

Important Telephone Numbers

Front Desk.....434-237-8420
Non Local.....1-800-543-6845
Maintenance.....434-237-8438
Flight School.....434-237-8431
Avionics.....434-237-8434
Federal Aviation FSS.....1-800-992-7433
Emergency (night) 434-385-6332

Insurance

Virginia Aviation maintains insurance on each of its aircraft covering the renter in the amount of \$1,000,000 limited to \$100,000 per seat and subject to a \$500.00 deductible. All renters are responsible for the deductible if an aircraft under their command is damaged. Careless or illegal use of the aircraft may be grounds for the insurance company to deny coverage resulting in the renter being fully responsible for the aircraft or damage done by the aircraft.

Flight Plans

Virginia Aviation requires a flight plan for all flights away from the vicinity of the airport. If you change your destination as recorded on the checkout sheet, you must notify the Front Desk personnel upon landing.



Lynchburg Regional Airport
970 Airport Road
P.O. Box 4209
Lynchburg, VA 24502

Phone: 434-237-8420
Fax: 434-237-6715

www.VirginiaAviation.com

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FUELING

Virginia Aviation maintains a standing fuel order for all of its airplanes. In almost all cases, the aircraft tanks are filled to capacity. If for weight and balance or field length purposes, it is necessary to off-load fuel, you must notify the line service well in advance of such defuelings. A minimum of 4 hours is required. Also, it may not always be possible to defuel an aircraft. Therefore, it is important that you contact us at least an hour before your flight to determine the fuel load on your aircraft. The aircraft must be within both weight and balance before departure.

When fuel or oil is purchased away from Lynchburg, you will be compensated for the fuel and oil when you provide us with paid receipts showing the amount of your purchase and the location of your purchase. Items such as tie down, hangar, cleaning or other airport fees are the expense of the renter and must be paid by the renter. If landing fees are later billed to the aircraft, the cost of such fees will be billed to you and must be paid before you rent again.

Extreme care must be taken to ensure that only the proper fuel is put in the tanks of your aircraft. We recommend that you observe all fueling. Moreover, Virginia Aviation suggests that each renter pilot acquire his or her own fuel sampling device so as to not delay any planned departure. Virginia Aviation does not supply each aircraft with fuel drain cups.

Special Rules for Student Pilots

Pilots with less than a private pilot certificate may only fly under the direct supervision of a Virginia Aviation flight instructor. Students' solo work may only be conducted with five (5) statute miles visibility and a ceiling no less than 2,000 feet in pattern and 3,000 feet enroute. In addition, each student must have their logbook endorsed every 90 days for continued solo privileges in the type of aircraft to be flown. Student pilots conducting cross-country flying must have their license endorsed by their assigned Virginia Aviation flight instructor. The logbooks must be endorsed for each solo cross-country flight and the license, log book, and medical carried on all cross-country flights. Student pilots must plan each landing with at least one and a half (1 1/2) hours of reserve fuel.

Overnight Policy

When an aircraft is to be rented and taken overnight, it is the responsibility of the renter to maintain the security of the aircraft by providing secure tie down or hangar space.

It is the responsibility of the renter to put at least three (3) hours on the aircraft per overnight and to return the aircraft on time. If your planned flight does not have ample flying time to meet the minimum required, you must have approval of the Director of Operations or Chief Flight Instructor before departure.



RENTER RULES

*Success is the journey...
Not the Destination.*



434-237-8420

Pilots who wish to rent aircraft from Virginia Aviation must abide by the rules and requirements herein.

QUALIFICATIONS OF RENTERS

Pilots who rent Virginia Aviation aircraft must pass an initial check ride with a company instructor in each make and model of aircraft they wish to have rental privileges. In addition, they are required to take recurrent training and pass a Virginia Aviation check ride at least once a year in the highest performance aircraft they wish to rent.

Private pilots, with less than 400 hours total time in an airplane, must be reviewed by a Virginia Aviation instructor every 90 days unless the pilot possesses an instrument rating. Low time private pilots with little recent experience may be required by the reviewing instructor to take a recurrent check ride.

At the time of your initial checkout, you must bring the following items:

1. FAA License or student license
2. At least a current third-class medical
3. All log books or other forms of reference to flight time
4. Evidence of a flight review or its equivalent
5. Government issued photo ID

CALLING FOR YOUR AIRCRAFT

Scheduling of all aircraft may be done anytime online at www.SchedulePointe.com or during the business hours of Virginia Aviation by calling 434-237-8420 or if you are not local by calling 1-800-543-6845. If you are not qualified in the aircraft in which you wish to rent, you must first fly with an instructor before the aircraft will be released for rental.

All scheduled aircraft must be signed out within thirty minutes of your scheduled departure. At that time you must give your destination and your scheduled time back. If you fail to pick up the aircraft within thirty minutes of your scheduled time, the aircraft will be reassigned to the next request. If you are going to be more than five (5) minutes late returning the aircraft, you must notify the front desk by phone— if you are on the ground or in the air by calling Virginia Aviation on 122.95.

Before departure, you must check the Hobbs meter in the aircraft for accuracy. If you note a difference between the recorded time and the time on the meter, you must report the difference to Front Desk personnel before departure.

Federal Aviation Regulations

All Virginia Aviation renters must comply with all Federal Aviation Regulations, the laws of Virginia and the other states as well as the rules and conditions of flight as set forth in this manual. Violations to either Virginia Aviation policy or the Federal Air Regulations will result in loss of rental privileges.

Preflight and Aircraft Inspection

A complete preflight is required of all renters. Before you start any preflight, you must examine the aircraft discrepancy sheet located in the back of the clipboard. If there are any reported items on this sheet that have not been corrected, an instructor or mechanic must be consulted before flight. In addition, the VOR accuracy log should be checked before IFR flight. All IFR flights require a VOR check before flight.

Any problems noted during the preflight must be recorded in the aircraft discrepancy sheet and checked by an instructor or mechanic before flight. Any questionable items must have an instructor's or mechanic's inspection before flight. Any inoperative items that do not affect the safety of flight must be placarded by an instructor or mechanic in accordance with FAR 91.213 and 91.405.

After Hour Rental Returns

When returning an aircraft after Virginia Aviation has closed, please make sure the aircraft is completely tied down. Place the clipboard in the mail slot outside the FBO office on the ramp side, then call and leave a message on our night phone (434-237-8420) informing us that the clipboard is in the mail slot.

NOTE: ALL RENTERS ARE REQUIRED TO OWN A HEADSET OR ADDITIONAL AIRCRAFT MICROPHONE AS VIRGINIA AVIATION PROVIDES ONLY ONE MICROPHONE PER AIRCRAFT. SHOULD THAT MICROPHONE FAIL AWAY FROM LYNCHBURG, IT IS THE RESPONSIBILITY OF THE RENTER TO PROVIDE A SECOND MICROPHONE.

Approved Airports

Virginia Aviation renters may only land at the public airports with hard surface runways. Except in an emergency, no other airports are approved. If you land at an airport that is not an approved airport to make an emergency off airport landing, you must not depart that airport until you have received approval by a Virginia Aviation instructor. All approved airports must have a hard surface of no less than 2, 500 feet available for landing. Landings at airports where you must land in one direction and take off from another is prohibited.

Aircraft Maintenance

Virginia Aviation endeavors to provide clean and well maintained aircraft to all of its customers. If a problem is noted anywhere in flight, you must report this problem to us as soon as possible. If there is any doubt about the airworthiness of the aircraft, no flight should be attempted. If you are away from Lynchburg, all repairs to an aircraft must have the approval of Virginia Aviation maintenance department regardless of how minor the problem

Flight in Continental United States

No Virginia Aviation aircraft may be flown outside of the Continental United States.

