The engine must be off whenever no pilot is at the controls or in the aircraft.
- No pilot may leave a running aircraft unattended for any reason.

22. Aircraft Securing Procedures

22.1 End-of-Flight Security

When finished flying the aircraft for the day, the pilot is expected to secure the airplane and ensure it is safely tied down.

22.2 General Secure Condition

The aircraft should be left in a clean, orderly, and secure condition with doors closed and any normal shutdown items completed.

23. Aircraft Use, Extended Trips, and Operating Limits

23.1 Multi-Day and Out-of-State Use

Aircraft may be checked out for multi-day and out-of-state trips. Notification to FlyFostoria is required so staff know where the aircraft is and the expected duration of use.

23.2 Required Notification

- Destination.
- Expected duration of trip.
- Any material change to the planned return time or location.

24. Commercial Use Restriction

24.1 Prohibited Use

- A pilot may not rent the aircraft and use it for any commercial operations.
- FlyFostoria aircraft may not be used to carry persons or property for compensation or hire.
- FlyFostoria aircraft may not be used for unauthorized flight instruction, revenue-producing activity, or any operation requiring separate commercial authorization.

25. ADS-B Requirement and Flight Monitoring

25.1 ADS-B On at All Times

ADS-B is required to be on at all times during aircraft operation.

25.2 Installed Equipment

The aircraft is equipped with ADS-B In and ADS-B Out capability, along with Wi-Fi connectivity for compatible tablets and traffic awareness use.

25.3 Monitoring Awareness

FlyFostoria aircraft are equipped with tracking and monitoring capability, and flights may be monitored for safety and operational purposes.

26. Scheduling, Late Return, and No-Show Policy

26.1 Late Returns

Aircraft are expected to be returned at the scheduled time unless otherwise coordinated. Late fees may be charged at the discretion of FlyFostoria staff when aircraft are returned late.

26.2 No-Show Policy

Failure to show for a scheduled flight and/or instruction will result in a charge equal to 1.5 hours of reserved time.

27. Fuel Policy and Reimbursement

27.1 Variable Pricing

FlyFostoria fuel reimbursement and pricing may change based on current pricing. Pilots should check the FlyFostoria website for current pricing and reimbursement information.

27.2 Documentation

Any off-field fuel purchases should be documented with receipts and handled in accordance with current FlyFostoria policy.

28. Insurance Requirements

28.1 Solo Operations

All solo operations require pilot renter insurance.

28.2 Quotes and Broker Contact

Pilots may contact the FlyFostoria insurance broker to obtain a quote. Proof of insurance may be required before solo operation.

29. PIC Responsibility and Operational Authority

29.1 PIC Responsibility

The PIC is solely responsible for the safe operation of the aircraft, including pre-flight planning, weather evaluation, aircraft condition, and compliance with regulations and FlyFostoria policy.

29.2 Refusal, Restriction, or Suspension

FlyFostoria reserves the right to deny, suspend, or revoke aircraft rental or training privileges at any time for safety concerns, policy violations, operational reasons, or failure to meet required standards.

30. Passenger, Checklist, and Aircraft Document Requirements

30.1 Passenger Briefing

The PIC is responsible for ensuring all passengers are properly briefed prior to flight and that passenger operations comply with FAA regulations and FlyFostoria policies.

30.2 Checklist Use

All pilots are required to use an appropriate aircraft checklist for all phases of flight.

30.3 Required Documents Onboard

Pilots must verify required aircraft documents are onboard and available before flight.

31. Drugs and Alcohol Policy

31.1 Prohibited Operation

- No pilot may operate an aircraft under the influence of drugs or alcohol.
- All operations must comply with FAA regulations regarding alcohol and drug use.

32. Acknowledgment of Risk, Liability, and SOP Updates

32.1 Acknowledgment of Risk

All pilots and participants acknowledge that aviation involves inherent risks and agree to operate FlyFostoria aircraft in a safe and responsible manner at all times.

32.2 Hold Harmless / Indemnity

All pilots, passengers, and participants are expected to hold harmless, defend, and indemnify FlyFostoria, IMD Ventures LLC, the City of Fostoria, and Fostoria Metropolitan Airport from claims, damages, liabilities, or expenses arising from use of aircraft, facilities, equipment, or participation in activities to the fullest extent permitted by applicable law.

32.3 Separate Waivers

FlyFostoria may require execution of a separate liability waiver or acknowledgment form in addition to this SOP.

32.4 Right to Update SOP

FlyFostoria reserves the right to update or modify this SOP at any time. Pilots are responsible for reviewing and complying with the current version.

33. Emergency Procedures and Contact Direction

33.1 Emergencies

In case of emergency, contact 911.

33.2 Non-Emergencies

For non-emergency issues, contact FlyFostoria staff.

33.3 Safety Priority

Pilots should prioritize life safety, aircraft control, and scene safety before administrative follow-up.

34. Hangar Access and Security Procedures

34.1 General Access Policy

- Hangar access is not permitted for student pilots or rental pilots unless specifically authorized by FlyFostoria staff.
- Authorized access may be granted to Certified Flight Instructors (CFIs).
- Authorized access may be granted to approved individuals operating under staff direction.

34.2 Hangar Security Requirements

- The hangar is never to be left open or unlocked when unattended.

- Any time someone is not actively in the hangar, the door is to be closed, the space secured, and the hangar locked.

34.3 Door Operation

- Individuals unfamiliar with hangar door operation must seek help from FlyFostoria staff.
- Improper operation of the hangar door is strictly prohibited.

34.4 Restricted Areas and Conduct

- The hangar facility may contain aircraft or property belonging to other tenants.
- Pilots and students are only permitted within the designated FlyFostoria hangar bay.
- Pilots and students are prohibited from entering other hangar bays.
- Pilots and students are prohibited from taking photos or videos of other aircraft or tenant areas.

34.5 Responsibility

- Any individual granted hangar access is responsible for maintaining security of the facility.
- Any individual granted access is expected to respect all airport tenants and property.

Pilot Acknowledgment

I acknowledge that I have reviewed this FlyFostoria Standard Operating Procedure draft, understand the expectations described within it, and agree to comply with FlyFostoria policies and procedures as a condition of operating FlyFostoria aircraft or using FlyFostoria-controlled areas.

Printed Name: _____

Signature: _____

Date: _____