



**TRAINING COURSE OUTLINE**

**ANNEX A  
PERSONNEL AND EQUIPMENT**


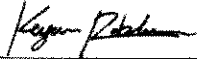
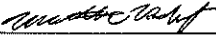
ANNEX A  
PERSONNEL AND EQUIPMENT

**TABLE OF CONTENTS**

TABLE OF CONTENTS .....	2
REVISION PAGE .....	3
LIST OF EFFECTIVE PAGES.....	4
PERSONNEL AND EQUIPMENT .....	5
NEWBERG, OREGON.....	8
KLAMATH FALLS, OREGON .....	9
SIMULATORS .....	11

ANNEX A  
PERSONNEL AND EQUIPMENT

**REVISION PAGE**

#	DATE	REVISED PAGES	SUMMARY OF CHANGES	SIGNATURE
0	31 Aug 2017	All	On Issue	Nigel Cooper
1	26 Jan 2018	7	Revised Cessna 172K/N to Cessna 172N/M	Nigel Cooper
2	29 Aug 2018	5	Updated Instructors and Positions	Avery Kunz
3	10 Jul 2019	2 - 8,10,11,12	Updated Training Facilities Newberg Additional Models of Approved Aircraft Updated Instructors and Positions Removal of non-certified Simulators	Avery Kunz
4	15 Sep 2019	4,5,6,7,11	Updated Instructors and Positions Removed unnecessary helicopter related text to make job descriptions more general. Updated List of Effective Pages Addition of Basic Aviation Training Device	
5	2 Mar 2019	6,7	Updated Instructors and Positions	
6	22 Jun 2020	6,7	Updated Instructors and Positions	

ANNEX A  
PERSONNEL AND EQUIPMENT

**LIST OF EFFECTIVE PAGES**

<b>Pg</b>	<b>Title</b>	<b>Date</b>	<b>Rev</b>
1	Title Page	08/31/2017	0
2	Table of Contents	07/10/2019	4
3	Revision Page	22Jun2020	6
4	List of Effective Pages	22Jun2020	6
5	Overview, Training Requirements, Personnel, and Qual.	07/10/2019	5
6	Helicopter Qualifications Table	22Jun2020	6
7	Airplane Qualifications Table	22Jun2020	6
8	Classrooms and Equipment	07/10/2019	4
9	Classrooms and Equipment (Cont)	07/10/2019	4
10	Approved Aircraft Table	07/10/2019	4
11	Simulators	07/10/2019	4

<b>FAA - Approved</b>	
Signature:	<div style="display: flex; justify-content: space-between; font-size: small;"> <span>JON A BERGSTROM</span> <span>Digitally signed by JON A BERGSTROM Date: 2020.10.27 08:33:48 -0700</span> </div>
Inspector Name:	Jon A. Bergstrom
Effective Date:	06-22-2020
Office Designator:	NM-FSDO-09

ANNEX A  
PERSONNEL AND EQUIPMENT

**PERSONNEL AND EQUIPMENT**

1. **Overview:** The purpose of this document is to provide an overview of training personnel and equipment in accordance with FAR §141.55. It details who holds each position, who is qualified to teach which course and in which aircraft, details all equipment, aircraft and simulators used for flight training. It refers to individual Training Course Outlines (TCOs) and should be read in conjunction with those TCOs.
2. **Training Requirements:** All instructors will undergo annual Part 141 refresher training so satisfy the requirements of FAR §141.79. The relevant Chief Flight Instructor is responsible for the conduct and record keeping of such training.
3. **Personnel and Qualifications:**

**Director of Training:** The Director of Training (DOT) is responsible for the oversight and regulatory compliance of all training including personnel, equipment and facilities. The DOT must hold as a minimum, a Commercial Pilot certificate with Instructor and Instrument privileges (in any Category and Class).

**Chief Flight Instructor:** The Chief Flight Instructor is responsible for ensuring that FAR §141.85 Chief Instructor Responsibilities are met. The Chief Flight Instructor must hold as a minimum a Commercial Pilot Certificate, in category and class, with Instructor and Instrument privileges and meet the experience requirements stipulated under FAR §141.35.

**Assistant Chief Flight Instructor:** The Assistant Chief Flight Instructor responsibilities will be delegated by the Chief Flight Instructor. The Assistant Chief Flight Instructor must hold as a minimum a Commercial Pilot Certificate, in category and class, with Instructor and Instrument privileges and meet the experience requirements stipulated under FAR §141.36.

**Check Instructor:** Experienced Instructors may hold the qualification of Check Instructor and conduct the various stage checks as detailed in relevant TCO's. Check Instructors undergo training as prescribed by FAR §141.37.

**Line Instructor:** A Line Instructors primary duty is to carry out flight and ground instruction in accordance with relevant TCO's or Training Plans. As a minimum, Line Instructors must hold a Commercial Pilot Certificate, in category and class, with a flight instructor certificate.

**Ground Instructor.** Ground Instructors must meet the requirements of FAR §141.81.

ANNEX A  
PERSONNEL AND EQUIPMENT

<b>HELICOPTER QUALIFICATIONS TABLE</b>					
<b>Relevant Courses/Ratings Rotorcraft – Helicopter (Includes Additional Ratings)</b> <ol style="list-style-type: none"> <li>1. Private Pilot Course Rotorcraft, Helicopter</li> <li>2. Instrument Rating Course Rotorcraft, Helicopter</li> <li>3. Commercial Pilot Rotorcraft, Helicopter</li> <li>4. Additional Aircraft Rating, Private Pilot Course Rotorcraft, Helicopter</li> <li>5. Additional Aircraft Rating, Instrument Rating Course Rotorcraft, Helicopter</li> <li>6. Additional Aircraft Rating, Commercial Pilot Rotorcraft, Helicopter</li> <li>7. Flight Instructor Rotorcraft, Helicopter</li> <li>8. Flight Instructor Instrument Rotorcraft, Helicopter</li> <li>9. Additional Flight Instructor Course, Rotorcraft, Helicopter</li> <li>10. Special Curricula Course – Commercial Instrument Rotorcraft, Helicopter</li> <li>11. Special Preparation Course – Turbine Transition Rotorcraft, Helicopter</li> <li>12. Special Preparation Course – Rotorcraft External Load Operations</li> <li>13. Special Preparation Course – VFR Refresher Rotorcraft, Helicopter</li> </ol>					
Chief Instructor: Matthew VanPelt, (352) 552-2551 Assistant Chief Instructor: Keyan Robles (503) 989-0974 Assistant Chief Instructor: Henry Sexsmith (503) 310-5718			Primary Location: Newberg, OR Primary Location: Klamath Falls, OR Primary Location: Newberg, OR		
Name	Cert. #	Line Instructor	Check Instructor	Assistant Chief Instructor	Chief Instructor
Matthew VanPelt*	3375464	X	X	X	1,2,3,4,5,6,7,8,9,10,11,12,13
Keyan Robles	3771924	X	X	1,2,3,4,5,6,7,8,9,10,13	
Tyler Sturdevant	3060998	X	1,2,3,4,5,6,7,8,9,10,13		
Lars Mehlum	3778024	X	1,2,3,4,5,6,7,8,9,10,13		
Henry Sexsmith	3717366	X	X	1,2,3,4,5,6,7,8,9,10,13	
Ty Burlingham	3170566	1,2,3,4,5,6,7,8,9,10,11,12,13	11,12		
Casey Campbell	4055396	1,2,3,4,5,6,8,10,13			
David Gilliland	4085664	1,2,3,4,5,6,8,10,13			
Cassidy Giesch	4184493	1,2,3,4,5,6,8,10,13			
Chad Sturdevant	3339675	1,2,3,4,5,6,8,10,13			
James Thompson	3745907	1,2,3,4,5,6,8,10,13			
* Denotes Director of Training. X denotes authorization with additional role.				# Ground Instructor Only	

ANNEX A  
PERSONNEL AND EQUIPMENT

**AIRPLANE QUALIFICATIONS TABLE**

Relevant Courses/Ratings Airplane – SEL (Includes Additional Ratings)

1. Private Pilot Course Airplane, Single Engine Land
2. Instrument Rating Course Airplane, Single Engine Land
3. Commercial Pilot Airplane, Single Engine Land
4. Additional Aircraft Rating, Private Pilot Course Airplane, Single Engine Land
5. Additional Aircraft Rating, Instrument Rating Course Airplane, Single Engine Land
6. Additional Aircraft Rating, Commercial Pilot Airplane, Single Engine Land
7. Flight Instructor Airplane, Single Engine Land
8. Flight Instructor Instrument, Airplane, Single Engine Land
9. Special Curricula Course – Commercial Instrument Airplane, Single Engine Land

Chief Instructor: Matthew VanPelt (352) 552-2551

Primary Location: Newberg, OR

Assistant Chief Instructor: Lindsey Dike (541) 892-1145

Primary Location: Klamath Falls, OR

Name	Cert. #	Line Instructor	Check Instructor	Assistant Chief Instructor	Chief Instructor
Matthew VanPelt*	3375464	X	X	X	1,2,3,4,5, 6,7,8,9
Lindsey Dike	3350074	X	X	1,2,3,4,5, 6,7,8,9	
Ty Burlingham	3170566	X	1,2,3,4,5, 6,7,8,9		
Michael De Ruijter	3386750	X	1,2,3,4,5, 6,7,8,9		
Tyler Sturdevant	3060998	X	1,2,3,4,5, 6,7,8,9		
Eric Skipper	3776470	1,2,3,4,5,6,8,9			
Lars Mehlum	3778024	1,2,3,4,5,6,7,8,9			
Keyan Robles	3771924	X	1,2,3,4,5,6,8,9		
Emily Wiprud	3032824		1,2,3,4,5, 6,7,8,9		

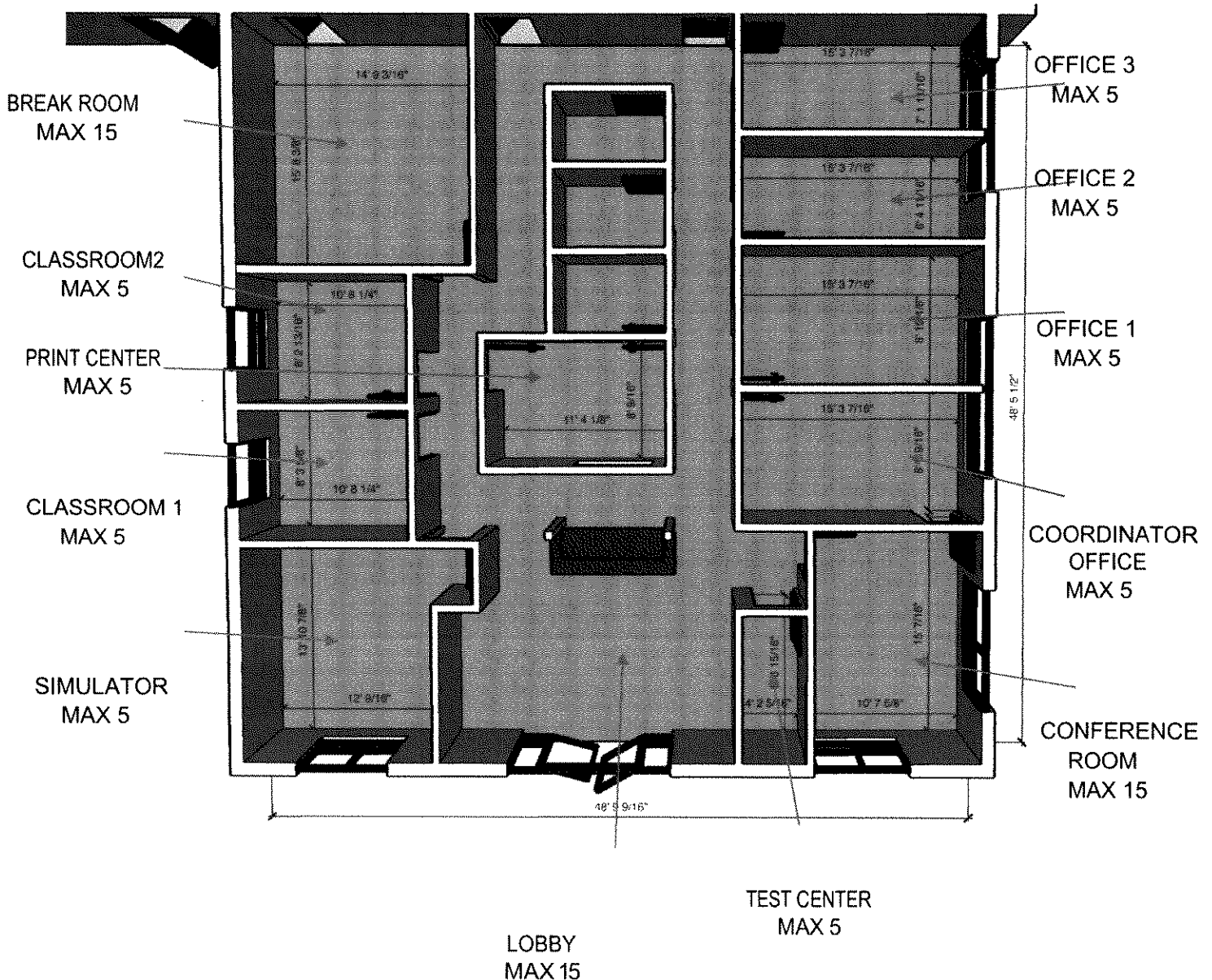
\* Denotes Director of Training. X denotes authorization with additional role.

# Ground Instructor Only

ANNEX A  
PERSONNEL AND EQUIPMENT

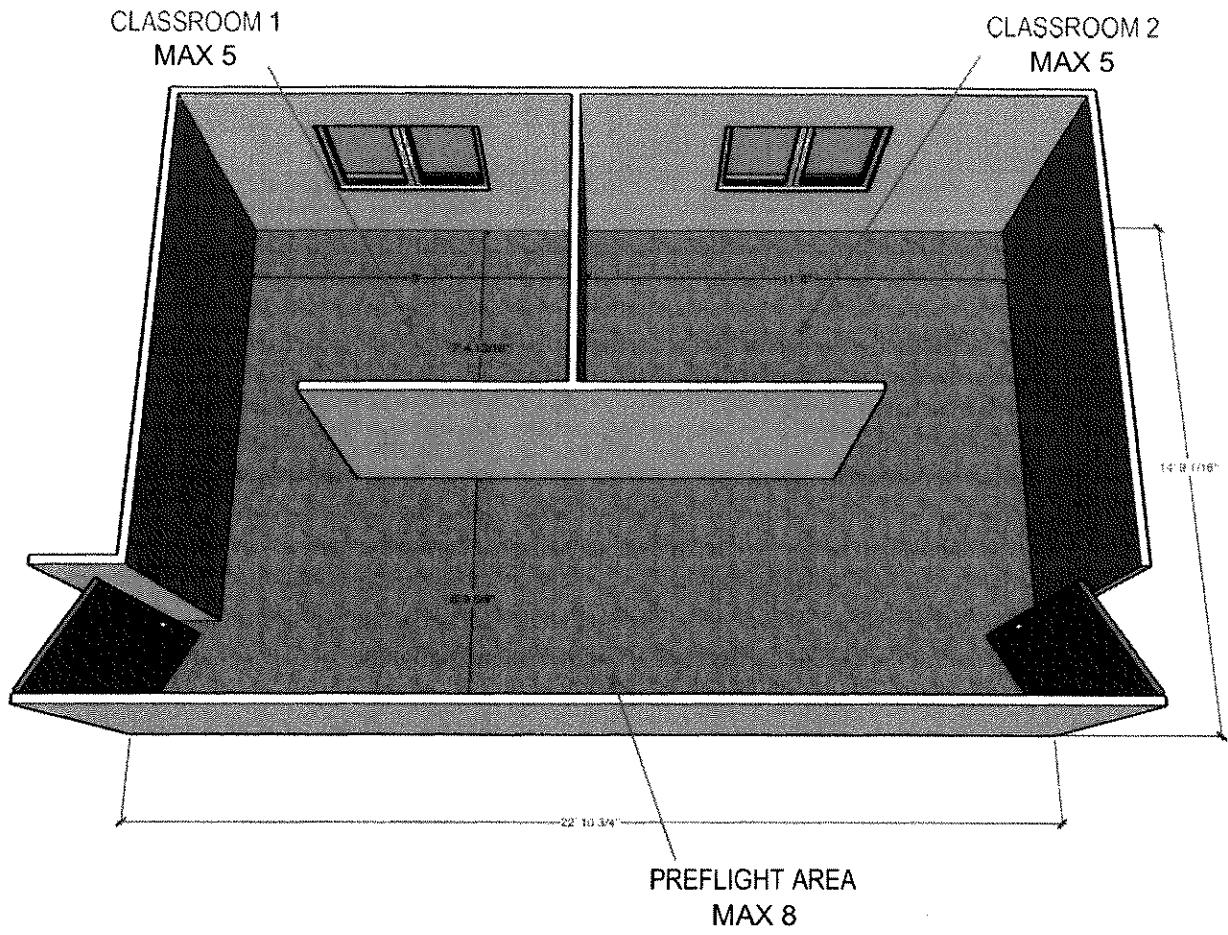
**4. Classrooms, Briefing Areas, Flight Planning Areas and Equipment:** The following diagrams represent the floor plans of classrooms, briefing and flight planning areas at their respective locations. Each classroom is furnished with tables and chairs, whiteboard and markers, computer and screen and is used for the purpose of delivering ground instruction. Briefing areas are used for the purpose of pre/post flight briefing and are equipped with a desks and chairs. Flight Planning areas are equipped with a desk and internet computer and are used for the purpose of flight planning. Weather briefings and NOTAMs can be obtained through either the internet or briefing office via telephone. Other flight planning information and equipment is provided in this area such as weight and balance information, navigation log cards and risk assessment tools. The maximum number of personnel permitted in each space is annotated on the plan in accordance with FAR §141.55.

NEWBERG, OREGON





ANNEX A  
PERSONNEL AND EQUIPMENT  
KLAMATH FALLS, OREGON



ANNEX A  
PERSONNEL AND EQUIPMENT

**5. Approved Aircraft:** The following tables detail the aircraft used for delivering flight instruction. All aircraft used under Part 141 meet the provisions of FAR §141.39:

<b>ROTORCRAFT - HELICOPTER</b>		
<b>Courses (includes additional ratings)</b>	<b>Aircraft</b>	<b>Simulator</b>
Private Pilot Instrument Rating Commercial Pilot Certified Flight Instructor Certified Flight Instructor Instrument Rating Special Curricula Course – Commercial Instrument Special Preparation Course – VFR Refresher	Cabri G2 B206B3/L4 AS350B2/B3/B3e	N/A
Special Preparation Course - Turbine Transition	B206B3/L4 AS350B2/B3/B3e	N/A
Special Preparation Course - External Load	B206B3/L4 AS350B2/B3/B3e	N/A

\* Special equipment includes Lines, Hooks, Loads, Attaching Equipment, Fire Buckets, and Cameras when necessary to complete lesson objectives

<b>AIRPLANE - SEL</b>		
<b>Courses (includes additional ratings)</b>	<b>Aircraft</b>	<b>Simulator</b>
Private Pilot Instrument Rating Commercial Pilot Certified Flight Instructor Certified Flight Instructor Instrument Special Curricula Course – Commercial Instrument	C-172 N/M PA-28R-200	N/A

ANNEX A  
PERSONNEL AND EQUIPMENT

**SIMULATORS**

Upon approval, Precision Aviation Training will add the following training device to their authorized equipment list.

Redbird Flight Simulations, Inc. Model TD2  
Airplane Single Engine Land  
Basic Aviation Training Device (BATD)

The device is physically located in the designated simulator room of the Newberg facility.

In accordance with the letter dated October 24, 2018 the device is authorized for use within guidelines, and Precision Aviation Training will be adding guidelines to its Airplane Single Engine Land curricula only.

