



Halifax Virtual Airlines

and

Volusia Virtual Airlines

Pilot Reference Manual

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Forewords

The goal of the Flight Line Café by means of providing the two virtual airlines members only flying clubs is to organize aviation enthusiasts in a structure that is designed to combine learning and fun with the feeling of accomplishment. Each virtual airline is design to create the excitement of being with a real life airline through its hiring, training and structure. One should not be discouraged or intimidated by the virtual airline and its requirements or process in becoming a member.

The Flight Line Café also offers simulator courses to learn the fundamentals of flying. These courses are to introduce and expand the understanding of all the elements of flying a plane. They are a great way to learn and interact with others who enjoy the aviation industry. Although no time can be applied towards any real life rating for any pilot license, the student can benefit in these course in many ways.

Any person considering to join one of the virtual airlines or take any of the courses should keep in mind that the main goal of either is to create fun thru learning, providing a feeling of accomplishment as a reward for doing so, in a group of others sharing the love of aviation.



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Benefits

Pilot Benefits: Being a pilot for either Virtual Airlines (VA) comes with plenty of rewards. Although most are discounts on the use of the simulators, other rewards are being able to be part of many events that are available to VA members only. Also pilots who work the hardest for their VA help their VA benefit while earning money for themselves.

- All Entry Level Pilots get 20% off the Trainer simulator rental while employed as a pilot.
- All VFR rated pilots get 25% off Single Engine or the Trainer simulator rental while employed as a pilot.
- All IFR rated pilots get 30% off Cessna 172, Single Engine or the Trainer simulator rental while employed as a pilot.
- All VFR Multi-engine rated pilots get 30% off VFR Twin, Cessna 172, Single Engine or the Trainer simulator rental while employed as a pilot.
- All IFR Multi-engine rated pilots get 35% off Twin with GPS, VFR Twin, Cessna 172, Single Engine or the Trainer simulator rental while employed as a pilot.
- Pilot who logs the most time per month gets the following month membership fees free. Back to back months not allowed.
- The Pilot who logs the highest total hours for each virtual airline wins a Simkit TRC372 kit (a \$4,250.00 value)!!!!
- All pilots get to participate in the monthly special events for free.
- Free membership tee shirt.

Administrator Benefits: For putting in extra time and devotion to their VA, all administrators will receive additional benefits. Some benefits will be based on what the title position is. They are:

- All staff members will receive 40% off all simulator rentals.
- The Marketing Director and Airline Manager of the VA that has the most flight hours for the year gets 5 free hours per month on any simulator for a full year.

Virtual Airlines Benefits: Each airline will also have opportunities to receive benefits for their contributions to being the better of the two virtual airlines.

- The airline that logs the highest percentage of flight hours over its minimum amount per week (based on total of hours divided by total of pilots) receives \$50 for that week towards the airlines bank.
- Airline that wins the monthly special events tournament gets \$200 towards the airline bank.
- 30% off all coffee drinks.



Pilot Requirements

There is a limited amount of pilot positions available in both VA's and an even smaller amount of type rating in those. So each VA is looking for the best pilots and that's where training is going to be a requirement.

The good news is it's all fun and a great learning tool on how it's done in real life. Also it's all about being easy to learn and rewarding to pursue.

There is a pecking order in which the airlines will pick pilots for their VA and like in real life, the pilots' ability to handle the plane, attitude and training all come into play. It's what the pilot brings to the table to offer the VA that will make the big difference of how and if the pilot gets hired for a VA.

One item that is very important is that each VA is looking for the best pilots. Therefore, anyone applying that has a real life rating will always shine the brightest. After that, any pilot who has gone through the Flight Line pilot courses is almost certain to work for one of the VA's. Lastly, a pilot who is able to pass the check rides and written test will also have a chance.

There are four types of ratings each VA is looking for: Entry Level, VFR, IFR and Multi rated.

Entry Level Rated: The benefit of the Entry Level Rated Pilot is to get promising new pilots started on their way into the VA. This rating requires no test or experience with flying. This is a great start for any new pilot. The only disadvantage to this rating is that the pilot is not eligible for winning the Simkit cockpit at the end of the year since all time logged will not be counted while under this rating. However, they do get to be part of all special events and are the first to be picked to fill a higher position once they increase their rating. One benefit this position does have over the certified pilots is in the unlikely event of a crash neither pilot nor VA receives any action taken. However, the event is noted and might cause a delay in being hired to a higher rating down the road.

VFR Rated: This is one of the easiest ratings to get and both the check ride and written are all just basic understanding of flying a plane. In order to have this rating for the VA, the applicant can have a real life Private Pilot rating or can just pass the check ride and written test.



IFR Rated: This rating requires more understanding of aviation and plane handling. Being IFR rated will have its advantages because as a pilot you can fly when it's poor weather while VFR pilots are stuck on the ground. This will allow the pilot to get more flight hours and ultimately possibly winning the prize at years end!

Additionally as a pilot you will get a higher percentage off simulator rental and the ability to fly your flights in a more involved simulator.

Multi-Rated: It's not harder to get this rating; it just takes an understanding of flying an aircraft with two engines and retractable gear. This rating has even more benefits to the pilot. With additional savings on rentals and the ability to fly different routes, it's a great rating to have.

- Weekly membership fees are as follows:
 - Entry level rated pilots: \$5.50 per week includes 1 hour in the Trainer simulator.
 - VFR rated pilots: \$8.00 per week includes 1 hour in the Single Engine Simulator.
 - IFR rated pilots: \$10.50 per week includes 1 hour in the Cessna 172 Simulator.
 - VFR Multi-rated pilots: \$9.50 per week includes 1 hour in the Twin Simulator.
 - IFR Multi-rated pilots: \$10.50 1 hour in the Beech Baron Simulator.

After the weekly membership fee has been paid and the hour used, all time in the simulator after that is priced using the percentage off discount based on rating.



Flight Line Courses

Brief Overview: The Flight Line does offer courses for those willing to learn how to fly. Priced exceptionally low to help get the students in the pilot's seat, these courses are very similar to real life. Plus the students get unlimited use with hundreds of dollars of learning equipment at no additional cost.

Each course has two different pricing scales. If the student just wants to learn for fun then we offer a non-certified instructor course for each rating. You get the same lessons and course outline but at a much less costly rate. However, since this is only for learning and fun you will be paired up with someone who knows what they are talking about but is not a Certified Flight Instructor (CFI).

For those wanting to make a more in-depth approach, the Flight Line Café will arrange for your lesson to be with an actual CFI rated instructor at a higher cost. One additional benefit is that you also get priority when reserving simulator time.

VFR Course: This course is very similar to a Private Pilot course. It is designed to take a person with zero understanding of flying a plane and get them in the air all on his or her own. The student will learn about all the fundamentals of flights, weather and basic airport procedures.

At the completion of the course the student will have had:

- 28 hours dual flying time with an instructor
- 7 hours of solo time
- The use of a complete DVD Private Pilot ground school course (valued at \$299.00)

All non-CFI flights lessons will be in the trainer simulator priced at \$195.00 or in the Cessna 172 simulator at \$365.00.

All CFI flights lessons will be in the Cessna 172 simulator priced at \$500.00 or in the Trainer at \$300.00.



Commercial Course: This course expands the development of piloting technique and improving cross-country and night flying skills. During this course the student will be introduced to the fundamentals of basic attitude instrument flying and commercial maneuvers.

At the completion of this course the student will have had:

- 16 hours dual flying time with an instructor
- The use of a complete DVD Commercial ground school course (valued at \$299.00)

All non-CFI flights lessons will be in the trainer simulator and all for the low price of \$90.00 or in the Cessna 172 at \$170.00.

All CFI flights lessons will be in the Cessna 172 simulator priced at \$280.00 or in the trainer simulator at \$200.00.

Multi/Complex Course: In this simple course the student will learn all the differences of flying with two engines over one and retractable gear.

At the completion of this course the student will have had:

- 14 hours dual flying time with an instructor
- The use of a complete DVD Multi ground school course (valued at \$149.00)

All non-CFI flights lessons will be in the trainer simulator and all for the low price of \$75.00 or in the Multi-Engine simulator \$135.00.

All CFI flights lessons will be in the Beech Baron simulator priced at \$245.00 or the trainer simulator for \$175.00

IFR Course: This course expands the understanding of fly in poor weather and more procedures in flying and handling a plane. The student will have a great understanding of how flying a plane by gauges only is done and many kinds of useful flying techniques.

At the completion of this course the student will have had:

- 26 hours dual flying time with an instructor
- The use of a complete DVD IFR ground school course (valued at \$299.00)

All non-CFI flights lessons will be in the trainer simulator and all for the low price of \$145.00 or in the Cessna 172 at \$270.00.

All CFI flights lessons will be in the Cessna 172 simulator priced at \$450.00 or in the trainer simulator at \$325.00.



Hiring Process

Application: Since both VA's are looking for qualified pilots to fly for their VA, the applicant must have some type of flight experience (with the exception of Entry Level rated). This can be from real world flying or in the simulators, but the applicant must show some type of paperwork of a complete course or check ride.

Valid proof can be:

- Any type of real world certification.
- A signed certificate from a Flight Line Café staff member of any simulated check ride certification done at the Flight Line Café.

With that in hand, the applicant can fill out the simple application form for whichever VA they choose to fly for. The applicant can only fly what they have certification for. If all positions are filled, they will be on a waiting list or they can increase their rating and try to get a position with the VA in a higher pilot rating spot.

If there is an opening, the VA must pay for a check ride with the applicant. This is a basic flight just to see how the pilot handles a plane.

Next is a simple written test that covers the basics of aviation knowledge. Its not a pass or fail test but a way to see what the pilots knows about general aviation. All check rides and test time are conducted with the Senior Check Pilot.

If the Senior Check Pilot likes what he or she has seen then an interview with the Chief Pilot is arranged. Based on this meeting and a review with the Check Pilot, the applicant will learn if he or she is employed via an acceptance letter in the mail.

Training: Once with the VA the applicant is now considered an I.O.E. (Initial Operating Experience) pilot and is sent to training with the VA's Training Director. During this time the pilot will be equipped with a Pilot Operating Manual (POM) stating all the flows and flight procedures to that airline. Training consists of Ground School and then I.O.E. Flight Training.

Ground School is divided into two parts. Aircraft, which is flows, procedures and limitations and Indoctrination "Indoc", which is policies, record keeping, dispatch procedures etc. The Flight Training will be the actual routes with a pilot of the VA for route awareness and familiarization. All these flights will be with I.O.E. Captains that are also check piloted rated. All flight time is logged towards the I.O.E. Captains and not toward the IOE.



Although the IOE can start as a VFR rated pilot, in the event all VFR positions are filled and IFR or Multi rated positions are only open the IOE can start with the VA as an IFR or Multi rated pilot as long as they have the proper certification to do so.

VFR I.O.E.

The IOE must fly at least a total of 3 round trips on each route offered by the VA and a total of at least 10 hours with an I.O.E. Captain. At this point the I.O.E. Captain can sign off on the IOE training flights.

IFR I.O.E.

Some additional steps are required for any IOE entering the VA as an IFR rated pilot. All flights are to be filed and flown IFR whether or not it's IMC. No hood will be used and the IOE is only to demonstrate proper IFR flying and approaches. After a total of 3 round trips on each route offered by the VA and a total of at least 10 hours with an I.O.E. Captain, the I.O.E. Captain can sign off on the IOE training flights.

Multi I.O.E.

All Multi IOE pilots must fly at least a total of 3 round trips on each route offered by the VA and a total of at least 10 hours with an I.O.E. Captain from each market. At this point the I.O.E. Captain can sign off on the IOE training flights.

The IOE is to take their first check ride with the Senior Check Pilot. Depending if the IOE is going for an VFR or IFR rating position will determine what kind of check ride the pilot will take and how often it is to be taken.

Upon completion of the check ride the IOE will have earned his or her wings and officially is part of the pilot roster. The remaining paperwork will be added to the POM, which will then make up the Pilot Operating Handbook or P.O.H.

Pilots First Days: One of the first things a new pilot will need to do is to get into the rotation of flying routes. Each VA will offer all types of routes to fly but it is limited to the amount of pilots that VA has. A VA can only have one route for every 3 pilots and one market for every 9 pilots.

The P.O.H. and VA Operation Manual will cover everything the pilot needs to know in regards to bidding for routes, seniority and its privileges, pilot forms to be filled out, etc.



VA General Information

Each VA will comply with certain set guidelines in building and running their VA. This is to re-create the way real airlines come about. This also makes it where the VA must be very understanding of what is needed to be successful.

Staffing Positions: Each airline will require a certain amount of staff members. Both VA's will share the same President, Vice President, Treasury, and Human Resource Officer. These four positions are basically neutral and are there to help keep structure in the airlines. They have little to do with what makes the VA different from the other. Each VA will have:

- **Director of Operations:** The Director of Operations is the main person representing the VA. That person is responsible for all the decisions and direction of the VA. Their main responsibility is to make sure that the other VA staff members are doing their part to contribute to the success of the VA.
- **Marketing Director:** The Marketing Director is responsible for designing the VA to be desirable and part of. This will include designing the routes and markets that pilots seek as well as keeping the image of the VA strong. The Marketing Director is also a crucial person in helping recruit new pilots.
- **Chief Pilot:** The Chief Pilot is in charge of the Pilots Group for that VA. All pilots report under him or her. Any action taken, with any pilot, is done so by the Chief Pilot. One of the main tasks of the Chief Pilot is to establish all criteria and reference materials for the pilots. This will include the P.O.H., the P.O.M., training requirements and all forms that the pilot will need.
- **Senior Check Pilot:** The Senior Check Pilot's main responsibility is keeping all pilots current with check rides. They may appoint check pilots to help out with the check rides. They are also responsible for making sure each pilot performs all procedures set by the company during their check flights.
- **Training Director:** The Training Director will see to it that each pilot is well trained on all the procedures set by the VA through the Chief Pilot. The Training Director is also responsible for setting up training schedules for any pilot or I.O.E.
- **Senior Dispatcher:** The Senior Dispatcher is responsible for establishing what weather conditions a pilot can fly in. They will then provide this information to the Flight Line and the person in charge of rentals will only rent the simulator for VA flights if the weather meets that criteria. Prior to each flight the pilot will provide weather information on their route. The Senior Dispatcher will also be responsible for keeping track of all pilots' logged hours. The Flight Line will also assist in this task.



Market Guidelines: A market is a hub location where all flights will be based out of. Each VA will only be allowed one market for every 9 pilots. A market can be established anywhere in the world. Things to keep in mind when picking an airline by its market is:

- a) Will the market provide good IFR?
- b) Will the market provide good VFR?
- c) Will the market provide many route options?
- d) Will the market provide both twin and single engine routes?
- e) Are add-on sceneries available in that market?
- f) What type of surrounding is the market in?
- g) Will the market provide for fun, challenging, and easy or hard routes?

Route Guidelines: A route is a round trip flight between two airports. Each VA will only be allowed to have 1 route for every 3 pilots.

Route Bids: Each pilot must bid for routes. Route Bids will take place 4 times a year. Routes will be awarded by seniority. Seniority will be determined at time of bid by total flight hours. A pilot will bid every route when bidding. The Chief Pilot will then use the seniority list to award routes by what's available.

Minimum Hours: Each pilot must pay the weekly membership fee each week in order to stay employed as a pilot for the Virtual Airline they are with. The membership fee is for one hour of simulator use. If a pilot cannot fly the route for any reason including weather the pilot must still pay for the one hour. Leave of absence will be granted as long as the member maintains his or her membership fees.

Promotions: Any time a pilot position becomes available, the pilot requesting the newly opened position will be accepted based on seniority and if the pilot has the correct certification. Seniority for pilots is based on total hours logged since date of hire. All staff promotions or hires are voted on by the VA Board.

Terminations: A pilot **will** be terminated if they do not pay for any week's minimum flight hours. A pilot **will** be terminated if they crash during any flight. Additionally, a pilot **can** be terminated by the Chief Pilot for any rules broken set by the VA and established in the P.O.H and/or the VA Operation Manual. The pilot can appeal a termination, to the VA Board, for a reversal.

If either VA has more than 3 crashes in a 12-month period, the Senior Check Pilot and the Training Director **will** be terminated and the Chief Pilot will lose all benefits for 3 months.



Layoffs: In the event that the Flight Line Café is not providing enough simulator time for the general public, each VA will be requested to lay off the equal amount of pilots. A pilot will be laid off based on flight hours. The pilot with the least flight hours will be the first to go and thence.

Company Manuals: Each VA will have certain manuals and reference guides for the pilot and staff. Below is a list of these items and what they make up:

- **P.R.M. (Pilot Reference Manual)** A brief introduction and general overview into the basics of the VA's.
- **P.O.M. (Pilot Operations Manual)** A detailed manual of all checklists of normal and abnormal procedures. A list of aircraft limitations and speeds.
- **P.O.H. (Pilot Operations Handbook)** A detailed handbook for pilots consisting of all policies, forms, and procedures while with the VA.
- **C.O.M. (Company Operation Manual)** An FAA approved detailed manual of the daily running and operations of the VA. This manual will cover company policies regarding all VA flights, pilot procedures, handling of cargo, handling of passengers, pilot conduct, staff conduct and any policies or procedures dealing with the VA daily operations.
- **Staff Handbook** This handbook covers all polices set by and governing all staff positions. It also provides detail information on the workings of the VA.

