

# **JB Aviation Management, Inc.**

## **Rental Policies and Procedures**

### **1. SCHEDULING OF AIRCRAFT/INSTRUCTORS:**

- a. Please inform us of any special requests (early morning departures, late returns, or special fueling needs) when scheduling the aircraft. This will enable us to serve you better. If arriving back to Galt after normal business hours, please tie aircraft down on main ramp, install gust lock, and lock aircraft with rental book inside. Aircraft key can be dropped in the overnight box on the north side of the FBO.
- b. If unable to make a scheduled flight, cancel as soon as possible. Failure to do so may prevent another individual from scheduling that aircraft. We understand that circumstances out of your control (weather, winds, etc.) may be cause for last minute cancellation. However, if in JB Aviation's judgment cancellation has become excessive and unjustified, a fee of \$50 per occurrence will be assessed.
- c. If you schedule a flight with an instructor and wish to cancel, please notify your instructor at least 24 hours in advance. If you do not inform your instructor of a cancellation he/she has the option of charging you for his/her time.
- d. Return the aircraft within the scheduled time. Others may be waiting to fly right after you. If you cannot return from a flight in the scheduled time, please contact the airport via telephone on the ground at (815) 648-2433 or in the air on Galt UNICOM frequency 122.8.
- e. Please do not schedule aircraft time slots for more than 150% of the time the aircraft will be flown. Be courteous to others and plan your flights accurately.

### **2. CHECK OUT / CURRENCY REQUIREMENTS**

- a. When acting as pilot in command, you are responsible for complying with all applicable Federal Aviation Regulations (Flight Review, Medical currency, etc.)
- b. You must be able to provide JB Aviation with a copy of your identification, pilot's license, current medical, and logbook entries showing proof of currency and flight review status.
- c. For DAY VFR you must receive a checkout by a JB Aviation CFI. Currency requirements for DAY VFR: 3 takeoffs and landings in a JB Aviation aircraft every 90 days. If currency is not maintained, a flight with an authorized instructor consisting of a minimum of 3 full-stop take-offs and landings is required.
- d. A written exam must be completed prior to checkout completion.
- e. Checkouts are generally one to two hours long, depending on skill level and experience.
- f. If instrument privileges are required, then an instrument check out must be completed. This check out must consist of a minimum of **1 hour actual or hood** in a JB Aviation aircraft. Renter is responsible for maintaining IFR currency in accordance with FAR's thereafter.

### **3. AIRCRAFT HANDLING – GROUND OPERATIONS**

- a. Whenever possible, use JB Aviation 100LL to fuel the aircraft. If it becomes necessary to fuel at a different airport, JB Aviation will reimburse you for this fuel for up to the current cost of 100LL at JB Aviation. This reimbursement will come as a credit to your account at JB Aviation, NOT in cash or check.
- b. All JB Aviation Aircraft use Phillips X/C 20W-50, with the exception of N31AJ and N216AC which use Aeroshell 15W50 ash-less dispersant oil. Plan ahead for oil consumption. If taking a long trip, please let us know and we'll be happy to give you a few extra quarts of oil, paper funnels, etc. to take with you.

- c. Use water to clean the windshield. If water is not strong enough, see JB Aviation personnel for approved cleaner. DO NOT use window cleaner (i.e. Windex). This can damage the plastic.
- d. Brake pads should be at least the thickness of a nickel to be airworthy.
- e. No cords should be showing on the tires. Lack of full tread does not necessarily mean the tire is not airworthy. Check with JB Aviation if you are in doubt.
- f. Do not idle the aircraft for prolonged periods of time. During long waits for takeoff, bring the engine to 1000 RPM and lean the mixture to prevent spark the spark plugs from fouling.
- g. When operating in cold weather, always allow the oil temperature to rise into the green arch before applying full power on takeoff. Failure to do so can result in an unsafe rise in oil pressure.
- h. When starting or stopping the engine, be sure the radios master switch is turned off. Serious damage can result with the switch in the "ON" position during these operations.
- i. Tie down the aircraft at other airports as well as Galt if it is to be unoccupied for several hours.
- j. Control locks must be installed whenever the aircraft is unoccupied.
- k. Please ask a JB Aviation staff member about the condition of the grass runway prior to using it. The condition of runway 18-36 can change from day to day.
- l. Report any maintenance deficiencies to a JB Aviation staff member in the FBO or Maintenance Shop as soon as possible.

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

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ (required for accessing online scheduling)

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