
CONCORD AVIATION SERVICES

4-Dec-2004

To Our Renters:

I would like to take this opportunity to thank you for choosing Concord Aviation Services to fulfill your aviation needs. I am sure that you will find your experience here at Concord Aviation exciting and rewarding.

The following pages contain weather minimums and general operating procedures we require our renters to follow while operating our aircraft. Please take the time to review these pages. We have designed the procedures with your safety and that of your fellow aviators in mind. If you have any questions, please discuss them with a flight instructor.

After your review and discussion, please sign and return this letter and procedures guide to a flight instructor to be kept on file.

Again, thank you for choosing Concord Aviation Services!

Sincerely,

David M. Rolla
General Manager

I have read the enclosed policy and the procedures outline and agree to abide by the rules set forth.

Signature / Date

Printed Name

GENERAL OPERATING PROCEDURES

1. Always complete a thorough preflight, including aircraft, weather, airports of intended use, performance data, etc.
2. Remove all frost, ice, or snow from wing and tail surfaces, flight control surfaces, windscreen, and side windows.
3. All necessary documents (ARROW) must be on board the aircraft as well as a checklist and P.O.H.
4. Use of the checklist is **mandatory** each time the aircraft is flown.
5. Memorize and know the aircraft's systems, especially the fuel system. Know the fuel capacity and consumption of each aircraft that you fly.
6. No airport or field may be flown into unless the active runway is paved and at least 3000 feet long. No operations are allowed on grass, ice, or gravel runways.
7. A NO-SHOW policy is in affect. If you cannot make a scheduled appointment within 15 minutes of the scheduled time, notify Concord Aviation Services, or you will be charged \$40 per scheduled hour.
8. If the aircraft is scheduled for more than an 8-hour period or kept overnight, a minimum of four hours will be charged regardless of the amount of time flown.
9. NO SMOKING IN THE AIRCRAFT AT ANY TIME!
10. Treat the aircraft as if it were your own. Take your trash from the plane. Straighten up the cockpit for the next pilot.
11. Make sure there is an adequate supply of SIC SACS on board the aircraft in the event one of your passengers becomes airsick. You will be responsible for the cleanup or will be charged a cleaning fee!
12. Be sure to give your passengers a thorough preflight briefing as required by regulation. Be sure to include operation and use of safety belts, doors, emergency equipment, etc.
13. **Minimum hour requirements for Piper Arrow rental:**

175 hours Total Time, with 25 hours of Complex aircraft time logged;

Or

175 hours Total Time, with less than 25 hours Complex aircraft time logged, a minimum of 10 hours of Dual Instruction with a CAS Flight Instructor Employee,

And in either of the above; A minimum of 15 Takeoffs and Landings with a CAS Flight Instructor Employee, in Make and Model.

When renting the Arrow, each pilot must file a current weight and balance with the Dispatcher prior to accepting the keys. Forms are available for this purpose.

14. To maintain current rental status with CAS, the renter must rent a CAS aircraft within a 90-day period. If outside the 90-day period a rental checkout is required.
15. Touch and goes are not allowed, all landings to be full stop and taxi back.
16. Absolutely no flight training except by Concord Aviation Services **approved** Certified Flight Instructors.
17. Payment for services to be made at time of service.
18. **No student pilot may start a solo flight unless authorized by an on duty Flight Instructor.**

19. VFR WEATHER MINIMUMS

TRAFFIC PATTERN

Ceiling & Visibility - as per VFR weather minimums

Wind - not to exceed maximum demonstrated crosswind capability of aircraft or pilot

LOCAL AREA

Ceiling & Visibility - as per VFR weather minimums

Wind - not to exceed maximum demonstrated crosswind capability of aircraft or pilot

CROSS COUNTRY

Ceiling & Visibility - as per VFR weather minimums

Wind - not to exceed maximum demonstrated crosswind capability of aircraft or pilot

STARTING & SHUTDOWN PROCEDURES

Always use the checklist for all starts and shutdowns.

TAXI PROCEDURE

1. Taxiing near other aircraft will be extremely slow (no faster than a slow walk).
2. Taxiing speed on the taxiway should be no faster than a brisk walk.
3. Do not taxi with the brakes on. Use 1000 RPM or less on level ground.
4. Position the flight controls correctly when taxiing in the wind.

FIRE PRECAUTIONS & PROCEDURE

1. Extreme care should be taken to avoid over-priming the engine in cold weather.
2. Do not use the throttle pump to prime the engine. Fuel may leak out into the cowling and start an engine fire.
3. All pilots must be familiar with ALL Emergency Procedures for the airplane that is rented. ALL FIRE CHECKLIST ITEMS SHOULD BE COMMITTED TO MEMORY.

IN CASE OF FIRE;

C-172

1. Mixture - IDLE CUT-OFF
2. Continue cranking
3. Engine – SECURE
4. Master Switch – OFF
5. Ignition Switch – OFF
6. Fuel Selector Valve – OFF
7. Fire Extinguisher – USE FROM UPWIND OF FLAMES, AIM AT BASE OF FLAMES.
8. If fire persists – EVACUATE AREA AND SEEK HELP
9. REPORT the incident to maintenance as soon as you can leave the aircraft

PA28RT

1. **Starter – Crank Engine**
2. **Mixture – IDLE CUT-OFF**
3. **Throttle - OPEN**
4. **Electric fuel pump - OFF**
5. **Fuel selector - OFF**
6. **Abandon if fire continues.**

AIRCRAFT DISCREPANCIES

1. **Note any discrepancies during the flight.**
2. **Enter the problem on the clipboard after the flight.**
3. **Notify a mechanic in maintenance upon arrival. If the airport is not Concord, call Concord Aviation Services as soon as possible for further instructions.**

FUEL RESERVE REQUIREMENTS

LOCAL

No flight will begin or continue unless, at the start of the flight, there is adequate fuel on board for the flight and a one hour reserve upon landing. No flight will start with less than 1/2 tanks for a one hour local flight.

CROSS COUNTRY

1. All flights will begin with full tanks according to weight and balance information.
2. No less than one hour of reserve must be planned for each landing.
3. Concord Aviation will either supply you with a credit card or reimburse you for fuel purchases.

CROSS COUNTRY GENERAL

1. Overnight cross-countries will be allowed with the express permission of Concord Aviation Services.
2. File a flight plan for each of your cross-country flights. It's for your own safety!

COLLISION AVOIDANCE

1. At all times while you are occupying a pilot seat you will maintain constant vigilance for other aircraft in your vicinity, both on the ground and in the air.
2. Use the aircraft radio for radar advisories and give traffic position reports when appropriate.
3. Continue visual scan at all times, even if receiving radar advisories.

INSURANCE

The student or renter pilot can be held responsible for any physical damage that he or she negligently causes to the aircraft. We suggest that the student or renter pilot purchase a non-owned physical damage policy to cover their liability as respects their negligently damaging any non-owned aircraft they are operating. Such coverage is readily available and the premiums are most reasonable.

PETS

If pets are to be carried in any CAS airplane the pilot will be held responsible for any cleaning or damage done to the airplane. The following guidelines will be adhered to when carrying pets;

Pets will not be placed or allowed in the front seats at any time.

Clean covers will be placed over the rear seat cushions and seat backs if pet is to be transported on the rear seats, or on the carpet in the cargo area if that area is to be used.

Pet must be secured by a suitable harness either using the seat belt fittings or the cargo area fittings as appropriate **or** placed in a suitable carrying container which must be secured to the seat belt fittings or the cargo area fittings, such that the pet cannot move to the pilot area or present a danger to the control of the airplane while in flight.

After the flight the airplane must be left in a clean condition so that there is no evidence of the pets travel. Any pet hair will be removed from all surfaces including rugs. A vacuum cleaner is available as are cleaning supplies and odor control products. Any cleaning required to be done by CAS personnel will be charged to the renter at a rate of \$40.00 per hour. Any damage will be reported at checkout.

Any damage found after checkout will be billed to the pilot and may be cause for denying any further rental privileges.

AIRCRAFT TIE=DOWN

Tie-down straps have been provided for each airplane. Please keep the straps IN the airplane while you are flying and USE the straps to tie the airplane down AFTER EACH FLIGHT.

Remember; Securing your airplane after each flight is a Checklist Item.

If After-Hours service is required to tie-down any airplane, the last pilot dispatched with that airplane will be charged an After-Hours fee of \$25.00. So please insure that you have your aircrafts tie-down straps with you before each flight.