



## AURORA AVIATION, INC.

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# Renter Procedures and Policies

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Welcome to Aurora Aviation. Thank you for choosing to fly with us. Aurora Aviation has been operating since 1968, and over the years we have frequently been asked several important questions. We have created this handout to help clarify some of the questions about Aurora Aviation's required aircraft operating procedures and policies. It is our hope to better serve you. We want you to have an enjoyable experience renting our aircraft. If you have any questions after reading this handout, please feel free to ask an Aurora Aviation employee.

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## OPERATING PROCEDURES

### *Preflight*

The ignition key shall not be placed in the ignition during preflight. Headsets shall not be placed on the instrument panel or glare shield as well. The preflight should include all items recommended for inspection on the aircraft's checklist or owner's manual. The Maintenance Coordinator or Front Office Personnel should be notified of any discrepancy that is found and a description of the problem should be written on a Squawk Sheet. A preflight inspection sheet shall also be filled out prior to any flight for notation of any physical damage to aircraft and reported to us directly.

### *Starting*

Beacon should be turned on prior to engine starting. Aircraft should be placed on a clean, hard surface before starting. Engine priming should not be accomplished by pumping the throttle. The engine idle must be kept **WELL BELOW** 1000 RPMs after engine start.

### *Taxi*

Brake use should be limited while taxiing. When possible, all turns should be made by nose-wheel steering and the speed regulated by throttle. The brakes should not be used unless the throttle is at idle. When the wind will allow, the control wheel should be held in the full aft position. The aircraft should remain on the paved surfaces when possible.

### *Before Takeoff*

The aircraft should be faced into the wind during the run-up. The run-up will only be accomplished when the propeller is over a clean, hard surface. The run-up should include all items recommended in the aircraft checklist or Pilot Operating Handbook.

### *Traffic Pattern*

Traffic patterns and radio communication should be in accordance with the recommendations in the Aeronautical Information Manual.

Aircraft should depart the pattern after takeoff either straight out or on a 45-degree turn in the direction of the pattern when beyond the departure end of the runway and after reaching pattern altitude. Straight out departures are prohibited when departing on runway 35 at Aurora.

Enter pattern in level flight at pattern altitude on a 45-degree angle. Enter downwind from the 45 abeam the midpoint of the runway.

### *Delayed Flight Return*

In the event that you are unable to return the aircraft at the scheduled time, Aurora Aviation must be immediately notified.

If you encounter a delay in returning the aircraft due to a maintenance problem, weather, etc., Aurora Aviation must be immediately notified.

### *Securing Aircraft*

The engine(s) must be shut down prior to deplaning any passengers.

Aircraft should always be tied down, control locks installed, and doors locked when the flight is completed.

All trash should be removed and the aircraft returned clean.

Aircraft should be moved by use of a tow bar on the ground.

Aircraft should be positioned in to a parking place with the tow bar instead of taxiing directly into the parking place whenever taxiing into position would require excessive use of RPM and/or brakes.

### *Post Flight*

Aircraft keys & checklist must be clipped into the aircraft dispatch binder and returned to the front office.

Aircraft Hobbs and Tach times should be recorded in the aircraft dispatch binder when returned to the front office.

Any aircraft discrepancy should be written on a Squawk Sheet located in the aircraft binder or the front office and handed in to the Front Office Personnel. In addition to the written description, notify the Maintenance Coordinator or Front Office Personnel verbally of the discrepancy. If there are no Squawk Sheets in the aircraft binder the Front Office Personnel should be notified.

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## RENTER POLICIES

An initial checkout is required with an Aurora Aviation Flight Instructor in each make and model to be rented. The renter must have completed at least one checkout flight within the 24 months preceding the date of any aircraft rental. A flight review completed with an Aurora Aviation Flight Instructor or accomplishing an additional aircraft make and model checkout at Aurora Aviation will reset this flight check.

An Aircraft checkout/familiarization sheet must be completed for each make and model of aircraft to be flown.

Aurora Aviation may request to review logbooks, certificates, and medicals for the purpose of verifying currency. Please bring these items with you when you come to rent an airplane.

Please notify us of any changes in address or phone numbers. Also let us know when you have received a new certificate, rating, medical, or flight review so that we can keep our records updated.

Aurora Aviation is responsible for aircraft fuel, oil, and maintenance. The renter should keep all receipts for fuel and oil. Aurora Aviation will reimburse any fuel expense, up to our posted retail rate, and oil from the cost of the rental. If maintenance is required at another airport, the renter must receive approval by phone from Aurora Aviation. The renter is responsible for all other expenses such as tie downs, landing fees, etc.

Aurora Aviation's operating costs and rental rates do not include any unforeseen problems. Therefore any expenses, i.e. hotel rooms, rental cars, meals, or other related expenses will not be reimbursed by Aurora Aviation in the event of a mechanical malfunction, weather, or likewise.

There is a 3-hour minimum for any rental scheduled in excess of 8 hours per calendar day. The 3-hour minimum must be prepaid prior to aircraft dispatch.

If the aircraft you have scheduled becomes unavailable, Aurora Aviation will attempt to reschedule you in the equivalent aircraft if available. In the event that only a higher priced aircraft is available for reschedule, the higher priced rate will apply to the rental.

If you need to have the fuel tanks of an aircraft at a specified level for your flight other than full tanks, please notify us via the telephone. During the summer months we require a minimum 24 hour advance notice and a minimum 48 hour advance notice all other seasons.

Aurora Aviation Flight Instructors reserve the right to charge for one hour's worth of their time, for students who either no show or call to cancel an appointment giving less than a two hour notice.

If you have not arrived or contacted us within 20 minutes after the scheduled rental time, your airplane will be made available to other pilots.

No commercial activity including but not limited to flight instruction in Aurora Aviation aircraft will be allowed.

Aurora Aviation uses a company frequency of 123.3.

Smoking is not permitted in Aurora Aviation aircraft.

Aurora Aviation aircraft are not allowed to takeoff or land at airports labeled "Hazardous," "Own Risk," gravel, or unpaved in a flight guide or Airport Facility Directory, unless prior approval by an Aurora Aviation Manager.

Please be sure you are completely comfortable and proficient in the operations of all the radios your specific aircraft is equipped with. If you have questions about the operations of any equipment, feel free to ask for an instructor to explain its operation to you.

Aurora Aviation reserves the right to request a recurrent aircraft checkout or refuse rental to anyone. Failure to comply with these policies is grounds for denial of future aircraft rentals.

Aurora Aviation has insurance coverage for its aircraft and instructors. There is a \$1,500.00 deductible for all Cessna aircraft and a \$2,500.00 deductible for all Piper aircraft hull claims. The renter of the aircraft is responsible for the deductible. A "Damage Waiver" option is available which will waive the insurance deductible at a cost of \$5.00 per flight contract. The renter of an aircraft is responsible for the operation of that aircraft and may be held liable for any and all damage, which occurs as a result of operating that aircraft.

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These policies are subject to change without notice.

Thank you for looking over these procedures and policies. If you have any questions, please feel free to ask an Aurora Aviation employee. We also welcome your comments or suggestions. We hope that you have a safe and enjoyable flying experience at Aurora Aviation.