

1World Aero llc

RENTER MANUAL

Revision 05-2010

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Additional Documents Needed & Not Included In Packet:

Obtain the following at www.1worldaero.com/documents:

- a) Aircraft Specifications Sheet: TB9, TB10, PA34
- b) Cockpit Poster: TB9, TB10, PA34
- c) Checklist: TB9, TB10, PA34
- d) Manuever's Guide: TB9, TB10, PA34
- e) Syllabus: Private, Instrument, Multi-Engine
- f) Pre-Solo Written, Pre-Cross Country Written, Pre-Private Written
- g) Instrument Studies 1-5
- h) 1World Flight Club Bylaws – (For Bonded members)

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MAJOR RENTAL POLICIES & PROCEDURES

I - AIRCRAFT CARE

A - INTERIOR

1. Carry On and Pilot Equipment -

- a. **Headset Placement** - Keep headsets off the glareshield. They can scratch the windshield and demagnetize the compass.
- b. **Tears & Scratches** - Do not seat yourself or your passengers with any sharp objects in back pockets or on your belt. Keys, clip boards, and writing instruments, must be stowed so as to prevent damage to the aircraft interior and seats.
- c. **Marks** - Do not use capped pens or capped markers. Only use retractable pens. Occupants are held responsible for any marks that they make.

2. Cramped Quarters –

Take your time - Do not to step on seats or equipment when entering, exiting, or crawling through the cabin.

3. Pull Seats Up by - holding on to:

- 1) the top glare shield in the Seneca, (never do so in Socata aircraft), AND
- 2) to the metal handle below the instrument panel of the Socata aircraft.

4. Cabin Entry and Exit -

- a. **Hold on to the door frame** during cabin entry and exit. Do not hold on to, nor slide along the seat backs.
- b. **Exit backwards** to find the fuselage step while holding on the airframe (Socata) or handle (Piper)
- c. **Do not step on the flaps.**

- d. **Do not stand on the step.**

5. Placement of Oil and Cleaning Materials -

- a. **Items entering the cabin** must be dirt, oil, and grease free. Otherwise store them in the baggage compartment.
- a. **In Socata aircraft**, oil cans, dirty rags, and cleaning fluid containers must be kept in the aft baggage compartment, never in the cabin.
- b. **In the Seneca**, oily or dirty items may only be placed in the nose baggage area.

B- EXTERIOR CARE & RAMP OPERATIONS

1. Aircraft Cover -

- a. **Stowage of the cover** is to be restricted to the aft baggage area for all fleet aircraft. Keep the cover off aircraft seats where possible.
- b. **Handling the cover - DO NOT**
 - 1) Drag, fold, or leave cover on the ground,
 - 2) Lean nor rub against aircraft windows for support or balance
 - 3) Place pressure on the Outside Air Temperature gage located on the windshield.
- c. **Fold the cover** lengthwise in three parts with the felt exposed and ready for placement over the aircraft.

2. Windows -

Only clean windows with non-abrasive pledge and diaper cloths provided. In not available, obtain replacements from 1World Aero staff.

3. Identification of Proper Cleaning Materials -

Pledge is used for windshields and windows and may only be applied with clean (white) diaper towels.

LPS is used for degreasing the exposed chrome on shock struts only, and should be applied with the (blue) shop towels.

All aerosol cans must have a protective cover or cap to be hazmat compliant.

4. Oil -

- a) Check engine oil before each aircraft operation.
- b) **Whenever oil is added:**
 - * **Indicate the level prior** to adding oil and the amount added in separate columns provided in the rental log.
 - * Only add one full quart when engine oil is
 - Below 6 Quarts for TB9 & TB10 Aircraft
 - At 6 Quarts for the PA34
- c) **Funnels** are not provided nor kept in the aircraft.
 - * If you are not proficient at adding oil by pouring along the dipstick, then obtain the **funnel and carrying case** from the 1World Aero **maintenance room**
 - * Return the funnel to maintenance after servicing

5. Preheating -

- a. Pre-heating the engine is **required** if the outside temperature is **at or below 32°F**, and the engine is cold to the touch.
- b. Renters must have **reviewed** the attached **pre-heater instructions** and received instruction in operation of 1World Aero & Flight Club's preheater.

6. Deice -

If frost is present on the aircraft:

- a. Maneuver the **nose** of the aircraft directly **towards the sun**.
- b. **Polish the frost** on the wings and surfaces smooth with towels and allow sunlight to melt the remaining frost.
- c. **Avoid objects that may scratch** the aircraft paint.

- d. If the windshield needs to be defrosted, gently polish the windshield with a cloth towel only.

7. Securing the Aircraft After Flight -

After using the aircraft each renter must:

- a. **Turn off** the avionics and battery master.
- b. Park, **tiedown and chock** the aircraft on its proper tie-down space.
- c. Securing seat belts and harnesses, log flight time, and **note squawks**;
- d. **Removing trash** and debris
- e. Set control locks, lock doors and close storm windows. and **install aircraft cover** and pitot covers, and cowl plugs.

8. Duty to Post flight -

Place the cover on the airplane and secure it after every flight **unless the next renter is there** to meet you at the airplane, and accepts that responsibility.

9. Use The Parking Brake:

- a) During **run up**, OR
- b) When the aircraft is parked **on a slope**, OR
- c) When the aircraft will be **fueled**, OR
- d) When the aircraft must be left **unattended** without chocks available

10. Parking in a Hangar -

One **additional person other than the renter** must be available to guide pushback who is either a 1World Aero instructor or mechanic, or when away from FME, who is a qualified lineman or mechanic.

11. Tipton Hangar Doors -

When the **hangar bay is unattended**, latch any pedestrian access **side door** and exit the hangar bay through the ramp or street side stairwell doors.

12. Aircraft Push Back -

- a) **Do not push back on spinners** or on the tail plane. Only push back on the inboard propeller roots, or on the leading edge the wing.
- b) **Only pull on the inboard propeller roots** or the door frame, not the wingtips.
- c) Use the tow bar for steering.

13. Straight In Parking -

Renters may ONLY taxi into their parking space if:

- a. **No aircraft are parked behind** or on the sides behind the tiedown.
- b. **All chocks and tiedowns have been pulled away** from the tiedown spot, and the tail tiedown has been removed.
- c. The tiedown is **free of snow** and slush.

C - OPERATIONAL CARE

1. General Operating Safety -

- a. 1World Aero renters **must follow all applicable federal, state, and local government laws** when using any fleet aircraft, and must operate in full compliance with 1World Aero's insurance policy.
- b. No renter shall operate any aircraft in an **unsafe manner** or operate an unairworthy airplane, nor cause damage to any aircraft, person, nor property.

2. Prohibitions -

- a. **Entry or exit** from the aircraft by renters, or their passengers, or party is **prohibited whenever the engine is operating**.
- b. Start up by **hand prop** is prohibited.
- c. **Smoking** is prohibited to smoke in or near Club aircraft.

3. Aircraft Documentation -

- a. The aircraft Engine and Airframe Logbooks are located in the office, and cannot be removed from the office, except as needed, for a mechanic recording maintenance work, for review by a flight examiner, or for a renter's rating check ride.

- b. The aircraft Airworthiness, Registration, and Airframe Manual **must remain in the airplane.**

4. Preflight Preparations -

- a. The aircraft **inspection summary and squawk sheets**, located in the dispatch binder, **must be reviewed** before each use of the aircraft.
- b. A status board is kept in the office reflecting current inspection times and squawk information. It is a good idea to **cross check the binder against the status board** and investigate any discrepancies.
- c. Pilots must **obtain** an FAA **approved weather briefing** (Duats or FSS), **and all relevant NOTAMS** before departure.
- d. Always **perform a second walk around** after each preflight, to double check that caps are secured, that surfaces & propellers are clear, that tanks are not leaking, that aft doors are latched, and that chocks and tiedowns are removed.

5. Lights -

- a. The taxi or landing light must be on **during departure, approach, or within 500 feet above Traffic Pattern A.**
- b. The strobe **beacon** must be lit **whenever the main switch is in the on** position.

6. Weather – Except in an Emergency...

- a. 1World Aero **instructors** are **never to operate** in winds greater than 30 knots, nor with a crosswind component exceeding 20 knots.
- b. **Renters may not operate** fleet aircraft in **greater than 25 knots total** wind and greater than **15 knots cross wind** component, unless accompanied by a 1World Aero CFI.

7. Practice Approaches -

- a. Practice VFR instrument approaches shall be **discontinued** by leveling off **above TPA, or breaking off one and a half miles outside the pattern**, so as to give priority to observed or anticipated aircraft in the local traffic pattern, **UNLESS** specific acknowledgement has been received that right of way has been ceded.

- b. When circling to land VFR off of a practice instrument approach, the airplane **must circle in the established direction of the traffic pattern.**

8. SFRA Operations with One Radio -

Renters are **strongly encouraged to monitor 121.5** while in and around the Washington SFRA.

9. Taxi -

- a. **Do not gun engines** while taxiing or parking. Do not cross areas of loose snow or slush, or over loose tiedowns except at IDLE power.
- b. Exercise **extreme caution when wingtips extend off of the taxiway** boundary line. Maintain wingtips over asphalt at all times where possible, and otherwise exercise watch and avoid raised obstacles such as sign boards, lights or snowbanks, in your vicinity.
- c. Multi-engine - **Insure that both propellers are clearly within the edges** of the taxiway boundary at all times to avoid all obstacles.

10. Power Changes -

Any complete up and down travel of the throttle between full and idle power should be **made in no less than four seconds.**

11. Fueling -

- a. No flight shall **land with** less than **one hour of fuel remaining** on board, or less than 30 minutes of fuel in each tank.
- b. **Fuel tanks must be filled** after any flight returning **with less than three hours** of fuel **on board** for single engine aircraft.
- c. If returning when **fuel** facilities are **unavailable**, the member must contact and **notify 1World Aero.**
- d. The fuel used in fleet aircraft is 100-octane, low lead (**100LL Avgas**) aviation fuel.
- e. The **rate** for each aircraft **includes the cost of fuel.**
- f. Awkward Fuel Hoses – A mesh protective pad, kept in the baggage compartment, must be used, particularly by shorter pilots, to protect the wing when the **fuel nozzle** is considered **unwieldy or has metal**

extentions that will scrape against the wing surface. When ordering fuel, renter's should verify that the line's person **uses the mesh pad**, or something similar, if there is any doubt as to what kind of fuel nozzle the facility uses.

II - AIRCRAFT SPECIFIC OPERATIONS

A - SOCATA-SPECIFIC OPERATIONS

1. Baggage Doors –

Verify that the inside baggage door cam is properly positioned to indicate that the aft door is in fact **secured**. (Look through the right side back window.)

2. Passenger Doors –

- a. Keep Socata **cabin doors down** and closed **when**:
 - * It is **windy** or the airplane is **unattended**, OR
 - * There is a hazard of jet blast or prop wash, from helicopters or larger aircraft
- b. Do not slam the doors shut.
- c. **Avoid starting** up the engine with either access door **in the full open position**. If left open for cooling in hot weather, the door must be held cracked open.
- d. **Do not taxi with the doors full up** & open.
- e. **DO NOT RELY ON PASSENGERS to secure the passenger door** properly.
- d. An **open main door can be kept from flying open** in flight with some force by the nearest occupant. If your door comes open, hold it with one hand and hold the yoke with the other. A passenger may need to be enlisted to hold the door, or the yoke, or to make power changes. If the door flies open during run up, just reduce power and the door will come down. **FLY THE AIRPLANE** and approach between normal and short field speed.

3. Socata Flaps - Leave the flaps in the takeoff position after flight.

4. Tobago Quirks –

- a. Do not operate continuously in the red **restricted arc on the tachometer** between 2000 and 2250 RPM.
- b. Take Off - The Tobago has a tendency to lift off suddenly. Use **gentle pitch back pressure at VR** and be prepared to place light forward elevator pressure after the rotation.
- c. MGLW – The **maximum landing weight** is 122 lbs below max gross take off weight. This weight may only be fuel, and it must be burnt off before landing.
- d. Hobbsmeter - The **hobbsmeter runs off of the master** switch. Rental time is logged from the hobbsmeter.
- e. **Intercom** – Be careful not to unintentionally bump the intercom into “**isolate**” or else you will not be able to hear your passenger/co-pilot.

5. TB9 vs TB10 -

- a. Though similar, the heavier **TB10 is kept 5 kts faster** throughout the pattern.
- b. Best glide speed is 86kts for both aircraft, however the **TB10 has a noticeably higher sink rate**.
- c. When landing the **TB9 will float more** than the TB10, and that it will be more easily disturbed by drafts.

6. Single Engine Aircraft Runway Limitations -

- a. Except in an emergency, fleet single-engine aircraft may only be rented, when without an approved 1World Aero instructor on runways **at least 50 feet wide and 2000 feet long**, that are **asphalt** surface runways.
- b. Touch and goes are prohibited on runways of 2500 feet or less.

B - PIPER SENECA-SPECIFIC OPERATIONS

1. Crew and Passenger Equipment –

No personal items shall be placed **on the aircraft leather seats** unless on a protective (black) seat cushion cover .

2. Preflight Sequence –

- a. Complete the interior checklist before **handling oil or cleaning materials**, or otherwise **wash hands before re-entering the cabin**.
- b. **Wash hands** in terminal or hangar **after completing preflight** before re-entry to cabin.

3. Extra Preflight of Latches-

- a. Pay special attention to verify that **all eight cowling tabs** are properly secured, **and** that the **nose baggage door** is properly secured.
- b. When closing the nose baggage door, verify that the **latch hook** is angled so as not to **chafe and wear on the frame**. There is a small notch designed to allow the latch to enter the frame without wearing on the frame.
- c. Insure that both halves of the aft baggage door are closed. The **aft most hatch secures with a retractable tooth**. When unsecured, that tooth will prevent the cabin door from properly closing, and will lead to cracking on the hatch

4. Interior Door Latches -

When inside or entering the cabin, verify that the inside **door handle points aft** to indicate that the aft door is **secured**. **DO NOT RELY ON PASSENGERS** to secure that door properly.

5. Seneca Fuel Stick –

A fuel quantity measuring stick is kept in the nose baggage for approximating fuel quantity in the outboard tanks. **Do not depart if you can not contact fuel** with the stick.

6. Fueling –

- a. Fuel Caps – Please place the **fuel cap in a pocket while fueling**. Avoid placement of the caps on the ground as this may introduce dirt into the tanks or on the wing as this may scratch the wings or the cap may slide if the wings are waxed.
- b. **Verify** that the red fuel **caps** are **visibly re-installed** and secured before starting up!

7. Seneca Insurance Requirements -

- a. A **25 hour checkout** is required to act as PIC, **unless** the renter has 350 total time, **50 hours multiengine**, and 10 hours make and model. Named Instructors must complete a 5 hour check out, unless they have previous flight time in the aircraft in the last 90 days.
- b. **Minimums** may be **adjusted** at 1World Aero's risk and **discretion** depending on review of the renter's flight experience. In such case the renter will be subject to limitations placed by 1World Aero until the above insurance requirements are met.

8. Seneca Dispatch Priority –

First Priority shall be given to 1World Aero for company Charter and Instruction, followed by 1World Aero & Flight Club rental by active dues payers and customers.

9. Multiengine Operations Limitations -

- a. No 1World Aero multi-engine aircraft is to be rented, except in an emergency, without an approved 1World Aero LLC instructor on **runways at least 75 feet wide, and 2500 feet long**, nor on grass runways.
- b. **Touch and goes are prohibited** on runways of less than 5000 feet.
- c. Practice **single engine go-arounds** are **prohibited** below 3000 AGL
- d. **Simulated engine failures** induced by cutting off a fuel selector or mixture are prohibited below 3000 AGL. The throttles should instead be covered and **one lever retarded**.
- e. The majority of simulated or actual **shut downs should be performed on the same engine** for the duration of the flight while the opposite side is kept at high power settings. In order to **minimizes shock cooling** and harmful engine temperature changes, switch the engine side to be used only once the temperatures have been allowed to stabilize, ie by walking one throttle up and the other down over a period of a couple minutes.
- f. Renters **may not perform a full feather shut down** and airstart **without** an approved 1World Aero **multi-engine instructor** named on the fleet insurance policy for N731WA on board.

III ADMINISTRATIVE

A - FLIGHT TRAINING

1. Flight Training and Citizenship Requirements -

- a. Any individual **seeking to begin training** for the Private Pilot Certificate, and or Instrument, and or Multi-engine ratings:
 - 1) **must first provide** a valid **United States Passport**, or a combination of a valid driver's license and Birth Certificate issued by one of the 50 United States or its territories and thereby prove United States Citizenship, OR...
 - 2) **If unable** to provide proof of being a United States Citizen, then such prospective candidate **shall** first register and **obtain authorization** to train **from the Transportation Security Administration's** Alien Flight Student Program.
- b. A **signed copy of the Rental Agreement** must be provided prior to commencing flight training, aircraft checkout, or private rental:
- c. A **xerox copy** of the following must be provided **prior to** obtaining **solo rental privileges**:
 - 1) Current Medical Certificate.
 - 2) Current FAA Pilot Certificate (Rated Pilot)
 - 3) Logbook and Student Pilot Certificate Endorsements (Student Pilots)
 - 4) The last page of the Pilot's logbook
 - 5) Private Rental Insurance Certificate
 - 6) SFRA training certificate
 - 7) Pre-Heater Training Certificate
 - 8) Aircraft check out Questionnaire or Pre-Solo Written

2. Resources & Services -

- a. Pilots may request that a video be made of their instructional flight, equipment permitting.
- b. When receiving flight instruction, the client or member should receive a photocopy of the instructor's notes and comments and should initial the instructor's copy.
- c. Instructors should provide a ten to thirty minute debriefing of the flight as appropriate.

B - RENTAL AUTHORIZATION

1. Aircraft Check Out -

- a. Each **renter must receive** training and a pilot **logbook sign off** from an approved 1World AeroFlight Instructor, before operating that aircraft as PIC
 - b. **Night Currency –**
 - 1) Renters must receive **separate** training and pilot **logbook sign off** from an approved 1World Aero Flight Instructor, in order to act as PIC at night.
 - 2) A night time **check out shall not include** power off and on stalls, and enroute simulated engine failure procedures for single engine aircraft, nor single engine airwork in twin engine aircraft.
 - c. No aircraft **checkout will be** less than **one hour** of flight time per make and model.
 - d. Each **pilot must own an operator’s handbook** for each model aircraft he or she intends to fly and have such handbook available when flight planning.
2. **Currency -**
- a. 1World Aero may require **inspection of** any renter’s **logbook to prove** FAA or company **required currency** in fleet aircraft prior to any rental operation.
 - b. Unless specifically waived by 1World Aero on a case by case basis, renters must **complete three take offs and landings in the last 30 days**, or nights as applicable, to be current for rental operations as PIC.
 - c. After returning from a flight renters should **place a notation on the dispatch desk calendar**, under the appropriate date, that indicates time flown, number of landings, and the pilot’s initials
3. **Recurrency –**
- a. Any pilot who falls out of currency will be required to perform a minimum of 3 landings with a 1World Aero Instructor to operate as PIC in a fleet aircraft.
 - b. For **night currency, landings** must be completed **to a full stop.**
 - c. Night full stops may count for day touch and goes in order to regain currency.

- d. The instructor may require **further demonstration** of ability **if** the member's **proficiency is in doubt**.
- e. Recurrency circuits can only be performed in N731WA for multiengine currency.
- f. The above recurrency **rules apply both to solo flight as PIC, as well as to the carriage of passengers.**

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4. Annual Proficiency Check -

- a. Every twelve months each renter pilot **must perform** an Annual Proficiency Check, **with an approved 1World Aero instructor, to include:**
 - 1) in all airplanes - at least one hour of flight, normal departure, SFRA transition and navigation, BAI, steep turns, slow flight, power off and power on stalls, pattern re-entry procedures, a go-around, and three landings,
 - 2) For single engine aircraft - simulated engine out procedures while enroute and in the pattern,
 - 3) For multi-engine aircraft - one simulated single engine visual approach, and VMC demo,
 - 4) AND for instrument pilots, one successful ILS or WAAS approach descent. If in a multi-engine airplane, then the approach will be conducted by the IAF as a simulated single engine approach.
- b. This check out will consist of **no less than one hour of ground work and one and a half hour of flight time.**

5. More Frequent Proficiency Checks -

1World Aero may require renters to perform flight proficiency checks more often **if** a renter has been found responsible for **any incident** involving damage to an airplane **or if** the renter is known to **have been violated** by the FAA.

6. IFR Currency -

- a. Instrument certificated renter pilots must have satisfactorily demonstrated **6 instrument approaches** to an approved 1World Aero instrument flight instructor within the **previous 6 calendar months to act as PIC** in a fleet airplane.

- b. For an IFR checkout, or for an IPC, the 6 approaches must include at least:
 - 1) One ILS, one localizer, one VOR, and one GPS approach, and one hold entry in the aircraft to be rented.
 - 2) At least one of the checkout approaches must be completed simulating a vacuum pump failure.
 - 3) For multiengine, at least one approach must be conducted as a simulated single engine failure.

7. IFR Operational Limitations -

- a. A ceiling of **at least 1200 feet broken** or overcast must be **forecast and exist at all times along the chosen route to operate under IFR** in a 1World Aero fleet aircraft that is **not equipped with an autopilot**
UNLESS:
 - 1) An instrument current 1World Aero insured & approved CFII is on board, OR
 - 2) An instrument current 1World Aero insured & approved renter is on board to act as right seat copilot, OR...
 - 3) An emergency exists requiring diversion into lower ceilings
- b. For approach purposes any **scattered layer** forecast or present at the planned or actual destination or alternate must be **at least 200 feet over the straight in or circling DA or MDA.**
- c. For instrument **approach operations at night**, other than straight in ILS or GPS-LPV, the reported, actual, and forecast **visibility must be at least 5 SM.**
- d. **To qualify for two pilot IFR** operations, every 12 calendar months:
 - 1) The copilot renter must have back-seated and observed a partner pilot while performing the minimum 4 approach items (ILS, LOC, VOR, GPS) of section 6 above, with the CFII serving as non-flying pilot, demonstrating CRM.
 - 2) With the CFII acting as non-flying pilot, and the Left seat partner observing from behind:
 - * The right seat non-flying pilot must fly two approaches from the right seat as flying pilot

* The right seat partner must also recover from unusual attitudes from the right seat.

- 3) Both pilots must independently be instrument current as single PIC.
- 4) In actual IMC conditions, the flying pilot will be on the left side.
- e. When **operating as a crew without an autopilot, no fleet airplane will be operated...**
 - 1) Anywhere that broken or overcast **ceilings are below 500 feet, NOR...**
 - 2) At any airport where current ceilings are reported to be **below the published, lowest** applicable, in-service, instrument **approach minimum** for which the aircraft is equipped.

C. FINANCIAL

1. Fueling -

- a. Renters are **expected to refuel** the aircraft **using** their **personal** credit or debit **card**. The fuel purchase will be credited to the rental invoice.
- b. **Fuel purchases** made at other airports will only be **credited at the Tipton Airport fuel rate** in effect at the time of the fueling when off site fuel is more expensive.
- c. A copy of any fuel purchase invoice or receipt must be **submitted within 90 days**, and that invoice must clearly show the amount and cost of the fuel, the aircraft tail number, the date, and the place it was purchased. Fuel invoices over 90 days are not eligible for reimbursement.
- d. 1World Aero will not pay for **de-fueling** of an over-fueled airplane, nor will it guarantee a restricted fuel level to be ready at departure time. Renters should coordinate directly with the pilot of the preceeding scheduled flight, and that pilot should make a reasonable effort to honor such request.

2. Billing Rates -

- a.

	Customer	Duespayer	Bonded Duespayer
Airplane -	Full Rate	\$25 off per hobbs hour	\$30 off per hobbs hour
Instructor -	Full Rate	\$5 off per hour	\$10 off per hour
- b. **Discounts -**

1. Fly Out – All rentals at Bonded Rate. Instruction is free.
2. Angel Flight Rentals (certified) or 1World Flight Club Mentoring: \$5.00 off hourly rate for single engine rentals, & \$10 off hourly rate for twin engine rentals.

3. Billing Time -

- a. Aircraft are billed from **engine start to engine shutdown**, including taxi time to and from refueling.
- b. Flight **instruction is** equivalent to **aircraft billable time plus one hour**.
- c. Ground instruction is billed from student's arrival time to time of billing, including logbook and paperwork, less unrelated distractions such as CFI telephone calls or interruptions by CFI.
- d. Rates are subject to change and will be in effect once posted on 1WorldAero.com

4. Dues -

- a. Purpose of Dues - Covers aircraft fixed costs less owner's bank note.
- b. Method - Dues are **paid via monthly automatic bill pay** and such dues are non-refundable. A \$5 fee is added if dues must be collected directly from the client on a monthly basis.
- c. Definition of *Automatic Dues Payment* – Payment made by member **via internet banking**. Paper check is issued and mailed by bank on recurring basis for the member.
- d. In order to keep accounting simple, dues payments **should arrive between the 1st and 15th** of the respective month of payment. Dues accounts and rental accounts are kept separate.

5. Current Fines

- a. A **\$100 fine** may be applied by 1World Aero **for pushing** back an aircraft using **the propeller spinner** or aircraft cowls, instead of the propeller root or wing leading edge.
- b. A **\$100 per inch** fine may be applied **for any damage to** the aircraft **interior** due to a sharp object or writing utensil leaving a permanent scratch, cut, stain, or mark.

6. Cancellation Policy

1World Aero **does not charge justifiable, occasional, last minute cancellations**, for health, job, and family reasons, **HOWEVER...**

- a. **Abuse** of this policy may **lead to termination** of client and rental privileges. **OR**
- b. If a frequent occurrence, the flight instructor may **assess \$40 per hour blocked** on the schedule if cancellation notification was not provided with 24 hour notice.

7. Funds Left on Account -

Funds left on account will be **debited** at a rate of **\$25 per month after 90 days** of account **inactivity**.

8. Insurance

Renters are required to carry enough individual renter's insurance to **cover ...**

- a. Any **deductible in force** by 1World Aero's insurance underwriter, **AND**
- b. To insure the renter's own **personal liability** of at least \$25,000 per person and \$250,000 per occurrence.

Please confirm the current value of the deductible in effect for the aircraft you rent.

D - DISPATCHING

1. Dispatching

- a. **1World Aero** shall always be notified of any flight, and **shall have the final authority to refuse dispatch** of any flight in its aircraft based on weather, mechanical, or proficiency concerns.
- b. **Aircraft keys** will be maintained in the office, and the keys and dispatch binder **must be personally handed over by 1World Aero** to the renting member by the Operations Coordinator, or the governing instructor, **UNLESS...**
 - 1) For renters - the scheduling **reservation was made over 24 hours in advance, AND**

- * the renter telephones or sends a text message to the **Operations Coordinator 30 minutes prior to start up** to confirm dispatch of the flight AND,
 - * the dispatching call or text is made when the fleet scheduling system shows the **Operations Coordinator to be on the ground** (thirty minutes before & after the end of the Ops Coordinator's scheduled instructing block), AND
 - * no dispatch refusal is received on the renter's cell phone within the following half hour,
- OR...
- 2) If the renter's reservation is last minute, the Operations Coordinator must have been successfully notified, with the dispatch approved, by conversation, telephone, or text, prior to departure.
OR...
 - 3) For **student pilots** - the **governing CFI**, has been successfully **notified by personal or telephone conversation** of the dispatch of the aircraft 30 minutes prior to departure. E-mail, voice mail, and text messages do not qualify for student pilot notification purposes.
- c. **Unauthorized dispatch** by a member without 24 hour advance reservation or without proper notification and approval **may result in termination** of scheduling privileges.
- d. When **dispatching** by telephone or text **message**, renters will always **specify: the airplane** to be used, the estimated **time of departure**, the **destination**, the **number on board**, and the anticipated **return time**.
2. **Flight Plans** -
- No day or night flight will be made **beyond the DC SFRA without:**
- a. **Filing** an **IFR** or **VFR-SAR** flight plan, **OR...**
 - b. **Leaving** a duplicate **copy of the flight plan sheet in the office**, indicating the number of passengers aboard, their names, the proposed departure and return times, the route of flight, and generally expected alternates, and in such case the Operations coordinator shall be notified by text message or voice mail message that the flight plan is on file with Lockheed Martin F.S.S.
3. **Weather Briefing Requirements** -

A paper **print out** of at least the **TAF's and Metars for departure and destination** points, and a reasonable" number of alternates, relevant to the intended route of flight must be **stapled to the office flight plan** or left in the bin for active 1World Aero flight plans.

E. SCHEDULING

1. Scheduling System -

- a. Aircraft scheduling is administered through an Internet-based computer scheduling system that is available twenty four hours per day, seven days of the week.
- b. Each renter is allowed to make **reservations on a first come, first served, basis.**

2. Reservation Policies -

- a. The internet scheduling **system allows** each renter a total of up to:
 - 1) **Ten (10) reservations** at any one time,
 - 2) **Eight weeks** into the future.
- b. Renter's will be **temporarily blocked** from making reservations **if** they have been **inactive for over thirty days**. Contact the Operations Coordinator, as needed, to re-activate your status.
- c. **All bookings will start and stop on the hour or on the half hour.** Aircraft usage for less than 30 minutes hobbs is discouraged.
- c. Renter's should **budget an average of thirty minutes to preflight and postflight**, when there are no complications, when flight plans have already been filed, and when weather has already been reviewed.
- d. No renter will schedule more than one fleet aircraft during overlapping time periods.
- e. The **start time** of each reservation **must be** scheduled for the **renter's planned arrival time** at the airport.

3. Changes of Plan -

- a. If the **renter's plans are changed** for weather or other reasons, then he or she must **update the scheduling system** start time and inform the Operations Coordinator by telephone voice mail or e-mail.

- b. Renters should **arrive at the airport no more than thirty (30) minutes past** the scheduled reservation **start time, or** otherwise if the renter has not notified 1World Aero of their intentions, the reserved **airplane may be dispatched to another renter.**
- c. If a renter returns much earlier than planned, he or she must adjust the scheduled end time as soon as plans are finalized, and give other renters the opportunity to use the aircraft.
- d. Renters must notify 1World Aero, and make all necessary arrangements to return the aircraft as soon as possible, when unable to return an aircraft as planned, due to weather or other circumstances. **No pilot is expected to fly in weather deemed to surpass their safe piloting skills, or in an airplane that is deemed to be unairworthy.**

4. Overnight Scheduling -

- a. The **preferred aircraft for extended rentals is** the fleet **TB10.**
- b. **Overnight privileges are only granted to duespayers,** and not to customers
- c. **Minimums may be adjusted** by 1World Aero on a **case by case basis,** dependent on seasonal demand and maintenance schedule.
- d. **1World Aero must approve each rental over 48 hours in duration.**
 - 1) Request should be submitted in email form to 1World Aero at least an equivalent time prior to the reservation as the time for which the reservation is reservation.
 - 2) 1World Aero shall make every effort to confirm or refuse the reservation within 48 hours.
- e. A duespaying renter **should not reserve** an airplane for either...:
 - 1) During **two consecutive entire weekends, OR**
 - 2) **More than once a month.**

5. TB10 Minimum Overnight Billing Policy -

- a. A minimum of **20% of the scheduled time** will be **billed for** a reservation **period up to eight hours** long.

- b. A **daily minimum usage of two hobbs hours** will be charged at duespayer rates for reservations beyond 8 hours, up to a consecutive 24 hour reservation period, and thereafter for each calendar day.
- c. Each rental **over seven calendar days**, will maintain the two hour daily minimum, and be **billed at elevated customer rates** instead of duespayer rates.

6. TB9 Minimum Overnight Rental Billing Policy -

- a. A minimum of **25% of the scheduled time** will be **billed for** a reservation **period up to eight hours** long.
- b. A **daily minimum usage of two and a half hobbs hours** will be charged at duespayer rates for reservations beyond 8 hours, up to a consecutive 24 hour reservation period, and thereafter for each calendar day.
- c. Each rental **over three calendar days**, will maintain the two and a half hour daily minimum, and be **billed at elevated customer rates** instead of duespayer rates.

7. Tipton Tampico LLC – Overnight Policy -

- a. The Tipton Tampico, LLC exists to pool members seeking **greater scheduling access at lower rental rates** by proportionally buying into its company aircraft assets under leaseback to 1World Aero.
- b. There are no constraints on reservations of the TB10 to LLC members, beyond a minimum of one hour a day for up to seven calendar days.
- c. Notice of reservations by LLC members exceeding seven calendar days must be approved by the LLC membership.

F - NONREVENUE OPERATIONS

1. Fly Outs

- a. Fly Outs are held **every other month, weather permitting**, so that the membership can get to know each other, while gaining flying experience and proficiency.
- b. During Fly Outs the fleet is reserved to transport as many participants as is safe and practical to lunch at an airport within a 100 NM radius of KFME.

- c. **No member nor participant may be dropped off, nor picked up** at the destination.
 - d. A qualified PIC shall be identified for each leg of the fly out in each aircraft. Each **PIC accepts to sponsor the cost of the leg** that is flown in that aircraft.
 - e. **Participants shall ride** along, aircraft performance permitting, **free of charge, unless** they are acting as PIC. Passengers will only pay for their prorated share of half of the hourly rental rate, when a volunteer can not easily be persuaded to sponsor a leg as PIC
 - f. Instruction is to be provided free during any Fly Out leg.
 - g. **Reservations** for Participation:
 - 1. A **sign up board** will be posted for bonded club members, duespayers, and mentorees to sign up on a **first come, first serve** basis.
 - 2. **Guests** of any of the above may travel **on a space available basis** after all participating members have been accomodated.
 - * All guests **must be approved** by the event coordinator.
 - * **Guests must first have signed the liability waiver** attached to this rental policy packet.
 - h. Aircraft reservations made for Fly Outs shall take priority over all other schedule reservations made by renters.
- 2. Stranded Pilot and Airplane**
- a. Should an aircraft be grounded at another airport for weather, or mechanical reasons the renting **renter** will be **responsible for insuring their own transportation** back to their point of origin, **and** any hotel, motel and food **expenses**.
 - b. **1World Aero will bill** the member for the **cost of recovering an airplane** that has been **stranded due to weather**.
 - c. If an **airplane is stranded** at another airport **for mechanical reasons**, the **renter pilot is expected to wait for** the appropriate **repair** to be completed and return with the airplane **AS LONG AS...**
 - 1) The repair **can be completed in** the same amount of **time** that it would take for 1World Aero **to drive to** that airport to **pick up** the renter pilot, OR...

- 2) When taking the aircraft **over 200 NM from FME**, the renter **waits up to two business calendar days** for required replacement parts & equipment to arrive and to be installed, by a local maintenance facility approved by 1World Aero, before either flying home or leaving the airplane stranded, **AND**
- * If the renter flies home after having been stranded, then
 - the renter will pay fuel & reserve costs for the remaining return leg if delayed one business calendar day, OR
 - the renter will pay fuel cost only for the remaining return leg if delayed two business calendar days.
 - * **If the renter decides to leave the aircraft behind, THEN**
 - the renter will be **charged for** 1World Aero's pilot and airplane rental cost to transport a **ferry pilot** in a 1World Aero airplane to the airplane **and to fly the airplane home**,
 - **UNLESS**. The **renter agrees to return to retrieve the airplane within 48 hours** of the completion of the **repair**, in which case, the airplane will be billed for fuel & reserve costs for the remaining return leg.
- b. The **renter** may be held **responsible for** the cost of **transporting** a qualified aircraft **technician** to the airport where the aircraft has been stranded for mechanical reasons, **if no local qualified maintenance facilities exist** at that field.
- c. **Cost of** appropriate **repairs** will **remain the responsibility of 1World Aero** so long as repairs are made **to correct wear and tear**. Repairs for **damage by a renter** shall be **covered by** the renter or by the renter's required **rental insurance** until 1World Aero's fleet insurance deductible is exceeded, and the fleet policy takes effect.
- d. The renter will be charged the regular applicable rental rate for the time operated up until the mechanical problem required the flight to be terminated.
- 3. Aircraft Maintenance and Repair**
- a. If a **problem is found, concerning the airworthiness** of an aircraft
- 1) The 1World Aero Operations **Coordinator must be notified by telephone**. If unable to reach the Coordinator, a voice mail message or text message must be left, regarding the nature of the

- problem. E-mail messages can only be used for secondary or backup information.
- 2) A note concerning any mechanical problem, must be **entered in** the aircraft **squawk sheet**, by the renter that discovered the problem.
 - 3) A 1World Aero **DO NOT FLY placard** must be **placed on** the on the front page of the **dispatch binder**.
- b. If a problem is found that does not concern the airworthiness of the aircraft, but that may be of interest to pilots, THEN...
- 1) A note concerning the problem should be placed on an aircraft-supplied post-it note, and placed on the status board. (For example: No shop towels on board, OR New scratch found on seat back.)
 - 2) The renter should notify the Operations coordinator by at least voice mail at earliest convenience..
- c. **Only 1World Aero's Operations Coordinator may authorize any expense for aircraft repairs, adjustments, or modifications.**
- d. **Only 1World Aero's Operations Coordinator may specifically authorize a renter to perform minor maintenance if qualified.**
- e. **Only 1World Aero's Operations Coordinator may notify that an aircraft is no longer grounded.**

1World Aero llc

AIRCRAFT CHECK OUT QUESTIONS

Pilot Name _____ Date _____

Completion _____ MEI Initials _____ AIRCRAFT TYPE _____

Please fill out the following short answer questions legibly. This check out packet may be used as a BFR questionnaire, and may be substituted by completion of 1World Aero's Pre-Solo and Pre Cross County Written Tests for student pilot renters. When filling out this packet a second time, while checking out in a new make and model, you may skip all questions that do not relate to the specific make and model of the aircraft such as those in the WEATHER, AIRSPACE & REGULATIONS sections. Multi-engine pilots do not need to complete single engine specific questions and vice versa unless checking out in both classes of aircraft. Your CFI-MEI will write in corrections where he or she feels appropriate. This packet will not be accepted by 1World Aero until the renter has initialed next to each instructor correction, thereby attesting that they understand the significance of the instructor's notation.

I SPECIFICATIONS & LIMITATIONS **(This section for all pilots each check out)**

1. What engines power the aircraft?
 - a. What is the rated horsepower?
 - b. How many cylinders are installed and how are they opposed?
 - c. How are the engines aspirated?
 - d. How are the engines internally and externally cooled?
2. Oil
 - a. What grade of oil should be used?
 - b. What is the minimum operational oil level?
3. What is the minimum static RPM of the engines?
4. What is the max allowable magneto drop during run up?

5. What is the battery voltage and system voltage of this aircraft?
6. What category is the airplane, and are spins prohibited in this model?
7. What is the maximum demonstrated crosswind component?

II FUEL (This section for all pilots each check out)

1. Quantities:
 - a. What is the total usable fuel quantity and the total usable fuel quantity per wing?
 - b. How much fuel is unusable per wing?
 - c. What is the total fuel quantity?
 - d. How much does the usable fuel weigh?
2. What fuel grade must be used, and what color should it be?
3. Describe how a pilot confirms if they have an adequate fuel supply? How much can a pilot rely on the fuel gauges?

III WEIGHTS (This section for all pilots each check out)

1. What is the max take off weight?
2. What is the maximum landing weight?
3. What is the useful load?

IV SPEEDS (This section for all pilots each check out)

VS0 _____ VS _____ VLE _____ VLO _____ Va _____

VFE _____ VMC _____ VY _____ VX _____

VNO _____ VNE _____ Threshold crossing speed _____

Twin Engine: VMC _____ VXse _____ VYse _____

V NORMAL & EMERGENCY PROCEDURES
(This section for all pilots each checkout)

1. Describe the pilot action to be taken if oil temperature is rising while oil pressure is falling? What is probably happening?
2. How can a pilot suffer from Carbon Monoxide poisoning in flight. What symptoms will a poisoned pilot begin to have? What action should be taken.
3. What steps would you follow to deal with a voltmeter entering the red zone, and generator warning light illumination in flight?
4. What could cause a generation warning illumination (Socata) or low amperage indication (Piper)?

VI SPECIAL PROCEDURES (This section for all pilots each checkout.)

1. Describe the go around procedure.
2. Describe the short field take off procedure?
3. Describe procedures for landing behind a large aircraft that has just:
 - a. Departed
 - b. Landed
4. Where is helicopter wake turbulence potentially fatal?
5. How would you control the airplane if one brake fails on touch down?

6. How would you control the airplane if you have a flat tire on touch down?
7. How should you configure your approach if you have a ten knot tail wind on base and a crosswind on landing?

VII SINGLE ENGINE EMERGENCIES
(Single Engine Pilots only, & for each single engine checkout)

1. Describe emergency procedures:
 - a. in the event of sudden engine stoppage above pattern altitude.
 - b. for gradual engine power loss in cruise.
2. Describe emergency procedures for sudden engine loss on climbout.

VIII MULTIENGINE EMERGENCIES (Multiengine Pilots Only)

1. Discuss how to use airflow to air-crank a feathered engine for air restart purposes. What safety consideration must be confirmed prior to such airflow air crank?
2. Describe the pilot actions following power loss of one engine in flight?
3. Describe procedures for a single engine approach.
4. When should recovery be initiated during VMC demo? What is the recovery procedure.

5. Describe procedures for emergency gear extension.

IX SYSTEMS (This section for all pilots for each checkout.)

1. List the engine and fuel controls in this aircraft that may cause or remedy engine roughness.

2. Fuel Drains
 - a. Where are the fuel drains located?
 - b. How many are there?
 - c. Where are the cross feed drains (Seneca only)?

3. Describe the mechanical layout of the aircraft fuel system.

4. Where is the alternate static source?

5. Where is the pitot-static drain (Seneca only)?

6. What is the purpose of the alternator? What is its relationship to the battery?

7. What is the function of the over voltage regulator or alternator control unit?

8. What is the maximum time limit for continuous operation of the starter. How much time interval must be allowed after the max starter time for the starter to cool down before trying again.

X MULTIENGINE SYSTEMS
(This section for multi-engine pilots only)

1. Which circuit breaker isolates the landing gear pump?

2. How does the emergency gear extension system work.
3. Describe how the “Nav”/Position Lights button relates to gear extension.
4. When does the landing gear up warning horn activate?
5. What is the minimum RPM at which an engine can be feathered? Why?

XI GENERAL AERODYNAMICS
(This section for all pilots completing for first time.)

1. What is the venturi effect and how does it relate to wing lift generation?
2. What is the relationship of Angle of Attack to lift and drag generation?
3. When does an airplane incur left turning tendencies and why?
4. What is required for an airplane to spin?
5. What is the spin recovery procedure?
6. Define critical angle of attack. Does it ever change?
7. What is the relationship between stall speed and wingloading? What factors affect wingloading?
8. How many G’s are incurred at 60 degrees of bank, and what happens to load factor as the bank angle increases beyond 60?

XII MULTIENGINE AERODYNAMICS (Multi-engine Pilots Only)

1. Does this aircraft have a critical engine and why?
2. Describe the following concepts:
 - a. Differential Thrust
 - b. Multiengine Torque on One Engine
 - c. Multiengine PFactor/Asymmetric Thrust on One Engine
3. Explain how each VMC factor affects your climb rate vs your ability to hold a heading?

Configuration:

 - a. Flaps?
 - b. Landing Gear?
 - c. Cowl Flaps?
 - d. Propellor:
 - If Feathered?
 - If Windmilling?
 - e. Power on Live Engine?
 - f. CG Position?
 - g. Density Altitude?
 - h. Ground Effect?
4. What is accelerate stop distance?
5. How can an accelerate-go calculation be made and applied to this aircraft, which does not have accelerate go charts in its manual?
6. What is the accelerate stop distance under the following conditions: fully loaded, 30 Celsius, 500 ft pressure altitude?

7. What is the minimum AGL altitude for recovering from a multi-engine single engine training maneuver on this aircraft?

XIII PERFORMANCE (All Pilots each check out.)

1. What is stall speed in a 45 degree bank with flaps up?
- b. What are the shortfield take off and landing distances from a 500 ft pressure altitude at 30 degrees Celsius?
- c. At a pressure altitude of 4000, at standard temperature at 75% power:
- a. State the fuel flow.
 - b. State the TAS.
 - c. State the power setting.
4. What is the full fuel endurance at this power setting?
5. Complete a weight and balance calculation for the following:

	WEIGHT	ARM	MOMENT
<i>Front Baggage Area:</i>	<i>25 lbs (PA34 only)</i>	x	=
Front pilot and copilot:	200 lbs and 170	x	=
<i>Middle seat passenger:</i>	<i>140 lbs (PA34 only)</i>	x	=
Seat Rear Passenger:	120 lbs	x	=
Aft baggage area:	60 lbs of bags	x	=
Full Fuel:	? lbs	x	=
Basic Empty Weight			=
TOTAL			=

XIV ICING (This section for all pilots completing for first time.)

1. Is this aircraft currently approved for flight into known icing?
2. What is the temperature range conducive to icing?
3. Define known icing.

XV AIRPLANE CARE (This section for all pilots each checkout)

1. Describe how best to ingress and egress the front cabin, considering: wear and tear on the aircraft and safety of your passengers.
2. What are acceptable methods of pushing back, or pulling forward this aircraft?
3. Describe what items should be verified and given extra attention after completing a preflight while conducting a final walk around review of the aircraft?
4. What should you hold on to when moving your seat up?

XVI REGULATIONS (This section for all pilots completing for first time.)

1. What is the VFR minimum visibility and cloud separation requirement that is common to class E below 10,000 feet, D, C, day and night and Class G at night?
2. What are notams and how do they affect pilots?
3. What pilot documents must be on your person when in flight?
4. What inspections must be found to be in compliance during preflight?
5. List the required VFR day equipment as set forth by the FAA that applies to the aircraft. (Clue – TOMATO FLAMES)

XVII AIRSPACE (This section for all pilots completing for first time.)

1. Describe daytime intercept procedures. What frequency should you monitor to reduce the chance of being intercepted and why?

2. Where is the nearest Class B airspace to FME, and how do you avoid it laterally and vertically?
3. What is the FRZ and how do you stay out of it?
4. Is mode C required to be operational for a flight to or from KFME?
5. Explain how to conduct an SFRA operation
 - a. from FME to exit:
 - b. to re-enter the SFRA
 - c. How is entry/exit different from remaining in the pattern?

XVIII WEATHER (This section for all pilots completing for first time.)

1. Does AWOS report ceilings in AGL or MSL?
2. What does a close temperature dew point spread imply?
3. What type of weather is associated with fast moving cold fronts?
4. What winter icing hazard is associated with arriving warm fronts?
5. At what time of day is fog most likely?
6. What affect does frost have on an airplane that is departing?
7. What ingredients are needed for a thunderstorm to develop?

8. What is a microburst, and what is its relationship to thunderstorms?
9. What hazards are created by a thunderstorm and how far should an airplane be piloted away from a severe cell?
10. What are airmets?
11. What is airmet:
 - a. Tango
 - b. Sierra
 - c. Zulu
12. What is a sigmet?
13. What is a convective sigmet?

1World Aero LLC

MINIMUM CHECK OUT SYLLABUS & REQUIREMENTS

(MEI/CFI should initial completion of each.)

- 1) **Visual Departure to practice area/ADIZ transition/Visual Return to Tipton**
 - a. Phone use for outbound clearance. _____
 - b. Familiarization with landmarks identifying Class B and FRZ near FME. _____
 - c. Familiarization with Tipton traffic habits/local pattern entries. _____
- 2) **Manuevers**
 - a. 45 degree left and right _____
 - b. Slow Flight Dirty _____
 - c. Go Around Procedure _____
 - d. Power Off Stall _____
 - e. Power On Stall _____
 - f. VMC demo (x1 Minimum. PA34 only/NA Single engine) _____
 - g. Full shut down/Airstart (x1 Min. PA34 only/NA single engine) _____
- 3) **Pattern Ops** (Minimum 3 landings)
 - a. Normal landing _____
 - b. Simulated single engine (PA34) or sim. engine out (TB 9 or 10) _____
 - c. Short Field Landing or single engine landing from opposite side. _____
- 4) **Instrument Pilots**
 - a. 1 x Normal ILS. _____
 - b. 1 x Partial panel precision approach _____
 - c. 1 x Partial panel non-precision approach _____
 - d. 1 x published hold entry _____
 - e. 1 x unpublished hold entry _____
 - f. A total of 6 approaches

And include for twin engine -

 - g. 1 x Single engine ILS. _____
 - h. 1 x Single engine non-precision approach. _____
- 5) **Night Check Out** - Three normal landings at FME. _____
- 6) **Phase Checks** - Students must perform a stage check or check out with another 1World Aero appointed CFI/MEI other than their governing CFI/MEI prior to renting the aircraft/acting as PIC.
- 8) **All Operators** – Completion of Check Out Packet and Oral Confirmation of familiarity of 1World Aero & Flight Club Policies and Procedures.

1World Aero llc

RENTAL AGREEMENT

Client Information

Client's Last Name _____ First Name _____

Middle (optional) _____

E-Mail Address: _____

Phone Number(s): Cell _____ Home _____

Work _____ Other _____

Mailing Address: _____

Residential Address (If Different)

Emergency Contact Name _____ Phone _____

Documentation

I, the client, agree to provide xerox copies of the following documentation prior to commencing flight training:

- a) Valid driver's license and US Birth Certificate _____
or
- b) Valid US Passport _____

I, the client, agree to provide xerox copies of the following documentation prior to obtaining rental privileges:

- a) Current Medical Certificate. _____
- b) Current FAA Pilot Certificate _____
- c) Last page of pilot logbook _____

1World Aero LLC
240-481-4023

www.1worldaero.com
7509 General Aviation Drive #107, Ft. Meade, MD 20755

- d) Current Rental Insurance Declaration _____
- e) Aircraft Check Out Packet _____
- f) Check Out Syllabus _____

Rental Agreement Declaration

I have read and understand the above and attached material titled "1World Aero Policies and Procedures," and I have received a copy of the above information. I agree to assume responsibility for all of the above procedures, and I understand that I am also responsible for compliance with all applicable Federal Aviation Regulations. I understand that failure to comply with any of the policies outlined in this document, may not only be cause for termination of my rental privileges, but may invalidate the terms of 1World Aero's insurance, and in such case I, the client, will be held responsible for any damage or injury and resulting financial obligations.

Client Signature and Date _____

I have reviewed the client's information, and received the required documentation, and authorize rental privileges to Mr./Ms.

Terence Russell _____ (Signature & date)
(1World Aero Operations Coordinator)

DUES AGREEMENT

I elect to receive reduced aircraft rental and instruction rates in exchange for paying monthly dues for at least three consecutive months until I decide to terminate my dues membership at 1World Aero. Upon stoppage of dues payments, I will pay the full customer rate for rental and instruction.

I have selected the _____ package for \$_____ monthly from the attached Dues Schedule, applicable to the following aircraft: _____

In the event that I choose to select a package with a lower monthly due, then I will commit to pay the current selected rate for at least three months from this date.

I can select a more expensive package at any time, and must begin paying the higher rate at the first of the subsequent month for at least three months.

I shall make automatic monthly dues payments through my bank's internet bill payment service, for no less than three months.

Name _____ Signature _____ Date _____

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AIRCRAFT RATES

<u>AIRPLANE</u>	<u>BONDED DUESPAYER</u>	<u>DUESPAYER</u>	<u>CUSTOMER</u>
TB9 24R	\$90 NO SUT	\$90 + SUT	\$115 + SUT
TB9 7PC	\$85 + SUT	\$90 + SUT	\$115 + SUT
TB10	\$95 + SUT	\$100 + SUT	\$125 + SUT
PA34	\$175 + SUT	\$180 + SUT	\$205 + SUT

1WORLD AERO MONTHLY DUES

<u>General Membership Packages</u>	<u>Bonded</u>	<u>Unbonded</u>
1) Single Ship, Single Engine (Particular TB9 or TB10)	\$70	\$75
2) Single Ship, Multi Engines	\$80	\$85
3) Double Ship, Single Engines (Both TB9 - Required for Private Training) OR (Particular TB9 & TB10 – Recommended for Instrument Training)	\$90	\$95
4) Double Ship, Mixed Engines (Particular single & Seneca)	\$100	\$110
5) Triple Ship, All Singles	\$100	\$110
6) Triple Ship, Mixed Engines	\$110	\$120
7) Full Fleet	\$115	\$125
<u>Tipton Tampico, LLC Membership Packages</u>		
1) Double Ship, Single Engines (TB9 7PC & TB10)	\$80	\$85
2) Triple Ship, Single Engines	\$90	\$95
3) Triple Ship, Mixed Engines	\$100	\$110
7) Full Fleet	\$105	\$115
<u>Active Duty Enlisted Packages</u>		
1) Double Ship, Single Engines	\$70	
2) Double Ship, Mixed Engines	\$80	
<u>Mentoree Package</u>		
1) 24R only – PPL training	\$25	
2) 7PC only – IFR training	\$30	
3) PA34 – Advanced training	\$45	

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Above fees assume automatic internet directed bill payments. \$5 fee may be added to hand written check payments. Bonding required for overnight operations. Mentorees must meet eligibility requirements a) max 25 years of age, b) seeking career as professional pilot, c) using Pilot Finance, Inc for payments.

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RENTER'S LIABILITIES

I _____ (print name) fully understand that as a rated or endorsed pilot, I am solely responsible for reviewing all weather and notam information prior to flight, as well as all aircraft maintenance records, as well as all debriefing notes, in-flight videos, and homework reference materials assigned by the syllabi used for my training or check out, and for obtaining clarification of any material for which I am uncertain, as well as for all information presented in the FAR-AIM, and FAA Advisory Circulars. I am further responsible for the maintenance of such knowledge after obtaining a rating or checkout at 1World Aero, including changes and updates to regulations, procedures, and FAA educational materials should they occur.

I fully understand that as a pilot I am further responsible for ensuring that I fly, review and study frequently enough to be proficient enough to ensure my own safety and that of my own passengers, above and beyond the minimum currency requirements set forth by either 1World Aero and or the FAA. I pilot voluntarily, of my own free will, with full knowledge of the risks and responsibilities involved in flying an aircraft.

I am fully aware that a failure to perform these tasks and to meet my above mentioned responsibilities may result in serious injury or death to myself, or to my passengers, or to members of the public. I shall not hold 1World Aero, nor any of its employees, liable in any way for my actions while acting as Pilot in Command of any aircraft. In the event of my death, or incapacitation, while acting as Pilot in Command, my heirs, assigns, executors, and beneficiaries, shall not make any attempt to receive, nor shall they be entitled to receive, compensation from 1World Aero nor its employees, for any loss, illness, damage, injury, or expense occurring while I act as Pilot in Command, and for which I MAY have had the final opportunity to avoid and prevent.

As Pilot in Command I shall be responsible for the safe operation of the aircraft, for all information pertaining to the safety of each flight, and for insuring that the airplane that I am operating is in airworthy condition. [FAR91.3(a) "Responsibility and Authority of the Pilot and Command," FAR91.13 "Careless or Reckless Operation," FAR91.103 "Preflight Action" AIM 7-5-1 "Accident Cause Factors" AIM Chapter 8 "Medical facts for Pilots – Fitness for Flight," FAR91.7 "Civil Aircraft Airworthiness," FAR91.9 "Civil Aircraft Flight Manual, Marking, and Placard Requirements"] **A safe pilot is always learning and is able to evaluate their own personal readiness to undertake each flight from beginning to end.**

I understand that by signing this document, I acknowledge that I have had the opportunity to consult legal counsel of my choosing about this document and that I have read and understand the terms, contractual nature, and legal significance of this document and execute this Consent and Release voluntarily.

(Signed) _____ (date) _____

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PREHEATER OPERATION

START UP

1. Connect **alligator clips** to **battery**
 - a) First connect red clip to positive terminal
 - b) Then connect black clip to negative terminal
2. Turn propane tank fuel flow **valve clockwise** to open
3. Turn the silver **blower toggle** switch to on
4. Press the red **priming button** closest to the toggle switch down.
5. Press the red **igniter button** down on the opposite side from the primer button.
6. When the preheater catches, release the igniter. Slowly release the primer button. If you release quickly, then the flame may die out.
7. Verify that the flame does not propagate beyond the preheat nozzle.
 - a) If the flame is too long, adjust the red **regulator knob** near the blower toggle.
 - b) The regulator should be set between 10 and 30 psi.
8. Attach the **ducting** hose

USE

1. Insert the free end of the duct into one of the cowl gaps below the engine cowl.
2. Allow about 5 minutes of heating before switching to the other cowl gap.

DO NOT LEAVE THE PREHEATER UNATTENDED.

SECURING

1. Turn the fuel flow valve OFF counter clock wise.
2. Disconnect hose. When PSI drops to zero turn the blower toggle to off.
3. Disconnect alligator clips
4. Return unit to office.

I have reviewed, I understand, I will follow and be responsible for the above procedures for the operation of the 1World Flight Club preheater.

(Member Name) _____ Date _____