

Pilot Rise Policies

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The **Aircraft Policies** section outlines procedures unique to Pilot Rise, covering key guidelines for safe and effective aircraft use. The other sections address general practices and standards essential to operations and protection for everyone involved. While certain sections may seem intuitive or primarily for liability, we recommend reviewing all policies thoroughly to understand your responsibilities and ensure smooth operations.

This document may extend Pilot Rise Agreement the Client signed, but this document is in plain English for the Client's convenience. All must comply with both documents. "You" also refers to the Client.

Previous version: 12.11.2024

Aircraft Policies

Vehicle Parking

Refer to instructions here: <https://pilotrise.com/airport-parking/>

Weather

Follow the [Pilot Rise, LLC weather minimums](#). The PIC should never fly beyond their proficiency level.

Damaging Weather

- The PIC is fully responsible for avoiding damaging weather during flight.
- If harmful weather (e.g., hail) is forecasted, the PIC must ensure the aircraft is safe.
- If you fail to notify Pilot Rise, LLC or arrange hangaring in the event of forecasted damaging weather, you may be held liable for any resulting damages or losses.

Dispatch

Before departure, dispatch your flight on FlightCircle.com. For instructional flights, the Approved Instructor handles this.

Oil Usage

Report any oil used on the oil usage form.

First Flight of the Day:

Check tire pressure on the first flight of the day.

Towing

Do not move aircraft into a hangar without training for an Approved Instructor and approval from Pilot Rise, LLC. Do not leave towbar attached to aircraft if you aren't holding the towbar.

Maximum Distance

Flights must stay within 115 nautical miles of Hicks Airport (T67) unless approved by Pilot Rise, LLC. Flights exceeding this for certificate requirements are likely approved but require filing a flight plan.

Cold Weather Operations

- Preheat engines when able
- Warm oil prior to sub idle RPM (> 100°F)

Takeoff

- Verify approach end is clear (360 turn if able)
- Do not loiter on runway
- If safe to abort, do so for these reasons:
 - Not producing full takeoff power
 - Using more than 1,500ft of runway

- At Hicks: Not airborne before midfield (“Hicks” text)
- Engine indications not normal
- Any other issue detected

Landing

- Touch down within the first 3,000 ft or first $\frac{1}{3}$ of the runway, whichever is shorter.
- References at Hicks:
 - Landing 14: First taxiway after threshold
 - Landing 32: First taxiway after threshold
- Avoid maximum braking unless necessary; for practice short-field approaches, avoid max braking.

Traffic Pattern

- Do not descend into the traffic pattern.
- Stay within gliding distance of the runway on downwind and base legs.

Mixture Usage (unless stated otherwise in aircraft manual)

- Lean the mixture during taxi to prevent spark plug fouling and save fuel.
- For takeoff, use either full rich or rich of peak; use full rich for cooling if needed.
- On high-density altitude days, consider taking off with the mixture leaned rich of peak.
- Above 3,000 feet MSL, lean the mixture (and consider leaning during maneuvers).
- Remember to richen the mixture during descent as air density increases.

Aircraft Parking

ALL AIRCRAFT PARKED OUTSIDE	● Tie-down if available ● Double chock (both main wheels) ● Leave parking brake off ● Lock flight controls ● Install sun shades (if available) ● Lock doors
N447DK	Designated tie-down spot. Parked in Hangar 218 during inclement weather.
N89878 N46550	If weekend: ● Park in tie-down spot between flights. If weekday: ● Park on ramp between flights. Overnight: ● Park in hangar 628 overnight. ● Coordinate with instructors to pull in and out of hangar.
N714FW	Park in hangar 628. Coordinate with instructors for hangar access. If

	no one is available after your flight, park on the ramp and notify management.
N912AT	Park in hangar 334
N172JA	If weekend: • Park in a tie-down spot between flights. If weekday: • Park on the ramp between flights. Overnight: • Park in hangar 412 overnight (temporary hangar) • Coordinate with instructors to pull in and out of hangar.

Glare shield

Do not place items on the glare shield where they might contact and scratch the forward windshield.

Wipe-Down & Trash

Time permitting, wipe down the leading edges and windshield and remove all trash after each flight.

Check-In

After arrival, check in the aircraft on FlightCircle.com before leaving. Record the ending tach and hobbs.

Aircraft Cards

- Keep in aircraft binder
- Exclusively for fuel
- Retain all receipts
- Missing receipt? Email date, fuel amount, location, cost to fuel@pilotrise.com

Insurance & Liability

Renter Insurance

All PICs must have a renter insurance policy with at least \$35,000 in physical damage coverage for all aircraft used. Only policies from Global or AIG are accepted. Get a Global policy here in under five minutes:

<https://aviationinsuranceexperts.aero.insure/dtm/home/pno/us>

Passenger Rules

As PIC, the Client must ensure all passengers complete the waiver at this link:

<https://sign.pilotrise.com/public/esign/?agreement=waiver> The Client is solely responsible for enforcing this requirement. The Client is responsible for passenger conduct throughout the flight. If a passenger causes damage or theft, the Client is financially liable for reimbursing Pilot Rise, LLC for any resulting damages.

Insurance

When operating an aircraft as PIC, Pilot Rise, LLC provides liability coverage up to \$100,000, subject to insurer approval. Pilot Rise, LLC has the aircraft insured for physical damage, with itself as the named insured. The insurer may seek reimbursement if a client's actions cause damage. Clients must pay a \$1,000 deductible if responsible for any claim.

Aircraft Checkouts

Before acting as PIC for any aircraft managed by Pilot Rise, LLC, clients must complete a checkout flight for the specific aircraft type. Instrument privileges require an additional instrument checkout, all conducted per Pilot Rise, LLC standards.

Approved Instructor

"Approved Instructor" is a Certified Flight Instructor (CFI) authorized by Pilot Rise, LLC to provide instruction in its aircraft or on its premises. Without written approval, no other CFI may instruct on Pilot Rise, LLC property or aircraft. Additionally, an Approved Instructor is not authorized to act on behalf of Pilot Rise, LLC to approve any provisions in this document unless explicitly stated otherwise.

The Operator

Pilot Rise, LLC is the "Operator".

Currency

Pilot Rise, LLC may require a proficiency check before a client acts as PIC, involving three takeoffs and landings with an Approved Instructor. This is typically needed after an extended period of inactivity in any aircraft.

Photo ID

Clients must carry a valid U.S. government-issued photo ID meeting CFR 14 requirements for all flights in Pilot Rise, LLC aircraft.

U.S. Citizens

Clients must confirm their U.S. citizenship and provide proof as required by 49 CFR Part 1552 before starting any flight training. Exceptions require written management approval.

Pilot Documents

As PIC, the Client must carry valid pilot and medical certificates, Flight Review endorsements, Instrument Proficiency Checks (if applicable), Photo ID, Proof of U.S. Citizenship, and any other 14 CFR-required documents. The Client agrees to provide any updated documents to Pilot Rise, LLC to keep records current.

Aircraft & Instructor Scheduling

Clients may request aircraft rental and instruction through any Approved Instructor. Only those authorized as PIC may schedule aircraft directly through our online system, following all Pilot Rise, LLC policies and procedures.

Aircraft Rental Minimums

All flights have hourly rental minimums. For reservations over 8 hours, a minimum of 3 rental hours is required per 24-hour period.

Operating Handbooks

The Client must comply with the operating handbook for each aircraft.

Checklists: The Client must follow Pilot Rise, LLC's quick checklist for each aircraft, unless it conflicts with the operating handbook, in which case the handbook takes precedence.

Paperwork

The Client must agree to the aircraft rental terms before using any Pilot Rise, LLC aircraft, allowing Pilot Rise, LLC to keep a copy of their valid ID, credit card, pilot and medical certificates, passport, birth certificate, or other necessary documents on file. The Client authorizes charges to their credit card for any outstanding balances. Pilot Rise, LLC may request and securely maintain required documents for training and guarantees not to sell or share the Client's personal information without consent.

Regulations

The Client must adhere to all FAA and other applicable regulations governing aircraft operation and use.

Key Return and Liability for Aircraft Items

The Client must return all keys after each flight, or a fee will apply. The Client is financially responsible for any loss, theft, or damage to aircraft, documents, headsets, supplies, or tools, including damage due to negligence. The Client must cover full replacement or repair costs at market rates.

Securing

The Client must ensure each aircraft is secure before leaving, including at other airports, by:

1. Double chocking or tying down the aircraft to prevent movement,

2. Locking flight controls to avoid inadvertent manipulation,
3. Installing window shades, if available, to protect interior components,
4. Locking all doors to safeguard against unauthorized access, and
5. Keeping the aircraft keys in their possession.

Stolen Items

Pilot Rise, LLC is not liable for any items stolen, lost, or misplaced by the Client.

Damages

The Client must inspect the aircraft for damages before each flight and report any issues to Pilot Rise, LLC. The Client is liable for any damages they cause. If an Approved Instructor is acting as PIC, they are only liable for accidental damages resulting from their direct fault, substandard conduct, or failure to prevent avoidable situations through proper instruction and supervision.

Alcohol and Drugs

The Client and all occupants must follow FAA regulations and refrain from flying or repositioning aircraft under the influence of alcohol or drugs, or while operating Pilot Rise, LLC equipment or seated in the aircraft. Possession or use of alcohol or drugs during these activities is prohibited. The Client must observe an 8-hour interval from alcohol use and maintain a blood alcohol level below 0.01 before operating any aircraft. All occupants are prohibited from possessing illegal substances, in compliance with Texas, Federal, and applicable state laws.

For-Hire Operations

The Client is expressly prohibited from engaging in any for-hire operations without obtaining prior written approval from the Operator.

Usage Limitations

Aircraft may not be used for the following purposes without the expressed written approval from Pilot Rise, LLC:

- Aerobatic Flight
- Spins
- Anything not allowed by the operating limitations of the aircraft
- Illegal Activity
- To carry passengers or property for compensation or hire.
- Flight below 1000 feet AGL except for landing or when an Approved Instructor is onboard and acting PIC.
- In any race or speed contests
- Be flown by any person who is not approved by Pilot Rise, LLC.
- Outside the limits of the Continental United States.
- In weather worse than the minimums provided by the Pilot Rise, LLC.
- For any flight for which the Client is not properly rated or certified.
- Further than 115 nautical miles from Hicks Airport (T67) without prior approval from Pilot Rise, LLC.
- May not land on non-paved surfaces except in an emergency or with an Approved Instructor authorized by Pilot Rise, LLC for such landings.

Preflight

As PIC, you are responsible for performing a preflight inspection and following the manufacturer's pre-takeoff, cruise, pre-landing checklists, and any other checklists.

Mechanical

The Operator strives to diligently maintain our fleet of rental aircraft to ensure excellent mechanical condition. Nevertheless, occasional breakdowns may arise while away from our facility.

In the event of a mechanical malfunction or issue occurring away from our base:

- Promptly report the issue to the Operator and your instructor.
- Refrain from authorizing any repairs without prior approval from the Operator.

Contact

The Client must provide a reliable means of contact to the Operator.

Private Information

The Client agrees not to disclose any confidential, proprietary, or non-public information pertaining to the Operator, Pilot Rise, LLC—including but not limited to details about business operations, maintenance, procedures, etc.—to any third parties, including but not limited to the press, FAA, other regulatory bodies, or any other outside entities. Additionally, the Client is not authorized to speak on behalf of the Operator to these entities. Violations of these terms may result in the imposition of a fee as determined by the Operator, in addition to any other remedies available to the Operator under the law or this Agreement. Such actions are only permissible if required by law, court order, or explicitly granted through written approval from an authorized representative of Pilot Rise, LLC.

Respectful Behavior Policy

We are committed to a safe and respectful environment for all.

Inappropriate Behavior includes:

- Verbal abuse (shouting, vulgar language, threats).
- Intimidation or disrespectful communication.

Actions for Violations:

- Termination of training and services.
- Responsibility for any fees incurred.
- Issuance of a no-trespass notice, restraining order, or notification to authorities as needed.
- Possible communication with other flight schools regarding the incident.

Referrals:

Pilot Rise offers a referral program. Visit <https://pilotrise.com/referral-program> for up-to-date information.

Billing

Payment Due

Immediately after each lesson or flight.

Payment Methods

Credit (3.3% surcharge), debit, cash, check, Zelle. Subject to change.

Refunds or Chargebacks

No refunds. We may bill the Client for dealing with chargebacks or bounced checks.

Cards on File

We securely keep a card on file for payments, discarding the number after entry and retaining a secure key with the provider. PCI compliant.

Account Balance

Clients should keep an account balance of at least \$1,500. Rental rates vary based on account balance and may change with the recommended minimum. Refunds are available for unused balances (minus any fees), but early withdrawals before training completion may incur an early termination fee.

Charges and Fees

Additional fees listed here: <https://pilotrise.com/detailed-prices/>

Using Zelle

The Client is solely responsible for entering the correct recipient details. Pilot Rise, LLC is not liable for any losses if funds are sent to the wrong recipient. The Client releases Pilot Rise, LLC and its agents from any claims related to misdirected payments, including negligence or breach of duty.

Scheduling

Cancellation Policy

Flights and lessons canceled within **36 hours** of the scheduled time may be subject to a cancellation fee, which is typically waived in cases of weather or maintenance-related cancellations. However, if the cancellation was due to poor planning despite adverse weather forecasts, the Client may still incur the cancellation fee, unless the flight was conducted with an Approved Instructor.

No-Show Policy

A "no-show" is defined as canceling less than **two hours** before the scheduled time or failing to arrive for the flight or lesson. No-shows may be subject to an additional fee.

Canceling a Flight

If the Client needs to cancel a flight or lesson, they must contact their Approved Instructor or the

Operator by phone and leave a voicemail. Other communication methods are acceptable only if the Operator acknowledges them before the scheduled time.

Scheduling as a Client

If the Client is checked out for a flight, they may schedule at their discretion using our online scheduling system. However, if the Client wishes to schedule a flight longer than one day, they must call or text the Operator to make the necessary arrangements.

Rights to Cancel or Deny

The Operator reserves the right to deny, cancel, reschedule, or overbook any lesson, flight, or reservation at any time and for any reason, without prior notice.

Altering Schedules

If the Client alters a scheduled flight within 24 hours it may be considered a cancellation.

Fuel Receipts

To be reimbursed for fuel expenses, the Client must promptly email or text a picture of their fuel receipts to the Operator after each flight. In the event that the Client is unable to obtain a receipt, reimbursement may be facilitated with a bank statement showing the cleared fuel charge. The reimbursement will be added as a balance to the Client's account on file.

Building

Damages

Any act of damaging or stealing items from the buildings associated with the Operator may result in the imposition of a fee or prosecution, as deemed necessary.

Locks

Clients are required to ensure the security of property, aircraft, buildings, and keys in strict accordance with the Operator's policies.

Access Codes

Clients approved to act as the PIC for an aircraft shall receive an access code from the Operator to gain entry to the aircraft, key, and/or hangars. It is strictly prohibited for the Client to share their access code with any other individuals. The Operator retains the right to revoke access at any time and for any reason it deems fit.