

EASTERN CININNATI AVIATION

Customer and Airport User Handbook

**513/735-9500
FAX 513/735-9200**

EASTERN CINCINNATI AVIATION

Customer and Airport User Handbook

Table of Contents

SECTION I. – INTRODUCTION

Our Philosophy	– 1 –
----------------------	-------

SECTION II. – OPERATING PROCEDURES

For All Customers	– 3 –
1. Hours of Operation	– 3 –
2. Flight Line.....	– 3 –
3. Runway Usage	– 3 –
4. Low Passes/Fly-bys	– 4 –
5. Runway Lights	– 4 –
6. Payment	– 4 –
7. Fuel Testing	– 4 –
8. Portable Fuel Containers.....	– 5 –
9. Additional Services.....	– 5 –
10. Automobiles.....	– 6 –
11. Ultralights Based at I69.....	– 7 –
12. Book Flight Instruction through ECA.....	– 7 –
13. Gratuities.....	– 7 –
14. UNICOM	– 7 –

SECTION III. – USE OF ECA AIRCRAFT

For Students and Renters	– 8 –
1. Renters	– 8 –
2. Sporty’s Flying Club.....	– 8 –
3. All Renters Must Be Current	– 9 –
4. Minimum Rental and After Hours Charge.....	– 9 –
5. Scheduling Aircraft.....	– 9 –
6. Dispatching Aircraft.....	– 10 –
7. Touch and Go Landings.....	– 10 –

8. Pilot Seat	10 –
9. Pre-flight – Batteries	11 –
10. Cross-Country Flights	11 –
11. Search and Rescue	11 –
12. Returning Aircraft	12 –
13. Outside Fuel Purchases	12 –
14. When to Add Oil	12 –
15. Wind and Weather Minima; PQ Cards	13 –
16. Winter Operations	14 –
17. Cold Weather Information	15 –
18. Snow Covered and Icy Runway Operations	15 –

SECTION IV. – AIRCRAFT OWNERS

For Tie-down and Hangar Customers	18 –
1. Agreements	18 –
2. Security	18 –
3. Hangar Doors	18 –
4. Hangar Use	19 –
5. Hangar Modifications	19 –
6. After Hours Fueling	19 –
7. Clearing Snow from Hangar Aprons.....	19 –
8. Wash Rack	20 –

SECTION V. – ECA’s CONCIERGE SERVICES

For Hangar Customers.....	21 –
1. In/Out (Valet) Service	21 –
2. Pre-flight/Post-flight Service	21 –
3. Aircraft Exterior Cleaning	22 –
4. Interior Cleaning	22 –
5. Engine Heating.....	22 –
6. Engine Pre-Heater Activation	22 –
7. Database Updates.....	23 –

SECTION VI. – AIRPORT ACTIVITIES

For Everyone..... – 24 –

- 1. Saturday Fly-Ins..... – 24 –
- 2. Learning Opportunities – 24 –
- 3. Aviation Exploring..... – 24 –
- 4. EAA Young Eagles..... – 24 –
- 5. Civil Air Patrol..... – 25 –
- 6. Experimental Aircraft Association..... – 25 –

SECTION I. – INTRODUCTION

Our Philosophy

This *Customer and Airport User Handbook* is intended to inform customers of the policies and procedures in place at Clermont County Airport (I69). Much of the information is for flight training customers and renters; however, there is also information for aircraft owners with based aircraft and other airport users. It would be helpful to review all of the information contained in the Handbook. As an example, aircraft owners may find helpful information on cold weather operating tips in the section for students and renters.

Sporty's Eastern Cincinnati Aviation (ECA) has been appointed Airport Manager of I69 by the Clermont County Commissioners. We are committed to creating a general aviation friendly environment and advancing the airport on behalf of the County's citizens. **Safety** is paramount to that commitment. Maintaining and finding ways to improve the Airport's facilities is also important. As Airport Manager we are responsible for all airport grounds. This includes mowing, snow removal and maintaining the overall appearance of the Airport. We depend on profitability in order to meet our commitment and thank you for your patronage.

We truly care about aviation, its future, and the future of I69. We believe it's this passion that sets us apart from other FBOs. Our aircraft fleet is used extensively by the University of Cincinnati Clermont College Aviation Technology Program. We maintain these aircraft to a very high standard and treat them with the utmost care. We wish to rent aircraft to those pilots we believe will operate the aircraft with this same level of care as if it were their own.

Our philosophy is also 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 or repair on the Airport except by the businesses at I69. Minor preventive maintenance by owners is permitted.

In addition to this Handbook, our staff has been issued an *Internal Policy*

Manual. The *Internal Policy Manual* is also available for your review at the FBO desk.

For our flight training customers, a *Sporty's Academy/Eastern Cincinnati Aviation Student Handbook* is available at Sporty'sAcademy.com in the Members area. For access, please ask a flight instructor for log-in credentials. All flight training customers should be familiar with this publication as it contains General Policies, Operational Procedures and Safety Practices to guide you through your training.

If you have any questions, comments or concerns, please contact me. Thank you for choosing Sporty's.

Sincerely,

Charles E. Gallagher, P.E.
President
cgallagher@sportys.com

SECTION II. – OPERATING PROCEDURES For All Customers

1. Hours of Operation

Sporty's ECA normal operating hours are:

Monday – Thursday	8:00 a.m. – Earlier of 6 p.m. or Sunset*
Friday	8:00 a.m. – 6 p.m.
Saturday	8:00 a.m. – 6 p.m.
Sunday	10:00 a.m. – 6 p.m.

*During daylight saving time, Monday – Thursday's hours are 8:00 a.m. to earlier of 8:00 p.m. or Sunset

We are 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 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

Low passes or fly-bys can be dangerous as they interfere with normal airport operations and set bad examples. These types of maneuvers are not permitted at Clermont County Airport.

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. Payment with a credit card is encouraged. 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. While we do not encourage large sums of money to be deposited, we will maintain funds on accounts for future services at ECA
- C. Late Flyers. Renters flying outside of normal hours are required to maintain a credit card on file with ECA.

7. Fuel Testing

Fuel samples should be deposited 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.

8. Portable Fuel Containers

ECA is only permitted to pump fuel directly into aircraft. We cannot sell fuel for portable containers.

9. Additional Services

- A. Battery Cart. A battery cart is available for aircraft with external power plugs. The charge is \$25.00.
- B. Engine Heating. Engine heating is available for \$1.00 per minute with a \$20.00 minimum.
- C. De-Icing. The minimum overnight fee for hangaring in a heated hangar to deice an aircraft is \$50.00. If the hangar door needs to be opened at a time when ECA aircraft are not being moved in or out, 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 V,
Concierge Services

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

NOTE: See Section V of this Handbook for a full description of aircraft concierge services.

10. Automobiles

Please do not park vehicles in the grass and please do not drive through grassy areas. There is a minimum charge of \$25.00 for parking or driving through grass. Ruts and other damage will be repaired and charged on a time and material basis. Please do not block hangars or taxiways. The minimum 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 as kick-stands may damage the surface.

Vehicles 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 \$50.00 fee will be charged for crossing 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.

11. Ultralights Based at I69

Anyone planning to base or fly an ultralight aircraft at Clermont County Airport (I69) must ensure the pilot has 2-way VHF radio communications and be knowledgeable in pilot-controlled airport communications.

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 Sporty's ECA – unless otherwise authorized.

13. Gratuities

Sporty's ECA personnel are NOT permitted to accept gratuities of any kind. Please do not offer them as it puts the employee in an awkward position.

14. UNICOM

ECA 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 is available. 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 VFR, 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. We will also want to see a log book, medical information and pilot certificates and proof of U. S. citizenship. A copy of this Handbook will be provided. It is also available at SportysAcademy.com.
- 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 required to purchase non-owners (renters') insurance including physical damage. Brochures with information are available at the FBO desk and also at SportysAcademy.com/insurance.
- C. Before any rental, the new renter and ECA management must sign the 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 to process the Agreement. We want to know who our customers are; we want them to know us, our philosophy, and how we do business.

2. Sporty's Flying Club

Sporty's Flying Club is the perfect opportunity to get more enjoyment and utility from your pilot certificate, delivering a host of exclusive benefits for pilots flying select rental aircraft at Sporty's Eastern Cincinnati Aviation. Whether you're an afternoon recreational flyer or require safe, reliable transportation for business or vacation, membership

in Sporty's Flying Club provides valuable benefits to create a fun, hassle-free aviation experience.

Visit SportysAcademy.com/FlyingClub for more information.

3. 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 the applicable ECA aircraft model (C172 or C182) for 60 days must have a check out from an ECA Flight Instructor.

4. Minimum Rental and After Hours Charge

A minimum charge of 50% of the time of the aircraft rental scheduled applies. For example, if a pilot schedules an aircraft for four hours, the minimum billing will be two hours. 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 due to weather delays or cancellations; 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.

Non-instructional flights dispatched outside of normal hours of operation must make prior arrangements and may be subject to a management fee.

5. Scheduling Aircraft

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

Renters and students are able to access the Schedule at SportysAdademy.com. When scheduling we will:

- A. check for pilot currency; and
- B. record the route of flight and destination airport identifier on cross-country flights.

To ensure equitable availability management approval may be required to schedule certain night, early morning and overnight rentals.

6. 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 unless prior authorization has been obtained.

All non-instructional flights are required to provide route of flight and destination airport on the online schedule.

7. Touch and Go Landings

Touch and go landings are prohibited except for dual instructional flights in fixed gear aircraft.

8. Pilot Seat

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

9. 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.

Fees may be assessed for improper aircraft shutdown or securing.

10. Cross-Country Flights

We want to know where you are (and how our airplane is). Therefore all pilots are required to provide route of flight and destination airport information on the online schedule. Flights outside the lower 48 states of the U. S. require written authorization. We also require our cross-country renters to call in (513/735-9500) or email (Fly@SportysAcademy.com) 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.

11. Search and Rescue

ECA should be notified if an aircraft will not be back at its scheduled return time. Our policy is to call FAA Flight Service and initiate a search for any aircraft over an hour late. By calling:

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

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

12. Returning Aircraft

It is the pilot's responsibility to see that the aircraft is properly secured 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. For after hours flights, please place the keys and Hobbs book in the drop box outside of Sporty's. Any problems noted during flight should be written up on the "squawk sheet" and a Line Technician notified.

13. Outside Fuel Purchases

ECA aircraft rental prices are predicated on providing fuel at \$1.00 less than ECA's posted price. Necessary outside fuel purchases will be reimbursed at this price. ECA does not reimburse customers for tie-down, de-icing, engine warming, hangar, battery cart, or other such services at other airports, nor does it reimburse for fuel purchases made to avoid ramp or facility fees.

14. 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:

12 quarts
9 quarts
8 quarts
7 quarts

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

8.5 quarts
6.5 quarts
6 quarts
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.

15. Wind and Weather Minima; PQ Cards

ECA uses Pilot Qualification (PQ) Cards to provide individual limitations for wind velocity, crosswind component and visibility when 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, 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)

If PQ data is not available, an ECA instructor can determine PQ conditions from AWOS data.

Beyond the PQ system, low clouds and ceilings, icing conditions, thunderstorms in the area, and other circumstances may also prohibit aircraft dispatch.

VFR - Aircraft dispatching under VFR require a minimum ceiling of 2,500' and at least 5 miles of visibility (reported and forecast) for the intended route of flight. A minimum ceiling of 1,500' and at least 3 miles visibility is required for traffic pattern operations.

IFR - Aircraft dispatching under IFR require a ceiling and visibility that are above the minimums specified for the approach procedure in use at the departure airport. IFR flights also require a forecast ceiling and visibility above the minimums specified for the approach procedure in use at the point of intended landing at the ETA. Other weather factors such as icing conditions and thunderstorms along the route of flight may also be a consideration.”

16. 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:

Above 32° F (0° C)	Normal operations
At or below 32° F (0° C)	Carry cold weather gear; gloves, hats, boots, cell phone and very warm coats.
5° F to 20° F (-15° C to -7° C)	No abrupt power changes (no MCA, stalls or touch and go's; full stop taxi-backs are acceptable); clothing as above.

Below 5° F
(-15° C)

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 8:00 a.m. or after 5:00 p.m. without prior approval. (No flights before 10:00 a.m. on Sunday.) Any flights outside of these hours involving a hangared aircraft may be subject to a management fee.

17. 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. Starter cycle duty limits published in the Pilot Operating Handbook apply to all ECA aircraft.

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.

18. 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. Contact the FBO for hangar or tie-down space. A hangar or tie-down agreement will need to be executed prior to occupancy. The agreements will require you to comply with Airport policies, including 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. Sporty's ECA and the Clermont County Airport community participate in the AOPA Airport Watch Program.
<http://www.aopa.org/airportwatch/>

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

T-hangars are for storage of aircraft only. 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 T-hangars. Exceptions are made only with specific written consent signed by a member of management.

6. After Hours Fueling

If after hours fueling can be accommodated, a charge of \$50.00 will be added 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.

We are happy to provide you with continuous updates on the Airport status if we have an email address on file. Please send your address to info@FlyECA.com.

8. Wash Rack

A designated aircraft wash area with water has been established in the north tie-down area. Please utilize this area only for aircraft washing. Please check with the FBO if you plan to use such a space for more than one hour.

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 (\$15.00)

Pre-flight/Post-flight Service (\$35.00/service)

Aircraft Exterior Cleaning (\$320.00 for a typical 4-place aircraft)

Interior Cleaning (\$35.00/hour)

Engine Heating (\$20.00/engine)

Engine Pre-Heater Activation (No Charge)

Database Updates (\$35.00)

1. In/Out (Valet) Service (\$15.00)

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 (\$35.00/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 (\$320.00 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 (\$35.00/hour)

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

5. Engine Heating (\$20.00/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 (\$35.00)

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. Learning Opportunities

Sporty's regularly hosts aviation educational seminars in person and online as a free service. The live presentations are informative and interactive and even allow for audience participation. The events also provide an opportunity to interact with fellow aviators. Visit SportysAcademy.com for upcoming events.

3. 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.

4. EAA Young Eagles

Throughout the year, the Experimental Aircraft Association Chapter 174 and Sporty's welcome young people to the world of aviation at I69 through a Young Eagles Flight. The Young Eagles experience provides interested youth between ages 8 and 17 a free first flight. Registration forms for the next Young Eagles flight date are available by visiting youngeaglesday.org.

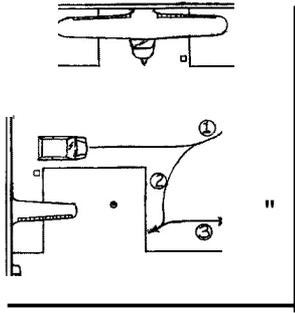
5. Civil Air Patrol

The U. S. Air Force Auxiliary Civil Air Patrol, Squadron 279, meets Tuesday evenings in the Sporty's Hawk building. 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 513/967-5650, or visit facebook.com/ClermontCAP.

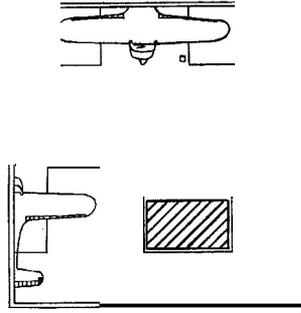
6. Experimental Aircraft Association

Chapter 174 of the EAA meets in Sporty's Hawk building at the Clermont County Airport. 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, videos and magazines for members to use. Visitors are welcome. For more information search EAA Chapter 174.

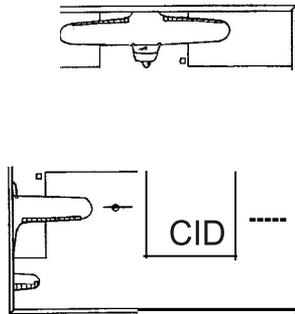
PARKING IN A TIE-DOWN



Picture 1



Picture 2



Picture 3

Picture 1

Follow the proper parking procedures

Picture 2

Parking the car 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;

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 PR! COM Instrument
 DCFI DSEL MEL DATP DGLI

Other pertinent information: _____

Two personal references:
Name: _____ Name: _____
Address: _____ Address: _____

Telephone: _____ Telephone: _____

