

# Standard Operating Procedures



## Ground Operations

1. **FUELING AIRCRAFT:** Each Renter must be checked out by a Glass Cockpit Aviation (GCA) employee on the procedure for fueling aircraft prior to being signed off for a solo flight. Renters should prioritize utilizing GCA provided fuel and resources prior to purchasing fuel elsewhere.  

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2. **FUEL REIMBURSEMENT:** Should a renter require purchasing fuel outside Glass Cockpit Aviation's provided resources, GCA will reimburse out-of-area fuel purchases at a per-gallon rate up to the rate Glass Cockpit is charged by its fuel provider, *but only if a receipt is provided to Glass Cockpit Aviation by the end of the month in which the flight was completed.*  

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3. **Refund Policy:** Both student and GCA reserve the right to terminate training at any time. No refund will be processed without the renter first returning his/her airport badge to the Boise Airport Badging office. It is the responsibility of the Renter to provide GCA with proof of the badge return. With our satisfaction guarantee, if a refund occurs within 1 month of starting training, renters will receive a refund of the prorated unused amount in a timely manner. After the first month, all refunds will be the pro-rated unused amount less a \$100 administration  

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4. **AIRPORT BADGE:** Renters agree to comply with all rules and expectations for airport badging privileges laid out by Boise Airport Operations. Costs associated with airport badging is fully the Renters responsibility, including failure to return expired badges. All Renters agree that when not actively flying with GCA, badges will be returned to the Boise Airport Badging office in a timely fashion. Failure to do so could result in a \$100 fine responsible to the Renter.  

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5. **HANGAR OPERATIONS:** Renters agree to follow placarded instructions inside hangars for hangar door operations. Failure to do so may result in loss of Airport Badge privileges and full responsibility for cost of damage caused by mis-use of hangar door operation.
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## Flight Operations

6. **STANDARD CHECKOUT:** Each Renter must be checked out by a GCA instructor in the make and model of the aircraft he wishes to rent consisting of:
- a. Ground review
    - i. Renter's knowledge of local airspace, airport signage and markings, the aircraft systems, the installed avionics and the aircraft performance parameters. This includes completing a Make and Model Worksheet for given aircraft and reviewing it with a GCA instructor
  - b. **At least** one flight in the aircraft make and model
    - i. Demonstrate the skills expected of a private pilot
    - ii. 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 a GCA aircraft shall be limited to day VFR operations only.

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7. **NIGHT OPERATIONS:** In order to operate a GCA aircraft between one hour after sunset and one hour before sunrise, the Renter must complete a night checkout with a GCA flight instructor.
- a. Night flights will be conducted only in areas that will permit a safe emergency landing at night, and only with aircraft equipped with a terrain awareness system such as a Garmin 430 with terrain, or a handheld GPS with a current terrain database.
  - b. Landings are only permitted on runways equipped with VASI or PAPI systems at airports with after hour fueling available.
  - c. If pilot is not night current (3 t.o.l. in preceding 90 days), currency must be reestablished with a Glass Cockpit Aviation instructor.
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- 8. IFR OPERATIONS:** In order to operate a GCA aircraft on an IFR flight plan and/or in instrument meteorological conditions (IMC), the Renter must have:
- a. Passed an instrument proficiency check administered by an authorized GCA instructor within the preceding twelve (12) months. In addition to being current according to FAA regulations for IFR operation.
  - b. 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 GCA's chief pilot or designated representative.
  - c. Night operations in IMC are strictly prohibited. Refer to paragraph nine (9) for information concerning IFR flight plans.
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- 9. 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;
- a. ***No Renter may operate a Glass Cockpit Aviation aircraft unless he has operated a Glass Cockpit Aviation aircraft within the previous ninety (90) days.***
  - b. In the event the Renter has not flown a GCA aircraft within the previous ninety (90) days, a currency checkout in the aircraft make and model is required with a Glass Cockpit Aviation instructor.
  - c. Notwithstanding, all Renters are required to complete a standard checkout every twelve (12) calendar months.
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- 10. SPECIAL VFR OPERATIONS:** No Renter shall file for, or request, a Special VFR clearance except in an emergency.
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- 11. 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:
- a. Two thousand five hundred (2500) feet in length.
  - b. Or with less than twice the calculated take off or landing distance per the aircraft flight manual.
  - c. No take off or landings are permitted on other than hard surfaced runways unless prior approval by GCA's chief pilot or designated representative.
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**12. PREFLIGHT PLANNING:** 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:

- a. 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 flights in the vicinity of an airport, the Renter shall obtain a standard weather briefing from any aviation weather source. 14 CFR 91.103
  - b. 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.
  - c. Renters shall not operate aircraft with less than **60 minutes** of fuel onboard.
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**13. WEATHER MINIMUMS** For dual VFR instructional flights, the minimum weather requirements will be VFR flight conditions, or as stated by the CFI for that flight.

- a. Solo flights for student pilots, the minimums will be as stated on the student's current solo endorsements for solo minimums, not to be less than 2000' ceiling, 10 sm visibility, 10 kt crosswind component, and 15 kts of total wind.
  - b. Each solo student is required to contact and gain approval from the appropriate flight instructor *prior to each solo flight*.
  - c. For IFR flights, the lowest circling minimums at the departure airport shall be used as take off minimums.
  - d. All students are restricted from flying to airports with either MSL or density altitudes reported/ forecasted to be at or above 5000 unless they have received prior approval of Glass Cockpit Aviation's chief pilot or designated representative.
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- 14. 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.
- a. Fuel can be ordered from Jackson Jet Center (208-383-3191) in Boise.
  - b. Aircraft information such as when inspections are due, and weight and balance information is found on the inspection sticker on the instrument panel". While conducting his preflight inspection, the Renter WILL NOT:
    - i. 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.
    - ii. 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;
    - iii. Slam the doors when closing them;
    - iv. Push hard on the doors to make sure they are closed. A gentle push is all that is necessary;
    - v. Touch or tap the flight instruments or engine gauges. This causes the instrument face to push in and will cause the instrument to malfunction;
    - vi. Place any objects on the glare shield since they will scratch the windshield;
    - vii. **Over-tighten the oil dipstick.** The dipstick is metal and the tube is plastic and could crack;
    - viii. 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 engine;

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**15. FLIGHT PLANS:** For any flight in IMC for which GCA has granted prior approval, the Renter shall provide a copy of the IFR flight plan to Glass Cockpit Aviation via hard copy or email, and, in the event the IFR flight originates from an airport other than the aircraft's home base, the Renter shall provide Glass Cockpit Aviation's dispatcher with a copy of the IFR flight plan by email, or, if by telephone, the contents therein.

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**16. 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 a GCA 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 a Glass Cockpit Aviation authorized flight instructor.*

**17. AIRCRAFT RETURN:** Upon return of a rental aircraft, the Renter is requested to return the aircraft to the hangar, buckle the seat belts, and record the hobbs and tach time. Please be sure to take all your belongings and trash with you. If the renter fails to properly do these items, he will be subject to a "flight completion charge". Please take the time to walk around the aircraft and check for any new damage such as flat spots on tires or other damage that may have occurred during use. Unreported damage will be charged to the last user.

**18. FLIGHT TIME RENTAL REQUIREMENTS:** The minimum flight time requirements for rental of Glass Cockpit Aviation aircraft are set forth below.

- a. No renter pilot shall take an aircraft out for any period of more than 4 hours without prior approval of GCA's chief pilot or designated representative.
- b. Renter agrees to pay for a minimum of two hours of flight time per 6 hours of rental.

GCA 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 designated representative, such different requirements are necessary to assure safe flight.

## Renter's Responsibility

**19. Compliance with Law:** The Renter shall at all times operate the aircraft in compliance with all Federal, State and Municipal laws, ordinances and/or regulations which govern the use of the aircraft.

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**20. Billing and Scheduling System:** All renters must have an account within GCA's billing and scheduling system. It is the renters responsibility to ensure all information is current and updated prior to aircraft rental including:

- Contact information
  - Credit Card
  - Emergency Contact
  - Profile Picture
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**21. PAYMENT:** GCA accepts payment by check, cash, MasterCard, Visa, Discover, and American Express. The Renter expressly agrees to pay GCA at the conclusion of each flight and in all instances on demand for:

- a. the hours, to the highest present tenth (ie. round up if partial number showing), 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 GCA'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 GCA's Rental Cancellation policy set forth above;
- c. any expenses incurred by GCA 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, tie-down 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 four (4) hours, the Renter agrees that, *if requested* by GCA, he shall deposit with GCA 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 GCA to charge that credit card account for all costs associated with the rental without the further approval of the Renter.

- g. A valid payment method shall be kept on file at GCA and will be charged for any outstanding debt.
- h. Any damage to the aircraft caused by the renter such as flat spots on the tires, damage to the landing gear caused by an excessively hard landings, or damage to the airframe caused by negligent ground movement.
- i. Payment information must be added to Flight Schedule Pro prior to the scheduling of aircraft.

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**22. AIRCRAFT SCHEDULING:** Glass Cockpit Aviation aircraft are scheduled on a first come, first serve basis. All scheduling must be done through GCA's [www.flightschedulepro.com](http://www.flightschedulepro.com) site. 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, GCA 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 if available.

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**23. 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 acceptable. 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, and one hundred percent (100%) of the scheduled instructor's hourly rental charge.

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**24. MINIMUM DAILY CHARGES:** In the event the Renter reserves an aircraft for 6 hours or more with prior approval of GCA's chief pilot or designated representative, Renter agrees to pay for a minimum of two hours of flight time per 6 hours of rental. In the event the Renter flies less than the required minimum, the Renter will be billed for the remainder at the current hourly rate for the aircraft flown.



**25. SOLE PILOT:** Renter shall be the sole pilot of the aircraft during the rental period unless prior approval of GCA's chief pilot or designated representative for Renter to split time with another GCA Renter that meets all requirements to rent the given aircraft. Renter shall not give flight instruction nor receive flight instruction other than from a flight instructor employed or authorized by Glass Cockpit Aviation.

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**26. ENPLANING AND DEPLANING PASSENGERS:** The Renter shall not enplane or deplane passengers while the engine(s) is running.

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**27. CERTIFICATE:** Renter holds a valid and current Federal Aviation Administration pilot and medical certificate (if required), and has completed a successful Flight Review within the preceding twenty-four months. Renter agrees to keep these documents up to date in GCA's scheduling system.

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**28. AIRCRAFT CONDITION:** The Renter certifies that he has inspected each aircraft rented to him/her and certifies that the aircraft is in good mechanical condition and free of any obvious defects prior to flight.

- a. In the event Renter discovers that the aircraft is not in good mechanical condition or is not free of an obvious defect, he shall immediately report such condition to Glass Cockpit Aviation before flight and shall not fly such aircraft until it has been inspected by GCA's authorized representative.
- b. RENTER HEREBY ACKNOWLEDGES THAT GLASS COCKPIT AVIATION IS NOT THE MANUFACTURER OF THE AIRCRAFT, NOR THE MANUFACTURER'S AGENT, AND THAT GLASS COCKPIT AVIATION MAKES NO WARRANTY OR REPRESENTATION, NEITHER EXPRESS NOR IMPLIED, AS TO THE FITNESS, WORKMANSHIP, DESIGN, CONDITION, OR MERCHANTABILITY OF THE AIRCRAFT, ITS FITNESS FOR ANY PARTICULAR PURPOSE, OR THE QUALITY OR CAPACITY OF THE MATERIALS IN THE AIRCRAFT.

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**29. CHECKLISTS:** The Renter *shall use* the supplied pre-takeoff, takeoff, cruise, pre-landing and landing checklist.

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**30. PROHIBITED OPERATION:** The Renter shall not operate the aircraft if, within the preceding eight (8) hours, he or she has ingested any alcohol, or any medication the use of which has been determined by the Federal Aviation Administration to be prohibited prior to flight. Renters shall also comply with FAR 91.17 and become familiar with over the counter medication that is prohibited prior to flight.

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**31. ACCIDENTS/INCIDENTS:** The Renter shall report any accident, mishap, incident, or physical damage to the aircraft to GCA as soon as practicable, but, in any event, not more than twenty-four (24) hours after the occurrence.

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**32. EMERGENCY REPAIRS:** Emergency repairs shall be defined as repairs to the aircraft that, due to statute, regulations, mechanical failure or damage, should be made to the aircraft before further flight can safely be conducted. Should the aircraft require emergency repairs, Renter shall comply with the following procedure:

a. Contact GCA for instructions

b. If no contact can be made and repair can be effected for two hundred dollars (\$200.00) or less. Renter may authorize and make payment for the repairs, for which the Renter shall be reimbursed by Glass Cockpit Aviation, except repairs to damage caused by an accident or incident during the rental period and when the aircraft was not in the possession or control of Glass Cockpit Aviation.

Under no circumstances shall the aircraft be flown by the Renter without repair if to do so would violate any governmental statute or regulation or compromise the safety of the Renter, his passengers or the aircraft.

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**33. DAMAGE TO AIRCRAFT:** At the termination of any period of time which Renter reserves an aircraft for rental, Renter shall return the aircraft to Glass Cockpit Aviation at the same airport from which the aircraft was rented, in the same condition as when the airplane was received by Renter, normal wear and tear excepted. Renter shall be liable to Glass Cockpit Aviation for any and all loss or damage sustained by the aircraft from the time Renter takes possession of the aircraft until the time the aircraft is returned to Glass Cockpit Aviation and properly tied down or placed in an aircraft hangar. Renter understands and acknowledges that each aircraft insurance policy has a "deductible" applied to the aircraft damage ("hull") insurance coverage. The deductible amount is not covered by insurance. Renter also understands that Renter is not an insured party under the aircraft hull policies. In addition, in the event that Glass Cockpit Aviation submits an insurance claim for recovery

of damage to an aircraft rented by Renter, the insurance company may seek reimbursement from Renter under a subrogation clause in the insurance policy. Glass Cockpit Aviation does not require, but highly recommends that Renter obtain a non-owner aircraft liability insurance policy, sometimes referred to as a “renter’s policy” to cover Renter’s liability in these instances, and to cover Renter’s liability to third parties in the event of an accident or incident.

- a. **FIXED WING:** At the present time, the limits of insurance coverage on the aircraft are \$1,000,000, and \$100,000 per passenger. The current deductibles are \$1000 in motion, and \$250 not in motion.

I certify that I have received a copy of the Glass Cockpit Aviation Standard Operating Procedures (SOP). I further certify that I have read, understand, and agree to follow the SOPs as written. At any time, should I have questions about these procedures, I will ask Glass Cockpit Aviation’s chief pilot or designated representative for clarification.

Renter Name: \_\_\_\_\_

Renter Signature: \_\_\_\_\_

GCA Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DISCLAIMER OF LIABILITY:** GLASS COCKPIT AVIATION HEREBY DISCLAIMS, AND THE RENTER HEREBY RELEASES GLASS COCKPIT AVIATION, FOR GOOD AND VALUABLE CONSIDERATION, FROM ANY AND ALL LIABILITY, WHETHER IN CONTRACT OR TORT (INCLUDING STRICT LIABILITY AND NEGLIGENCE), FROM ANY LOSS, DAMAGE OR INJURY OF ANY NATURE WHATSOEVER SUSTAINED BY RENTER, ITS EMPLOYEES, AGENTS, OR INVITEES, DURING THE TERM OF THIS AGREEMENT, UNLESS SUCH LOSS, DAMAGE OR INJURY IS CAUSED BY GLASS COCKPIT AVIATION’S GROSS NEGLIGENCE. THE PARTIES HEREBY AGREE THAT UNDER NO CIRCUMSTANCES SHALL GLASS COCKPIT AVIATION BE LIABLE FOR INDIRECT, CONSEQUENTIAL, SPECIAL OR EXEMPLARY DAMAGES WHETHER IN CONTRACT OR TORT (INCLUDING STRICT LIABILITY AND NEGLIGENCE), SUCH AS, BUT NOT LIMITED TO, LOSS OF REVENUE OR ANTICIPATED PROFITS OR OTHER DAMAGE RELATING TO THE RENTING OF THE AIRCRAFT UNDER THE TERMS OF THIS AGREEMENT.

**I warrant that the information, statements and representations contained herein are true. I understand that Glass Cockpit Aviation is relying on this information to rent the aircraft only to me and that false information might invalidate insurance policies rendering me personally liable for loss or damage resulting from an accident. Further, I acknowledge that Glass Cockpit Aviation carries hull and liability insurance on its aircraft for its benefit and that Glass Cockpit Aviation's insurance carrier retains a right of subrogation against me in the event a claim is made on account of my negligence. Glass Cockpit Aviation encourages the Rental Pilot to secure his own insurance.**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_