



Standard Operating Procedures

*In this document, “Student,” implies student pilots and rated pilots alike.

Ground Operations

1. **AIRCRAFT CARE:** Each student 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. Students should prioritize utilizing GCA provided fuel and resources prior to purchasing fuel elsewhere. Prior to operating any new aircraft, it is imperative that the student undergoes comprehensive training regarding the maintenance and management of fuel and oil systems. The student shall adhere to all placarded instructions and comply with the specifications outlined in the Pilot's Operating Handbook (POH). Furthermore, it is essential to prioritize the use of GCA fuel in accordance with the specific requirements of the aircraft and its operational needs.
2. **FUEL REIMBURSEMENT:** Should a student 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.*
3. **Refund Policy:** At Glass Cockpit Aviation, we strive to provide the highest level of training and service to all our students. To ensure a clear understanding of how we handle account balances, we have established the following refund policy:
4. Prepaid Funds and Account Balances
 1. Students can utilize their account balances at any time, without expiration, for services provided by Glass Cockpit Aviation. We encourage students to use their account balance within 60 days for the best experience and training progression.
5. No Refunds on Account Balances
 1. **No refunds** will be issued for remaining account balances, but the funds will remain available indefinitely for flight training or related services.
6. Policy Updates
 1. This policy is subject to change, and any updates will be communicated to students in advance.
7. **AIRPORT BADGE:** Students 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 Students responsibility, including failure to return expired badges. All Students 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 fine responsible to the Student.



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8. **HANGAR OPERATIONS:** Students 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. With any hangar maintenance concerns all students should contact a GCA representative and for the Boise location, students should also notify Boise Airport Maintenance to open a work order (208-972-8446).

Flight Operations

1. **STANDARD CHECKOUT:** Each Student must be checked out by a GCA instructor in the make and model of the aircraft they wish to use consisting of:
 1. Ground review
 1. Student'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 (When switching between 172s, a new make and model quiz is required before renting the aircraft)
 2. **At least** one flight in the aircraft make and model
 1. Demonstrate the skills expected of a private pilot
 2. Demonstrate that they meet the total flight time and time in make and model of the aircraft they desire to use
 3. Unless the Student has completed a night and/or IFR checkout, the use of a GCA aircraft shall be limited to day VFR operations only.
2. **NIGHT OPERATIONS:** In order to operate a GCA aircraft between one hour after sunset and one hour before sunrise, the Student must complete a night checkout with a GCA flight instructor.
 1. 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.
 2. Landings are only permitted on runways equipped with VASI or PAPI systems at airports with after hour fueling available.
 3. If pilot is not night current (3 t.o.l. in preceding 90 days), currency must be reestablished with a Glass Cockpit Aviation instructor. Proficiency to fly at night must be made between the student and instructor for the said flight.
 4. Limited to non-mountainous flying at night.
3. **IFR OPERATIONS:** In order to operate a GCA aircraft on an IFR flight plan and/or in instrument meteorological conditions (IMC), the Student must have:
 1. 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.
 2. 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



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- 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.
3. Flight into known icing is prohibited.
 4. Night operations in IMC are strictly prohibited. Refer to paragraph nine (9) for information concerning IFR flight plans.
 4. **MOUNTAIN FLYING OPERATIONS (DAY TIME ONLY):**
 1. Must remain 1500 feet above the highest terrain within a three nautical mile radius of position, or must receive the prior approval of GCA's chief pilot or designated representative. (Dual flight is excluded)
 5. **STUDENT PILOT PREFLIGHT FORM:**
 1. All solo and rental flights must be approved by the recommending instructor. A flight plan along with weight and balance and other applicable information, including runway lengths and performance calculations will be required.
 6. **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;
 1. **No Student may operate a Glass Cockpit Aviation aircraft unless they have operated a Glass Cockpit Aviation aircraft with** prior approval of GCA's chief pilot or designated representative.
 2. In the event the Student 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.
 7. **SPECIAL VFR OPERATIONS:** No Student shall file for, or request, a Special VFR clearance except in an emergency.
 8. **RUNWAY LIMITATIONS:** Except as a precaution or in an emergency, no Student shall attempt to land, or land, on a runway that is less than:
 1. Twice the calculated take-off or landing distance per the aircraft flight manual or 2,500 feet whichever is greater
 2. No take-off or landings are permitted on runways other than hard-surfaced unless prior approval is given by GCA's chief pilot or designated representative.
 9. **PREFLIGHT PLANNING:** For any flight not in the vicinity of an airport, or a flight into IMC, the Student shall become familiar with all available information concerning the flight, which shall include:
 1. 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 Student shall obtain a standard weather briefing from any aviation weather source. 14 CFR 91.103
 2. For any flight, the Student 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



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- under expected values of airport elevation and runway slope, aircraft gross weight and center of gravity, and wind and temperature.
3. Students shall not operate aircraft with less than **60 minutes** of fuel onboard.
 4. All information will be sent through the Student Pre-Flight Form
10. **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.**
1. 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, 5 mile visibility, 10 kt crosswind component, 20 kts of total wind, and less than 5 knot gust factor.
 2. Each student is required to contact and gain approval from the appropriate flight instructor *prior to each solo flight*.
 3. For IFR flights, the lowest circling minimums at the departure airport shall be used as take off minimums.
 4. All students are restricted from flying to airports with either MSL or density altitudes reported/ forecasted to be at or above 7000 unless they have received prior approval of Glass Cockpit Aviation's chief pilot or designated representative.
 5. Convective Sigmets - No flying in active convective SIGMETs unless you know the convective activity has passed and is moving away.
 1. No aircraft may be flown within 20nm of the cell
 6. Cold Weather Operations - heaters are required when the temperature is forecasted to go below 40°F. The aircraft are not to be started above 105°F and below 17°F.
11. **PREFLIGHT INSPECTION:** Each student 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 Student intends to use the aircraft.
1. Fuel can be ordered from Western Aircraft or Jackson Jet Center in Boise along with Precision and Reeders for Twin and Jerome locations. Please prioritize GCA fuel trucks and pre-mixed fuel (unless the aircraft requires otherwise).
 2. 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 Student WILL NOT:
 1. 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.
 2. Stand on the wing struts to check the fuel level unless the aircraft is equipped with steps. If it is not so equipped, the Student will use a step ladder;
 3. Slam the doors when closing them;
 4. Push hard on the doors to make sure they are closed. A gentle push is all that is necessary;



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5. Touch or tap the flight instruments or engine gauges. This causes the instrument face to push in and will cause the instrument to malfunction;
 6. Place any objects on the glare shield since they will scratch the windshield;
 7. **Over-tighten the oil dipstick.** The dipstick is metal and the tube is plastic and could crack;
12. **FLIGHT PLANS:** For any flight in IMC for which GCA has granted prior approval, the Student 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 Student shall provide Glass Cockpit Aviation's dispatcher with a copy of the IFR flight plan by email, or, if by telephone, the contents therein.
13. **PROHIBITED OPERATION: The aircraft shall not be used**
1. to carry persons or property for hire,
 2. to give or receive flight instruction unless a GCA authorized flight instructor is giving such flight instruction, or
 3. in any race, test or contest, or aerobatics other than spins for flight training, and then *only if accompanied by a Glass Cockpit Aviation authorized flight instructor.*
 4. By a student below 800 feet AGL
14. **AIRCRAFT RETURN:** Upon return of a rental aircraft, the Student 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 Student fails to properly do these items, they 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.
1. Show up 10 minutes before your time block ends
 1. If repeated violation of this return policy occurs, a verbal warning will be given
15. **FLIGHT TIME RENTAL REQUIREMENTS:** The minimum flight time requirements for rental of Glass Cockpit Aviation aircraft are set forth below.
1. No Student 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.
 2. Students agree to pay for a minimum of two hours of flight time per 4 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.



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Student's Responsibility

1. **Compliance with Law:** The Student 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.
2. **Billing and Scheduling System:** All students must have an account within GCA's billing and scheduling system. It is the student's responsibility to ensure all information is current and updated prior to aircraft rental including:
 - Photo ID
 - Credit Card
 - Emergency Contact
 - Completed Profile and Profile Photo
 - Signed SOP
 - Pilot Certificate
 - Make and Model Quiz
 - Medical
 - Flight Review as applicable
1. **PAYMENT:** GCA accepts payment by check, cash, MasterCard, Visa, Discover, and American Express. The Student expressly agrees to pay GCA at the conclusion of each flight and in all instances on demand for:
 1. 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;
 2. 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;
 3. any expenses incurred by GCA to return an aircraft to its home base due to the Student's inability to do so;
 4. any charges incurred by the Student for landing, parking, tie-down fees or any and all other fees incurred by the Student in connection with his use of an aircraft;
 5. 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 Student's neglect to properly lock and secure the aircraft when left unoccupied during the rental period;
 6. in the event the Student intends to rent an aircraft for a period in excess of four (4) hours, the Student agrees that, *if requested* by GCA, shall deposit with GCA sufficient funds to pay for the anticipated rental cost to be incurred, and, if the Student makes such a deposit with a credit card, they expressly authorizes GCA to charge that credit card account for all



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- costs associated with the rental without the further approval of the Student.
7. A valid payment method shall be kept on file at GCA and will be charged for any outstanding debt.
 8. Any damage to the aircraft caused by the Student such as flat spots on the tires, damage to the landing gear caused by excessively hard landings, or damage to the airframe caused by negligent ground movement.
 9. Payment information must be added to Needlenine prior to the scheduling of aircraft.
 10. Any reservation made by a student not tied to a training plan will be charged sales tax.
 11. GCA will credit student accounts 5% for every \$1000 block prepayment, 7.5% for \$2500 block prepayment, and 10% for \$5000 block prepayments. All prepayments and credits are nonrefundable and can only be used toward instruction and airplane rental.
2. **AIRCRAFT SCHEDULING:** Glass Cockpit Aviation aircraft are scheduled on a first come, first serve basis. All scheduling must be done through GCA's Scheduling program, Needlenine: <https://portal.needlenine.com/> When scheduling the aircraft, please choose blocks that start *on the hour*. This ensures everyone has a long enough block for their learning sessions. 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.
 3. **RENTAL CANCELLATION:** In the event the Student needs to cancel a scheduled reservation, they must do so at least twenty-four (24) hours in advance of his scheduled appointment. Cancellation notices transmitted by email are acceptable. A Student 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.
 4. **MINIMUM DAILY CHARGES:** In the event the Student reserves an aircraft for over 4 hours or more with prior approval of GCA's chief pilot or designated representative, Student agrees to pay for a minimum of two hours of flight time per 4 hours of rental. In the event the Student flies less than the required minimum, the Student will be billed for the remainder at the current hourly rate for the aircraft flown.
 5. **SOLE PILOT:** Student shall be the sole pilot of the aircraft during the rental period unless prior approval of GCA's chief pilot or designated representative for Student to split time with another GCA Student that meets all requirements to rent the given aircraft. Student shall not give flight instruction nor receive flight instruction other than from a flight instructor employed or authorized by Glass Cockpit Aviation. Include passenger names in the pre-flight sheet.



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6. **ENPLANING AND DEPLANING PASSENGERS:** The Student shall not enplane or deplane passengers while the engine(s) is running.
7. **CERTIFICATE:** Student 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. Students agree to keep these documents up to date in GCA's scheduling system.
8. **AIRCRAFT CONDITION:** The Student certifies that they have 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.
 1. In the event a Student discovers that the aircraft is not in good mechanical condition or is not free of an obvious defect, they 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.
 2. STUDENT 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.
9. **CHECKLISTS:** The Student *shall use* the supplied pre-takeoff, takeoff, cruise, pre-landing and landing checklist.
10. **PROHIBITED OPERATION:** The Student 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. Students shall also comply with FAR 91.17 and become familiar with over the counter medication that is prohibited prior to flight.
11. **ACCIDENTS/INCIDENTS:** The Student 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.
12. **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, Student shall comply with the following procedure:
 1. Contact GCA for instructions
 2. If no contact can be made and repair can be effected for two hundred dollars (\$200.00) or less. Students may authorize and make payment for the repairs, for which the Student shall be reimbursed by Glass Cockpit Aviation, except repairs to damage caused by an accident or incident



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during the rental period and when the aircraft was not in the possession or control of Glass Cockpit Aviation.

3. Under no circumstances shall the aircraft be flown by the Student without repair if to do so would violate any governmental statute or regulation or compromise the safety of the Student, his passengers or the aircraft.
13. **DAMAGE TO AIRCRAFT:** At the termination of any period of time which a Student reserves an aircraft, Students 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 Student, normal wear and tear excepted. Students shall be liable to Glass Cockpit Aviation for any and all loss or damage sustained by the aircraft from the time Student 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. This includes any loss of flight time and repairs resulting from damage incurred during Student's reservation.
 1. Student also understands that Student is not an insured party under the aircraft hull policies. The Student has access to a coverage called 'Student and Renter Pilot Liability', which is limited to \$100,000 each occurrence.
 2. In the event that Glass Cockpit Aviation submits an insurance claim for recovery of damage to an aircraft rented by Student, the insurance company may seek reimbursement from Student under a subrogation clause in the insurance policy.
 3. Glass Cockpit Aviation does not require, but highly recommends that all Students and Instructors obtain a non-owner aircraft liability insurance policy, sometimes referred to as a "renter's policy" to cover Student's liability in these instances, and to cover Student's liability to third parties in the event of an accident or incident.
 4. **FIXED WING:** At the present time, 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.



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DISCLAIMER OF LIABILITY: GLASS COCKPIT AVIATION HEREBY DISCLAIMS, AND THE STUDENT 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 STUDENT, 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.