

Columbia Flying Club  
Operating Rules & Procedures  
Form 004 Rev 1.2 4/2022

## **Operations**

### **Checking In**

When pilots and members arrive at the airport to fly, the first should stop off at Columbia Flying Club Dispatch and check in. There they can pick up the Aircraft Dispatch Binder along with keys.

### **Driving across runways**

Generally driving across runways is discouraged. When driving across any runway, a radio should be monitored for aircraft traffic.

It is not necessary to drive across the grass runway 11/29.

When driving across Runway 17/35, a vehicle should cross at the southern most taxiway of runway 17/35. This is the airports standard procedure. Be note to look both ways for take off and landing traffic. In the summer months, CAL FIRE tankers generally land 35, and can be hard to see when they are of base, turning final for landings on Runway 35. It is important to take your time crossing a runway and always give way to aircraft.

### **Vehicle Parking**

Vehicles are to be parked only in designated parking spaces or in the aircrafts parking space, making sure to leave adequate room for other aircraft in the vicinity.

### **Pre-Flight**

Members are responsible for ensuring that the aircraft is not only legal to fly but also airworthy. The checklist (Form 066 & 067) contain the preflight check items.

### **Checking Tire Pressures**

Members are responsible for checking tire pressures. If the tire pressures are not correct, the tire pressures must be serviced. Air bottles can be borrowed from Jake's Air Repair.

### **Checking Oil**

Checking the engine oil must be done prior to every start. The minimum and maximum oil is listed in the status sheet of each aircraft specific Dispatch Binder and placarded on the inside of the engine cowling. Only add the indicated oil type. If in an emergency and only another brand or grade of oil is available, please consult with the Maintenance Manager prior to servicing with a different oil. Only add one full quart at a time. Do not add partial bottles. (Example: Maximum oil quantity is 6 qts and minimum oil quantity is 4 qts, only add a full quart when oil level reached below 5 qts..)

### **Checking Fuel**

Always check your fuel before flight. A combination of checking the fuel gauges, along with a visual inspection of the fuel quantity are part of your pre-flight. Testing the fuel for contamination and water shall be done at ever fuel drain valve. The tested fuel sample shall be returned into the fuel tank. A contaminated sample can be dumped into the bucket adjacent the Supply Cabinet. If the aircraft needs fuel for your intended flight and is low, contact the fuel provided (Bald Eagle Aviation). Standard procedure is to leave fuel levels in some aircraft less than full. If a pilot plans a fight that required a less than standard fuel load, a previous arrangement should be made with CFC dispatch.

## **Aircraft Handling**

When you need to move an airplane, pushing in certain places may not be allowed. Always use a tow bar. Pushing on tails and elevators is prohibited. Aircraft may be pushed or pulled only by a tow bar, by the wing struts or at the landing gear legs.

## **Starting**

DO NOT BLAST people and airplanes behind you! Pull the airplane out of the parking spot and point it in a safe direction away from buildings, cars, aircraft and people. Make sure there is sufficient distance behind you as not to “blast” aircrafts behind you.

## **Taxiing**

Taxi speed is considered a brisk walking pace. Taxiing too fast can be considered reckless and lead to an accident.

## **Warm Up**

It is important to allow sufficient time for the aircraft to reach operating temperature before performing a run up or taking off.

## **Parking**

The aircraft are all assigned a parking space. When returning to your parking space, shut down on the taxiway in front of the parking space and using the tow bar, pull the aircraft into its parking space.

## **Securing**

Make sure to properly tie down the aircraft. Making sure chains are tight, straps are tight, covers are installed and controls are locked. Make sure to chock all the wheels and place the traffic cones in their designated places. Items like window shades, covers, plugs and door locks are to be secured. Each aircraft has its own set of parking procedures and is listed in the securing checklist.

## **Supply Cabinet**

The supply cabinet is for your convenience. Don't abuse it. Leave it clean and organized. If supplies are low or need restocking, advise CFC dispatch, a CFI, or Maintenance.

## **Flight Instructor Requirements**

Pilots holding a current instructor certificate and appropriate ratings may instruct at Columbia Flying Club unless otherwise authorized by the Flying Club Chief Pilot. Minimum hours in Category, Class and Type are considered and determination of eligibility is made by the Chief Pilot. A flight with the Chief Instructor will be required prior to approval of instructor privileges.

## **Returning the Aircraft**

After having secured the aircraft and the ramp area, the Dispatch Binder can be returned to the Dispatch Office, or if the dispatch office is closed, to your instructor or the Supply Cabinet.

## **Settling Your Bill**

When you return the aircraft to dispatch, you will be charged the flat hourly rate to the nearest tenth of an hour. Your bill is due when you return the aircraft. If dispatch is closed or not available, return the Dispatch Binder and keys to the dispatch office or the Supply Cabinet. You will be charged the following work day.

## **Settling with your Instructor**

Payments for instructor services are paid to the instructor.

**This Space Reserved.**

This space is reserved for additional revisions at future dates.

END – Nothing Follows-----