

# **Klamath Basin Flyers – Club Standard Operating Procedures**

## **(Rev. 6/21/25)**

### **Airport security entry responsibilities**

- Airport security is everyone's responsibility. If you have been issued a gate key, abide by the agreement signed with the Airport Administration
- If you escort someone on through the gate, you are responsible for them
- Watch for taxiing aircraft. Aircraft have the right of way even in the uncontrolled movement area
- Report suspicious activity to the airport administration, if a current threat or crime is being committed call 911

### **Hanger Use**

- Hangar Security is everyone's responsibility.
- Make sure to lock the hangar doors anytime you leave, to include while you are flying.
- Visually check to ensure there are no obstructions prior to operating the hangar door.
- Do not allow anyone to transit through the hangar door while it is being operated
- During cold weather, minimize the amount of time the hangar door is open to help save on the cost of heating
- Be respectful of the items in the hangar. Not everything belongs to the flying club. Supplies available for use for the flying club are located on the rack and cart on the northeast corner of the hangar. All other supplies and tools are personally owned and not available to the flying club members.
- Practice good housekeeping. There is no cleaning staff, it is incumbent upon every member to keep the hangar clean and tidy.

### **Incident/Accident/Airworthiness Reporting**

- In the event of an incident or accident involving an aircraft first follow the requirements of 49 CFR par 830 Then notify the Michael, or any member of the board. Michael's cell phone number is 541-363-9851, and Michael will also respond to a text message.

- Report any equipment malfunctions or situations that may affect the airworthiness of the aircraft immediately to Michael Thompson and make note of the issue in the “squawks” on the aircraft log in the airplane.

### **Aircraft Scheduling**

- Aircraft reservation must be made within Flight Schedule Pro. If you do not have permission with Flight Schedule Pro to make reservations, contact Michael Thompson to receive permission.
- Any aircraft reservations must be made more than 3 hours prior to the intended flight. Reservations within 3 hours must be approved by Michael Thompson
- Any overnight reservations require a minimum charge of 3 hours flight time.
- Be mindful and reserve the time blocks for your intended flight to allow aircraft availability for other flying club members.
- Any reservation cancellations should be made as early as possible to open the aircraft availability to other members.

### **Cessna 172 Handling and General Use**

- Treat the aircraft better than your own. The aircraft is leased to the flying club for use by all flying club members.
- Members are responsible for the cost of any damage, including but not limited to propeller strike, hangar collision, and tire flat spots up to the \$1000 insurance deductible.
- Conduct a thorough Preflight and Post Flight inspection. Report any damage immediately. Damage not found or reported may be attributed to the last person who flew the aircraft.
- To protect the wind screen from scratches and damage do not place headsets or other items on the glare shield.
- Be gentle with the aircraft. It is over 55-year-old. Airplanes are designed to be light, not necessarily durable. If anything breaks report it immediately so it can be scheduled for maintenance.
- Clean the windscreen **after** flight. Bugs are prevalent in Klamath Falls, especially during the summer months. The longer bugs stay on the windscreen the harder they are to remove. Don't leave your mess for someone else.
- Leave the aircraft ignition key in the aircraft on top of the fuel tank selector.

- The gust lock should be installed whenever the aircraft is parked outside of a hangar. It is not necessary to install the gust lock after parking in the club hangar.
- The pitot cover should be installed whenever the aircraft is parked for more than a few minutes, even when parked inside the club hangar.
- The normal oil level range on the dip stick is 6 to 8 quarts. Add one quart of oil only if the dip stick indicates an oil level less than 6 quarts.
- If the aircraft has less than 20 gallons of fuel remaining after flight, fill it up. It is not required to fill it if more than 20 gallons remain.
- There are several options on the airfield to refuel.
  - **Century Aviation-** Charge to the flying club account and leave the fuel receipt in the wire basket on the wall in the hangar next to the coffee pot.
  - **Self-Serve-** Fill the aircraft using your own card and upload a photo of the receipt in Flight Schedule Pro. The cost of fuel will be deducted from your rental fee.
  - **Truck Mounted Tank in the Hangar-** Refueling using the truck must be done outside of the hangar. Update the whiteboard in the bed of the truck with the estimated fuel used and remaining.

## Cessna 172 Operation

The Aircraft POH is the primary source document for operation of the aircraft. It is every pilot's responsibility to be familiar and comply with the POH. The following SOPs on operation are a recommended "technique" that has been approved by the club Board of Directors and are congruent with the POH and other technical data provided by the manufacturer. When in doubt follow the POH.

- **Airplane Start and Warm Up.**
  - One to two strokes of the primer are all that are required for start-up. If you over-prime the engine, follow the flooded engine procedures in the POH for start-up and be cautious of an engine fire during start.
  - In cold weather, allow the engine to warm-up for 2-5 minutes at 1000 RPM prior to taxi. The engine is considered to be "warmed-up" when the engine can accelerate smoothly and engine oil pressure remains normal and steady.
  - During hot weather avoid prolonged ground operation and monitor Cylinder Head Temperatures
- **Engine Leaning**
  - Klamath Falls often experiences Density Altitudes in excess of 5000ft. The POH recommends ground leaning for operations above 5000ft prior to take-

off. It is recommended to lean the engine during runup, every 2000 ft during a climb above 5000ft, and at cruise altitudes utilizing the following procedure from the POH.

- Slowly pull mixture control out until engine RPM peaks and begins to fall off.
  - Then enrich back to peak RPM
  - Remember to Enrich the mixture during descent and readjust for field elevation
- The Aircraft is equipped with a Cylinder Head Temperature (CHT) Gauge and an exhaust Temperature (EGT) Gauge. It is acceptable to lean during cruise using the EGT gauge and leaning to 50° **Rich of Peak**. Be patient when using this technique as it may take some time for the EGT's to stabilize. No matter what technique you use, during all phases of flight monitor the CHT to ensure the temperatures stay below 435° F (224°C) during high performance cruise and below 400°F (205°C) for economy cruise. Operations **Lean of Peak** are discouraged and could result in engine damage.