



RENTER HANDBOOK

Augusta Flight Center
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Pilots will abide by all applicable FAA regulations, state, city and airport rules and will operate all aircraft in a safe and respectful manner. The following rules do not cover all possible flight conditions. Renter pilots should clarify any and all questions with Augusta Flight Center (AFC) personnel prior to operating any aircraft belonging to AFC.

1. Approved Airports:

- Aircraft will only take off and land at approved public use airports as depicted on current aeronautical charts. Any operations at private use airports must be approved by AFC personnel prior to departure. Use of any grass or gravel runways must be approved by AFC personnel prior to use with the exception of Cook, Beaumont and Emporia.
- In the event of an emergency landing at an unapproved airport, the renter pilot shall notify AFC as soon as practical. The renter pilot will not attempt a take off from the unapproved field.

2. Approved Fuel and Oil and Minimum Quantities:

- Only approved fuel will be used (100LL). Auto fuel is NOT APPROVED unless the aircraft is STC'd for MOGAS. See Aircraft Info Sheet in aircraft binders
- Only approved aviation grade oil will be used. The renter pilot will not operate the engine with less than the minimum allowable oil.
- The renter pilot will be held responsible for damages to aircraft should they allow unapproved fuel and/or oil to be used.
- No pilot will takeoff will less than 1.5 hours of fuel (at 75% power settings) in the tanks.
- No pilot will and with less than 45 minutes of fuel daytime or 1 hour of fuel nighttime (75% power settings).
- The renter pilot will be reimbursed in full for fuel purchased provided they present a receipt.

3. Approved Pilots:

No pilot may operate any aircraft unless they have first signed a renter agreement and have been checked out in the aircraft by an approved AFC flight instructor. Approved pilots may not operate any AFC aircraft unless they are legally able to act

as pilot in command and meet the recent flight experience requirements contained in this handbook.

Renter pilots will inform AFC when any personal information changes. This includes but is not limited to: medical renewal, BFR dates, new ratings, address and phone number changes, enforcement actions by the FAA or other government agencies that relate to flying.

Only AFC authorized flight instructors may provide flight instruction in AFC aircraft.

4. Approved Aircraft Use:

- Renter pilots are prohibited from using AFC aircraft for commercial purposes without the express written permission of AFC personnel.
- No aerobatic maneuvers, spins or formation flight will be performed by any AFC aircraft unless FAA regs are strictly adhered to. Training will be done only by authorized AFC CFIs. See office for current approved CFIs. Ground before and after these flights is required to both plan and discuss.
- AFC aircraft will not leave the country (contiguous 48 states) under any circumstances.

5. Cross Country Flights:

- A cross country flight is any flight that lands at any airport other than Augusta Municipal Airport (3AU).
- The renter pilot will ensure that AFC knows the location of the aircraft at all times either verbally or via Flight Schedule Pro. The renter pilot will supply AFC with an itinerary of the flight and they will notify AFC of any changes of said itinerary.
- It is the responsibility of the renter pilot to return the aircraft to 3AU when finished with the flight. The renter pilot will pay all costs incurred for the return of the aircraft to 3AU should they fail to do so. This will include, but not be limited to; flight and travel time, fuel and tie down/hangar expenses and pilot time necessary to retrieve the aircraft. At no time will the renter pilot compromise safety in order to return the aircraft to 3AU.
- Mechanical breakdowns and malfunctions: At no time will the renter pilot authorize or make any repairs to the aircraft. The renter pilot will contact AFC upon the event of mechanical difficulties to coordinate necessary repairs. AFC will pay for all necessary repairs. The renter pilot remains responsible for returning the aircraft to 3AU, if possible.

- Fuel (100LL or MOGAS) and oil (only approved aviation grade oil will be used) purchased by the renter pilot will be reimbursed in full, a receipt must be provided for reimbursement.
- Costs that the Renter Pilot will not be reimbursed for include (but are not limited to) the following: tie down fees, hangar fees, landing and take off fees, customs fees, ramp fees and other ground fees, transportation, lodging, food, fines.
- The Renter Pilot will ensure that the aircraft is properly tied down (or hangared) and that all appropriate gust locks and covers are installed if the aircraft is to be left unattended.

6. Minimum Daily Usage:

- Minimum daily usage is one half of the scheduled flight time (i.e. 3 hours scheduled will be charged a minimum of 1.5 hours) or 3 hours per day. A rental day is from the hours of 8:00 a.m. to 5:00 p.m. or 24 hours. Any exceptions must be agreed to by AFC prior to departure.
- Aircraft will be returned at the agreed upon time. In the event that weather or other factors beyond the pilots control prevents return of the aircraft on time, the renter pilot shall contact AFC (316)733-4080. At no time will safety be compromised in order to return the aircraft on time.
- Rental rates will not be discounted for inoperable equipment.
- All renters/instructors/students will make a concerted effort to schedule their flights/lessons in a way as to have a minimal negative impact on other AFC customers. **Essentially, if you schedule it, fly it and arrive on time.** Personal emergencies and weather are case-by-case exceptions, but AFC reserves the right to cancel or modify any scheduled flight if the renter is 30 minutes or more late without prior notification. (also see cancellation policy below)
- Please be considerate of your fellow pilots. AFC has a large customer/student base and aircraft time is at a premium. Make every effort to return the aircraft 10 minutes before the end of your scheduled time. (The only acceptable reasons to return an aircraft late are weather and maintenance.)
- Scheduling of an aircraft for more than 8 hours (including multi-day rentals) must first be approved by AFC management.
- A minimum charge of 3 hours per day will be assessed on overnight flights.
- AFC values all of their customers equally and wants your experience here to be an enjoyable one. To that end we closely monitor adherence to our scheduling rules. Deviation from these rules may result in suspension or cancellation of flying privileges at AFC.

7. Cancellation Policy:

- Renter pilots will make every effort to cancel a scheduled flight within 24 hours of said flight. AFC reserves the right to charge a cancellation fee of not less than one half the scheduled flight time or 3 hours (minimum daily usage) if flight is canceled with less than 24 hours notice (exceptions being weather and pilot health). This time includes any scheduled instructor time.

- 'No shows' will be charged not less than one half the scheduled flight time or 3 hours (minimum daily usage). This time includes any scheduled flight instructor time.

8. Recent Flight Experience Requirements for Day VFR:

- No AFC approved pilot may operate any AFC aircraft in day VFR conditions unless they have met the following recent flight experience requirements:

- For Private Pilots who do not hold an instrument rating with fewer than 250 total flight hours: Acted as and logged at least two hours of PIC time in the preceding 60 days or completed a BFR or aircraft checkout with an approved AFC flight instructor in the preceding 60 days in the same make and model of aircraft to be flown (C-172 time will qualify for C-150/2 time).

- For all other pilots with more than 250 total flight hours: Acted and logged at least one hour of PIC time in the preceding 60 days or completed a BFR or aircraft checkout with an approved AFC flight instructor in the preceding 60 days in the same make and model of aircraft to be flown (C-172 time will qualify for C-150/2 time).

9. Recent Flight Experience Requirements for Night VFR:

No AFC approved pilot may operate any AFC aircraft in night VFR conditions (civil sunset to civil sunrise) unless they have met the following recent flight experience requirements for day VFR plus the following:

- For Private Pilots who do not hold an instrument rating with fewer than 250 total flight hours: Acted and logged at least one hour of night flight time (as defined by FAA Regulations for the logging of PIC flight time at night) and made 3 take offs and full stop landings in the preceding 60 days or completed a BFR or aircraft checkout with an approved AFC flight instructor at night in the preceding 30 days.

10. Maximum Wind and Crosswind Conditions for Takeoffs and Landings:

- No AFC aircraft shall be operated in winds (steady state or gusts) at or above 30 knots without Chief CFI or Assistant Chief CFI approval.
- No AFC aircraft shall be operated in winds that exceed the maximum crosswind component as listed in the approved Aircraft Operators Handbook/Pilots Operating Handbook. If no limitations are listed, the maximum crosswind component shall be 15 knots.
- Student pilots will abide by the restrictions assigned by their flight instructor.

11. Damage to Aircraft:

- Renter pilots will be held responsible for all damages to the aircraft not covered by insurance (insurance coverage is not guaranteed). **Renter pilots are required to purchase supplemental renters insurance. AFC does not sell this insurance.**
- All damage must be reported to AFC immediately. Any unreported damage will be attributed to the last pilot to operate the aircraft.

12. After Hours Rental and Return:

Aircraft keys are maintained in the lock box on the east side of the office. The combination to the lock box will be supplied to the pilot by AFC staff. The renter pilot will return the keys to the same location after flight. If the aircraft is hangared, prior arrangement must be made to have the aircraft pulled out of the hanger prior to close of business. Upon completion of flight, renter pilot will tie aircraft down at an appropriate tie down location, or pushed back in its hangar provided no undo effort is required to do so.

13. Payment:

All rental and instructional fees must be paid in full at end of rental/lesson. For afterhours rental the renter pilot must pre-pay in full for the estimated scheduled rental time and instructor time.

If a renter pilot has a balance that exceeds \$500, the renter pilot will not be allowed to schedule an instructor and/or aircraft until the balance is paid in full or special arrangements have been made with management.

14. Completion of Flight:

- The renter pilot will ensure that all trash is removed from the aircraft at the end of their flight. The renter pilot is responsible for cleaning up any mess left in the plane.

- The renter pilot will ensure that all items supplied with the aircraft remain in the aircraft. These items include but are not limited to: All required documents, Pilots Operated Handbook/Pilots Information Manual/Operation Limitations, fuel tester, Fuel Hawk, gust locks, pitot tube covers, checklists, window shades, handheld microphones, portable tie downs. Not all of these items may be present in all aircraft. Renter pilots will be charged for any missing items.

- The renter pilot will ensure that the aircraft keys are returned at the end of the flight. Failure to return the keys will result in a key replacement charge of not less than \$25 per key. This money will be refunded should the keys be returned to AFC.

- Rental times are charged by the Hobbs (hour) meter. Renter pilots are responsible for ensuring that the Hobbs times are correct prior to flight. Renter pilots must report Hobbs discrepancies prior to flight to prevent them being responsible for the discrepancy. Should the Hobbs meter become inoperative or should the aircraft not be equipped with an hour meter, charges will be based on the engine tach time x 1.2.

- The Renter Pilot will ensure that the aircraft is properly tied down and that all appropriate gust locks and covers are installed at the end of their flight. If the aircraft is to be hangared, the aircraft can be parked on the ramp in front of the FBO or school if winds and weather do not place the unsecured aircraft at risk. The renter pilot will inform the FBO line personnel that the aircraft is ready to be placed back in the hangar. Renter pilot will place aircraft chocks under at least two tires and gust lock installed if aircraft is not tied down.

- Fuel cards for 3AU are in each aircraft notebook and are to be used at 3AU. After fueling, return card to book and place receipt with card. Lost fuel cards will be billed to the Renter Pilot at current cost of replacement.

15. Headset Rental:

Headset rental rate is per rental flight block, whether rental block is one hour or 24 hours. If a renter chooses to purchase a headset from AFC, the last 6 months of headset rental paid will be applied to the purchase price of the headset, up to the price of the headset (no refunds if renter paid more than the price of the headset in rental fees).

Insurance

Every student pilot, renter, and CFI is REQUIRED by AFC to find, carry, and provide proof of non-owned aircraft rental insurance. It is on the student, renter, CFI to provide updated documentation of their insurance on a yearly basis to AFC should they wish to continue renting AFC aircraft.

AFC does not provide this insurance nor do we favor any of the insurance brokers listed below. The minimum required insurance amounts are \$250,000 per incident, \$25,000 per person, and \$5,000 in hull damage. However, we do highly encourage you carry 10,000 in hull damage.

AOPA-aircraft Owners and Pilots Association
EAA-Experimental Aircraft Association
Avemco

As of March 2021 this coverage should cost you around \$200 per year.