

**EASTERN CINCINNATI
AVIATION**

**Customer And
Airport User
Handbook**

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EASTERN CINCINNATI AVIATION

Customer and Airport User Handbook

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SECTION I. – INTRODUCTION

Our Philosophy

This Customer and Airport User Handbook is intended to let our customers know our policies and learn about our culture. Much of the information is for student pilots and renters, however, there is also information for aircraft owners with planes based at Clermont County Airport (I69) and other airport users. Everyone should look at all of it – for example, aircraft owners will find interesting cold weather operating tips in the section for students and renters.

Eastern Cincinnati Aviation, Inc. (ECA) has been appointed Airport Manager of I69 by the Clermont County Commissioners. We have a long term contract with the County, and we are committed to doing the best we can for the Airport. **Safety** is the paramount part of that commitment. Maintaining, and finding ways to improve, the Airport's facilities is also very important. Under the contract we are responsible for all airport grounds. This includes mowing, snow removal and keeping up the appearance of the Airport. We're a for-profit company and need to make a profit to have funds available to do this. We know we can't make a profit without good customers. Without you we're out of business.

We truly care about aviation, its future, and the future of I69. We believe it's this that makes us more particular than many airport fixed base operators. Our aircraft fleet is used extensively by the University of Cincinnati Professional Pilot Training Program. We maintain these aircraft to a very high standard; they are equipped with some of the latest avionics. Because we want this aircraft fleet treated with respect, we try to carefully screen aircraft rental customers. Unlike a car rental company, we won't rent to just anyone. We reserve the right to rent only to those pilots we believe will operate an aircraft safely and as if it were their own. Screening renters requires judgment on our part, and we understand some will be offended. We believe, however, that this benefits all other users of the fleet. These aircraft represent a very significant investment which we must protect.

Part of our philosophy is that we support the other businesses on the Airport. We are interested in their success and hope you will support them too. For this reason, and because of safety concerns, we do not allow major aircraft maintenance on the Airport except by the firms at I69 in that business, that is, Select Aircraft Service, Air Mod and Cincinnati Avionics. Minor maintenance that FAA regulations allow to be performed by pilots is permitted.

In addition to this Handbook, our Line Technicians, Flight Instructors and other employees each have a copy of our Internal Policy Manual. The Internal Policy Manual is also available to you. If you would like to look at it just ask one of the Line Technicians to show you the office copy.

For our flight training customers, a Sporty's Academy/Eastern Cincinnati Aviation Student Handbook is available at FlyECA.com/handbook. A hard copy of this book is available in the Simulator Room. All flight training customers should be familiar with this book as it contains General Policies, Operational Procedures and Safety Practices, and a Maneuvers and Procedures Standardization Manual to guide you through your training.

We want everyone, students, renters, owners, Line Technicians and Flight Instructors, to know what we expect so we all can work to manage Clermont County Airport and the operations here safely and efficiently. If you have suggestions for I69, or how this Handbook can be improved, please let us know.



Charles E. Gallagher, P.E.
President

SECTION II. – OPERATING PROCEDURES For All Customers

1. Hours of Operation

ECA is open on the following schedule:

Monday – Thursday	8:30 a.m. – Earlier of 8 p.m. or Sunset
Friday	8:30 a.m. – 6 p.m.
Saturday	8:30 a.m. – 6 p.m.
Sunday	11:00 a.m. – Earlier of 8 p.m. or Sunset.

ECA is closed on New Years Day, Easter, Thanksgiving and Christmas Day.

2. Flight Line

- A. Keep the Flight Line Neat. As a part of pre-flight, our students are taught that we want to keep a neat flight line. Coil Tie-down ropes neatly on the appropriate block and place the chocks on the pilot side block. Everyone can help us keep the Airport and flight line neat by picking up their own (and anybody else's) trash.

- B. Propellers. An aircraft propeller should always be considered dangerous. Keep yourself and all guests away from aircraft propellers. If you see any children near an aircraft please help us by correcting any dangerous situations. No aircraft will be propped (hand-started using the propeller) by ECA personnel.

3. Runway Usage

If the active runway is Runway 4 and a larger aircraft (such as a King Air, Pilatus, or Citation) that requires most of the runway length wants to use Runway 22 we ask everyone to cooperate with the larger aircraft.

4. Low Passes/Fly-bys

Most pilots enjoy making low passes and fly-bys. These maneuvers are, however, a violation of part 91 of the FAR's. They can be dangerous as they interfere with normal airport operations and can end in close-calls, even accidents.

With some aircraft the noise may exceed what our neighbors are used to and create additional problems. Low passes are therefore restricted to necessary balked landing training operations and practice IFR missed approaches. Remember, we operate a professional training program for the University of Cincinnati.

5. Runway Lights

The runway lights are illuminated by clicking a radio transmitter microphone on our airport advisory frequency, 122.975 MHz, as follows:

- 3 clicks for the PAPI's (precision approach path indicator),
- 5 clicks for runway lights medium intensity,
- 7 clicks for runway lights high intensity.

6. Payment

- A. Credit Cards. We encourage payment with Visa, MasterCard, Discover, Chevron, AvCard, MultiService or American Express credit cards. Using a credit card simplifies our record keeping and is easy on customers. We will charge regular rental to our Hangar and Tie-down customers' credit card accounts on the first of the month.
- B. Funds Deposited on Account. Many student pilots deposit funds with us which they use as they take their flight lessons. We encourage this because it often allows students to take regular lessons, and we know regular flight instruction advances the rate of learning.
- C. Late Flyers. Renters who normally pay by cash or check need to have a credit card number on file before leaving on a flight which will return after our closing time.

7. Fuel Testing

When a pilot completes pre-flight fuel testing, the fuel sample should be poured into the nearest red 5-gallon container. For our hangar customers we ask that the fuel be released to the air downwind rather than poured onto the pavement or grass. (Fuel testers are for sale at most FBO's and pilot shops.)

8. Portable Fuel Containers

We sell fuel only into aircraft and will not pump fuel into portable containers for any purpose. It would be illegal to sell fuel for highway usage since we do not collect highway fuel tax.

9. Additional Services

- A. Battery Cart. A battery cart is available for aircraft with external power plugs. Our Line

Technicians will have a supervisor present when using the battery cart. The charge is \$25.00.

- B. Engine Heating. Engine heating is available for \$1.00 per minute; the minimum charge is \$20.00.
- C. De-Icing. The overnight fee for hangaring in a heated hangar to deice an aircraft starts at \$50.00. This is if the aircraft can be moved in and out when the heated hangar door is open for ECA aircraft being moved in and out. If the hangar needs to be opened at a different time the charge is \$125.00.
- D. Transient Parking. The daily rate for parking is \$5.00 for tie-down space; \$50.00 and up for unheated hangar space. Up to three days of tie-down charges will be waived for transient customers topping off their fuel tanks.
- E. Valet Parking. Valet parking is available for customer's aircraft. If we are notified where the aircraft is left, we will secure or hangar it.

- (a) Tie-downs \$5.00

- (b) Hangar See Section IV, Concierge Services, on Page 21

Valet parking fees may be waived, at the discretion of management, when ramp areas are ice covered.

10. Automobiles

Do not park a car in the grass, ever! Do not drive through grassy areas. Anyone doing so will be billed a minimum of \$25.00. Ruts and other damage will be repaired and charged on a time and material basis. Do not block any hangar or taxiway; the towing charge is \$75.00. Motorcycles may not be parked on any asphalt surface unless a block of wood or a steel plate is placed under the kick-stand.

Any car left on an aircraft ramp including in front of a T-hangar must be unlocked, with the key in the ignition, to avoid towing charges.

The Airport surfaces are for the use of aircraft. But from time-to-time there may be a need to travel from one side of the Airport to the other with a vehicle other than an aircraft. In this situation aircraft have the right of way. The vehicle may be used at no more than moderate speeds on taxiways, but **never** on any part of the runway. The North parallel taxiway and then the service road at the Southeast end of the runway should be used. Never cross the approach ends, and never cross the runway at the mid-field intersection. A \$50 fee will be charged for crossing at midfield. A \$25 fee will be charged for crossing at either approach end of the runway.

Hangar customers note: When out flying we would like your car inside your hangar. You may lock the hangar, but leave the keys in the ignition and the car unlocked so we can move it in case of an emergency. Cars may also be left – locked – in one of the parking lots.

Tie-down customers note: At the back of this Handbook is a diagram of how to correctly park in your tie-down space. We've had problems with this in the past, so please do it right and avoid the towing charges!

11. Ultralights Based at I69

Anyone planning to base or fly an ultralight aircraft at Clermont County Airport (I69) must insure that the pilot has 2-way VHF radio communications and have passed the FAA knowledge test for the Recreational Pilot Certificate.

12. Book Flight Instruction through ECA

For liability, insurance, financial and our philosophical reasons, we insist that all flight instruction which starts or stops at Clermont County Airport is booked through ECA – unless otherwise authorized by ECA.

13. Gratuities

It is against our policy for employees to accept tips. Please do not offer them as it puts the employee in an awkward position.

14. UNICOM

ECA line personnel normally answer UNICOM calls. However they cannot be available 100% of the time because of their many other duties, so occasionally they may not respond. Therefore we ask everyone to respond to a UNICOM call asking for active runway or wind information if no one else does. Our transient flyers should be treated as well as you, our home-base pilots, would like to be treated at a strange airport. If the weather is less than CAVU, please also turn on the runway lights so the transient will have the advantage of the REIL's and the PAPI's. Important for everyone, it is probably more important for high performance aircraft.

SECTION III. – USE OF ECA AIRCRAFT For Students and Renters

1. Renters

- A. To rent an aircraft from ECA, pilots who have not accomplished their training at ECA are required to demonstrate proficiency with an ECA instructor. Student pilots training with an ECA instructor are renters. Renters must also be familiar with ECA's policies as contained in this Handbook. Of course, we will want to see a log book, current medical and pilot certificates and proof of U. S. citizenship. A copy of this Handbook will be provided.
- B. ECA provides limited coverage liability insurance (up to \$100,000) and **no** aircraft physical damage (hull) insurance for the benefit of Pilot. Renters are therefore encouraged to purchase renters' insurance including physical damage. Brochures with information are available.
- C. Before any rental the new renter and our management must sign our Blanket Aircraft Rental Agreement. A copy of our Blanket Aircraft Rental Agreement is included at the back of this Handbook and is available online. Please allow at least two business days thereafter for us to contact the references and check credit. We want to know who our customers are; we want them to know us, our philosophy, and how we do business.

2. All Renters Must Be Current

- A. Students. Student pilots who have not flown an ECA aircraft for 15 days must have a check out from an ECA Flight Instructor.
- B. Recreational, Private, Commercial and Airline Transport Pilots. Other pilots who have not flown an ECA aircraft for 45 days must have a check out from an ECA Flight Instructor.

3. Minimum Rental and After Hours Charge

Our policy is a minimum billing of 50% of the time of the rental scheduled. In other words, if a pilot schedules an aircraft for four hours, the minimum billing will be two hours; one hour rental, minimum charge thirty minutes. Minimum billing caps at two hours per day during the week; four hours per day on weekends. A thirty minute minimum applies at all times. There will be no minimum billing when weather causes a flight cancellation; other cancellations must be made 24 hours in advance. "No show" invoices (for ½ the time scheduled) will be collected before another rental may be scheduled.

Flights dispatched outside our normal hours of operation will be charged a management fee.

4. Scheduling Aircraft

We will hold an aircraft for no more than 15 minutes after its scheduled time out. If pre-flight has not commenced by then the aircraft may be re-assigned.

Only ECA Line Technicians and Flight Instructors have access to schedule time. Renters and students are able to view the Schedule at FlyECA.com. When scheduling we will:

- A. check the computer to make sure the customer is current in the aircraft scheduled;
- B. verify that our computer has the customer's correct telephone number; and
- C. record the destination airport identifier on cross-country flights.

To accommodate the UC program our Line Technicians and Flight Instructors must secure management approval to schedule certain night, early morning and overnight rentals.

5. Dispatching Aircraft

"Dispatch" is a term in airline aviation usage which may have a technical meaning. We use the dictionary meaning of the term, "to send off." If we say we are "dispatching" an aircraft we are only giving the pilot the aircraft Hobbs book and keys. We assume no responsibility for any operational decisions by a pilot-in-command.

All non-instructional flights must be "sent off" from I69 with full fuel.

So we know where you are going and when you expect to return, Renters must submit a Dispatch Form for each flight.

6. Touch and Go Landings

Solo and renter touch and go landings are prohibited. Touch and go landings are executed on dual flights only.

All touch and go landings are prohibited in retractable gear aircraft.

7. Pilot Seat

Renters are required to fly from the pilot (left) seat. The only exception is a CFI applicant flying with an ECA instructor.

8. Pre-flight – Batteries

The fastest way to wear down an aircraft battery is with a high energy using accessory, such as the landing light. The best way to check it is to look for an indication on the amp or voltage meter when turning the light on; then turn it off.

Use the same method to check pitot tube heat. No indication — no pitot tube heat. Pitot tube heat can be checked manually after that by moistening a finger and quickly pressing it to the pitot tube. Do not wrap your hand around the pitot tube.

This may eliminate the embarrassment of a dead battery on a cold day or at a busy airport where a jump may not be available. This also eliminates some excess maintenance, such as replacing lights earlier than necessary.

On the same subject, \$35.00 will be assessed for battery charging on an ECA aircraft when the master switch is left on.

9. Cross-Country Flights

We want to know where you are (and how our airplane is). Therefore all pilots are required to fill out a form for each flight dispatched on a cross-country. Flights outside the lower 48 states of the U. S. require written authorization on the form from top management. We also require our cross-country renters call in each day. Let us know where you are, the name of the airport and FBO where the airplane is, when you intend to leave, and your next destination.

10. Search and Rescue

Cross-country renters and students need to know that if they even **think** they are going to be more than thirty minutes late in returning an aircraft, they should call us so we don't have to worry. Our policy is to call FAA Flight Service and get a search started for any aircraft over an hour late. By calling:

- A. We know that our customer is safe, and
- B. We can reschedule the next renter.

Contact telephone numbers are located in the back of the airplane Key book.

11. Returning Aircraft

As part of our student training we teach students to push an airplane into its proper parking space, tie the airplane down and chock it. It is the pilot's responsibility to see that the aircraft is

tied down after flying. Responsibility for a rented aircraft does not terminate until the plane is secured.

Fill out the Hobbs book and return it and the keys to an ECA Line Technician. After hours place the keys and Hobbs book in the drop box outside Sporty's. Any problems noted during flight should be written up on the "squawk sheet" and a Line Technician notified.

12. Outside Fuel Purchases

ECA aircraft rental prices are predicated on providing fuel at \$1.00 less than ECA's posted 50 gallon price. Outside fuel purchases will be reimbursed at this price with the following exceptions:

- A. A dual cross-country with an ECA instructor on board; or
- B. Meeting the requirement of the solo "long cross-country" for the private and commercial certificates.

The two exceptions listed above will be reimbursed at \$2.50 per gallon including all taxes. We do not reimburse customers for tie-down, de-icing, engine warming, hangar, battery cart, or other such services at other airports.

13. When to Add Oil

The aircraft engines on our fleet have a sump large enough to carry enough oil so that in case of a damaged piston ring, cylinder, or an oil leak, on a long cross-country there will still be enough oil to get the aircraft to its destination. We use the following criteria for adding oil to the engine.

If the engine oil capacity is:

We add one quart of oil when the dipstick reading is at or below:

12 quarts
9 quarts
8 quarts
6 quarts

8.5 quarts
7 quarts
6 quarts
4.5 quarts

Over-filling, or even filling the oil to its maximum capacity, causes excessive oil use.

If you are taking an aircraft on a long cross-country, we will bring the oil level up as far as we can by adding even quarts of oil, but without over-filling the sump.

14. Wind and Weather Minima; PQ Cards

ECA uses Pilot Qualification (PQ) Cards to provide individual limitations for wind velocity, crosswind component and visibility when students and renters are flying ECA aircraft. PQ Cards are issued and updated as necessary and appropriate by our Flight Instructors. Flights are dispatched only if the pilot's qualifications reflect the current conditions as posted on the PQ Board in the ECA Office, and those conditions are current to within one hour. All ECA students and renters must have a PQ Card when flying (unless a Flight Instructor is aboard).

The Flight Instructor of any student flying solo will be at ECA to check weather and dispatch that student. Students must be re-dispatched by his/her instructor if a student cross-country is delayed by weather for more than 2 hours. The re-dispatch may be by telephone.

If winds are at 20 knots or higher, or gusting to 20 knots or higher, only dual flights will be dispatched without management approval. No flight operations with winds in excess of 25 knots or if the crosswind component exceeds the maximum demonstrated for that aircraft. The PQ criteria are:

Wind Velocity:		Crosswind Component:	
1	0-10 kts.	1	0-5 kts.
2	11-15 kts.	2	6-10 kts.
3	16-20 kts.	3	11-15 kts.
4	21-25 kts.		
Visibility:			
1	above 5 mi.		
2	above 3 mi.		
3	below 3 mi. (IFR only)		

ECA Flight Instructors can update the PQ Board at any time.

15. Winter Operations

We consider it Winter Operations during the period Ohio is on Standard (as opposed to Daylight) Time. The following are our rental aircraft and flight instruction Winter Operations dispatch procedures:

32° F to 100° F
(0° C to 38° C)

Normal operations

Below 32° F
(0° C)

Carry cold weather gear; gloves, hats, boots, cell phone and very warm coats.

10° F to 20° F
(-12° C to -7° C)

(or if wind chill is 0° F or less) No abrupt power changes (no MCA, stalls or touch and go's; full stop taxi-backs are acceptable); clothing as above.

Below 10° F
(-12° C)

(or if the wind chill is -10° F or less) No operations authorized.

Keep in mind, below 20° F in an open field survival time is measured in minutes. With a filed flight plan it will take the rescue people 5 hours, on average, to find you. With no flight plan, unless you are talking to controllers, the average rescue time is 3 days.

During Winter Operations our hours for aircraft rentals are limited. No flights before 9:00 a.m. or after 5:00 p.m. (No flights before 11:00 a.m. on Sunday.) Any flights outside of these hours involving a hangared aircraft will be assessed an additional \$40.00 for special handling.

16. Cold Weather Information

Any aircraft with frost, ice or snow on any surface is considered unairworthy and appropriate action must be taken. The cold weather starting procedure for an aircraft with a fuel injected engine is the same procedure as is normally used.

When starting a carbureted engine (one with a carburetor - without fuel injection) that has not been run for several hours during cold weather, be sure to prime the engine, verify that magnetos are off, and pull the prop through several times before reentering the cockpit. After reentering the cockpit be sure to prime again, then start the engine. On normally aspirated engines use prime to feed in extra fuel if necessary. If an engine fire should occur, be sure to keep the engine spinning to suck in the fire. If the engine does not start immediately the mixture should be pulled, but keep cranking to suck in the fire.

Be sure you know where the fire extinguishers are located (both inside the aircraft and near the tie-downs) before attempting a start.

17. Snow Covered and Icy Runway Operations.

- A. Use caution walking on snow/ice covered ramps and when pulling aircraft out of hangar. Do not walk with hands in pockets.
- B. Aircraft wheel pants (covers) may become packed with snow/slush and freeze.
- C. Do not use aircraft parking brakes. They may freeze in the parked position.
- D. Proper crosswind corrections are needed from start-up until the plane is tied down. Aircraft will weather vane more easily in icy conditions.

- E. Aircraft with free castoring nose/tail wheels may not be controllable on icy surfaces requiring braking during ground maneuvering.
- F. Taxi extremely slowly with minimal nose steering.
- G. Avoid brakes during a slide. Use aerodynamic controls (rudder) for steering. (Add power to attempt to straighten the aircraft out and give the rudder a boost with prop wash.)
- H. Be prepared to shut down engine if sliding off runway or taxiway becomes imminent.
- I. Avoid taxiing through slush/standing water. If unavoidable ride brakes through water/slush to prevent freezing.
- J. Avoid taxiing with flaps extended (especially on low wing aircraft). Frozen debris may accumulate and interfere with complete flap retraction in the air.
- K. Treat snowy/icy runways as you would a soft field. Use soft field taxi/takeoff/landing techniques.
- L. No touch and go's. No solo student pilot operations. No operations in gusty conditions. Limited crosswind operations.
- M. Use a clear patch for run-up. If unable, perform run-up on the takeoff roll; be prepared to abort.
- N. Plan for much longer takeoff and/or landing distances. (Deep snow could prevent acceleration needed for takeoff; thin ice could mean stopping on available runway is not possible.)
- O. Accumulations of ice on landing gear may interfere with gear retraction. Wet or slushy landing gear should be cycled a couple of times to ensure that gear does not freeze into the retracted position.
- P. Minimal (i. e., no) braking on landing. Pump brakes if necessary as opposed to holding continuous pressure.
- Q. Use caution braking on "patchy" (alternating clear and ice covered) conditions to avoid blown tires.
- R. Leave flaps/spoilers extended on landing for maximum aerodynamic braking.

SECTION IV. – AIRCRAFT OWNERS For Tie-down and Hangar Customers

1. Agreements

Before you move an aircraft to I69 as a home base we assign a Tie-down space. For T-hangars you will need to see Eric Radtke who keeps a list of tie-down customers who want to be added to the T-hangar waiting list. You will need to sign an agreement which, among other things, will require you to comply with Airport policies, which includes those in this Handbook.

2. Security

- A. Doors to unattended hangars should be kept locked. Aircraft on tie-downs should be locked.
- B. Report any suspicious activity.

3. Hangar Doors

When hangar doors are raised or lowered, always keep a finger on the switch. Do not jam something in the switch to hold it. Be sure to move both side latches out of the way so they do not interfere with movement of the door.

When hangar doors are up they create an airfoil which, as we know, causes lift. In one case the door flipped over the roof and was lying on the roof when the pilot returned.

Even when hangar customers are flying for just a short time, they should leave the hangar door down. It does not have to be latched unless there are significant winds.

4. Hangar Use

The T-hangars we rent are for storage of aircraft. Storage of flammables is not permitted. Major maintenance is not permitted, and no aircraft maintenance is permitted by outside contractors without our prior written consent. We want to pass every fire inspection, and we have them regularly, with no questions asked.

5. Hangar Modifications

We do not permit modifications to our T-hangars. Exceptions are made only with specific written consent signed by a member of management.

6. After Hours Fueling

Fueling aircraft before or after normal business hours causes us problems. Please plan ahead. Usually such a request can be accommodated, however, we will add a charge of \$50.00 to the cost of the fuel.

7. Clearing Snow from Hangar Aprons

If you wish to remove your aircraft from your T-hangar following a snowfall, please call us at least 24 hours in advance so we may schedule your hangar apron for shoveling.

8. Wash Rack

We want our customers to have a facility they can be proud of when bringing family, friends and other passengers to the Airport. To keep up the flight line outside Sporty's, we ask you to move your aircraft to the old terminal wash rack or other available tie-down nearby whenever you want to wash or wax your airplane, remove the cowl, etc. Please check with the office if you plan to use such a space for more than an hour or two.

**SECTION V. – ECA’s CONCIERGE SERVICES
For Hangar Customers**

ECA offers concierge services for airplanes, designed to give hangar customers more time in the air and less time with pre-flight preparation, cleaning or other tasks you may find annoying or time consuming. Call 513/735-9500 or email to services@FlyECA.com and ECA will make sure your airplane is ready on schedule. Concierge Services are available during normal business hours and include:

In/Out (Valet) Service (\$15)
Pre-flight/Post-flight Service (\$35/service)
Aircraft Exterior Cleaning (\$320 for a typical 4-place aircraft)
Interior Cleaning (\$35/hour)
Engine Heating (\$20/engine)
Engine Pre-Heater Activation (No Charge)
Database Updates (\$35)

1. In/Out (Valet) Service (\$15)

Let us know when you expect to leave or return to the airport. Line personnel will tow your aircraft out of your hangar and leave the hangar door open so you can drive in, close the door and depart. On return leave your aircraft outside your hangar, and we will push it in for you.

2. Pre-flight/Post-flight Service (\$35/service)

Don't want to delay a flight or make passengers wait while the aircraft is fueled or you add oil? ECA maintenance personnel will prepare your aircraft for flight by checking fuel/oil levels and bringing them up to the capacity you desire. Fuel sumps will be drained and checked for contamination. The windshield will be cleaned using Plexus[®] window cleaner and Dupont Sontara[®] Wipes. Tires will be checked for proper inflation. Post-flight services include windshield cleaning, removing bugs from leading edges, checking the oil and bringing it up to the level you prescribe.

3. Aircraft Exterior Cleaning (\$320 for a typical 4-place aircraft)

Dry washing is an approved method of maintaining aircraft. We use Aero Glaze[®], a unique formulation that cleans and polishes, leaving a surface that beads water and resists dirt. It removes exhaust soot, carbon, oxidized paint, fuel stains, etc.

4. Interior Cleaning (\$35/hour)

Ranges from vacuuming and dusting to complete detailing including the seats, sidewalls and windows.

5. Engine Heating (\$20/engine)

Most engine manufacturers recommend an external pre-heat whenever the temperature is below 20° F (-6°C). Call for our engine heating service if you do not have a pre-heater, or you need to depart before it has warmed your engine adequately. Line personnel will bring a commercial propane-powered heater to your aircraft. Under usual circumstances an engine will be sufficiently heated in 15 minutes for normal starting and oil circulation.

6. Engine Pre-Heater Activation (No Charge)

If you have a pre-heater on your airplane, just let us know when you want it turned on. To ensure proper activation, please plug your engine heater into an appropriately marked extension cord or power strip prior to this request.

7. Database Updates (\$35)

Depending on the equipment, hundreds of dollars can be saved each year by updating your GPS, electronic charts, terrain database, etc. online rather than exchanging data cards with your provider. However, coming to the airport, removing the cards, returning to your home or office, downloading, and then returning to the airport leaves many opportunities to forget. Give us the access codes required and we will update these cards in a timely manner so you will always be flying with a current and legal database.

SECTION VI. – AIRPORT ACTIVITIES

For Everyone

1. Saturday Fly-Ins

Every Saturday we have customer appreciation Fly-Ins (you don't have to fly-in!) with grilled hot dogs, and bratwurst for lunch. Weather permitting, it's held just outside the Sporty's Atrium; inclement weather moves it upstairs in the Sporty's building. You are invited.

2. Aviation Exploring

Sporty's sponsors an Aviation Exploring Post (a branch of the Boy Scouts) which is open to all young women and men ages 14 to 20. The post usually meets two evenings and one Saturday each month during the school year. If you know of anyone who might be interested in joining the Post, please call 513/735-9100, ext. 338 for additional information. If you know of anyone who might be an interesting speaker at one of the Post's meetings we would also like to hear from you.

3. Boy Scout Troop

Boy Scout Troop 72 meets every Sunday afternoon at 5:00 p.m. at the Conference Center (old terminal). You may call Clinton Fuston at 513/752-3466 for information.

4. EAA Young Eagles

Once or twice a year the Experimental Aircraft Association's Aviation Foundation welcomes young people to the world of aviation at I69. Young Eagles are between ages 8 and 17 and are interested in hearing answers to their questions about aviation - and taking a demonstration flight. Registration forms for the next Young Eagles flight date are available by visiting EAA174.org.

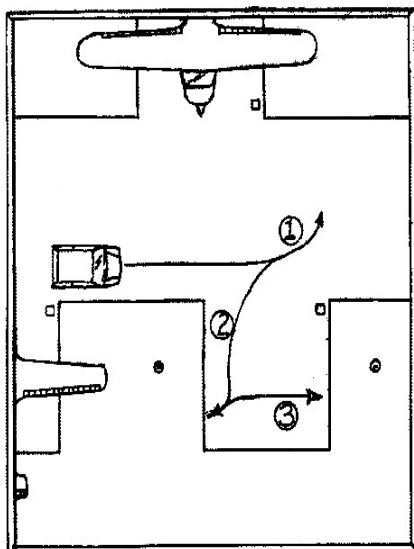
5. Civil Air Patrol

The U. S. Air Force Auxiliary Civil Air Patrol is a well kept secret. Squadron 109 meets each Monday evening from 7 to 9 p. m. at the Conference Center (old terminal). Youth (14-18) interested in military aviation careers are welcome to enter the CAP program. Also open to adults who are interested in flying and teaching youth about aviation, the Program is a real community service. Cadets are exposed to military bases and Air Force missions. Anyone interested may contact the Squadron Commander at 513/752-2259, or stop by a meeting.

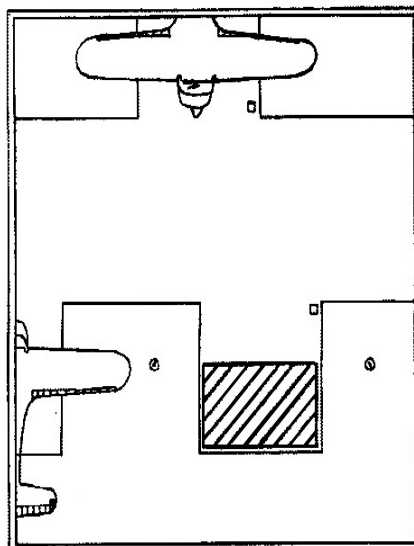
6. Experimental Aircraft Association

Chapter 174 of the EAA usually meets the third Sunday of each month at 2:00 p. m. at the Conference Center. The Chapter has over 100 members and is open to flyers, airplane builders/restorers, and anyone with an interest in aviation. The Chapter maintains a library of books, video tapes and magazines for members to use. Visitors are welcome. For more information visit EAA174.org.

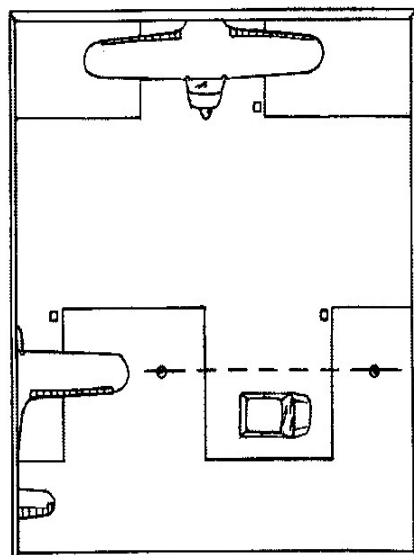
PARKING IN A TIE-DOWN



Picture 1



Picture 2



Picture 3

Picture 1

Follow the proper parking procedures.

Picture 2

Parking area = behind the tie downs in the back of the slot. Here, the car is not an obstruction or hazard for planes coming down the ramp.

Picture 3

A perfectly parked car!

BLANKET AIRCRAFT RENTAL AGREEMENT

This Blanket Aircraft Rental Agreement ("Agreement") is entered into by the individual whose printed name is:

_____ ("Pilot"), and whose address appears on the Pilot Information Form included herein, with Eastern Cincinnati Aviation, Inc. ("ECA"), an Ohio corporation, Clermont County Airport, 2001 Sporty's Drive, Batavia, Ohio 45103-9747. Each of ECA and Pilot are parties to this Agreement.

RECITALS:

- A. ECA operates an aviation fixed base operation at Clermont County Airport near Batavia, Ohio and in conjunction therewith rents aircraft to pilots certificated by the Federal Aviation Administration ("FAA"). A rental includes rentals to student pilots in solo flight. (Any aircraft rented to Pilot by ECA is hereinafter called the "Aircraft").
- B. Pilot intends to rent Aircraft from ECA from time to time.
- C. Pilot is therefore willing and wishes to enter into this Agreement setting forth the terms and conditions which shall govern all Aircraft rental transactions which may take place between ECA and Pilot.

TERMS AND CONDITIONS:

Therefore Pilot, intending to be legally bound, hereby promises and agrees with regard to rental of any Aircraft as follows:

- 1. Inspection. Pilot agrees that he will inspect the Aircraft prior to its use. If the Aircraft is not in good overall condition or has apparent defects, Pilot will immediately notify ECA and will not operate the Aircraft or continue the rental transaction. Pilot further acknowledges and agrees that any Aircraft will be returned, together with all documents and accessories, in the same condition as when rented and at or before the ending time of the scheduled rental.
- 2. Charges. Pilot shall pay ECA for rental at the hourly rates for the Aircraft as posted by ECA from time to time:
 - (1) for the elapsed time on the Aircraft "Hobbs" meter measuring time of operation, however, rental time shall be at least one-half of the scheduled time up to a minimum rental of two hours for each week day, and four hours for each Saturday, Sunday or holiday;
 - (2) all expenses incurred in conjunction with returning the Aircraft if for any reason left by Pilot at a location other than Clermont County Airport; and
 - (3) upon demand, the amount of all loss or damage occurring while the Aircraft is rented to Pilot.
- 3. Operations. Pilot shall strictly follow these operating rules and procedures, that is, Pilot shall:
 - (1) not allow any other person to operate the Aircraft;
 - (2) comply with all FAA regulations and other applicable laws;
 - (3) not carry persons or property for hire;
 - (4) fly only when the reported weather is VFR, and in conditions as approved by ECA (instrument rated pilots approved by ECA for flight in instrument conditions may operate IFR);
 - (5) be on an FAA flight plan on flights to destinations more than 50 NM from Clermont County Airport;
 - (6) land only at established, public airports, with hard surface of at least 3,000 feet;
 - (7) not perform any aerobatics, buzzing or other unsafe operations;
 - (8) not land the Aircraft in a crosswind greater than the Aircraft's maximum demonstrated crosswind component;
 - (9) not give flight instruction;
 - (10) not operate the Aircraft in formation flight;
 - (11) notify ECA by the most expeditious means if the Aircraft will not be returned on schedule;
 - (12) abide by ECA's Customer and Airport User Handbook, a copy of which has been read by Pilot;
 - (13) advise ECA of proposed cross-country flights and airports to be utilized.

Exceptions to these operating rules and procedures will be made only with the **written** approval of an Officer of ECA.

4. Security. Pilot shall carefully look after the Aircraft and its accessories. When parked the Aircraft shall be properly secured with tie downs, or in a hangar, and locked with Pilot retaining possession of the keys to the Aircraft at all times during the rental.

5. Indemnity and Insurance. Pilot agrees to indemnify and hold harmless ECA against all loss or damage occurring to ECA or third parties as a result of operation of the Aircraft by Pilot. ECA provides limited coverage liability insurance (up to \$100,000) and **no** aircraft physical damage (hull) insurance for the benefit of Pilot. Pilot has received, and hereby acknowledges receipt of the "Notice Regarding Insurance Coverage" included herein.

6. Term.

(1) The term of any rental transaction shall commence as of the time scheduled by Pilot for the rental and shall continue until such time as the Aircraft is returned to, and secured at, Clermont County Airport.

(2) This Agreement shall be effective as of the date set forth in the last paragraph hereof and shall continue in effect for a term of one (1) year. Thereafter it shall automatically be renewed from year to year for renewal terms of one (1) year each unless and until terminated by one party giving the other thirty (30) days prior notice of termination.

7. Arbitration. As the exclusive means of resolving through adversarial dispute resolution any disputes arising out of this Agreement, Pilot or ECA may demand that any such dispute be resolved by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and each consents to any disputes being so resolved. Judgment on the award rendered in any such arbitration may be entered in any court having jurisdiction. The prevailing party may be awarded costs including reasonable attorney fees, and all other costs of the arbitration proceeding. In situations where a party asserts any claim, position or defense, which is not substantially justified by the law or facts, the arbitrator shall award to the opposing party that party's reasonable attorney fees incurred as a result of that party's defending any such claim, position or defense.

8. Notices. All notices from one party to the other shall be in writing and may be effectively given by postage prepaid U.S. mail to the other party's last known address.

9. Integration. This Agreement sets forth the entire understanding of the parties regarding the subject matter. Any modification, change or amendment shall be in writing signed by an officer of ECA.

NOTICE REGARDING INSURANCE COVERAGE:

(Required by Ohio Revised Code Section 4561.25)

All Fixed Base Operators and others renting aircraft in Ohio are required by law to give a notice to pilots renting aircraft of the insurance coverage provided. As a renter of aircraft from Eastern Cincinnati Aviation, Inc. ("ECA"), you are hereby notified that:

- (1) ECA carries insurance which covers aircraft renters meeting ECA's experience requirements for a maximum of \$100,000 in third-party bodily injury and property damage liability claims.**
- (2) Hull insurance in favor of aircraft renters is NOT maintained.**

PILOT INFORMATION

(Part of Eastern Cincinnati Aviation, Inc. Blanket Aircraft Rental Agreement)

Name _____ Address _____

City _____ State _____ Zip _____

Home phone _____ Business phone _____

Occupation _____ Employer _____

Citizen U. S. Other _____ Email _____

Medical certificate class _____ Date of issue _____

Pilot certificate # _____ Date of issue _____

Flight Review expiration date _____ Total time _____ PIC _____

Renter's (or Non-Owner) insurance coverage: Yes No

Agent: _____ Company: _____

Check all applicable : STU REC PRI COM Instrument
 CFI SEL MEL ATP GLI

Other pertinent information: _____

Two personal references:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

IN WITNESS WHEREOF, this four page Agreement, which includes the Recitals, the Terms and Conditions, the Notice Regarding Insurance Coverage, and the Pilot Information Form, is signed by Pilot, intending to be legally bound, in Clermont County, Ohio as of the ____ day of _____, 20 _____. Upon Pilot signing this Agreement ECA will investigate the creditworthiness and reputation of Pilot and, if approved, will thereafter acknowledge Pilot's signature by signing below. Flight Instructor rental authorizations below the signature lines are solely for ECA's administrative convenience. By signing this Agreement Pilot also acknowledges receiving the foregoing Notice regarding Insurance Coverage on Page 2 and represents that the information provided in the Pilot Information form on Page 3 is accurate and complete.

Pilot's Signature*

Received and acknowledged by:

EASTERN CINCINNATI AVIATION,
INC.

*If Pilot is less than 18 years of age this Agreement needs to be signed below by a parent or legal guardian agreeing and acknowledging, on the Pilot's behalf and on his or her behalf, this document in its entirety. Pilot's date of birth: _____

By: _____
Authorized Signer

Signature of Parent or Legal Guardian

RENTAL AUTHORIZATIONS:

<u>AIRCRAFT</u>	<u>FLIGHT INSTRUCTOR'S SIGNATURE</u>	<u>DATE</u>	<u>CONDITIONS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____