

## CUSTOMER INFORMATION & PILOT HISTORY FORM

CUSTOMER NAME: \_\_\_\_\_

Address, City, State, Zip code: \_\_\_\_\_

PHONE #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ PILOT NAME (IF applicable) \_\_\_\_\_

CERTIFICATE #: \_\_\_\_\_ DATE OF LAST MEDICAL: \_\_\_\_\_

DATE OF LAST BFR OR CFI RENEWAL: \_\_\_\_\_ CFI INSTRUCTION GIVEN: \_\_\_\_\_

CHECK ALL CERTIFICATES & RATINGS:  PRIVATE PILOT  INSTRUMENT  COMMERCIAL  ATP  CFI  CFII  Other

TOTAL LOGGED HOURS: \_\_\_\_\_ INSTRUMENT HOURS: ACTUAL: \_\_\_\_\_ SIMULATED: \_\_\_\_\_

SR20 HOURS: \_\_\_\_\_ SR22 HOURS: \_\_\_\_\_ SR22T HOURS: \_\_\_\_\_

1. DESCRIBE ANY ACCIDENTS OR INCIDENTS THAT YOU WERE INVOLVED WITH: \_\_\_\_\_

\_\_\_\_\_

2. HAVE YOU EVER BEEN PENALIZED OR FINED FOR VIOLATION OF FAR'S?  YES  NO

3. HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO A FELONY?  YES  NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

4. HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO DRUNK DRIVING CHARGES?  YES  NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

5. HAVE YOU EVER BEEN CONVICTED OF OR PLEADED GUILTY TO A DRUG CHARGE?  YES  NO

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

The above Statements are True to the best of my knowledge, no information has been withheld or suppressed. I Authorize Elevate-Aviation to investigate any of the above information.

Customer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature: \_\_\_\_\_ Pilot Signature: \_\_\_\_\_

Elevate-Aviation Invoices on the 1<sup>st</sup> and 16<sup>th</sup> of the Month, and payments are Due by the 5<sup>th</sup> and 20<sup>th</sup> respectively. Acceptable payment sources are outlined in your Invoice and below, and you are encouraged to use them. However, we will keep your Credit Card information on file and will use it to settle any Balances that have not been paid after Five Days past the Due Date. Credit Cards will have a 3% Processing Fee to be added to your Invoice Balance. Your signature below Authorizes Elevate-Aviation to charge your Credit Card. If the Credit Card Charge is Declined, please note that all Future Account payments must be made by Cash (or other Approved methods by Elevate-Aviation).

Credit Card Type:  Mastercard  Visa  American Express

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

# Elevate-Aviation, LLC

## EQUIPMENT USE AGREEMENT

This Equipment Use Agreement (this "Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ by and between Elevate Aviation, LLC, a Utah limited liability company having its principal offices in Salt Lake City, Utah ("Elevate Aviation"), and \_\_\_\_\_, an individual residing in \_\_\_\_\_, \_\_\_\_\_ (sometimes referred to as "I," the "customer," the "user" or the "renter").

**Please initial each section after reading indicating that you have read, understand, and agree to each section.**

\_\_\_\_\_\* I, the customer and user of the equipment rented pursuant hereto and described in Exhibit A hereto, affirm that the statements and information on the pilot history form attached as Exhibit B to this Agreement are true to the best of my knowledge and belief, and no information has been withheld or suppressed which would adversely affect my approval to rent, use and operate any equipment (including, without limitation, aircraft) provided by Elevate Aviation, whether or not such equipment is owned by Elevate Aviation. I agree to provide Elevate Aviation with updated information, upon request or if the information that I provided to Elevate Aviation changes, and hereby authorize Elevate Aviation to verify the information contained herein and in such other information provided to Elevate Aviation, along with records of financial responsibility.

\_\_\_\_\_\* I attest that I, the undersigned operator pilot, has received, reviewed, understand and will abide by the insurance requirements and restrictions and all standard operating procedures, including without limitation the pilot's operating handbook, for any aircraft rented hereunder. I further agree that, except in the event of an emergency, I will only land the aircraft on hard-surfaced runways at recognized airports.

\_\_\_\_\_\* I acknowledge personal liability for the equipment I use and agree to make payment upon demand for all charges related to the use of equipment provided by Elevate Aviation under this Agreement, and I will return any such equipment to Elevate Aviation at my expense at the end of the term of this Agreement. I understand I am responsible for the insurance deductible of \$2,500 in any accident for insurance provided by Elevate Aviation through its fleet insurance policy and for any deductible on any other insurance policy that I carry. I will pay this amount within ten (10) days of receipt of the insurance proceeds from the insurance company. I will also obtain non-owner hull insurance naming any third party owner of any rented aircraft as loss payee and will provide Elevate Aviation evidence of such insurance prior to my use of such equipment. There will also be a \$50 fee for taking aircraft keys home.

\_\_\_\_\_\* I agree that equipment provided by Elevate Aviation shall not be used for illegal purposes, or for racing, or for compensation or hire, or for instructing or receiving instruction, or for any use for which I am not properly qualified, licensed, rated or certified. I further agree to hold Elevate Aviation and any third party aircraft owner and their respective officers, directors, shareholders, members, servants, agents and employees (collectively, the "Indemnified Parties") harmless from and against, and to indemnify the Indemnified Parties for, any and all costs, expenses, claims, proceedings, fines, penalties, fees (including attorney's fees), damages and liabilities arising from use of the equipment rented hereunder. I agree that all Indemnified Parties are hereby specifically made third-party beneficiaries of all indemnities and remedies contained in this Agreement.

\_\_\_\_\_\* I agree that I will pay for all fuel and oil used by me while renting the equipment away from base, will hangar the rented equipment when not in use away from base, and will immediately notify Elevate Aviation, at the contact information on the signature page hereof, of any damage to, incidents involving or maintenance or repairs required for the equipment while I am renting it.

\_\_\_\_\_\* I agree that in case of non-payment of any charges or default in performance of any rule, restriction, requirement, or covenant relative to this Agreement, or associated with the operation of any equipment or maintenance services provided, Elevate Aviation and any third-party aircraft owner may take any available action in law and equity to enforce the terms hereof and/or collect any balance due, including turning the account over to an attorney and/or collection agency for collection. In such case, I agree to pay attorney's fees and costs, and all collection agency fees, commissions and or charges, of Elevate Aviation and any such third-party owner. In addition, interest shall accrue on all overdue amounts at the lesser of the rate of eighteen percent (18%) per annum or the highest rate permitted by law, and interest shall accrue on all post-judgment amounts until paid in full at the then-current Utah statutory rate of interest

\_\_\_\_\_ \* I acknowledge that I am responsible for the invoiced amount received on the 1<sup>st</sup> and 16<sup>th</sup> of every month. If payment is not received by Elevate Aviation on or before the 5<sup>th</sup> and 20<sup>th</sup> of every month, I hereby authorize Elevate Aviation to charge my credit card on file with Elevate Aviation for any such invoiced amounts.

\_\_\_\_\_ \* If a headset rental is provided to me and such headset is lost, stolen or damaged, I will replace it with an identical or better headset or reimburse Elevate Aviation for the cost of replacing the headset.

\_\_\_\_\_ \* I acknowledge that Elevate Aviation is not responsible for reimbursement of costs that I may incur for any mechanical, weather or other delays beyond Elevate Aviation's reasonable control. If there is a problem with the airplane, the weather or anything else resulting in overnight stays, extra transportation or any other extra fees incurred during such delay, I will not be reimbursed. The safe return of myself, the aircraft and any passengers will be my financial responsibility.

\_\_\_\_\_ \* I agree that I am renting the equipment for the term set forth in Exhibit A hereto.

**\*I, THE CUSTOMER, AGREE THAT THE PRESENCE OF THE INITIALS ABOVE AND THE SIGNATURE BELOW STATE THAT THE ABOVE SECTIONS HAVE BEEN READ, UNDERSTOOD, AND AGREED UPON BY ME.**

**SIGNATURE OF RENTER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**FULL NAME (PLEASE PRINT):** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**CELL PHONE NUMBER:** \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION FOR NOTICES TO ELEVATE AVIATION, LLC:**

**NAME:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

# ELEVATE AVIATION

## Accident Waiver, Assumption, & Release of Liability

You must carefully read this form and fill it out completely to Participate.

First/Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

The Named Participant (the "Participant") has voluntarily chosen to Participate in Flight, Flight Education, Piloting, Transportation, and All Related Activities (collectively "Flight Activities") in or around or related to the Aircraft (the "Aircraft") that is Owned, Operated, Rented, and/or Piloted by Elevate-Aviation, Elevate-Aviation's Flight Instructors, Mechanics, and Agents (collectively, "Elevate-Aviation"). In consideration of Elevate-Aviation allowing the Participant to Participate in Flight Activities, Participant, on behalf of himself/herself and all his/her heirs, assigns spouse, kin, children, dependents, or other related parties, whether claiming by or through him/her or on their own behalf, hereby releases, indemnifies, and holds harmless Elevate-Aviation and all of its Professionals, Affiliates, Successors, Flight Instructors, Pilots, Agents, and related parties from any and all Liability or Damages of every kind or nature whatsoever, or any other form of Liability whether based in tort, contract, statute, common law or otherwise (the "Release").

By signing this form, Participant agrees to completely release Elevate-Aviation of all Liability whatsoever caused or allegedly caused by Elevate-Aviation and its Authorized Flight Instructors, Mechanics, and Pilots.

Participant's Acknowledgment of the above (Initials): \_\_\_\_\_

**Assumption of Certain Costs:** The Participant agrees to assume responsibility for all damages to the Aircraft, Persons, or Property of third parties caused by Participant's participation in Flight Activities, including, without limitation, operation of the Aircraft, to the extent not covered by insurance maintained by Elevate-Aviation, including payment of any deductible and any other amounts not covered by such insurance.

**Voluntary Agreement:** Participant is under no duress to participate in Flight Activities or to accept this agreement and understands and acknowledges that participation in Flight Activities is optional and voluntary. Participant further understands that Flight Activities are risky and carry with them the potential for serious injury or death, whether caused by natural conditions, human errors, acts of God, or otherwise. Participant acknowledges that it is releasing any and all liability including liability that could be negligently, carelessly, or recklessly caused by Elevate Aviation, Participant, or others. Participant hereby assumes all such risks without limitation.

**Other Provisions:** This Release will remain in effect and survive the termination of any relationship between Elevate Aviation and Participant. This Release will remain in force during, before, and after Each and Every Time the Participant chooses to participate in Flight Activities without the need for additional Signatures, Renewals, or Re-Acknowledgment, unless revoked in writing by Elevate-Aviation or the Participant.

Elevate-Aviation and the Participant agree that this agreement shall be governed and interpreted in accordance with the laws of the State of Utah without Regard for Conflict of Law Principles.

Elevate-Aviation and the Participant agree that this writing is the entire integrated agreement between Elevate-Aviation and the Participant, amending and replacing all previous agreements, and that this agreement may not be modified except in a subsequent writing signed by both Elevate-Aviation and the Participant.

The Participant hereby consents to receive such medical treatment as may be deemed advisable in the event of injury, accident and/or illness during, before, and after Flight Activities if such medical treatment is, in the sole discretion of Elevate-Aviation, necessary because of exigent circumstances, and that Elevate-Aviation will not be liable therefor.

This agreement and the Release shall be construed broadly to provide a Release of Elevate-Aviation and a Waiver of All Causes of Action against Elevate-Aviation to the maximum extent permissible under applicable law.

The Participant further agrees to abide by all the applicable Rules and Regulations of the Flight Activities and to obey all instructions of Elevate-Aviation as given to the Participant.

I hereby certify that I have read this document in its entirety, and I understand and agree to its contents and to be bound hereby.

Participant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Received and Accepted by: \_\_\_\_\_ on behalf of Elevate-Aviation.

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

**CANCELLATION POLICY AND FEES**

I, \_\_\_\_\_, agree to the following policies in regards to the use of Elevate Aviation services, and cancellation of said services:

**a)** All requests for services are subject to acceptance by Elevate Aviation LLC. Elevate Aviation LLC hereby expressly reserves the right to accept or reject any reservation requests for any reason, or for no reason, whatsoever.

**b)** Client understands and acknowledges that the cancellation of any Reservation or portion thereof within 24 hours of the scheduled departure time, will result in a cancellation charge of up to 50% of the instructor's rate and up to 1 hour of the plane and/or simulator rate. For example, if a half day is scheduled, then 2 hours of instruction will be charged. If a full day was scheduled, 4 hours will be charged. If the cancellation is within 3 hours of the scheduled instruction time, the cancellation charge will be up to 100% of the instructor's day rate and up to 1 hour of the plane and/or simulator rate.

**c)** If a client is unable to safely meet the IMSAFE criteria, or has other physiological limitations on the day of the flight, then the client is able to cancel within 3 hours of the scheduled lesson. This option is not to be used unnecessarily.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# ELEVATE

AVIATION



## **Flight Operations Manual**

Procedures in this publication are derived from procedures in the Federal Aviation Administration (FAA) Approved Airplane Flight Manual (AFM) Revision A7, and content used with permission of Cirrus Design Corporation, Duluth, Minnesota. Elevate Aviation, LLC. has attempted to ensure that the data contained agrees with the data in the AFM. If there is any disagreement

*The Airplane Flight Manual is the final authority.*

**Pilot-In-Command assumes full responsibility for his/her actions.**

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## Introduction

### **General**

Procedures in this publication are to help support and facilitate a **safer environment**. Elevate Aviation (EA) has attempted to ensure that the data contained agrees with the data in the AFM / POH. If there is any disagreement, ***the Airplane Flight Manual / Pilots Operating Handbook is the final authority.***

## Contact Information

Elevate-Aviation Office KSLC.....	801-845-9955
Elevate-Aviation Owner, Joseph Hoggan.....	720-684-9381
Chief Pilot, Drew Bowles.....	801-201-5417
Air Safety Hotline.....	866-835-5352
Salt Lake City FSDO.....	801-257-5020
Emergency.....	911
NTSB.....	253-874-2880

## **Pilot Requirements**

- 1) Prior to a Student Pilot or PPL acting as Pilot-in-Command, completion of the appropriate Cirrus Transition Course must be completed **AND** the pilot must be current with the Cirrus Approach Recurrent training.
- 2) Pilots must complete and submit the **New Client Packet** prior to training or rental.
- 3) Pilots renting (EA) aircraft must have **proof of renter's insurance** on file.
- 4) (EA) aircraft may only be operated by (EA) approved pilots.
- 5) Pilots who have not logged PIC time in an (EA) aircraft within the preceding 60 days, must complete the Landing Standardization course prior to operating (EA) aircraft.
- 6) Pilots operating aircraft as PIC shall:
  - a. Prior to every flight, comply and confirm all FAA requirements
  - b. Prior to operation of aircraft, review maintenance discrepancies and immediately, and by the most expeditious means available, report any damage or discrepancy, or finding of aircraft in non-airworthy condition to (EA) Owner Joseph Hoggan at 720-684-9381
  - c. Properly park and secure aircraft and install any covers and sunscreens before leaving aircraft at any location (renter shall hangar plane on flights away from KSLC)
  - d. Other fees associated with the use of aircraft at non-base locations, such as ramp fees, hangar fees, deicing and landing fees are the responsibility of the renter/student
  - e. In the event of any incident or accident, do not move aircraft until authorized by NTSB/FAA, except to prevent personal injury or further damage to aircraft, or to facilitate rescue operations

## **Weather Minimums**

The following weather minimums apply to all flight training operations conducted at Elevate-Aviation.

The Chief Pilot may authorize deviations from the Ceilings, Visibility's, and Wind Velocities (except for maximum demonstrated crosswind) when deemed appropriate. "No flights authorized in the SR20 when Density Altitude at the surface is above 7,500'. If Density Altitude is between 7,000' and 7,500' at the surface, then a discussion with instructor is required regarding aircraft performance and the calculations for that specific day."

### ***Solo Student Pilot limitations***

- Each individual student will have a landing wind limitation that is endorsed by their instructor, (EA) limitation for all student pilots (as defined by the FAA) is 15 knot headwind with an 8 knot crosswind including gust factor.
- Solo in traffic pattern at KSLC - 3000' ceiling and visibility 6 SM or greater.
- Solo away from KSLC (leaving the airspace boundary) must have ceilings 2500 feet above the highest cruise altitude on the intended route of flight, visibility is greater than 6 SM.
- Cross-country - Ceiling 2000 ft. above flight planned altitude and greater than 6 SM visibility
- The CFI must fill out and endorse the "The SOLO FORM" prior to each flight to assure all limitations are met.
- Student flying in (EA) aircraft must have appropriate "non-owner's renters insurance" and a copy must be in their student file prior to solo.

### ***Solo Private rated renter***

- Cloud clearances will be in accordance with FAR 91.155
- Maximum winds approved for the student shall not exceed 20 kts total wind & 15 kts crosswind including gust factor.

### ***Solo Instrument rated renter***

- An alternate must be filed if the weather is less than 2000' ceilings with 3 miles visibility +/-1hr eta.
- Flight into known icing is not permitted

### ***Dual limitations***

- Traffic Pattern - 1000 ft. ceiling, 3 sm visibility
- Local Practice Area - 2000 ft. ceiling, 5 sm visibility
- Local IFR Training - Weather equal to or greater than circling minimums at KSLC.
- Dual flights away from the local airport (leaving the airspace boundary) including cross

countries must be able to abide by the cloud clearances set out in part 91.155

- IFR Cross Country - An alternate must be filed if the weather is projected to be below 2000' ceilings and 3 miles visibility +/- 1 hour of ETA.
- All dual flights will be conducted in weather conditions not exceeding 25 kts total wind and 20 kts crosswind component. This limit may be increased with written authorization by (EA) Chief Pilot.

• Note •

**Special VFR operations are NOT permitted**

• Note •

**VFR on top limited to Instrument rated pilots only**

• Note •

**If a significant change in weather happens or KSLC closes due to an emergency, five alternate airports may be used: KBTF, KOGD, U42, KTVY and KPVU. The above weather must be met. If the student must stay the night at the alternate airport a re-dispatch can be accomplished over the phone with the Owner.**

## Taxi

• WARNING •

A cause of brake failure is the creation of excessive heat through improper braking practices. Riding the brakes while taxiing causes a continuous build up of energy which may lead to excessive heat. Excessive heat causes warped brake rotors, damaged or glazed linings, damaged o-rings, and vaporized brake fluid. To avoid brake failure, **you will** observe the following operating and maintenance practices:

- Directional control should be maintained with rudder deflection supplemented with brake pressure as required
- Use only as much power (throttle) as is necessary to achieve forward movement. 1000 RPM is enough to maintain forward movement under normal conditions
- Avoid unnecessary high-speed taxiing. High speed taxiing will result in excessive demands on the brakes, increased brake wear and the possibility of brake failure
- Use the minimum necessary brake application to achieve directional control
- **You will NOT** ride the brakes. Pilots should consciously remove pressure from the brakes while taxiing. Failure to do so results in excessive heat, premature brake wear, and increased possibility of brake failure
- Refer to the Handling, Service and Maintenance section of the POH or the Maintenance manual for recommended maintenance and inspection intervals for brakes.

• **WARNING** •

*Maximum continuous engine speed for taxiing is 1000 RPM on flat, smooth, hard surfaces. Power settings slightly above 1000 RPM are permissible to start motion, for turf, soft surfaces, and on inclines. Use minimum power to maintain taxi speed.*

## Departure Briefing

### ***Before Takeoff***

• **Note** •

*A “Departure Brief” is not listed in the checklist. However, as an (EA) pilot, it is required to include a well thought out departure brief prior to every takeoff.*

## Sample Takeoff Briefing

This will be a \_\_\_\_\_ (normal, short, soft) takeoff from RWY \_\_\_\_\_ with a takeoff distance of \_\_\_\_\_ feet and \_\_\_\_\_ feet of runway available. Rotation speed is \_\_\_\_\_ KIAS. Initial heading after takeoff is \_\_\_\_\_ degrees to an altitude of \_\_\_\_\_ feet. Abort the takeoff for any engine failures/abnormalities prior to rotation. If the engine fails after rotation I will before reaching CAPS, I will \_\_\_\_\_. CAPS is\_\_\_\_\_.

## Securing the aircraft

### ***Securing procedures***

- After shutdown, the flight controls shall be secured, and you will ensure that the aircraft is properly parked and secured.
- Tie-downs should be tightened in such a manner as to firmly secure the aircraft but not to over stress it. Tie-downs must be attached after each flight, **or at any time the aircraft is left unattended.**
- When exiting the aircraft, ensure that all switches are off, the parking brake is off, and all personal items are removed from the aircraft.
- Tow bar shall be used at all times when moving the aircraft into or from a parking spot.
- You will **NOT** reposition the aircraft by pressing down, pushing, or pulling on any part of the tail section.
- You will **NOT** use full brake on one wheel in order to pivot the aircraft more than 90 degrees for parking.
- The aircraft doors shall be locked after every flight.

## **Fuel Requirements**

You will **NOT** operate an aircraft in IFR conditions unless there is enough fuel (considering weather reports, forecasts, and weather conditions) to:

- Complete the flight to the first airport of intended landing,
- Fly from that airport to the alternate airport,
- Fly after that for one hour at normal cruising speed.

You will **NOT** begin a flight in an aircraft under VFR conditions unless (considering wind and forecast weather conditions) there is enough fuel to fly:

- to the first point of intended landing assuming normal cruise speed, and
- at least an additional 45 minutes beyond that point in either day or night conditions.

**For operations in the practice areas or a local flight**, you will return the aircraft to base with a **minimum** of 45 minutes fuel remaining.

## **Collision Avoidance**

### ***Use of Landing Lights***

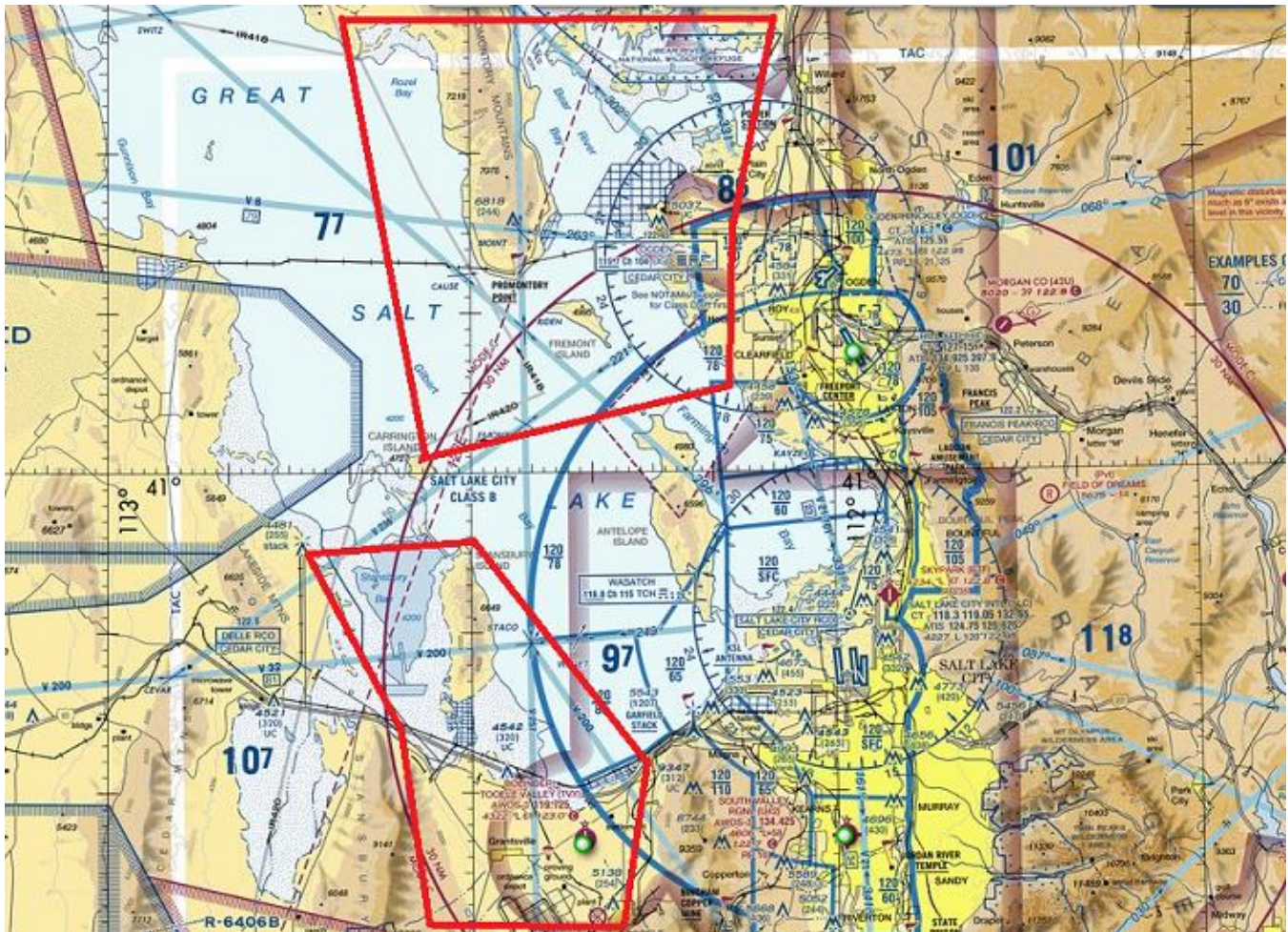
The “LIGHTS ON FOR SAFETY PROGRAM” has been instituted as the use of landing or recognition lights greatly increases the distance from which an aircraft can be seen.

## Minimum requirements for simulated emergency landings

### *Simulated Emergency Landing Practice*

Simulated emergency approaches and landings must terminate no lower than 500 ft AGL, unless making a landing at an authorized airport. **Simulated emergency approaches and landings are not authorized on solo flights.** No operations of aircraft into unimproved, grass or gravel runways are allowed. The minimum runway requirements are 2500 feet in length and 40 feet in width, except for use during an emergency or precautionary landing.

### Practice Areas



**Practice areas are in RED. All flights shall use Flight-Following whenever available on 120.90 or 121.10.**

1. The **“Ogden Practice Area”** is located North of the Causeway, West of the Ogden VOR so as to stay out of Ogden airspace, and ends North by KBMC. No aircraft may enter the Bravo Airspace for training unless pre coordinated with ATC. You will always maintain proper collision avoidance . Proper communication with Salt Lake Approach on 121.10 and visual clearance to other aircraft shall be maintained at all times. This practice area may have heavy traffic from multiple flight schools, 135 operations and local military activity.
2. The **“Tooele Practice Area”** is South of I-80 and West of the Garfield Stack over the Tooele valley. It also includes the area surrounding Stansbury Island. This Practice Area will consist of local flight schools, East/West traffic over I-80 and skydiving activities over KTVY. Proper communication on 123.00 and visual clearance to other aircraft shall be maintained at all times when released by Salt Lake Approach on 120.90.

***Mountain Training:***

(EA) pilots should receive adequate mountain flight training from an (EA) Standardized Instructor prior to any flight over mountainous terrain. All flights over mountainous terrain must receive prior approval and the pilot must be current with their Cirrus Approach training. Pilot must present a thorough weather review.

- A minimum of 200 total time is required before solo flight over mountainous terrain
- Maneuvering speed must be noted prior to flight in the event of turbulence
- Minimum of 60 HP per occupant
- Take-off weight will be kept to 90% of max weight
- 3 NM before crossing any ridgeline, the pilot must be at an altitude of no lower than 1,000 feet AGL of the highest point.
- Pilot must be 3 NM past the ridgeline before descending when able.
- If VFR, Ceilings must be 2,000 feet over the ridgeline and visibility must be 15 NM
- Winds must be less than 25 Knots at ridgeline altitude
- Night flight over mountainous terrain is to be under an IFR flight plan only

**• Note •**

*Survival gear is suggested*



### ***Solo pilots are prohibited from:***

1. Stalls power-on and Power-off
2. Power off emergency landings
3. Student pilots may not fly with passengers
4. Formation flights are prohibited
5. No solo touch and goes
6. No solo flight in Class B airspace unless student has been properly endorsed by CFI
7. No solo night flying

*\*The appropriate, and approved, checklist shall be used for each phase of operation as applies to the aircraft: preflight, starting, engine run-up, taxi, takeoff, cruise, landing, shutdown, tie down, and post flight.*

***\*Failure to abide by these procedures may result in immediate termination of all flight privileges. The student will be held financially responsible for any damage or loss of life that may occur as a result of failure to comply.***

### ***Pilot Considerations***

#### **Duty Time and Rest**

Pilots shall avoid a duty period greater than 14 hours including a maximum of 8 hours of flying. A pilot should have a 10 consecutive-hour rest period prior to resuming flight activities. Pilots should consider non-flight related working periods as duty time.

**• Note •**

*For optimal protection pilots are encouraged to use supplemental oxygen above 10,000 feet during the day and above 5,000 feet during the night.*

### ***Flight Safety***

In addition to the operating limitations specific to each aircraft type, the following actions are not recommended:

- Flight below 500' AGL except for takeoff and landing,
- Flight over water that is beyond the safe gliding distance to land, without proper flotation devices.

**• Note •**

*The pilot should ensure that adequate survival gear is readily accessible if flight over water that is beyond the safe gliding distance to land is required.*

## **Cancellation Policy**

Customers may cancel any appointment(s) with at least **24 hours advance notice**. If 24-hour advanced notice is not given, Customer agrees to pay cancellation charges according to the (EA) Customer Agreement.

## **Misc. Operational Rules**

Notwithstanding inclement weather or ATC routing, if the renter/student returns the aircraft to its home base after the scheduled return time without prior notification to (EA) Owner, Joseph Hoggan at **720-684-9381**, the renter is responsible for all costs incurred by (EA) to satisfy flight reservations affected by the overdue aircraft.

The renter/student is responsible for communicating changes to scheduled flights to (EA) in a timely manner. To accommodate other flights, (EA) may release scheduled flight reservations: 30 minutes after its scheduled departure if the renter/student is not at the aircraft and has not communicated their revised departure time to (EA).

The renter/student is responsible for costs incurred to obtain or handle safety equipment or materials, such as oxygen equipment.

Any food or drinks that pose a risk of damage to the aircraft avionics or aircraft interior are Not Allowed to be open inside the aircraft. The renter/student will be held financially responsible for any cleaning, repair, or replacement charges incurred by accidental spillage of said items.

\*No animals will be allowed to fly in ELEVATE-AVIATION aircraft without prior authorization from Owner.

## **Incident and Accident Procedures**

You will immediately notify the nearest National Transportation Safety Board (NTSB) field office if an aircraft incident or accident occurs as defined in NTSB Part 830. The proper law enforcement agency and/or search and rescue shall be notified if necessary. You will complete the Aircraft Accident and Incident Report, found in this section, after any accident or incident. **The pilot should not discuss the circumstances with anyone not involved with the investigation.**

### ***Emergency Landing***

If a Elevate-Aviation aircraft makes an emergency landing at a site not designated as an airport, the pilot should not attempt to take off, but should immediately contact the proper authorities.

**\*You MUST call the Chief Pilot, Joseph Hoggan at 720-684-9381 first.**

## **Aircraft Incident and Accident Notification**

An Aircraft Incident and Accident Report should be completed by the pilot any time a Elevate-Aviation aircraft sustains any damage or is involved in an accident or incident. The information may be useful in a future investigation (The report form is found in this manual).

### **NTSB Field Office**

Southeast - Atlanta.....	404-562-1666
Southeast - Miami.....	305-597-4610
North Central .....	630-377-8177
Northeast - Parsippany.....	973-334-6420
Northeast - Ashburn .....	571-223-3930
Central Mountain .....	303-373-3500
South Central.....	817-652-7800
Northwest .....	206-870-2200
Southwest.....	310-380-5660
Alaska.....	907-271-5001

## Aircraft Incident and Accident Report

Date of accident: \_\_\_\_\_ Time: \_\_\_\_\_  
Pilot's Name: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Owner and/or Operator: \_\_\_\_\_  
Aircraft Type: \_\_\_\_\_ N-No: \_\_\_\_\_  
Type of Event (circle one): Accident Incident Damage  
Last point of departure: \_\_\_\_\_  
Point of intended landing: \_\_\_\_\_  
Position of aircraft in reference to an easily defined geographical point:  
\_\_\_\_\_  
\_\_\_\_\_

Number of persons aboard: \_\_\_\_\_ Fatalities: \_\_\_\_\_ Injured: \_\_\_\_\_  
Description of injuries: (if applicable):  
\_\_\_\_\_  
\_\_\_\_\_

Names of passengers:  
\_\_\_\_\_  
\_\_\_\_\_

Weather conditions (attach weather print-off if available):  
Wind Direction: \_\_\_\_\_ Wind Velocity: \_\_\_\_\_  
Visibility: \_\_\_\_\_ Sky Condition: \_\_\_\_\_  
Temp/Dewpoint: \_\_\_\_\_ Altimeter Setting: \_\_\_\_\_

Other \_\_\_\_\_

Eye Witnesses: \_\_\_\_\_

Name and Phone Number

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Damage to Aircraft/Property (If yes, explain):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of any dangerous cargo:  
\_\_\_\_\_  
\_\_\_\_\_

Detailed explanation of incident, accident, or damage:  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

**ELEVATE-AVIATION**

**Standard Operating Procedures Acknowledgement**

I \_\_\_\_\_, have read the Elevate-Aviation Flight Operations Manual and I will comply with all sections from the latest revision of 04/2020. I acknowledge and will comply with all the terms, conditions and agreements set in Elevate-Aviation’s Standard Operating Procedures, which a copy has been provided to me for my records.

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

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

**Office Use Only:**

Received By: \_\_\_\_\_

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