



# AirShares Elite Operating Guidelines

AirShares Elite Operating Guidelines serve to communicate and clarify the responsibilities and acceptable practices of AirShares Elite Owners and Pilots. It is each Owner, Pilot and Employee's responsibility to review these guidelines regularly as this document is updated from time-to-time. The most current version of the Operating Guidelines is available on the AirShares Owner site (MyFBO) under the Home Tab and "Help and Guidance" link. We appreciate your strict adherence to these guidelines as they will maximize the value of the aircraft, increase the safety of pilots and passengers, and improve availability.

## Pilot Requirements

1. Prior to Pilot in Command operations, approved pilots must have a minimum of a Private Pilot License with ASEL and Instrument Airplane ratings and associated High Performance Endorsement unless specifically authorized by the Director of Flight Operations or his or her designee.
2. Pilots must provide AirShares Elite current and accurate copies of the following items on their service start date and within two weeks of any changes to the data contained therein:
  - Pilot History Data Sheet
  - Owner Data (Contact) Sheet
  - Medical Certificates
  - Pilot Certificates
  - Driver's Licenses
  - Flight Review Endorsements
  - Instrument Proficiency Check Endorsements
3. Pilots exercising Pilot in Command privileges in AirShares Elite Aircraft must:
  - a. Have completed AirShares Elite approved transition training.
  - b. Meet all applicable AirShares Elite, FAA, and TSA currency and recurrency training requirements, as amended from time to time.
4. Pilots are required to carry all pilot certificates and government issued identification when operating any AirShares Aircraft.
5. Pilots must operate the Aircraft in compliance with any and all regulatory requirements of the jurisdiction in which the Aircraft is being operated.

## **Aircraft Operations**

1. AirShares Elite Aircraft may only be operated by AirShares Elite approved pilots.
2. No training other than for initial transition training, recurrent training, training for an Instrument Rating, training for a Commercial Pilot Certificate, or training to meet type/make/model insurance requirements is permitted in the Aircraft.
3. Owners and/or pilots operating Aircraft shall:
  - a. Prior to receiving AirShares Elite approval, not conduct or authorize any maintenance or servicing of Aircraft, except for fueling and lubricants.
  - b. Accept full responsibility, regardless of cause, for any damage claimed against Aircraft in subsequent pre-flight inspection that was not recorded or reported to AirShares Elite prior to their operation of Aircraft.
4. If it is determined that an Aircraft requires maintenance while away from the Aircraft's base, the Pilot has the option to either:
  - a. Wait for the Aircraft to be repaired and return the Aircraft to its home base airport, or
  - b. Request that another Aircraft be delivered to the Pilot and leave the disabled Aircraft for AirShares Elite to collect after its repair.
  - c. Choose to find alternate means of transportation to complete the mission or return home and leave the disabled Aircraft for AirShares Elite to collect.

Under all options, the Owner is responsible for all personal and AirShares Elite expenses and alternate transportation associated with the delays resulting from remote repair and /or the delivery of a replacement Aircraft. These expenses may include, but are not limited to, Aircraft time and direct costs for the delivery of the replacement Aircraft, rental car, hotel, and professional pilot services. Additional charges may apply for international operations.

5. Pilots operating Aircraft as PIC shall:
  - a. Prior to every flight, confirm that Aircraft are airworthy and verify that all required documentation is on board Aircraft.
  - b. Prior to operation of Aircraft, review maintenance discrepancies and immediately, and by the most expeditious means available, report any damage or discrepancy, or finding of Aircraft in non-airworthy condition to AirShares Elite Owner Relations at (800) 482-5411.
  - c. Prior to operation of Aircraft over water outside of power-off gliding distance from land, obtain, stow and review operating instructions of all safety equipment and proper ditching procedures.
  - d. Properly park and secure Aircraft, and install any covers and sunscreens before leaving Aircraft at any location.
  - e. Use the AirShares Elite fuel card provided with each Aircraft for all fuel purchases. If no available fuel provider honors the AirShares Elite fuel card, the Owner is responsible for purchasing the required fuel at the most competitive

- price available and will be reimbursed for such fuel purchases by AirShares Elite upon presentation of appropriate receipts.
- f. Accurately and legibly record the starting and ending hobbs readings for each operation on AirShares Elite Flight Detail sheets.
  - g. Record in detail on AirShares Flight Data Sheets any maintenance issues or discrepancies found during operations. Airworthiness squawks must be reported to AirShares Elite Owner Relations at (800) 482-5411 immediately.
  - h. In event of any incident or accident, not move Aircraft until authorized by AirShares Elite, except to prevent personal injury or further damage to Aircraft, or to facilitate rescue operations.
6. No operations of Aircraft into unimproved, grass or gravel runways are allowed, unless otherwise approved in advance by the Regional Chief Pilot (RCP). The minimum runway requirements are 2400 feet in length and 40 feet in width, except for use during an emergency or precautionary landing, or with advanced approval of the Director of Flight Operations.
  7. The Owner shall not use the AirShares Elite fuel card for purchases except fuel, oil or AirShares Elite approved operational fees. AirShares Elite reserves the right to charge a service fee for the purchase of any items other than fuel or oil. Other fees associated with the use of Aircraft at non-base locations, such as ramp fees, hangar fees, deicing and landing fees are the responsibility of the Owner.
  8. Notwithstanding inclement weather or ATC routing, if the Owner returns the Aircraft to its home base after the scheduled return time without prior notification to AirShares Elite via the (800) 482 5411 24-hour hotline, the Owner is responsible for all costs incurred by AirShares Elite to satisfy flight reservations affected by the overdue Aircraft. A \$50 penalty may be imposed for excessive and/or frequent late returns not related to flight safety decisions.
  9. The Owner is responsible for communicating changes to scheduled flights to Owner Relations in a timely manner. To accommodate other flights, AirShares Elite may release scheduled flight reservations two (2) hours after its scheduled departure if the Owner is not at the aircraft and has not communicated their revised departure time to Owner Relations.
  10. The Owner is responsible for costs incurred to obtain or handle safety equipment or materials, such as oxygen equipment.
  11. No food or drinks that pose a risk of damage to Aircraft avionics or Aircraft interior are allowed to be open inside Aircraft. The Owner will be held financially responsible for clean up, repair, or replacement charges incurred by accidental spillage of said items.
  12. The Owner will be held financially responsible for clean up, repair, or replacement charges incurred by damage or excessive dirt or fur caused by flying with pets.
  13. No smoking is allowed within the vicinity of or onboard the Aircraft.