



EXECUTIVE FLYERS A V I A T I O N

Rental Policies and Procedures

January 2010

1. STANDARD CHECKOUT:

Each Renter must be checked out by an EFA instructor in the make and model of the aircraft he wishes to rent. A standard aircraft checkout will consist of a ground review and at least one flight in the aircraft make and model. The ground portion will include a thorough review of the Renter's knowledge of local airspace, airport signage and markings, the aircraft systems, the installed avionics and the aircraft performance parameters. The flight portion of the checkout will require the Renter to demonstrate the skills expected of a private pilot. In addition to being checked out in the aircraft, the Renter must demonstrate that he meets the total flight time and time in make and model of the aircraft he desires to rent. Unless the Renter has completed a night and/or IFR checkout, his use of an EFA aircraft shall be limited to day VFR operations only. When two or more EFA Renters are sharing the use of an aircraft, the PIC (for each leg) will occupy the left seat, and is totally responsible for the operation of the flight for that leg. Landings will be made only from the left seat unless specifically authorized by EFA's Chief Pilot.

2. NIGHT OPERATIONS:

In order to operate an EFA aircraft between one hour after sunset and one hour before sunrise, the Renter must complete a night checkout with an EFA flight instructor. A Renter who is checked out for night operations does not need to complete a standard daylight checkout. Night flights will be conducted only in non-mountainous areas and landings are only permitted on runways equipped with VASI or PAPI systems at airports with after hour fueling available. A night checkout requirement may only be waived at the discretion of EFA's Chief Pilot.

3. IFR OPERATIONS:

In order to operate an EFA aircraft on an IFR flight plan and/or in instrument meteorological conditions (IMC), the Renter must have passed an instrument proficiency check administered by an authorized EFA instructor within the preceding twelve (12) months. In addition, any intended flight involving a departure into IMC, reported en route IMC, or to a destination which, at the time of intended departure is currently reporting IMC, or is forecasting IMC within one hour before or one hour after the expected time of arrival, must receive the prior approval of EFA's chief pilot or his designated representative. EFA minimums for IFR operations require ceilings of at least 600 ft and visibilities of at least 2 SM at departure and destination, and the ability to reach MVFR (1000 ft ceiling and 3 SM visibility) within 30 min cruise flight time or within 50 NM, whichever is shorter, at any time during the flight. ***Night operations in IMC are strictly prohibited.*** Refer to paragraph nine (9) for information concerning IFR flight plans.

4. CURRENCY REQUIREMENTS:

In addition to meeting all operation currency requirements set forth in the Federal Aviation Regulations as well as the requirements set forth above, no Renter may operate an EFA aircraft unless he has operated an EFA aircraft within the previous ninety (90) days. In the

event the Renter has not flown an EFA aircraft within the previous ninety (90) days, a standard checkout in the aircraft make and model is required. Notwithstanding, all Renters are required to complete a standard checkout every twelve (12) calendar months.

5. SPECIAL VFR OPERATIONS:

No Renter shall file for, or request, a Special VFR clearance.

6. RUNWAY LIMITATIONS:

Except as a precaution or in an emergency, no Renter shall attempt to land, or land, on a runway that is less than three thousand (3000) feet in length or on any runway that is not hard surfaced. No Renter shall attempt to takeoff, or takeoff, from a runway that is not hard surfaced or which is less than three thousand (3000) feet in length (not including displaced thresholds and non-usable runway). No Renter shall attempt to land, or land, at a private, non-public use airport.

7. PREFLIGHT PLANNING:

The requirements of §91.103 apply. For any flight not in the vicinity of an airport, or a flight into IMC, the Renter shall become familiar with all available information concerning the flight, which shall include weather reports and forecasts, fuel requirements, alternates available if the planned flight cannot be completed, and any known traffic delays of which the pilot in command has been advised by ATC. For any flight, the Renter shall become familiar with runway lengths at airports of intended use, and the takeoff and landing distance data contained in the aircraft's FAA Approved Flight Manual, or, if an FAA Approved Flight Manual is not required for the aircraft, other reliable information appropriate to the aircraft, relating to aircraft performance under expected values of airport elevation and runway slope, aircraft gross weight and center of gravity, and wind and temperature. For flights in the vicinity of an airport, the Renter shall obtain a standard weather briefing from any available source.

8. PREFLIGHT INSPECTION:

Renter shall personally conduct a preflight inspection as prescribed by the manufacturer of the aircraft, including checking the fuel from all sumps and determining that the fuel and oil on board the aircraft are sufficient for the purpose to which the Renter intends to use the aircraft. While conducting his preflight inspection, the Renter WILL NOT:

- (a) pull on the spinner of the aircraft to check nose strut inflation, which can cause the spinner bulkhead to crack and possibly separate the spinner from the bulkhead. Strut inflation should be checked by pulling on the propeller;
- (b) stand on the wing struts to check the fuel level unless the aircraft is equipped with steps. If it is not so equipped, the Renter will use a step ladder;
- (c) slam the doors when closing them;
- (d) push hard on the doors to make sure they are closed. A gentle push is all that is necessary;
- (e) touch or tap the flight instruments or engine gauges. This causes the instrument face to push in and will cause the instrument to malfunction;
- (f) place any objects on the glare shield since they will scratch the windshield;
- (g) over-tighten the oil dipstick. The dipstick is metal and the tube is plastic and could crack;
- (h) attempt to start an engine when the ambient temperature is below 32 degrees Fahrenheit, unless the engine has been preheated. If an engine has not been preheated or is not sufficiently warm, a cold start can lead to premature wear of the camshaft. Renters remaining overnight at another airport may be requested to show a receipt for preheating services on return.

9. FLIGHT PLANS:

For any flight in IMC for which EFA has granted prior approval, the Renter shall provide a copy of the IFR flight plan to EFA's dispatcher and, in the event the IFR flight originates from

an airport other than the aircraft's home base, the Renter shall provide EFA's dispatcher with a copy of the IFR flight plan by facsimile or, if by telephone, the contents therein

10. PROHIBITED OPERATION:

The aircraft shall not be used (a) to carry persons or property for hire, (b) to give or receive flight instruction unless such flight instruction is being given by an EFA authorized flight instructor, or (c) in any race, test or contest, or (d) aerobatics other than spins for flight training, and then only if accompanied by an EFA authorized flight instructor, unless the Renter has been checked out for solo flight in an aircraft certified for aerobatic flight and has rented such an aircraft. Except for CFIs and CFI trainees, no renter shall land an EFA aircraft from the right seat position.

11. AIRCRAFT RETURN:

Upon return of a rental aircraft, the Renter is requested to adequately tie the aircraft down, install the control lock, buckle the seatbelts (except in airbag-equipped aircraft), install the pitot head cover, cowl plugs and replace the windscreen covers, if the aircraft has windscreen covers. In addition, the Renter is requested to turn the propeller to vertical to signal the EFA line crew that the aircraft requires refueling.

12. FLIGHT TIME REQUIREMENTS:

The minimum flight time requirements for rental of EFA aircraft are set forth below. EFA's chief pilot or his designated representative may waive these requirements. EFA reserves the right, however, to amend these requirements at any time, with or without notice, or to impose different requirements, on a case by case basis, if, in the sole discretion of its chief pilot or his designated representative, such different requirements are necessary to assure safe flight. All aircraft require an EFA checkout in accordance with our checkout requirements and the following:

Cessna 172 / 172S	5 hours in make and model
Cessna 172S-G1000	Technically Advanced Aircraft checkout 5 hours in make and model
Cessna 182S/T	125 hours total time, 5 hours in make and model
Cessna 182S-G1000	Technically Advanced Aircraft checkout, 125 hours total time, 5 hours in make and model
Piper PA28A - Arrow	125 hours total time, 25 hours retractable or 10 hours dual
Beech BE76 Duchess	250 hours total time, 50 hours Complex, 15 hours multi-engine, 10 hours PA44
Super Decathlon	125 hours total time, 10 hours in make and model*
Extra 300L	200 hours total time, 10 hours in make and model, 50 hours in tail wheel*

**Solo authorization by Chief Aerobatic instructor*

13. RENTAL SCHEDULING:

EFA aircraft are rented in duration of 2.5 hour blocks. Scheduling is done on a first come, first serve basis. All scheduling must be done through EFA's dispatcher or on-line through the myFBO system. All scheduling is done subject to an aircraft's prior need for maintenance and/or periodic inspection. If a scheduled aircraft becomes unavailable for any reason, EFA reserves the right to make changes to your reservation in regards to aircraft. If the aircraft is changed, it will be in another aircraft of similar make and model.

14. RENTAL CANCELLATION:

In the event the Renter needs to cancel a scheduled reservation, he must do so at least twenty-four (24) hours in advance of his scheduled appointment. Cancellation notices transmitted by email are not acceptable, nor are cancellation notices left on EFA's answering service outside of normal business hours. A Renter who fails to give sufficient

cancellation notice, or fails to show up for a scheduled rental, shall be charged fifty percent (50%) of the aircraft's current hourly rental charge for the time scheduled.

15. MINIMUM DAILY CHARGES:

In the event the Renter reserves an aircraft for 6 or more consecutive hours on any one weekday, (s)he shall be obligated to pay EFA for no less than 3.0 hours of usage. In the event the Renter flies less than the required minimum, (s)he will be billed for the remainder at the current hourly rate for the aircraft flown. Required minimum does not apply to dual instruction.

16. PAYMENT:

EFA accepts payment by check, MasterCard, Visa, many debit cards and cash. The Renter expressly agrees to pay EFA at the conclusion of each flight and in all instances on demand for:

- (a) the hours, to the nearest present tenth, of usage indicated by the reading on the hour meter (Hobbs) during the term of the rental (or, if the Hobbs is inoperative, 120% of the tachometer time), and any charges to fulfill the minimum guarantee as specified in EFA's current rental rate sheet, the terms of which are incorporated herein by reference;
- (b) any charges for failure to appear for a scheduled appointment or reservation without having given notification in accordance with EFA's Rental Cancellation policy set forth above;
- (c) any expenses incurred by EFA to return an aircraft to its home base due to the Renter's inability to do so;
- (d) any charges incurred by the Renter for landing, parking, tiedown fees or any and all other fees incurred by the Renter in connection with his use of an aircraft;
- (e) the value of any parts, accessories, instruments, and other items which are missing from the aircraft when it is returned to its home base, where the occurrence was due to the Renter's neglect to properly lock and secure the aircraft when left unoccupied during the rental period;
- (f) in the event the Renter intends to rent an aircraft for a period in excess of eight (8) hours, the Renter agrees that, if requested by EFA, he shall deposit with EFA sufficient funds to pay for the anticipated rental cost to be incurred, and, if the Renter makes such a deposit with a credit card, he expressly authorizes EFA to charge that credit card account for all costs associated with the rental without the further approval of the Renter.

17. PREPAY INCENTIVE:

EFA is pleased to offer its customers a "prepayment bonus" for advance payments made on account. If the Renter deposits any amount between \$500 and \$999, EFA will credit the Renter's account for an additional three (3%) percent of the amount of the deposit. If the deposit is \$1000 or more, EFA will credit the Renter's account for an additional five (5%) percent of the amount of the deposit. The Renter will not receive a flight bonus for funds deposited with EFA on the same day the Renter flies and incurs rental charges unless the deposit, after the day's charges, exceeds the flight bonus minimums. Flight bonuses are credited to the Renter's account within thirty days of the deposit.

18. ACCOUNT REFUNDS:

If, for any reason, a Renter would like a refund of any credit on his account, EFA will gladly refund the funds on thirty (30) days prior notice. Prepayment bonus credits and gift certificates, however, are not redeemable for cash and cannot be refunded. Accounts that have been inactive for more than two (2) years will not be eligible for cash refunds; however, any remaining balance in old accounts may be redeemed for flight time or pilot supplies. Accounts inactive for more than five (5) years will be considered abandoned.