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Sea and Sky Aviation (SASA) RENTAL AND FLIGHT INSTRUCTION POLICIES AND PROCEDURES

EMERGENCY CONTACT INFORMATION

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GENERAL

All ground and flight operations, solo rental and flight instruction shall be operated in accordance with all applicable federal, state and local regulations. Pilots not adhering to regulations will be refused service by SASA.

SAFETY

All ground and flight operations shall be operated with the utmost regard for the safety of the pilot, passengers, equipment, people, and property around the aircraft. When in doubt (or within 10' of an object), shut down the aircraft and carefully maneuver around obstacles. Always secure aircraft with the parking brake, tie downs or chocks before leaving the aircraft.

PREFLIGHT BRIEFING

Prior to each flight, renter or student pilot must obtain an official weather briefing by either calling FSS (1-800-WX-BRIEF) to get a verbal briefing (weather, NOTAMS, TFRs, etc.) or by logging on to an approved internet weather site that (e.g., DUATS, DUAT).

SCHEDULING

Aircraft should be scheduled for the entire time the aircraft will be used by the pilot, not just the flying time. The aircraft must be ready for use by another pilot, including being refueled, at the end of the scheduled time. Accordingly schedule aircraft for at least 15 minutes before and after anticipated landing time. Aircraft may not be rented overnight or for more than three (3) hour blocks on weekends without prior approval.

AIRCRAFT RENTAL

All aircraft will be dispatched online from the SASA website. Prior to release, renters or student pilots must complete a weight and balance assessment as well as a fuel and flight plan. No flight shall take off with less than ½ tank of gas. Aircraft that are grounded because of squawks or maintenance cannot be flown until the director of maintenance approves its return to service. If additional fuel is needed for the flight, contact maintenance personnel for refueling. Renter pilots are responsible for any landing, parking or other airport fees incurred while rented. No intentional landings are permitted on turf airports or any off airport location unless authorized in advance.

BLOCK RENTAL

You may purchase aircraft rental and instruction time at a reduced “Block” rate by prepaying the amount needed to get your Sport Pilot’s license. We strive to complete all student courses and prepare you for your check-ride in as few hours as legally required by the FAA. However, the amount of hours needed depends upon the commitment from the student. In order for the student to benefit from the discounted Block rate, they must complete their training in 45 days or less. Otherwise funds are applied as if paying the standard rate for aircraft rental and instruction. For refunds, funds are reapplied at the standard rate based on hours used.

MINIMUM RENTAL

The minimum charge for aircraft rental is 50% of the time the aircraft has been scheduled unless waived in advance by SASA. For example, if you reserve aircraft for a four hour block, the minimum rental charge is two hours. If aircraft has been reserved overnight, only daylight hours are used to calculate minimum rental.

FITNESS TO OPERATE AIRCRAFT

SASA tracks endorsements and pilot privileges online using the website. Aircraft may not be dispatched to a rental pilot who does not meet the requirements for that aircraft which includes completing the checkout form. Endorsements may not be given verbally, but must either be entered in the student’s logbook or in the pilot profile on the SASA website. Alien students may not receive instruction until they have paid the fee and have received clearance from TSA. All pilots must update their personal information online using the SASA website when there is a change of address, medical condition, or license changes. All pilots must maintain current and accurate information at all times.

MINIMUM FLIGHT CONDITIONS

All LSA-Sport Pilot flights must be flown under VFR minimums or greater. Solo Student flights in IMC or MVFR conditions will not be released unless properly licensed, equipped, and proficient for such flights (which will be the rare exception).

CHECKLISTS

Checklists and a POH are provided with each aircraft. All pilots are required to use them prior to flight, during all phases of flight, shutdown and securing the aircraft post flight.

OPERATING AIRCRAFT

Aircraft may only be operated for private or business purposes and not for compensation or hire. Only SASA instructors are permitted to provide instruction in SASA aircraft. Pilots renting aircraft without an instructor shall act as PIC at all times. In the event of any failure or malfunction with the aircraft, do not attempt to repair -- call the emergency contact above asap. Do not rotate prop in opposite direction of intended rotation as this may seriously damage the engine!

FLYING AT GNOSS FIELD

Fly at pattern altitude of 800 MSL to avoid the 500' towers to the east of the field. Make a right traffic pattern entry for runway 31 and a left traffic pattern entry for runway 13. Unless conditions dictate otherwise, all inbound aircraft should be at pattern altitude at least 3~5 miles out and enter the traffic pattern in a safe and standard method (i.e. 45° entry to the downwind), fly the entire pattern (i.e. no straight in to final approaches), and to make proper radio announcements at each point. Departing aircraft are to climb above TPA as soon as practical. Please note the published noise abatement procedures in effect, which specifically prohibit straight-in approaches to runway 31, and straight out departures from runway 13. When departing runway 13, make a left turn at or above 400' MSL. Do not overfly residential areas south/southeast of the airport.

RESTRICTED AIRSPACE

Sport Pilots may not enter Class B, C or D airspace without an endorsement by a CFI. Note the Class B airspace to the south (KSFO-San Francisco), Class C airspace to the southeast (KOAK-Oakland) and Class D airspaces to the east (KCCR-Concord), northeast (KAPA-Napa), and northwest (KSTS-Santa Rosa). KAPA (Napa) is 15 nautical miles away from Gness Field and is the nearest Class D airspace.

ASKING QUESTIONS

Flying can involve many new things to learn and remember. Some things may seem confusing at first. It is your responsibility to continue asking questions until you fully understand what is being said. It is especially important to make sure you fully understand what is being said while communicating on the radio in flight.

FLIGHT FOLLOWING

SASA strongly recommends that all flights in excess of 25 miles from KDVO use ATC Flight Following or file a Flight Plan with FSS. Flights within the local practice area should also use ATC Flight Following (if available) for traffic advisories, especially if practicing maneuvers, under the hood, or flying near the Class B airspace boundary.

FUEL

All aircraft are rented "wet" which includes fuel. SASA will reimburse for fuel purchased at another airport. Please try to refuel at airports with reasonable fuel costs. If additional fuel is needed while at KDVO, contact SASA personnel. Aircraft should never depart with less than ½ tank of gas.

RENTAL CANCELLATIONS

If you need to cancel your aircraft reservation, please do so online using the SASA website as soon as possible. Cancellations received with less than eight (8) hours notice are subject to a cancellation fee equal to 1/3 the time the aircraft was reserved. Cancellations related to weather, mechanical, illness or other safety related reasons are not subject to this fee.

INSTRUCTOR CANCELLATIONS

If you need to cancel your instruction time, please do so online using the SASA website as soon as possible. Cancellations received with less than eight (8) hours notice are subject to a cancellation fee equal to the full charge for the time reserved for instruction. Cancellations related to weather, mechanical, illness or other safety related reasons are not subject to this fee.

AIRCRAFT RETURN

Upon completion of the flight, you must call or text your releaser to advise of the safe completion of the flight and/or of any SQUAWKS or issues you encountered. You are responsible for cleaning and debugging your aircraft post flight. After each flight, secure aircraft by parking in a hangar or tying it down. Install gust locks and bird/insect deterrent devices unless you are handing it over to another pilot right away.

LATE RETURN CHARGE

If an aircraft is not returned on time, and it results in the aircraft not being available for the next scheduled renter, you will be responsible for a late return fee equal to one hour rental charge for each hour, or portion thereof the aircraft is late, unless the delay was unavoidable due to weather, malfunction or other problems beyond your control. In such event, call the emergency contact above.

PAYMENT

Payment is due upon completion of your lesson and will be charged to your credit card on file. Any applicable cancellation fees will also be charged to your credit card.

LSA AIRCRAFT STANDARDS

The Light Sport Aircraft operated by SASA were manufactured in accordance with ASTM LSA standards and do not necessarily conform to standard category airworthiness requirements. However, this doesn't mean LSA aircraft are any less safe than standard category aircraft. It simply means LSA aircraft are built to different specifications which are set by ASTM International, which is an international standards organization formerly known as the American Society of Testing and Materials.

FLYING IS A HAZARDOUS ACTIVITY

Aviation can be a hazardous endeavor. Even when pilots do everything right, bad things can happen. In the event of injury or death, you agree to hold harmless the flight instructors and owners of SASA, or any affiliated subsidiaries and be bound by the limits of the insurance contract then in force.

ACCIDENTS/INCIDENTS

In the event of an accident or incident which causes damage to the aircraft, first seek medical assistance for yourself and passengers if necessary. Do not attempt to move the aircraft. Contact SASA emergency contact as soon as practicable.

INSURANCE

SASA operates under a commercial policy with a maximum benefit of \$1,000,000 and \$100,000 per passenger. While coverage may change from time to time, SASA cannot operate unless this coverage is in force.

DAMAGE TO AIRCRAFT

We will not submit an insurance claim for minor damage. Examples include tires blown due to improper landing or braking, doors and windows broken due to them being slammed shut, gas caps that are lost because they were not properly secured, tail strikes, etc. In cases where aircraft sustains minor damage, you will be responsible for costs to repair as well as lost rental and instruction revenue for five hours per day up to \$5,000 per incident while the aircraft is out of service. Because of this liability, SASA requires that you take out your own renter's insurance policy from AOPA, EAA or similar. Your renter's insurance policy must include at least \$5,000 to cover hull damage.

RENTER'S INSURANCE

SASA's commercial policy has a \$1,000 deductible for accidents while 'in-motion' and a \$250 deductible while 'not-in-motion.' As a renter or student pilot, you are responsible for payment of the deductible in the event of an accident or incident while the aircraft is under your control. All pilots are required to obtain Renter's Insurance from AOPA, EAA or similar and must show proof of insurance before renting aircraft.

CHANGES

These policies and procedures are subject to change without notice. You should periodically check this link to see if there are any updates. Any changes to the policy will be summarized below. Each time you rent an airplane and/or receive instruction through SASA you agree to abide by these policies and procedures. We welcome comments, questions, and suggestions for improvement.

RIGHT TO REFUSE SERVICE

SASA reserves the right at any time, for any reason, to deny aircraft rental or instruction to any pilot and at any time to refund to any pilot any current credit balance in the individual's SASA account.

I have read and understood the above policies and procedures and have had all questions answered.

Name

Checkout CFI