

Buckeye Flight Experience, LLC
DBA - FLY GOODYEAR



Executive Terminal
1658 S Litchfield Rd
Goodyear AZ 85338

Rental Policies & Procedures Agreement

This agreement must be signed and completed prior to first flight.

Introduction

The purpose of this agreement is to provide information regarding operating policies and procedures necessary to ensure that operations at Buckeye Flight Experience, LLC (hereafter COMPANY) conform to Federal Aviation Regulations, Insurance Requirements and COMPANY Administrative Policies and Procedures.

Every student, renter pilot and instructor using COMPANY facilities must be familiar with and abide by the policies and procedures of this agreement. Failure to abide by any of the policies and procedures may result in the immediate termination or suspension of flying privileges at COMPANY.

Instructors, dispatchers and pilots must be familiar with the contents of this agreement. It is the intent of COMPANY to ensure that **SAFETY** is the primary consideration on each and every flight.

Cessna Pilot Center Disclosure

COMPANY is a Cessna Pilot Center. As such, this PILOT CENTER is an independent business organization. It is not Cessna's agent, and Cessna is not responsible for PILOT CENTER or PILOT CENTER'S employees' representations, negligent acts, failure to act properly, and/or omissions.

Security Procedures

Positive identification is required for all students and pilots. A valid driver's license, passport or birth certificate is required in addition to a valid pilot/medical certificates to rent an aircraft. A valid credit card must be on file. No flight instruction will be conducted until the student possesses a valid FAA medical certificate.

Written Tests & Flight Procedures

Copies of the written test and flight checkout procedures are available at dispatch and must be completed before a pilot will be authorized to fly a COMPANY aircraft.

In addition to a proficiency test, a written test is required for all new pilots renting COMPANY aircraft. All written materials must be reviewed and signed off by a COMPANY CFI. COMPANY will retain all written tests. A Rental Endorsement Form will also be reviewed and endorsed by a COMPANY CFI.

Renter Pilot Agreement

All renter pilots and instructors are expected to abide by all applicable Federal Aviation Regulations and the Airman's Information Manual. Additionally, each renter and instructor agrees to the following stipulations when renting or operating COMPANY aircraft.

1. Aircraft must be scheduled only for the time that the renter pilot actually anticipates using the aircraft. Excessive scheduled time vs. actual flight time may result in additional billing. No-shows may also result in additional billing for both the scheduled instructor and aircraft as applicable. Your aircraft reservation may be released if you are more than 20 minutes late and have not called.
2. Flight plans must be filed with the appropriate Flight Service Station on all flights outside the local flying area (50 nm). A copy of the flight plan with an estimated return time and contact number must be left with Dispatch. Exception: Flights conducted within 50 nm's of KPHX do not require a flight plan.
3. Any aircraft scheduled for eight hours (but less than 24 hours) will be subject to a (3) three-hour minimum rental fee. Thereafter, a minimum (3) three hours rental fee will be charged for each additional 24-hour period. Aircraft that will be rented overnight require COMPANY management approval.
4. When landing at airports other than Buckeye Municipal Airport, the renter pilot is responsible for tie down, hangar, preheating, landing and any other incidental fees incurred as a result of his/her usage.
5. COMPANY aircraft are not authorized to be flown outside the boundaries (3 sm from the coast) of the Continental United States. This includes Catalina Island, California. An unauthorized flight into Mexico may result in your arrest by Mexican authorities. Mexican authorities require certified documentation that the aircraft is in Mexico with the owners' permission.
6. Landing COMPANY aircraft at other than paved airports that are published on aeronautical charts is prohibited. Landing on non-paved airports or off airport without the express written consent of COMPANY management may result in immediate suspension of flying privileges at COMPANY.
7. Renter pilots may not allow anyone else to pilot or fly COMPANY aircraft. NO dual instruction may be given in COMPANY aircraft by other than a COMPANY Certified Flight Instructor or a COMPANY Affiliated Instructor.
8. In keeping with FAA regulations, no COMPANY aircraft may be flown lower than 500' AGL except for takeoff, landing or declared emergency. No solo emergency landing practice is allowed. Dual emergency landing practice is limited to 500' AGL unless over a runway. Minimum controllable airspeed, stalls, steep turns and all other maneuvers not necessary for normal flight will be terminated above 1,500' AGL.
9. In the interest of safety, discrepancies noted during the renter's use of the aircraft are to be reported to Company's management personnel immediately. If away from Goodyear Airport KGYR, call 623-845-2039 or 623-845-2077 to receive authorization for required repairs. You must call for authorization before repairs are made. Renters flying more than 200 NM from KGYR and are not on a required cross-country as outlined in the FAR Part 91 are liable for any maintenance cost above and beyond the current in house maintenance cost. If you are timebuilding and flying more than 200 NM from KGYR, this applies to you.

10. Since maintenance delays and weather delays are a normal part of the aviation business, COMPANY will not be responsible for any costs incurred by the renter pilot and his/her passengers as a result of such delays. Such costs may include food, lodging, ground transportation, etc.

In addition, if COMPANY is required to recover an aircraft due to negligence of the renter, the cost of recovering that aircraft will be the responsibility of the renter. This includes, but is not limited to, ground or air transportation, labor costs and mechanical expenses.

11. A detailed receipt must be presented to the dispatcher when seeking reimbursement for fuel and oil purchased for the aircraft while away from the Buckeye Municipal Airport. COMPANY will reimburse full fuel and oil expenses.

12. Student pilots must have each and every solo flight authorized by a COMPANY approved CFI. Insurance requirements mandate that every student solo flight be supervised.

13. Only Instrument rated pilots are authorized to fly night cross-country in COMPANY aircraft. During night hours, cross-countries are restricted to IFR certified aircraft only.

Exceptions:

- a. Dual instructional flights.
- b. Approved by the Chief Flight Instructor or Director of Operations.

14. Student pilots must have their student pilot certificate and logbook endorsed by a COMPANY approved CFI before an aircraft will be dispatched to them. A copy must also be in the students file.

15. COMPANY Flight Training Weather Minimums

Dual VFR	Visibility	Ceiling	Wind
Local	5 SM	2000 ft AGL	Maximum sustained wind: 20 kts
Cross-Country	8 SM (actual or forecast)	2500 ft AGL	Maximum sustained wind: 25 kts (actual or forecast)
Solo VFR	Visibility	Clouds	Wind
Local	10 SM	2500 ft AGL	Maximum wind: 18 kts Crosswind component not to exceed 10 kts or limit given by instructor (actual or forecast)
Cross-Country	10 SM No mountain obscurations or Thunderstorms (actual or forecast)	3500 ft AGL	Maximum wind: 18 kts Crosswind component not to exceed 10 kts or limit given by instructor (actual or forecast)

Winds for local or cross-country flights must be less than 10 knots (forecast or actual) unless specifically authorized for higher on the Student Pilot's customer card.

COMPANY reserves the right to refuse to dispatch an aircraft if a COMPANY Instructor or Dispatcher deems weather conditions unsafe.

16. A proficiency checkride by a COMPANY approved CFI is required if the renter pilot has not made

at least 3 takeoffs and landings in the past 90 days.

17. Smoking is NOT permitted in the aircraft or on the ramp. This rule applies to passengers as well as pilots.
18. Renter pilots are expected to do everything in their power to safely return at the scheduled time. If for some reason beyond the pilot's control, the aircraft will be returned late, call COMPANY Operations at 623-845-2039 or 623-845-2077 if able. The next scheduled pilot will appreciate your courtesy.
19. Insurance is maintained on the aircraft. The renter will be responsible for all costs due to negligence. Renter pilots may purchase additional insurance through a third party.

Rental/Invoice Procedures

1. Aircraft are scheduled by COMPANY dispatch personnel. Aircraft are not to be rescheduled or switched without Dispatch approval. COMPANY reserves the right to make changes to the scheduled aircraft reservations providing that the change will be into the same make and model of aircraft.
2. Renter pilots must produce a photo ID, current pilot certificate, a valid medical certificate and current logbook when renting an aircraft. Regulations require the pilot to have his/her current medical and pilot's license "on their person" while exercising the privileges of his/her certificate.
3. Dispatch personnel and the renter pilot will verify the Customer Record and Account Ledger to ensure all information is current and accurate. No aircraft will be checked out unless this documentation is complete and accurate. Name, address, phone numbers, checkout endorsements, medical and BFR due dates must be verified. A photocopy of the renter pilot certificate, medical, and driver's license will be kept on file at COMPANY.
4. The aircraft book will be given to the renter pilot after the information in paragraph 3 above has been verified and the renter pilot has signed the sign-out sheet and presented his/her solo authorization if applicable. This book contains a log for entering hobbs and tach times as well as a listing of recurring AD's and discrepancies. The hobbs and tach times should be verified by the renter pilot before starting the aircraft.
5. After flying, the renter pilot should fill in the ending hobbs and tach times and, if necessary, complete a discrepancy form indicating any inoperative equipment or malfunctions. If the hobbs and tach times have begun to roll to the next number, record the next number.
6. After completing the flight, the renter pilot is required to properly secure the aircraft to include installing tie down chains, reinstallation of the sun screens, installing the gust lock, ensuring that the master switch is turned off and locking the aircraft. A \$25.00 fee may be charged if any of these items are not completed. The aircraft must be parked in the appropriately labeled parking spot. Tow bars, purchased with each aircraft are to be used to move the aircraft into the tie down if taxi through is not achievable. At no time is an aircraft to be "tailed" into the tie down position. Tow bars are not to be removed from the aircraft.

7. When the aircraft book is returned to the front desk, an invoice will be generated for the flight. Payment for the full balance is due at check in. Payment may be made by cash, check, prepaid account or by an accepted credit card.
8. COMPANY does not offer credit and all charges must be paid in full at the end of each flight. Any charges incurred as a result of collecting a delinquent account will be added to the balance owed on that account. COMPANY does not offer credit accounts. A \$35.00 charge will be levied for all returned checks. A valid credit card must be on file.
9. Refund Policy: Refund of unused monies will be returned within 5 business days. If payment was made by credit card, the refund will be credited to the card account that was used. For payments made through financial institutions, refunds will be returned to said financial institutions, not the individuals. For cash customers, a check will be written covering returned amounts.
10. Fuel reimbursement for offsite fueling is \$6.00 per gallon.

Minimum Checkout Requirements

Single Engine, Fixed Gear, 2 & 4 Place, 200 H.P. or Less: (C-172's) Student Pilot Certificate - Must be under the direct supervision of a COMPANY CFI who must authorize each student solo flight.

Private or better - checkout by a COMPANY CFI.

The above minimum checkout requirements may be waived at the discretion of either the Chief Pilot or the Director of Operations of COMPANY. If such waiver is granted, the renter pilot must successfully pass an oral and flight check given by an FAA approved Company Check Airman.

There may be some special checkout requirements for each individual aircraft. Please check with a dispatcher or a flight instructor for details.

Currency Requirements

To remain current under COMPANY policy the following criteria must be met:

- Flown the same make and model aircraft within the previous 90 days (does not need to be a COMPANY aircraft, but will need a logbook entry to provide proof.)
- If pilot has not flown make and model aircraft within previous 90 days, the pilot must do three touch and goes with an instructor.

Aircraft Care

The following items must be followed to provide good care for our aircraft:

- Never leave an aircraft untied and unattended. If it is necessary to leave the aircraft, all three tie downs must be properly attached, and gust lock installed. Use chocks when parking on a ramp that does not have tie downs.
- Never put anything on the dash of the aircraft. This is to protect the windshield.

Buckeye Flight Experience, LLC Rental Policies and Procedures

- Do not use the glare shield (dash board) as a handle when adjusting the pilot seats. Grab the window or door ledge instead.
- When parking, shutdown the engine while still on the yellow line, perpendicular to the parking spot. Trying to turn the aircraft blows dust and may damage other aircraft doors by blowing them open.
- Never push on the tail to move the aircraft. **Always use tow-bars to push back the aircraft.**
- Tie down the aircraft by pulling the chain through the eyelet and looping it back on itself, thereby hooking it securely. This keeps the chain from binding 'should the aircraft roll forward or backward in the wind. If chains are broken or otherwise unusable, let dispatch know.
- Install sunshades with the blue side towards the window. It is important to install these after every flight throughout the entire year. Installing sunshades significantly decreases the temperature in the cockpit and prevents sun damage of the aircraft interior.
- Remove all trash from the aircraft. Please do your best to leave the plane cleaner than you found it.
- Close all windows after every flight. This is not for temperature control, it is for dust control.
- To increase aircraft security, please lock the plane after each use. DO NOT squawk the aircraft if the lock is not working properly.

Items on File (This page is to be left on file with COMPANY Dispatch.)

- _____ Copy of Driver's License (or other acceptable photo ID)
- _____ Copy of Pilot's Certificate
- _____ Copy of Current Medical (must be resubmitted after each medical exam)
- _____ Pilot Information Form (updated when information changes)
- _____ Date of most recent Flight Review

If applicable

- _____ Aircraft Written Test for all types of aircraft pilot will be flying
- _____ Rental Endorsement Form
- _____ Date of most recent Flight Review

Credit Card Authorization

All Pilots must provide credit card information, unless waived by COMPANY Management

Credit Card Type ___ American Express ___ Discover ___ MasterCard ___ Visa

Name as it appears on card _____

Credit Card # _____

Expiration Date _____

My signature below authorizes COMPANY to charge my credit card to cover any outstanding balances I may have incurred due to aircraft rental charges, instructor fees, and other miscellaneous pilot supplies. This authorization will remain in effect until cancelled, in writing by the cardholder.

Authorized Signature _____

Rental Policies and Procedures Agreement

By Signing below, I certify that I have read, understand and will comply with all of the requirements and responsibilities of this Rental Policies and Procedures Agreement. Additionally, I agree to abide by any revisions to this manual that are made available to me.

Print Renter Pilot Name

Date

Renter Pilot Signature