

OWNER STANDARD OPERATING PROCEDURES (SOPs)

Aircraft Access, Use, and Care *(Not Flight Instruction)*

Owner: Aviation 98374 LLC

Aircraft: Cessna 172, N7331A

Effective Date: _____

Supersedes: All prior versions

1. PURPOSE AND SCOPE

These Standard Operating Procedures (“SOPs”) define the **conditions of access, use, and care** of the Aircraft owned by Aviation 98374 LLC (“Owner”).

These SOPs:

- apply to **all renters, Approved Pilots, Approved CFIs, and students** operating the Aircraft;
- apply **regardless of where the Aircraft is located or operated**;
- are incorporated by reference into the **Aircraft Dry Lease & Rental Agreement**;
- are **not flight instruction** and do not provide operational decision-making guidance.

Nothing in these SOPs replaces or modifies:

1. FAA regulations
2. Aircraft POH/AFM, limitations, or placards
3. Owner’s insurance policy requirements

2. DOCUMENT HIERARCHY

In the event of conflict, the following order applies:

1. FAA Regulations
2. Aircraft POH / AFM and placards
3. Insurance policy requirements
4. Aircraft Dry Lease & Rental Agreement
5. These SOPs
6. Scheduling or dispatch system rules

3. APPROVED PILOT, CFI, AND STUDENT ACCESS

3.1 Approved Pilot Status

A pilot may operate the Aircraft only if they:

- are listed as an **Approved Pilot** with Owner;
- meet all **insurance requirements** at the time of flight;
- comply with currency, endorsement, and access rules.

Owner may suspend or revoke Approved Pilot status at any time for safety, insurance, or operational reasons.

3.2 CFI Access

CFIs may instruct in the Aircraft only if:

- a current **CFI Access Agreement** is on file with Owner;
- insurance requirements are met;
- access has not been suspended or revoked.

CFIs are independent contractors and are **not supervised by Owner**.

3.3 Student Access

Student pilots may operate the Aircraft only:

- under direct instruction with an Approved CFI, or
- solo when explicitly authorized for that specific flight by an Approved CFI.

Owner does not authorize, approve, or supervise student solo flight.

4. DISPATCH PROCEDURES

4.1 Dispatch Readiness

The Aircraft may not be dispatched unless:

- it is airworthy;
- required documents are onboard;
- field, weather, and operating conditions allow safe operation;
- all applicable SOPs are followed.

4.2 Required Documents On Board

Before dispatch, the pilot is responsible for confirming the presence of all required documents, including:

- Airworthiness certificate
- Registration
- Operating limitations / POH
- Weight & balance information

- Required placards

4.3 Fuel and Oil

- Fuel grade per POH only.
- Oil type/quantity per POH / Owner guidance.
- Fuel contamination must be resolved before flight.

5. RETURN PROCEDURES

The Aircraft is considered **Returned** only when it is **ready for the next renter**.

5.1 Securing the Aircraft

Upon return, the pilot shall:

- turn master and avionics switches OFF;
- install control lock;
- install gust lock if applicable;
- install cowl plugs and pitot cover;
- lock doors;
- secure the Aircraft against wind and movement.

5.2 Hangared Aircraft

When the Aircraft is hangared:

- position fully within the hangar envelope;
- chock as appropriate;
- secure hangar doors per facility rules;
- verify no power cords, heaters, or external equipment remain attached except as required seasonally for pre-heat.

5.3 Tied-Down Aircraft

When the Aircraft is tied down:

- use a three-point tie-down;
- use approved ropes or chains;
- verify knots, anchors, and control surface security;
- orient the Aircraft to minimize wind exposure when possible.

5.4 Fueling

- Refuel as required by Owner SOPs.
- Report fueling discrepancies.
- Retain receipts if instructed.

5.5 Cleanliness

- Remove trash and personal items.
- Wipe obvious dirt.
- Do not use unapproved cleaners on plexiglass or avionics.

Biohazard contamination must be reported immediately.

5.6 Logging

- Accurately record Hobbs or Recorded Time.
- Log all squawks.
- Do not operate the Aircraft with known unreported issues.

6. SCHEDULING AND UTILIZATION

6.1 Reservations

- Reservations must be made through Owner-approved systems.
- Scheduling systems are provided for convenience only.

6.2 Daily Rentals and Overnight Possession

- Daily rental threshold: **four (4) hours**.
- Overnight possession requires **prior written approval**.
- Overnight approval may include conditions related to weather, security, or aircraft exposure.

6.3 Cancellations and No-Shows

- Cancel at least **24 hours** in advance.
- Weather, maintenance, or safety cancellations are exempt.
- Repeated no-shows or late cancellations may result in suspension of access.

7. GROUND HANDLING

Ground damage is a primary loss source and requires strict compliance.

7.1 Tow Bar

- Use only approved tow bar.
- Remove immediately after use.
- Never leave attached.

7.2 Parking Brake

- Do not rely on parking brake alone in wind.
- Use chocks and tie-downs when unattended.

7.3 Tie-Downs

- Three-point tie-down required when outside.
- Secure control surfaces.
- Verify knots and anchors before leaving.

8. OPERATING RESTRICTIONS (ACCESS CONDITIONS)

The Aircraft **may not be dispatched** unless all access conditions are met.

Restrictions include:

- approved runway surfaces only;
- no intentional spins without written approval;
- no formation flight;
- no low-altitude maneuvering except takeoff and landing;
- compliance with insurance geographic or use limitations;
- night solo access only after required checkout endorsement.

9. INCIDENT, DAMAGE, AND MAINTENANCE REPORTING

9.1 Immediate Reporting

Immediately report:

- any Incident;
- hard landing;
- propeller strike or suspected strike;
- ground damage or exceedance.

9.2 Grounding

The Aircraft is **immediately grounded** after:

- propeller strike;
- tail strike;
- hard landing;
- structural damage.

Do not reposition the Aircraft except for safety without Owner coordination.

9.3 Maintenance Authorization

- Do not authorize maintenance without Owner approval.
- Emergency actions must be coordinated as soon as practicable.

10. OFF-SITE OPERATIONS AND DELAYS

When operating away from Owner's normal facilities:

- secure the Aircraft appropriately for local conditions;
- monitor weather actively;
- notify Owner promptly of delays;
- coordinate maintenance or extended stays.

Abandonment without coordination is prohibited.

11. CLEANING AND BIOHAZARDS

- Return the Aircraft in reasonably clean condition.
- Use approved cleaners only.
- Report biohazards immediately.
- Cleaning fees and loss-of-use may apply.

12. RECORDKEEPING AND DATA

- Hobbs and Recorded Time are used for billing.
- Tracking devices may not be disabled or altered.
- Flight data may be reviewed for billing, safety, or insurance purposes.

13. HANGAR AND FACILITY ACCESS

- Access to Owner's hangar and associated facilities is a **privilege**, not a right, and is provided solely for activities directly related to the safe dispatch, operation, and return of the Aircraft.
- Use of the hangar for ground instruction, individual study, or other non-operational activities is permitted **only at the Owner's sole discretion** and is subject to immediate revocation.
- **Access for any purpose may be granted, limited, or revoked at any time** by Owner without prior notice for safety, insurance, security, or operational reasons.

- Renter and Approved CFI's must comply with all posted facility rules.
- Renter and Approved CFI's are responsible for arranging airport access, and must follow all airport procedures.

13. ENFORCEMENT AND DISCIPLINE

Owner may take any of the following actions for noncompliance:

- verbal warning;
- written warning;
- temporary suspension;
- permanent termination of access;
- immediate grounding of the Aircraft.
- Denial of access to facilities

No refund is owed for enforcement actions.

14. SOP UPDATES

Owner may update SOPs at any time.

- Notice may be provided by email, portal, or posted copy.
- Updates become effective on the stated date.
- Continued operation constitutes acceptance.

15. ACKNOWLEDGMENT

Operation of the Aircraft constitutes acknowledgment and acceptance of these SOPs, which are incorporated by reference into the Aircraft Dry Lease & Rental Agreement.