

LGE Flying Club, Inc.

New Member Orientation

Member Name: _____

Briefer: _____

Date: _____

I. Club Operations

A. Web page: www.LGEFlyingClub.org

- 1) Officers - put all these cell phone numbers 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-4th Thursday -see schedule.
- 4) Documents
 - a) **Bylaws** (esp. Finances; Meetings of Members)
 - b) **Operating procedures** (esp. Checkout; Preflight; Reservations; Scheduling)
 - c) Other - **Flight Check Sheet** - print and fill out sheet for checkout flights.

B. Flight Circle - online software

- 1) Userid/password access - get access from Board Officer AJ Schramm 404-405-3791.
- 2) Complete personal information and set-up
- 3) Schedule - Scheduling/canceling schedules point and click.
- 4) Payments done via credit card; soon hope to have ACH payments available.
- 5) Check-out and check-in process when you fly. Also complete 3 -ring binder list.

C. Financial payments

1) Aircraft time – billed by Flight Circle and/or treasurer based on tach time as recorded Flight Circle and in a/c log in 3-ring binder located in each of the aircraft. Revised billing procedures still in development. Bills should arrive by email monthly from Club Treasurer on 15th. Payment due by 31st. You can pay via:

- a. Pay though Flight Circle via credit card. Currently the preferred method. Fees added.
- b. VENMO-DO NOT USE. Account compromised.
- c. Send check payment the Club's P.O. Box 4898, Marietta, GA 30061-4898
- d. Pay by PayPal. DO NOT USE. Account compromised.

Please contact Gary Gray, Club Treasurer, for setup instructions or help treasurer@LGEflyingclub.org or [678-266-4565](tel:678-266-4565).

2) CFI Instruction- rates determined by CFI and paid directly to CFI at the end of the flight. Discuss ahead of time with each CFI.

3) Insurance- The club maintains very good insurance on club airplanes and pilots. For more details contact Club V.P. A.J. Schramm 404-405-3791. Remember to keep your qualifications current to ensure coverage by the insurance policy in the event of a claim.

II. Airport Operations

- 1) Aircraft Parking – 4 tiedown spots leased from airport.
- 2) The automobile parking-main lot by Elevation Restaurant/FBO and by the base of the control tower.
- 3) FBO-Hawthorne -770-422-4300 (add this to your cell phone)
 - a) Fuel - at RYY, you order fuel and they charge club's credit card.
 - b) Air for tires from pump on truck
 - c) Restrooms
 - d) Computers available
 - e) Wireless- password = flyhawthorne
 - f) Ramp access- but don't park on the ramp. Latest instructions from Airport Manager 2/2025:
One last point I'd like to make is regarding vehicle operations on the ramp. We are trying to restrict the numbers of vehicles on the ramp and since you have a large membership, it would be helpful if you could forward these reminders:
 - *Vehicle access on the ramp should be limited to active loading/unloading of aircraft and those tasked with aircraft maintenance.*

- Enter at Entrance A/Gate A (near the tower) and not from the Gate B (FBO area). This reduces vehicle traffic on the busiest part of the ramp.
 - Park vehicles in Lot A (the lot that includes the tower). Parking spaces closest to the aircraft are used on a temporary basis or on weekends. Please limit overnight parking.
- i) Can use speakerphone at gate -connect to Hawthorne desk.
 - ii) Gate Card-1st one free; replacement card \$40. Latest instructions from the FBO 2/2025:
The basic steps include:
 - Complete the online training by viewing the slides (make sure to scroll to the top)
 - Complete the quiz/application
 - Submit a copy of a valid driver's license to Hawthorne's email address.
 - Once those are completed, the ID cards are generally printed the following Friday. The applicant will be notified when their ID is ready for pickup. There may be delays due to confirmation of status or a shortage of blank IDs.
 - iii) Ramp operations- use car flashers while on ramp. Observe speed limits- 10 MPH. Stay well clear of and yield to all aircraft.
 - iv) 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/her well in advance to layout plan for checkout; call Andrea Thompson if you need guidance on a CFI.
2. Bring FAA License; medical certificate; Driver's License; logbook.
3. IACRA- get your Student Pilot Certificate process started at iacra.faa.gov
4. Medical: Talk with your CFI about medicals. It is important to correctly fill out any medical docs provided to FAA.
5. Bring a copy of Passport or Birth Certificate for citizenship verification. TSA Requirements - Prove your citizenship with birth certificate or Passport. This step with a logbook entry needed for initial certificate, initial instrument training, and initial multiengine training. See procedures at AOPA.org
6. EFB (e.g. Garmin Pilot, WingXPro, FlyQ or ForeFlight) or charts are at members' own cost and acquisition.
7. Headsets are owned and provided by each member. None kept in the a/c. No rentals are available.
8. AFM/POH Manual- C172M POH printed copy available from Chief CFI.
9. If Flight Review is needed- let CFI know ahead of time and take online FAA renewal course, **ALC-25: Flight Review Prep Guide.**
10. Aircraft Quiz-by a/c type covers limitations and procedures; get from CFI and complete prior to first flight.
11. Club Checkout – print and bring “**Flight Check Sheet**” form from web page to flight.
12. 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 www.lgeflyingclub.org. 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 recording time, adding oil, 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-182RG is always on the west end next to the taxiway.
- 2) Aircraft registration and Airworthiness cert. should be in side panel by pilot's left calf.
- 3) Checklists - use the correct checklist for the a/c model you are flying.
- 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);
- 6) If fueling away from RYY, observe correct fueling with 100LL, you pay with your personal credit card and send receipt to Treasurer.
- 7) 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.
- 8) Oil-2 spare quarts in baggage; record usage in 3 ring binder. Use only Aeroshell W100 unless advised by M.O. DO NOT OVER FILL OIL IN ENGINE. DO NOT SPILL OIL ONTO ENGINE. DO NOT OVERTIGHTEN OIL DIPSTICK IN FILLER NECK. Ask for instructions if you have never put oil in an aircraft. Lycoming oil sump=8 qts; fill to 7 qts; Continental sump=12qts; fill to 10 qts.
- 9) Tow bar in baggage compartment of each aircraft.
- 10) Rags - usually clean and dirty ones in baggage compartment, if needed.
- 11) Windshield cleaning – clean water or use windshield cleaner spray in baggage compartment, vertical strokes only. Use soft, clean cloth; nothing abrasive; absolutely no alcohol or other cleaners on acrylic windows.
- 12) Spare tire - sometimes spare one in baggage; can be used if you have tire problems away from RYY. Call Maintenance Officer first.
- 13) Spare lightbulbs - sometimes extras in glove box.
- 14) Engine Preheat - Club does not have any heaters. For cold weather ops, see aircraft POH and see Club Operating Procedures Section 1.12.
- 15) Cockpit Preheat - Club does not have any heaters. For cold weather ops, see aircraft POH and see Club Operating Procedures Section 1.12.
- 16) Check for FOD on the ramp in front of aircraft during preflight. Helps avoid propeller tip damage and prevents prop blast from blowing that FOD into the next airplane.
- 17) Seat rails - note the N658LM and N20FC have a rail lock on the floor beside Pilot's seat only that must be released to move seat all the way back.

F. Operations

- 1) GPS Database (all 4 aircraft):
 - a) Nav Databases are updated for entire USA coverage.
 - b) Obstacle Databases are not updated.
- 2) Use Club approved checklists in the aircraft (one for that specific type a/c.)
- 3) Lean engine mixture for all ground and taxiing operations, as well as power<75% airborne.
- 4) Return a/c to the appropriate parking spot. C182RG is always in the westend spot beside taxiway N.
- 5) Use extreme caution to avoid wingtip to wing-tip collisions on the ramp. Watch prop blast.

G. Post flight (*items on shutdown checklist)

- 1) Exceptions to shutdown checklist.
 - a) Parking brake not typically used.*
 - b) Avionics master OFF* before engine shutdown
 - c) Lights and Pitot Heat off (except leave beacon switch on)
 - d) Cowl flaps (C182) open.*
- 6) Park with nosewheel straight. If not, after shutdown, use tow bar to straighten nosewheel, esp.

C182RG. Do not operate rudder trim on deck in C182RG.

- 7) Leave beacon switch on (if you forget and leave master switch on, you will see beacon flashing)
- 8) Use tow bar to steer a/c into spot; don't push on propeller spinner. Push on prop (near the hub) and wing struts. Straighten nosewheel.
- 9) Chocks-install.
- 10) Tie downs- install all three tie downs; be sure knots don't slip. Ask for help if needed.
- 11) Reconnect seatbelts (DO NOT CRANK DOWN TIGHT-it can damage seat fabric), stow shoulder belts above.
- 12) Window shades - install.
- 13) Complete time log and maintenance log (as needed); place three ring binder under pilot seatbelt.
- 14) Remove any trash and personal belongings, including from seatbacks.
- 15) Review shutdown checklist again to confirm all procedures completed. Parking brake not used.
- 16) Lock all doors, including baggage door.
- 17) A/c - walk around, looking for missing fasteners, loose panels, damage, leaks, or anything else wrong with a/c.
- 18) Fuel - Call Hawthorne FBO 770-422-4300 to have them top-off fuel unless next pilot has requested less than full fuel. Please comply with pilot's request for less than full for his weight and balance needs.
- 19) Maintenance – call or text Maintenance Officer. Stephen- if any new maintenance items to report. No emails, they may go unnoticed for days.
- 20) If a/c is grounded, place "Grounded" placard from 3-ring binder over yoke and advise MO.
- 21) Schedulemaster - cancel your reservation if more than 30 minutes remain on your reservation. So if you reserve a 5 hour block and weather causes you to return in 30 minutes, cancel the remainder of your reservation in S.M.

V. Aircraft Maintenance

A. Maintenance Officer- Stephen- be ready to contact him with maintenance problems.

B. Squawks

1. All maintenance items should be squawked in the a/c 3-ring binder and called to the M.O. Pictures and videos work great to help explain squawks (telephone is primary, alt use text; use 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 on the maintenance sheet. (See examples)
3. Indicate aircraft status - up or down.
4. If down status, use placard from 3-ring binder and hang over the yoke for next pilot to see.

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 KRYV at H+L Aircraft Shop with Mark.
4. If you are going for a check ride, you'll need to take aircraft logbooks. Call Stephen two weeks or more prior to check ride to start arranging to pick up of logs from Stephen. Call earlier if you need training on where to find required items in logbooks.
5. No unauthorized maintenance should be performed on the aircraft.

VI. Getting Started

A. New Member Agreement – signed.

B. Flight Circle - setup-complete

Initial payment -complete.

C. Orientation-complete.

- D. Contact a Flight Instructor- see if they are available to work with you. If you need help selecting a CFI, call Andrea, Chief Flight Instructor.
- C. Basic Equipment - Logbook, Headset, kneeboard, Sectional Chart, EFB, FAR/AIM.
- F. C172M POH available from RJ. Before flying.
- G. Complete the limits quiz for the type airplane you are flying.
- H. Training Syllabus – if needed -see your CFI.
- I. A/c key -get from CFI.
- J. Flight hours payments- done through logging time in F.C. and in the 3-ring binder in each a/c.

VII. Questions?