MyFlight, LLC

Pilot Handbook

For MyFlight members, renters, and students in training

Version 4.0 · Effective August 1, 2026

Supersedes the MyFlight Flight Operations Manual v3.2

Quick Contacts

Dispatch / Flight Ops	407-815-6847 · dispatch@flymyflight.com
Front Office	407-214-6984 · support@flymyflight.com
Customer Support	407-969-7856 · support@flymyflight.com
Flight Ops hours	6:00 am – 10:00 pm daily
Front Office hours	Mon–Fri 8:00 am – 6:00 pm · Sat–Sun 8:00 am – 4:00 pm

Quick Start — your first four things

New here? These four essentials cover most of what you need before your first flight. The rest of this handbook fills in the detail when you want it.

Book	Reserve any available aircraft or the simulator in Flight Schedule Pro (FSP). Checkrides, dual training, and owner flights get scheduling priority. (§4)
Pay	Pay-as-you-fly: charges are due at the end of each flight through FSP, so keep a card on file. Aircraft rentals are billed on Hobbs time at a wet rate for flights from and to KORL. (§3)
Cancel	24 hours' notice on training activities avoids a fee; checkrides need 48 hours regardless of reason. Weather never costs you — we'll move the session to the ground or the simulator instead. (§5)
Stay current	Keep an active membership, a valid medical or BasicMed, a current flight review, and your make/model checkout — all uploaded in FSP — to act as pilot in command. (§2.2)

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1. Welcome

Welcome to MyFlight. Whether you're working toward your first certificate, building hours, or renting one of our Diamond aircraft for a weekend trip, this handbook is your day-to-day reference for how we operate — policies, procedures, fees, and what to expect from us. We've written it to be read once and then dipped into as needed; the Quick Start on the previous page covers most first flights.

Please read it through before you fly with us the first time, and reach out any time something isn't clear — we're glad to help.

> **PLEASE NOTE** This handbook doesn't override the authority of the pilot in command (14 CFR 91.3), the aircraft's Flight Manual (AFM/POH), or any Federal Aviation Regulation. Where they conflict, the regulation or AFM/POH governs. If you ever exercise your PIC authority to deviate from a MyFlight policy, just let the Chief Instructor know as soon as practical.

2. Membership

2.1 Joining MyFlight

Membership starts with a one-time, non-refundable initiation fee of $225. From there, choose the monthly tier that matches the aircraft you plan to fly:

Tier	Monthly dues	Aircraft & simulator access
Basic	$85 / month	DA40 NG + AATD simulator
Premium	$250 / month	DA40 NG + DA42-VI + AATD simulator

Dues are charged monthly to the card on file, and payments must come from the named member (we can't accept third-party payments).

> **GOOD TO KNOW** Training in the DA50 RG — our complex / high-performance aircraft — is available to members on request; a $1,500 complex/high-performance training deposit applies and is credited toward your training. Ask Customer Support to set it up.

Prefer not to hold a club membership? You can instead pay a non-refundable $1,500 Accelerated Training Deposit, which unlocks the same aircraft and simulator access for the duration of an accelerated course.

2.2 Staying Current as Pilot in Command

To act as PIC of any MyFlight aircraft, please keep all of the following current and on file:

- An active MyFlight membership or a signed training agreement.
- A valid FAA medical certificate or current BasicMed documentation.
- A current flight review (14 CFR 61.56).
- A completed semi-annual checkout in the specific make and model, flown with a MyFlight-approved instructor in the actual club aircraft (any exception needs written Chief Instructor authorization).
- Your certificate, ratings, and logbook endorsements — all uploaded in Flight Schedule Pro.

2.3 Changes & Cancellation

Life happens, and we try to make membership changes easy. To pause, request inactive status in writing at least five days before the first of the month; inactive dues are $10/month, with aircraft and simulator use

paused during that time. To reactivate, just bring your account current. To resign, send written notice at least 30 days before the first of the month to avoid that month's dues.

3. Billing & Payment

3.1 How Billing Works

MyFlight is pay-as-you-fly — charges are due immediately after each flight through Flight Schedule Pro, so please keep a valid card on file before you depart. A few specifics:

- **Wet rates.** DA40 and DA42-VI rentals are wet — fuel is included for flights that depart from and return to KORL.
- **Hobbs time.** Flight time is billed on Hobbs. Please verify the Hobbs-out reading in FSP before every flight; if it looks off, note the actual out/in readings and tell Dispatch right after landing.
- **Off-airport fuel.** Fuel bought elsewhere is reimbursed up to $6.00/gal as an FSP credit when you return to KORL. Third-party charges (landing, ramp, and similar fees) remain yours.

3.2 Multi-Day Trips

Taking an aircraft for more than one calendar day? A minimum daily charge of three Hobbs hours applies per calendar day, and you're billed the greater of actual Hobbs time or that daily minimum.

3.3 Account Balances & Block Rates

You can pre-load funds into your FSP account to take advantage of block rates. Pre-loaded balances apply to aircraft rental only (not instructor fees) and are non-refundable.

3.4 Accepted Payment

We accept Visa, Mastercard, and American Express, plus ACH or bank wire for payments over $5,000 (contact Customer Support for wire details). Current rental and instruction rates are posted at Dispatch and available on request at support@flymyflight.com.

3.5 Late Arrivals & After-Hours Returns

Punctuality keeps the schedule running smoothly for every member, so for arrivals more than one hour past your scheduled start without notice:

Occurrence	What happens
1st	A friendly heads-up — no charge.
2nd	$100 fee.
3rd and beyond	Aircraft time billed from the originally scheduled start.

> **PLEASE NOTE** Returning an aircraft after your reservation end time may incur a $100 operational-delay fee; returns outside normal operating hours carry a $50/hour after-hours fee.

4. Scheduling

All reservations go through Flight Schedule Pro. Book any available aircraft — though we may occasionally reassign one for maintenance or operational needs. Priority goes to checkrides, dual flight training, and owners flying their own aircraft. Have a specific aircraft in mind? Contact Dispatch or Customer Support and we'll do our best.

5. Cancellations

5.1 Training Activities — 24-Hour Notice

Ground lessons, simulator sessions, and flight training just need 24 hours' notice to cancel without a fee. If you've signed a training agreement, its terms may add detail. Send cancellations to support@flymyflight.com.

5.2 No-Shows

Cancellations inside the 24-hour window count as no-shows (you can always appeal the classification to management). If it stands, fees apply progressively:

Occurrence	Fee
1st no-show	No fee.
2nd no-show	2–3 hours of instruction time.
3rd and beyond	2–3 hours of instruction time plus applicable rental fees.

5.3 Feeling Unwell

If you're not well, just let us know at support@flymyflight.com as early as you can — ideally the night before. Sick cancellations may not carry a fee; as a precaution, we'll automatically cancel any activities within 72 hours of your notice.

5.4 Weather

Weather cancellations never cost you a fee, as long as we take a reasonable step to keep your training moving. When flying isn't possible but the ground or simulator is, your instructor will offer to convert the session rather than cancel — it's time well spent toward your certificate. A fee of up to three hours of instruction applies only if a reasonable alternative is declined when weather is the sole limiting factor.

5.5 Checkrides

> **PLEASE NOTE** Checkride appointments require a strict 48 hours' notice to cancel, regardless of reason — this holds even for weather or illness, because the examiner's time is reserved for you.

6. Ground Operations

6.1 Hangar & Ramp

Only authorized MyFlight personnel open or close the hangar doors, and aircraft are moved only with the designated towbars, with an instructor or maintenance team member present. For everyone's safety, members and students don't move aircraft on their own.

6.2 Fueling

At KORL, fuel requests go through Dispatch, and the line is fueled at 8 am and 8 pm daily. When fueling away from base, request Jet A "–" (negative) as the preferred grade; if it's unavailable, the standard Jet A premix common at uncontrolled airports is fine. Top off only to the bottom of the tab hanging from the filler neck — always brief the line crew on this to protect the tanks. Stay with the aircraft during fueling when you can; if you must step away at an FBO, lock the fuel caps first.

Please sample the fuel before every flight and after each fueling, without exception. Clean fuel can go back in through the filler cap. If you find water or debris, note it, tell Dispatch or Flight Ops right away, and let the FBO that supplied the fuel know.

6.3 Oil, Engine Start & Securing

- Oil is available at Dispatch on request — take what you need for a cross-country and return any unused, unopened oil. Add oil in whole-liter increments only.
- Please don't start any aircraft using a ground power unit or by hand-propping unless the Chief Instructor or maintenance has approved and is supervising it.
- Secure the aircraft after every flight: pitot cover, gust lock, and stall-warning plug. If you leave it on the ramp, tie it down, chock the wheels, and lock it.

6.4 Keeping Aircraft Clean & Ready

You're responsible for the tidiness of your aircraft — take everything you brought with you, and use the trash bags provided (replace one if it's full). Loaner headsets are signed out at Dispatch and returned after each flight. Items left behind are held at Dispatch for a week.

> **PLEASE NOTE** So the next member steps into a ready aircraft, a few fees apply for lapses: up to $500 for improper securing or for removing aircraft accessories (stall plugs, pitot covers, sumps, checklists), up to $250 for excessive trash, and $200 for an unreturned or damaged headset.

7. Flight Operations

7.1 Runway & Surface

MyFlight aircraft operate on paved surfaces only. Minimum usable landing distances:

Aircraft	Minimum usable landing distance
DA40 NG	2,000 ft
DA42-VI	4,000 ft

Emergency exceptions always apply. Landing on an unpaved surface, or below the applicable minimum without an emergency, is outside policy.

7.2 Prohibited Airports

These airports need written authorization from MyFlight management before you operate a club aircraft there:

Identifier	Airport	Location
KCDK	George T. Lewis	Cedar Key, FL
7FL6	Spruce Creek	Port Orange, FL

7.3 Prohibited Activities

Without prior written management approval, please don't use MyFlight aircraft for: carrying persons or property for hire; races, aerobatic competitions, or test flights; transporting illegal substances or alcohol; any commercial activity outside MyFlight-sanctioned instruction; instruction given or received with a CFI who isn't employed by MyFlight; or subleasing, assigning, or modifying the aircraft.

8. Weather Minimums & Go/No-Go

For your safety, MyFlight's minimums are intentionally more conservative than the FAA's VFR requirements (14 CFR §91.155). No aircraft is dispatched below them without written Chief Instructor approval. As always, the pilot in command makes the final go/no-go call — informed by current METARs, TAFs, PIREPs, and NOTAMs.

8.1 Company Minimums

Operation	Visibility	Ceiling (AGL)	Max wind	Max crosswind
Student Solo – Pattern (DA40)	5 SM	2,500'	20 kt	10 kt*
Student Solo – Local/Practice (DA40)	5 SM	3,000'	20 kt	10 kt*
Student Solo – Cross-Country	5 SM	3,000' above planned alt.	20 kt	10 kt*
Dual – Local/Pattern	5 SM	2,000'	30 kt	25 kt DA40 / 20 kt DA42-VI·DA50
Dual – Cross-Country	5 SM	3,000'	30 kt	25 kt DA40 / 20 kt DA42-VI·DA50
Rated Renter – VFR	5 SM	3,000'	30 kt	25 kt DA40 / 20 kt DA42-VI·DA50
Night Operations	Day +0 SM	Day +500'	25 kt	25 kt DA40 / 20 kt DA42-VI·DA50
Instrument Training	Apch mins +½ SM	Apch mins +100'	30 kt	25 kt DA40 / 20 kt DA42-VI·DA50

GOOD TO KNOW * Student-solo crosswind limit is 10 kt, and your instructor may authorize up to 15 kt as your proficiency grows. Solo flights also require a completed Flight Risk Assessment (FRAT) and instructor sign-off before each flight.

8.2 Thunderstorms

We don't dispatch when thunderstorms are within 10 NM of departure. In flight, stay at least 20 NM from any cell with moderate-to-heavy precipitation and at least 10 NM from isolated heavy cells. Lightning within 10 NM is an automatic no-go, and an active Convective SIGMET over the area needs explicit Chief Instructor approval.

9. Maintenance & Airworthiness

Every MyFlight aircraft must be airworthy before flight, and as PIC that verification is yours. Before each flight, check the Squawks section in Flight Schedule Pro for open items, and confirm all installed equipment works unless it's been properly deactivated and placarded by MyFlight maintenance under 14 CFR 91.213(d).

If you find any airworthiness discrepancy — before, during, or after a flight — return the aircraft to its parking spot and notify the Director of Maintenance, Chief Instructor, or Flight Ops right away with as much detail as you can. Squawks go to dispatch@flymyflight.com. If a small item like the control lock, pitot cover, stall-horn plug, or fuel sump is missing at preflight, note it and let Dispatch know after your flight.

PLEASE NOTE Operating an unairworthy aircraft violates FAA regulations and voids insurance coverage, which would leave you personally responsible for any resulting claims. When in doubt, don't fly it — call us.

10. Student Pilot Operations

10.1 Before You Solo

Before any solo flight, all of the following must be in place:

- You've flown with a MyFlight instructor within the previous 30 days (unless the Chief Instructor grants an exception).
- You've passed the pre-solo aeronautical knowledge test.
- You meet all requirements under 14 CFR 61.87.

10.2 Solo Limits

Solo flights stay within sunrise-to-sunset hours unless the Chief Instructor approves otherwise in writing, plus:

- Recommended initial solo airports: KORL, KLEE, or KTIX (any towered Orlando-area airport is fine with Chief Instructor approval).
- Solo operations at X04 or KGIF aren't permitted unless required for a checkride.
- Simulated emergency approaches to landing aren't practiced solo — a MyFlight instructor or FAA examiner must occupy the front seat.
- Solo time is for building the experience required for the Private Pilot practical exam; additional solo time needs Chief Instructor or Flight Ops approval.

Weather minimums for all solo operations are in the table in Section 8.1.

10.3 Stage Checks & Checkrides

A stage check with the Chief Instructor (or a designated instructor) is required before your first solo and before any checkride; a satisfactory stage check is also required before a checkride can be booked. Any unsatisfactory items just mean a little remedial training and a re-check before moving on. A few checkride specifics:

- Checkrides are scheduled by MyFlight Customer Support only — students and instructors don't book directly with the examiner.
- MyFlight pays the examiner directly unless agreed otherwise in writing before training begins.
- Checkride cancellations need 48 hours' notice, regardless of reason (see §5.5).

10.4 Your Training Path

You'll be assigned a primary instructor when you enroll, and you may also fly with other MyFlight instructors from time to time — that's a normal, healthy part of our training model. To request a change of primary instructor, email support@flymyflight.com. Training follows a structured, stage-based syllabus; completing a stage below the minimum required hours needs Chief Instructor approval.

11. Rental Agreement Summary

When you reserve a MyFlight aircraft or simulator, you agree to the full Aircraft/Simulator Rental Agreement in Appendix A. The key points are summarized here for convenience — Appendix A governs.

11.1 Pilot Qualifications

Hold a valid FAA certificate with the applicable ratings, a current medical, and all endorsements required by 14 CFR Part 61, with everything current in Flight Schedule Pro before the flight. Only MyFlight-approved instructors may act as a second crew member or occupy the controls.

11.2 Condition & Return

Return the aircraft in the condition you received it, at the same location, with all securing complete. You're responsible for uninsured damage, applicable insurance deductibles, and the cost of recovering or ferrying a damaged aircraft home.

11.3 Accidents & Incidents

In any accident, incident, or damage: call 911 first if there's a safety concern, then notify MyFlight within two hours at support@flymyflight.com or 407-969-7856, and comply with all FAA and NTSB reporting requirements.

11.4 Emergency Repairs Away from Base

If the aircraft needs emergency repairs away from KORL, contact MyFlight before authorizing work. If you can't reach us and repairs are $100 or less, you may authorize them and we'll reimburse you. You remain responsible for ferry costs home, your own transportation, and incidental expenses during any delay.

11.5 Governing Law

This agreement is governed by Florida law, with jurisdiction and venue in Orange County, Florida.

12. Contact Directory

Contact	Phone	Email
Dispatch / Flight Ops	407-815-6847	dispatch@flymyflight.com
Front Office	407-214-6984	support@flymyflight.com
Customer Support	407-969-7856	support@flymyflight.com
Emergency	911	—

Hours: Flight Operations 6:00 am – 10:00 pm daily; Front Office / Customer Support Mon–Fri 8:00 am – 6:00 pm and Sat–Sun 8:00 am – 4:00 pm. Holiday closures are posted in Flight Schedule Pro and at the front desk at least 7 days ahead, and no cancellation fees apply for holiday-related changes.

Appendix A — Aircraft/Simulator Rental Agreement

The following is the full Aircraft/Simulator Rental Agreement between MyFlight LLC ("MyFlight") and the Pilot in Command/Renter. By reserving a MyFlight aircraft or simulator, you agree to all terms below.

1. Rental of Aircraft or Simulator. The Pilot in Command/Renter rents the aircraft or simulator and agrees to the terms of this agreement when a reservation is made. The Pilot in Command/Renter also agrees not to operate an aircraft or simulator unless they have received an initial checkout and sign-off from a Certified Flight Instructor approved by MyFlight LLC.

2. Rental Fee. The Renter agrees to pay MyFlight a fee for use of the aircraft or simulator, due immediately at the end of the rental period. MyFlight rental rates are "wet," including fuel for the DA40 and DA42-VI on flights originating and concluding at KORL. The Renter is responsible for all fuel purchased off-base and is reimbursed up to $6.00 per gallon upon return, and for all third-party charges including landing, ramp, security, and infrastructure fees. Multi-day trips: for reservations spanning more than one calendar day, the Renter is charged a minimum of three (3) Hobbs hours per calendar day, or actual Hobbs/tach time used, whichever is greater.

3. Pilot in Command. The Pilot in Command/Renter shall be the sole pilot of the aircraft and shall not allow any other person to operate it unless that person is an approved MyFlight instructor.

4. Certificates & Currency. The Pilot in Command/Renter must comply with all certification and currency requirements under 14 CFR Part 61, including valid licenses, ratings, medical certificates, and recency of experience. All documents must be current and valid in Flight Schedule Pro.

5. Preflight, Checklists & Weather. The Pilot in Command/Renter shall operate the aircraft in accordance with the applicable Federal Aviation Regulations under 14 CFR Part 91.

6. Accidents & Incidents. The Pilot in Command/Renter shall report to MyFlight all accidents, incidents, mishaps, or physical damage to the aircraft or simulator within two (2) hours of the event and shall comply with all applicable FAA and NTSB reporting requirements. A written statement describing the incident and any damage, with photographs, shall be emailed to support@flymyflight.com.

7. Runways. The Pilot in Command/Renter shall land only on hard-surfaced runways, or runways exceeding the applicable minimum usable landing distance for the aircraft type, except in an emergency or with prior written approval from the Chief Instructor. Such authorization must be noted in the pilot's logbook, with a copy on file with MyFlight.

8. Prohibited Activities. Unless specifically approved in writing by MyFlight, aircraft shall not be used: (a) to carry persons or property for hire; (b) in any race, test, contest, or aerobatic operation; (c) to carry any illegal substance or alcoholic beverage; (d) for any commercial activity other than MyFlight-sanctioned flight instruction; (e) to give or receive flight instruction from a CFI not employed by MyFlight.

9. Condition of Aircraft or Simulator. The Pilot in Command/Renter acknowledges that MyFlight is not the manufacturer of the aircraft or simulator, nor the manufacturer's agent, and makes no warranty or representation, express or implied, as to fitness, workmanship, design, condition, merchantability, fitness for a particular purpose, or the quality or capacity of the materials.

10. Sublease / Assignment. The Pilot in Command/Renter agrees not to sublease the aircraft or simulator or assign this agreement without MyFlight's prior written approval.

11. Alterations. The Pilot in Command/Renter agrees not to make any additions, alterations, or improvements to the aircraft or simulator without MyFlight's prior written approval.

12. Indemnity & Disclaimer of Liability. The Pilot in Command/Renter agrees to release, indemnify, and hold harmless MyFlight and its constituents (officers, directors, advisors, employees, MyFlight-authorized instructors, and aircraft owners) from any and all liabilities, damages, losses, claims, and expenses, including attorney's fees, arising from any loss of or damage to property, or injury to or death of any person, resulting from any breach or non-performance of any condition of this agreement or any act or failure to act as Pilot in Command. MyFlight shall not be liable for failure to perform due to any act of God, fire, flood, accident, strike, riot, war, or any other cause beyond its control.

13. Damage to Aircraft or Simulator. At the end of the rental period, the Pilot in Command/Renter shall return the aircraft or simulator to MyFlight at the same location, in the same condition as received, subject to reasonable wear and tear. For uninsured damage, the Renter is liable for all costs, including recovery, ferry, and incidental transportation expenses, plus any applicable insurance deductibles and amounts exceeding policy coverage for loss or damage during the rental period.

14. Emergency Repairs. Emergency repairs are those which, due to statute, regulation, mechanical failure, or damage, should be made before further flight. If emergency repairs are required, the Pilot in Command/Renter shall contact MyFlight for instructions first. If MyFlight cannot be reached and repairs are $100.00 or less, the Renter may authorize and pay for them and will be reimbursed. The Renter is responsible for: (i) all costs of the aircraft's flight time back to home base; (ii) their own transportation if unable to remain with the aircraft; and (iii) all miscellaneous expenses such as meals, hotels, and rental cars during any delay.

15. Default. If the Pilot in Command/Renter defaults on any obligation under this agreement, MyFlight may, at its option and without further notice, terminate the agreement and repossess the aircraft or simulator. Exercising this right does not prejudice MyFlight's right to pursue any other remedy at law or in equity, including recovery of expenses, costs, and reasonable attorney's fees.

16. Governing Law, Jurisdiction & Venue. This Agreement is construed under the laws of the State of Florida and of the United States of America. Jurisdiction and venue for any litigation shall be in Orange County, Florida.

17. Relationship of Parties. The Pilot in Command/Renter shall not become the agent of MyFlight at any time during the term of this agreement. MyFlight shall not be responsible for the acts or omissions of the Pilot in Command/Renter, their agents, or their services.

18. Integration. This Agreement constitutes the entire agreement between the parties and, as of its effective date, supersedes all prior agreements related to the renting of the aircraft or simulator. Any change must be in writing and signed by both parties. Future revisions made with proper notification are effective on all parties; continued membership constitutes acceptance of any revised agreement.

19. Survivability. Should any portion of this Agreement be found unenforceable, the remainder shall survive intact.

Acknowledgment & Signature

By signing below, I acknowledge that I have read and understand the MyFlight Pilot Handbook (Version 4.0, Effective August 1, 2026), including the full Aircraft/Simulator Rental Agreement in Appendix A, and I agree to comply with all policies and procedures contained herein.

Member / Renter Signature

Date

Printed Name

MyFlight Pilot Handbook — Version 4.0, Effective August 1, 2026. Supersedes the Flight Operations Manual v3.2. Questions? We're glad to help — support@flymyflight.com.