

LGE Flying Club, Inc.
New Member Orientation

Member Name: _____

Briefer: _____

Date: _____

I. Club Operations

A. Web page: www.LGEFlyingClub.org

- 1) Officers
 - a) List of Board members-put all these cell phone number in your cell phone.
- 2) Instructors -List of CFIs. Must use a Club approved CFI in Club a/c.
- 3) Meetings- Quarterly General Membership Meetings -see schedule; next meeting in July.
- 4) Documents
 - a) Bylaws (esp. Finances; Meetings of Members)
 - b) Operating procedures (esp. Checkout; Preflight; Reservations; Scheduling)
 - c) Insurance -info
 - d) Avionics-info
 - e) AME-info
 - f) Other
 - i) Flight Check Sheet-print and fill out sheet for checkout flights.

B. ScheduleMaster-online software

- 1) Userid/password access-get from Club Secretary.
- 2) Announcements pop up window-note as they apply to your operations.
- 3) Schedule - Scheduling/canceling
- 4) My Account/My Profile - Pilot Data –
 - a) pilots responsible to update info as it changes.
- 5) Resource info –
 - a) Aircraft
 - b) Instructors
 - c) Maintenance-ScheduleMaster not used; use three ring binder in a/c.
 - d) Group Info- User List.

C. Financial payments

- 1) Aircraft time – billed monthly by treasurer based tach time as recorded in a/c log in 3-ring binder. Bills arrive by email from Club Treasurer on 15th. Payment due by 31st. Contact Treasurer with questions.
- 2) CFI Instruction- rates determined by CFI and paid directly to CFI at end of flight. Discuss ahead of time.

II. Airport Operations

- 1) Aircraft Parking (see map)
- 2) Auto parking-main lot by Elevation Restaurant/FBO and by the base of the control tower.
- 3) FBO-Hawthorne-770-422-4300
 - a) Fuel-you order and they charge club's credit card.
 - b) Air for tires
 - c) Restrooms
 - d) Computers available
 - e) Wireless- flyhawthorne
 - f) Ramp access- but don't park on the ramp
 - i) Can use speakerphone at gate connect to Hawthorne desk.
 - ii) Gate Card-\$25
 - iii) Ramp operations- use car flashers while on ramp. Observe speed limits. Stay well clear

of and yield to all a/c. At night, when driving towards another a/c on ramp or runway, dim to parking lights until a/c passes.

III. Initial Aircraft Checkout

1. Select a CFI and call him well in advance to layout plan for checkout; call RJ or me if you need guidance on a CFI.
2. Bring FAA License; medical; Driver's License; logbook.
3. Bring a copy of Passport or Birth Certificate for citizenship verification.
4. EFB or charts are at members' own cost and acquisition.
5. Headsets are owned and provided by each member. None kept in the a/c. No rentals available.
6. AFM/POH Manual- C172M POH available from Chief CFI.
7. If Flight Review needed- let CFI know ahead of time and take online FAA renewal course.
8. Aircraft Quiz-by a/c type covers limitations and procedures; get from CFI and complete prior to first flight.
9. Club Checkout – print and bring “Flight Check Sheet” form from web page to flight.
10. Upon successful completion of each a/c type, CFI will give you a key for appropriate type.

IV. Aircraft Operations

A. FARs-know them and follow them.

B. Club Operating Procedures- see copy at web page. Read and follow them.

C. Three ring binder in each aircraft with tabs as follows:

- 1) Checklists- on cover, use them.
- 2) Tach time log- used for billing
- 3) Maintenance log – Squawks; see example; call MO on all entries.
- 4) VOR check log
- 5) Weight & Balance – info.
- 6) Misc. info- varies.

D. POH- copy available from Chief Flight Instructor; copy in a/c (stays in a/c)

E. Preflight

- 1) Note that a/c have assigned spots. Be sure to return a/c to those spots. C-182 always on the west end.
- 2) Aircraft registration and Airworthiness cert. should be in side panel.
- 3) Checklists-use 'em.
- 4) Fuel sampler and dipstick should be in pilot's seat back.
- 5) Fuel- if needed before flight, Call Hawthorne FBO 770-422-4300 (put this number in your cell phone); fueling away from RYY, observe correct fueling with 100LL, send receipt to Treasurer.
- 6) Air for Tires-Call Hawthorne FBO. Note-you can't really tell by looking if tires have proper inflation. Use an air gauge, carry one in your flight bag.
- 7) Oil-2 spare quarts in baggage; record usage in 3 ring binder. Use only Aeroshell W100 unless advised by MO. DO NOT OVER FILL OIL IN ENGINE. DO NOT SPILL OIL ONTO ENGINE. DO NOT OVERTIGHTEN OIL DIPSTICK IN FILLER NECK. Ask for instruction if you have never put oil in an aircraft.
- 8) Tow bar-baggage compartment.
- 9) Rags-usually clean and dirty ones in baggage compartment, if needed.

- 10) Windshield cleaning-water or use windshield cleaner in baggage comp; vertical strokes only. Use soft clean cloth; nothing abrasive; absolutely no alcohol or other cleaners on acrylic windows.
- 11) Spare tire-sometimes spare one in baggage; can be used if you have tire problems away from RYY. Call MO first.
- 12) Spare lightbulbs-sometimes extras in glove box.
- 13) Engine Preheat-Club does not have any heaters. For cold weather ops, see aircraft POH and see Club Operating Procedures.
- 14) Cockpit Preheat-Club does not have any. For cold weather ops, see aircraft POH and see Club Operating Procedures.
- 15) Seat rails- note the C172s have rail locks that must be released to move back.
- 16) Check for FOD on ramp in front of aircraft. Helps avoid propeller tip damage.

F. Operations

- 1) GPS Database-
 - a) Navigation database kept up to date by Secretary for East and Central U.S.A.
 - b) Obstacle Database is not updated.
 - c) N136LM GPS is VFR only
- 2) Use Club approved checklists in the aircraft.
- 3) Remember ramp is a non-movement area.
- 4) Lean engine mixture for all ground and taxiing operations.
- 5) Return a/c to appropriate parking spot. C182 is always in the west end spot.
- 6) Use extreme caution to avoid wing-tip to wing-tip collisions on the ramp.

G. Post flight

- 1) Use tow bar to steer a/c into spot; don't push on propeller spinner. Push on prop and wing struts.
- 2) For C182, follow clear spark plugs procedure just prior to shut down.
- 3) Avionics master off before engine shutdown.
- 4) Review and complete shutdown checklist. Parking brake not used.
- 5) Leave beacon switch on (if you forget and leave master switch on, you will see beacon flashing)
- 6) Complete time log and maintenance log (as needed); place three ring binder under pilot seatbelt.
- 7) Reconnect seatbelts, stow shoulder belts above.
- 8) Chocks-install.
- 9) Tie downs- install all three tie downs; be sure knots don't slip.
- 10) Fuel selector - per checklist.
- 11) Cowl flaps (C182) open.
- 12) Window shades-install.
- 13) Control lock-install.
- 14) Pitot cover-install.
- 15) Remove any trash and personal belongings, including from seatbacks.
- 16) Review shutdown checklist again to confirm all procedures completed. Parking brake not used.
- 17) Lock all doors, including baggage door.
- 18) A/c - walk around, looking for missing fasteners, loose panels, damage, leaks, or anything else wrong with a/c.
- 19) Fuel- Call Hawthorne FBO 770-422-4300 to have them top-off fuel, unless next pilot has requested less than full fuel.
- 20) Maintenance- call MO Steve Coon- cell 770-296-5688 if any new maintenance items to report.
- 21) If a/c is grounded, place "Grounded" placard from 3-ring binder over yoke.
- 22) Schedulmaster- cancel your reservation if more than 30 minutes remain on your reservation.

V. Aircraft Maintenance

A. Maintenance Officer-Steve Coon- cell 770-296-5688 put this number in your cell phone.

B. Squawks

1. All maintenance items should be squawked in the a/c 3-ring binder and called to the M.O. (telephone is primary; text and emails only as backups; DO NOT ASSUME M.O. got your info; continue to follow-up with him until he acknowledges or speaks with you directly.) If you continue to be unable to get ahold of him, call another Board member and report it.
2. One squawk per block. (See examples)
3. Indicate aircraft status-up or down.
4. If down status, use placard and hang over the yoke.

C. Maintenance and maintenance Shops

1. All maintenance needs to be approved by the MO.
2. If you are out of town, still call the MO first, before doing any maintenance.
3. Aircraft logbooks are kept at H+L Aircraft Shop with Mark.
4. No unauthorized maintenance should be performed on the aircraft.