



New Kent Aviation, LLC

Flight School & Aircraft Rental Agreement

Insurance: The pilot is responsible for any damage that occurs between the time the aircraft is dispatched and the time the aircraft keys are returned to New Kent Aviation, LLC unless that damage is a direct result of mechanical failure and the pilot has made every reasonable attempt to prevent, correct or compensate for the failure. The current deductible is \$2,500 for single-engine aircraft. Pilots are also responsible for any damage done to persons or property other than the insured aircraft. Renter's insurance, which will cover the deductible and provide additional liability insurance, is available from several sources and is highly recommended.

Initial Aircraft Checkouts: All pilots must be checked out by a NKA flight instructor, prior to their first rental, in each make and model aircraft they desire to rent. If a pilot holds an instrument rating and wishes to exercise IFR flight privileges in a NKA aircraft, the pilot must demonstrate instrument proficiency as part of their initial checkout.

Pilot Currency: In order to meet NKA currency requirements, either the pilot's file or log book must reflect a flight in the same make and model aircraft in the past 90 days. When a pilot no longer meets these currency requirements, a NKA instructor must fly with the pilot for a recurrency flight. If a pilot holds an instrument rating and wishes to exercise IFR flight privileges in a NKA aircraft, the pilot is responsible for meeting all FAA instrument currency requirements.

Student Pilot Dispatching: Student pilots must be dispatched the day of departure by a NKA instructor for cross country flights & must plan to be on the ground at W96 one hour before sunset. Student pilots are required to file a flight plan with FSS for all cross country flights and copies of the plan must be left with NKA. Upon arrival at W96, student pilots will close their flight plan with FSS.

Medical and Flight Reviews: All pilots are required to maintain and provide NKA with a copy of their current & valid medical certificates (or a driver's license for light sport aircraft), flight reviews, and instrument proficiency checks (if applicable) while renting NKA aircraft.

Aircraft & Instructor Scheduling: Pilots may schedule themselves for aircraft rental & instruction online, in person or by phoning NKA to schedule. If you schedule an airplane to remain over night (RON) please indicate it on the schedule. For all cross country flights please include your intended destination airport(s) when scheduling an airplane.

Aircraft Rental Minimums: A minimum 1 hour of flight time will be billed for every 3.5 hours rented. Minimum time does not apply between sunset and sunrise. Minimums will be waived for maintenance difficulties or at NKA's discretion.

Aircraft Rental Cancellations: If you are unable to use the aircraft at the time scheduled, please call NKA as soon as possible so we can free the aircraft for other pilots. If you need the aircraft longer than originally scheduled, please check the schedule first. Do not assume the airplane is available. If you have not shown up for your scheduled flight time within fifteen minutes, the aircraft will be made available to other customers. To maximize the schedule or due to maintenance, NKA may change your reservation to another aircraft with the same make and model without notification. If your scheduled airplane goes in for maintenance and there isn't another airplane available of the same make & model, NKA will contact you for further instructions.

Before & After Hours Rentals: Pilots wishing to depart before normal business hours will need to make special arrangements with NKA the day before their flight. For after hour rentals, financial arrangements must be made in advance. When returning after hours, the aircraft book is left on the seat of the aircraft and the key is placed in the lock box. The invoice is completed the following morning and your copy is placed in your pilot file.

Pilot Cancellation/No Show: Pilots will be billed a no show fee of \$100 for either of the following:

- No-Show: A pilot who doesn't show or is greater than fifteen minutes late for a scheduled lesson.
- Late Cancellation: Pilots have until 3:00 PM the day before to cancel a flight lesson without penalty.

Ground Instruction: Pilots will normally be billed for the full time they have their instructor scheduled. For example, during a two-hour lesson, if the flight is 1.5 hours the pilot will be billed 0.5 hours of ground instruction. Ground instruction is time the instructor spends with a pilot briefing, debriefing, lecturing, standing by, supervising, checking weather, and pre-flighting (supervising or assisting).

Payment: Payment for all service is required at the time of service. NKA accepts Master Card, Visa, Discover, personal or company checks, traveler's checks and cash.

Smoking: There is no smoking allowed in any of the aircraft, in the terminal building or on the ramp. Smoking is allowed outside by the parking lot.

Over Water Flights: Flights over water beyond power-off gliding range to land are prohibited.

Headsets: Headsets are available for rent to pilots "as available" for \$6 per person per flight.

Fuel Reimbursement: All fuel and oil purchased at airports other than W96 will be reimbursed at no more than the posted rate at W96 + 5%. NKA does not pay for landing, tie down, or other miscellaneous taxes or service charges.

Maintenance Discrepancies During Rentals Away From W96: Upon noting a discrepancy, call NKA immediately at (804)932-4220 for further instructions. Pilots are not permitted to tamper with or attempt to repair any part of the airplane or its accessories but will contact NKA immediately upon noting the maintenance discrepancy. All off-site maintenance must be authorized by NKA prior to any maintenance being performed on the aircraft. The pilot will coordinate with NKA on the return of the airplane to W96 once the maintenance discrepancy has been repaired.

Weather: If weather is a problem, please notify NKA as soon as possible. If you are unable to return due to weather and need to arrange alternate transportation, please do so. Never be influenced by "get-home-itis" or fly in weather you're not comfortable or qualified to fly in. If an aircraft is left at a different airport, you are responsible for return of the aircraft. In some cases, you may need to pay for another pilot and aircraft to retrieve the plane. If unforeseen weather impedes your flight, minimum rental charges are waived.

Pilot Files: Pilot files are kept on all customers. Please update your file as necessary with new addresses, home or work phone numbers, copies of new pilot certificates and ratings, flight reviews and medical certificates. Pilot files are maintained in filing cabinets and are in a locked room when unattended at night.

Aircraft Log Books: The maintenance logbooks can be checked out for pilot review or as needed for a checkride. The logbooks must be returned promptly after your check ride to a New Kent Aviation employee.

Aircraft Tires: Pilots are responsible to check aircraft tires prior to each flight to ensure there are no bald spots with cord showing. If an airplane is grounded for a flat tire or bald spot with cord showing, the last client to fly the airplane will be billed for the full cost of the tire replacement (labor and parts).

Runway Surface: Due to insurance requirements, pilots may not land on any runway surface other than pavement. In the event of an emergency, this rule does not apply.

Flights Outside the US: Flights outside of the United States are prohibited.

Right to Refuse Service: New Kent Aviation has the right at any time to refuse service anyone.

VFR weather minimums:

- Traffic Pattern
 - 1,300' ceiling
 - 3 miles visibility dual, 4 miles visibility solo
- Practice Area (ground reference maneuvers)
 - 1500' ceiling
 - 3 miles visibility dual; 5 miles visibility solo
- Practice Area (other maneuvers)
 - 2000' ceiling dual, 3000' ceiling solo (add 1000' when practicing stalls)
 - 3 miles visibility dual, 5 miles visibility solo
- Cross Country
 - 3000' ceiling dual or private, 4000' ceiling certificated student solo
 - 3 miles visibility dual, 5 miles visibility private pilot or better, 7 miles certificated student pilot solo
 - Maximum wind 30 kts dual, 25 kts private or better, 18 kts certificated student pilot
 - Crosswind 20 kts dual, the max demonstrated component for the aircraft being flown for private or better, and 8 kts for certificated student pilot solo.

IFR weather minimums:

- Take-off minimums: In addition to any published procedures, actual conditions (if reported) must be at or above landing minimums (visibility & ceilings) for the departure airport or an airport within 10 nautical miles of the departure airport.
- Landing minimums: Prior to takeoff, the forecast must be at or above landing minimums (visibility & ceiling) for all airports of intended landing at the estimated time of arrival. Prior to beginning an approach to land, visibility (if reported) must be at or above the published minimums.

Other weather restrictions:

- Flight into known icing conditions is prohibited.
- Flight into areas of known severe or extreme turbulence is prohibited.
- Thunderstorms must be avoided by at least 10 miles. Severe storms with tops above 35,000' must be avoided by at least 20 miles.
- All snow, ice, and frost must be removed from the aircraft prior to flight.

If weather is an issue, please notify NKA as soon as possible. If you are unable to return due to weather and need to arrange alternate transportation, please do so. Never be influenced by "get-home-itis" or fly in weather you're not comfortable or qualified to fly in. If unforeseen weather impedes your flight, minimum rental charges are waived.

