

TRUCKEE TAHOE AIRPORT DISTRICT STANDARD PROCEDURE INSTRUCTION

SPI NUMBER

222

Effective date: December 31, 2018

SUBJECT: KTRK Familiarization Program Guidelines and Payment Instruction

PURPOSE: The **KTRK Familiarization Program** is designed to inform itinerant, local and student pilots of Truckee's unique aeronautical ecosystem. The program goal is to enhance knowledge of Truckee's local airspace and the surrounding area to ensure proficiency with prescribed noise abatement procedures, airport specific safety practices, and local knowledge that may enhance safety and reduce community annoyance.

POLICY:

- KTRK will provide 1.5 hours of flight instruction with a Certified Flight Instructor authorized to conduct business at the Truckee Tahoe Airport per calendar year to provide knowledge of KTRK's airspace, specific safety practices, noise abatement Procedures and any related relevant airfield specific information germane to safety and reduction of community annoyance.
- Key concepts included within the instruction shall include:
 - A. Common visual reporting points.
 - B. Safety factors unique to Truckee.
 - C. Procedures for arrivals and departures during high density altitude conditions.
 - D. Peak period, high traffic volume risk management.
 - E. Noise abatement procedures

REQUIREMENTS:

- The pilot or Instructor must rent or provide an airworthy aircraft.
- Certified Flight Instructor must be authorized to conduct business at the Truckee Tahoe Airport and be in good standing.
- The recipient must be student or certificated pilot authorized to conduct operation in the subject aircraft.

REQUIREMENTS FOR REIMBURSEMENT REQUESTS:

Upon completion of the flight the CFI or recipient must provide

- **A maximum rate of \$100/hour for CFI services will be paid.**
- A picture of the pilot's logbook entry indicating the following: **KTRK-KTRK: familiarization flight** and notes illustrating a demonstration of Truckee check-out
- The pilot's flight track will be correlated to confirm it complies with NAP guidelines.

- CFI will submit an invoice to KTRK for an amount not to exceed \$150. Which will include the name of the CFI and recipient, the remittance address, the total time, the billing rate and the date and time of the flight.
- Pilots are responsible for the cost of the airplane whether it be a rental or personal.
- CFI or recipient has 30 days from the date of the flight to submit a reimbursement request to an authorized District representative which shall include the General Manager, The Director of Aviation or the Pilot and Passenger Outreach Coordinator.



Kevin Smith, General Manager