



For your safety and in an effort to obtain our Mission Statement to develop our Flight Department into the premier source of all flight-related activities in the Northwest, the following Operations Guidelines have been established.

**Pilot in Command Responsibilities:**

Each pilot in command operating Northwest Aviation Center's (NWAC) aircraft must become and stay familiar with the applicable parts of the Federal Air Regulations (FAR) that apply to your flight. These include, but are not limited to parts 61, 91, 77, 135, and 121.

On each flight (other than an instructional flight with an NWAC approved instructor aboard) as pilot in command you assume all responsibility for the aircraft. Unrecorded discrepancies or damage found on the preflight inspection must be reported to NWAC prior to flight, so that an evaluation of the severity of the item can be determined. See Maintenance below.

Weight and balance data must be reviewed prior to each flight.

Take off and landing distance for the runway to be used under the current conditions must be reviewed prior to each flight.

The pilot in command must occupy the left seat of all aircraft unless otherwise authorized by NWAC. Additionally, only NWAC instructors are authorized to instruct in NWAC aircraft.

Each person in the aircraft must occupy their own seat. Children under two years of age must be in a child seat.

Simulated engine failures must only be practiced with an approved NWAC instructor aboard the aircraft. Spins are prohibited except in the Cub, and then, only with an NWAC CFI on board.

Flights into high and/or short airports can be dangerous, therefore prior to operating into any runway that is shorter than 2000 ft, or any airport higher than 2500 feet density altitude may require additional checkouts.

It is your responsibility to ensure that the aircraft is properly chocked, locked, covered, and tied down after each flight. Put keys in brown Hobbs book.

In the event of a forced or precautionary landing, on or off airport, secure the aircraft and promptly contact NWAC for instructions. After hours, (425) 238-7696

Record the Hobbs time to the nearest 1/10<sup>th</sup> on the aircraft Hobbs sheet after each flight.

**Damage**

If the airplane is damaged (interior or exterior) while checked out in your name the damage must be reported to NWAC immediately. Repairs to the airplane will be charged to you at the prevailing shop rate for parts and labor. In the event the damage is greater than the insurance deductible, we must decide whether to involve the insurance company or not. In some cases it may be better to just repair the airplane and not involve the insurance company.

**Checkout**

Each different airplane Make and Model requires a separate checkout.

Sometimes, even within the same model there are enough differences that each airplane needs a separate checkout. An example would be advanced avionics or autopilot.

At the discretion of each NWAC instructor, and after the initial checkout you may be authorized to fly lower performance airplanes of the same make upon the completion of the handbook exam for each airplane. Additional checkouts may be required for high performance or complex or multi-engine airplanes. The handbook exams can be found at: <http://www.nwac.aero/>

Please present your Pilot certificate, current medical, pilot logbook, photo identification, and any other supporting documentation you deem necessary on your initial flight for checkout.

Other checkouts may be required at the discretion of NWAC. These may include instrument, tail-wheel, complex, high performance, night, and mountain.

**Currency**

You are responsible for maintaining FAA currency per the FAR 61.56 and 61.57.

**Reservations**

Reservations for all rental and instructional flights are made through the scheduling system on the internet at: <http://nsa.skyscheduler.com/>. At this time, we have no daily minimums, but we do ask that you use good judgment. Scheduling 3 hours and flying an hour is not good judgment.

**Payment**

Payment is due upon completion of each flight. Accounts that are over 90 days delinquent will be accessed a 1% per month (12% APR) finance charge added to the delinquent invoice.

You are responsible for all charges (including fuel) to and for the airplane. Examples are international border crossing fees, landing fees, tiedown fees, de-icing etc.

All rentals are based on dry rates. When you return the airplane it must have fuel "to the tabs." In the event the plane is not refueled we will charge the person that left the plane empty the cost of the fuel, plus a \$25.00 service charge.

**Maintenance Discrepancies**

Record aircraft discrepancies when you check in on the computer in the space provided. Provide as much detail as needed to clearly explain the problem to our maintenance personnel.

For serious discrepancies found during preflight whether at Arlington Airport or enroute, or that require immediate action, please call (425) 238-7696.

Remember that as Pilot in command, you are responsible for the airworthiness of the airplane, and if in doubt, please call or ask.

**Rental Agreement Acknowledgement**

I have reviewed the above rental agreement and I understand and will comply with each statement.

Printed Name \_\_\_\_\_ Date signed \_\_\_\_\_

Signature \_\_\_\_\_ Witnessed by \_\_\_\_\_

**After Hours Contact Information:**

Dave Wheeler

Cell Phone: (425) 238-7696  
e-mail: [dave@nwac.aero](mailto:dave@nwac.aero)

Janis Wheeler

Cell Phone: (425) 367-9955  
Email: [janis@nwac.aero](mailto:janis@nwac.aero)

*Thank You for Your Business, Your Friendship, and for Sharing with Us the Joy of Aviation.*

Northwest Aviation Center  
*Giving You the Wonder of Flight!*