



AIRCRAFT RENTAL POLICIES

Columbia Pacific Aviation, Inc.

7610 Andrews St NE, bldg. 404

Moses Lake, WA 98837

(509) 762-1016

CFI: Jay Louterback (509) 475-1506

STUDENT & RENTER: OPERATIONAL AND EXPERIENCE REQUIREMENTS

AIRCRAFT	Rate	INSTRUCTION	Rate
Cessna 152	\$89	Flight	\$45
Cessna 172	\$120	Ground	\$45

Updated: 2018

BASIC REQUIREMENTS

Any person operating Columbia Pacific Aviation, Inc. (CPA) aircraft as PIC must be in possession of:

- A valid pilot certificate (student, private, commercial, or ATP),
- Current medical certificate, and
- A current biannual flight review (BFR) endorsement in their logbook.

CPA requires a completed, open-book, written examination covering aircraft systems for each make and model of the CPA-aircraft flown.

Waivers may be granted for pilots who do not meet the CPA-currency requirements listed below; please ask for more information, as needed.

NOTE: Please pay special attention to the winter operations and after-hours procedures sections of this document.

INITIAL CHECKOUT

The initial aircraft checkout takes about 1 hour of flight time and half an hour of ground instruction covering the open book exam. A separate checkout may be required for IFR operations.

Come prepared for your checkout appointment; bring:

- Completed written exam,
- Logbook,
- Pilot’s certificate,
- Current medical, and
- Current, appropriate charts.

CESSNA 152/172

A flight check for a Cessna 152 may be waived by a CPA instructor if a pilot has completed a flight competency check with a CPA instructor in a Cessna 172.



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PREFLIGHT

- Renters shall personally conduct a preflight inspection of the aircraft as prescribed by the manufacturer, including checking the fuel and oil.
- A 45-minute fuel reserve is required for all flights.

WEATHER & FLIGHT PLANS

- Renters shall operate only when present and forecast aviation weather indicates VFR weather (5 miles visibility) exists along the route and locally.
- IFR operations must be approved by CPA in advance.
- Flight plans must be filed, opened, and closed – except for local training flights within 15 nautical miles of the Grant County International Airport (KMWH).

CPA-CURRENCY

CPA's insurance requires pilots to maintain currency as follows:

- 1 hour of flight time in CPA aircraft intending to rent, and
 - Day: 3 takeoffs and landings within the previous 60 days, or
 - Night: 3 takeoffs and landings to a full stop within the previous 60 days.
- IFR currency as required by the FAA regulations.

A recurrency flight check by a CPA instructor is required if not otherwise CPA-current.

WIND LIMITS

- Taxiing: wind gusts must be less than half of the aircraft stall speed.
- Takeoff and landing: crosswinds must be less than 45 degrees, not exceeding the aircraft's maximum demonstrated crosswind speed.

TAKEOFF AND LANDING AREA

- Performance charts will be consulted for all operations.
- Takeoffs and landings shall only be made on **paved, public use airports** of suitable length and width for current conditions – no exceptions.
- ***Private runways or landing strips shall not be utilized, except in emergencies.***

DAILY RENTAL RATES

Aircraft rentals exceeding 6 hours require a minimum rental charge of:

- 2 hours per day for weekdays, and
- 3 hours per day for weekends and holidays.



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RENTAL AND RESERVATION POLICY

Aircraft reservations must be confirmed not later than the day before the flight for a full-day and/or weekend trip.

CANCELLATIONS

Please understand that all cancellations and no shows are very hard to fill without advanced notice. Cancellations cost CPA money (by paying the instructor and losing aircraft rental time) and inconveniences other students and renters. In fairness to other pilots, and to keep CPA's rental and instruction rates as low as possible, we all need to communicate and adhere to these requirements as much as possible.

- Cancellation notice provided more than 24 hours prior to scheduled times are acceptable, but please provide as much notice as possible.
- No-shows and cancellations providing less than 8-hours' notice will be charged the hourly rate for the aircraft and instructor for 50% of the scheduled time. Should you cancel, CPA will attempt to fill your time slot; if successful, CPA will waive the cancellation fee.
- Cancellations due to weather along the planned route are acceptable without penalty. However, if you realize your intended destination (i.e. Seattle) is covered in clouds and has been, and is forecast to be, the day of your trip and you neglect to cancel 8 hours prior, you may get charged for 50% of your scheduled flight time.

Late arrivals: please attempt to notify CPA.

- Renters more than 15 minutes late may lose their reservation.
- Renters more than 30 minutes late are considered no-shows and applicable fees will apply.

Assessed fees must be paid prior to additional flights.

EMERGENCIES AND MAINTENANCE

If any CPA-aircraft is landed off airport, the renter must not attempt to takeoff under any circumstances. Instead, they must call **CPA: (509) 762-1016 or (509)750-8454**.

Aircraft discrepancies must be first discussed with the CPA maintenance department and noted in the aircraft's squawk log. No maintenance shall be attempted by renters, or conducted off-site, unless coordinated with CPA. If you have any questions regarding the aircraft or safety, call CPA.



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OPERATIONS

- When not in use, the aircraft must have the control lock installed and be properly tied down or chocked.
- All pilots will operate the aircraft from the left seat only unless you have been checked out in the right seat by a CPA instructor.
- Any loss or damage to the aircraft or its parts during the rental period is the responsibility of the renter.
- **SMOKING IS NOT PERMITTED IN THE AIRCRAFT.**
- All parking fees, hangar charges, landing fees or other incidental charges, including customs, will be the responsibility of the renter.
- Any fuel purchased away from KMWH shall only be supplied by CPA-approved vendors supplying 100LL; auto gas, 80/87, or fuel mixtures of any kind, are prohibited. Renters must provide a receipt for reimbursement; fuel reimbursement is at CPA's cost.
- Only clean windows with aircraft window cleaner and appropriate wipes (no paper towels or shop rags).
- If the aircraft is abandoned away from KMWH and CPA must return the aircraft to KMWH, the renter will be charged the pilot's expenses plus dual flight time to return it.
- Normal "wear and tear" is acceptable; any abuse, tire damage, or special cleaning is the responsibility of the renter and will be charged to the customer accordingly.
- Please keep a supply of Sic-Sacs with you or ensure the aircraft is equipped. Any air sickness will be cleaned by the renter to the satisfaction of CPA.
- Please return the aircraft clean and free of garbage, pilot supplies etc.

CPA aircraft, during rental periods, shall not be used or operated for:

- any illegal purpose,
- in any race or contest,
- to give flight instruction,
- by any person other than the renter, or
- for any commercial purpose or to carry persons or cargo for hire.

Renter agrees to report all accidents or incidents to CPA as soon as possible, but no later than 24 hours. Renter also understands they are not an agent or employee of CPA in any manner.



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WINTER OPERATIONS

Cold-soaked engines and thick oil is very hard on engines and components if not properly pre-heated. To maintain engine and component life, and to keep rental rates low:

- CPA aircraft engines shall be started only after the integral engine heat has been operating for at least 2 hours when:
 - The air temperature is below 32°F, or
 - The engine has been cold soaked (below 30°F) within the previous 6 hours.
- Please coordinate with CPA to accomplish pre-heating.
- Any frost, snow, ice etc. will be properly removed only by CPA staff.
- If away from MWH and unable to accomplish engine heating and/or there is snow, frost, or ice contamination on the aircraft, consult CPA before starting or departing.

AFTER HOURS

Flight training and/or aircraft rentals outside CPA's normal business hours require customer coordination. It's the responsibility of the customer to contact CPA during normal business hours to request the aircraft be tied down outside with the binder and/or fueled appropriately prior to closing. A callout fee will be required otherwise.

INSURANCE – LIABILITY

As a Renter of an aircraft, the undersigned hereby provides notice that:

1. You are insured under a policy, or policies, of insurance provided by CPA and providing liability insurance coverage to Renter of the aircraft in the following amount:

\$100,000.00 each occurrence
2. **AIRCRAFT PHYSICAL DAMAGE INSURANCE IN FAVOR OF THE RENTER (PILOT) IS NOT MAINTAINED.** Renter expressly acknowledges that they are not an "insured" for any damage to the aircraft under any insurance contract or policy in the name of, or for the benefit of, CPA, and the Renter is responsible for any damage to the aircraft that occurs during the rental period.

Renters are encouraged to consider purchasing an "Aircraft Renters Insurance Policy" from an independent insurance company to protect themselves in situations where they may be found responsible for damages.



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CPA COPY

Please complete and return this form signed and dated on your next flight; retain the aircraft rental policies (previous pages) for reference.

Thank you - CPA management.

INSURANCE – LIABILITY

As a Renter of an aircraft, the undersigned hereby provides notice that:

____ 1. You are insured under a policy, or policies, of insurance provided by CPA and
(Initial) providing liability insurance coverage to Renter of the aircraft in the following amount:

\$100,000.00 each occurrence

____ 2. **AIRCRAFT PHYSICAL DAMAGE INSURANCE IN FAVOR OF THE RENTER PILOT IS**
(Initial) **NOT MAINTAINED.** Renter expressly acknowledges that they are not an “insured” for any damage to the aircraft under any insurance contract or policy in the name of, or for the benefit of, CPA, and the Renter is responsible for any damage to the aircraft that occurs during the rental period.

Renters are encouraged to consider purchasing an “Aircraft Renters Insurance Policy” from an independent insurance company to protect themselves in situations where they may be found responsible for damages.

RENTERS,

By signing this policy statement, you agree to follow CPA’s policies and procedures, written and posted. You also attest that you have received and understand CPA’S "AIRCRAFT RENTAL POLICIES: STUDENT & RENTER – OPERATIONAL AND EXPERIENCE REQUIREMENTS."

Renter:

PRINT NAME _____ date: _____

SIGNATURE _____

CPA: _____ date: _____



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CFI: Jay Louterback (509) 475-1506

Name: _____ Pilot Certificate #: _____
 Phone: _____ Medical Date: _____
 Emergency Contact: _____ CFI's Name: _____

GENERAL FLIGHT INFORMATION

1. When is a preflight walk around required? _____
2. How is usable fuel level visually confirmed? _____
3. What are fuel sumps used for? _____
4. When, and how, is the mixture leaned? _____
5. How is the mixture leaned with the EGT? _____
6. When should the alternate static air source be used? _____
7. What are the indications of carburetor icing? _____
8. When is carburetor heat used? _____
9. How should a hot-running engine be cooled? _____
10. When should the parking brake be used? _____
11. What are the FAA cloud clearance and visibility requirements for classes D and G airspace?
 Class D: _____ Class G: _____
12. What is required for customs in Canada? _____
13. Explain shock cooling. _____
14. How can shock cooling be prevented? _____
15. How is an ELT (emergency locator transmitter) activated? _____
16. What is a minimum safe altitude for all operations? _____
17. What airspace requires a transponder? _____
18. What is the transponder code for: lost communications? _____ Emergency? _____
19. What is the traffic pattern altitude at KMWH for: light aircraft? _____ Jets? _____
 The Pilot Operating Handbook describes several airspeed limitations.
20. Which, if any, airspeed limitations are subject to change? _____
21. Under what conditions would those airspeed limitations change? _____

CPA PROCEDURES

22. How many hours of notice must be provided to CPA line service personnel prior to flight in cold weather (32°F or colder)? _____
23. What is the CPA fuel reserve requirement for day, VFR? _____
24. What is the CPA fuel reserve requirement for IFR? _____
25. What is required for pilots to operate CPA aircraft under IFR? _____
26. What are the CPA weather requirements (cloud clearance & visibility) for all airspace?

27. When must a flight plan be filed, as required by CPA? _____
28. If maintenance is required away from KMWH, what must be done? _____
29. What product(s) must be used to clean acrylic aircraft windows? _____
30. How are windows cleaned? _____
31. What material is used for aircraft windows – glass or acrylic? _____
32. What are the CPA currency requirements? _____



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33. Who must be notified if the flight will return later than scheduled? _____

34. What landing surfaces are acceptable for CPA aircraft? _____

35. Who is responsible for the aircraft and its accessories while away from KMWH? _____

AIRCRAFT-SPECIFIC	Cessna 152	Cessna 172
Engine manufacturer:		
Engine model:		
Engine horsepower:		
Oil capacity:		
Oil grade:		
Acceptable oil level range:		
Fuel grade(s) & color(s):		
Total fuel capacity:		
Usable fuel:		
Fuel sump # and location(s):		
Fuel selector location and positions:		
Fuel vent location(s):		
Electrical system voltage:		
Alternator output:		
Elevator trim control and indicator location:		
Propeller RPM control method:		
Static port location(s):		
Alternate static source location:		
Flap setting for short field:		
Circuit breakers or fuses?		
Describe the autopilot check:	NA	
How is the autopilot disengaged?	NA	
Cold start procedure:		
Hot/flooded start procedure:		
Maximum gross weight:		
Number of passenger seats:		
Power setting for climb:		
Max range and endurance at 65% power:		
Fuel burn at 75% power:		



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AIRCRAFT-SPECIFIC	Cessna 152	Cessna 172
Power and RPM setting for 65% at 2,000':		
Normal cruise power setting:		
	VA: VNE:	VA: VNE:
	VX: VFE:	VX: VFE:
	VY:	VY:
Maximum demonstrated crosswind:		
Normal approach speed:		
Short field approach speed:		

WEIGHT & BALANCE						
Cessna 152: N225CP			Cessna 172: N4887G			
Weight	Arm	Moment		Weight	Arm	Moment
1675			Max. gross weight	2300		
1152.2	30.03	34595.00	BASIC EMPTY WEIGHT	1474.9	39.22	57842.25
			Front seat occupants			
NA	NA	NA	Rear seat occupants			
			Baggage			
			ZERO FUEL CONDITION			
			Fuel load			
			RAMP WEIGHT CONDITION			
-	-	-	Less runup fuel	-	-	-
			TAKEOFF WEIGHT			
-	-	-	Less fuel to destination	-	-	-
			LANDING WEIGHT			

PERFORMANCE		
Using the weights above, at 2,000 feet elevation and 15°C (or standard temperature) compute:		
	Cessna 152: N225CP	Cessna 172: N4887G
Takeoff ground roll		
Takeoff distance over 50' obstacle		
Initial climb to 1,000' AGL		
Landing distance over 50' obstacle		



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