P6AVIATION

POLICY AND PROCEDURES MANUAL

Revised 06_15_2026

P6AVIATION

GENERAL INFORMATION

CONTACT INFORMATION

P6 Aviation
27 Wright Way
Fairfield, NJ 07004

Phone:
973-575-0520

Email:
info@p6aviation.com

Website:
p6aviation.com

AIRPORT INFORMATION

Essex County Airport (KCDW)
27 Wright Way
Fairfield, NJ 07004
973-227-4567 (24/7)

Morristown Municipal Airport (KMMU)
1 Airport Road, Suite 218
Morristown, NJ 07960

P6 AVIATION

POLICIES & PROCEDURES

PLEASE READ THIS POLICY & PROCEDURES MANUAL (THE "MANUAL") CAREFULLY. AS A CLIENT OF P6 AVIATION LLC (“P6”), YOU WILL BE EXPECTED TO KNOW, UNDERSTAND, AND COMPLY WITH THIS MANUAL AT ALL TIMES.

BY SIGNING THIS MANUAL, YOU ARE ENTERING INTO A LEGALLY BINDING CONTRACT. AS A RESULT, YOUR FAILURE TO COMPLY WITH ALL TERMS AND CONDITIONS HEREIN MAY RESULT IN MONETARY DAMAGES AND SUBJECT YOU TO LEGAL ACTION. P6 RESERVES ALL LEGAL RIGHTS PURSUANT TO THIS MANUAL, AS WELL AS ALL OTHER RIGHTS THAT MAY BE AVAILABLE BY LAW OR OTHERWISE (INCLUDING BUT NOT LIMITED TO REFUSING TO PROVIDE ITS SERVICES AND AIRCRAFT TO ANYONE WHO BREACHES - OR IS OTHERWISE UNABLE TO COMPLY WITH - THIS MANUAL).

THIS MANUAL MAY CHANGE FROM TIME TO TIME IN THE COMPANY'S SOLE DISCRETION. IN THE EVENT OF ANY SUCH CHANGES, YOU MAY BE ASKED TO SIGN A NEW POLICY & PROCEDURES MANUAL. YOU WILL BE REQUIRED TO MAINTAIN COMPLIANCE WITH THE TERMS OF THIS MANUAL AT ALL TIMES, AS AMENDED. P6 MAY REFUSE SERVICE OR ACCESS TO ITS AIRCRAFT FOR ANY INDIVIDUAL WHO DOES NOT SIGN OR OTHERWISE COMPLY WITH THIS MANUAL, INCLUDING UPDATES AND AMENDMENTS.

CLIENT SHALL INDEMNIFY, DEFEND, AND HOLD HARMLESS P6 AVIATION (INCLUDING ITS OWNERS, OPERATORS, MANAGEMENT, MEMBERS, EMPLOYEES, AGENTS, CONTRACTORS, REPRESENTATIVES, AND THOSE ACTING ON THEIR BEHALF) FROM AND AGAINST ANY AND ALL CLAIMS, ACTIONS, CHARGES, EXPENSES, COSTS, FEES (INCLUDING ATTORNEYS' FEES), CHARGES, TAXES, LIABILITIES, AND ASSESSMENTS AGAINST SUCH PERSONS OR ENTITIES RELATED TO OR ARISING FROM CLIENT'S ACTUAL OR ALLEGED VIOLATION OF ANY LAW, RULE, REGULATION, CODE, PROCEDURE, OR TERM OF THIS MANUAL. THIS INCLUDES, BUT IS NOT LIMITED TO, ANY DAMAGES SUFFERED OR INCURRED BY

P6AVIATION

CLIENT OR ANY THIRD PARTY AS A RESULT OF CLIENT'S BREACH OF THIS MANUAL, NEGLIGENCE, WILLFUL MISCONDUCT, OR FRAUD.

P6 AVIATION DISCLAIMS ANY AND ALL LIABILITY FOR ANY DELAYS OR CANCELLATIONS TO THE PROVISION OF SERVICES, ACCESS TO AIRCRAFT, SCHEDULED FLIGHT TIME, OR THE LIKE, REGARDLESS OF CAUSE OR REASON. IN NO EVENT SHALL P6 AVIATION BE LIABLE TO CLIENT FOR ANY DAMAGES, INCLUDING CONSEQUENTIAL DAMAGES, AS A RESULT OF ANY SUCH CLIENT NOT HAVING ACCESS TO AIRCRAFT OR SERVICES AS ANTICIPATED, NOR SHALL P6 AVIATION BEAR ANY SUCH LIABILITY FOR ANY LAWFUL OR REASONABLE REFUSAL OF SERVICES OR ACCESS TO AIRCRAFT THAT IT DEEMS NECESSARY OR APPROPRIATE.

CLIENT SHALL NOT OFFER TO EMPLOY, OR TO OTHERWISE USE THE SERVICES OF, ANY PERSON WORKING FOR P6 AVIATION (INCLUDING BUT NOT LIMITED TO FLIGHT INSTRUCTORS, EMPLOYEES, CONTRACTORS, OR SUPPLIERS), WITHOUT THE PRIOR WRITTEN CONSENT OF P6 AVIATION, WHILE CLIENT IS A CLIENT OF P6 AVIATION AND FOR A PERIOD OF TWELVE (12) CONSECUTIVE MONTHS THEREAFTER.

CLIENT SHALL PAY ALL OF THE ACTUAL EXPENSES, INCLUDING ATTORNEY FEES AND COSTS, AS WELL AS ALL COSTS OF COLLECTION, INCURRED BY P6 AVIATION ARISING OUT OF ANY DISPUTE UNDER ANY RENTAL AGREEMENT.

ANY DISPUTE ARISING OUT OF THIS MANUAL, CLIENT'S STATUS AS A CLIENT OF P6, OR THE OPERATION OF THE AIRCRAFT DESCRIBED HEREIN, SHALL REQUIRE THAT THE PARTIES SUBMIT THE DISPUTE TO ARBITRATION FOR FINAL DETERMINATION. ARBITRATION SHALL BE HELD IN THE STATE OF NEW JERSEY, ESSEX COUNTY, AND SUBJECT TO THE LAWS OF THE STATE OF NEW JERSEY, WITHOUT REGARD TO CONFLICT-OF-LAWS PRINCIPLES.

P6 AVIATION

The following policies and procedures are supplemental to the Federal Aviation Regulations (FAR's) and are designed to ensure not only operational safety but that all flying experiences are optimized for learning and enjoyment.

1. **Regulation Compliance**
    a. You are required to be familiar with the most current FAR/AIM and abide by all such rules and regulations, as may be amended or supplemented. By entering into this Manual, you represent and warrant that you are familiar with such regulations, are able to comply with such regulations, and will maintain familiarity with those regulations throughout your time as a client of P6. It is your responsibility to educate yourself on such regulations and to maintain familiarity with those regulations.
    b. Any FAA violation, or suspected violation, by a client will be investigated by P6 and may be resolved at P6's sole discretion. Clients and instructors are required to report any incidents and/or accidents immediately to P6 and to submit a written report within 24 hours. They may take pre-emptive action with the FAA by means of a NASA report, if determined necessary.
2. **Billing, Payment and General Client Policies**
    a. Flight Schedule Pro is the platform utilized by P6 Aviation for scheduling of all lessons/flights, as well as invoicing/billing. All clients are required to maintain current account information in Flight Schedule Pro. If information is expired, access to rentals and instruction will be revoked until information is made current.
    b. All clients are required to keep a current valid credit card or connected bank account in Flight Schedule Pro.
    c. Clients are permitted but not required to maintain a current cash account to fund flight activities. Funds may be added to a cash account using ACH, wire transfer, check, or cash payments. Current cash account balances will be available for reference in Flight Schedule Pro.
    d. Invoices are to be paid in full at the completion of a flight. If a current cash account exists, payment will be deducted from the account after each flight. If the funds in a current cash account do not cover the full cost of an invoice, or if no current cash account is maintained, then the credit card or bank account on file in Flight Schedule Pro will be charged for the remaining balance. Funds left on account in excess of twelve (12) months will not be refunded.
    e. All aircraft are billed at an hourly rental rate, exclusive of fuel, fees or flight instruction. Oil, TKS and cleaning fluids are included in the hourly rental rate.
    f. Fuel and flight instructors are billed as separate hourly rate line items. When provided fuel cards are not usable on solo rentals, out of pocket fuel reimbursement will require a

receipt and will be reimbursed up to the current price of fuel at base airport. Reimbursement will be through a credit to the invoice upon invoicing for the completed flight.

g. Flight instruction is billed on a per hour basis for the entire length of a reservation. Overnight trips requiring a flight instructor will be billed a minimum of 8 hours per day.
h. Any travel expenses incurred for a flight instructor (i.e. hotel, food, transportation) are the responsibility of the client and will be billed with the flight invoice.
i. Fees including but not limited to landing fees and aircraft handling fees are billed as they are received. If fees are billed at a date later than the services were incurred, they will be invoiced back to the client upon receipt by P6 Aviation.
j. Accessories including headsets will be billed as an additional fee at the time of usage.
k. A cancellation fee of a minimum of $250 may be charged for any flight canceled by the client less than seventy-two (72) hours in advance.
l. For rentals greater than 4 hours, there is a minimum daily rental rate of 2 hours per 24 hours, subject to availability, and must be approved by P6 management.
m. Each flight will be dispatched digitally through Flight Schedule Pro and Client will be authorized access to a physical key to the airplane. Solo pilots must enter Hobbs/Tach Out/In times in Flight Schedule Pro. Failure to check the plane in and out, or to submit Hobbs/Tach times upon completion of flight will result in a fee of $50.
n. All pilots, including student solo pilots, are required to provide a copy of current renter's insurance. P6 may, at any time and for any reason, request updated proof of such insurance coverage. As a client of P6, you agree to maintain adequate coverage to satisfy these requirements (which are subject to change at the company's sole discretion) at all relevant times, and not to permit any such policies to lapse. The minimum requirements are as follows and any client may exceed these requirements at their discretion:
    i. Bodily Injury and Property Damage Liability:
        1. $100,000 each person
        2. $1,000,000 property damage
        3. $1,000,000 each accident
    ii. Aircraft Damage Liability:
        1. $60,000 each non-owned aircraft
o. In the event an insurance claim is filed due to an aircraft accident that the client is responsible for, client shall pay any associated deductible and future premium increase. Additionally, client accepts sole responsibility for all liability claims made against P6 which arise out of any accident or incident.
p. Client accepts sole responsibility for lost rental income and liability claims made against P6 which arise out of an accident or incident while the aircraft is being operated by the Client. The loss of rental income will be calculated as follows. The total time of all P6

aircraft of similar category/class as the aircraft that was damaged, will be computed from the date of the accident until the date that the damaged aircraft is returned to service. The total flight time will then be divided by the total number of aircraft, and the average flight time of one aircraft shall be assigned as the lost rental income due to P6 from the loss of use of the damaged aircraft. Client's responsibility for lost income will be based at the rate being charged for such type aircraft during the period that the damaged aircraft was unavailable to P6.

q. Upon enrollment, clients must provide 2 valid forms of government issued ID, including US Passport (unless foreign citizen), which must be presented in person, and a copy kept on file.
r. When enrolled in a Private, Instrument, or Transition training, client must complete the appropriate Cirrus Approach Course and will be checked at the specific milestones including Pre-Solo, Pre-Check Ride, Pre Rental Checkout.
s. Copies of pilot certificate and medical are required for current FAA certificated pilots. It is Client's responsibility to maintain proper credentials, certificates, and clearances as may be required to operate aircraft, and to provide P6 with updated certificates as required or when requested.
t. P6's maintenance logbooks are available for review upon request. Clients may not remove them from the premises or copy any of the contents without P6's express, written consent.
u. P6 takes alcohol and drug awareness seriously. If any pilot is found to have operated or had the intent to operate a P6 aircraft under the influence of alcohol or drugs, they will be prohibited from doing so and may be subject to legal action or other enforcement by the company and/or the FAA.

v. All clients are expected to be current, according to the FAR's. Additionally:
    i. If a client does not fly a specific make and model P6 aircraft within 30 days, they are required to fly that make and model with a P6 instructor prior to renting an aircraft.
    ii. If a client does not fly a specific make and model at night within 45 days, they are required to fly that make and model with a P6 instructor at night, prior to renting an aircraft at night.
    iii. A VFR Recurrent check is required every 6 months via completion of the course on cirrusapproach.com, including at least one flight with a P6 instructor
    iv. An IFR Recurrent check (for instrument rated pilots) is required every 6 months via completion of the course on cirrusapproach.com, including at least one flight with a P6 instructor

3. Flight Procedures

a. Clients are only permitted to fly company aircraft when accompanied by a P6 Aviation

instructor, unless they are conducting solo flights toward a rating or have been approved

to rent by P6. Clients are prohibited from receiving flight instruction in a P6 aircraft from anyone other than a P6 flight instructor.

b. Renter insurance meeting P6 requirements is mandatory for all solo flights, both as a student pilot and certificated pilot. Current updated insurance coverage requirements are available upon request from P6.
c. Except for authorized flight instruction with a P6 instructor, commercial operations with P6 aircraft are expressly prohibited.
d. Client understands and agrees that as Pilot in Command, Client shall have the final authority and responsibility for determining that the aircraft is airworthy for further flight as well as the limitations of the pilot's ability to continue any flight.
e. P6 undertakes reasonable and appropriate measures to ensure each aircraft is ready for flight, but each client is responsible for their individual flight, including adequate oil and fuel on board.
f. Clients are required to always occupy the left seat of the aircraft; right seat operation is prohibited without the express written consent of P6.
g. During solo rentals, only the client on the approved reservation is permitted to operate the aircraft during all stages of flight. Aircraft sublease is expressly prohibited.
h. Client agrees to return the aircraft to P6 at its home base (KMMU or KCDW) at the scheduled time, unless technical problems with the aircraft or its components make this impossible or unsafe. In the event of necessary delay Client will advise P6 of any delay at the earliest available time. Client understands and agrees that if the late return is due to any factor other than a technical problem with the aircraft or its components, Client will be charged a minimum penalty of 1 hour of rental time in the event that any scheduling delays for other renters result from the late return.
i. Client shall return the aircraft and its contents in the same condition as it was when it was rented (ordinary wear and tear excepted). Any costs or expenses incurred by P6 to restore the aircraft to such original condition will be the sole and exclusive liability of Client and may be automatically charged to Client by P6.
j. Client may not operate the aircraft in any race, speed test or contest.
k. Client may not operate the aircraft outside the limits of the Continental United States, unless specifically authorized, in writing by P6, or unless required to do so by specific ATC directive in the event of a National Emergency.
l. A minimum fuel reserve of at least sixty minutes must be planned for every flight.
m. At a minimum, strobe and nav lights shall be used for both daytime and nighttime ground operations to ensure maximum visibility to all aircraft. Landing light during the daytime is to be used at client discretion based on phase of flight. Landing light at nighttime is required to be used at all times while taxiing. Clients are expected to use caution and common sense to restrict lighting as necessary (e.g. turn off landing light

temporarily if another aircraft is taxiing directly toward you) so long as it will not distract them or cause them to conduct unsafe taxi operations. The priority is for P6 clients to operate safely while taxiing, using all legal means to do so.

n. Practice Areas:
    i. There are 2 “practice areas” that are to be used by all P6 clients.
        1. “West of Lake Hopatcong” – This area is outside of the Class B airspace and located to the NW of KCDW
        2. “The onion fields” – This area is outside of the Class B and located due north of KCDW
    ii. Operating in both practice areas requires extreme vigilance due to both the quantity of other VFR aircraft practicing as well as IFR arrivals into the major NYC airports. Use of TCAS is critical and coordination with NY Approach Control on 127.6 (or any other frequency in use that day) is strongly encouraged, at client’s reasonable discretion.
o. Solo pilots, both student and certificated, are prohibited from practicing Private Pilot or Commercial Pilot maneuvers without an instructor.
p. Clients will not cruise lower than 2500’ MSL in the local area and 3500’AGL on a cross-country flight, as deemed appropriate by the PIC according to route of flight.
q. At the conclusion of each flight, client will ensure that the aircraft is tied down in 3 designated locations (both wings and tail), pitot tube cover installed and engine cowl plugs installed. Additionally, Cirrus-branded windscreen cover will be installed. If an aircraft is parked in a hangar, then the hangar door shall be closed, locked and verified.
r. For ground and flight operations, clients will adhere to FAR rules and regulations.
s. Landings will be conducted only at published airports and only on a paved runway of at least twice the computed landing distance for that flight, unless conducting a precautionary or emergency landing.
t. **Touch-and-go landings are prohibited during all flights except with a P6 instructor on board**. Only full stop/taxi back landings are permitted for solo flights of any kind.
u. Solo landings on runways less than 3500’ are prohibited, unless pre-approved by P6 or in the event of an emergency.
v. Landings on grass runways are prohibited.
w. Fuel cards are provided in each aircraft and must be used whenever possible. When provided fuel cards are not available/usable, out of pocket fuel reimbursement will require a receipt and will be reimbursed up to the current price of fuel at base airport. Reimbursement will be through a credit to the invoice upon invoicing for the completed flight.

x. Clients are expected to log any maintenance discrepancies and report them to management immediately. If an item can be deferred, that decision will be up to management and made in conjunction with the client.
y. All aircraft are equipped with OK TO TOW/DO NOT TOW signs, which are to be used when parking on all ramps. If the parking brake is set, aircraft are not to be towed under any circumstances. Client is responsible for sign usage and ultimately, for any damages incurred because of non-usage.
z. Overnight trips may be approved on a case-by-case basis at P6's sole discretion.
aa. Aircraft are required to hangared if temperatures are forecast to be below 40F, unless otherwise approved by P6 management. Additionally, aircraft are required to be hangared if severe convective activity or other potentially destructive weather is forecast.

bb. Weather Minimums

i. Flight instruction: P6 instructors maintain sole discretion over each individual flight as to whether it can safely be conducted, given the weather conditions at the time and forecast for the duration of the flight.
ii. Solo flight (Student pilots): Student pilots are not authorized to fly solo unless they have been properly endorsed by a P6 instructor. Each flight must be reviewed and approved by a P6 instructor. At a minimum, student solo flight will be conducted only with weather conditions of >10SM visibility and >5000' ceilings along the entire route of flight. The only exception is student solo landing practice at KCDW or KMMU, where weather minima are permitted to be lower than those stated above and approved at instructor's discretion, per each flight.
iii. Solo flight (Non-Instrument Rated Certificated Pilots): Clients must abide by FAA Visual Flight Rules (VFR) and are not permitted to depart, cruise or land if the conditions for the entire flight do not meet those conditions. No solo flight is ever permitted with current or forecast Marginal VFR (MVFR) conditions.
iv. Solo flight (Instrument Rated Certificated Pilots): Instrument-rated pilots are to use their personal minimums to determine suitability for flight, however, are not permitted to depart any airport unless the published Part 121 minimums are met. Additionally, clients must abide by all FAR/AIM regulations as pertains to IFR minimums.
v. If the wind conditions are or forecast to be >15KTS steady state or >20KT gusts, then solo flights must be pre-approved by P6
vi. Client agrees to pay for the cost of ferrying a P6 aircraft from a location other than its base at KCDW or KMMU back to KCDW or MMU in the event that the Client leaves the aircraft at such other place for reasons other than a bona fide technical or mechanical problem with the aircraft. Client understands and agrees

that it is the Client's responsibility to watch all weather as it develops, and to plan each flight, and amend such plan as necessary, to avoid being forced to an airport other than KCDW or MMU..

cc. Winter operation

i. Preheating procedures: When overnight OAT is forecast to be below 40F degrees, engine preheating is mandatory. No aircraft may be started unless oil temperatures are at least 40F. If a Tanis Preheating system is unavailable, then aircraft must be parked in a heated hangar for at least 2 hours prior to flight. Clients are expected to follow Cirrus criteria and thresholds for all preheating procedures.

ii. De-icing: Normal de-icing in a Cirrus Aircraft is performed using approved TKS fluid, supplied by P6. Under no conditions are P6 aircraft to be de-iced at an FBO (i.e. Signature) unless permission has been received and expense pre-approved from management. Under no conditions is ice to be removed by use of any manual/mechanical tool.

iii. FIKI operations: All SR22 aircraft are equipped with the Cirrus FIKI system. Prior to flight into known ice, clients are required to check TKS fluid quantity, maintain minimum dispatch fluid if required for flight and to request additional fluid if necessary. Flight into known ice should only be conducted when the situation is temporary and better conditions prevail for the vast majority of the flight. Although a very robust system, it can be overcome by moderate/severe icing and is not meant for flight into continuous icing. SR20 aircraft are not equipped with a FIKI system and must avoid icing conditions without exception.

dd. Fire Precautions and Procedures

i. All P6 Cirrus Aircraft come equipped with fire extinguishers. Fire extinguishers are expected to be used, if necessary, in situations as directed by the aircraft checklist.

ii. Fire extinguishers will be provided in each hangar, to be used as necessary.

iii. If any situation arises that requires external help from the airport, crash/fire/rescue or other professional authority, clients should not hesitate to declare an emergency and clearly ask for assistance.

ee. Minimum Fuel Reserves

i. Local flights: No client shall depart for a local flight without at least having the aircraft fueled “to the tabs”. A local flight is defined as a flight that will not be traveling greater than 50 nautical miles and will be making a full stop landing at the departure airport no more than 1.0 hour later. If clients intend to keep an

aircraft out beyond 1.0 hour in the local area, then they are required to ensure that the aircraft is fueled “full”.

ii. Cross-country flights: During both day & night, visual meteorological conditions (VMC) & instrument meteorological conditions (IMC), clients will adhere to FAR rules and regulations and ensure that adequate fuel is on board for any given flight, with a minimum of 60 minutes of reserve fuel for all flights.

4. **Multimedia Rights, Usage and Policies**
    a. P6 Aviation may use multimedia including videography as well as still photography during instruction both for training as well as marketing purposes. P6 will request permission to the rights of client image, likeness and sound of voice as recorded on audio or video prior to publishing to any form of media.
    b. Clients are not permitted to record multimedia during training sessions or solo rental without the express written consent of P6 Aviation.
    c. Clients will not attach any multimedia devices to any aircraft surfaces, both interior and exterior, without the express written consent of P6 Aviation.
    d. Any aircraft damage due to the usage of multimedia recording equipment will be the responsibility of the Client.
5. **Pets in the Aircraft** are permitted with prior written approval from P6 Management on a case-by-case basis.*Full policy available upon request and may include additional cleaning/damage fees
6. **Starlink** may be available in aircraft. Client is responsible for safe usage during flight. Client may not install their own Starlink unit in aircraft at any time.

Terms & Acknowledgement

By accessing or using a P6 aircraft, and/or engaging the services of P6, you represent that you are in full compliance with the terms of these provisions. P6 reserves the right to deny access to its facilities and/or aircraft in the event that you are unable to comply with this provision or any other terms of this Manual. You represent that all information provided by you to P6 pursuant to this Manual is truthful, accurate, and complete, and that you will immediately notify P6 in the event of any circumstances or conditions that void such representation.

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ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received, read and understand the copy of P6 Aviation's Policy and Procedures Manual that was issued to me. I understand that this is a legally binding and enforceable agreement, and I intend to be bound by its terms and conditions. I have had the opportunity to ask questions about these terms and conditions, and have those questions answered to my satisfaction.

Initial _____

Date _____

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I agree to comply with all terms and conditions in this Manual at all times, to notify P6 in the event that I learn of or suspect any violation thereof, and to otherwise cooperate with P6 and assist P6 with any and all efforts to ensure compliance with the terms and conditions.

I further understand that P6 is relying upon my acknowledgement herein, and compliance with these terms. I understand and am aware of the risks and dangers associated with flying any aircraft, including the risk of serious injury or death. I further understand that compliance with these terms and conditions, and any other requirements or suggestions provided by P6, does not guarantee that operation of any aircraft will be free of any defect, accident, incident, or injury of any nature or severity.

I agree to care for and operate all company aircraft in terms of the conditions of this manual as long as the aircraft is in my control.

I also understand that a master copy of this manual, along with any updates and revisions, is available for my review at any time in order to confirm that my copy is up to date.

Client Signature_____

Printed Name_____

Date_____

** I am the parent or legal guardian of the participant indicated above, who is under the age of 18. I agree on behalf of my child or ward to all the terms contained in this release. **

Parent/Guardian Signature _____

Printed Parent/Guardian Name _____

Date _____

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