



**WEST HOUSTON AIRPORT**

---

**STUDENT / RENTER  
MANUAL  
FOR USE OF AIRCRAFT**

**DISPATCH BY  
AIRPORT PERSONNEL REQUIRED**

**Instructions:**

**Sign and date, initial all pages where shown, complete all blanks or if not applicable, place N/A in the blank. Copy of all documents required to solo.**

\_\_\_\_\_  
Initials

**THIS MANUAL SETS FORTH THE RULES,  
REGULATIONS, AND REQUIREMENTS FOR STUDENT  
AND RENTER PILOTS DOING BUSINESS WITH THE  
WEST HOUSTON AIRPORT CORPORATION.**

**BY SIGNING BELOW YOU ACKNOWLEDGE RECEIPT  
OF THIS MANUAL AND AGREE TO COMPLY WITH  
THE RULES, REGULATIONS, AND REQUIREMENTS  
SET FORTH HEREIN.**

**I have read, understand and agree to comply with all of the rules, regulations, policies and requirements set forth in this manual and as prescribed by the Airport in any document, as well as all Federal Aviation Regulations, and I have the required credentials to conduct flights for which I may rent an aircraft from West Houston Airport, and those credentials are true and correct.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

**Date:** \_\_\_\_\_

P. O. Box 941789, Houston, Texas 77094-8789  
281-492-2130

RENTER POLICY MANUAL:	INDEX	PAGE
GREETINGS		4
RENTER'S AGREEMENT		5
CUSTOMER AGREEMENT AND AGREEMENT FOR CREDIT CARD DEBIT		7
RENTAL PILOT NON-OWNED INSURANCE REQUIREMENTS		8
WAIVER AND RELEASE OF LIABILITY AGREEMENT		9
AIRCRAFT RENTAL AGREEMENT CESSNA 182RG		11
CHECKOUT/RENTAL REQUIREMENTS FOR SOLO FLIGHT IN HIGH PERFORMANCE/COMPLEX AIRCRAFT		14

---

Customer Initials

---

WHA Official



# WEST HOUSTON AIRPORT

## GREETINGS NEW STUDENT

**WE WELCOME YOU TO AVIATION**, whether you plan to pursue flying for fun, to use it as an aid in your occupation, profession or business or to make it your profession. Regardless of your reasons for learning to fly, we are confident that you will reap a huge harvest of satisfaction.

Any person who operates an airplane in solo flight must be able to read, write, speak and understand English, be at least 16 years of age, possess at least a Federal Aviation Administration (FAA) 3rd Class Medical Certificate, a Student Pilot Certificate and a Government Issued Photo I.D. The Transportation Security Administration has requirements for flight training. To carry a passenger you must possess at least a Recreational Pilot, Sport Pilot or Private Pilot (or higher) Certificate.

Preparing for a **PRIVATE PILOT CERTIFICATE** will include the following minimums prescribed by the FAA: Before your first solo flight, you will receive flight instructions in such operations as Preflight Inspection of the aircraft and its equipment, Engine Starting, Taxiing, Engine Run-Up, Takeoffs, Climbs, Straight Flight, Turns, Reading and Flying By Instruments, Slow Flight at very low airspeeds, Stalls in simulated takeoff and departure conditions, Stalls in simulated landing approaches, Ground Reference, and Wind Drift Correction maneuvers, Glides, Emergency Landing procedures, Normal and Crosswind Landings, Use of Wing Flaps and many other operations. When you have passed a written exam of Federal Aviation Regulations and Operating Information about the airplane type that you are flying, and have developed a safe level of flying skills, your Flight Instructor will vet you in ICRA to receive a student pilot certificate and your Pilot Logbook, authorizing you to proudly make the **FIRST SOLO FLIGHT** of your life. This may well be the most satisfying event in your life.

After your **FIRST SOLO FLIGHT** you will usually make two (2) more **SUPERVISED SOLO FLIGHTS** with the Instructor making the first part of the flight with you before releasing you to complete the flight solo. You will have more Dual Instruction in Short Field Takeoffs and Landings, Soft Field Takeoffs and Landings, Night Flying instruction in Takeoffs, Landings and Go-Arounds, Cross Country Navigation at Night, Control and Maneuvering Solely by Reference to Instruments, the use of Radio Aids and Radar Directives, proper Communication Techniques, and adjusting to problems peculiar to night flying. There will be at least three (3) hours Dual Cross Country Flight over planned courses. When your Cross Country skills are safe, your Instructor may endorse your Pilot Log to this effect. Each Solo Flight outside the local practice area requires an endorsement in your Pilot Log by your Flight Instructor. There will be at least five (5) hours of Solo Cross Country, including one trip of more than 150 nautical miles with landings at 3 points, one of which is more than 50 nautical miles from the point of origin of the trip. Each Solo Cross Country Flight must include a landing more than 50 nautical miles from the point of origin of the trip. You will make at least three (3) Solo Landings at airports with an operating Control Tower.

The Dual and Solo Cross Country Flights will both include navigation by reference to visible landmarks (pilotage), Dead Reckoning Computations and use of radios for navigation and communications.

Within the last 60 days prior to the FAA Flight Test at least three (3) hours of Dual Flight Instruction will be devoted to improving your skills in preparation for the FAA Flight Test for **PRIVATE PILOT CERTIFICATION**.

A twelve (12) Class series of Ground School Classes is available (not mandatory) and strongly recommended, and would best be taken along with the flying. It should be completed and the FAA Knowledge Test taken just after your first Solo Cross Country Flight. The minimum score is 70%. When you have met the FAA required hours of experience in the different categories and your Flight Instructor gives his blessing by endorsing your Pilot Log and your Application for Flight Test, you can take the FAA Practical Test with an FAA Inspector or an FAA Pilot Examiner that may issue your Temporary Pilot Certificate (if you passed). Your permanent Pilot Certificate will follow in the mail in about 90 to 120 days.

We wish you CAVU,

West Houston Airport

Customer Initials

WHA Official

4

## **RENTER'S AGREEMENT**

Renter shall abide by all regulations, listed under CFR Title 14, Parts 61 and 91 of the Federal Aviation Regulations, applicable to the pilot certificate held and to the conduct and conditions of the flight.

Renter shall abide by all Official Rules & Regulation for Operations at West Houston Airport.

Renter shall not use the aircraft for any operations considered illegal by any city, county, state, or federal statutes, laws, or regulations.

Renter shall not use the aircraft for any commercial operations and shall not conduct any flight training in the aircraft.

Renter shall provide copies of driver's license, pilot's certificates, medical certificate, and/or other identification as requested by West Houston Airport.

Renter shall complete a Credit Card Authorization form and authorize use of a credit card at all times.

Renter shall obtain weather information and file an FAA Flight Plan, with a Flight Service Station, prior to beginning any cross-country operations (cross-country: flying to an airport more than 50 NM from West Houston Airport).

Renter shall preflight the aircraft prior to flight and verify that it is in an airworthy condition.

Renter shall not use, or allow to be used, any tobacco products or vaping while near or inside the aircraft.

Renter shall not fly the aircraft outside the continental United States of America.

Renter shall perform takeoff and landing operations on established, paved, public use airports only.

Renter shall adhere to all performance limitations listed in the manufacturer's Airplane Flight Manual and/or Pilot's Operating Handbook for the aircraft flown.

Renter shall not perform any flight maneuvers which exceed 30° of pitch and/or 60° of bank.

Renter shall be familiar with the Houston Class B airspace and shall comply with all regulations and restrictions related to that airspace.

Renter shall ensure the aircraft is securely tied down and all doors including baggage door are closed and locked after every flight. All windows and vents shall be closed and the control lock engaged.

Renter shall not authorize any maintenance inspections and/or repairs on the aircraft without direct authorization from a West Houston Airport official. Renter shall be responsible for all costs incurred for any maintenance inspections and/or repairs if not authorized by a West Houston Airport official.

Renter is responsible for all landing, parking, tie-down, call-out, and after-hours expenses incurred by operations at airports other than the West Houston Airport.

Renter shall notify West Houston Airport as soon as possible if the aircraft cannot be returned to West Houston Airport by the scheduled arrival time.

\_\_\_\_\_  
Customer Initials

\_\_\_\_\_  
WHA Official

5

Renter shall provide payment for flight time and any other expenses at the end of every flight. Flight time is predicated by the actual time using an hour meter (i.e. Hobbs) meter. If the aircraft was scheduled for a full day (8 hours or more) or overnight stay, a minimum of three (3) hours rental per day shall be charged. A deposit is required for overnight rentals.

Renter is responsible for any and all expenses incurred, by the Renter, as a result of an aircraft mechanical delay. Possible expenses include, but are not limited to, meals, rental cars, taxicabs, hotel rooms, airline tickets, etc.

Renter is responsible for all costs associated with returning the aircraft to West Houston Airport plus the daily rate of three (3) hours rental if not as a result of a condition beyond pilot's control.

Renter is responsible for any and all repairs and/or replacement expenses for any aircraft damage, which was the result of the direct or indirect decisions and/or actions of the Renter. If the master switch is left on in the aircraft, the Renter will be charged a minimum of \$75.00 for the replacement battery and labor.

Renter is responsible to carry non-owned aircraft hull and liability insurance as further described herein with a company approved by West Houston Airport.

Aircraft are rented "wet" (fuel included). During cross-country flights, it may be necessary to purchase fuel at a location other than West Houston Airport. In order to be reimbursed for fuel purchases, Renters must turn in all fuel receipts to the Customer Service Representative on duty at the completion of the flight. Fuel receipts must include the aircraft registration number. Fuel will be reimbursed at the West Houston Airport current price per gallon.

There is a charge of 50% for "same day" flight cancellations based on the scheduled time except as a result of inclement weather or personal emergencies. Personal emergencies include personal illness, accident, and incapacitation or death in the immediate family. When aircraft are reserved for more one or more days, the cancellation fee is one day's minimum rental of three (3) hours. Customer's credit card will be charged for the cancellation fee. The determination of the cause of the cancellation is at the sole discretion of the Airport.

*Confirmed* reservations and cancellations may be made with West Houston Airport Customer Service Representatives and Flight Instructors *only*, between the hours of 8:00 a.m. and 7:00 p.m. daily. After hours reservations are to be made on the computer only.

The long-standing policy of West Houston Airport is that you must have an instrument rating or be accompanied by a flight instructor to rent aircraft at night, and confirmed reservations must be made during normal flight school business hours for night flights. Non-instrument rated pilots engaged in solo flights at night without the express approval of the Chief Pilot or management will be charged a penalty of \$20 per hour or removed from flight status.

Each aircraft requires a separate checkout with a West Houston Airport Certified Flight Instructor. A Checkout Form must be completed for each aircraft, and the list of checkout requirements must be demonstrated proficiently by the Renter.

I have read, understand and agree to comply with all of the herein listed requirements and those as amended or periodically added without notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**RENTAL PILOT  
NON-OWNED AIRCRAFT INSURANCE REQUIREMENTS  
NOTICE: WEST HOUSTON AIRPORT RESERVES THE RIGHT  
TO APPROVE THE INSURANCE COMPANY**

<b>All Pilots</b>	<b>Hull* Insurance Requirement</b>
<ul style="list-style-type: none"><li><b>All Student and Renter Pilots</b></li></ul>	<b>\$100,000</b>

**The Flight School requires a minimum of \$100,000 Hull coverage with Avemco Insurance Company or other “pre-approved” insurance company. We encourage you to protect yourself by obtaining the maximum insurance available. This coverage provides additional protection against loss damage or other scenarios for which you could be held liable.**

The above-listed Hull Insurance Requirements are the minimum acceptable standard at West Houston Airport and may not provide the full amount of insurance protection you need as a pilot. AVEMCO Insurance provides different levels of cost-effective aircraft renters insurance. West Houston Airport encourages you to review the AVEMCO policy and select the insurance program that provides the best protection for your particular situation.

As the pilot in command you are responsible for *anything* that happens to the aircraft while under your **care, custody and control**. Some damages that you shall be responsible for include but are not limited to bird strikes, hail damage, hangar rash, mis-fuelings, flat tires, broken and missing parts, scratches, dents, prop strikes and all other damages.

\_\_\_\_\_  
Customer Initials

\_\_\_\_\_  
WHA Official

**\*\*\*\*\*READ BEFORE SIGNING\*\*\*\*\***

**WAIVER AND RELEASE OF LIABILITY AGREEMENT**

**WEST HOUSTON AIRPORT CORPORATION**

P.O. Box 941789, Houston, TX 77094-8789  
(18000 Groschke Rd., Houston, TX 77084-5675)  
281-492-2130 phone / 281/492-7028 facsimile

**I. DISCLAIMER**

This Waiver and Release is applicable to all renters, operators, passengers, and users of equipment provided by West Houston Airport Corporation. (For purposes of this Waiver and Release, the term "Rental Company" includes all employees, agents, representatives, servants, assigns, successors, insurers, subsidiaries and affiliates of West Houston Airport Corporation.) The undersigned agrees that he/she is also signing this Release on behalf of undersigned's minor children. Renter agrees that he/she will disclose to Rental Company all potential operators, passengers, and users of said rental equipment. Renter further agrees that in the event that he/she fails to notify Rental Company of all potential operators, passengers, or users of equipment, he/she will be personally liable for any damages to the undisclosed individuals, **even if such damages arise out of the negligence of Rental Company.** **INITIALS: \_\_\_\_\_**

**II. EXPRESS ASSUMPTION OF RISK**

The undersigned hereby agrees that he/she is renting, operating or using the equipment provided by Rental Company at his/her own risk. The undersigned agrees that he/she is voluntarily participating in all activities related to the rental, operation, or use of the rental equipment, and assumes all risk of injury, illness, damage or loss that might result, **even if the risks arise out of the negligence of Rental Company.** **INITIALS: \_\_\_\_\_**

**III. WAIVER/RELEASE OF LIABILITY**

By the execution of this Release, the undersigned agrees that Rental Company shall not be liable for any damages arising from personal injuries and/or property loss sustained by the undersigned or any minor children under the undersigned's care, custody, and control as a result of any and all activities related to the rental, operation, or use of equipment provided by Rental Company, including but not limited to other related injuries, collisions with other aircraft or stationary objects, physical contact/collisions with the rental equipment itself or the wake turbulence created by other aircraft and injuries or damages stemming from mechanical, design or equipment related failures. This Agreement shall inure to the benefit of Rental Company until such time as it is revoked or cancelled by Renter upon a thirty (30) day written notice sent to Rental Company via certified mail return receipt requested. The undersigned assumes full responsibility for any such injuries or damages which may occur, and further agrees that Rental Company shall not be liable for any loss or theft of personal property. The undersigned specifically agrees that **Rental Company shall not be responsible for any such injuries, damages, loss, theft, hail damage, hangar rash, bird strike or blown tires EVEN IN THE EVENT OF NEGLIGENCE BY RENTAL COMPANY;** whether such negligence is present at the signing of the Release or occurs in the future. This Waiver and Release does not apply to gross negligence or intentional torts by Rental Company. **INITIALS: \_\_\_\_\_**

**IV. LIABILITY TO THIRD PARTIES**

The undersigned hereby agrees that he/she will indemnify and hold harmless Rental Company for all personal injuries, property damages, or any other damages to any and all third parties, including but not limited to, operators and passengers of other aircraft and minor children under the undersigned's care, custody, and control as a result of any and all activities related to the rental, operation or use of equipment provided by Rental Company, even if such damages arise out of the negligence of Rental Company. **INITIALS: \_\_\_\_\_**

**V. ACKNOWLEDGMENT OF WAIVER AND RELEASE**

The undersigned states that he/she has had sufficient time to review the Waiver and Release and to ask any questions associated with said Release. The undersigned further states that he/she has carefully read the foregoing Waiver and Release, knows the contents thereof, and has signed this Release as his/her own free act. The undersigned also understands that he/she has an opportunity to bargain for different waiver of liability terms and voluntarily waives his/her right to do so. By executing this document, the undersigned warrants that **he/she is fully aware that he/she is waiving any right he/she may have to bring a legal action to assert a claim against Rental Company for Rental Company's negligence.** **INITIALS: \_\_\_\_\_**

**VI. SEVERABILITY**

The undersigned hereby agrees that in the event any term or any part of any term of this Agreement is determined to be void or unenforceable, such term or part of a term shall be considered separate and severable from this Agreement and the remaining terms shall continue in full force and effect. **INITIALS: \_\_\_\_\_**

**VII. RIGHT TO RECONSIDER**

I have the right to reconsider this agreement prior to engaging in transactions with the Company by sending a certified letter to the company terminating this agreement, and that said agreement shall be terminated after the expiration of 30 days from receipt thereof. **INITIALS: \_\_\_\_\_**

\_\_\_\_\_  
RENTER/OPERATOR SIGNATURE

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PASSENGER

\_\_\_\_\_  
PASSENGER

\_\_\_\_\_  
PASSENGER

\_\_\_\_\_  
PASSENGER