TO:        Air Sailing Members
FROM:      David Volkmann, Trustee
RE:        Pilot Requirements Prior to First Flight from Air Sailing Gliderport
DATE:      Friday, January 14, 2022

Pilots operating from the Air Sailing Gliderport are required to satisfy the following requirements prior to their first flight of the year:

  Be accredited for an annual Safety Briefing
  Read the current "Airport Operations in the COVID-19 Environment Information"
  Read the "Operating Procedures Manual"
  Sign the "Operating Procedures Manual Certification"
  Sign an annual Waiver of Liability
  Provide proof of acceptable aircraft insurance.

There are several options available by which to satisfy these requirements:

**Safety Briefings**

  Attend the live Safety Briefing Webinar,
  Watch the recording of the Safety Briefing Webinar, or
  Receive a personal Safety Briefing

  To Certify You've Received a Safety Briefing:

    For the live Safety Briefing Webinar:
      1) Indicate you attended a live safety briefing webinar on your OPM Certification
      2) Return your document (as below)

    For a recorded safety briefing (available a few days after the live webinar):
      1) Register for and watch the recorded Safety Briefing Webinar
      2) While watching, take careful note of each poll's phonetic alphabet designation
      3) Include each poll's designation on your OPM Certification
      4) Return your document (as below)

    For a personal safety briefing:
      1) Indicate the date and by whom given on your OPM Certification
      2) Return your document (as below)

**Read the Operations Procedure Manual (OPM)**

The OPM is published on the website.

To Certify Your Understanding of the OPM:
1) Complete and sign your OPM Certification
2) Return your document (as below)

**Waiver**

The Waiver is published on the website.

1) Complete and sign your waiver
2) Return your document (as below)

**Provide Proof of Acceptable Aircraft Insurance**

Return your proof of acceptable aircraft insurance document (as below).

**Return Your Documentation**

- ❖ Request via e-mail to electronically sign documents via Adobe Sign
    - ○ Waiver
    - ○ OPM Certification
    - ○ Waiver and OPM Certification

or

- ❖ Download the document here: OPM Certification or Waiver
- ❖ Complete, print, sign and date the document
- ❖ Return the document to David Volkmann
    - ○ Via USPS or your preferred carrier
    - ○ Scan and return the file via e-mail with attachments
    - ○ Take a digital photograph and return via e-mail or text message

- ❖ Return only the Declarations page of your insurance policy - not the entire policy - as proof of acceptable aircraft insurance.