



Renter Handbook

Updated 2/12/2025

Mission Statement

At Colorado Flight Center, our unwavering commitment is to provide aspiring aviators with a foundation of safety, respect, and excellence in their journey through the skies.

Our foremost mission is SAFETY. We prioritize the well-being of our students, instructors, and the broader aviation community. Through rigorous training, continuous safety assessments, and a proactive safety culture, we ensure that every flight at Colorado Flight Center is conducted with the utmost care and attention to detail. Our goal is to instill a deep understanding of aviation safety principles that will guide our students throughout their flying careers.

We embrace RESPECT as a cornerstone of our institution. Respect for our students, our instructors, our colleagues, and, most importantly, the students and customers. We foster an environment where open communication and empathy are paramount. At Colorado Flight Center, every individual is valued, and their contributions are celebrated, creating a supportive and collaborative atmosphere.

We aspire for nothing less than EXCELLENCE in all we do. Excellence in instruction, aircraft maintenance, and customer service. We maintain the highest standards of training, employing skilled and experienced instructors, utilizing up-to-date and well-maintained aircraft, and offering a curriculum designed to propel our students to their fullest potential as aviators. We constantly seek opportunities for improvement, innovation, and learning.

Our mission is to prepare our students not just to fly, but to soar with confidence, integrity, and a deep sense of responsibility. We are dedicated to shaping the next generation of safe, respectful, and excellent aviators who will contribute positively to the aviation industry and their communities.

At Colorado Flight Center, we're not just teaching people to fly; we're fostering a culture of safety, respect, and excellence in the skies. Together, we reach for the highest altitudes and the brightest horizons, empowering the dreams of aviation enthusiasts with unwavering dedication

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Section 1: Company Policies

Flight Safety

As per CFR 14 § 91.3; the Pilot in Command is responsible for all operational decisions during their respective flight, including:

- Determining the go/no go decision based on preflight planning
- Determining the airworthiness condition of the aircraft
- A decision to divert, cancel, or terminate a flight
- Any and all decisions pertaining to the safety of flight

While the PIC has the final authority for the duration of their flight, everyone is responsible for safety before, during, and after their reservation. Staff and customers are encouraged to reference the Standard Operating Procedures Manual, and to immediately bring any safety-related issues or any potential safety issues, to the attention of the Director or the Chief Flight Instructor.

Plane Information

Copies of all pertinent information and documentation on each aircraft will be supplied to the renter during their checkout process, and are always available online at www.coloradoflightcenter.com/aircraft-and-pilot-fleet-forms.

Payment Policy

Payment for services is due at the time the services are rendered.

Acceptable Payment Methods

Cash, Check, Credit Card, and direct deposit via ACH payments are accepted.

Prepaid Accounts

Customers may prepay accounts, if desired, to facilitate the payment process. Prepayments can be made via cash, check, or credit card. Unused balances will be refunded on request or whenever a customer completes a course of training for which the payment was intended.

Scheduling Policy

Pilots who would like to book a rental with the Colorado Flight Center may do so utilizing the following options:

- Calling/Visiting the office and speaking with a company staff member who is authorized to place them on the schedule to book a flight.
- Accessing their portal on the company's scheduling software to see when a plane is available for rent, and create a reservation via this software.
 - Pilots must be aware that any aircraft reservations made this way are requests, and are not official until signed off by an authorized staff member.
 - Pilots can see the status of these requests on the reservation. There will be a red vertical line on the blue-colored reservation block indicating that it has not been approved.
 - Once the reservation has been approved, the red line will disappear, and the booking will be official, and as such is subject to the same cancellation policy of any other rental or reservation.

Aircraft rentals of a full day or longer will require a minimum payment of 3.5 hours per 24 hour period, and must be approved by company staff in advance.

Billing Policy

Pilots are billed according to the following:

- Pilots will be billed for instructor time, as needed for checkouts, based on the amount of time the pilot receives instruction, as recorded in Flight Schedule Pro and the pilot logbook.
- The rental of any aircraft or equipment will be billed based on the Hobbs time used.
- In the event that a pilot does not adhere to the checklists provided with the airplane and the instructions that are displayed on the first page of every dispatch book, that pilot will be subject to a \$50 fee. If multiple infractions occur, that pilot may lose rental privileges from the company.

Cancellation Policy

We maintain a 24-hour cancellation policy. Pilots will be billed for the cost of the airplane for the scheduled reservation time for any appointment canceled less than 24-hours prior to the start of the reservation. If the reservation must be cancelled same-day due to unforeseen weather or maintenance issues, the pilot must communicate with the front office (via email or telephone) about the issue. Assuming that communication has taken place, they will not be charged for the cancellation.

Insurance Policy

Liability Insurance

Colorado Flight Center maintains liability insurance in the amount of \$1,000,000 per occurrence, limited to \$100,000 per passenger and full hull coverage with a deductible of \$2,500 - \$5,000 (depending on the aircraft type).

Coverage

Insurance covers both Colorado Flight Center and the student pilot/renter.

Insurance Authorization

Pilots must maintain renter's insurance, cash on account, or a credit card pre-authorization sufficient to cover the deductible in order to fly Colorado Flight Center aircraft without an authorized instructor.

Pilot Expectations and Responsibilities

The PIC is responsible for any damage caused by negligence or failure to safely and responsibly operate the aircraft. The pilot also accepts financial responsibility for the cost of the repair, or if required, the deductible portion of an insurance claim in the event that the damage requires the company to make a claim.

All Pilots are required to dispose of any trash from the aircraft after each flight, keep the windscreens clean, and maintain the needed equipment and accessories listed out in each aircraft's securing checklist/dispatch instructions.

Section 2: Qualifications

Pilot Qualifications

Dispatching Requirements

Prior to conducting any checkout flight with an authorized instructor, customers must provide a **Valid Government Issued Photo ID** as well as fill out the following:

- Customer Data Form
- Rental Agreement
- Liability Agreement
- Statement of Financial Responsibility
- Billing and Scheduling Agreement
- Credit Card Authorization
- Photo Release Form

All passengers who wish to go flying must fill out a **Liability Agreement** and provide a **Valid Government Issued Photo ID**.

Discrepancy Reporting

After being approved for their reservation, pilots are required to conduct a thorough pre-flight of the aircraft as per § 91.103 and record all discrepancies in the dispatch book. If the observed discrepancy grounds the aircraft the pilot must notify an Authorized Instructor or the Chief Flight Instructor.

If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft will not be re-dispatched unless approved by the Chief Flight Instructor.

Aircraft Checkout Requirements

Pilots must complete checkout flight and ground in each make and model of aircraft that they desire to fly as PIC. They must also meet all, if any, additional insurance coverage requirements based on the insurance policy carried by Colorado Flight Center or their specific renter's insurance.

Pilots who desire to act as PIC at night must complete a Night Checkout and adhere to all currency requirements as per § 61.57(b).

Currency Requirements

All Pilots who have not flown at the Colorado Flight Center within the preceding 180 calendar days are required to perform an additional checkout with an Authorized Instructor.

Pilots who intend to file an IFR flight plan must be instrument rated and must maintain their instrument currency, as per § 61.57(c), to act as PIC of that flight.

Pilots must have completed a Flight Review within the preceding 24 calendar months.

Section 3: General

Restrictions

Renter Pilots WILL NOT:

- Conduct formation flights
- Use company aircraft for towing aircraft or banners
- Use company aircraft for parachuting or skydiving
- Use company aircraft for commercial purposes
- Take off with snow or frost on the aircraft
- Land on runways with snow or ice when the RCAM codes are less than 4/4/4
- Fly outside the United States, unless prior written approval is obtained from the Chief Flight Instructor
- Carry any hazardous cargo
- Attempt to take off after an unscheduled off-airport landing
- Attempt to take off after a precautionary landing for a suspected aircraft malfunction
- Conduct contact approaches, unless approved by the dispatching Authorized Instructor
- Hand prop any aircraft, unless approved by the dispatching Authorized Instructor
- Perform intentional in-flight engine shutdowns

PIC Placement

The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:

- Prohibited by the flight manual
- Weight and balance considerations dictate otherwise
- A pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under VFR in the local training area
- The dispatching Authorized Instructor has approved otherwise

Altitude Rules

Unless approved by dispatching Authorized Instructor, pilots shall:

- Not fly below 1,000 feet AGL unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction

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- Not descend airplanes below 500 feet AGL, unless the aircraft is established on a stabilized approach
 - Not descend airplanes below 500 feet AGL during practice simulated forced landings, except as approved by the Authorized Instructor.
 - Ensure proper engine operation at least every 500 feet when performing simulated engine failures in single engine aircraft (ie: clearing the engine, not flash cooling the engine, lean/enrichen properly, etc.)
 - Not conduct aerobatic maneuvers
 - Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft

Aircraft Refueling Procedures

If at Grand Junction and/or utilizing the FBO for fuel services, Pilots shall:

- Communicate with the FBO and follow the refueling procedures as specified in the Securing Aircraft Checklists in the Dispatch books for each aircraft.
- Log the correct estimated beginning and ending fuel levels for each flight

When operating outside of Grand Junction/utilizing Self-Serve fuel services, Pilots Shall:

- Turn off all aircraft power prior to refueling
- Ensure cell phones are not used during refueling
- Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft
- Maintain the ground until fueling connections have been removed
- Not refuel if thunderstorms are present within 5 miles of the airport
- Log the correct estimated beginning and ending fuel levels for each flight
- Save all fueling receipts and return them in the Dispatch book with details given in the “Notes” section, if needed

Securing Checklists

Pilots will ensure that all items are accounted for that are listed in the Aircraft Items Checklists bin in each aircraft after each flight. Any discrepancies or items that were used and need replacing will be noted in the “Notes” section of this dispatch book entry. Pilots will also ensure that every item on the aircraft’s checklist, as well as the aircraft-specific Securing checklist, located in the dispatch book, are completed at the end of each flight.

If any items on the checklist are unable to be completed, the pilot will communicate with a Staff member as to why, or they will be charged an inconvenience fee of \$50.

Section 4: Preflight

Flight Plans

Pilots are encouraged to file a VFR flight plan or receive flight following for all flights outside the local area. Pilots who are planning to file an IFR flight plan must be current as per the currency section of this Handbook.

Water Operations

All pilots who are operating an aircraft over or near large bodies of water must ensure the aircraft is equipped with a personal flotation device for each occupant of the aircraft and that device is readily accessible.

Fuel Requirements

Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise fuel consumption in that airplane.

Pilots will not initiate or continue any flight that cannot adhere to the following fuel minimums:

- 1 Hour past the first point of intended landing during VFR Day
- 1.5 hours past the first point of intended landing during VFR Night
- 1.5 hours past the first point of intended landing during any IFR training flight.

Pilots wishing to take off with less fuel than described above will need approval from a dispatching Authorized Instructor, and must comply with minimums prescribed in 14 CFR Part 91, § 91.151, and 91.167.

Unless weight and balance limitations dictate otherwise; pilots will take off with either the fuel reserves listed above, their personal minimums (only if higher than above), or as approved by the dispatching Authorized Instructor.

Chocks/Tie Downs Onboard

Pilots shall ensure adequate tie-down equipment is on board before each flight and will notify the Chief Flight Instructor if they are missing.

Colorado Flight Center-owned chocks and tie downs will be taken with the plane each flight, and not left on the ramp.

Seat Belts

Each passenger shall occupy a seat with an individual seat belt; children under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.

Weight and Balance / Performance Calculations

Pilots will calculate weight and balance data for each flight.

Pilots will compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.

Loose Items

Pilots will ensure loose items are secured prior to flight.

Weather Minimums

Day VFR Minimums

Unless approved by the dispatching Authorized Instructor, day VFR airplane minimums are 3000 foot ceilings and 5 miles visibility for the local area; 5000 foot ceiling and 5 miles visibility must be forecasted for all other flights.

Night VFR Minimums

Night VFR airplane minimums are 7000 foot ceilings and 6+ miles of visibility as published on the most current METAR as well as forecasted by the TAF.

IFR Takeoff Minimums

Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

Maximum Crosswind

Pilots shall comply with maximum demonstrated crosswind component data indicated in the aircraft's POH and NOT fly when this component is exceeded.

If the Pilot's personal minimums are less than the max demonstrated cross wind component then the pilot shall not take off in these conditions.

Maximum Tailwind

Pilots shall not take off when the tailwind component exceeds 10 knots.

Maximum Surface Winds

Unless approved by the dispatching Authorized Instructor, flight will not be initiated if surface winds are forecast to be greater than 25 knots and flights will be terminated as soon as practicable if surface winds exceed 25 knots

Section 5: Ground Operations

Braking Action

While using the aircraft during taxiing operations, all pilots will utilize aerodynamic braking when able and they will use brakes only as needed.

Pilots will not taxi on surfaces where braking action or directional control is questionable.

Pilots will not take off or land on surfaces with standing water, snow, or ice.

Fire Extinguishers

Fire extinguishers shall be readily accessible during engine start and aircraft refueling.

Escorting Responsibilities

Pilots are personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.

NO Smoking

Smoking is prohibited in, or within, 50 feet of aircraft.

Tow Bars

Pilots will use the designated tow bar (or the proper procedures outlined in the POH, if the aircraft does not have a tow bar) to move aircraft and use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the airplane (unless prescribed by the POH or as approved by an authorized instructor).

Passenger Deplaning

Passengers will not board or deplane when any of the aircraft while engines are operating.

Preflight Propeller Precautions

During preflight operations, pilots shall treat all propellers as if the engine may start; pilots shall ensure:

- All passengers remain well clear of propeller/rotor arc
- Mixture is in the cutoff position
- Magnetos are off and keys are out of the ignition

Pilots must use caution to prevent damage to persons or property as a result of propeller wash.

Parking

Pilots must park aircraft only in designated ramp areas. Pilot renters are not to pull/park planes from/back into hangars or covered spots, unless specifically instructed by an authorized staff member of the company.

Securing the Aircraft

Airplanes will be tied down, with at least one main wheel chocked, flight control lock installed, all doors locked, cowl plugs installed (when available), and the pitot tube cover installed when parked.

The “Aircraft Items” checklist in the storage area of the aircraft will be checked, and the “Securing Items” checklist in the dispatch book for each aircraft will be followed.

Section 6: Engine Starting and Taxiing

Before Engine Start

Before starting engines, pilots will turn on the rotating beacon (when rotating beacon is not available, utilize position and strobe lights), thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.

Engine Fire Procedures

Pilots must be thoroughly familiar with engine fire procedures during start. In case of engine fire during start, follow manufacturer's guidance; however, pilots must not endanger themselves or their passengers.

Pilots will:

- Use caution not to over prime
- NOT try to fight the fire if they have exited the aircraft

Cold Starting Procedures

Pilots shall operate the aircraft utilizing cold start procedures as prescribed in the aircraft's POH/AFM, checklist, and as demonstrated, or described, by the Authorized Instructor during the pilots aircraft checkout.

Hot Start Procedures

Pilots shall operate the aircraft during a hot start as prescribed in the aircraft's POH/AFM, checklist, and as demonstrated, or described, by the Authorized Instructor during the pilots aircraft checkout.

Taxi Operations

Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Information Manual.

Taxi Clearance

Pilots will obtain taxi clearance at controlled airports, or self-announce taxi intentions at uncontrolled airports.

Taxi Distances

Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.

Taxi Speed

When operating at KGJT pilots will not exceed the following ground speeds:

- 10 knots on Taxiway C1A
- 15 knots on Taxiway C
- 20 knots on Taxiway A

When operating at unknown airports, unless otherwise prescribed in that airport A/FD, pilots will maintain a ground speed less than 15 knots on designated movement areas, and no more than 5 knots of ground speed in non-movement areas.

Taxi Visibility

Pilots shall not taxi when ground visibility is less than 1/2 statute mile.

Section 7: Night Operations

Rules

Unless approved by the Chief Flight Instructor, the following shall not be performed at night:

- Aerobatics
- Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight.
- Operations at airports without runway lighting.
- Land and Hold Short Operations (LAHSO) when renting or operating on an overnight trip.

Unless approved by the dispatching Authorized Instructor, the following shall not be performed at night:

- Simulated night instrument practice in the local area unless there is, with night currency in the aircraft being flown, a safety pilot on board.
- Visual or non-precision approaches to runways outside the local training area without visual glide path guidance
- Simulated emergency training, to include forced landings
- Cross country flight outside the local area, unless the flight is required to be conducted under VFR by an approved syllabus of instruction, or unless the pilot holds a current instrument rating.

Section 8: Cross Country Operations

Non-Towered Airport Rules

Pilots shall:

- Avoid extended holding delays across the hold line or in takeoff position
- Not perform straight-in VFR approaches to uncontrolled airports, unless approved by the overseeing Authorized Instructor.
 - Note: This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor ATC/ARTCC and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF.
- Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the Aeronautical Information Manual
- Only land at active public airports listed in National Aeronautical Charting Office (NACO) flight information publications, or those designated by the Chief Flight Instructor, unless a letter of approval is on file
- Not takeoff or land airplanes on runways less than 2,500 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater, unless a letter of approval is on file
- Not takeoff or land airplanes on runways less than 50 feet wide, unless approved by the Chief Flight Instructor and a letter of approval is on file
- Not takeoff or land airplanes on runways without hard surfaces, unless approved by the Chief Flight Instructor and a letter of approval is on file
- Overfly (500 feet Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing (Note: Not applicable to actual instrument approaches.)

Altitude Rules

Unless approved by dispatching Authorized Instructor, pilots shall:

- Not fly below 1,000 feet AGL unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction
- Not descend airplanes below 500 feet AGL, unless the aircraft is established on a stabilized approach

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- Not descend airplanes below 500 feet AGL during practice simulated forced landings, except as approved by the Authorized Instructor.
 - Ensure proper engine operation at least every 500 feet when performing simulated engine failures in single engine aircraft (ie: clearing the engine, not flash cooling the engine, lean/enrichen properly, etc.)
 - Not conduct aerobatic maneuvers below 2,500 feet AGL
 - Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft

Aircraft Refueling Procedures

If at Grand Junction and/or utilizing the FBO for fuel services, Pilots shall:

- Communicate with the FBO and follow the refueling procedures as specified in the Securing Aircraft Checklists in the Dispatch books for each aircraft.

When operating outside of Grand Junction/utilizing Self-Serve fuel services, Pilots Shall:

- Turn off all aircraft power prior to refueling
- Ensure cell phones are not used during refueling
- Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft
- Maintain the ground until fueling connections have been removed
- Not refuel if thunderstorms are present within 5 miles of the airport
- Log the correct estimated beginning and ending fuel levels for each flight
- Save all fueling receipts and return them in the Dispatch book with details given in the “Notes” section, if needed

Section 9: Terms and Definitions

Company: Colorado Flight Center

Pilot: Any and all pilots who are renting an aircraft with the Colorado Flight Center.

PIC: The Pilot in Command of the aircraft.

Authorized Instructor: Any approved Colorado Flight Center Instructor.

IPC: Instrument Proficiency Check as defined by 14 CFR 61.57, FAA-S-8081-4.

Flight Review: as defined by 14 CFR 61.56.

Stabilized Approach: the aircraft is properly configured, an appropriate airspeed and rate of descent are established and only minor heading, pitch, and power inputs are required to maintain the flight path.