

# **JENNA WELLS AVIATION OPERATING POLICIES & PROCEDURES**

January 2020

## **Application & Termination**

Applicants for renters must submit a completed and signed application form.

Renters' agreements may be terminated upon deviation from any of the policies and procedures herein. In addition, the agreement may be terminated upon a 10-day notice of Jenna Wells Aviation (referred to herein as "JWA") of the airplane for any given reason.

Please note: there may be a \$250 application fee to become a renter.

## **Insurance**

Liability and Property damage insurance shall be carried at all times for N210HK. The policy includes *Single Limit Bodily Injury & Property Damage Liability* of \$1,000,000 for each occurrence and \$100,000 for each passenger. It also includes *Aircraft Physical Damage* of \$80,000, with no deductible. Renters may be held liable if the accident is determined to be caused by a violation of any Federal Aviation Regulation or JWA operating procedures. Insurance, however, cannot cover all possible charges for damages. Renters causing damage not covered by insurance shall be held responsible. Additional rental coverage may be obtained through various aviation insurance providers. If aircraft damage is noted during the pre-flight inspection, it must be recorded in the aircraft logbook.

## **Scheduling**

Prior to flying N210HK, the PIC must reserve the aircraft by e-mailing or texting the owner. Scheduled aircraft should be canceled immediately if the flight cannot be made.

JWA does not require hourly flight minimums for overnights flights whether on the weekday or weekend. If a trip extends past two weeks, a minimum of four (4) hours flight time per week is required, unless approved otherwise in advance. Should the PIC not fly the required minimum times, he/she will pay the difference between the hours actually flown and the foregoing minimum flying time at an hourly rate equal to the equivalent rental rate amount. If the cost of the proposed flight is expected to exceed \$1,000, JWA shall be notified and may require the PIC to make an advanced payment.

For flights out of the state, the PIC shall leave a phone number as part of the reservation where he/she can be reached. Renters are expected to return the aircraft on or before the scheduled time unless delayed by weather or mechanical difficulties. Should the PIC determine a late return is unavoidable; such information will be forwarded to the owner of JWA by leaving a message on her cell phone (650) 520-5915 or via e-mail.

Should a local scheduled flight be canceled for any reason except weather or mechanical difficulty, the requesting PIC is expected to notify the owner as soon as the cancellation is known to allow aircraft rescheduling. Frequent "no-notifications" or "no-shows" can result in the JWA assessing the PIC the current rates for the estimated lost flight time.

Should the requesting PIC not be at the aircraft within one (1) hour after the scheduled reservation time, the aircraft is considered "released" and available for others' use.

## **Flight Operations**

The PIC is expected to exercise good judgment and piloting techniques at all times when flying N210HK (e.g., be cautious when starting or operating near other aircraft or people, taxi at reasonable speeds, start the engine with the nose pointed away from the hangar doors, avoid hazardous conditions, avoid riding brakes, etc.).

All pilots and passengers must be briefed and use all furnished restraining devices in the aircraft during takeoffs and landings.

The PIC is responsible for ensuring that flight operations are conducted in a manner which keeps the aircraft within published operating limitations (e.g., using POH climb airspeeds, POH power settings and leaning techniques, descents to minimize engine thermal shocks, observing "G" limits and authorized maneuvers, etc). No spins may be conducted.

Unless prior approval is obtained from JWA, or in the case of an emergency all landings all aircraft taxi, take-offs, and landings must be performed on paved surfaces and at airports listed in the Airport/Facility Directory. If approval is obtained, the PIC is responsible for ensuring that any aircraft operation on a non-paved surface (e.g., dirt, sand, gravel) is conducted with the utmost care. The PIC will be charged for the repair cost of any damage to the aircraft (e.g., propeller, paint, wheel covers, etc.) caused by off-pavement operations.

No primary student touch-and-goes are allowed on any runway less than 3,000' unless accompanied by an approved flight instructor.

Minimum controllable airspeed, stalls, steep turns, and all other maneuvers not necessary for normal flight must be done at or above 3,000' AGL and the aircraft may not be flown lower than 500' AGL, except for takeoff, landing, or declared emergency unless approved by JWA.

The PIC will normally command the aircraft from the left seat; however, flight from the right seat is permissible with a "right seat checkout" or waiver given by an approved flight instructor. The CFI will make an entry in the member's personal logbook and in the "comments" column of the aircraft log of this approval.

PIC's are strongly encouraged to file flight plans for flights over 150nm from the airport of origination; however, flight plans shall be filed for all flights outside California. JWA can direct any renter to submit a cross-country flight plan for review when such action is deemed appropriate.

Flights across the border into Canada or Mexico are covered by insurance must be approved by JWA.

Commercial use of N210HK is prohibited. Renters may not conduct "for hire" operations of any kind. The only exception to this rule is where both the CFI and student are listed on the insurance policy.

### **Aircraft Checkout and Currency Requirements**

To act as a PIC of N210HK, renters must complete a checkout. The checkout will consist of, at a minimum, a review of aircraft systems and equipment, ground handling, and flight maneuvers appropriate to the aircraft and pilot certification.

In order to maintain currency in N210HK, a pilot must fly and log at least **one hour** and **three landings** within the preceding 90 days. Please note that the flight does not need to be made in N210HK. For student pilots, the requirement is within the preceding 30 days. For night currency, the same requirements apply with the landings made to a full stop. If this is not accomplished within the given time, it must be accomplished with an approved flight instructor before acting as pilot-in-command of the aircraft. For these purposes and the remainder of the document, an approved flight instructor is an instructor who is listed on the insurance policy for N210HK.

A mountain flying check-out will be required before acting as PIC at airports with elevations greater than 2,500' MSL, or over mountainous terrain higher than 8,000'. The mountain check-out may be waived if prior mountain flying training has been received and logged.

### **Aircraft Charges and Invoicing Procedures**

Each renter shall ensure the aircraft on-board flight log is completed. The entry must include the renter's name, date, and beginning and ending Hobbs and tachometer readings. When entering ending time, if the lowest meter digit has begun to move, the next higher number is to be used. If you encounter a discrepancy between the previous log entry and the current Hobbs or tachometer reading, it should be noted in the "comments" column of the logbook. Should the Hobbs meter be inoperative, the PIC shall use takeoff-to-landing "clock" time to determine charges.

At the completion of each flight, the renter shall leave a check in the envelope located in the aircraft's glove department. If the renter does not have a check available, the payment may be mailed to JWA within seven days of the flight.

## **Maintenance Costs**

If a renter aircraft requires maintenance during a cross-country, he/she must contact JWA to obtain approval prior to authorizing any repair. In cases where approval cannot be obtained, the renter shall use his/her best judgment in having the work performed and may be held accountable for expenses for such work.

Any maintenance work performed on the aircraft must be accomplished by an FAA-certified mechanic or an FAA-licensed repair station. The renter must obtain an invoice and/or statement describing all work performed on the aircraft, including the name and signature and license number of the mechanic or repair station and a maintenance entry for the airplane's logbook.

For aircraft operating costs paid directly by the member (e.g., fuel, oil, tires) the member shall furnish original receipts for reimbursement. No credit for these costs will be given after 30 days have elapsed unless prior approval has been granted by JWA.

## **Aircraft Care**

Each renter is responsible for N210HK at all time while it is in/her care. Such responsibilities include cleaning the windscreen after flight, adding fuel and oil when required, installing the control lock and pitot tube cover, removing all personal articles, buckling/securing all seatbelts, ensuring the aircraft is properly secured, etc.

If oil is added, the PIC will record the amount of oil and tachometer reading in the comments column of the aircraft log.

It is the responsibility of each renter to perform a pre-flight inspection of the aircraft. Renters will be charged for any damage or abuse not previously squawked. The renter is responsible for reporting any aircraft deficiencies, malfunctions, or damage by making an appropriate detailed entry in the Aircraft Logbook "Squawk Sheet". The PIC should also make an entry in the Logbook "Comments" column (e.g., see Squawk Sheet) to alert JWA that a corrective action is required. In addition, should any discrepancy affect the airworthiness of the aircraft, the renter will contact JWA immediately. The renter will record in the comments section of the log and the squawk sheet any damage to the aircraft that is found during the preflight examination and that has not already been recorded. Failure to record such damage may result in the member being charged with the cost to repair the damage.

The renter will be charged for all repair costs associated with any damage caused by his/her abuse of the aircraft. This includes, but is not limited to, batteries ruined by leaving the Master Switch "On", tires ruined by locking the brakes, airframe damage caused by landing on non-prepared surfaces, etc.

Animals are permitted in the aircraft if arrangements are made to protect the interior (i.e.:

laying down a towel or blanket over the seat). Renters will be charged the full expense for cleaning or damage resulting from the transport of an animal.

### **Responsibilities**

All flight and ground operations shall be conducted in the safest possible manner. Each renter is expected to practice safe and courteous flying consistent and conform to local noise abatement procedures. In addition, each renter shall observe all federal, state, local and *Jenna Wells Aviation Policy and Procedures* regarding aircraft operations. Only approved renter pilots may act as pilot-in-command or manipulate the controls.

When landing at airports other than Camarillo, the renter is responsible for tie-down, hanger, landing fee or any other incidental fee incurred as a result of the pilot's usage. Renters are responsible for costs incurred for alternate travel arrangements when aircraft becomes inoperative. If any aircraft is delayed due to poor judgment and planning, and it becomes necessary for JWA to retrieve the aircraft, the renter may be held liable for all costs of retrieval.

No smoking or alcohol consumption in or around the aircraft is permitted at any time.