

Galvin Flying Services, Inc.

General Operating Rules and Regulations

This document is an appendix to the Aircraft Rental Agreement found on the reverse side of the GFS invoice, all Federal Aviation Regulations, the basic flight information and ATC procedures contained in the Airman's Information Manual, and all logbook and/or certificate restrictions. In the event this document is in conflict with the GFS invoice, this document shall take precedence. In the event this document conflicts with any other pertinent document, rule, regulation, procedure, or likewise, the strictest interpretation shall be used.

A. WEATHER MINIMUMS

1. All VFR training flights will be conducted with at least the following weather minimums:

- a. Dual Training Flights:

Traffic Pattern:	1500' ceiling; 3 statute miles visibility Maximum wind <20 knots Maximum crosswind <15 knots
Local (<50nm):	2000' ceiling; 5 statute miles visibility Maximum wind <20 knots Maximum crosswind <15 knots
Cross-Country: (≥50nm)	2500' ceiling; 8 statute miles visibility Maximum wind <20 knots Maximum crosswind <15 knots

- b. Solo Training Flights:

Traffic Pattern:	1500' ceiling; 3 statute miles visibility Maximum wind <15 knots Maximum crosswind <7 knots
Local (<50nm):	2500' ceiling; 5 statute miles visibility Maximum wind <15 knots Maximum crosswind <7 knots
Cross-Country: (≥50nm)	3000' ceiling; 8 statute miles visibility Maximum wind <15 knots Maximum crosswind <7 knots

2. All IFR flights will be conducted with at least the following weather minimums:

- a. Flights in Instrument Meteorological Conditions (IMC) shall not be initiated unless the following weather conditions exist:

- i. The ceiling is at least 200' above the published minimums for all airports of intended takeoff and landing.
- ii. For straight in approaches: The reported visibility at all airports of intended takeoff and landing is at least one (1) mile.
- iii. For circling approaches: The reported visibility at all airports of intended takeoff and landing is either two (2) miles or the published minimum visibility, whichever is greater.

- b. Flights into known ice are forbidden in GFS aircraft not certified for flights into known ice.

B. GENERAL PROCEDURES

1. GFS flight instructors will conduct all flight instruction in GFS aircraft.
2. A thorough preflight inspection shall be accomplished before each flight.
 - a. The aircraft's discrepancy sheet (squawk sheet) and status sheet are to be included in the preflight check.
 - b. Weather, NOTAM's, and TFR's will be checked prior to each flight.
3. All ice, snow, and frost will be removed from all upper wing and horizontal stabilizer surfaces as well as all flight control surfaces, windscreen, and windows, prior to flight.

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4. The aircraft's Pilot Operating Handbook Checklist or GFS Quick Reference Checklist will be used at all times.
5. Loading will be within weight and balance limits for the aircraft and the intended operation.
6. All required certificates and documents must be onboard the aircraft for flight.
7. All appropriate ATC rules, regulations, and procedures must be followed during the flight.
8. Smoking is prohibited on the ramp, within 50 feet of any aircraft, and in any GFS aircraft.
9. All single engine aircraft shall be towed out into the taxi lane prior to engine start.
10. The aircraft tow bar shall be used to move aircraft into and out of the tie-down positions.

C. START AND GROUND OPERATIONS

1. Prior to engine start, the rotating beacon/strobe lights shall be switched on and a verbal warning of "CLEAR" shall be given.
2. Ground movements will be in accordance with ATC instructions as appropriate.
3. Taxi speeds will be slow enough to ensure the complete control and safety of the aircraft at all times.
4. Crosswind taxi corrections will be used as necessary.
5. Diligent collision avoidance procedures shall be followed at all times.
 - a. Pilots are required to see and avoid other aircraft.
 - b. Extreme caution will be used while taxiing and parking in congested areas.
 - c. If clearance around persons or property is in doubt, the pilot-in-command should do one of the following:
 - i. Obtain assistance from a ground marshaller to provide adequate clearance.
 - ii. Shut down the engine and reposition the airplane with a towbar.

D. PRACTICE AREAS

Primary Practice Area – Refer to the Seattle VFR Terminal Area Chart for location of:

The Primary (or Northeast) Practice Area will be described as: That area bounded by Interstate 90 to the south, from the town of Preston, west to the south end of Lake Sammamish. Then, northeast along the west shoreline of Lake Sammamish, continuing northerly along the railroad tracks to the town of Maltby. Then, continuing northwest along State Route 522 until intersecting with Hwy 2. Then, south along State Route 203 to the town of Fall City and continuing to the town of Preston along the Preston- Fall City road.

NOTES:

1. Awareness of and compliance with the Seattle Class B Airspace altitude restrictions that fall within the boundaries of this designated practice area must be maintained at all times.
2. Caution for rising terrain and possible turbulence to the east in the foothills of the Cascades.

Advanced Practice Areas - Refer to the Seattle VFR Terminal Area Chart for location of:

The **Advanced East Practice Area** will be described as: That area bounded by Hwy 2 to the north, from the town of Monroe and east to the Town of Sultan. Then, south to remain west of the foothills to Lake Hancock, continuing west in a straight line to the town of Tokul. Then, west in a straight line to the town of Fall City, continuing north along State Route 203 to the town of Monroe.

NOTES:

1. Awareness of and compliance with the Seattle Class B Airspace altitude restrictions that fall within the boundaries of this designated practice area must be maintained at all times.
2. Caution for rising terrain and possible turbulence to the east in the foothills of the Cascades.

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PRIMARY AND ADVANCED EAST PRACTICE AREAS

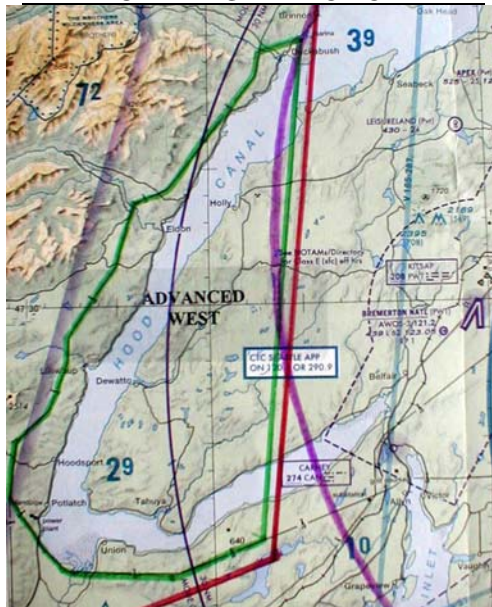


The **Advanced West Practice Area** will be described as: That area bounded by a line parallel to the western boundary of V165 from the marina located northwest of the town of Duckabush south to the power lines just north of Mason Lake. Then west and north along the power lines to a point due west of Duckabush. Then, continue in a straight line to the marina northwest of Duckabush.

NOTES:

1. Awareness of and compliance with the Seattle Class B Airspace altitude restrictions that fall within the boundaries of this designated practice area must be maintained at all times.
2. Remain clear of the Victor Airway (V165-287) and the Bremerton Class E Airspace.
3. Remain clear of all TFR's.
4. Caution for high terrain and possible clear air turbulence on the west side of Hood Canal.

ADVANCED WEST PRACTICE AREA



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E. FLIGHT RULES

1. No student pilot may begin solo flight unless a GFS flight instructor, who is present at the airport, approves the flight in writing. The flight instructor must have examined the student's pilot certificate, medical certificate, logbook, flight planning, aircraft status sheets, and signed the student's dispatch invoice. The flight instructor's name will be written in the applicable places on the invoice and the student will be billed for the flight instructor's time.
2. Diligent collision avoidance procedures shall be followed at all times. Extreme caution will be used during flight in congested areas. Pilots are required to see and avoid other aircraft.
3. Prior to all flight maneuvers, clearing turns will be executed in order to observe the area for traffic conflicts. The clearing turn should consist of one 180° turn, or two 90° turns.
4. Spin training and simulated emergency landing procedures will be conducted with a GFS flight instructor on board. Aerobatic maneuvers are prohibited.
5. Maneuvers requiring excess altitude for safety (stall, slow flight, etc.) shall be performed at an initial altitude of 2500' AGL or greater, with recovery completed by at least 2000' AGL.
6. No training maneuvers will be conducted over congested areas, airways, open-air assembly of persons, airports, or within the lateral limits of surface based Class B, C, D, or E airspace.
7. Simulated engine failures:
 - a. Single Engine:
 - i. Shall be conducted with a GFS flight instructor on board.
 - ii. Shall be conducted with an emergency landing field in sight.
 - iii. Shall be terminated by 1000' AGL, unless they are conducted into an approved airport.
 - iv. Simulated engine failures into approved airports may be continued to a landing provided the flight instructor carefully guards the controls.
 - v. No simulated engine failures in single engine aircraft will be performed using the mixture control.
 - vi. Prior to the maneuver, the flight instructor and student will agree who will execute the recovery.
 - b. Multi Engine:
 - i. Shall be conducted with a GFS flight instructor on board.
 - ii. An engine failure on the runway may be simulated with mixture control if the airplane speed is less than 50% of V_{mc}.
 - iii. An engine failure in the traffic pattern, or below 3000' AGL, shall be simulated using the throttle control.
 - iv. Simulated engine failures into approved airports may be continued to a landing provided the flight instructor carefully guards the controls.
 - v. A simulated engine failure that involves feathering the propeller should be conducted above 3000' AGL, with an emergency landing field in sight. At this altitude, it is acceptable to simulate the engine failure using the mixture control or fuel selector.
 - vi. Prior to the maneuver, the flight instructor and student will agree who will execute the recovery.
8. Plan your arrival at Boeing Field at least 15 minutes prior to the expiration of your block time. If you will be late, phone Galvin Flying Service at 1-800-341-4102, or call Galvin Unicom on 122.95.
9. Touch and go landings are not permitted in complex Single Engine or Multi-Engine airplanes. Stop and go landings are permitted with the following limitations:
 - a. For Single Engine complex: \geq 5000' runway length, with 2000' available for any takeoff.

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- b. For Multi-Engine complex: $\geq 6000'$ runway length, with 3000' available for any takeoff.
- 10. Solo student pilots may not use runways shorter than 3000'.
- 11. Student pilots are under the supervision of their flight instructor and will strictly adhere to the program established for them.
- 12. The following flights require a checkout from an approved GFS flight instructor and records updated indicating the checkout.
 - a. Mountain Crossing
 - b. Night Flight
 - c. Instrument Meteorological Conditions
 - d. Cross Country (>50 miles from KBFI)
- 13. All pilots flying GFS aircraft are required to be aware of, and comply with, all NOTAM's and TFR's in effect along their route of flight.

F. EMERGENCY PROCEDURES

- 1. In the event of a fuel spill, tow the aircraft clear of the fuel spill area and notify GFS personnel to coordinate cleanup efforts.
- 2. In the event of an engine fire during engine start, follow and complete the Emergency Procedures Checklist-Engine Fire during Starting. If fire continues, secure the aircraft's fuel and electrical systems, evacuate all occupants from the aircraft, and obtain a fire extinguisher.
- 3. In the event of any in flight emergency, use the appropriate Emergency Checklist.
- 4. Fire Extinguishers are located between the pilot and copilot's seats in GFS aircraft. This is the procedure for using the fire extinguisher:
 - a. Hold the fire extinguisher upright and pull the ring pin.
 - b. Hold the fire extinguisher 8ft away from the flame and aim at the base of the fire.
 - c. Squeeze the lever and sweep side to side.
- 5. If the fire cannot be extinguished with the airplane extinguisher, call the airport fire department (dial 911 from the nearest phone) and notify Galvin personnel.

G. CROSS-COUNTRY

- 1. No pilot may conduct a cross-country flight (>50nm from BFI) until they have received a cross-country checkout from a GFS flight instructor and their logbooks and GFS records indicate that cross-country checkout.
- 2. All VFR cross-country flights (>50nm from BFI) require 2500' ceilings and 8 statute miles visibility at all points along the route for the entire flight and must be forecast to remain so until at least one hour after the ETA at the final destination.
- 3. A flight plan will be filed, opened after takeoff, and closed upon landing for all cross-country flights >50nm from the departure airport by the student pilot making the flight.
- 4. The Flight Department Manager, Chief Flight Instructor, or Maintenance Coordinator must approve maintenance performed away from BFI.
- 5. When a flight training aircraft (i.e., Diamond, C-172, or PA-44) is scheduled for 8 hours or greater, there will normally be a minimum charge of 3 hours per 24-hour period. A flight, which is scheduled from 1600 and after, with a return by 1200 the following day, is exempt from the three-hour minimum.
- 6. All overnight flights, or flights conducted after 12:00am (local), must be approved in advance by The Flight Department Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor.

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7. Any other aircraft rental agreements may be arranged in advance with the Flight Department Manager.

H. AIRPORT RESTRICTIONS

1. The following airports are regarded as a risk to operation by Galvin Flying Service aircraft and are declared as prohibited airports for both student activity and general rental:
 - a. All Military airfields (USA, USN, USAF, USMC, USCG).
 - b. All restricted private airports without prior written permission of the owner.
2. The following minimum runway length limitations must be followed for all pilots operating Galvin Flying Service aircraft into airports other than BFI.

For an airport whose elevation is between:

- a. Sea Level to 999 feet, the minimum runway length is 1,900 feet.
 - b. 1,000 feet to 2,999 feet, the minimum runway length is 2,700 feet.
 - c. 3,000 feet to 4,999 feet, the minimum runway length is 4,000 feet.
 - d. 5,000 feet and higher, the minimum runway length is 5,000 feet.
3. Pilots must consult the aircraft Pilot's Operating Handbook for the takeoff and climb performance criteria, including runway lengths, for the actual conditions they encounter at the time of the flight.
 - a. Complex and high performance aircraft may require greater runway lengths than those noted above.
 - b. The effects of density altitude and obstructions at or near the airport may require greater runway lengths than those noted above.
 4. Operations into any field other than paved fields (i.e. soft, gravel, sand, grass, etc.) are prohibited unless prior written approval is obtained from the Flight School Manager or Chief Flight Instructor.

I. CURRENCY REQUIREMENTS

1. An annual flight proficiency check is required for all renters of GFS aircraft. Pilots who are instrument rated and intend to fly in instrument meteorological conditions are required to have an instrument proficiency check included as part of, or in addition to, the annual proficiency check. Instrument proficiency may be demonstrated in an airplane or flight training device (simulator).
2. All pilots must maintain currency as required by the Federal Air Regulations.
 - a. VFR:
 - i. A pilot who has not maintained the ninety-day passenger carrying currency is required to fly with a GFS flight instructor prior to aircraft rental.
 - ii. Ninety-day currency may be accomplished in other than GFS aircraft.
 - b. IFR:
 - i. A pilot who has not maintained instrument currency is required to demonstrate proficiency with a GFS flight instructor prior to flight in Instrument Meteorological Conditions.
 - ii. Instrument currency may be accomplished in other than GFS aircraft.

J. NIGHT FLIGHT

1. All pilots conducting a night flight with a GFS aircraft must have received a night checkout from a GFS flight instructor and their logbooks and GFS records indicate that a night checkout has been conducted.

NOTE: "Night," for the purposes of this rule, shall be defined as the time from one (1) hour after sunset through one (1) hour before sunrise.

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2. All overnight flights or flights conducted after 12:00am (local) must be approved in advance by the Flight Department Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor.
3. No night flight will be conducted into or out of mountainous areas and/or airports located within mountainous terrain.

K. FLIGHTS INTO INSTRUMENT METEOROLOGICAL CONDITIONS

1. All pilots conducting flights into instrument meteorological conditions with a GFS aircraft must have received an IFR checkout from a GFS flight instructor and their logbooks and GFS records indicate that an IFR checkout has been conducted.
2. Flights into known ice are forbidden in GFS aircraft not certified for flights into known ice.

L. FLIGHTS OVER MOUNTAINOUS TERRAIN

1. All pilots conducting flights over mountainous terrain in GFS aircraft must have received a mountain-crossing checkout from a GFS flight instructor and their logbooks and GFS records indicate that a mountain-crossing checkout has been conducted.
2. No night flight will be conducted into or out of mountainous areas and/or airports located within mountainous terrain.

M. STRANDED PILOT PROCEDURES

1. Should an emergency or precautionary landing (or any other unscheduled diversion) be required, contact Galvin Flying Service at 1-800-341-4102 for further instructions.
2. If the aircraft is left at an airport other than BFI, ensure that the aircraft has been properly chocked and/or tied down and secured.
3. Aircraft shall not be moved until approval is received from the Flight School Manager, Chief Flight Instructor, or Assistant Chief Flight Instructor.
4. An aircraft that makes an emergency, precautionary, or unscheduled landing due to maintenance shall not be moved until approval is received from appropriate GFS maintenance personnel.

N. FUEL RESERVES

1. Local Flights:
 - a. No flight will be made unless the aircraft has at least ½ tank level of fuel at the time of departure. Visual inspection of fuel quantity is required.
 - b. Refueling stop is mandatory with at least one hour of fuel remaining.
2. Cross-Country Flights:
 - a. Flights will begin with maximum allowable fuel within aircraft weight and balance requirements. Visual inspection of the fuel quantity will be made.
 - b. Plan destination arrival with at least one hour of fuel remaining.
3. IFR Flights:
 - a. Flights will begin with maximum allowable fuel within aircraft weight and balance requirements. Visual inspection of the fuel quantity will be made.
 - b. Plan at least one hour of fuel reserve after arriving at the destination airport and alternate.

O. SECURING AIRCRAFT

1. Aircraft are to hand pushed (not taxied) into tie down spots.
2. Aircraft are to be accurately positioned in a designated tie down spot and properly secured.
 - a. All aircraft parked 30 minutes or longer should utilize tie-downs.

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- b. Aircraft parked less than 30 minutes may be secured with tire chocks if the wind is less than 10 knots. Aircraft secured with chocks should be parked facing into the wind.
3. Personal items and all debris must be removed from aircraft.
4. All GFS aircraft are to be locked after every flight.

P. REPORTING DISCREPANCIES AND RETURN TO SERVICE

1. Report each discrepancy on a squawk/discrepancy sheet found in the back of the aircraft dispatch book.
2. Write up only one discrepancy per squawk sheet that clearly states the discrepancy, the events that occurred before or after the discrepancy, and any troubleshooting performed.
3. Sign each squawk sheet and include a contact phone number for yourself.
4. Remove the original (white copy) of the squawk/discrepancy sheet and give it to a Customer Service Representative.
5. All squawks automatically ground the aircraft until the appropriate personnel review them. The Flight Department Manager, Chief Flight Instructor, other designated flight instructors, or appropriate maintenance personnel may resolve the squawk.
6. Squawks that are deemed deferrable, or no safety hazard, will be noted on the squawk discrepancy sheet.
7. Aircraft shall only be returned to service if the squawk is determined to be no safety hazard, or the squawk has been resolved or deferred. This information will be recorded on the squawk discrepancy sheet in the back of the book.
8. In addition to this information, deferred squawks will have limitations and/or placards noted in the dispatch status portion of the squawk sheet.
9. It is the responsibility of the pilot in command to make sure all squawks are resolved prior to initiating a flight.

Q. CANCELLATION AND NO-SHOW POLICY

1. Cancellations not due to weather or debilitating sickness must be made in advance of the time slot scheduled.
 - a. Dual Instruction
 - i. All cancellations of scheduled dual instruction flights must be made at least 24 hours in advance of the time scheduled.
 - ii. Cancellations not made in this time frame will be billed the full scheduled instructor's time.
 - iii. Billing for the scheduled aircraft time will be waived.
 - b. Solo or Aircraft Rental
 - i. All cancellations of scheduled solo or aircraft rental time must be made at least two hours in advance of the scheduled time.
 - ii. Cancellations not made in this time frame will be billed half the scheduled aircraft rental time.
2. No-Shows:
 - a. No Shows will result in the scheduled aircraft and/or flight instructor being released 15 minutes into the scheduled time.
 - b. The customer will be billed for the full flight instructor's time or half the scheduled aircraft time, as applicable.

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PILOT'S COPY

I HAVE READ THE GALVIN FLYING SERVICE RULES AND REGULATIONS. I WILL COMPLY WITH SAID PROCEDURES AT ALL TIMES WHILE ACTING AS A STUDENT OR RENTER PILOT.

I FURTHER AGREE THAT I WILL NOT ALLOW INDIVIDUALS, WHO HAVE NOT THEMSELVES FREELY COMPLIED WITH THE ABOVE REQUIREMENTS, TO OPERATE GALVIN FLYING SERVICE, INC. AIRCRAFT WHICH I HAVE RENTED. IN ADDITION, I WILL NOT PROVIDE FLIGHT INSTRUCTION TO ANY INDIVIDUAL IN GALVIN FLYING SERVICE RENTAL AIRCRAFT.

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

Please sign this page and the next. The following page is to be detached and placed in the customer's file.

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GALVIN FLYING SERVICE COPY

I HAVE READ THE GALVIN FLYING SERVICE RULES AND REGULATIONS. I WILL COMPLY WITH SAID PROCEDURES AT ALL TIMES WHILE ACTING AS A STUDENT OR RENTER PILOT.

I FURTHER AGREE THAT I WILL NOT ALLOW INDIVIDUALS, WHO HAVE NOT THEMSELVES FREELY COMPLIED WITH THE ABOVE REQUIREMENTS, TO OPERATE GALVIN FLYING SERVICE, INC. AIRCRAFT WHICH I HAVE RENTED. IN ADDITION, I WILL NOT PROVIDE FLIGHT INSTRUCTION TO ANY INDIVIDUAL IN GALVIN FLYING SERVICE RENTAL AIRCRAFT.

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____