

# **THE FLIGHT SCHOOL OF GWINNETT**

**Gwinnett County Airport  
Briscoe Field  
800 Airport Road  
Lawrenceville, GA 30045  
(770) 513-0000**

## **RENTAL POLICIES AND SAFETY PROCEDURES**

**January 1, 2017**

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### **COMPANY POLICIES**

### **AIRCRAFT RENTAL**

### **PILOT TRAINING**

## WELCOME

**Welcome to The Flight School of Gwinnett.** We recognize the big step you have taken with your decision to learn to fly and that your time and money are important to you. We intend to give you the greatest value for your training/rental dollar and assure you we will do all we can to make your training/rental experiences enjoyable and productive. Our staff is dedicated to serving your aviation training and aircraft rental needs. Thank you for choosing to train/rent with us.

## GENERAL INFORMATION FOR RENTERS AND STUDENTS

*Note: The Flight School of Gwinnett may hereafter be referred to as TFS.*

### First time rental

First time renters are required to present their pilot certificates and current medical and to complete a pilot data sheet. Additionally they must present evidence of a Biennial Flight Review, instrument and/or night and day currency for those pilot privileges they seek.

### Checkout policy

All first time renters will be required to check-out with a staff instructor. The check-out is normally not extensive and will consist of those items necessary to demonstrate adequate knowledge and proficiency for the aircraft, pilot certificate, and pilot privileges requested. Pilots are expected to demonstrate a skill level equal to the practical test standard, as published by the FAA, for the certificate they hold.

### Hobbs meter discrepancy

The renter/student will make payment for aircraft time as measured by the Hobbs meter. The renter/student is responsible for ensuring the starting time of the Hobbs meter on his/her dispatch ticket is correct. Discrepancies must be noted by dispatch to ensure the renter/student pays for only his/her flying time. In the event of failure of the Hobbs meter, the recording tachometer elapsed time will be multiplied by a factor of 1.2 to determine aircraft usage.

### Payment for services

Payment is due upon completion of each flight. A credit card number must be on file before any aircraft can be dispatched for early out or late arrival for a renter/student. Customers without a card on file must leave a deposit that will cover the expected cost of the service requested. Payment may be cash, check, Visa, Master Card, or Discover. We also offer financing through Pilot Finance Inc. The website address is [pilotfinance.com](http://pilotfinance.com). Once financing is approved, you will schedule and make your flights using normal procedures. When each flight is complete, we will invoice the costs directly to your account and it will be displayed as a negative balance. We will then submit the charge to Pilot Finance Inc. and they will send TFS a check to cover the amount owed. You will only pay back the interest that you owe through your normal monthly payment schedule that was agreed to between you and Pilot Finance Inc.

### Minimum daily hours

There is a 3 hour per day minimum for aircraft in the renter/student's possession for more than 12 hours of any consecutive 24 hour period. Weekends and holidays may have a higher minimum. A credit card must be on file, or a deposit made prior to dispatch. Daily minimum hours may be modified for long trips. Contact TFS management.

### Refunds

Refunds are not given on items such as books, aviation charts, sunglasses, flight computers, and similar products from the Pilot Store. A defective item, with proof of purchase from the Pilot Store, will be replaced within 10 days of sale. Customers who wish a refund for prepayment of any course of training or payment on account must give written notice to the accounting department. Please allow 10 days for processing a refund. Accounts that have no activity for one year or more are considered dormant and will be charged an accounting fee of \$ 50 per month beginning on the first of each month.

### Scheduling

Scheduling of aircraft and instructor services is accomplished by contacting the dispatch desk. When renters/students schedule equipment and/or instructors TFS will reserve them both for that renter/student's exclusive use during that scheduled time.

A renter/student is expected to arrive at or before the scheduled time and to return in sufficient time to turn over the aircraft by the scheduled return time. Arriving late for your flight due to traffic, business, or other issues is not reason to delay the return of the aircraft beyond its scheduled return time. If the aircraft is available, then coordinate with dispatch and extend the time prior to departure. If the aircraft or the instructor is scheduled immediately following the flight, then courtesy dictates a timely return of the aircraft. Chronically arriving or returning late will not be tolerated.

## **Cancellation policy**

Any and all cancellations must be made 24 hours in advance of scheduled flight training and/or ground training time. Legitimate emergencies or illness will be the only accepted exclusion to this cancellation policy. Failure to abide by the cancellation policy, or repeat offenders will incur the charges and scheduling restrictions as outlined in the no show policy below. No further scheduling will be allowed until that charge is paid in full.

## **No show policy**

Failure to keep an appointment may result in a charge of 20% of the scheduled aircraft hourly rate for the scheduled period and a minimum charge of one hour of instructor time. No further scheduling will be permitted until that charge is paid in full.

## **Aircraft discrepancies**

The renter/student must review the squawk book at the dispatch desk prior to preflight for any equipment problems that might encumber that flight. If, during preflight or flight, a problem is found then the renter/student must seek a staff instructor to determine if the problem is a go or no go item. Then the renter/student must make an entry in the squawk book. If a squawk (problem) renders the aircraft not airworthy, the aircraft will be grounded. A TFS mechanic will take the necessary actions to investigate the discrepancy and, if possible repair or placard the offending item. In any case, all squawks will be addressed before any future flights. If an aircraft is grounded, only TFS maintenance may return that aircraft to service. Every effort will be made to notify you of a scheduled aircraft being grounded prior to your arrival, and if available, another airplane of the same type may be substituted. Should a problem that renders the airplane not airworthy occur while away from TFS, the renter/student must call TFS for instructions. The renter/student will not be reimbursed for repairs of any kind unless authorized by TFS management.

## **Fuel purchased**

Fuel and/or oil purchased away from TFS is the responsibility of the renter/student. Presentation of the receipt to dispatch will offset the total rental charge by the amount of fuel/oil purchased. All receipts must show date and aircraft tail number. Landing fees and/or tiedown fees will not be reimbursed. TFS will only reimburse for gas and oil up to the current retail price then existing at LZU.

## **Federal, state and local regulations**

Each renter/student agrees to conform to all regulations and laws of any and all applicable federal, state or local agency.

# **RENTER/STUDENT REQUIREMENTS**

## **Currency**

No aircraft will be dispatched to a renter/student that does not meet the following minimum flight activity: VFR renter: dual or solo flight at The Flight School within the preceding 90 days. IFR: logbook demonstration of IFR currency. Private student: dual or solo flight within the preceding 30 days and a current 90 day solo sign-off.

Any flight, in which the renter is acting as pilot-in-command, in a TFS multi-engine or complex airplane requires that pilot to have flown that airplane at TFS within the last 30 days. Otherwise, not less than 3 take-offs and landings will be required with a TFS instructor.

## **Insurance carrier minimums**

TFS insurance carrier requires that a staff instructor check-out each new renter. Additionally, each renter must have logged minimum time, or received minimum dual instruction from a staff instructor in the aircraft type before dispatch can release the aircraft to the renter. See Appendix I.

## **Flight planning**

Pilots are required to file a VFR flight plan with an FAA Flight Service Station for any VFR flight in excess of 50 nautical miles (25 for private students) from LZU or any other departure point. It is the responsibility of the aircraft pilot-in-command to close the flight plan with Flight Service. TFS dispatch will not close flight plans. Reminder: Search and rescue efforts begin 30 minutes after your estimated arrival time. This is calculated as the time you gave Flight Service to open your flight plan, plus your estimated time en route as originally filed with Flight Service. Should you be delayed en route for any reason, you should notify Flight Service of your delay.

## **Fuel requirement (renters)**

All TFS flights will be planned with a minimum fuel reserve of one hour, calculated at 75% cruise power. This requirement applies to all flights, VFR or IFR, local or cross-country, day or night, and departing from any airport. Unless restricted by weight and balance considerations, each aircraft that departs on a cross-country will have the maximum fuel capacity on board.

## **Preflight information requirement**

All pilots must familiarize him/herself with all available information with regards to the airports of intended takeoff and landing. All pilots are required to perform a weight & balance calculation prior to flight. Departure from the local area requires the renter/student to obtain a weather briefing from Flight Service.

## **Weather minimums (renters)**

VFR pilots: no aircraft will be dispatched to a non-instrument rated pilot unless he has been approved by one of TFS's checkout instructors and VFR minimum conditions exist (3 miles visibility, 1000 feet ceiling). IFR pilots: no aircraft will be dispatched to an instrument rated pilot unless he has been approved by one of TFS checkout instructors and IFR minimums or better are forecast at the destination at the estimated time of arrival. An alternate must be filed if conditions at the destination at the estimated time of arrival are forecast to be less than 2000 feet ceiling and 3 miles visibility. Surface wind: No TFS airplane may begin a flight, dual or solo, when the surface wind or gusts are reported or forecast to be 25 knots or greater. Additionally, no TFS aircraft may begin a flight when the surface wind crosswind component is in excess of that demonstrated for that aircraft type in the Pilot Operating Handbook.

## **Fire precautions**

Smoking is prohibited within 50 feet of any aircraft. The pilot-in-command is responsible for being familiar with the fire prevention and control practices set forth in the Pilot Operating Handbook (POH) for that aircraft.

## **Preflight inspection**

A thorough preflight is to be conducted with special emphasis on locating fuel, oil, or hydraulic leaks. The pilot-in-command will conduct the preflight as set forth in the Pilot's Operating Handbook (POH) prior to each flight. The airplane must be pushed back during preflight to determine the condition of the tires. Any "Flat Spots" on the tires must be declared to dispatch before the flight. Failure to report flat spots on tires may result in the replacement of the tire cost solely on the Renter/Student. The pilot-in-command will make a voice call and visual scan before engaging starter to ensure the area is clear of persons and property. The pilot-in-command will ensure no person enters or exits the aircraft once the prop(s) is (are) turning.

## **Starting and Taxiing aircraft**

Use of the manufacturer's checklist is required. Hand-propping, is prohibited except by TFS staff. Taxi speed will be at a walking pace when in congested areas, it may be at a brisk-walk pace in open areas. Aircraft flight controls will be kept in the recommended crosswind position for that aircraft during taxi. Taxiing with the nose wheel centered on the yellow taxi line will generally ensure clearance of parked aircraft. Exercise extreme care always, but especially when taxiing near other moving aircraft in airport non-movement areas (ground controllers not directing traffic).

## **Cross country**

The pilot-in-command is responsible for properly securing and servicing the aircraft including when at another airport. Overnight, tie down, landing, de-ice, pre-heat, ramp service or any other fee associated with the flight, except those of non-scheduled equipment problems, are the responsibility of the pilot-in-command and will not be reimbursed by TFS. Should non-forecast weather conditions prevent a return to LZU at the scheduled time the pilot-in-command will notify dispatch and advise of a revised ETA. Student pilots on solo cross country are prohibited from continuing. (See student section for details.) No additional charges are incurred for non-forecast weather delays.

## **Night flight**

Any flight after sundown, even a local flight, will require a flight plan filed with Flight Service. Student Private Pilots are restricted from solo flight after sunset and before dawn.

## **Minimum altitudes**

Except for landing at and taking off from public use airports, no TFS aircraft may be operated below 500 feet above ground level, even during simulated engine failure. All TFS aircraft must at all times adhere to FAR Part 91.119, minimum safe altitudes. Simulated emergency landings are prohibited unless a TFS instructor is on board.

## **Collision avoidance (see and avoid)**

The pilot-in-command will assure adequate clearance from all buildings, aircraft, ground vehicles and persons at all times. Formation flight is prohibited. No TFS aircraft may be operated within 1000 feet of another aircraft while in flight. The pilot-in-command shall cruise according to the hemispheric cruising altitudes when above 3000 above ground level. When climbing or descending in VFR conditions along an airway the pilot-in-command shall fly to the right of the airway. Standard left-hand traffic patterns will be used at all airports where right traffic is not indicated. The pilot-in-command will follow the right-of-way rules at all times, and announce position and intentions at non-towered airports.

## **Emergencies**

The pilot-in-command will handle emergencies according to the Pilot's Operating Handbook (POH), the FAR's, the AIM, and accepted and common sense good operating practices. The pilot-in-command shall notify dispatch or the Chief Pilot or his designee as soon as practical of the emergency. TFS phone number is 770 513-0000.

Any off-airport landing by any pilot requires notifying TFS and aircraft inspection by a maintenance facility before that aircraft may be moved. The Chief Instructor, or his designee, is the only approved pilot for aircraft removal after an off-airport landing.

## **Insurance**

The pilot-in-command is responsible for any and all airframe, powerplant, propeller, and/or interior damage caused by his/her negligence. All TFS aircraft have \$1000 deductible hull loss insurance. The pilot-in-command is responsible for 100% of the deductible amount. For an additional charge per Hobbs hour, TFS will waive its deductible claim of the pilot-in-command.

## **Securing of aircraft**

At the completion of flight, at any location, the renter/student will ensure the aircraft is secured according to the aircraft manufacturer's recommendations. This includes control surface locks, tie downs, wheel chocks etc. The renter/student is responsible for damages to the aircraft due to improper securing. The renter/student's account will be charged \$25 for leaving the master switch on should a battery recharge become necessary. The renter/student is responsible for removing trash and personal items from the aircraft.

## **STUDENT REQUIREMENTS (additional)**

### **Student pilot dispatch**

No student pilot will depart on any solo flight, whether pattern, local or cross-country, unless it is approved by a TFS instructor and the TFS "Local Solo" form is filled out and accepted by dispatch.

### **Student weather minimums**

Student pilots will strictly adhere to the visibility and ceiling minimums in Appendix I. Private student pilots may not begin a solo flight when the winds/gusts are reported or forecast to be in excess of 15 knots or when a crosswind component of greater than 10 knots exists or is forecast. Dual flights are at the discretion of the instructor.

### **Fuel policy**

In addition to the fuel requirement stated previously, no TFS training aircraft may begin a flight, dual or solo, with less than 50% of its total fuel capacity on board. All training flights will be planned with a minimum fuel reserve of one hour, calculated at 75% cruise power. This requirement applies to all flights, VFR or IFR, local or cross-country, day or night, dual or solo, and departing from any airport.

### **Training areas (see area map at front desk – PDF also available)**

TFS uses several training areas. Each flight dual or solo must have the name of the intended training area or areas listed on the dispatch sheet. Each training area has a minimum and maximum altitude listed in the description on the attached document.

### **Cross country**

FAA regulations require that the student private pilot receive training in cross country and that his/her certificate is endorsed by the instructor providing that training. Additionally, a logbook endorsement from an instructor certifying competency in aircraft type is required. Each individual cross country trip must be planned and that plan presented to an instructor to review and endorse the student's logbook for that trip. That endorsement is only good for that day and within any constraints noted by the instructor. The student must be prepared to pay for services that might reasonably be expected, such as fuel, oil, etc. The cross country flight will terminate at LZU one hour before sunset. The student will provide copy to dispatch, file, and open a flight plan as previously stated. The student will land only at the approved training airport (see Appendix II) where he/she has been endorsed to land. Landing at another airport, approved for training or not, except in an emergency, is in violation of the FAR's. Student private pilots are not allowed overnight aircraft privileges. In the event of non-forecast weather and an unscheduled landing by a solo student pilot, the student pilot is required to contact TFS for re-dispatch instructions prior to continuing.

### **Collision avoidance (see and avoid)**

Training maneuvers will be performed only after performing a pre-landing (gumpps) check and clearing turns. The clearing turns must be two, opposite direction 90 degree turns. This applies to any training, dual or solo. Ground reference maneuvers will be conducted at altitudes of 500 feet or more above ground and only in open or sparsely populated areas with an off-airport landing site determined prior to commencement. Simulated emergencies of any type will not be conducted when flying solo.

### **Re-dispatch**

In the event of an unscheduled landing on any airport other than the destination airport the student has been endorsed for, the student pilot will consider the aircraft grounded. The student should immediately contact TFS Chief Instructor or his designee at (770) 513-0000 for re-dispatch before continuing the flight.

Any off-airport landing by any pilot requires notifying TFS and aircraft inspection by a maintenance facility before that aircraft may be moved. The Chief Instructor, or his designee, is the only approved pilot for aircraft removal after an off-airport landing.

## APPENDIX I

### INSURANCE REQUIREMENTS

<b>Airplane Type</b>	<b>Minimum Certificate</b>	<b>Total Hours</b>	<b>Hours</b>	<b>TFS Dual (or checkout)</b>
<i>Fixed gear single (less than 181 hp)</i>	<i>Student</i>	<i>Staff instructor student solo endorsement or new pilot checkout to PTS standards</i>		
<i>Fixed gear single (more than 180 hp)</i>	<i>Private</i>	<i>100</i>	<i>3</i>	<i>To PTS</i>
<i>Retractable single (less than 181 hp)</i>	<i>Private</i>	<i>100</i>	<i>5 in complex</i>	<i>3</i>
<i>Retractable single (greater than 180 hp)</i>	<i>Private</i>	<i>150</i>	<i>5 in complex</i>	<i>3</i>
<i>Multi-engine (less than 410 total hp)</i>	<i>Private MEL</i>	<i>300</i>	<i>20 in class</i>	<i>5 in type</i>
<i>Multi-engine (over 409 total hp)</i>	<i>Private MEL Instrument</i>	<i>500</i>	<i>50 in class</i>	<i>5 in type</i>

NOTE: Certain pilots may be exempted from certain insurance requirements. Only the Chief Flight Instructor or his designee may exempt any insurance requirement.

### TRAINING WEATHER MINIMUMS

		<b>Ceiling</b>			<b>Visibility</b>	
		<b>Pattern</b>	<b>Local</b>	<b>X-country</b>	<b>Day</b>	<b>Night</b>
<b>Private</b>	<b>Solo</b>	1500	2000	2500	5	n/a
	<b>Dual</b>	1000	1500	2500	3	5*
<b>Commercial</b>	<b>Solo</b>	1000	1500	2500	3	5*
	<b>Dual</b>	1000	1000	2000	3	5
<b>Instrument</b>	<b>Single</b>	500			1	1
	<b>Multi</b>	published minimums				

No TFS airplane may begin a flight when the surface winds are reported or forecast to be 25 knots or greater (including gusts) at the departure point or at the destination. Additionally, no TFS airplane may begin a flight when the crosswind component is in excess of the maximum published crosswind component for that airplane.

## Appendix II

The following are the only airports approved for student pilot solo cross country training. Private students are reminded that an instructor endorsement in their logbook is required when operating beyond 25 nm of LZU or landing at any airport other than LZU.

### Private Pilot

Letourneau Field	TOC	Toccoa, GA	51
Washington-Wilkes County	IYY	Washington, GA	58
Dalton Municipal	DNN	Dalton, GA	63
Baldwin County	MLJ	Milledgeville, GA	64
Herbert Smart Downtown	MAC	Macon, GA	72
Thompson-McDuffy County	48J	Thompson, GA	79
Middle Georgia Regional	MCN	Macon, GA	79
Kaolin Field	OKZ	Sandersville, GA	85
Lovell Field	CHA	Chattanooga, TN	88
Greenwood County	GRD	Greenwood, SC	93
Greenville Downtown	GMU	Greenville, SC	96
W. H. "Bud" Barron	DBN	Dublin, GA	97
Bush Field	AGS	Augusta, GA	103
Daniel Field	DNL	Augusta, GA	108
Statesboro Municipal	TBR	Statesboro, GA	145
Albany-Dougherty	ABY	Albany, GA	147
Waycross Ware County	AYS	Waycross, GA	166
Malcolm McKinnin	SSI	St. Simon's Island, GA	215

### Instrument Pilot

Middle Georgia Regional	MCN	Macon, GA	79
Lovell Field	CHA	Chattanooga, TN	88
Greenville Downtown	GMU	Greenville, SC	96
Daniel Field	DNL	Augusta, GA	103
Bush Field	AGS	Augusta, GA	108
Birmingham, Municipal	BHM	Birmingham, AL	108
Malcolm McKinnon	SSI	St. Simon's Island, GA	125
Statesboro Municipal	TBR	Statesboro, GA	145
Albany-Dougherty	ABY	Albany, GA	147
Charlotte Douglas International	CLT	Charlotte, NC	165
Waycross Ware County	AYS	Waycross, GA	166
Savannah, GA	SAV	Savannah, GA	180
Panama City Bay Colony	PFN	Panama City, FL	245
Craig Municipal	CRG	Jacksonville, FL	255
Standiford Field	SDF	Louisville, KY	255

### Commercial Pilot

Middle Georgia Regional	MCN	Macon, GA	79
Lovell Field	CHA	Chattanooga, TN	88
Greenville Downtown	GMU	Greenville, SC	96
Daniel Field	DNL	Augusta, GA	103
Bush Field	AGS	Augusta, GA	108
Birmingham Municipal	BHM	Birmingham, AL	108
Statesboro Municipal	TBR	Statesboro, GA	145
Albany-Dougherty County	ABY	Albany, GA	147
Charlotte Douglas International	CLT	Charlotte, NC	165
Waycross Ware County	AYS	Waycross, GA	166
Savannah International	SAV	Savannah, GA	180
Malcolm McKinnon	SSI	St. Simon's Island, GA	215
Panama City Bay County	PFN	Panama City, FL	245
Craig Municipal	CRG	Jacksonville, FL	255
Standiford Field	SDF	Louisville, KY	255