

AIRCRAFT LEASING RULES

Revision Date: 01/01/2019

Jacksonville Airport Authority
1956 Baldwin Rd, Jacksonville, IL, 62650

NAME: _____

ADDRESS: _____

CERTIFICATE NUMBER: _____ TELEPHONE: _____

RATINGS: _____ EMAIL: _____

MEDICAL DUE: _____ FLIGHT REVIEW DUE: _____

No pilot may operate an aircraft owned by the Jacksonville Airport Authority without first reading and understanding the following rules:

GENERAL RULES

1. Operation, scheduling and destination of any flight of an aircraft owned by the Jacksonville Airport Authority (JAA) must be approved by a dispatcher of the Authority. Any person employed by JAA that has been approved for scheduling is considered a dispatcher.
2. Renter must maintain currency in accordance with FAR 61.57. However, any renter not having flown a JAA aircraft within the preceding 90 days must again be checked out by a certified flight instructor employed by JAA. Upon presentation of documentation in the form of logbook entries of currency in aircraft not owned by JAA, the checkout may be waived at the discretion of chief flight instructor, or by the airport manager, on a case-by-case basis.
3. Any renter that is unable to arrive at the airport prior to their departure take-off time shall notify the Authority accordingly. There will be a 2 hour minimum charge for renter if the Authority is not notified of cancellation 12 hours prior to departure time. Cancellation due to unsafe weather conditions is considered an exception.
4. For departures other than normal business hours (i.e... early morning, night and holidays) prior arrangements must be made with JAA as soon as practical to pick up rental aircraft keys. The PIC is the only person authorized to be in possession of JAA aircraft keys. When an after hours flight has been completed, the PIC is responsible for putting aircraft in the hangar and locking the doors of the hangar. Aircraft keys and log sheets are to be left in the aircraft.
5. A 2 hour minimum will be charged for any flight time scheduled during an 8 hour or more consecutive period. The minimum charge for any 24 hour period will be 3 hours of flight time.
6. If an aircraft is delayed in returning to Jacksonville due to weather or other circumstances, the renter shall notify JAA as soon as possible.

7. The provided Multi-Service card is for **necessary** fuel purchases only. Fuel must be charged on the Multi-Service card provided, if it is an acceptable method of payment.
8. If the purchased fuel is greater than the current JAA fuel cost, the renter is liable for the difference. If fuel is not purchased using the Multi-Service card, the JAA will credit the renter for the number of gallons purchased times the current JAA fuel cost.
9. No aircraft owned by the JAA may be operated with a known unsafe malfunction. Should a malfunction occur away from the IJX airport, the renter must call the IJX airport or manager (both numbers are listed on aircraft dispatch sheet) before making or having repairs made. If an aircraft requires an overnight stay in order to be repaired, JAA will reimburse the renter for reasonable expenses (i.e.... lodging and meals). If the aircraft requires more than 1 day repair, JAA will make arrangements for the renter's return to IJX. Prior to departure from IJX, all aircraft discrepancies are to be listed to the dispatcher. Aircraft will not be cleared for flying status until the required repairs are made and signed off by an authorized maintenance person.
10. Renter shall check weight and balance data and only operate aircraft within center of gravity and weight limitations as published in the Pilot Operating Handbook (POH) for that aircraft.
11. PIC will make certain all loose objects in cabin and baggage areas are secured prior to departure.
12. PIC shall use checklists provided for all operations.
13. Renter shall not attempt to hand start aircraft without prior instruction.
14. Only JAA instructors are approved to provide flight instruction in JAA aircraft.

NAVIGATION RULES

15. Prior to any flight, renter shall secure a weather briefing from FSS or other means approved by the FAA.
16. There will be no rental aircraft operation when the temperature falls below 10 degrees Fahrenheit.
17. Rental aircraft shall not be used for any commercial purpose.
18. Except for take-off and landing, aircraft shall not be operated at an altitude other than designated in accordance with FAR 91.119
19. The renter shall divert to a suitable airport to refuel if periodic fuel checks indicate that the pilot will not have sufficient fuel reserves according to FAR 91.151

TAKE-OFF AND LANDING RULES

20. No intentional off-airport landings are authorized. Grass strip operations are permitted providing runway of intention can safely be used. All runways to be used must be within the operational limitations of the aircraft being used per POH for that aircraft.

21. If the crosswind component exceeds the placarded limits of the aircraft or the renter's own capabilities, diversion to an alternate airport with a runway more aligned with the wind is recommended.
22. Renter is responsible for making all arrangements for and supervising the hangaring and tie-down of the aircraft at all times when the aircraft is not in flight. The aircraft shall be secured at the end of each flight.
23. No VFR take-off will occur unless current weather and forecasts indicate VFR minimums or greater.
24. No IFR take-off will occur unless weather conditions are at or above the highest circling landing minimums for that airport.
25. No night operations will take place unless the PIC has met FAR part 61.57.
26. In the event of an emergency landing due to a malfunction or other circumstances or when an unscheduled landing is required, the renter shall notify JAA as soon as possible. The PIC shall keep the JAA or airport manager informed of any post emergency situations and the action to be taken therein.
27. After a declared emergency situation has been safely concluded, the renter's actions shall be in accordance with N.T.S.B. 830.
28. Aircraft hull damage insurance deductible is \$1,000.00, for which the renter is responsible, along with any amount claimed against the renter by the insurance carrier by subrogation.
29. Renter shall provide proof of liability insurance coverage in the minimum of \$1,000,000.00/each occurrence and \$100,000.00/each passenger, which insurance coverage applies to bodily injury and property damage (excluding damage to non-owned aircraft) that renter is legally obligated to pay arising out of the personal use of a non-owned aircraft, as well as minimum liability insurance coverage of \$25,000.00/damage limit for damage to non-owned aircraft, which insurance coverage applies to damage that renter is legally liable to pay as a result of damage to a non-owned aircraft that is in renter's care, custody or control.

PILOT IN COMMAND SHALL COMPLY WITH ALL APPROPRIATE FAA REGULATIONS.

DEVIATION FROM THESE RULES WILL BE GROUNDS FOR THE JAA'S REFUSAL TO RENT AN AIRCRAFT UNTIL SUCH TIME, AFTER ADDITIONAL INSTRUCTION, A CERTIFIED FLIGHT INSTRUCTOR'S RECOMMENDATION OF CONTINUED RENTAL SAFETY CAN BE OBTAINED.

I have read, clearly understand and will comply with all of the rules and regulations set forth by the Jacksonville Airport Authority for aircraft rental.

Date

Signature of Renter

Signature of Airport Manager