



Independence Aviation

POLICIES & PROCEDURES

Welcome to Independence Aviation!

INTRODUCTION

Independence Aviation, LLC (IA) works with pilots in all types of aircraft to continue their training and skill development. Whether you're using personal aviation travel to maximize valuable time, or preparing for an aviation career, we tailor your education program based on your needs, ambition, and vision. Our goal is to help you fly your dream aircraft whatever it may ultimately be. In addition to our modern aircraft fleet, we use flight training devices and computer-based training for the best, most efficient and effective instruction possible. The daily operations are supervised by the General Manager and Chief Instructor(s).

INDEPENDENCE AVIATION training standards are very high. Proficiency checks are used to monitor each client's progress and ensure a consistent level of quality throughout each phase of training. INDEPENDENCE AVIATION employs only highly qualified instructors with extensive areas of expertise to ensure that whatever your training and skills enhancement/development goals are, we will have the talent on staff to help out.

This INDEPENDENCE AVIATION POLICIES & PROCEDURES handbook outlines policies to be followed throughout the course of training and/or while operating INDEPENDENCE AVIATION aircraft. All POLICIES & PROCEDURES apply to all clients whether they are owners, operators, renters, students, or CFIs.

Independence Aviation at Centennial Airport (KAPA)

12780 East Control Tower Road, #J-15
Englewood, CO 80112
303-858-1600
fly@flywithia.com

Office Hours

Monday through Friday
8:00am to 5:00pm
Aircraft and Instruction 24/7

EMERGENCIES PLEASE CONTACT

Ground Operations/Dispatch: 303-858-1601
Flight Operations: 720-287-5864
Local Emergency 911

Independence Aviation, LLC

Flight Instruction, Advanced Skills Mentoring, Aircraft Rental, Aircraft Management Services, Aircraft Charter

Revised June 1, 2021

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1. GENERAL RULES AND REGULATIONS

A) GENERAL

All activities at INDEPENDENCE AVIATION will be conducted in accordance with:

- Federal Aviation Regulations (FARs)
- State of Colorado laws
- City and local ordinances
- INDEPENDENCE AVIATION policies and procedures
- Good judgment and sound aviation decision-making. It is your responsibility to become familiar with and adhere to all rules and regulations as they apply to your activities and conduct while training at INDEPENDENCE AVIATION and on any intended flight

B) HANDBOOK AND MEMOS

The INDEPENDENCE AVIATION rules and policies are explained in the INDEPENDENCE AVIATION POLICIES AND PROCEDURES. Supplemental information and changes to any policy or flight procedures will be sent to you by email or available at the IA offices.

C) ENFORCEMENT

All personnel of INDEPENDENCE AVIATION are responsible for the enforcement of INDEPENDENCE AVIATION rules and policy. Violations of any rule or policy could result in dismissal from INDEPENDENCE AVIATION. Flagrant violations could result in an action by the Federal Aviation Administration (FAA) or other law enforcement agencies.

D) COMMON SENSE

It would be impossible to have a rule to govern every aspect of the INDEPENDENCE AVIATION training, mentoring, or rental experience. Your success is largely determined by reviewing your ability to exercise common sense and good judgment while flying. Lapses or the absence of good judgment may be grounds for termination of rental privileges and dismissal from INDEPENDENCE AVIATION as a client.

E) PERSONAL CONDUCT

While training or flying at INDEPENDENCE AVIATION you are expected to conduct yourself in a mature and professional manner. All staff and faculty are to be treated with professional respect and are to treat you in the same manner. Disrespect (in words or actions) toward INDEPENDENCE AVIATION personnel is grounds for dismissal from all INDEPENDENCE AVIATION operations.

F) ALCOHOL, DRUGS, and NARCOTICS

Under no condition will you be permitted to enter a classroom or an aircraft while under the influence of alcohol, drugs or narcotics. Anyone convicted of driving while intoxicated or of illegal drug possession or use will be removed from all INDEPENDENCE AVIATION flying activities. Anyone under the age of 21 who is reported to be consuming alcoholic beverages/drugs or anyone who provides alcohol to anyone under the age of 21 will be subject to immediate dismissal from the program. It is expected that every client/student will follow the FARs regarding alcohol and drug use.

G) VERIFICATION OF CITIZENSHIP

Per federal Transportation Security Administration (TSA) requirements, all clients participating in Flight Instruction services by IA are required to present proof of United States Citizenship (or adhere to foreign student requirements).

H) RENTERS INSURANCE

MANDATORY. All rental and student clients are required to obtain independent renter's insurance that will cover, at a minimum: Bodily Injury / Property Damage Liability: Each Occurrence \$1,000,000 / Passenger Sub-Limit \$100,000. Limit of Liability for Damage to Non-Owned Aircraft: \$40,000. Client will provide IA proof of insurance through submission of their insurance declarations page and notify IA of any changes that may take place.

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2. FLIGHT FINANCIALS

A) FLIGHT HOLD

Any client who is behind on any financial agreement will be placed on Flight Hold status until the account is brought current.

- When on Flight Hold, you may not schedule a flight or begin a scheduled lesson.
- The pilot must also cancel, following proper procedure, any flights that will be affected by the Flight Hold. If this is not done, the rules of Cancellation will apply. See section 3(A)(3).
- Your Flight Account is charged immediately after each lesson/flight for aircraft/instructor time. You are responsible for maintaining a sufficient balance or credit card on file in your Flight Account to cover your training expenses.
- Any concerns about billing errors should be presented to the Bookkeeper as soon as possible.

B) MAKING PAYMENTS

INDEPENDENCE AVIATION accepts Visa, MasterCard, Discover, American Express, business and personal checks (with proper ID), certified checks, money orders, and cash. However, you will be required to have a valid credit card on file at all times. It is illegal to present a check that does not have sufficient funds to cover it. A charge of \$50.00 will be charged to your account if a check is returned "NSF." A certified or cashier's check will need to be deposited to cover the fee for the NSF check.

Your progress as a student/client can be seriously hindered when training is suspended for long periods of time due to financial constraints. Please plan ahead for the cost of your training.

3. GENERAL PROCEDURES AND OPERATIONS

A) RESERVATIONS AND AIRCRAFT SCHEDULING

All scheduling is done through our online scheduling system which can be found at <https://app.flightschedulepro.com/Account/Login?Company=111827> and operates on a first come, first served basis as follows:

- You are not eligible to schedule or fly unless you are in compliance with FARs/current INDEPENDENCE AVIATION Policies & Procedures and proficient in the type of aircraft you will be flying.
- You may not schedule with an outstanding flight balance.
- You may not schedule or cancel for another client.
- Requests for aircraft made outside of 0800-1700 must adhere to Pre/Post Hour Operations Procedures.
- You are responsible for ensuring your reservation and/or changes are scheduled correctly. You are responsible for knowing your scheduled times. Daily schedules can be viewed on the scheduler.
- Students are limited to a 10-hour day from the time arriving at the airport until departure. If your day starts at 0600, all flying must be completed by 1600. Students are also limited to 8.0 flight hours in a 24-hour period. Students must have a rest time of 10 hours between a night flight and early morning flight. (10-hour rest is from the time you leave the office to the time to return to the office.)
- Avoid scheduling an aircraft for more than 30 minutes prior to departure and 30 minutes after planned arrival. If you change your departure time or date, or come back early, please notify the office as soon as possible. PLEASE BE CONSIDERATE! When an aircraft reservation is scheduled and not used or cancelled on short notice it prevents others from using the aircraft.
- Aircraft only need to be scheduled for the time necessary to perform a pre-flight, total flight time, and taxi to parking. For optimal utilization of aircraft, your assigned aircraft may be changed by Ground Support.

- It is the Pilot in Command's (PIC) responsibility to properly and thoroughly preflight and deem the aircraft to be flown airworthy. If a discrepancy is discovered during the preflight, it is to be immediately disclosed to Ground Support or Flight Operations. If the discrepancy is left undisclosed and the flight takes place and it is discovered later, the client for that flight will be billed for repairs. This includes brake sensors on Cirrus, tires, and starters.
- If damage occurs during the flight, the PIC will be responsible for repairs.

1. Recency and Proficiency

In a continued effort towards ensuring Proficiency with our Membership, effective May 26, 2021, INDEPENDENCE AVIATION has updated the proficiency requirements of pilots for solo rental of IA aircraft. Pilot's wishing to solo rent an aircraft with INDEPENDENCE AVIATION shall have met the following updated proficiency requirements to solo rent an aircraft:

IA MEMBER SOLO RENTAL - TRANSITION REQUIREMENTS

- All renters must have completed the appropriate Transition Course in the make and model to be rented within the prior 2 years.
- If the pilot has not flown in the prior two years in the make and model of aircraft, the pilot shall be required to complete the full Cirrus Advanced Transition course for the specific make and model of aircraft. The pilot shall complete all required flight time according to the Cirrus LMS Learning Portal for the transition course required. Transition courses only apply to the specific make and model of Aircraft. For example, a renter completing the Cirrus Advanced Transition for a SR22T does not qualify the pilot for renting an SR22NA or SR20. If the pilot wants to fly a different make and model aircraft then they would be required to complete the Airframe and Powerplant Differences Course.

RECENCY and PROFICIENCY

- All solo renters must have flown an Independence Aviation aircraft of the same make and model with a minimum of 2 take offs and 2 landings (SR20, SR22, SR22T, G5, G6) within the preceding 90 (ninety) days. The flight(s) may be either a solo rental or dual instruction flight.
 - Descending recency will be considered appropriate for currency meaning if flying SR22T then you are still qualified in SR20.
- Every 6 (six) calendar months renters must have completed a VFR Recurrent Check for VFR flight in the type being rented.
 - This check includes a minimum of 1 hour of ground instruction and 1 hour of in-flight instruction with an IA instructor.
- Every 6 (six) calendar months Instrument Rated renters must have completed both an IFR and VFR Recurrent Check for IFR flights.
 - This flight combines the VFR currency requirements but will extend the combined ground and flight instruction beyond 2 hours with additional instruction as necessary for completion.

NEW IA-MEMBER RENTAL

- All New IA Members will be required to have met all of the above requirements prior to any solo rental. Verification of Cirrus LMS Transition Course completion is required.

2. Scheduling Instructors

In accordance with the INDEPENDENCE AVIATION TEAM'S teaching philosophy, you will be paired with a primary instructor who will be your main point of contact throughout your training, and who will defer you to secondary instructor(s) if necessary.

- An Instructor may not be scheduled for more than 8.0 flight hours in a 24-hour period [FAR 61.195(a)]
- Instructors require a minimum 10-hour rest period each night.

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- An Instructor may not be scheduled for more than a 12-hour workday, more than three 12-hour days in a five-day workweek, or for a flight that violates the Instructor 10-hour rest requirement.
- If scheduling an instructor for more than eight (8) hours in a calendar day you will be charged that instructor's going Day Rate.
- All accommodations (hotels, car rentals, meals, ground crew tips, etc.) for overnight trips will be the responsibility of the renter/client/student (see Addendum B).
- Any special request or exceptions need to be approved by the Chief or Assistant Chief Flight Instructor in advance.

3. No Show / Late

If you fail to show up for a scheduled lesson/rental or are late, you will be billed for (1) hour of aircraft time and (1) hour of instructor time (if applicable) for reservations of (3) hours or less. For reservations in excess of (3) hours, you will be charged (3) hours of aircraft time and (2) hours of instructor time (if applicable). A client is considered late when overdue by fifteen (15) minutes without prior notice. INDEPENDENCE AVIATION has the full discretion to bill for all no shows.

4. Cancellation

Occasionally you may need to cancel a reservation. Cancellations must be completed twenty-four (24) hours prior to the scheduled lesson time. Cancellations must be made in person or by phone/email. If Ground Support has left for the evening, please email GroundSupport@flywithia.com to state your cancellation reason.

- Cancellations made less than twenty-four (24) hours prior to dispatch will be charged for one hour (1) of aircraft time and one hour (1) of instructor time (if applicable) for reservations of three hours (3) or less. For reservations in excess of three hours (3) you will be charged two (2) hours of aircraft time and two (2) hours of instructor time (if applicable) along with any services performed in preparation for your reservation.
- If you do not meet the IMSAFE checklist, cancellations must be completed prior to two (2) hours before the scheduled time. For sickness cancellations outside of Ground Support hours, the client also needs to call their Instructor two (2) hours prior to the scheduled lesson.
- In the case of adverse weather on the day of your scheduled flight, you are still responsible to cancel your reservation as far in advance as possible. This will prevent an INDEPENDENCE AVIATION employee from staging the aircraft in anticipation of your reservation.

5. Cross-Country / Overnight Reservations

A minimum of one and a half (1.5) hours of billed time per night the aircraft is away from its home base will be applied to all aircraft reservations that leave KAPA for one or more nights.

When a client selects a destination, they are responsible to research fuel prices and whether the airport has landing fees. If a client chooses to go to an airport where they will be charged a landing fee the client is responsible for any and all charges. The client may also be responsible for excessive fuel prices on wet-rate aircraft (see "Fuel Allowance" section), so when in doubt, ask!

6. Late Arriving Equipment

You are considered Late Arriving Equipment when the aircraft binder is not at the Ground Support desk at the end of your scheduled time. As a courtesy to the next pilot, the pilot of a late arriving aircraft should contact Ground Support with an estimated time of arrival (ETA). If a client causes another client's lesson/flight to be cancelled, the offending client will be charged for the cancelled aircraft reservation and instructor time (if applicable).

B) AIRCRAFT OPERATIONS

1. Staging

All aircraft will be staged for flight prior to dispatch in IA designated staging areas by IA staff during normal business hours, unless otherwise requested. All aircraft movement must be performed by IA staff unless given prior approval by Ground or Flight Operations. Aircraft staging will be accomplished between 8am and 5pm. If aircraft is requested outside of these hours, an email will be sent the night prior detailing launch procedures. If the ramp is icy, clients are requested to not move the aircraft. Ground Support personnel will have the aircraft ready for departure.

2. Preheating

Aircraft engine preheat will be applied by IA staff anytime outside temperatures are below 20°F. When space is available clients have the option of relocating any aircraft to one of the heated hangars at a rate of \$100.00 per night and:

- a. If the plane is scheduled to depart on a cross-country flight (2 or more hours billed) on the morning that the qualifying weather conditions are met, then the aircraft owner will be billed for the hangar fee.
- b. If the plane is scheduled to depart on a local flight (less than 2 hours billed) on the morning that the qualifying weather conditions are met, then the client/renter will be billed for the hangar fee.

INDEPENDENCE AVIATION will be responsible for ensuring that the aircraft is put into the hangar and pulled out prior to flight. One person involved in moving aircraft must have received training for moving aircraft and be specifically approved for that operation whenever an INDEPENDENCE AVIATION aircraft is moved out of, into, or within an INDEPENDENCE AVIATION hangar.

3. Fueling

All IA aircraft are to be fueled by the Denver Jet Center @ Centennial. Unless otherwise specified in the reservation details, all aircraft will have the following default fuel load:

- Cirrus aircraft will be fueled to tabs
- Twin Engine aircraft will have the main tanks topped off

Aircraft will be fueled no more than fifteen (15) minutes prior to the scheduled reservation time to ensure that the flight can depart on time, especially with dry rate aircraft. *Dry rate aircraft will require a credit card to be on file with the Denver Jet Center for refueling purposes.*

4. Fuel Allowance

For refueling wet rate aircraft at locations away from home base, clients will be reimbursed at no more than the current rate per gallon at the home field.

5. Aircraft Fluids

With the exception of fuel for wet-rate aircraft and aircraft oil, any additional fluid expenses (TKS, oxygen) will be charged to the aircraft renter.

6. Aircraft Tie-Down

The client is responsible for properly securing/tying-down aircraft anytime it is unattended.

7. Oxygen Rental

Portable oxygen bottles are available for rent in any of the aircraft. All oxygen bottles will be filled prior to dispatch and all cannulas and masks will be provided as necessary. A rental fee of \$25.00 per day will be charged for the bottle as well as a refill fee of \$100.00 upon return. Any refills away from home base will be paid for by the client.

8. Headset Rental

Headsets are available for clients, guests and students who have not acquired their own for \$20.00 per reservation.

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C) **FLIGHT TRAINING DEVICES – (FTDs)**

INDEPENDENCE AVIATION operates multiple flight training devices. Clients must be accompanied by an instructor in an FTD unless given prior approval for solo flight by the Chief Instructor. No water or food is allowed in or around the FTDs.

4. WEATHER MINIMUMS

A) **GENERAL**

INDEPENDENCE AVIATION requires all clients to comply with all FAA regulations regarding weather. This does not preclude the client from establishing additional and more restrictive personal minimums. You are responsible to determine if these minimums and wind conditions can be met and maintained for all flights. Weather minimums and wind conditions for student solo flights may be altered at the instructor's discretion by logbook endorsement.

B) **VFR WEATHER MINIMUMS**

A flight may be initiated if the weather is at or above the following minimums at the start of the flight and forecast to remain so for at least one hour after termination of flight.

1. Local student solo flights
4000 foot ceiling
10 mile visibility
2. Cross-country student solo
4000 foot ceiling above minimum Student Pilot cruising altitude
10 mile visibility
3. Local dual flights
1500 foot ceiling
3 mile visibility
4. VFR cross-country dual
1000 ft ceiling above minimum cruising altitude
3 mile visibility
5. Private Pilot and higher certification
1000 ft. ceiling above minimum cruising altitude
5 mile visibility

C) **IFR WEATHER MINIMUMS**

1. Weather forecast must be at or above approach minimums for the approach in order to commence a cross-country.
2. Weather must be at or above both ceiling and visibility minimums for the approach in order to commence an approach.
3. All current FARs for flights into known icing must be complied with at all times (e.g. the client must have completed the Cirrus Icing Awareness course in the last 24 months, must depart with a minimum of 5 gallons of TKS fluid).

D) **WIND CONDITIONS**

For all clients the following wind conditions apply at all airports. The maximum gust factor is to be included in wind computations. Clients must consider their individual capabilities when making decisions and should never intentionally exceed their personal minimums or abilities. No student solo flight shall be performed outside of logbook endorsement limitations. No takeoffs or landings will be performed if any of the following exist:

1. Wind conditions are greater than 30 knots at the departure or arrival airport
2. The wind is forecast to exceed 30 knots by takeoff or landing time
3. The calculated crosswind conditions at the departure or arrival airport are in excess of the maximum demonstrated crosswind component of the aircraft or the maximum approved for the individual student by logbook endorsement
4. The crosswind component of the wind is forecast to reach or exceed the maximum demonstrated crosswind component of the aircraft or the student's maximum by the time of takeoff or landing
5. For dual flights in the Cirrus, if wind conditions meet or exceed 25 knots or there is a crosswind component which exceeds 17 knots, contact your instructor to see if the flight will be flown
6. Gusty wind or crosswind training may be given by a flight instructor if:
 - a) There is a benefit to be gained,
 - b) The instruction can be done safely

E) TEMPERATURES/DENSITY ALTITUDE

Clients and Instructors flying the Cirrus SR20 aircraft are restricted to no pattern work in temperatures above 90° Fahrenheit or 32° Celsius, and no density altitudes above 9000 feet without the Chief Pilot/Chief Instructor Approval.

5. EMERGENCY AND PRECAUTIONARY LANDINGS

In the event of an emergency landing, the pilot will contact INDEPENDENCE AVIATION Ground Support as soon as possible for further instructions (303-858-1601). Additionally, this phone number can be found inside the front cover of each Aircraft Binder. If a precautionary landing is made at an established airport, the pilot will not proceed with the flight unless the factors leading to the landing are investigated and all conditions have been corrected. If a precautionary landing is made at a location that is not an established airport, the pilot must not take off without first notifying INDEPENDENCE AVIATION of the situation. Only a pilot authorized by INDEPENDENCE AVIATION may operate an aircraft from a location which is not an established airport. Failure to report any precautionary or forced landing will result in dismissal from INDEPENDENCE AVIATION.

6. FIRE PRECAUTIONS AND PROCEDURES

- **No INDEPENDENCE AVIATION client will occupy any aircraft during the fueling process.**
- There is no smoking in or within twenty-five (25) feet of any aircraft or in any hangar managed by INDEPENDENCE AVIATION.
- If an emergency involving fire occurs, the appropriate checklist will be performed (time permitting) and then all occupants will evacuate the aircraft and the immediate area. The appropriate emergency response service will then be notified.

At Centennial Airport (KAPA) the following contact numbers or frequencies are to be used in the order listed:

If time permits, declare an emergency on:

Centennial Tower Frequency	118.9
Centennial Ground Frequency	121.8
ATC Emergency Frequency	121.5

If insufficient time exists, evacuate the immediate area and call:

Emergency	911
Centennial Operations	303-790-0598
Centennial Tower	720-873-2770

All IA clients and passengers will be briefed on the proper usage of the on-board fire extinguishers.

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7. GENERAL FLIGHT PROCEDURES

These are general procedures only. Please see the Pilots Operating Handbook (POH) for specific planning procedures.

A) LOCAL

Local flights are conducted within 35 nautical miles of KAPA. All areas southwest through the east of KAPA are acceptable for practice, but exercise caution when operating near local airways and heavy traffic areas. Avoid training north and northwest of KAPA due to airspace restrictions. Areas on the map that are highlighted in blue are Centennial Airport practice areas. Areas highlighted in red are Air Force Academy practice areas, which should be avoided at all times. The Centennial Airport practice area frequency is 122.750. It is the PIC's responsibility to avoid traffic and make appropriate traffic calls while operating in these areas.



B) MID-AIR COLLISION AVOIDANCE

Please reference the USAF student training sectional above for information about airspace utilization. Discuss collision avoidance with your instructor prior to each flight.

C) TAXIING

Please be extremely diligent when taxiing the aircraft so that at no point in time the aircraft wing is allowed to overhang the lateral limits of the taxiway or runway, or with less than 5 feet of wing tip clearance, unless you have a wing walker. The Cirrus wings hang low enough that there is a possibility of contact with lights, signs, snow banks, and other obstacles. Airport diagrams must be used anytime the aircraft is being taxied. Completing checklists while taxiing can lead to runway incursions and collisions. DON'T DO IT!

D) CROSS-COUNTRY CONSIDERATIONS

When a client decides on a destination, they are responsible to determine fuel prices and whether the airport has landing fees. If a client chooses to go to an airport where they will be charged a landing fee, the client is responsible to pay this fee. The client may also be responsible for excessive fuel prices in wet rate aircraft (see "Fuel Allowance" section), so it is important they arrange to get fuel only at airports with reasonable prices or be prepared to pay for the difference over INDEPENDENCE AVIATION's allowable fuel price (www.airnav.com is a great source for this information).

E) INSTRUMENTS AND EQUIPMENT

If during preflight any aircraft equipment is found to be inoperative you must reference FAR 91.213 and the aircraft equipment list in the POH to see if the aircraft is still airworthy for departure.

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8. STUDENT SOLO FLIGHT

A) HOURS OF OPERATION

No student pilot solo flight will be flown outside the normal hours of operation: 0700-1700 local time. Ground Support or an instructor must be on duty during all student solo flights. Student night solo flights are not allowed.

B) ALTITUDES

Cruising altitudes for solo cross-country flights may not be below 2000 feet AGL. Minimum altitude for local solo flights is 1000 feet AGL, except when in the traffic pattern. When practicing maneuvers, the minimum altitude is 2500 feet AGL, except for ground reference maneuvers, which will use 1000 feet AGL.

C) FLIGHT PLANS

All student solo cross-country flights must have their routes approved by their INDEPENDENCE AVIATION instructors. Prior to the student solo cross-country flight, you must send a copy of the flight plan to Ground Support.

The following must be left with Ground Support before departing KAPA:

1. The flight plan to the initial destination and all subsequent flight plans for the cross-country including ETD/ETA/ETE, printed or sent electronically via email
2. Any change to route, destination, or time en route or time of arrival during a cross-country flight must be reported to Flight Service. When possible, notify Ground Support as well.

*Note: All flight plans must be opened and closed with FSS/ATC. Flight plans should only be closed after safely reaching your destination and landing. Failure to close a flight plan could result in you being charged for search and rescue costs and/or receiving a violation from the FAA.

D) ROUTE SIGN-OFF

Before departing on a student solo cross-country flight, you must have an Instructor review the cross-country planning for the flight. If the planning is approved, you will receive a route sign-off on your flight plan. If you are unable to obtain the sign-off, you must cancel the flight. Route sign-offs can be obtained in advance of your flight. Clients who cancel a flight at the last minute due to no route sign-off will be charged for the full time of the scheduled lesson.

E) WEATHER SIGN-OFF

Before departure on a student solo cross-country flight, the student must have an instructor review the weather information pertaining to the flight. If the weather is approved, the student will receive a weather sign-off on his flight plan. If you are unable to obtain a weather sign-off, you must cancel the flight. Since weather conditions change rapidly, a weather sign-off does not preclude you from checking the weather again before departure and exercising good judgment. If you have any questions, call INDEPENDENCE AVIATION and discuss with your instructor, or the Chief Flight Instructor.

F) STUDENT PILOT ENDORSEMENTS

Per the FARs, a student pilot must have a one-time endorsement on their Student Pilot Certificate approving solo and solo cross-country flights. Ninety (90) days after the one-time solo flight endorsement, the student must obtain an additional 90-day logbook endorsement from their instructor. Additionally, student pilots must have a cross-country endorsement in their logbook for each solo cross-country flight (also known as a route endorsement). This endorsement is good only for the date endorsed. Beginning or continuing a solo cross-country flight on another day requires another endorsement. If you must discontinue a flight and stay overnight somewhere, arrange with your instructor to have a new endorsement sent to you. You are responsible to make arrangements with a flight instructor for the necessary sign-offs prior to the scheduled time of departure.

G) SOLO CROSS-COUNTRY TRACKING

In addition to the requirement to leave a copy of the cross-country plan with Ground Support, solo students must notify Ground Support, as soon as practical, of any changes to the planned routing. If unable to reach Ground Support immediately, call at the next airport of landing. If for some reason you are unable to call, contact FSS or Unicom at an uncontrolled airport by radio and ask if they will call for you. (Note: This is a last resort and may not always work.)

9. INSTRUMENT FLIGHT

A) INSTRUMENT CHECKS

30-day VOR checks must be accomplished and documented for all IFR flights. All GPS databases must also be current and verified for IFR flights. Any aircraft not meeting the required tolerances should be written up for Maintenance to correct. Under no circumstances will the aircraft be permitted to be operated on an IFR flight plan unless the check is satisfactory.

B) AUTO PILOT OPERATIONS

IFR flights in IMC are not authorized unless the autopilot is operational.

C) VIEW-LIMITING DEVICES

Clients must provide view-limiting devices for instrument training. These devices may not be worn on solo flights.

D) PRACTICE INSTRUMENT APPROACHES

Denver Approach can provide separation to VFR aircraft conducting practice instrument approaches to KAPA. When practicing instrument approaches at airports within the KDEN Class B and KCOS Class C airspace, INDEPENDENCE AVIATION requires you to be in contact with the appropriate approach facility. The clearance for a practice instrument approach does not relieve the pilot of visual flight rules nor does the clearance authorize the pilot to execute the published missed approach procedure unless specifically requested and approved by ATC. This separation service is provided as traffic conditions permit.

E) FLIGHT TRAINING DEVICES (FTDs)

INDEPENDENCE AVIATION operates multiple flight training devices. The door to the flight training device room (FRASCA) should be kept closed to allow the air conditioner to regulate the room's temperature. No solo flight training device lessons are allowed unless specifically authorized by the Chief Flight Instructor, the client has been checked out in the simulator, and INDEPENDENCE AVIATION staff is in the office. No water or food is allowed in these rooms.

10. RADIO COMMUNICATION

A) PRACTICE AREA FREQUENCY

For flights in the local area, INDEPENDENCE AVIATION pilots should periodically give position reports and broadcast intentions on the local area frequency. The SE and SW practice area reporting frequency is 122.750.

B) PROCEDURES

Hearing all radio transmissions is crucial to situational awareness and collision avoidance. Talking the cockpit should occur only during radio silence. Checklist items may be suspended or performed silently while radio transmissions are being monitored. For all aircraft equipped with XM Radio, that feature can only be used in straight and level cruise flight.

C) WAIVING WAKE TURBULENCE INTERSECTION TAKEOFF

FAA regulations require that control towers give a 3-minute delay for wake turbulence to small aircraft behind departures weighing 12,500 pounds or more. Solo students may not waive this request. Dual flights should use extreme caution if the decision is made to waive this requirement.

11. COLLISION AVOIDANCE

A) GENERAL

All INDEPENDENCE AVIATION clients, instructors, pilots, and aircraft occupants must maintain constant vigilance to see and avoid other aircraft during ground and flight operations. FAA procedures, as described in the Federal Aviation Regulations, Aeronautical Information Manual, Advisory Circulars, etc., will be followed.

B) FLIGHT

During flight in visual meteorological conditions, both the instructor and client are responsible for seeing and avoiding other aircraft at all times.

This includes:

1. Day or night
2. Flight under an IFR flight plan or a special VFR clearance
3. Flight in controlled or uncontrolled airspace
4. While in radar contact with ATC.
5. When instrument conditions are simulated with the use of a view-limiting device, the instructor or safety pilot is responsible for seeing and avoiding other aircraft. Before any turn, the pilot will scan the surrounding area and report when the area is clear. (For example: "clear left, clear right.") Before any maneuver, the pilot will perform at least two 90° clearing turns. When a student/client is using a view-limiting device and he/she is given a turn whether it is by radar or the CFI the student must ask the CFI or safety pilot, "are we clear left/right?" and not execute the turn unless they receive the appropriate response, "you are clear left/right."

C) GROUND

The pilot will scan the surrounding area and report that the area is clear before:

1. Causing the aircraft to be moved from a stop
2. Crossing any runway
3. Making any turn

Strobe lights must be turned on at all times during the day and before entering any runway at night.

13. ATTENDANCE AND PREPAREDNESS

Clients pursuing a rating or certificate should arrive thirty (30) minutes prior to their scheduled lesson to be completely prepared to meet their instructor or be dispatched timely for a solo flight.

A) GENERAL

The importance of keeping to a schedule and being prepared for every event is an integral, vital part of an aviation career, whether as a paid professional pilot or as a professional who uses aviation for business or leisure. Clients must demonstrate the discipline of regular and prompt attendance and be prepared for each lesson.

B) REQUIRED ATTENDANCE

1. Dual Flights
 - a) You must arrive prepared for the scheduled flight
 - b) Your flight plan must be filed prior to flight time
 - c) If a cross-country, you must allow enough time prior to your scheduled flight to complete preflight planning, i.e., a lesson scheduled at 0700 begins at 0700. Students are expected to be at the Ground Support counter at or before the scheduled flight time

We recognize that many of our clients have very intense schedules and demands on their time, we encourage you to work with your instructor to use your time together productively. If you simply do not have the time to prepare for lessons ahead of time, then use your time with your instructor for ground school, tutoring, and or coaching as appropriate.

Independence Aviation, LLC

Flight Instruction, Advanced Skills Mentoring, Aircraft Rental, Aircraft Management Services, Aircraft Charter

Revised June 1, 2021

2. Student Solo Flights

- a) You must arrive prepared for the scheduled flight. You must be in the office, ready to go at your scheduled flight time.
- b) Your flight must be planned, approved by an instructor, and filed with FSS prior to arrival.
- c) All student solo flights must receive a solo sign off from an INDEPENDENCE AVIATION authorized instructor. The solo sign off may be done by any INDEPENDENCE AVIATION instructor, however, this must be pre-arranged and the student must have the sign off completed prior to their scheduled time.

The instructor will check the following items in the INDEPENDENCE AVIATION solo signoff sheet for each flight:

- Required logbook/certificate endorsement
- A copy/downloaded briefing of forecast and local weather
- Knowledge of NOTAMs at airports of intended landing
- Completed Weight and Balance
- Pilot/Student Pilot Certificate
- Current Medical
- Take-Off and Landing Distances printed/downloaded
- Current Aeronautical Charts pertinent to the flight
- Current Airport Facility Directory
- FAA Flight Plan
- NAV log completed (if applicable) for cross-country flights

C) PREPARATION FOR LESSONS

You must always be prepared for each lesson. If you fail to complete an assignment in preparation for a lesson, or do not exhibit preparedness in the pre-flight phase (including preparation for the briefing items of each lesson), the instructor may cancel the lesson.

13. TRAINING SYLLABUS

A) GENERAL

The training syllabi outline the stages of training required for graduation from each certification course. A stage is a group of units (lessons). Each unit lists the required tasks to be performed and states the minimum time and the standards for completion for that lesson. The design and sequence of each unit, stage, and course has been planned and FAA-approved for training continuity and quality. Following the syllabus precisely will maximize the efficiency of your training.

B) STAGE ORDER AND COMPLETION

Stages are to be completed in order. A stage is complete when you finish all lessons of that stage, meet the minimum stage hours, perform the flight maneuvers, and demonstrate the level of knowledge required by the performance standards, and satisfactorily pass a stage check flight exam. You may not begin working on the next stage until the previous stage has been completed and passed.

C) GROUND INSTRUCTION

Each stage of training requires a certain amount of ground training and self-study. If unable to do home study then the INDEPENDENCE AVIATION instructor can and will accommodate the client with additional ground school for tutoring, coaching, and academic review.

14. RECORDS

A) GENERAL

In addition to INDEPENDENCE AVIATION'S own internal audits, the FAA and the TSA perform random audits of INDEPENDENCE AVIATION records. It is important that INDEPENDENCE AVIATION clients demonstrate the ability to keep proper records. You are responsible for ensuring that your current address, phone number, and email address, and all current certificates and medicals are on file with INDEPENDENCE AVIATION in the online scheduling system. *Your personal contact information can be easily be updated in the online scheduling system and must be kept current.*

B) SIGN IN/SIGN OUT PROCEDURES

A dispatch binder will be issued for the plane being flown. It is your responsibility to review the aircraft "status" sheet to ensure all inspections have been complied with and that all squawks have been attended to properly. The starting and ending Hobbs and Tach time are recorded on the dispatch sheet. Any discrepancies on the starting/ending Hobbs and Tach time should be immediately reported to Ground Support.

C) TRAINING DATA

At the end of each flight (dual/solo) or ground lesson, you and your CFI will complete the required information.

15. RESTRICTIONS TO OPERATIONS

A) AIRPORTS

When flying INDEPENDENCE AVIATION aircraft, all landings, attempts to land, or approaches for landing will be made at approved airports with a minimum runway length of **4000 feet** for single-engine and **4500 feet** for multi-engine aircraft. An airport on an Aeronautical Chart not depicted as "private" or "restricted" and having a paved landing strip is an approved airport. In an actual emergency, INDEPENDENCE AVIATION aircraft may be landed anywhere the PIC determines to be suitable for the emergency. Be advised to research any airport's operating procedures or face penalties, fines or landing fees.

B) EXITING THE RUNWAY

When landing at a tower-controlled airport, do not stop on the runway and/or reverse direction on the runway without tower instruction to do so. Plan to exit the runway at the first available taxiway without the use of heavy braking. Only light to moderate braking should be used or brake damage will occur. If brake damage does occur, the client is responsible for inspection and repair/replacement costs.

C) DRY FLYING AIRCRAFT

Dry flying (sitting in the aircraft with the engine off for familiarization) INDEPENDENCE AVIATION aircraft is permitted with instructor and Ground Support approval. The plug-in power pack will be used for these operations to prevent battery drainage. Do not turn the alternator switches on in the Cirrus aircraft, a change in Hobbs time will occur and a bill will be generated.

D) FORMATION FLYING

Formation flying, meeting in flight by pre-arrangement, or following another aircraft while on a solo cross-country flight is not permitted. When flying the same or a similar route as another client, departure times should be planned so as to remain 15 minutes or 20 nautical miles from the other aircraft.

E) FUEL RESERVES

INDEPENDENCE AVIATION fuel reserve rules are in addition to the fuel reserves required by the FAA. No flight will depart with less fuel than is required to accomplish the flight as planned plus a one-hour reserve. No night flight will depart with less than three hours of useable fuel on board. No flight will be continued with less than one hour of useable fuel on board.

F) MINIMUM SAFE ALTITUDES

In addition to the minimum safe altitudes defined in the FARs, no INDEPENDENCE AVIATION aircraft will be flown below 500 feet AGL, except during takeoff, landing, or in an emergency. Simulated forced landings may only be practiced with a flight instructor.

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Revised June 1, 2021

G) PETS

Carrying a pet in INDEPENDENCE AVIATION aircraft is not authorized without approval from the Chief Flight Instructor. Understand it is highly unlikely that approval will be given.

16. ABNORMAL FLIGHT OPERATIONS

An INDEPENDENCE AVIATION Situation/Hazard/Incident/Accident Report Form should be filled out anytime an unsafe condition arises any time before, during, or after a flight. These reports are used by management to keep track of possible unsafe conditions and/or trends. Reports will not be used for retribution or reprisal. Situation/Hazard/Incident/Accident Reports can be found in the aircraft binder or at the Ground Support desk. Once filled out the report should be submitted to the Ground Support staff on duty where it will be sent to the Safety Committee members. The following guide should be used whenever one of these abnormal flight situations is encountered.

A) DIVERSIONS ENROUTE

If a flight diverts to an airport due to weather conditions, the pilot should do the following:

1. Land as soon as practical
2. Notify INDEPENDENCE AVIATION Ground Support as soon as possible at 303-858-1601
3. Pilot will wait out weather
4. Prior to departure, pilot will notify Ground Support of their intentions
5. If weather conditions persist, contact Ground Support and/or your CFI to make further arrangements

Student pilots without Private Pilot Certificate will have to be re-endorsed to continue the flight.

B) MAINTENANCE

If a flight has a maintenance problem en route and cannot safely make it back to home base, the pilot shall perform the following:

1. Land as soon as practical
2. Notify Ground Support as soon as possible (radio from air or telephone 303-858-1601)
3. Ground Support will contact student's flight instructor, Maintenance, and/or Chief/Assistant Chief Flight Instructor and make further arrangements

C) DISABLED AIRCRAFT

If an aircraft becomes disabled and is unable to return to home base (KAPA), it is the responsibility of the renter pilot to contact Ground Support to inform IA of the problem with the aircraft. Ground Support will arrange for maintenance to be performed and will advise the renter of the status. If the renter elects to abandon the aircraft and return by other means, the trip by INDEPENDENCE AVIATION to recover the aircraft will be billed to the renter pilot.

Student pilots without Private Pilot Certificate will have to be re-endorsed to continue the flight.

If a client and/or instructor discovers a maintenance discrepancy while on the ground at another airport, the pilot should first check to see if the item can be deferred per the FARs and the aircraft POH. If the PIC can defer the item, and the proper procedures and adequate level of safety can be maintained, the aircraft is then legal to be flown back to KAPA. If the item cannot be deferred per the FARs, or requires Maintenance to perform the deferral, then the PIC should call IA Ground Support to determine the proper course of action.

D) OVERDUE AIRCRAFT

If a solo flight is overdue on arrival time, the Ground Support staff on duty will do the following:

- Listen to Tower to see if aircraft is in the traffic pattern
- Call Flight Service Station to see what time the flight plan was opened/closed
- Notify the Chief/Assistant Chief Flight Instructor and the client's instructor
- Notify search and rescue if they feel aircraft and pilot are in danger: 1-800-992-7433

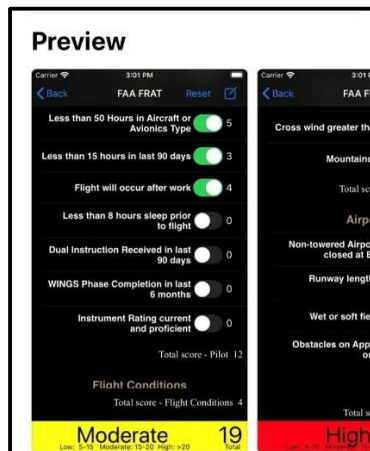
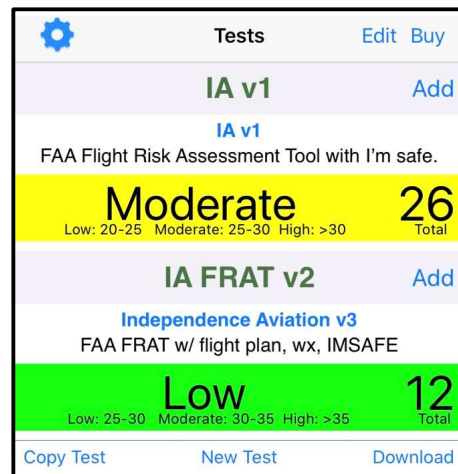
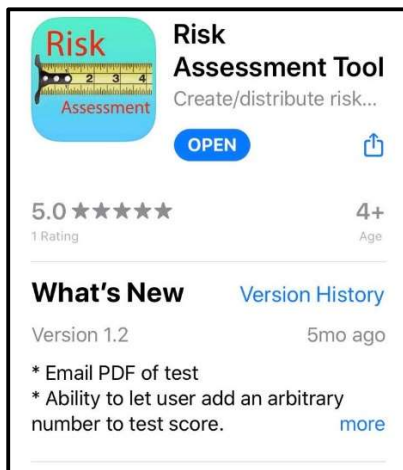


ADDENDUM A

Flight Risk Assessment Tool (FRAT)

Every flight has some level of risk. It is up to the pilot to review that risk in advance and then develop the appropriate and proactive risk mitigation strategies. One of the best ways of doing this is by using a Flight Risk Assessment Tool or FRAT (according to the FAA). FRATs are easy-to-use tools that can help pilots proactively identify hazards and make better go/no go decisions for every flight by evaluating factors such as type of operation, environment, aircraft, crew training, and overall operating experience. **As of July 1, 2021, a FRAT is required for each flight.**

1. The FRAT is an app that can be found in the iOS App Store (not available for Android at this time)
2. All clients will need to download the FRAT app
3. Then access Independence Aviation FRAT v3





ADDENDUM B

Instructor Rates and Billing

Pilots and instructors at Independence Aviation (IA) are chosen for their teaching and piloting skills, and for their experience. Before being selected to fly and teach at IA, they go through a rigorous selection process that includes multiple interviews, reference checks, and testing. For an individual to be selected to be on the IA education team, he or she must be skilled, knowledgeable, and exhibit the highest level of professionalism and dedication to aviation education.

In return, our instructors expect to be professionally compensated and to have the time and effort they dedicate to their clients and students respected. We charge for our instructor's time and efforts in one of two ways – by the hour or by the day.

For a typical lesson or a flight there are three components – (1) the pre-flight briefing, (2) the actual flight, and (3) the post-flight review and de-briefing. In the pre-flight briefing, the instructor will ensure the student is properly prepared for the flight lesson by discussing what will be accomplished during the lesson and what the measurements of success will be. Then the actual flight lesson will be conducted. After completion of the flight, the CFI and the client, using learner-centered grading, will review the results of the flight, the student's performance, what went well, and what needs improvement. The instructor will then provide assignments and expectations for the next lesson.

Since the instructor is working during all these components, IA charges for all of that time and accordingly pays the CFI for that time. This is the same process used for other providers of professional services. Time spent providing ground instruction not related to a flight lesson is also charged based on the elapsed contact time.

In return, IA's instructors are responsible to be prepared for the lessons they will be giving, have a plan for each lesson, operate from a syllabus, provide value while they are working with the student, and respect the client/student's time.

IA also provides a day rate option when a pilot/CFI is needed for an extended period of time. One example would be a concentrated multi-hour flight training session that requires the major portion of a day or may even include multiple days for an immersion training event. Another example would be a situation when a rated pilot wants to have an additional pilot on board for a multi-hour or overnight trip. In these and similar situations, the client and CFI may decide that the IA day rate option will be best for the client. To help define when a day rate is appropriate, IA follows the lead of others in the aviation industry who consider a flight that consumes a major portion of a day or an overnight as a "day." In situations where a day rate will be charged, the pilot/CFI will discuss this in advance and make it clear the number of days that will be charged for a particular trip.

Finally, when an overnight stay is required, the client/student is responsible for the pilot/CFI's expenses for hotel, meals, etc.



ADDENDUM C

Instructional Travel Policy

Client Financial Obligations for Instructor Pilot

- Transportation or reimbursement for travel to and from any airport other than KAPA
- Reasonable accommodations or reimbursement for hotel and meals when out of town or in travel transit
- Payment for Instructor Pilot time as follows:
 - Travel Time - \$100 per hour for all transit time to and from non-APA airports
 - This includes drive time, one (1) hour of pre-board time for commercial flights, and aircraft time (commercial or GA)
 - Instructional Time - \$100 per hour for all instructional time
 - Limited to a maximum of eight (8) hours per day* of flight instruction

Minimums and Restrictions

A) REMOTE TRAVEL FROM DENVER/APA

1. A minimum of four (4) hours will be billed in combined travel and instructional time when requiring an overnight stay at a destination when departure from Denver is **after** 12:00 noon
2. A minimum of eight (8) hours will be billed in combined travel and instructional time when requiring an overnight stay at a destination when departure from Denver is **before** 12:00 noon

B) FULL DAYS ON REMOTE

1. A minimum of eight (8) hours will be billed for each day with when the prior night and current night require an overnight stay or the return departure time is after 12:00 noon

C) REMOTE TRAVEL RETURN TO DENVER/APA

1. A minimum of four (4) hours will be billed in combined travel and instructional time when an overnight stay at the remote destination is necessary, and the departure to Denver is **before** 12:00 noon
2. A minimum of eight (8) hours will be billed in combined travel and instructional time when an overnight stay at the remote destination is necessary, and the departure to Denver is **after** 12:00 noon

*§ 61.195 Flight instructor limitations and qualifications.

A person who holds a flight instructor certificate is subject to the following limitations:

- (a) Hours of training. In any 24-consecutive-hour period, a flight instructor may not conduct more than 8 hours of *flight training*.

Flight training means that training, other than ground training, received from an authorized instructor in flight in an aircraft.



Independence Aviation

ADDENDUM D

Aircraft General Care Practices

Please pay particular attention to the following instructions on your preflight/walkaround.

Care must be taken to properly look after all aircraft, and forming good habits up front will help in the careful maintenance of these aircraft and reduced maintenance costs.

Each aircraft should have a blue tote in the baggage area containing the following:

- a) Red rag for wiping the dip stick
- b) A box of window cleaning cloths (one-time use only)
- c) Cardboard funnels for topping off engine oil
- d) A quart of the correct oil (specific to each aircraft)
- e) Can of *Prist* window cleaning aerosol
- f) Trash bag/box for disposing of rags and funnel

Instructions

1. Use **ONLY** the **red rag** for wiping off the dipstick (do **not** use this rag for cleaning the windshield)
 - i. Dispose of heavily contaminated oily rags in a trash bag (provided).
 - ii. Dispose of used oil funnels in a trash bag (provided).
2. Use **ONLY** the **white wipes** for cleaning the windshield, along with liberal use of *Prist* window cleaner. (The use of any other cleaner is prohibited.)
3. Wipe the window in deliberate **vertical strokes** to remove dust or contaminants. Please do not use a swirling motion as this causes damaging marks on the surface of the window, and over time causes permanent damage requiring window replacement.
4. Throw the window cloth in a trash bag/box after use. (It is a **one-time** use cloth.)

Please do not replenish engine oil using a half quart. If the engine does not require a full quart, it does not require any oil.

In an effort that you start your journey or training in a well-maintained aircraft, please pay it forward and leave it that way for the next fellow pilot.

Please direct any questions or concerns to Ground Support at 303-858-1601. **Thank you!**

\$99 New IA Pilot Set-Up Fee
(includes first month dues of \$49)

\$99 Reinstatement fee
(includes first month dues of \$49)

ADDENDUM E

CLUB MEMBERSHIP FEE STRUCTURE

	IA CLUB
	IA – C
IA-CLUB Membership	X
IA Fleet Rental Privileges	X
Ground Support	X
Pilot Support	X
IA Concierge Services	X
Out of Towner Hangar Nightly Disc.	10% Off
Monthly Training Webinars	X
boldmethod Membership Benefits	20% off BM Products
Quarterly Proficiency Socials	
Touch Trainer Use	
New Flight One Sim AATD	
Discounted IA Employee Instructor Time	
Discounted HOBBS TIME for ALL Aircraft	
Early Access to IA Fly Out Bookings	
1 UPRT Course	
1 One Day Mountain Course (AC Rental not Included)	
1 3hr Biannual Flight Review or Training (excludes A/C rental)	
Monthly Dues	\$49/month
Annual Pay Discount (10%)	\$529/annually

IA PROFICIENCY CLUB

*Requires Private Pilot License
(Includes your IA Club Membership)*

IA-P Cobalt	IA-P ROYAL
X	X
X	X
X	X
X	X
X	X
10% Off	10 Free Nights
X	X
20% off BM Products	20% off BM Products
X	X
20% off	Unlimited
1 hr/month + 10% off	2 hrs/month + 20% off
5%	10%
	5%
	X
\$99/month	\$249/month
\$1069/annually	\$2689/annually

IA EXPERIENCE

*PPL Required
(Includes your IA Club Membership)*

IA-X
X
X
X
X
X
10 Free Nights
X
20% off BM Products
X
Unlimited
2 hrs/month + 20% off
10%
5%
X
X
X
X
N/A
\$5595/annually

Club Membership Exclusions and Restrictions

- *Flight and Instruction discounts not applicable to package priced training programs (UPRT, Mountain, Rusty Pilot, etc.)*
- *Instruction with certain Independent Contractors may not be eligible for discounts. Speak with Client Services or your instructor for more information.*
- *Included Sim hours do not accumulate.*