

DEDICATED TO HELPING BUSINESS ACHIEVE ITS HIGHEST GOALS.



NBAA MENTORING DISCUSSION GUIDE

FIRST MONTH

Topics

General introduction including background and experience
History of business aviation and the NBAA
Benefits of business aviation
Goals for mentoring relationship

Goals

Begin building the relationship by sharing your history in aviation, your involvement in NBAA and why you want to mentor.
Discuss the history of NBAA, the benefits of business aviation and resources the mentee may review.
Create awareness of the resources available through the NBAA website, the NBAA Ops Line, working committees and AVMAIL.
Establish goals for the mentoring relationship

Resources

NBAA website: <https://www.nbaa.org>

SECOND MONTH

Topics

Communications
General operations
Regulations

Goals

Gain skills on best practices to communicate with HNWI, Senior management, fellow workers, and the aviation community.
Establish a working knowledge of aircraft operations to include flight planning, weather, challenges, and FBO system.
Learn the different business aircraft operations: Part 91, Part 135, Part 91K, Part 125.
Gain knowledge of regulations specific to business aviation: LOAs, NAT system, TFRs, Slots, MELs, Currency.

Resources

Jim Lara presentation
Jason Herman's NBAA-BACE 2017 presentation
NBAA Management Guide
NBAA White Papers
FAA FARs

THIRD MONTH

Topics

Physiology
High Altitude operations
Training

Goals

Gain an understanding of required physical classifications for business aviation and international operations.

Become aware of the effects of flying on the body, to include:

- Circadian cycles for long range flights
- The need to stay hydrated
- Sunglasses – polarized vs nonpolarized
- Proper nutrition
- Exercise
- Fatigue
- Emotional status

Learn about high altitude operation requirements and concerns.

Become familiar with training requirements, training options and training topics.

Resources

NBAA Management Guide
FAA Introduction to Flight Physiology
AOPA
FSI, CAE, Tru Simulation, SimCom
FARs

FOURTH MONTH

Topics

International operations
EASA
ICAO
LOAs

Goals

Gain an understanding of operating business aircraft outside of the continental United States.
Become informed of the LOA process and requirements.
Discuss the differences in regulations between FAA, EASA and ICAO.
Review flight-planning requirements for international flights.
Learn requirements for travel to Canada, Mexico, Caribbean, and Central & South America.
Become familiar with Immigration, Customs, and Agriculture requirements.

Resources

NBAA Management Guide
Regulations
NBAA White Paper on LOA
International Operations Manual

FIFTH MONTH

Topics

Safety
Insurance
SMS
FRAT
IS-BAO
CRM
NTSB

Goals

Review basic safety models for business aviation.
Become familiar with SMS and FRAT models.
Gain an understanding of role of ISBao, Flight Safety Foundation, NTSB, and the NBAA Safety Committee.
Learn about insurance requirements for business aviation, including airframe, liability, workers comp, loss of license, and health

Resources

- NBAA Management Guide
- Regulations
- NBAA White Paper on LOA
- International Operations Manual

SIXTH MONTH

Topics

- CAM Certification
- Resources
- Review

Goals

- Perform a general review of the previous topics and any questions.
- Discuss the CAM Certification process
- Become familiar with resources available for business aviation managers.
- Establish long-term communication follow up.

Resources

- NBAA CAM information
- NBAA resource presentation



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ABOUT NBAA

Founded in 1947 and based in Washington, DC, the National Business Aviation Association (NBAA) is the leading organization for companies that rely on general aviation aircraft to help make their businesses more efficient, productive and successful. Contact NBAA at 800-FYI-NBAA or info@nbaa.org. Not a member? Join today by visiting www.nbaa.org/join.