

Cindtronix Aviation - Rental Policies and Procedures

1. **STANDARD CHECKOUT:** Each Renter must be checked out by an CA 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 CA aircraft shall be limited to day VFR operations only.
2. **NIGHT OPERATIONS:** In order to operate an CA aircraft between one hour after sunset and one hour before sunrise, the Renter must complete a night checkout with an CA 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 CA's Chief Pilot.
3. **IFR OPERATIONS:** In order to operate a CA 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 CA 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 CA's chief pilot or his designated representative. 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 a CA aircraft unless he has operated a CA aircraft within the previous ninety (90) days. In the event the Renter has not flown an CA 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. No Renter shall attempt to land, or land, at a private, non-public use airport.
7. **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 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 pre-flight 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;

Cindronix Aviation - Rental Policies and Procedures

- (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;
9. **FLIGHT PLANS:** For any flight in IMC for which CA has granted prior approval, the Renter shall provide a copy of the IFR flight plan to CA's dispatcher and, in the event the IFR flight originates from an airport other than the aircraft's home base, the Renter shall provide CA'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 CA 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 CA 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.
 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, 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 CA line crew that the aircraft requires refueling.
 12. **FLIGHT TIME REQUIREMENTS:** The minimum flight time requirements for rental of CA aircraft are set forth below. CA's chief pilot or his designated representative may waive these requirements. CA 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 CA checkout in accordance with our checkout requirements and the following:

Cessna 172S-G1000	Technically Advanced Aircraft checkout, 5 hours in make and model
Cessna 182S-G1000	Technically Advanced Aircraft checkout, 125 hours total time, 5 hours in make and model

13. **RENTAL SCHEDULING:** CA aircraft are rented in duration of two-hour blocks. Scheduling is done on a first come, first serve basis. All scheduling must be done through CA'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, CA 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.
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 CA'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.

Cindtronix Aviation - Rental Policies and Procedures

15. **MINIMUM DAILY CHARGES:** In the event the Renter reserves an aircraft for three (3) or more consecutive blocks on any one weekday, (s)he shall be obligated to pay CA for no less than 4.0 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.
16. **PAYMENT:** CA accepts payment by check, MasterCard, Visa, many debit cards and cash. The Renter expressly agrees to pay CA 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 CA'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 CA's Rental Cancellation policy set forth above;
 - (c) any expenses incurred by CA 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 four (4) hours, the Renter agrees that, if requested by CA, he shall deposit with CA 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 CA to charge that credit card account for all costs associated with the rental without the further approval of the Renter.
17. **PREPAY INCENTIVE:** CA 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, CA will credit the Renter's account for an additional three (3%) percent of the amount of the deposit. If you deposit between \$1000 and \$2999, CA 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, however, for funds deposited with CA 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, CA 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.