



After-Hours Flights Policy

Air America Flight Center (AAFC) allows the operation of aircraft after normal business hours between close of business (COB) to 1AM the next day to facilitate the needs of rental and instructional flights. To service flights after normal business hours, AAFC mandates the pilot in command (PIC) must:

- Become familiar with AAFC Contact Information and Policies
- Inform AAFC dispatch personnel of the intent to schedule an aircraft outside normal business hours
- Keep AAFC dispatch personnel informed of the intended return time
- Provide AAFC dispatch a flight plan, route of flight, or flight purpose if staying within 25 miles of the airport
- Arrange payment for the flight with a card on-file, prepayment, or AAFC flight account balance
- Immediately inform AAFC dispatch personnel if their return time changes for any reason
- Perform the AAFC Shutdown Checklist at the end of the flight
- Call the after-hours phone or other contacts if necessary to arrange for escort
- Remain with the aircraft until an AAFC representative arrives to escort from the ramp and off airport property
- Not at any point leave the aircraft they are assigned to
- Not attempt to leave the Southeast ramp or exit airport property without an escort

Between 1AM and open of business, after-hours service may not be available. Arrangements must be made with dispatch staff and **approved by a supervisor** to ensure the aircraft is properly secured until open of business and returned to the flight center without delay and the renter and occupants must ensure safe exit of airport property. The above mandates still apply regardless of the hour.

Amendment: No activities between close of business (1900L) and open of business (0800L) may occur unless **prior approval by a manager** is granted and a **front desk dispatcher is present** to dispatch the activity.

After-Hours fees are based on the time of arrival on the flight center ramp and first communication with AAFC dispatch staff and are \$30 between COB and 11PM, \$60 between 11PM and 6AM, and \$30 between 6am and OOB. If a flight begins after COB, an AAFC representative must escort to the aircraft, and a call-out fee of \$30/\$60 may apply. **A late fee of \$75 may apply** if a flight returns later than arranged with dispatch staff per the mandates above.

Abandonment of the aircraft away from the flight center may result in relocation fees up to and including the cost of returning the aircraft at its normal rental rate, employee labor expenses, transportation costs, and landing, ramp, and storage fees that may apply. PIC's are urged to make every effort to return the aircraft to the flight center within business or after-hours service times. All available AAFC contacts should be communicated with per the mandates above or in case of any difficulties with the aircraft or reservation. They are kept up-to-date and provided in each aircraft binder as Contact Information & Policies. Please make every effort to contact an AAFC representative for assistance outside business hours before contacting other authorities. If no AAFC representatives are reachable (you must attempt to call all representatives on the Contact Information & Policies list) and you need assistance on DBIA property, contact Airport Operations or Air Traffic Control for assistance without leaving the aircraft and wait until an escort arrives.

Front Desk Dispatchers	Between 0800-1900L ONLY	(386) 252-3600
After-Hours Duty Phone	After-Hours Duty Staff	(386) 562-2978
DAB Airport Authorities	Airport Control/ATC/Ops	Contact ATCT by radio or phone
Emergency Services	911	Call, notify location on airport

