

# T-CRAFT AERO CLUB OPERATION PROCEDURES AND NEW MEMBER ORIENTATION

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## 7.0 SCHEDULING AND LOGGING OUT AIRCRAFT

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- 7.1 A member wishing to fly shall schedule the aircraft through Schedule Master and is responsible to cancel through Schedule master if the flight cannot be made.
- 7.2 Aircraft shall be logged out using the electronic flight log application on the computer in the hangar or the computer in the office area. If computers are down due to power outage or other event log aircraft out using paper log sheet.
- 7.3 The aircraft shall be logged out before the aircraft leaves the hangar, noting the destination of the flight.
- 7.4 Keys for the aircraft shall be picked up from the lockbox on the counter in the hangar after the aircraft has been scheduled and logged out. The keys are in the bag along with the fuel card.
- 7.5 No parking is allowed on the north or south side of the hangar.
- 7.6 No parking is allowed in the hangar.
- 7.7 Entrance to the hangar shall be from the east door. After entry to the hangar members are required to roll the combination to zeros for security purposes.
- 7.8 The Combination of the lock is changed each month on or about the 1<sup>st</sup> of the month. The number will be printed in the email containing the member's monthly billing statement if the member is in good standing.

## 8.0 REMOVING AIRCRAFT FROM THE HANGAR FOR FLIGHT

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- 8.1 Prior to start up, the aircraft shall be pulled out of the hangar to the taxi way and turned 90 degrees from the doors to eliminate prop wash in to the hangars.
- 8.2 Bay doors shall be closed and locked (including chains), lights turned off and the entrance door shut and locked.
- 8.3 The pilot is responsible for ensuring adequate fuel for each flight. Aircraft are not to be filled or topped off at the end of the flight.

## 9.0 RETURNING AIRCRAFT TO THE HANGAR FOLLOWING FLIGHT

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- 9.1 Aircraft shall be returned to the hangar, chalked and gust locks installed.
- 9.2 Pilot shall clean windows and interior of the plane.
- 9.3 Pilot shall clean and apply spray wax to all leading edges (wings, struts, nose and tail).
- 9.4 Pilot shall note time indicated on Hobbs meter and lock both aircraft doors.
- 9.5 Pilot shall enter Hobbs meter time in electronic flight log application (or log sheet in the event of a technology failure).
- 9.6 Pilot shall note oil quantity if oil was added.
- 9.7 Pilot shall return keys, fuel card, fuel receipt(s) and black bag to the key lock box.
- 9.8 Before exiting the hangar the pilot is responsible for noting all hazards/concerns on the appropriate squawk sheet.
- 9.9 Hangar lights shall be turned off, doors shut and locked and the combination for the lock box and the door rolled to 0000.
- 9.10 The maintenance director shall be notified of any maintenance concerns as soon as possible.