

SLEEPING GIANT FLYING CLUB

– Orientation & Procedures –

General Information

Welcome to the Sleeping Giant Flying Club! Over the years, our organization has grown to become one of, if not *the* best flying clubs and flight values in the state, providing recreational flying opportunities in a wide array of aircraft. Your membership helps keep us all flying as well as contributes to the tradition of general aviation in Montana.

Membership in the SGFC is open to any licensed pilot or student pilot in the Helena area. Applications for membership are reviewed and approved by the Board. All FAA regulations regarding the eligibility to hold a pilot or student pilot certificate apply. *Only* SGFC members may reserve or act as pilot-in-command of club aircraft. PIC authority is extended to CFI's instructing club members in club planes.

To keep things going well, it's important that we operate under certain procedures — aeronautical, logistical and practical. It may seem a little intimidating at first, but you'll quickly learn the various tasks necessary to use our aircraft AND keep them in the best and safest condition possible. Because there's lots to keep in mind, always ask for help if you're unsure of a procedure or you think there is a problem. Don't hesitate to contact a Board Member or an employee of Vetter Aviation when a question arises or when in need of help with club property or procedures. A way to stay in touch with issues, procedures or the current status of aircraft is to attend monthly club board meeting that is held the **second Monday** of each month at **Vetter's** at 5:30 p.m. With only a few exceptions, these meetings are open to all club members. This is the best time to offer your opinions and contribute to your club's future.

Remember- there is NO flight that is so necessary as to be undertaken at the risk of yourself, your passengers or club aircraft.

*All members are expected to read and know the by-laws. They provide information on administrative procedures as well as membership information. You can do this as well as keep up on news and information by using the club's web page at [aircraft clubs.com](http://aircraftclubs.com). Aside from the by-laws, this website contains currency and checkout requirements for all aircraft, a membership list, a reminder system for medicals and FR's, as well as such things as the manuals for some of the avionics in our planes. We plan to have checklists, POH's and other flight information included as well.

*With the sole exception of flight instruction under the supervision of a CFI, no SGFC aircraft may be used for any commercial purposes. This also includes use for racing events or search operations. This is outlined in the club by-laws.

*All members must receive a sign-off from a club-approved CFI at the member's expense before flying each aircraft. There are a number of local flight instructors available to help out with endorsements as well as a wide range of flight training and reviews. For specialized endorsements (such as tailwheel) CFI's must have demonstrated competence in the skill being taught. CFI's

who instruct in club aircraft are responsible for the actions of club members under their supervision in compliance with FAA and club regulations.

*Membership dues and use fees must be paid monthly. Those paid by the 15th of each month will have \$20.00 of their monthly dues put into flight credits. Members are encouraged to spend those credits in a timely fashion rather than simply allowing them to build up as their purpose is to encourage more flight time (thus, competency and safety) and not to build a financial liability to the club. Members who are 30 days in arrears in monthly dues and/or flight payments will be locked out from reserving and flying club aircraft until paid. Consistent non-payment can result in loss of club membership. For billing issues contact our accountant, Tina Wilson, at 410-0242.

*As a member of the SGFC and PIC, you have the authority and responsibility to ground any aircraft that you deem dangerous and not airworthy. Please take this responsibility seriously, both for the safety of fellow pilots, their passengers, as well as the good of the club.

*SGFC is ***not*** an aircraft rental entity. As a member, you are a part-owner of the aircraft. Hourly rates go towards the maintenance and operation of the aircraft. As such ***you*** are responsible for helping to maintain the aircraft in a safe, airworthy, clean and well-kept condition as though it was your personal plane. FAR Part 43.3(g) and Appendix A to Part 4 (c) allows pilots to perform limited preventive maintenance on aircraft. Those capable to do such work are encouraged to do so under the supervision of the Maintenance Officer. Failure report problems, or fly a club plane with discrepancies can result in penalties, suspension of club privileges and ultimately, loss of membership in the club. Flying an aircraft that is unsafe or unairworthy is a violation of FAR's and could result in action against you by the FAA.

SGFC has grown from a small operation to a very successful organization that provides safe recreational flying opportunities to members at an affordable price. Our "fleet" offers diversity as well as practicality and, through the help and support of Vetter's and individual club members, has established SGFC as one of the best aviation opportunities in the state. Your participation and assistance in complying with procedures as well as helping maintain a high level of care and maintenance for each aircraft, our hangar and the associated equipment will help keep us all flying.

Insurance

The Club is self-insured for hull damage to the aircraft from the time the aircraft is taxied onto the runway until the aircraft has taxied off the runway. The Club maintains commercial hull damage insurance for times when the aircraft is neither on the active runway nor airborne. Commercial aircraft liability insurance is maintained for all aircraft operations. In accordance with the SGFC by-laws, the Board reserves the right to assess any portion of costs incurred as a result of an accident or incident up to and including the full cost of repairs or replacement of the aircraft. A complete copy of the insurance coverage is available upon request from Vetter Aviation.

Reserving Aircraft

We use Aircraft Clubs.com as our communication and reservation system. To access our part of this site, you will need a password. Contact *Rosie* at Vetter Aviation and she will provide you with a password. To use this site:

*Go to www.aircraftclubs.com

*Log in using:

*The club id (SGFC)

*Your password

Choose “Month View,” Resource View,” “Day View,” or “Pilot View” will bring up a scheduling format. Click on the instructions on top and follow the reservation procedures. It’s fairly simply and you’ll get the hang of it pretty quick.

Please remember that there can be a lot of demand for club aircraft, particularly during the summer. Be courteous to other club members by ***canceling any plane reservations you make should your plans change and do so as soon as possible.*** Do not make long reservation blocks and then not fly or fly for a lesser time without opening up the reservation block for others to use. This frees up aircraft for other pilots. Also, if you encounter a problem with the aircraft that necessitates work and someone has the plane reserved after you, give them a call (all club members are on listed on the website under *My Club*) and let them know. They’ll appreciate having advance notice of any change in plans they may have to make.

If you’re planning an extended trip of a number of days keep in mind the other club members and do not block out large reservations. Remember that “down days” away from KHLN where the plane is not being flown are charged a one-hour use rate per day.

Airport ID & Field Access

Members must get and use an officially issued photo airport identification to gain access to the airfield. This is becoming even more critical with increasing Transportation Safety Administration oversight at Helena Regional Airport. Members are to wear airport ID whenever they are within the fence of the airport. ID and gate keys are available at the Helena Regional Airport Terminal Building. It’s best to call first to make arrangements to get your ID by calling 442-2842. Some points on the security system:

- * You will be required to fill out a form and pose for a photo.
- * There is a **\$20.00 ID fee** and a **\$10.00 Gate Card fee.**
- * The gate card will allow access through south field (general aviation) access gates only.
- * ID badges must be in your possession and visible while on the field.
- * Be sure that you close gates when you leave the field and, if using the vehicle access gate, be sure to wait until it is *completely closed* before driving off. Do not allow anyone unfamiliar to you to follow you in the gate while it’s open.

Hangar Operations

The hangar is owned and maintained by SGFC. Keeping it in good shape and using it properly not only saves money and time but also is a component of safe overall operation.

A light switch to illuminate the key box area is located to the right of the south passage door of the hangar. ***Please remember to turn the light off.*** A timer light is located on one of the hangar supports posts on the north end of the hangar. It turns the lights off automatically.

Be careful walking through the hangar as support cables are interspersed between many of the posts. This can really wake you up (or put you on the ground) if you’re not watching where you’re going, especially in the early morning or at night.

Keys and extra headsets are kept in the two locking boxes in the hangar. Keys are found in the electrical box by the desk and headsets are in the wooden cabinet above the desk. The locks on all cabinets and the key box have the same combination. That combination will be given to you by a member of the Board or someone from Vetter Aviation.

Keys are identified with tags and each key ring contains an aircraft key, a fuel pump key and as appropriate, and a baggage compartment key. Be sure to return them when you’re done. Check your pockets before leaving the airport.

Oil as well as cloths and window cleaner are found beneath the desk at the keybox. Please be sure to return supplies so that others can find them. A foot pump for inflating tires is also at the desk area. Be sure to return headsets to the box after flights. Do not leave them in aircraft or take them from the airport.

The hangar doors have hydraulic lifts. It is necessary to turn on the electrical switch above the operating handle then hold the handle until the door is fully open. The small window near the operating handle is there to check to make sure nothing is in front of the door before you swing it up. ***Always Close hangar doors*** after removing an aircraft and upon returning it to the hangar. This must be done every time to prevent wind damage to the doors as well as a courtesy to other pilots removing or returning aircraft. Regardless of whether you are simply practicing landings or going on an extended flight, always close the hangar door before you leave. Leaving it open puts unneeded stress on the hangar and door and invites problems if the wind come up.

* If you are unsure about an operation, ***always ask for help.***

*Whenever you move an aircraft, be sure to take all necessary precautions (including asking for help) to assure adequate clearance between the plane and obstacles. Always use a tow bar to move aircraft. ***Never tail-turn*** a plane.

*Do not run aircraft with hangar doors open. Doing so blasts dirt and gravel throughout the hangar and can damage other planes.

*Generally speaking, flying club aircraft at ground temperatures below 10 degrees F is discouraged. It puts additional wear and tear on the engine and shortens the longevity of both the engine and aircraft equipment.

*During cold weather, cowl blankets and engine warmers are used on all planes. Be sure you plug aircraft in and replace the cowl blanket after your flight. Extension cords are available for engine heater use in the cold months. Plug-ins are located throughout the hangar.

Watch for ice and snow buildup on the ramp and also between the doors and the ramp during the winter. Not only can it hamper hangar door operation but can present a safety hazard when pulling out or pushing back a plane. Snow shovels are in the hangar as well as at Vetter's. If you find you need help moving an aircraft when snow or ice is present, ***be sure to ask for it.***

Aircraft Specs

Below are the operating fuels and oils for SGFC aircraft:

Citabria	Fuel: <i>Automotive or 100LL</i>	Oil: Shell oil 20W50
Cessna 150	Fuel: <i>Automotive or 100LL</i>	Oil: Shell oil 20W50
Cessna 172 (21Q)	Fuel: <i>Automotive or 100LL</i>	Oil: Shell oil 20W50
Cessna 172 (19L) *	Fuel: <i>100LL aviation fuel only</i>	Oil: Shell oil 20W50
Cessna 182	Fuel: <i>Automotive or 100LL</i>	Oil: Shell oil 20W50

*Note- 19L is ***not*** STC'd for the use of autogas.

Refer to the website for the individual pilot flight time requirements and hourly costs for each aircraft.

*Aircraft operations manuals (POH, GPS, etc.) are located in the aircraft glove box or side pocket. Checklists are located in aircraft sidepockets. It is your responsibility as pilot to read them and thoroughly familiarize yourself with these documents and use them in the operation of aircraft. Aircraft logs are kept at Vetter Aviation and available upon request for review or use in check rides.

*Each aircraft has a use log that must be completed following each flight. Please be sure to accurately note Hobbs time as well as fuel and oil use. When the Hobbs stops between two 1/10 of an hour marks, round *up* to the next 1/10.

*Survival and maintenance gear (fuel dipstick, fuel sample cups, rags, etc.) are stored in the baggage compartments of all aircraft

*Be sure to record any maintenance problems on the squawk sheet in the aircraft, deposit it in the drop box as well as during business hours, letting Vetter's know of the problem.

Postflight

--Always leave the aircraft cleaner than you found it.--

*Note fuel, oil and Hobbs time on the flight log.

*Remove all litter and personal belongings.

*Leave all seatbelts neatly fastened and put the aircraft in a "clean" configuration — flaps up, avionics off, etc.

*Replace any oil that may have been used from the supply box in the luggage compartment with additional full containers found by the key desk in the hangar.

*Do not remove papers (checklists, POH) from the plane. They must remain there for the next user. If you need copies for study or information contact a board member or someone at Vetter's.

*Clean the windshield using an approved aircraft windshield cleaner and a non-scratch cloth.

*Double check to make you turned off the Master Switch.

*Unless you received a request from another club member, or are otherwise directed, planes are to be returned to the hangar after use and fully fueled. The exceptions for fuel are the C150 and the Citabria. If a pilot wants full fuel, it can be fueled before going on a flight but due to weight considerations, leave the fuel at half tanks. *Be sure to note that in the use log.*

Mechanical Problems, Squawks & Grounding an Airplane

You are an owner of the planes. If you discover small issues like loose screws, low tire pressure, or other things which can be resolved on sight and are authorized maintenance under FAA regulations (loose screws, low tire pressure, etc.) take care of it! Minor mechanical problems that you cannot fix should be noted on the squawk sheet found with the flight log in the aircraft. Fill it out and deposit in the drop box at Vetter's. If Vetter's is closed, deposit the sheet in the box outside the door. Also, if possible, verbally notify maintenance know of the problem. Be as complete in your description of the problem as possible. You may be contacted to further explain the issue(s.)

Should you encounter or create an aircraft mechanical condition that may make it unsafe for flight, the plane should be grounded immediately. This is accomplished by:

*Removing the keys from the aircraft or the lock box and delivering them to Vetter Aviation, explaining the issue.

*Complete an entry on the aircraft squawk sheet and turn it in.

*Notify a club Board Member. Phone numbers are available on the club website.

*If someone had the plane reserved following you, notify the member of the problem and that the aircraft will be out of service.

If you encounter a problem that makes the plane unflyable:

*If in Helena, notify the club Maintenance Officer and deliver the keys to Vetter Aviation.

*If away from Helena, members are authorized to spend up to \$200.00 for minor repairs. However, you must *first contact the club Maintenance Officer to discuss the problem*. An itemized receipt is required for reimbursement for any work.

*If away from Helena and estimated repairs *exceed* \$200.00, notify the Maintenance Officer or a member of the Board to determine a solution and get authorization. Members may not be reimbursed for repairs exceeding \$200.00 if they have not gotten advance authorization.

Fueling

SGFC maintains a fueling facility located next to Vetter Aviation in the tie-down area. This is for aircraft STC'd for avgas only. Aircraft that require 100LL must be filled at Mustang Mickey's or one of the other on-field fuel supplies. These aircraft have credit cards in their use books to purchase avgas.

*Fueling an aircraft alone can be difficult. *If you need help ask for and get it before attempting to fuel the plane*.

*There is a fire extinguisher at the pump. Be sure that before attempting to fuel a plane, you are knowledgeable in the use and procedures for the extinguisher.

Every aircraft that uses the club fuel station has a fuel lock key on the key ring. This is for the lock box to start the pump, located away from the station. The fueling procedure is as follows:

1. Chock the aircraft.
2. Attach the static wire to the aircraft, usually the exhaust pipe.
3. Set the ladder for access to fuel filler.
4. Unlock the pump switch box and turn on pump.
5. Reset the fuel meter (round knob) to zero
6. Unravel hose/ nozzle to give yourself enough length to access the filler on the plane's wing.
7. Turn the fuel pump (lever near the meter) on.
8. Begin fueling.

***Do not** overfill the tank and spill fuel on the wing. It not only wastes fuel but it very hard on the aircraft's finish.

*Hold the fuel nozzle up vertically in the spout. **Do not** put it in the spout and leave it or place it in the spout so as to put pressure on the filler neck. This eventually bends the filler neck, making it impossible for the tank to seal and may even cause a leak.

*When finished, turn off the pump, roll the hose up and place it on the reel. Replace the ladder on its holders, turn off the main power supply and lock the box. Record the amount of fuel on the use log. Disconnect the static line, and push the aircraft clear of the pump.

*When maneuvering the aircraft by the pump be alert to other aircraft in the vicinity and allow for plenty of room to navigate between other planes. **DO NOT TAIL TURN AIRCRAFT.**