

Dear Customers,

Please see the updated Policies and Procedures effective 6/15/2020.

The following rules are in effect.

- 1. All rentals and dual flights except N72669 will be located at HWV.**
- 2. N72669 will be at ISP and you will go through the side gate to the left of the sim building. Upon arrival to the gate please contact 631-281-5400, ext. 215 for the gate code. You must have your AOA badge on at all times.**
- 3. Customers are responsible to wear their own provided masks but we do have a limited supply available if needed.**
- 4. We will take your temperature with a contactless thermometer upon entry to the building.**
5. PPL/Sport Pilot Students must have a dual flight prior to flying solo. MIAS policy as per the Flight Operations Manual states you must have a dual flight once every 30 days for solo students.
6. Customers are encouraged to bring their own disinfecting wipes and to wipe down the airplane.
7. Prior to flying you must e-mail [hwvdispatch@midislandair.com](mailto:hwvdispatch@midislandair.com) & [dwldispatch@midislandair.com](mailto:dwldispatch@midislandair.com) the attached Covid-19 disclosure. Failure to do so will result in our ability to not allow you to rent or take a lesson until further notice. A copy can be found on our Website at [www.midislandair.com](http://www.midislandair.com) in our Latest News Section.
8. Your Weight and Balance and Preflight Risk Assessment MUST be completed online prior to grabbing your clipboard and keys. It will automatically e-mail it to us upon completion on our website. <https://www.midislandair.com/COMPANY-INFO/Rental-Fleet-Specs-Prices.php>.
9. When you arrive for your flight at HWV the gate to the ramp will be unlocked and open so you may progress through it and your clipboard card and keys will be in the black box on the backside of the gate. Flights at ISP the clipboard and keys will be in the airplane or the sim room.
10. Line will be disinfecting the Airplanes/Simulators after each use, if you see a member of our team at your airplane please wait until they are finished and maintain a minimum of 6 feet from them at all times.
11. At the conclusion of your flight you must call the desk at 631-281-5400, ext. 215 to give in your Start and Stop Hobbs and Tach time. We will then create your invoice e-mail the invoice to you so that you may pay it online using our new online pay feature. Our preferred method for payment is ACH. You will then return the clipboard and keys to the black box on the gate or if at ISP leave in the airplane.
12. If you wish to pay cash at HWV you may come inside to do so.

Covid- 19 Disclosure Sheet

By signing below I understand that I am making the decision to fly and agree to not hold Mid Island Air Service Inc., or any of its officers, directors, or employees responsible if I am to get any type of sickness. I am accepting the risk and agree to practice my own additional safety measures to help stop the spread of any illnesses from or to myself. I additionally certify that I have not knowingly been in the vicinity of someone who has tested positive for Covid-19 in the preceding 14 days.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name