


# Lanier Flight Center

*Where Your Dreams Take Flight!*

## **NEW CUSTOMER CHECKLIST**

- Copy of Birth Certificate and an Unexpired Government-Issued Photo ID *OR* an Unexpired Passport and an Unexpired Government-Issued Photo ID
- Pilot/Customer Information Sheet
- Covenant Not to Sue
- Flight School Policy and Rental Contract
- Copy of Pilot's Certificate (if applicable)
- Copy of Medical (if applicable)
- Credit Card on File
- Review payment and schedule cancellation policies with customer.
- Enter customer information into computer system.  
(Initial here \_\_\_\_\_ when data entry complete.)

<b>Lanier Flight Center</b> <b>RENTAL</b> <b>AGREEMENT</b> <b>SIGNATURE PAGE</b>	 <b>Cessna</b> <b>Pilot Center</b>
Lee Gilmer Memorial Airport 678-989-2395 <a href="http://www.lanierflightcenter.com">www.lanierflightcenter.com</a>	Dekalb-Peachtree Airport 770-457-1270 <a href="http://www.lanierflightcenter.com">www.lanierflightcenter.com</a>

Personal Information		Airman Information	
Name		Date of Birth	
Address		Certificate Held	
City		Certificate Number	
Zip		Issue Date	
Home Phone		Ratings	
Work Phone		Limitations	
Cell Phone		Medical Class	
Email Address		Medical Issue Date	
		BFR Expires	

Emergency Contact		Flight Experience	
Name		Total PIC	
Address		PIC Last 90 Days	
City			
State			
Zip			
Phone			

Do you have Renter's Insurance? Yes\_\_\_ No\_\_\_  
Have you ever had an accident, incident or a violation? Yes\_\_\_ No\_\_\_  
If yes, please attach explanation to this agreement.

This AIRCRAFT RENTAL AGREEMENT (the Agreement) is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between Lanier Flight Center, (LFC) and \_\_\_\_\_ ("Renter").

Renter (Signature): _____	Operator: Lanier Flight Center
Print Name: _____	
Date: _____	By: _____
Address: _____ _____	Print Name: _____
	Title: _____
	Date: _____

# Lanier Flight Center

## Rules, Safety Procedures & Practices Signature Page

I \_\_\_\_\_ certify that I have been given Lanier Flight Center Rules, Safety Procedures & Practices. By signing below, I certify that I have read and understand the Lanier Flight Center Rules, Safety Procedures & Practices. In addition, I agree to abide by the rules, safety procedures & practices.

Renter/Pilot \_\_\_\_\_

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

Lanier Flight Center Representative \_\_\_\_\_

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

# Lanier Flight Center

## Covenant Not to Sue, Liability Release, and Assumption of Risk Agreement

Participant's Name

Identification (Type, Number)

I, \_\_\_\_\_, hereby affirm that I am aware that flying and activities associated with flying have inherent and unforeseeable risks which may result in serious injury or death. I understand and agree that neither my instructors nor Lanier Flight Center, nor any of their respective employees, officers, agents, contractors, or assigns, (hereafter referred to as "Released Parties") may be held liable or responsible in any way for any injury, death, or other damages to me, my family, estate, heirs or assigns that may occur as a result of my participation in flying aircraft, flying in aircraft, flight instruction, aircraft rental, aircraft operations, ramp operations, or any associated activities involved with these activities, (hereafter referred to as Flight Activities), or as a result of the negligence of any party, including the Released Parties, whether passive or active.

In consideration of being allowed to participate in Flight Activities, I hereby personally assume all risks of Flight Activities, whether foreseen or unforeseen, that may befall me while I am participating in these activities. I further release, exempt, and hold harmless the Released Parties from any claim or lawsuit by me, my family, estate, heirs, or assigns, arising out of my participation in Flight Activities including both claims arising during any course of training or after I receive my pilot certification(s).

I also understand that Flight Activities are physically demanding and that I must seek the ongoing care of a licensed and authorized aviation medical examiner and that I will not hold Released Parties responsible for events resulting from my physical condition, limitations, or incapacitation.

I further state that I am of lawful age and legally competent to sign this liability release or that I have acquired the written consent of my parent or guardian.

I understand the terms herein are contractual and not merely recital and that I have signed this document of my own free act and with the knowledge that I hereby waive my legal rights. I further agree if any provision of this Agreement is found to be unenforceable or invalid, that provision may be severed from this agreement; however the remainder of this agreement shall then be construed as though the unenforceable provision had never been contained therein.

I, \_\_\_\_\_ BY THIS INSTRUMENT AGREE TO EXEMPT AND RELEASE MY INSTRUCTORS, LANIER FLIGHT CENTER AND ALL RELATED ENTITIES AS DEFINED ABOVE FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE.

**I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS**

Participant's Signature

Date

Parent or Guardian's Signature (If Applicable)

Date

# Lanier Flight Center

## Aircraft Rental Agreement

In consideration of the mutual covenants contained herein, and for other good and valuable consideration being hereby acknowledged as received, the parties to this Agreement do hereby agree as follows:

1. **Renter's Status:** The Renter acknowledges that he is not an agent, servant, nor employee of Lanier Flight Center, "LFC", and shall not represent to any person, firm or entity of any sort or kind that he or she is such.
2. **Sole Pilot:** The Renter shall be the sole pilot of the aircraft during the rental period. Renter shall not give flight instruction nor receive flight instruction other than from a flight instructor employed or authorized by LFC.
3. **Certificate:** The Renter holds a valid Federal Aviation Administration pilot certificate and current medical certificate and has passed and received a logbook endorsement for a Flight Review conducted in accordance with FAR 61.56 within the past twenty-four months.
4. **New Student Pilots:** New customers who are student pilots are exempt from the above "certificate" requirements. New student pilots shall apply for a student pilot/medical certificate as soon as is practical after signing this Agreement. Student pilots may begin dual flight training right away, but will not be allowed to fly solo without an FAA-issued student pilot/medical certificate.
5. **Currency:** At all times that the Renter is conducting operations in LFC aircraft, he or she shall meet all FAR/AIM currency requirements of the certificate(s) and rating(s) held.
6. **Non-Owned Aircraft Renters Insurance:** The Renter shall maintain the minimum insurance requirements as set forth by LFC at all times that the Renter is acting as Pilot in Command, "PIC" as defined by FAR 14 CFR, Part One, in any LFC owned or operated aircraft. Failure to maintain the minimum insurance at all times while exercising the privileges of this Agreement shall be deemed an act of negligence on the part of the PIC.
7. **Minimum Insurance Requirements:** Exhibit "A" contains the current minimum insurance requirements that the Renter must maintain while exercising the privileges of this Agreement.
8. **Aircraft Condition:** LFC will provide the Renter with an aircraft in airworthy condition whose operation is in compliance with all applicable federal regulations. The Renter certifies that he or she has inspected each aircraft rented to him or her and certifies that the aircraft is in good mechanical condition and free of any obvious defects prior to flight. In the event Renter discovers that the aircraft is not in good mechanical condition or is not free of any obvious defect, he or she shall immediately report such condition to LFC's dispatcher before flight and shall not fly such aircraft until it has been inspected by LFC's authorized representative.

RENTER HEREBY ACKNOWLEDGES THAT LFC IS NOT THE MANUFACTURER OF THE AIRCRAFT, NOR THE MANUFACTURER'S AGENT, AND THAT LFC MAKES NO WARRANTY OR REPRESENTATION, EXPRESSED OR 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. **Preflight Inspection:** The 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 renter intends to use the aircraft.

10. **Checklists:** The Renter shall use the aircraft manufacturer's recommended pre-takeoff, takeoff, cruise, pre-landing and landing checklist or a suitable checklist provided by LFC.
11. **Fuel Reserve:** Renter certifies that he has conducted a thorough preflight analysis of the conditions affecting his flight, including, but not limited to, a calculation of the runway length required for takeoff and landing, the fuel burn expected and the endurance of the fuel on board, and has received a weather briefing appropriate to his flight. The Renter further certifies that, as a result of his or her calculation, he or she has sufficient fuel on board to land with a minimum reserve of no less than one (1) hour of fuel remaining.
12. **Prohibited Operation:** The aircraft shall be used only for non-commercial, personal pleasure and business uses, and shall not be used...
  - (a) to carry persons or property for hire, or
  - (b) in any race, test, contest or aerobatics, except during aerobatics instruction provided by an authorized LFC instructor in aerobatics aircraft.
  - (c) Further, the Renter shall not operate the aircraft if, within the preceding twelve (12) hours, he or she has ingested any alcohol, nonprescription drugs, tranquilizers, sleep-inducing drugs, or any medication the use of which has been determined by the Federal Aviation Administration to be prohibited prior to flight.
13. **Runway Limitation:** The Renter shall not operate in or out of any airport unless the active runway is at least three thousand (3000) feet in length and it is hard-paved. An exception would be if precautionary or emergency landing were necessary.
14. **Special VFR Limitation:** Unless the Renter holds a current IFR rating for the aircraft being flown, he or she shall not file for nor request a Special VFR clearance while operating an LFC aircraft.
15. **IFR Limitation:** The Renter shall not operate the aircraft in instrument meteorological conditions, including, but not limited to taking off in instrument meteorological conditions or departing when the Renter's destination is reporting instrument meteorological conditions or forecasting instrument meteorological conditions within one hour before or after the Renter's estimated time of arrival, unless the Renter holds an instrument rating, has met all currency requirements associated with such rating, has been checked out by an authorized LFC flight instructor for flight in instrument meteorological conditions, and has received the prior approval of LFC's chief pilot, or his or her designated representative for the flight the Renter intends to make.
16. **Enplaning and Deplaning Passengers:** The Renter shall not enplane or deplane passengers while the engine(s) is (are) running.
17. **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.
18. **Accidents/Incidents:** The Renter shall report any accident, mishap, incident or physical damage to the aircraft to LFC as soon as practicable, but, in any event, not more than twenty-four (24) hours after the occurrence.
19. **Reporting Accidents and Incidents to the FAA:** The Renter shall comply with all the provisions of FAR CFR 49, Part 830, should an aircraft accident or incident occur. If the regulations require that Board Form 6120 1/2 be filed, then LFC shall be copied on this form at the time of the filing with the FAA. LFC shall also be copied on any other written statements that are filed with the FAA by passenger(s) or crew.

20. **Damage to Aircraft:** At the termination of any period during which the Renter rents an aircraft, the Renter shall return the aircraft to LFC in the same condition as when the airplane was received, excepting normal operational wear and tear. The Renter shall be liable to LFC for any and all loss or damage sustained by the aircraft due to Renter's negligence or misuse.
21. **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 LFC for instructions;
  - (b) if no contact can be made and repair can be effected for Two Hundred (\$200.00) Dollars or less, then the Renter may authorize and make payments for the repairs, for which the Renter shall be reimbursed by LFC. Under no circumstances shall the aircraft be flown by the Renter without its being repaired if to do so would violate any governmental statute or regulation or compromise the safety of the Renter, his or her passenger(s) or the aircraft.
22. **Rental Policies and Procedures:** LFC has established written rental policies and procedures regarding the rental and operations of its aircraft, which policies and procedures are incorporated herein by reference. The Renter acknowledges that he or she has received a copy of LFC's "Rules, Safety Procedures, and Practices", and further, that he or she has read and understands them. Exhibit "B" of this Agreement contains this document.
23. **Disclaimer of Liability:** LFC HEREBY DISCLAIMS, AND THE RENTER HEREBY RELEASES LFC, 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 LFC'S GROSS NEGLIGENCE. THE PARTIES HEREBY AGREE THAT UNDER NO CIRCUMSTANCES SHALL LFC 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.
18. **Payment:** The Renter expressly agrees to pay LFC promptly and in all instances on demand for:
- a) The hours, to the nearest percent tenth, of usage indicated by the readings on the hour meter (Hobbs) during the term of the rental (or tach time x 120 % if the hour meter is inoperative), and any charges to fulfill the minimum guarantee as specified in LFC'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 without having given notification of cancellation at least twenty four (24) hours in advance.
  - c) Any expenses incurred by LFC 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 at other airports.
  - 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 such 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 hours, the Renter agrees that, if requested by LFC, he or she shall deposit with LFC sufficient funds to pay for the anticipated rental cost to be incurred, and, if the Renter makes such deposit with a credit card, he or she expressly authorizes LFC to charge that credit card account for all costs associated with the rental without the further approval of the Renter.

**19. Refund Policy:**

It is the policy of Lanier Flight Center to refund the balance of a prepay account by company check within 30 business days from receipt of a written refund request. Funds placed on deposit in a prepay account must be used within twelve calendar months or forfeited to the company. Refund balances on a prepay account for which the initial \$2500 deposit has not been depleted will be adjusted to reflect all prior resource rentals and purchases at the regular club rate prior to a refund being issued.

I, the below named Renter do hereby warrant that the information, statements, and representations contained herein are true. I understand that LFC 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 LFC carries hull and liability insurance on its aircraft for its benefit and that LFC's insurance carrier retains a right of subrogation against me in the event a claim is made on account of my negligence.

I, \_\_\_\_\_, the Renter, do hereby agree to the above terms  
Full name of Renter

and conditions on this \_\_\_\_\_ day of \_\_\_\_\_ in the year of 20\_\_\_\_.  
Day Month



# Exhibit A

## Insurance

### Aircraft Rental Agreement: Renter's Non-owned Insurance

The following is the minimum personal non-owned insurance coverage that must be in effect at all times while operating under the privileges of this Agreement:

- **Part A,** Liability: \$250,000 each occurrence limiting passenger bodily injury to \$25,000 per each passenger
- **Part B,** Medical Expense Coverage: \$1,000 each person including crew
- **Part C,** Non-Owned Physical Damage Liability (i.e.: hull insurance): \$25,000 each occurrence

Any deductible that may be required by this insurance policy is the sole responsibility of the Renter.

The Renter shall present to a Lanier Flight Center representative the renter's insurance company's policy binder page as proof of insurance prior to any solo student flight or any other flight conducted as Pilot in Command in a Lanier Flight Center owned, operated, or managed aircraft.

### Resource Rental Agreement: Owner Aircraft Addendum

For all *aircraft owners* who hire a Lanier Flight Center employee for any flight training (including pilot currency training), safety pilot services, or ferry pilot services, please have your owned aircraft insurance representative list as '*Additional Insured*' on your policy:

- 1) *Wheeler's R Flying, LLC d/b/a Lanier Flight Center, and*
- 2) *Wheeler's R Flying, LLC d/b/a Lanier Flight Center and its affiliated Companies.*

**\*Lastly, please provide us with a copy of the non-expired endorsement for our records *prior to the flight*.**

# Exhibit B

## Rules, Safety Procedures, and Practices

### SECTION I

#### A. WEATHER MINIMUMS FOR VFR ONLY, NON-STUDENT PILOTS:

1. An appropriate weather briefing from a flight service station and/or FAA approved website(s) is required for all flights.
2. The pilot in command will determine if weather conditions are acceptable to accomplish the intended flight and if they are within his or her capabilities.
3. A minimum reported ceiling of 3000 feet and at least 5 miles of visibility are required for all VFR flights. Only an LFC flight instructor may give permission for specific flights in the traffic pattern when reported ceilings are less than 3000 feet and 5 miles visibility.
4. Flight conditions over the entire route must have ceilings reported to be at least a minimum of 4000 feet and at least 5 miles of visibility and must be expected to remain so for the duration of the flight plus one additional hour after landing at the destination airport.
5. Wind limitations:
  - a. Each pilot must ensure the conditions are within the design limitations of the aircraft to be flown as well as his or her personal capabilities.
  - b. For VFR non-student pilots with less than 100 hours solo time: steady or gusting to 20kts or maximum crosswind component of 10 knots, not to exceed the design limitations of the aircraft to be flown.
  - c. For VFR non-student pilots with 100 hours or more solo time: steady or gusting to 25 knots or maximum crosswind component of 15 knots, not to exceed the design limitations of the aircraft to be flown.

#### B. WEATHER MINIMUM REQUIREMENTS FOR IFR NON-STUDENT PILOTS:

All instrument rated LFC pilots when flying in Lanier Flight Center, "LFC" aircraft shall comply with all applicable provisions of the current FAA FAR/AIM appropriate for the intended flight. Compliance shall include, but not be limited to, all the FAR/AIM provisions concerning preflight planning, weather forecasts, terrain avoidance, and determining fuel and alternative requirements.

No LFC IFR rental pilot shall perform a night circle-to-land approach if weather is reported at published minimums for the approach, unless no other practical alternative is available at the time of the approach.

The IFR minimum fuel requirement of 45 minutes that is noted in FAR 91.167 shall be increased to 1 hour for all instrument rated pilots flying in LFC rental aircraft.

#### C. WEATHER MINIMUM REQUIREMENTS FOR LFC STUDENT PILOTS:

All LFC "Student Pilots" (i.e.: pilots who have not yet been issued a private or commercial pilot certificate) shall comply with all applicable provisions of the current FAA FAR/AIM that are appropriate for the intended flight. They shall conduct such flights under the direct supervision of an LFC authorized flight instructor. Weather, wind, and visibility limitations shall be as specified in the Lanier Flight Center Student Pilot Solo Agreement. (See Section III of this Exhibit.)

Section III sets forth the general weather requirements for student pilots flying at Lanier Flight Center. From time to time and when approved by the authorized LFC instructor, the minimums may be changed for individual flights conducted by that student pilot. A written confirmation of any modifications shall be placed in the student pilot's file at the departure airport and a copy shall be carried on the student pilot's person during the flight.

The authorized LFC flight instructor shall be that instructor who has been assigned to that student pilot as his primary instructor and who is listed in the student pilot's profile as his or her "Student Mentor". Under certain conditions, the authorized LFC flight instructor may assign his or her review authority to the Chief Flight Instructor at LFC.

#### **D. GROUND OPERATIONS (CERTIFICATED AND STUDENT PILOTS):**

##### **1. Starting**

- a. No student or renter pilot shall attempt to start an aircraft by hand propping.
- b. Procedures outlined in the pilot's operating handbook should be followed whenever starting an aircraft. Extreme care should be used to ensure no danger exists to any ground personnel, people or property near the aircraft.

##### **2. Taxiing**

- a. Except when necessary to avoid obstructions or other aircraft, all taxi operations should be on the taxiway centerline and at a speed no faster than a brisk walk. During night operations, the aircraft should be taxied at a speed no faster than one at which it can be brought to a full stop within the distance of the taxi light.
- b. Extreme care should be exercised when taxiing in the immediate vicinity of other parked aircraft.
- c. Taxiing the aircraft across tie down ropes and/or cables while under power for the purpose of parking is not considered an acceptable procedure. Damage to propeller or wingtips, and tires occur easily.
- d. Shutdown aircraft adjacent parking spot and push back with tow bar at GVL.

#### **C. FIRE PRECAUTIONS AND PROCEDURES:**

1. Each pilot shall follow the Emergency Procedures found in the airplane's POH whenever necessary in the event of a fire either on the ground or in flight.
2. No smoking within 50 feet of any aircraft.

#### **D. UNPROGRAMMED LANDINGS AND REDISPATCH PROCEDURES:**

1. Any pilot who makes an unprogrammed landing either on or off airport shall contact Lanier Flight Center by phone or obtain permission to redispach prior to taking off. Notification of Lanier Flight Center is not required if a Lanier Flight Center instructor is on board and the landing was at a public use airport.
2. In some cases it may be required for a Lanier Flight Center instructor to be dispatched to take off and return the aircraft to the LFC base.

#### **E. AIRCRAFT DISCREPANCIES:**

Should any condition of airframe, engine, or avionics be found, that renders the aircraft un-airworthy or might render the aircraft un-airworthy, the pilot-in-command shall:

(a) If at an LFC base, immediately report that condition to Lanier Flight Center Operations in the office and then record the discrepancy through an aircraft discrepancy sheet (Squawk Sheet) located at the front desk, leaving name and phone number for LFC maintenance to contact the PIC, if necessary.

(b) If at an airport other than one with an LFC base, notify Lanier Flight Center by phone and receive instructions on the disposition of the discrepancy.

(c) Phone numbers:   NORMAL BUSINESS HOURS (GVL) 678-989-2395 (PDK) 770-457-1270  
                          AFTER BUSINESS HOURS 678-481-3761 or 404-702-7766

## **F. SECURING UNATTENDED AIRCRAFT:**

1. Any aircraft left unattended must be chocked by a minimum of one wheel.
2. To prevent damage, upon completion of a flight, the flight controls will be immobilized with a control lock or seat belt. The aircraft must also be properly tied-down, chocked *and locked*.

## **G. MINIMUM FUEL REQUIREMENTS:**

1. Local flights: the minimum fuel reserve for departure on a local training flight is 1 hour.
2. Cross-country flights (planning): the minimum fuel reserve for departure on a cross-country flight is one (1) hour, after factoring in the winds and weather.
3. Cross-country flights (en route): an additional fuel stop is required while en route at any time that the estimated fuel reserve becomes less than 30 minutes for a daytime flight or 45 minutes for a nighttime flight.

## **H. COLLISION AVOIDANCE:**

1. Pilots are required to ensure that the windscreen of the aircraft to be flown is clean and free of debris. Only the appropriate cleaners may be used on the windscreen to prevent damage and scratching.
2. All pilots must be constantly vigilant on the ground or while airborne for obstructions or other aircraft.
3. A brake check should be done immediately after the aircraft begins to move from its' parking place. Except when necessary to avoid obstructions or other aircraft, all taxi operations should be on the taxiway centerline and at a speed no faster than a brisk walk. During night operations, the aircraft should be taxied at a speed no faster than one at which it can be brought to a full stop within the distance of the taxi light.
4. Due to the high density of operations, extra care should be taken after departure between the LFC base and the practice area.

## **I. MINIMUM ALTITUDES:**

1. All flight operations will be conducted in accordance with FAR 91.119.
2. Simulated power failure emergencies:
  - a. Will not be practiced when NOT accompanied by a Lanier Flight Center authorized instructor.
  - b. When accompanied by a Lanier Flight Center instructor and:
    - 1) The minimum altitude is 500' AGL and only then with the engine running and at the discretion of the instructor that it can be done safely.
    2. At no time should the aircraft be allowed to get closer than 500' to any person, structure, vehicle, or vessel as required by FAR 91.119.
3. Particular vigilance must be maintained for unusually high obstacles near the GVL airport.
  - a. 10 miles south of GVL – 1765' AGL (2654' MSL)
  - b. 12 miles southeast of GVL – 1240' AGL (2221' MSL)

## SECTION II

### FLIGHT OPERATING PROCEDURES – ALL PILOTS

#### A. FLIGHT PRIVILEGES:

1. **Initial Checkouts-** No flight will be permitted by any pilot unless that pilot has been approved by a properly authorized Lanier Flight Center instructor for flight in the particular model he or she wishes to fly, and a log book copy of the particular model checkout is on file in the Lanier Flight Center office. It is the responsibility of each individual member to ensure required copies of each model checkout is on file.

2. **Proficiency Checkouts-** Each Lanier Flight Center member on active flying status is required to fly with a Lanier Flight Center designated flight instructor once each year. The proficiency check will address rusty techniques, promote pilot currency, and be to the same standard as a biennial flight review. The flight review will be done during the same month as the biennial flight review, on opposing years.

#### 3. **Recent Experience-**

*Student Pilot Certificate:* Minimum 2 flights per month with minimum 2 hours flight time including 3 landings.

*Private Pilot Certificate:* Less than 100 hours total time: Minimum 1 hour during past 60 days including 3 landings. More than 100 hours total time: Minimum 1 hour during past 90 days including 3 landings.

*Commercial Pilot Certificate:* Less than 1000 hours total time: Minimum 1 hour during past 90 days including 3 landings. More than 1000 hours total time: As required by (FAR's).

*Airline Transport Pilot Certificate:* As required by (FAR's).

4. **Recurrency Checkouts-** If the pilot has exceeded his or her recent experience as given above, that pilot must fly with a Lanier Flight Center instructor for a length of time at the discretion of the instructor. Upon successful completion of the recurrency flight, pilot privileges will be reinstated for the appropriate aircraft the pilot is checked-out in.

#### B. FLIGHT PLANS:

All cross-country flights must be conducted on a flight plan filed and activated with Flight Service. It is the responsibility of the pilot-in-command to ensure that all flight plans are properly closed at the completion of a flight.

#### C. WEIGHT AND BALANCE:

Each pilot-in-command is responsible to ensure each flight is within the weight and balance limits prescribed by the manufacturer.

#### D. IFR FLIGHTS:

IFR flights may only be conducted in IFR qualified Lanier Flight Center aircraft and by a current IFR qualified pilot. .

#### E. AIRPORTS OF INTENDED USE:

Landing of Lanier Flight Center aircraft shall be limited to paved runways at public use airports. Exceptions are:

1. Prior written approval from the Lanier Flight Center owner.
2. EMERGENCIES

#### F. PILOTS OPERATING HANDBOOK AND CHECKLISTS:

1. All pilots must be thoroughly familiar with the pilots' operating handbook or approved flight manual (AFM) for each aircraft being flown.

2. A pilot operating handbook or (AFM) and aircraft checklist must be carried in the aircraft on each flight.

3. Use of aircraft checklists is good operating practice and is required by LFC.

4. After completion of each flight, attach the aircraft checklist to the dispatch can for return at the desk.

#### G. SMOKING:

1. Smoking while in or around any Lanier Flight Center aircraft is prohibited. Smoking increases the fire hazard and is also detrimental to aircraft instruments.

2. The Lanier Flight Center office and flight line are NO SMOKING AREAS.

**H. NIGHT FLYING:**

*Night checkouts are required for all existing pilots/new member checkouts seeking night privileges at Lanier Flight Center.*

1. Night cross-country flights in Lanier Flight Center aircraft are permitted ONLY AFTER receiving a night cross-country check-out by a Lanier Flight Center authorized flight instructor, or a waiver is obtained and signed by the chief flight instructor and then entered into the pilot's file.
2. Prior to the first night flight for new members of Lanier Flight Center, VFR PRIVATE PILOTS MUST have night XC flight plans reviewed with a Lanier Flight Center authorized instructor BEFORE DEPARTURE.

**I. SPINS AND OTHER AEROBATIC FLIGHT:**

Aerobatic flight, including intentional spins, in Lanier Flight Center aircraft is prohibited, except when performed in aerobatics aircraft under the instruction of an authorized LFC flight instructor.

**J. FORMATION FLIGHTS:**

1. Formation flights create a serious collision risk and should be performed by experienced, trained pilots only. The use of Lanier Flight Center aircraft in any formation flights of more than one aircraft is strictly prohibited.
2. All Lanier Flight Center aircraft shall maintain a separation of at least 1/2 mile from any other aircraft while flying over similar routes.

**K. FUEL AND OIL:**

As a courtesy to others and to minimize pre-flight delays, top off the fuel tanks when below ½ tank or after final flight of the day, except when otherwise requested. Keep the aircraft neat and clean. When you put oil in an engine, please mark oil consumption amount on the dispatch sheet. This data will permit us to keep track of engine wear and performance.

**L. CHARTER SERVICE, ET. AL:**

Lanier Flight Center aircraft will not be operated for commercial charter purposes. This is in violation of the Federal Aviation Regulations.

**M. FOREIGN COUNTRY FLIGHTS:**

USERS SHALL NOT fly a Lanier Flight Center aircraft to a foreign country without prior written consent of Lanier Flight Center.

## **SECTION III**

### **STUDENT PILOTS**

#### **Student Solo Agreement**

##### **General Operating Rules**

- No touch 'n go's. All landings must be full stop taxi backs. Every time.
- No forward slips.
- No power off 180 landings or power-off approaches.
- No simulated engine out practice (anywhere).
- No short or soft field takeoffs and landings (unless specifically authorized by your CFI).
- On final, if not established on a stabilized approach with targeted airspeed and altitude 300 feet above the ground, execute a go-around.
- No landings on runways less than 4000' feet in length and 100' feet wide (unless approved for less).
- No stall practice or ground reference maneuvers (unless specifically authorized by your CFI).
- You must have an endorsement to fly solo to any airport other than your originating airport.
- No night flight.
- There must be enough fuel such that the minimum fuel at the end of a flight is 1.5 hours or 15 gallons, whichever is greater.
- Fuel tanks must be topped prior to departure on a solo cross country.
- Solo Cross country flights must be conducted on a flight plan; student to call instructor after the flight.
- You must comply with the applicable regulations for student solo pilots in Part 61 and Part 91.
- You must check weather (incl. METARS, TAFs, Radar, NOTAMS, TFRs) and comply with instructor weather limits placed in your logbook. Know your limits (reference below "weather" section for understanding). In addition, ensure that your weight & balance and performance data is safe.
- All solo flights must have written consent from your flight instructor on the appropriate LFC form. The instructor will make a copy. One copy is yours and the other goes in your student file.

##### **Altitude**

- The minimum flight altitude shall be 1500 feet AGL unless doing pattern work

##### **Weather**

- Total wind limit = 15 kn; Maximum crosswind component: 5 kn (can raise to 7 or 8 as student proficiency increases demonstrated by consistent student performance)
- Minimum weather conditions for solo flight in the traffic pattern at KGVL
  - Minimum cloud base 2000 feet
  - Minimum visibility 6 SM
- Minimum weather conditions for solo flight to the practice area
  - Minimum lowest cloud bases 5000 feet
  - Minimum visibility 8 SM
- Minimum weather conditions for solo cross country flight
  - Minimum ceiling 5000 feet (forecast through 1 hour after flight is to be complete)
  - Minimum visibility 8 SM (forecast through 1 hour after flight is to be complete)

## SECTION IV ADMINISTRATIVE POLICIES

### A. AIRCRAFT SCHEDULING AND USE:

1. Aircraft scheduling is provided for members online using the Lanier Flight Center online scheduler. The website for Lanier Flight Center is [www.lanierflightcenter.com](http://www.lanierflightcenter.com). In addition scheduling can be completed during normal business hours by phone at GVL (678) 989-2395 or PDK (770) 457-1270. Be Considerate! When an aircraft reservation is scheduled and not used or canceled, it prevents others from using the aircraft and reduces income the aircraft owner rightfully deserves. When a pilot does not arrive to claim his/her reservations, two things may happen:

- a. The member may be assessed a cancellation charge for the unused reservation.
- b. The member may find that someone else is using the plane.

2. No flight will depart until after it has been scheduled with the Lanier Flight Center office. Tach and Hobbs times must be verified on the aircraft dispatch/check-in sheet prior to engine start and entered on the aircraft dispatch/check-in sheet after engine shutdown. To maximize aircraft availability, avoid scheduling an aircraft for more than 30 minutes prior to departure and 30 minutes after planned arrival.

3. Late arrivals - The policy on late arrivals is:

- a. For a reservation of one day or less, if the pilot is more than 15 minutes late in departing, the aircraft may be released for someone else to use.
- b. For extended reservations of more than one day, if the pilot is more than one hour late in departing, the aircraft may be released for someone else to use. Prior to using a plane when another pilot has not arrived to use his reservation, you must obtain a release from the LANIER FLIGHT CENTER OFFICE. Call the office ahead of time if you're going to be late or if a check ride is scheduled and the reservation will be held.

4. Dispatch -The keys and dispatch sheets will be picked up from the office and the departure log completed prior to each flight. If you wish to fly after hours, special arrangements must be made through the office during regular office hours.

5. Squawks- All squawks must be checked prior to departure. If a new squawk is found during preflight, in flight, or post flight, the pilot in command should log it in the squawk book at the front desk and notify LFC dispatch of the nature of the squawk. LFC staff will notify maintenance of the squawk.

### B. EXPENSES INCURRED AWAY FROM THE GAINESVILLE AIRPORT:

Expenses such as tie-down and landing fees will be the scheduling USERS responsibility. Any repairs or expenses exceeding \$200.00 must be authorized by LANIER FLIGHT CENTER. Users will be reimbursed for aircraft fuel expenses incurred away from Gainesville by submitting the original fuel receipt to the office within 10 days. Fuel receipts older than 10 days may not be honored. Cross-country fuel and oil purchased will be credited at a rate not to exceed the posted retail price at Gainesville. (This limitation does not apply to primary students.)

### C. CROSS COUNTRY MINIMUM:

A minimum charge of three (3) hours per day will be made for all cross county flights. A day defined as a 24 hour period, i.e.: there are no minimums for periods which are less than 24 hours. Deduct the cost of gas you purchase away from Gainesville and send the original gas receipt with your payment. (Be sure your name is on all payments and fuel tickets). We would appreciate advance deposit of one half of the flight plan hours for cross-country flight reservations more than 30 days in advance.



#### **D. CARELESSNESS/IMPROPER PROCEDURES:**

Maintenance expenses resulting from member carelessness or improper operating procedures may be billed directly to the member. For example: If a member forgets to turn off the master switch following a flight; causing a battery to freeze-destroying it, the member may be charged directly for the battery replacement. Control damage caused by a failure to install a gust lock, etc.

#### **E. INITIATION FEE:**

The new member initiation fee for the Lanier Flying Club is \$150.00. The initiation fee is subject to change by Lanier Flight Center and is not refundable.

#### **F. DUES AND RENTAL FEES:**

1. The monthly dues for the flight school members shall be \$29.00 per month. When an aircraft is flown, stop by the office and pay for the flight time. When flying before or after normal office hours (8am -5pm Mon-Sat, 9am-5pm Sun), a pre-payment account is required.
2. MasterCard, Visa, or Discover card number and use authorization is required as a guarantee for payment. If an aircraft is flown and payment is not received, or if the monthly dues become delinquent by one billing period, the bank card will be used to effect payment.
3. A fee of \$35.00 plus any bank services charges will be assessed for any returned checks.
4. The aircraft use charges are a composite of prorated insurance costs, maintenance, tie down fees, lubricants and rental fees. Charges are based on Hobbs meter time, in the event the Hobbs meter is not working or not installed the tach time X 1.2 will be used to calculate the rental fees.
5. Fuel costs are included except where noted.
6. Flying status is revoked for any account overdue.

#### **G. PHOTOCOPIES OF RECORDS REQUIRED:**

To keep our records current, we require a photocopy of each member's flying documents

- a. Pilot Certificate
- b. Medical Certificate
- c. Pages of log book including: Last page, Biennial check, CFI Certificate and ALL checkouts in each type Lanier Flight Center aircraft you intend to fly.

#### **H. DISCIPLINE:**

In the event an incident occurs involving club aircraft or possible FAR violations or accident; solo or pilot-in-command privileges, in Lanier Flight Center aircraft are automatically suspended pending a LANIER FLIGHT CENTER SAFETY REVIEW. USERS may be expelled for violations of the F.A.R.'s or these Rule and Regulations or for other good cause. Expelled users forfeit their initiation fee and any prepaid membership fees.

#### **I. TERMINATION/RESIGNATION:**

Either party can terminate the flight school membership at any time. Resigning USERS shall submit written notice of resignation to the Lanier Flying Club to become effective on the first of the month following the date of notice, at the time of resignation the account must be paid in full. This notice must be submitted at least 30 days in advance of the effective date.