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PILOT INFORMATION FILES

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PILOT INFORMATION FILES

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PIF 2015-01 The PIF System (formerly PIF 2015-02)

Pilot Information Files (PIFs) are intended to convey to FT MEADE FLIGHT ACTIVITY, INC. (FMFA) members new, changed or temporary policies and procedures that may not yet be in the FMFA Operations Manual or that are of sufficient importance that they warrant extra notice.

PIFs are mandatory reading for all members. Members must read new PIFs as they are issued and must review the complete set of PIFs at least annually. During the Annual Checkride, the CFI will verify that the member has done so.

Printed copies of the PIFs are kept in a PIF Notebook on the bookshelf in the FMFA office and on the FMFA website.

PIF 2017-02 Scheduling and Dispatch System (formerly PIFs 2016-01 & 2015-19)

AIRCRAFT SCHEDULING

Aircraft scheduling is accomplished online via www.flightschedulepro.com. Access to this system is set up upon joining FMFA, when the membership application is accepted by the Manager or Administrator. A rolling 14-day, 7 days-a-week schedule is currently permitted for members.

a) Aircraft are scheduled on a first-come, first-served basis. A standby provision is incorporated into the system. If a desired block of time for an aircraft is already scheduled, the member may still enter a reservation, but it will be recorded as "standby." If the originally scheduled member cancels the reservation, the standby member automatically becomes the scheduled user.

b) The Manager, Chief Flight Instructor, Operations Officer, and Administrator have the authority to change the flight schedule for optimum utilization of aircraft. Therefore, a member may not get the exact aircraft originally reserved. Every effort is made to accommodate member's preferences, but circumstances such as unscheduled maintenance, flight checks, and last minute cross-country flights, may require a change to another aircraft.

c) Cancellations are permitted up to 24-hour-hours before the scheduled flight. Any member who cancels or fails to appear for his/her flight after that time will be assessed a fine equivalent to 1-hour flying time in the respective aircraft, to defray loss of revenue to FMFA and in fairness to other members who might wish to schedule that aircraft. Exceptions to this rule are limited to unacceptable weather conditions, aircraft maintenance, illness, family emergencies, work emergencies, or special situations as determined by the Manager.

d) Flights should be planned to ensure a minimum of 15-minutes of ground time between flights (for refueling and tie-down).

SCHEDULING LIMITS

The following limits for scheduling of FMFA aircraft apply:

a) Reservations of 6-hours duration or less may be scheduled 14-days in advance.

b) Reservations for more than 6-hours must be submitted as Advanced Reservation Requests and are subject to the minimum rental rates described in the Ops Manual.

c) The Manager may approve reservations for more than 6-hours at his/her discretion.

d) Reservations for overnight flights must be submitted as Advanced Reservation Requests and are subject to the minimum rental rates described in the Ops Manual.

e) FAA Practical Test Flights must be scheduled as Advanced Reservation Requests, but they may only be submitted after the test has been scheduled with the examiner. Since these flights are dependent upon the examiner's schedule, they have priority over all others, and may require

other members to give up an aircraft which they had already scheduled. However, it is preferred that this scheduling, when possible, be made outside the normal 2-week scheduling window in order to lessen negative impacts on other members and their existing reservations. Whenever possible, those members may be switched to another aircraft, but this cannot be guaranteed. Members who do lose their reservation to a Practical Test Flight will be informed by telephone or e-mail.

Exceptions to the above may be made only by the Manager, Operations Officer, Chief Flight Instructor or Administrator.

PIF 2015-04 FMFA Flight Plan Procedures

a) SFRA (Special Flight Rules Area) or IFR flight plans are filed with a Flight Service Station or online prior to any flight from/to Tipton Airport, and a copy is placed on the spindle located in the office. VFR/SAR (Search-and-rescue) flight plans are required for VFR cross-country flights that go beyond 50-nm from Tipton. In addition to the information required on the FAA flight plan form, pilots with less than 200-hours, student pilots, and instrument rated pilots with less than 25-hours of actual IMC who expect to encounter IMC include the printed name and signature of the clearing authority for that flight in the upper left-hand corner. All other pilots should write "self" for clearing authority.

b) When departing Tipton on a cross-country trip, search-and-rescue (VFR/SAR) flight plans are opened in the air (after exiting the SFRA) with the Leesburg Flight Service Station on 122.2 or 122.6 MHz, or through the internet and closed upon landing at the destination airport.

c) When returning to Tipton from a cross-country flight, a VFR/SAR or IFR flight plan is filed before taking off. If VFR/SAR, it is then opened in the air or online and closed by phone or online upon landing at Tipton.

d) All flights in FMFA aircraft must be represented by a flight plan on the spike in the office. These flight plans must include at a minimum:

- date(s) of flight
- name of clearing authority if pilot has less than 200 hours total time or is a student pilot or an instrument pilot with less than 25-hours of actual IMC and expects to encounter IMC during the flight
- pilot's name and telephone number (cell preferred)
- complete route of flight, beginning and ending at FME, and including intermediate destinations and turning points
- if remaining overnight at a destination, provide a contact telephone number at the destination

e) The purpose of this internal flight plan is to inform FMFA management of the whereabouts and movements of FMFA aircraft. The pilot is also responsible for filing appropriate SFRA, IFR, and VFR/SAR flight plans with FSS or online as required by Federal Aviation Regulations and FMFA Ops Manual.

f) Any flight plan filed with FSS must include the pilot's phone number (cell preferred). Should there be a problem with a flight plan, FSS will be able to contact the pilot.

PIF 2015-06 Block Time

It is our intention to implement a Block Time system similar to what we had in the old FMFA. When this is implemented members will be notified and an appropriate PIF issued. Until then all members must pay the regular non-discounted rates.

PIF 2015-07 Ramp Procedures

a) Pilots are required to lock all operable aircraft doors, including baggage doors, whenever and wherever parked.

b) Ensure all vents are closed when securing the aircraft to prevent rain from entering the cabin.

c) On C172 aircraft, ensure the fuel selector is placed in the LEFT or RIGHT position to prevent fuel loss.

d) Throttle and gust locks must be installed (C150, C152, C172) or yoke secured with the provided straps (Arrow and Warrior).

e) Fasten seat belts across front seats, but do not cinch tightly. Seat covers and padding have been ruined by tightly cinched belts.

f) Aircraft with spinners must have the propeller parked in the vertical position when there is any chance of freezing temperatures. Liquid precipitation can drain from the spinner openings to avoid ice build-up inside the spinner. When temperatures are expected to remain above freezing, propellers should be parked at a 45-degree angle to discourage birds from sitting on them.

g) If an aircraft is temporarily left unattended on the ramp for any reason, ensure gusts locks are installed, doors are shut, and the aircraft is chocked. Push back into parking spot and chock. NEVER LEAVE KEYS IN AN UNATTENDED AIRCRAFT. Airport and TSA personnel may be inspecting the airport. Please do not give them cause to complain about unsecured aircraft.

h) During bird nesting season (spring) be especially alert for nest-building in the cowls, empennages and other aircraft openings. Remove all nesting materials before flight.

i) Use tow bars to maneuver aircraft in the parking areas. Do not push down on the empennage to align the aircraft with the tie-downs or for any other reason. This can bend ribs, loosen the skin, and cause serious damage. Any damage will be paid by the pilot causing it – such damage is considered negligence and will not be covered by insurance.

j) All pilots are responsible for the general cleanliness of the aircraft. Remove all trash, bottles, cans, empty oil containers, papers, bodily fluids and other personal items during post-flight inspection.

PIF 2015-08 Jump/Preheater Cart Instructions

Jump/Preheater Cart Directions

1 - PREHEATING

Place hose(s) in nose of aircraft.
Turn on propane tank valve.
Turn on fan motor.
Depress gas button and hold down.
Depress igniter button as necessary to start flame.
Hold gas button down for 30 seconds, then release. If flame goes out,
hold down gas button and press igniter again.
Preheat engine for 15 minutes.
Turn propane tank valve off.
Turn fan off when cool air is felt at end of hose.

DO NOT CHANGE THE PREHEATER REGULATOR SETTING!
It is set for 120-130 degrees F. Higher temperatures will damage the preheater and
hose, and may cause serious burns to personnel and may damage aircraft parts.

2 - JUMP STARTS

TWO PERSONS ARE REQUIRED FOR THIS OPERATION!

VERIFY AIRCRAFT VOLTAGE BEFORE STARTING!
- 12-volts: C150, C172N, Arrow and Warrior
- 24-volts: C152 and C172P

Make sure battery selector switch on cart is in OFF position.
Insert proper adapter into aircraft receptacle.
For Arrow and Warrior: insert special adapter and connect jumper cables to CORRECT POSTS.
Turn battery switch to correct voltage.
Start aircraft.
Turn battery switch on cart to OFF position.
Carefully remove cables from adapter or aircraft, remove adapter, close aircraft port.
MOVE AWAY FROM AIRCRAFT CAUTIOUSLY!
Make certain cart is clear before moving aircraft.

PIF 2015-09 Valve Sticking and Spark Plug Contaminants

Procedure to help prevent valve sticking and spark plug contaminants
(Reference: Lycoming service letter)

a) Valve sticking can be a problem caused by contaminants in the oil and combustion residues (fuel). These form deposits on the stem and guide that interfere with the stem's movements. If the valve cannot open or close properly, incomplete combustion will result. This in turn, can lead to the formation of more deposits and increased valve sticking. Another drawback is prolonged ground-running in that the engine does not reach operating temperatures and operates with a richer mixture than when flying.

b) The engine should be operated at engine speeds between 1000 and 1200 RPM after starting and during the initial warm-up period. Avoid prolonged closed throttle idle engine operation when possible. At engine speeds from 1000 to 1200 RPM, the spark plug core temperatures are hot enough to activate the lead scavenging agents contained in the fuel which retard the formation of the lead deposits on the spark plugs and exhaust valve stems. Avoid abrupt engine speed changes after start-up and use only the minimum power setting required to taxi. After startup and during taxing, leaning should be used; return to full rich for run-up and takeoff.

c) Prior to engine shut-down, the engine speed should be maintained between 1000 and 1200 RPM until the operating temperatures have stabilized, (about 30 to 60 sec. of taxing). At this time the engine speed should be increased to approximately 1800 RPM with the mixture leaned just to the point where RPM starts to drop for 15 to 20 seconds, then reduced to 1000 to 1200 RPM and shut-down immediately using the mixture control.

PIF 2015-10 Aircraft Refueling

a) When refueling aircraft, support the pump nozzle in the center of the fuel filler neck. Do not let the nozzle touch the aircraft. If you need to set the nozzle down, remove it from the fuel filler neck and set it down on the ground gently. Do not let the nozzle and hose hang from the fuel filler neck. Aircraft fuel filler necks are not as robust as those on automobiles and cannot handle the stress of a hose hanging on them.

b) The past fuel leakage problems in the Cessna 172s and gas cap chain damage likely resulted from lack of care at the fuel nozzle-to-filler-hole merge. The stress of a nozzle hanging from the fill point will crack the seam where the filler neck joins the tank. These cracks require welding to repair -- if they are reparable at all -- and the work involves significant aircraft down time. New fuel tanks are very expensive.

c) Remember that the left wing tiedown rings on all of the club aircraft are bonded to the fuselage for grounding. Connect the grounding clip there rather than near the propeller.

PIF 2015-11 Prop-wash in the Parking Area

a) Our parking positions on the east ramp have club and other aircraft parked around them. We need to be careful with the prop-wash from the engine at all times.

b) Use the least power necessary to taxi out of the tie-down spot and whenever your prop-wash is directed at another airplane or person or might cause damage.

c) Keep the airplane lined up with the taxiway alley centerline between the rows during the final run-up/shutdown. If you are able to maneuver the aircraft with the tow bar, park the aircraft from the point of shutdown. If unable to pull and push the aircraft that far, use the least power necessary to turn the aircraft into a push-back position before final shutdown.

PIF 2015-12 Engine Shock Cooling

Shock cooling an aircraft engine can cause cracks in engine cylinders, especially the forward cylinders. Pilots are cautioned against making quick power reductions to prevent shock cooling. Power reductions should be gradual. For example, a power setting of 2400 rpm should be reduced to 2200 rpm with mixture rich, maintained at 2200 for 15-20 seconds, then reduced to 2000 rpm for 15-20 seconds, and so on. Power should not be reduced abruptly at any time with leaned mixture. Mixture should always be full rich prior to reducing power to descend and land.

PIF 2015-14 Arrow Pointers

Starting the Arrow Cold

Start

1. Master ON, Alternator ON, Fuel pump ON, Throttle ½ inch open
2. Mixture full rich until fuel flow is seen
3. Mixture full LEAN
4. Right hand on mixture control, crank engine with left hand until engine starts, keep cranking briefly to ensure prop momentum
5. Mixture to full RICH smoothly, adjust throttle to 1000 rpm as engine smooths out. If engine does not fire after 5 to 10 seconds repeat procedure.

Hot Start

1. Master ON, Alt ON, Fuel pump OFF, Throttle ½ inch open
2. Mixture full LEAN
3. Right hand on mixture control, crank engine with left hand until engine starts, keep cranking briefly to ensure prop momentum
4. Mixture to full RICH, adjust throttle to 1000 rpm as engine smooths.
5. If engine does not start successfully, throttle FULL open, Fuel Pump ON
6. Mixture RICH for 3 to 10 seconds until fuel flow shows >5 gph
7. Follow Flooded Start procedure.

Flooded Start

1. Master ON, Alt ON, Fuel pump OFF, Throttle FULL open
2. Mixture IDLE/CUTOFF
3. Right hand on mixture, crank with left hand until engine starts, keep cranking briefly to ensure prop momentum
4. Mixture full RICH, throttle to 1000 rpm as engine smooths.

406 MHz ELT

Do not test the 406 MHz ELT! Any short burst will be detected by the satellite system, and the aircraft will be identified. FMFA will quickly receive a phone call from the Rescue Center. If the aircraft is not on the field, a search-and-rescue effort may be initiated. Only cycle the ELT switch if the green light next to the switch is ON.

PIF 2015-15 Grounding Procedures

Whenever a pilot considers an FMFA aircraft to be non-airworthy, he/she must ground the aircraft by placing the pink “GROUNDED” placard from the aircraft notebook in the windshield of the aircraft. When the aircraft is checked into the dispatch system, a grounding write-up must be entered. Provide as much information as possible about the problem when writing the downing gripe. Inform the Manager or Maintenance Officer, who will put the aircraft in maintenance status in the scheduling system. Others scheduled to fly that airplane that day will appreciate notification.

PIF 2015-16 Student Solos

First Solo Flights:

a) Immediately before their first solo flight students will complete a minimum of three full stop landings before their instructor leaves the aircraft. These will include at least one normal, one power off and one no flap landing.

b) Students will not attempt to turn off the runway at midfield by using the brakes.

c) The instructor will monitor the student's landings and determine whether the student should continue after each landing.

d) If the instructor is going to be beyond the taxiway edge of the ramp s/he will wear a high visibility safety vest. These are available in the FMFA office.

Subsequent Solo Flights:

a) Until a stage 1 check has been completed, all of a student's solo flights will be treated as First Solo Flights.

b) Solo students are not permitted to make touch and go landings.

c) Solo students will not fly after the end of Civil Twilight, and instructors will not endorse a student to fly club aircraft for night flight.

d) Students cannot dispatch themselves for unsupervised solos. Another instructor or a club officer will dispatch them under their instructor's name. If dispatched correctly for a student solo flight, the student will be able to check the aircraft in without assistance.

e) Clearing authorities will not clear students for a solo flight in their instructor's absence if there is any doubt of their instructor's approval of the flight.

f) Clearing authorities will personally verify that the student has correct and current endorsements permitting the planned flight before dispatching them.

g) Student solo cross-country flights are not permitted beyond 125 nautical miles from FME.

PIF 2015-17 Animals in Aircraft

Animals are not allowed in FMFA aircraft at any time.

PIF 2015-18 Currency and Flights in Non-Club Aircraft

Flights as PIC in non-club aircraft can count towards currency in club aircraft. The member must report the date, make/model of aircraft, time as PIC, number of landings and take-offs, night hours, instrument hours, and number of precision/non-precision instrument approaches to the Administrator or other person with dispatch system administrator privileges, who will enter the data as "experience" on an equivalent make/model. The data will also be entered for lower-rated club makes/models the member is qualified to fly.

All pilots must complete an annual flight review (also referred to as an annual standardization flight or annual check ride (ACR)) by one of three methods:

Method One

The first method is with an FMFA instructor in the most complex FMFA aircraft the pilot flies. The descending order of complexity is Piper Arrow, Piper Warrior = Cessna 172, and Cessna 150 = Cessna 152. If pilots wish to fly FMFA aircraft IFR, they must also take an annual instrument check ride. The two check rides may be combined.

a) The ACR must include at least 1-hour of flight time and three landings to a full stop.

b) The ACR is conducted in accordance with FAR 91 flight review and FAA Airmen Certification Standards appropriate to the certificate and ratings held.

c) Results are documented on FMFA Form 128 and filed in the member's personnel folder. The date of the ACR is entered by the instructor into the Dispatch System.

d) As part of the ACR, pilots must present to the instructor completed test forms for the local flying area, Federal Aviation Regulations, and the type aircraft in which they are checking out (and Instructor and Instrument if appropriate). Passing score for each exam is 85 percent, corrected to 100 percent. Completed exams are retained in the member's personnel folder.

Method Two

The second method requires completion of a phase of the FAA's Pilot Proficiency Awards (WINGS) program in accordance with FAA Advisory Circular 61-91H, Pilot Proficiency Awards Program.

a) Three flights within a twelve month period are required for a phase.

b) The last of these three flights must be in an FMFA aircraft with an FMFA instructor, in the most complex club aircraft in which the pilot is qualified, for a minimum of 1-hour and three (3) takeoffs and landings. Both of the other two flights may be in non-FMFA aircraft.

c) In accordance with 14CFR § 61.56 Flight Review, if the FMFA pilot satisfactorily completes a phase, the pilot does not need to accomplish a flight review.

d) The written tests specified in part 3-2.1 (above) are corrected by the FMFA instructor who conducts the last of the three flights in accordance with Advisory Circular 61-91H. The

instructor completes a FMFA annual flight checkout form, bearing the same date as the last of the three flights and attaches a copy of the completed WINGS card and tests for submission.

e) Instrument checks may also be completed in conjunction with the WINGS program. However, all of the required precision and non-precision approaches as well as demonstration of holding procedures must be accomplished in an FMFA aircraft with an FMFA instructor.

Method Three

The third method allows CAP pilots to use successful completion of their annual CAP Form 5 check ride in lieu of their club ACR. The member must provide a paper copy of his/her completed CAPF5 (no other CAP documents are needed). Credit for the club annual check ride will be given for comparable makes/models flown for the CAPF5 as follows:

CAP		FMFA
Cessna 172	=	Cessna 172
Cessna 172	=	Piper Warrior
Cessna 182	=	Cessna 172
Airvan	=	Cessna 172
Cessna 182RG	=	Piper Arrow

The equivalency of other aircraft will be determined by the FMFA Manager.

FMFA written tests (FAR, Local, Airplane, and Instrument if so rated) must be completed and corrected by an FMFA instructor and submitted with a completed Pilot Checkout Form.

Method Four

The fourth method allows pilots to use successful completion of an FAA Practical Test for a new certificate or rating in lieu of their club ACR. The member must provide a paper copy of his/her logbook entries and new certificate(s).

FMFA written tests (FAR, Local, Airplane, and Instrument if so rated) must be completed and corrected by an FMFA instructor and submitted with a completed Pilot Checkout Form.

PIF 2015-19 The Scheduling System - deleted. See PIF 2017-02.

PIF 2015-20 Starting the Dakota – deleted. Dakota gone.

PIF 2016-02 Oil Levels in FMFA Aircraft

Oil Levels in FMFA Aircraft

Too much oil in the sump is just as bad as too little. Excess oil in the sump will result in higher than normal oil pressures in the engine casing, resulting in oil leaks and oil seal failures.

In order to prevent these conditions from arising, we have determined optimum* oil levels for the engines of all FMFA aircraft.

The following optimum* oil levels will be followed for FMFA aircraft:

1. C150 & C152 4 - 4.5 qts

2. C172 5 - 5.5 qts

3. Warrior 5 – 5.5 qts

4. ARROW 5 - 5.5 qts

* No oil is to be added on pre-flight if the aircraft's oil level is at or above the optimum oil level except with the permission of the Manager

Extra quarts of club supplied oil should be carried for those aircraft involved in cross country flights where the pilot knows the oil level may be below the optimum level at stops along the way.

For student pilots, the supervising CFI will be responsible for monitoring his/her student's oil usage and insuring it is in accordance with the guidance above.

PIF 2017-21 Flight Prohibition by FMFA Instructors

FMFA Flight Instructors have the responsibility to prohibit any member's flight in FMFA aircraft when the Instructor believes that such flight would not be safe for any reason, including but not limited to: weather, mechanical issues, pilot experience, qualifications, or currency. The Instructor may also prohibit a flight if s/he believes the flight may not be consistent with FAA or FMFA regulations. This rule applies regardless of the member's certificates, ratings or experience, including the 200-hour rule. It also applies whether the Instructor is at Tipton or is called/emailed/texted, and whether or not the Instructor is asked to clear the flight. It also applies regardless of who is the member's regular Instructor.