



New Student Checklist

STUDENT TO COMPLETE THESE FORMS:

1. Contact Sheet- complete and signed
2. Passport or ID/ Birth Certificate- color copies
3. US Citizenship Form (TSA Form)
4. Log Book endorsement form (TSA Form)
 - Completed/ signed by student & instructor

DISPATCHER TO COMPLETE PROFILE SETUPS:

1. Setup Student Profile in FSP (using contact sheet)
 - Name (make sure no profile already exists)
 - Email address (required for reservation notices)
 - Phone Number
 - Address
 - DOB
2. Payment Method- Add card on file to profile
3. Emergency Contact- Add to profile
4. Send invite to student to Login to FSP
5. Add customer profile in QB. (make sure no profile already exists)
 - Name, address, phone, and email
6. FSP: Link QBs profile to their FSP profile
7. File in Student Cabinet once all items are complete
8. Upload TSA Forms and Photo ID to their profile. (Document)

V1 FLIGHT - CUSTOMER CONTACT AND BASIC PROFILE SETUP

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____



Credit Card Type (Visa, MC, AmEx, Discover): _____

Credit Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Expiration Date (MM/YY): _____ CVV: _____

Emergency Contact

Full Name: _____

Phone Number: _____

Relationship: _____

I hereby authorize **V1 Flight** to charge the above credit card for services rendered, including but not limited to aircraft rental, flight instruction, testing, and associated fees. (Any credit on account will be used before running the card, and you have the option to pay with cash, check, or another card for each transaction) I affirm that the information provided is true and correct.

I understand that all payments are subject to V1 Flight's policies and procedures, and that this authorization will remain in effect until I provide written notice of cancellation.

Customer Signature: _____

Date: _____

Flight Schools, FBOs, Flight Instructors and Student Pilots

As of December 20, 2004, a new TSA rule requires flight instructors to validate citizenship of individuals who seek training for a new pilot rating or certificate. A logbook endorsement must be made to verify citizenship and eligibility for flight training.

If the individual is a foreign national, they are required to apply for a background check through the TSA web site and submit a \$130 fee before beginning flight training.

All flight instructors and flight schools should be familiar with procedures and requirements for checking potential student identification. TSA rules vary for training in aircraft more than 12,500 and for aircraft 12,500 pounds or less.

More information may be obtained by calling the Alien Flight Student Program at 703-549-1292 or at the TSA Web site <https://www.flightschoolcandidates.gov>. It may also be helpful to consult AOPA's web site at http://www.aopa.org/tsa_rule/.

Flight schools are also required to conduct a security awareness program for flight school employees to increase their awareness of suspicious circumstances and individuals enrolling in or attending flight school. The TSA on-line Flight School Security Awareness Training module is available at <http://download.tsa.dhs.gov/fssa/training/index.html>.

LOG BOOK ENDORSEMENT

DATE _____

I, _____ certified flight instructor # _____
(Name of Instructor) (Instructor #)

certify that _____ residing at _____
(Name of Student)

_____ as presented me a _____
(Address of Student)

(To verify if document presented, such as a US birth certificate of US citizen, and the relevant control or requestal number on the document, if any)

Social Security number _____ establishing that he/she is a U.S. citizen or national in accordance with 49 CFR 1558.3(l). Copies are all in their file.

(Signature of Instructor)

(Date Signed)

Before you're allowed to solo, you must obtain at least a Class 3 Medical Certificate and a student pilot certificate. To obtain the FAA Medical Certificate go to, MedXpress.FAA.Gov. Create an account, request at least the Class 3 medical. You'll be asked for your medical history. The you'll be given a registration number. Give this number to the AME when you make the appointment so they have it on file.

Below is a list of some of the AME's in the area to call and set up your appointment

Angela Greif	1795 Hwy 64E Anamosa, IA	319-481-6147	exam for class 1-3
Stephen Runde	225 Welter Drive Monticello, IA	319-465-5937	class 2-3
Bryan Wilson or James Blum	2591 Holiday Rd Coraville, IA	319-356-3335	class 2-3
Brad Helthoff	206 Cookson Dr West Branch, IA	319-351-8625	class 2-3

Aux or Baggage Area	Cessna 172 (where applicable)	120 lb combined or More Limiting by Specific POH	TCDS 3A12 & POH baggage/auxiliary seat limits.
---------------------	-------------------------------	--	--

3. Operational Rationale

1. Structural Load Protection – Ensures occupant and seat track loads remain within design intent. The Cessna 172 floor structure and seat rails are rated for approximately 200 lb/ft² distributed load and 26g crashworthiness standards for 170 lb design occupants.
2. Center of Gravity (CG) Safety Margin – Prevents exceeding aft CG when heavy rear occupants are present.
3. Seat Track & Restraint Integrity – Addresses risks identified in Cessna SB SEB07-5 and AWB 25-032 (seat slippage).
4. Training Environment Standardization – Provides consistent limits across fleet and simplifies instructor preflight W&B verification.
5. Alignment with Industry Practice – Similar limits are applied by major flight schools and universities to mitigate weight distribution risk in legacy training aircraft.

4. Procedures

- Preflight Weight Verification:

Each instructor or PIC must verify occupant and baggage weights before flight. Weights shall be confirmed via student self-report or scale measurement for flights approaching maximum gross weight.

- Exceedance Handling:

If a planned flight would exceed the per-seat or CG-based limits, the instructor must:

- Adjust seat assignments or redistribute baggage.
- Offload baggage or fuel to remain within limits.
- If still non-compliant, the flight must not be dispatched.

- Documentation:

All flights must include completed Weight & Balance computations.

5. Oversight and Review

This policy is reviewed annually by the Chief Instructor and Safety Officer as part of the SMS Safety Assurance process. Any maintenance bulletin, POH revision, or Cessna service letter affecting seat, floor, or occupant load ratings will trigger an immediate review.

6. References

- Cessna 172 TCDS 3A12 (FAA)
- Cessna POH/AFM
- FAA AC 43.13-1B, Chapter 4 (Structural Repair Limits)
- Cessna Service Bulletin SEB07-5: Secondary Seat Stop Installation
- FAA Part 23 Amendment 64: Seat Restraint (26g) Occupant Protection Standards



V1 Flight Cancellation Policy

This policy exists to ensure that V1 Flight's resources are available and used efficiently. We appreciate your business and strive to keep our schedule optimized so all students and renters can access our aircraft and instructors effectively.

Short Notice Cancellations

A short notice cancellation is defined as canceling a lesson within 12 hours of the reservation start time. Please contact your instructor or the dispatcher on duty to explain the cancellation. Simply canceling online without notifying them will result in a cancellation fee. These short-notice cancellations prevent instructors from filling the open slot with another student or renter, resulting in lost instructor salary and business revenue.

Weather Cancellations

- *Instruction Flights:* Only the instructor is authorized to cancel due to weather. No lesson should be cancelled in advance without assessing actual conditions at the airport unless a severe weather advisory has been issued.
- *Rental Flights:* Renters may cancel for weather but are encouraged to call a CFI if unsure. When conditions are uncertain, we encourage renters to come to the airport and make a GO/NO-GO decision with an instructor or using weather resources.
Weather cancellations will not be charged as short notice cancellations. Please attach the relevant METAR to any weather cancellation for records.

Illness, Personal, or Family Emergencies

These cancellations are free of penalty. We understand that unexpected events and illness occur. Students are given one courtesy pass for an emergency or sudden illness. After this, all no-shows and <12-hour cancellations will be billed a cancellation fee.

Rescheduling

If a lesson is rescheduled more than 12 hours before the scheduled start time, no penalty will apply.

Short Notice Cancellation Fee

The time reserved for an airplane and instructor blocks others from using those resources. Short-notice cancellations result in loss of income to the instructor and the school. If short-notice cancellations or no-shows become habitual, compensation will be required for the lost time. This ensures aircraft and instructors remain available to the broader student base.

Cancellation Fee Structure

The cancellation fee is equal to the time booked in the reservation. Students will be charged both the instruction rate and/or the aircraft rental rate corresponding to the reservation type.

- Instruction Types: Primary Ground Instruction, Advanced Ground Instruction, Primary Flight Instruction, Advanced Flight Instruction
- Aircraft Rental: Aircraft Rental Standard Rate

Thank you for your understanding and cooperation.

Private Pilot Certificate – Frequently Asked Questions

How long does it take to earn a Private Pilot Certificate?

- Training time varies by student. While the FAA minimum is 40 hours, the national average is closer to 65 hours. Completion time ranges from 4–12 months depending on training frequency. You can schedule lessons as often as you would like, with the approximate minimum completion time being three months.

How much does it cost?

- Most students can expect a total investment starting at \$13,000 depending on frequency of your lessons, your skills and payment type. 2-3 times/ week recommended.

What are the basic eligibility requirements?

- Be at least 17 (16 to solo)
- Hold a government ID
- Hold a Student Pilot Certificate
- Hold a Third-Class Medical or qualify for Basic Med
- Understand English

What does the training include?

- Dual instruction, solo flight time, night flying, cross country flights, and ground instruction in core aeronautical topics.

Do I need a medical exam?

- Yes – at least a Third-Class Medical is required unless eligible for Basic Med.
*You do not need a medical to begin flight training.

What tests do I have to pass?

- FAA Written Knowledge Exam
- Oral Exam
- Practical Flight Test (Checkride)

What can I do with a Private Pilot Certificate?

- A Private Pilot Certificate gives you the ability to fly anywhere in the United States and carry passengers. There are many public airports to visit across the country. Destinations in the local area includes Schaumburg, IL, Prairie du Chien, WI, Des Moines, IA and many more.

Is flight training safe?

- Yes. Training follows strict FAA regulations and maintenance standards.

How do I get started?

- We offer an introductory discovery flight where you can take the controls with an instructor.

WHY CHOOSE US FOR YOUR JOURNEY

OUR STRATEGY TO TAKE YOU TO
THE NEXT LEVEL



MEET YOUR AVIATION GOALS



VI FLIGHT MEMBERSHIP VS FLYING CLUB

VI's training and rental is now a hybrid between an exclusive flying club and our professional rental and training operation. With a monthly membership we can move towards a more personalized service and blend flexibility with professionalism and resources of us as a commercial operator. Traditional flying clubs carry huge financial risks like assessments and distract from flying with board meetings and maintenance coordination. At P&N you have predictable costs and even financing options.



Why try to piece it together yourself?

Over the years, we've seen many customers explore seemingly cheaper options elsewhere, only to return to us for the specialized services and quality they needed and couldn't find elsewhere. While we welcome them back with an open mind, we will prioritize those that stuck with us in the first place when they have specialized needs and deadlines.



NEW: Monthly Enrollment Versus Hourly Rate Increase in 2025

Increases in hourly rates mean those who fly the most are penalized. Only adjusting hourly rates mean equal access to the aircraft whether you fly regularly and are a loyal customer or are a stanger. Imagine getting ready for your checkride every day for weeks, only to have the aircraft reserved for the whole weekend by someone that hasn't flown in a year! **VI's** new model addresses this because non-active students will cancel enrollment and we can allocate resources better for you.



VI MEMBERSHIP VS TYPICAL FLIGHT SCHOOL

In a typical flight school or rental outfit, training is often limited to part-time instructors. Enjoy the advantages of a professionally managed operation, including full-time dedicated flight instructors and a standardized syllabus, making transition between CFI's easy. We've always prioritized having full time instructors.

NEW: Training HUB

Your monthly enrollment fee gives access to online scheduling, including recurring reservations, and now the FlightSchedulePro training hub. Here you can review lesson notes, instructor feedback, and see how you are progressing in between lessons.

NEW: The Push for Avionics Overhauls



We're not just funding future improvements, P&N spent over \$100,000 on avionics in the end of 2024. We are moving to standard panels between the aircraft including Garmin 375 GPS, Garmin 215 Nav/Coms, and Garmin 275 Digital Instruments or Glass Panel. **VI** is an exciting place to fly as we're always working to improve.



NEW: Measuring Shared Fleet Access by Quality Not Numbers

A small monthly rate, less than a decent gym membership, allows us to keep a smaller core group of pilots - we know exactly who has access to our aircraft and that they are being flown well, instead of pushing the airplanes to fly every hour possible to make ends meet. This benefits you because you know you are among only the most skilled pilots that exceed the FAA standards.

1710 MARION AIRPORT RD