



AIRSHARES
ELITE

CFI Handbook

**Overview • Operating Guidelines • Flight Detail Sheet Guidelines •
Certificate of Insurance • SR22 Transition Training Guide • FAQs •
MyFBO Curriculum Tracking Tutorial**

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AirShares Elite CFI Handbook

Welcome!

As an AirShares Elite approved instructor or professional pilot you should consider yourself to rank among the best in the business. We depend on our independent contractor pilots, working as representatives of AirShares Elite, to provide outstanding customer service while demonstrating the highest level of professionalism through courtesy, respect, and, above all, safety. You are the face of AirShares Elite to the new Owner and his or her initial impression is often a lasting one.

Introduction

This document was created to provide guidance to new instructors and will be attached to the AirShares Elite Transition Training Guide (TTG) that we issue to new clients, also known as 'Owners'. The TTG includes an overview of the current transition training and recurrent training programs, our universal operating guidelines, and a collection of FAQs regarding AirShares Elite policies and procedures. This should be reviewed prior to conducting training with a new Owner so that you might be able to field any questions the Owner may have. We don't expect you to have all the answers, and in such a case where you simply don't know, please feel free to contact your regional chief pilot (RCP) or regional director (RD), or instruct the Owner to do so.

Billing

Please consult the regional director of the AirShares office you will be primarily working with to hammer out the details of your compensation. Generally, instructors are paid the same rate for ground and flight instruction, and a lesser rate for dead-legs, reposition flights, and wait time.

All pilot services for non-pilot Owners must be directly billed to the Owner, as we can not be involved in providing a crew member for these flights under 14 CFR Part 91. Again, a mutually acceptable arrangement should be established prior to the flight, unless you are working as an employee of a pilot services company, in which case the terms of agreement are likely to have already been worked out.

Insurance

A copy of our current certificate of insurance is included with this document. The individual or entity performing pilot services for AirShares Elite or an AirShares Elite Owner is covered up to \$500,000 for liability under our policy. The liability insurance carried by an individual or entity will be primary in collection of damages and our coverage will carry the remainder.

Scheduling and MyFBO.com

Once your previously emailed pilot history data forms have been processed, we will issue a username and password for access to our web-based scheduling system hosted by

MyFBO.com. Your access level will allow you to view the aircraft schedule and make changes, but under no circumstances are you to book an aircraft or modify an existing reservation. Please call (800) 482 5411 or email schedule@AirSharesElite.com to reserve an aircraft or modify an existing reservation. In order to avoid conflicts and to help ease the Owner into the program, we request that you handle the scheduling of at least the first three training flights during an Owner's initial transition training.

On MyFBO, you will also find a number of informative documents and flight planning tools that I encourage you to share with the Owner. However, please remember that the Owner's log-in is markedly different in appearance and features from yours, so please demonstrate MyFBO features from their log-ins only. They can not view the schedule or fleet maintenance records, but will have access to most of the same tools, such as weight and balance calculators, weather links, training supplements, etc.

Curriculum Tracking

Transition training, recurrent training, and turbo differences training are all to be entered by the CFI as training records under the curriculum tracking feature on MyFBO. It is recommended that the training record entry be used to guide the post-flight briefing with the Owner. If this is not practical, then the record should be entered as soon as possible following the lesson. Documentation of all training events is important to not only provide a record of a student's progress for subsequent CFIs to view, but also to protect you and the company from liability issues that may arise during an accident investigation. A tutorial on how to enter a training record in MyFBO is included with this document.

Managing Expectations

The new AirShares Elite Owner joins our program with certain expectations in mind. Our sales staff has been educated on the details of our stringent performance standards and structure of our training program. However, there have been instances where a transitioning pilot has been surprised or disappointed at the fact that it takes a bit more than a turn or two around the patch to be signed off for solo PIC privileges in the SR22. We want our pilots to be the best trained Cirrus drivers flying and this requires a commitment from not only the student, but also the instructor to set the bar high during transition and to embrace our culture of advancing airmanship through regular recurrent training. Managing expectations through honest and constructive critique is key to customer satisfaction.

Have Fun!

We hope that you enjoy working with us and that you develop lasting relationships with our Owners, who should feel that they can look to you as a mentor. Safety is paramount, and this is a serious business, but we also want you and the Owners to enjoy yourselves as much as possible. Your enthusiasm is contagious.

Thank you,

Richard Bertoli
Chief Pilot



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.

AirShares Elite Flight Detail Sheet (FDS) Guidelines

Faxed

FLIGHT DETAIL SHEET

REPORT ANY AIRWORTHINESS SQUAWKS IMMEDIATELY TO:
800-482-5411

Owner/Pilot Name: _____

N-Number: _____	CFI: _____
Start Date: _____	Return Date: _____
Hobbs START: _____	Hobbs STOP: _____
Total Flight Time: _____	Trip Routing: _____

SQUAWKS: Please include details about the problem and your attempted resolution.

Airworthiness Squawks Reported To: _____

Pre-Flight Brake Condition:	Left	<input type="checkbox"/> White	<input type="checkbox"/> Black	Right	<input type="checkbox"/> White	<input type="checkbox"/> Black
Post-Flight Brake Condition:	Left	<input type="checkbox"/>	<input type="checkbox"/>	Right	<input type="checkbox"/>	<input type="checkbox"/>

Did you add Oil to the aircraft? Yes _____qt. No

Did you use the TKS system? Yes _____min. on: High or Low No

Pilot Signature: _____

ASE USE ONLY

Ferry Time _____ Ground Instruction _____

Wait Time _____ Tach Time _____

White Copy- AirShares Yellow Copy- Owner Card- Aircraft

- Please write as legibly as possible; the data must be readable on a fax copy.
- Reposition flights should have “ASE Repo” entered in the Owner field, with the pilot’s name entered in the CFI box.
- All the boxes in the top part of the form must be filled out, even if the return date is the same as start date.
- If squawk report text exceeds the available space, attach a separate page.
- The brake temperature indicator status must be recorded before and after every flight. An overheated brake(s) is a grounding squawk and must be reported immediately.
- When operating the TKS system, use the count-up timer function on the Garmin transponder for an accurate measure of elapsed time.
- The owner must sign the FDS to validate the recorded times. No signature = No payment.
- All CFIs must record ground time if you wish to be compensated for it.
- All contract pilots are required to record a flight hobbs or “tach” time. This number may be obtained by reading the flight hobbs meter, if installed, or the trip statistics page on Garmin #1 (record total odometer and average ground speed from this page).
- During normal business hours, please be sure to have FBO staff fax white copy at conclusion of flight.

NOTE: All dual given time, including off-airport ground-only sessions, must be recorded on a flight detail sheet, signed by the owner, and faxed at your earliest convenience.

FBO: Please Fax to 877-596-7357

AVIATION INSURANCE SERVICES OF ILLINOIS, INC.

CERTIFICATE OF AVIATION INSURANCE

This is to certify that the following policy(s), subject to the terms, conditions, limitations and endorsements contained therein, and during their effective period, have been issued by the insurance company(s) listed below. In the event of cancellation of said policy(s), the insurance company(s) may endeavor to notify the certificate holder, but failure to do so shall impose no liability or obligation of any kind upon the undersigned or the insurance company(s) involved.

***NOTE:** The inclusion of persons or entities as "Insureds" only applies to that persons' or entities' contingent liability arising out of the operations of the Named Insured, which are the subject of coverage under a policy or policies referenced herein, unless otherwise noted.

CERTIFICATE ISSUED TO:
To Whom It May Concern

NAMED INSURED:
Airshares Elite, Inc.
Airshares Elite Southeast, LLC
Airshares Elite NY, LLC
DBA Airshares Elite Mid-Atlantic
Northeast Fractionals, Inc.
Airshares Elite New England, LLC
Airshares Elite South Florida
Affordable Aircraft Ownership, LLC
DBA Airshares Elite OH, LLC

TYPE OF COVERAGE	INSURANCE COMPANY POLICY NO.	POLICY PERIOD	LIMITS OF LIABILITY
1. AIRCRAFT LIABILITY FOR PILOT SERVICE PROVIDERS	Old Republic Ins. Co #AVC218505	5/01/08 to 5/01/09	\$500,000 combined single limit each occurrence
2.			
3.			
4.			
5.			
YEAR, MAKE & MODEL	AMOUNT INSURED	REG. No.	LIEN AMOUNT
All aircraft owned or operated by the named insured as reported to the underwriters.			

ADDITIONAL AGREEMENTS:

Persons and entities providing pilot services to the named insured or its fractional owners or participants are included as insureds and granted a waiver of subrogation under the hull coverage. The limit of liability applicable to the pilot services providers is as shown above, which limit shall be in addition to and not part of any aircraft liability limit available to the named insured elsewhere in the policy.

DATE OF ISSUE August 28, 2008
CERTIFICATE NUMBER 115

By 
AVIATION INSURANCE SERVICES OF ILLINOIS, INC.
500 Coventry Lane, Suite 140 Crystal Lake, IL 60014
Phone: 815/479-1011 Fax: 815/479-1711

BFA



AIRSHARES
E L I T E

SR22 Transition Training Guide

**Transition Overview • Recurrent Training • Areas of Emphasis
• Personal Proficiency Plan Form • Operating Guidelines •
Owner Relations Welcome & FAQs**

(Click on chapter title to jump to that section)



AirShares Elite Transition Training

Transition Overview

Welcome! AirShares Elite strives to provide new Owners with the best possible introduction to the incredible Cirrus SR22. Classified as a technologically advanced aircraft (TAA), the SR22 requires a thorough transition program to ensure the safety of pilots and passengers, instill standardized best practices, and to protect the Owner's investment and the future insurability of the fleet.

Time? AirShares Elite holds no minimum time requirement for completion of transition training – only proficiency standards. There are two tracks that we present to new instrument-rated AirShares Elite pilots for transition training:

1. **VFR:** [Approximately 8 hours of ground instruction and 10 hours of flight over 7 lessons.] The pilot successfully completes the *Cirrus Transition Training Syllabus - VFR edition*, gains comfort and confidence with the airplane, and then dives into the IFR syllabus 6 months after the initial checkout.
2. **IFR:** [Approximately 8 hours of ground instruction and 15 hours of flight over 10 lessons.] The pilot completes the *Cirrus Advanced Transition Training Syllabus*, and earns an instrument proficiency check (IPC) endorsement.

Prior experience logged in Cirrus aircraft or with Garmin G1000 avionics, plus the use of PC-based avionics trainers will reduce transition time. Pilots previously checked out and current in the Avidyne Entegra equipped SR22 will complete the *Perspective Differences Syllabus*. A commitment to home-study is essential for efficiency of training and the pilot in training is expected to have completed the bulk of the on-line, computer-based prep course prior to the first flight lesson.

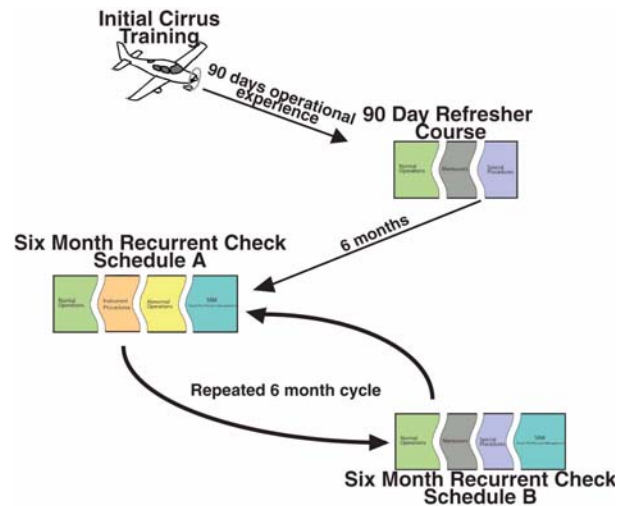
Hang in there! Frustrations are part of any serious learning challenge. For example, if a pilot has not flown a laminar-flow wing before, he or she may be surprised at having to re-learn the art and science of landing an aircraft. However, once mastered, the Cirrus is one of the best handling light aircraft available, and greased landings become the norm. The avionics may also pose a hurdle to some, but this steep learning curve is rewarded by safe and virtually effortless single-pilot IFR operations. We want our pilots to learn the techniques that will flatter them and make flying as rewarding and safe as possible, using all the resources available to get the most from this amazing aircraft.

Completion. The transition program concludes with a thorough evaluation “check ride” administered by an AirShares designated check airman. A comprehensive knowledge of aircraft systems and sound decision making skills will be verified during a ground discussion and then the pilot will be expected to demonstrate the judgment, aeronautical decision making abilities, single-pilot resource management and risk management skills necessary to safely fly a Cirrus aircraft. Satisfactory completion of this process will immediately grant solo PIC privileges to that pilot in accordance with our published operating guidelines included in this packet.

After Transition – Recurrent Training

Recurrent training is an essential component of the safety-centered AirShares Elite culture. AirShares Elite subscribes to the Cirrus Recurrent Training program; a structured, industry-accepted recurrent training program published in 2011 by Cirrus Aircraft. The course outlines three training opportunities following the initial transition training. These mandatory training events will help our pilots maintain an acceptable level of proficiency, resulting in greater utilization of the aircraft and increasing the overall safety of each flight mission.

While no amount of flight training can substitute for sound judgment and good aeronautical decision making, flight training is the best insurance available to reduce overall risk, especially with low time-in-type pilots.



Pilot’s World. Cirrus Design publishes a series of proficiency programs on their Pilot’s World website that provides excellent guidance for self-study, “designed to increase a Cirrus pilot’s knowledge and proficiency, and ensure the safe utilization of the Cirrus aircraft.” The website link is www.cirrusdesign.com/pilotsworld.

COPA. AirShares Elite also encourages membership and attendance at Cirrus Owners and Pilots Association (COPA) events – Critical Decision Making seminars and the incredible Cirrus Pilot Proficiency Program (CPPP); a weekend-long, comprehensive ground and flight training experience unparalleled in general aviation. **NOTE:** Receipt of an instrument proficiency check (IPC) endorsement from a CPPP instructor at the completion of a CPPP event will fulfill the AirShares Elite Recurrent Training requirement.

Make it Personal. The aforementioned “Personal Proficiency Plan” is discussed and documented between the newly transitioned pilot and check airman, then updated annually based on recent experience. For example, one may desire additional “hard” IFR experience, and many find additional training a valuable method of lowering personal minimums, while achieving greater comfort and confidence with normal and abnormal flight operations. Use of the new breed of Cirrus flight simulators is highly recommended for practice of emergency procedures and review of system malfunctions.

Scenario Based Training

The transition training and recurrent training curricula utilize Scenario-Based Training (SBT); a new approach to training pilots and structured to emphasize development of critical thinking and flight management skills. The student and the instructor will address flight-training objectives in an operational environment, where the student will be forced to make real-time decisions in a realistic setting, repeatedly dealing with the question, “What If...?” The goal of this new training philosophy is accelerated acquisition of the higher level decision-making skills necessary to prevent pilot error accidents in technologically advanced aircraft (TAA), such as the Cirrus. More information can be found here: http://www.faa.gov/education_research/training/fits/

Limitations

AirShares Elite transition training may only be conducted by an AirShares Elite approved instructor. Final evaluations must be administered by an AirShares Elite designated check airman. Any other training required as part of AirShares Elite proficiency or currency programs must be administered by an AirShares Elite approved instructor.

Transition Training Courseware

Transition training program material consists of the following components:

1. SR22 Customer Training Kit -Includes SR22 Training Guide & POH, Syllabus Suite, Flight Operations Manual, and access to the Cirrus Training Portal website, including the Cirrus Icing Awareness Course.
2. Perspective Online Training (optional).
3. Access to AirShares Elite’s exclusive web resource for Cirrus Flight, www.safety.airshareselite.com
4. AirShares Elite Operating Guidelines.
5. A collection of FAQs regarding AirShares policies and procedures.
6. Personal Proficiency Plan worksheet
7. This overview document.

Other Resources:

1. Cirrus Owners and Pilots Association (COPA) www.cirruspilots.org
2. Cirrus Flight Training Resources <http://www.cirrusaircraft.com/training/piston/launchpad.aspx>
3. SimTrain Cirrus Full-motion Simulator Training <http://www.simtrain.net/>
4. AirShares Elite Pilot Resource site www.safety.airshareselite.com
5. FAA Safety Team site <http://www.faasafety.gov/>



AirShares Elite Owner FAQ's

1. So how do we work together on an ongoing basis?

Your primary interface with AirShares Elite for questions about scheduling, operations, training and accounting questions is the **Owner Relations Department**. The Owner Relations Team may not have answers to all questions, so we will call on our Regional Directors, Regional Chief Pilots, or corporate personnel to answer your questions and service your needs. The Owner Relations team is available during normal business hours from 8:30a – 5:30p, Monday – Friday.

2. Is there anyway I can view my account information or schedule a flight electronically?

Yes, you can submit a flight request 24/7 through our website (*see below*). Further, the Owner Web Application allows you one-stop access to your account information, including your pilot records, past flight information, future flight information, and invoicing data. In addition, this site provides useful tools for flight planning, customized weight and balance calculators, and access to company-wide communications distributed to owners.

3. What is my USER ID and PASSWORD for my AirShares account and the scheduling request page?

Once we have received your closing contract information, we set up your account within 24 hours. Your user ID will be the e-mail address we have on file for you and your password will be the word “reset.” Once you log in for the first time, you can change your password.

4. How can I access my AirShares account?

- Go to our AirShares web site – www.airshareselite.com. Then,
- Select “Owner Log In”
- Select your home market (Los Angeles, Atlanta, Boston, etc)
- Log in using your User ID -- (your email address)
- Use Password – the word “reset” with no quotation marks

5. What will I see when accessing this site?

When you log in, the first thing you will see will be your personal account information including contact information. You may create a short log in ID, between 4-6 characters. Also, you will be asked to update your password the first

time you log in. If any of your contact information needs updating, please update it. If the dates for your pilot data are incorrect, please let us know.

6. What else is available to me in this site? What tools are available?

After updating your personal information, we encourage you to explore all of the menu tabs and learn about some of the powerful tools and capabilities of the system. The most frequently used menu tabs:

“Home”

The “Home” section is loaded with helpful pilot information and planning calculators... including time / distance calculators, weight and balance calculators, as well as notices posted by the company including upcoming programs or calendar events of interest.. Further, it includes Lookup tools to find Airport and City information, as wells as HTML links to weather forecasting and flight plan filing sources.

“Schedules”

Under Schedules / My Reservations tab, you can view your current reservations.

“Records”

Flight history, billing statements, training records and supporting documents can be found here.

“Profile”

This section includes your contact information and expiration dates for your medical, and flight reviews.

“Trip Request”

As the name suggests, this is the tab you’ll select for submitting a reservation and scheduling your flights. The selections are very easy to navigate, and this is a great way to schedule, change, or cancel your flight reservations 24 / 7 / 365.

In addition to the MyFBO resource described above, we have also created an informational web site for the exclusive use of our owner-pilots and staff. The **AirShares Elite Safety Pages**, www.safety.airshareselite.com, contain a tremendous wealth of information on not only the finer points of flying your Cirrus aircraft, but also provide resources for international operations, risk management, weather, and flight planning. When prompted, enter username: **owner**, password: **safety**.

7. What information will I receive from the scheduling system?

- a. **Electronic Flight Confirmation** -- Provides you with a flight confirmation for each and every flight via e-mail. This e-mail contains an attachment which is Outlook / Palm compatible. When receiving this flight confirmation please verify that your flight information specifically ETD (Estimated Time of Departure), ETR (Estimated Time of Return), passenger names, and itinerary (Airport

identifiers), are accurate. Also, our Owner Relations department will note any special requests that you may have.

b. **Flight reminders** -- This system will provide you with a flight reminder 48 hours prior to your departure.

c. **Medical / IPC / Flight Review Expiration Notices** -- This system will send you an e-mail notice 14 days prior to the expiration of any of the above mentioned documents that we have in your file. As you renew your certifications, please fax a copy of the document(s) to the Owner Relations Department at **(866) 448-4553**.

d. **Monthly Invoicing** – This system generates a monthly invoice and statement for your review and payment. The electronic invoice includes itemized entries for each of your flights from the prior month, and any fixed expenses for the current month. Depending on how the days of the calendar fall each month the invoices are sent no later than the 5th of each month.

8. How can I schedule a flight?

- a. Send a Trip Request through the website 24 / 7 / 365, or
- b. During business hours call us at **(800) 482-5411**.

9. What are the normal hours of operation?

8:30 A.M. to 5:30 P.M. Monday thru Friday

Our offices are closed:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas Day

10. What if I have a request or need to contact someone after normal business hours?

For 24 / 7 scheduling, please visit our web site at www.airshareselite.com and submit your scheduling request. Your flight will be confirmed on the next business day. For after hour's emergencies, call **(800) 482-5411** and choose from one of the available options. Our on-call managers will respond to your call as quickly as possible.

11. What if I need to cancel a flight?

If you are unable to fly at your scheduled flight time, even at the last minute, regardless of weather, please call **(800) 482-5411** and speak with an Owner Relations representative. Doing so promptly will allow us to make the aircraft available to other owners.

12. How do I keep up with my Flight times?

Each aircraft has a Binder notebook that includes several Flight Detail Sheets. These Flight Detail Sheets are used to record the pilots name, date, flight routing information, and record any “squawks” you may encounter. Please be sure and accurately complete these sheets with each flight. You’ll notice each Flight Detail Sheet is a multi-part form. The top “white” form is for us and the other is a copy for your records. When returning the Binder to the FBO front desk, please ask them to fax a copy of the Flight Detail Sheet to our office for our records.

13. How do I pay for fuel when away from the home airport?

Included in the Binder notebook is a “Multiservice Fuel Credit Card.” When you need fuel or oil for your aircraft simply use the Multiservice Card. However, do place it back in the Binder with the receipt!! It is easy to inadvertently place the card in your wallet. We do ask that you pay separately for any airport fees, FBO service charges, or personal expenses. Tracking down these other fees is administratively time consuming, so please help us keep your expenses down by paying for those charges with another personal credit card or cash.

14. What should I do if the airplane has a problem while I’m on a trip away from the AirShares Elite base?

Aircraft like the Cirrus SR 22 are amazing pieces of technology, but they are still mechanical devices and they definitely need lots of care. We do everything we can to address mechanical issues before they happen with a thorough and routine inspection and preventative maintenance program. That being said, we can’t prevent all squawks, all the time. If you should happen to have a problem while you’re on a trip, we will do our best to help you service your aircraft as quickly as possible. Give us a call at **(800) 482-5411** and we’ll begin working the problem immediately by coordinating with our internal Maintenance staff, the local service centers, and directly with the manufacturer to resolve the issue with your aircraft. While we are great problem solvers, there is little we can physically do if you are away from home and it is after hours.

15. If there is a “squawk” with the aircraft when I bring it back, how should I notify AirShares Elite maintenance?

Squawks can come in all shapes and flavors, and we’re concerned about all of them. However, we categorize squawks in two major areas: “*Airworthiness Squawks*,” and “*Nuisance Squawks*.” We don’t expect you to be an expert at assessing squawks, but your experience as a pilot and AirShares Owner is very

helpful for us in determining whether or not to take an aircraft out of service. With that in mind, we have two-tiered approach to reporting squawks.

Airworthiness Squawks – *“Any squawk that would make you uncomfortable, or potentially dangerous in the aircraft.”* Examples would be autopilot issues, excessive magneto drop that can not be cleared, brake issues, avionics problems, Low / High oil pressure or temperature, abnormal CHT or EGT readings, or problems opening or closing the doors. For these Airworthiness Squawks, we ask that you write them on the Flight Detail Sheet, BUT ALSO please call our office immediately at **(800) 482-5411** so that we can ground the aircraft and take action prior to the next Owner’s flight. If you call after hours, please select the “emergency” option on the telephone option and leave us a message describing the issue.

Nuisance Squawks – *“Any squawk that is cosmetic or trivial in nature; one that would NOT prevent you from flying the aircraft.”* Examples would include a broken visor, broken cup holder, interior passenger reading lamp bulb, or other similar items. These items are obviously important, but perhaps not important enough to cancel the next flight and inconvenience the next Owner. These squawks will be addressed at the next convenient opportunity or the next scheduled inspection if appropriate. Please note these squawks in detail on the Flight Detail Sheet in the Binder notebook.

The great part about all squawks in the AirShares Elite program is that AirShares takes care of the hassles. Our team assesses the issue, coordinates the maintenance, updates the logbooks and computer records appropriately, all so you can enjoy the fun part, and ... Just Fly.

16. Again, how do I contact Owner Relations?

Toll-free Phone: (800) 482-5411

Toll-free FAX: (866) 448-4553

Or online at www.airshareselite.com

Or by email at schedule@airshareselite.com

Thank you again and Welcome to AirShares Elite!



MyFBO.com Curriculum Training Record Tutorial for AirShares Elite CFIs

Welcome to the 21st century AirShares Elite training record system, designed to eliminate unwieldy paper-work, save time (and trees), and allow for much better communication of an Owner's training progress among the AirShares instructor group.

It depends on you...

However, the success of this program depends on the instructors themselves to compose constructive remarks, grade the lessons accurately, and follow the syllabus as closely as possible.

If you have any questions, please contact your regional chief pilot.

Thank you,

Richard Bertoli
Chief Pilot

Getting Started

Begin by selecting the owner file you wish to update. AirShares staff should have already enrolled the owner into the curriculum tracking system.

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 TBN, Instructor Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

Click to Select Owner

After clicking once on the owner's name in the table, look over to the right of the top blue screen to **Cur** (Curriculum) and click on it.

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

View Curricula

Select Owner

Click in row to select [Include less active Owners](#) [Include Prospects](#)

Owner Name	Type	Organization	Pre'd Airport	City	Stdnt	OK to Solo	Flight Review	Last Flight	Last Staff	Pop Up
Stegeman, Daniel	Staff	Air Shares Elite	N99	Telford			~	11/15/05		profile
Stenzler, Michael	default		HPN	East Norwalk			04/16/05	11/10/05		profile
Stern, Peter	default		CDW	New York			~	11/10/05	Herskovitz	profile
Stern, Robert	default		FRG	Hauppauge			06/20/05	11/13/05		profile
Support, MyFBO.com	Mgmt	MyFBO.com	HPN	(fictionous)						
Sutin, Alan	default	N733RR, Inc	HPN	Mamaroneck			04/01/04	11/13/05		profile

Under the View section of the table, click on **Records**.

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

Curriculum Selection for Stern, Peter

Curriculum	Syll	Course	Enrolled	Completed	Remarks	View
Transition Training	ASE	TiTr	11/07/05	~		Times Records Progress 0

Add New / Revise Curriculum for Stern, Peter

Select Curriculum: Enrollment Date:

-

[E-mail](#) to Stern, Peter

Adding a Training Record

Click on **Add a Training Record**.

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

Training Records for: Stern, Peter

Curriculum: Transition Training Enrolled: 11/07/05 Completed: ~ ([sort by lesson](#))

Date	Stage	Lesson	Lesson Name	Score	Complete	Staff	Rnk	Ticket	Edit	i
10/18/05	1	1	First Flight - Introduction to the Cirrus	3	Yes	Herskovitz	●	n/a	View	0
10/21/05	1	2	Familiarization with SR22 Handling Qualities	3	Yes	Herskovitz	●	n/a	View	0
10/27/05	1	4	Aircraft Handling Review and Emergency Scenarios	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	8	Cross Country Flight #1	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	5	Night Operations	3	Yes	Herskovitz	●	n/a	View	0

Add a Training Record View Training Progress View Curriculum Flight Times View Lesson / Sub-Activity Matrix

View Reservations View Previous Flights View Curricula View Time-In-Type View Cancellations

When adding a record, you can select a previous flight to associate with the record or you can select **No Associated Ticket** (you would choose this for ground instruction sessions without flight). Even if the flight has not been checked in, which usually takes 24-48 hours from the time the flight detail sheet was faxed, you may still enter a complete training record. *Please be sure the date is correct.* AirShares staff will then associate the record with the flight when it's checked in later. At that point, the actual flight time will be recorded and associated with the lesson.

If more than one syllabus lesson is covered in a flight, only associate the flight with one lesson and select No Associated Ticket for the others.

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

Create Training Record for: Stern, Peter

Curriculum: Transition Training Enrolled: 11/07/05 Completed: ~

Click to associate a dispatch ticket ([show more dates](#))

Select	Ticket	Date	Aircraft	Staff	Ticket Status
<input type="radio"/>	10784	11/07/05 04:00P	SR22 N6013U	Herskovitz	Complete
<input type="radio"/>	No associated ticket				

Training Record Data

Date: Time: (24 hour clock)

Instructor:

Stage:

Lesson:

View Reservations View Previous Flights View Curricula View Time-In-Type View Cancellations

After selecting the date of the instruction and yourself as the instructor, select the appropriate lesson from the drop down menu. It does not matter in which order the lessons are added to the system, nor is it necessary to wait until a lesson is complete.

AirShares Elite Mid-Atlantic
AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN
In Focus: Wed 11/16/05 🗓️ 🏠 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur
 Personal Staff Sched Rpts Tools Maint Company Support

Create Training Record for: Stern, Peter

Curriculum: Transition Training Enrolled: 11/07/05 Completed: ~

Click to associate a dispatch ticket [\(show more dates\)](#)

Select	Ticket	Date	Aircraft	Staff	Ticket Status
<input type="radio"/>	10784	11/07/05 04:00P	SR22 N6013U	Herskovitz	Complete
<input type="radio"/>	No associated ticket				

Training Record Data

Date: 🗓️ 11/16/05 Time: 11:04 (24 hour clock)

Instructor: Rich Bertoli ▾

Stage: 1 - Ground and Flight Lessons ▾

Lesson: _____ Select Lesson ▾

- 1 - First Flight - Introduction to the Cirrus
- 2 - Familiarization with SR22 Handling Qualities
- 3 - Aircraft Systems and Emergency Scenarios (Ground)
- 4 - Aircraft Handling Review and Emergency Scenarios
- 5 - Night Operations
- 6 - Garmin GNS 430 GPS Use (Ground)
- 7 - Performance and Avionics Systems (Ground)
- 8 - Cross Country Flight #1
- 9 - Cross Country Flight #2
- 10 - Final Evaluation Flight
- 11 - Flight Review \$61.56(a)
- 12 - Instrument Proficiency Check \$61.57(d)

[View Reservations](#) [View Cancellations](#)

11/25/05 [Email AirShares Elite Mid](#)

After clicking on **Create Training Record**, you should see the screen shown below where you can enter pre-flight discussion time or “ground.” The type of grading system in use may be different from what’s pictured here.

AirShares Elite Mid-Atlantic
AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN
In Focus: Wed 11/16/05 🚗 🏠 Stern, Peter Resrv View PreD Disp +Cost PrvF C
 Personal | Staff | Sched Rpts | Tools | Maint | Company | Support

Create Training Record for: Stern, Peter

Curriculum: **Transition Training**
 Stage: 1 - **Ground and Flight Lessons** Grading: 1 thru 5
 Lesson: 8 - **Cross Country Flight #1**

Instructor: Bertoli
 Date / Time: 11/16/05 11:04A
 Preflight: (discussion time, h.dd or hh:mm)

Sub-Activity	Status	Score
Preflight Action		
Weather Information	Include	<input type="text"/>
Cross Country Flight Planning	Manage / Decide	<input type="text"/>
Flight Briefing	Include	<input type="text"/>
Pre-takeoff Automation Setup	Manage / Decide	<input type="text"/>
Takeoff and Climb		
Climb/Cruise Checklist	Manage / Decide	<input type="text"/>
Autopilot use on departure	Manage / Decide	<input type="text"/>
Cruise and Descent		
Power Settings and Engine Leaning	Manage / Decide	<input type="text"/>
Descent and Approach Planning	Manage / Decide	<input type="text"/>
Automation use in Cruise and Descent	Manage / Decide	<input type="text"/>
Flight Maneuvers		
Approach and Landing		
After Landing, Parking, Securing Aircraft		
Instrument Flight		
Airway & Off-Airway Holds and PTs	Perform	<input type="text"/>
GPS Approaches (coupled and uncoupled)	Perform	<input type="text"/>

After completing the grading scale, you must enter pertinent text in the **Training Remarks** box. These remarks will be viewable by owners and staff, so language should be clear and professional. Other instructors scheduled to fly with this individual will benefit greatly from helpful remarks left by previous CFIs.

Below that, you can check the appropriate dot if this lesson has been completed or not. A pop-up window displaying **Lesson Completion Standards** is available by clicking on the so-named link.

Click **Enter Training Record** to finalize your entry. The records may be edited at any time.

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

GPS Approaches (coupled and uncoupled)	Perform	
VOR/LOC Approaches (coupled and uncoupled)	Perform	
ILS Approaches (coupled and uncoupled)	Perform	2
DME Arcs/Transition Procedures	Perform	
Missed Approach Procedures	Perform	2
Instrument Takeoff and Departure	Perform	2
Emergency Procedures		
System Malfunctions		
General		
SRM and ADM	Manage / Decide	4
Automation Management	Manage / Decide	3
GNS430 Use	Manage / Decide	2
Post Flight Review	Include	
Overall Score		

Training Remarks: (required) IFR x-c to Groton, CT ILS 5, x-wind landing. Auto-pilot coupled approach. Simulated ALT 1 failure. Needs to work on prioritization with cockpit tasks (SRM), but demonstrated proficiency with avionics.

Lesson Complete: Yes No [pop-up lesson completion standards](#)

Go To: [Training Records](#) [View Curricula](#)

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Reviewing Remarks

The remarks associated with a training record can be easily viewed from the training records table by “mousing” over the colored dot, as depicted below.

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 TBN Stern, Peter Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

Training Records for: Stern, Peter

Curriculum: Transition Training Enrolled: 11/07/05 Completed: ~ (sort by lesson)

Date	Stage	Lesson	Lesson Name	Score	Complete	Staff	Rnk	Ticket	Edit	i
10/18/05	1	1	First Flight - Introduction to the Cirrus	3	Yes	Herskovitz	●	n/a	View	0
10/21/05	1	2	Familiarization with SR22 Handling Qualities	3	Yes	Herskovitz	●	n/a	View	0
10/27/05	1	4	Aircraft Handling Review and Emergency Scenarios	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	8	Cross Country Flight #1	3	Yes	Herskovitz	●	n/a	View	0
11/07/05	1	5	Night Operations	3	Yes	Herskovitz	●	n/a	View	0

Peter now is proficient in handling of the aircraft especially in moderate turbulent conditions. He uses excellent decision making with regards to safety as well as efficiency utilizing almost all systems available to him in the aircraft.

Add a Training Record View Training Progress View Curriculum Flight Times View Lesson / Sub-Activity Matrix
 View Reservations View Previous Flights View Curricula View Time-In-Type View Cancellations

Reviewing Curriculum Syllabus

Any curriculum may be viewed in its entirety by clicking the **Tools** tab...

AirShares Elite Mid-Atlantic Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: http://s10.myfbo.com/c/welcome_login.asp?fbo=aenl

Links: CIRRUS Authorized Service Center Home SR22 Maintenance Manual SR20 Maintenance Manual ftp.airshareselite.com

AirShares Elite Mid-Atlantic
 AirShares Elite Mid-Atlantic
 For: TBN, Instructor at HPN

In Focus: Wed 11/16/05 TBN TBN, Instructor Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts Tools Maint Company Support

Tools

Calculators

- Time and Distance Calculator
- Weight and Balance Calculator for: ----- Select Aircraft ----- Go
- Conversion Calculators
- Sunrise / Sunset Calculator at HPN 11/16/05 Go
- Density Altitude Calculator

Curriculum Descriptions

For: ----- Select Curriculum ----- Go

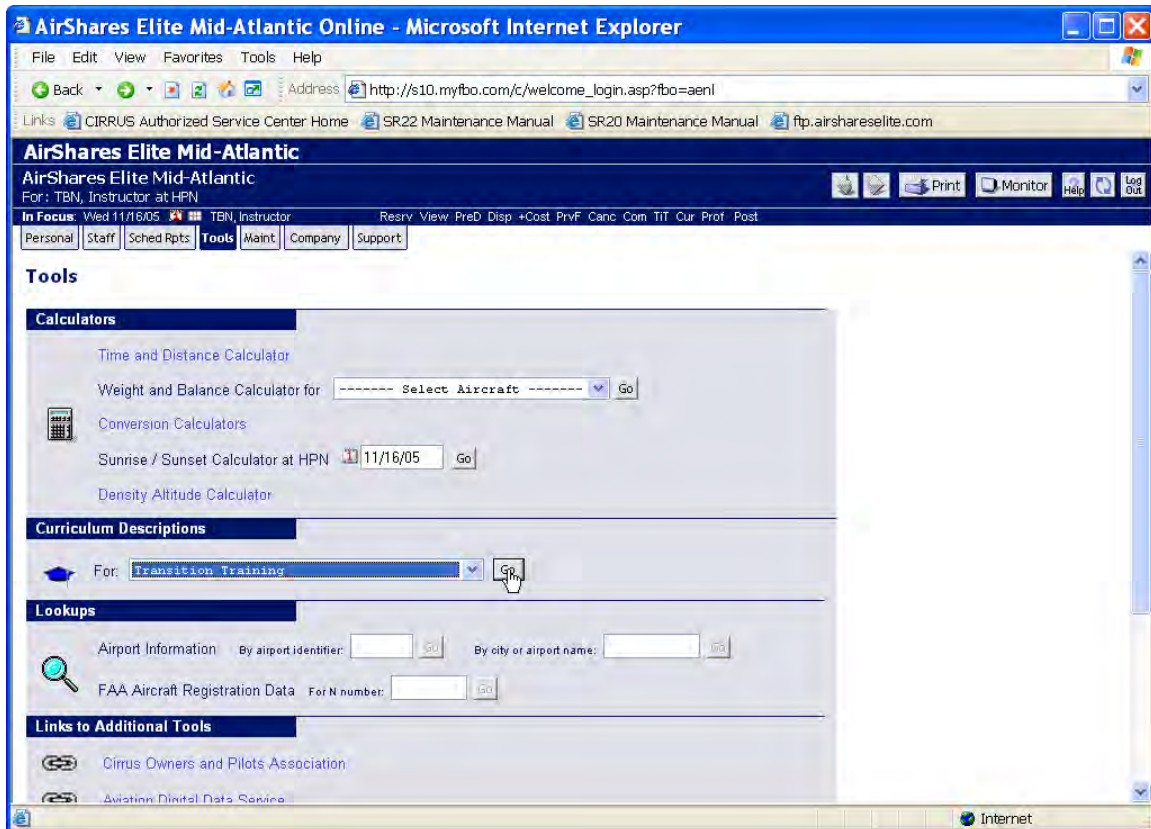
Lookups

- Airport Information By airport identifier: [] Go By city or airport name: [] Go
- FAA Aircraft Registration Data For N number: [] Go

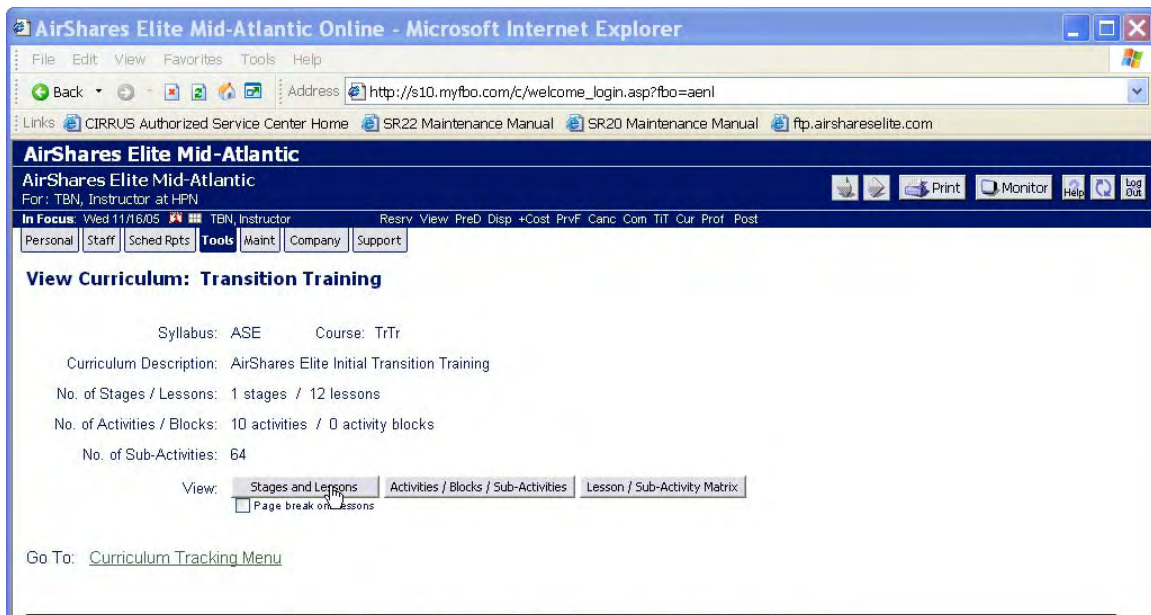
Links to Additional Tools

- Cirrus Owners and Pilots Association
- Aviation Digital Data Service

Then selecting the curriculum you wish to view from the **Curriculum Description** drop down menu...



From the following screen you may select one of three options...



The **Stages and Lessons** selection will display the syllabus text.

AirShares Elite Mid-Atlantic Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://s10.myfbo.com/c/welcome_login.asp?fbo=aenl

Links [CIRRUS Authorized Service Center Home](#) [SR22 Maintenance Manual](#) [SR20 Maintenance Manual](#) [ftp.airshareselite.com](#)

AirShares Elite Mid-Atlantic

AirShares Elite Mid-Atlantic
For: TBN, Instructor at HPN

In Focus: Sun 11/27/05 Mollica, Tony Resrv View PreD Disp +Cost PrvF Canc Com TIT Cur Prof Post

Personal Staff Sched Rpts **Tools** Maint Company Support

View Stages and Lessons: Transition Training

Syllabus: ASE Course: TrTr

Curriculum Description: AirShares Elite Initial Transition Training

Stage / Stage Name: 1 / **Ground and Flight Lessons**

Stage Description: Cirrus Transition Training

Stage Completion: Meets or exceeds FAA Private Pilot PTS Standards on checkride administered by regional chief pilot.

Standards:

Grading System: 1 thru 5

Lesson Name: First Flight - Introduction to the Cirrus

Lesson Description: This is often the first flight for a pilot in the Cirrus SR22. The instructor will do most of the work below 1000 AGL as demonstration. The pilot will fly the aircraft above 1000 AGL and interact with the aircraft systems while enjoying an actual cross country flight. The pilot will become familiar with the airplane enough to make POH study meaningful.

Equipment: Aircraft Dual

Equipment Hours: 2.00 Instructor Hours: 3.00

Lesson Objectives:

- Understand and experience the Cirrus SR22 operating envelope
- Hand fly portions of climb, enroute and descent
- Observe autopilot functionality and set huns

Done Internet

-The End-

Appendix

The FITS style desired outcomes are described here in detail:

Desired Pilot Training (PT) Scenario Outcomes¹ – The object of scenario-based training is to strengthen the thought processes, habits, and behaviors of the PT during the planning and execution of the scenario. Since the training is learner centered, the success of the training is measured in the following desired outcomes:

Maneuver Grades (Tasks)

Explain – At the completion of the scenario, the PT will be able to describe the scenario activity and understand the underlying concepts, principles, and procedures that comprise the activity.

Practice – At the completion of the scenario, the PT will be able to practice the scenario activity with input from the CFI. The PT with coaching and/or assistance from the CFI will quickly correct deviations and errors identified by the CFI.

Perform – At the completion of the scenario, the PT will be able to perform the activity without assistance from the CFI. Errors and deviations will be identified and corrected by the PT in an expeditious manner. At no time will the successful completion of the activity be in doubt. “Perform” will be used to signify that the PT is satisfactorily demonstrating proficiency in traditional piloting and systems operation skills.

Single Pilot Resource Management (SRM) Grades

Explain – The PT can verbally identify, describe, and understand the risks inherent in the flight scenario. The PT will need to be prompted to identify risks and make decisions.

Practice –the PT is able to identify, understand, and apply SRM principles to the actual flight situation. Coaching, instruction, and/or assistance from the CFI will quickly correct deviations and errors identified by the CFI. The PT will be an active decision maker.

Manage/Decide – At the completion of the scenario, the PT will be able to correctly gather the most important data available both within and outside the cockpit, identify possible courses of action, evaluate the risk inherent in each course of action and make the appropriate decision. “Manage/Decide” will be used to signify that the PT is satisfactorily demonstrating acceptable SRM skills.

¹UND Cirrus Transition Training Syllabus, 2005



I, _____, hereby acknowledge receipt of this document and I agree to adhere to the operating guidelines contained herein.

Signature

Date