



## **C-FLUG Orientation Guide : Ground Check Out Planning, Re-Fueling, Hangar & Communication**

### **Booking the Airplane**

You will get added to one Google Calendars

1. C-FLUG – Shows the availability of the airplane. This is where you book your flights.

When you make your booking include your name & phone number & name of your Flight Watch (Emergency Contact)

Book only 30 minutes on either side of your intended flight to account for pre and post flight duties.

If there are two bookings one after another, get in contact with the other pilot to work out when they're planning on finishing / showing up to the airport.

Coordinate together so that If you're the first flight you may not have to put the airplane away, if you're the second flight you may not have to pull the airplane out

2. Flight Watch (Emergency Contact) – Aircraft Manager will provide FLUG Pilots with a list of individuals who volunteer as Flight Watch (Emergency Contact). Please only use the names on this list, if you can't locate anyone, contact the Aircraft Manager.

Please contact your Flight Watch (Emergency Contact) when you book FLUG, to confirm who is available for your flight.

Your Flight Watch (emergency contact) may ask you for rough plans of what you're doing and briefly discuss weather. On the day of your flight, at least 30 minutes prior to your departure, you will text a scan of your flight plan, mandatory information form, and other relevant information.

### **Planning**

There are planning sheets at the airport, however if you want to do it before you go the pilots corner on C-FLUG website has everything you need.

- Copy of Nav Canada Flight Plan (useful to have in front of you while filing if you don't know the format)
- Mandatory Information Sheet (on reverse side of Nav Canada Flight Plan)
- Weight & Balance Information
- Home Base Airport diagram

**\*\*RE: Weight & Balance\*\***

If you think you may not be able to take full fuel, contact the person booked prior to you. This may be on the same day or the day before. Figure out how much fuel you can take and the previous pilot should try their best to fill the tanks to an acceptable level.

## **Pre-Flight**

Much of the pre-flight planning on the day of your flight is the same with FLUG that you would do with any other airplane. This includes checking weather, NOTAMs, and walkarounds as normal.

### **Check Weather / PIREPS / NOTAMs / Runway and Field Conditions**

- Check the weather and if there was a pilot flying before you, consider asking them for a PIREP or talking with a flight watcher if you need another opinion.
- When you file your flight plan, ask for a weather briefing.
- Don't forget NOTAMs!
  
- WALK the runways and taxiways you will use with FLUG – check for debris, gopher holes, unmarked ditches, mud holes or other pitfalls the wheels could sink into or the propellor could clip. At YAV and other controlled airports, airport officials review the runways, PIC remains responsible for immediate runway conditions.

### **Check the Whiteboard & Journey Log**

- Check the journey log and whiteboard to make sure they are updated and match.
- You're checking for time until the next oil change, inspection and open snags, etc

### **Walk Around**

- Complete a walkaround and be sure to check tire pressure (28 psi), oil levels and fuel levels
- Add Oil when the dip stick shows less than 4 quarts as per the POH
  - o Only add full quarts
  - o Record in the journey log that you added oil, the type of oil and how much. Example "Added 1 quart of 20W50 Phillips Oil" and date the entry, sign your name and include your pilots licence number. This is important so we can monitor engine health.

**\*\*Show how to add oil\*\***

### **Complete Mandatory Information & Flight Plan**

- These are necessary pieces of paper that must be left in the folder by the white board and discarded once you return.

- Send to your FLUG Flight Watch (emergency contact), a photo of both the flight plan and mandatory information page via text / what's app so they have all your information.
- Make sure your FLUG Flight Watch emergency contact's name and number are recorded as your emergency contact on your flight plan.
- File your flight plan with Nav Canada at 1-866-992-7433

### **Contact FLUG Flight Watch (Emergency Contact)**

- Contact your FLUG Flight Watch when you make your booking, and again at least 30 minutes before you go flying.
- Send the copies of your Flight Plan and Mandatory Information Sheet
- They may ask about the weather, the condition of the airplane, if you have passengers, when you plan on returning.
- Do not take off before you have confirmation from your FLUG Flight Watch.

### **How to Open & Close the Large Hangar Doors**

#### **Opening**

1. Unlatch Hanger Door with yellow handle. Pull up on the lever and twist it to the open side. Latches on either side of the hanger door should release and be clear of the door.
2. Push the up arrow to open door. Remain close enough to the control box in case you need to stop the door with the red stop button.
3. The door will automatically stop when fully open.
4. If desired the red stop button may be used to pause and keep the door partially open or closed.

#### **Closing**

1. Make sure the door is clear of the airplane spinner, objects, etc
2. Select the down arrow to lower and close the door. Remain close to the control box in case you need to stop the door with the red stop button.
3. After the door touches the ground and the motor shuts off – WAIT at least 3 seconds to allow the hinged part of the door to slowly snug up to the hangar door frame.
  - a. If you do not wait you may end up bending/ breaking the latch rods on the door.
4. Use the yellow lever handle to close the latches on the side of the hangar.
  - a. This should take very little effort and no muscle power to open and close the latches.
  - b. If it is not easy, STOP. Check to make sure the door is snug, look for signs of fluid dripping or leaks from the motor. If you see fluid or think something is wrong, ask for help. Contact your FLUG Flight Watch, the Chief Pilot, or Safety Officer.
5. If the lever is easy to move, make sure it is secure in place behind the clip.

**\*\*Photos of how to use the door mechanism are posted near the hanger door controls.**

## **Pulling the Airplane Out and Starting the Engine**

**\*\* The preferable way of moving the aircraft is with a tow bar\*\***

- The towbar will be resting against one of the hangar walls. Attach it to the nose gear.
- Pulling the airplane is easier than pushing it with the towbar
- If you have someone to help, they may push on the leading edge of the wings.
- Do not start the engine with the propellor over gravel, ensure her propellor is clear of gravel and rocks before starting the engine – to avoid chipping the propellor with sand and gravel.
- Ensure tow bar is removed and stowed in the hangar.

## **Turn On & Checking SPOT**

- FLUG Flight Watch may want to confirm SPOT's function with you by having you turn it on and waiting to see if they can pick you up on the computer.

## **Post-Flight**

Once you land and clear off the runway, taxi towards the fuel pumps and shut down. The following doesn't have to be done in the exact order listed below but should all be completed.

## **Shutting Down & Airplane Positioning**

- Shut the airplane away from gravel to avoid damaging the prop.
- Pull or push or taxi the airplane to the pumps using a towbar. One towbar is in the hangar, the other in FLUG baggage compartment.

## **Close your Flight Plan & Contact Flight Watch**

- Call and close your flight plan with NavCanada at 1-866-992-7433
- Contact your FLUG Flight Watch & let them know you're back down at Lyncrest Airport (YAV while FLUG is in YAV hangar)
  - Tell them about any airplane concerns that may have popped up or if everything is okay.

## **Fueling**

1. C-FLUG may only be re-fueled from appropriate fuel pumps or trucks, NOT with jerry cans.
2. Once the airplane is positioned, GROUND the airplane using the metal clip. Good spots are on the exhaust (caution, this will be hot)
3. The airport flight sheet diagram has a spot for you to write down the fuel pump numbers. Write down the last 4 digits. "1234" is equal to 123.4 litres.

4. Unlock and pull the fuel pump toward the airplane. You may have another person hold it. Do not rest the hose or nozzle on FLUG wing. Best practice is NOT to drag or put the nozzle on the ground. It can be helpful to drape the hose over your shoulder when refueling to protect the wing's leading edge from getting banged by the hose. The fuel nozzle will also go straight into the fuel tank without being torqued or pressed up against the tank opening
5. Turn the pump on using the AVGAS/100LL switch on the left side of the pump. The numbers on the face of the pump should zero on the AVGAS/100 LL side. Be sure you did NOT select MOGAS.
6. Purge some fuel from the fuel hose into the jerry can stashed between the pumps – this will clean out dirt, dust, debris, water (contaminants we don't want in C-FLUG tanks) that gets under the nozzle cap
7. Unscrew the caps on the tanks and pump gas into C-FLUG wings. If you are filling partially, dip the tanks as you go to get an accurate reading to know when to stop. There is a tab in each wing that can be used as a marker for partially filling tanks.
8. Cap the fuel tanks after you finish each one. Turn off the pump.
9. Reel in the hose, making sure it is relatively even. If you do not have someone with you to hold the nozzle while you reel in, rest the nozzle on the metal box that the reel is inside of. Then as you near the end of the hose you can tuck the handle and nozzle in.
10. Remove the grounding cable from the airplane.
11. Walk the grounding cable back to its housing, don't let it recoil uncontrolled, hold onto the clip rather than the cable to avoid cutting yourself. The clip gets clamped onto the metal landing in front of the housing so the clip isn't constantly swinging loose in the wind. This prevents wearing out the cable.
12. Check the numbers on the rear of the tank again. Write them down.
13. Move C-FLUG out of the way of other aircraft lined up for the pumps.
14. Use the towbar to push or pull C-FLUG. Be aware of where your prop blast will go and try to avoid blasting hangers, other airplanes, etc.

## Putting the Airplane Away

**\*\*If you have contacted the pilot flying after you on the same day, you may be able to leave FLUG parked in front of the hangar, turned into wind. Clean the windshield and leading edges for the next pilot (see below for windshield cleaning details). Please do not leave FLUG outside unless you see the next pilot and have clearly communicated that they are now looking after FLUG.**

- Start up on pavement, avoid gravel areas, and taxi to the hanger. Stop so the main wheels are just on the concrete pad (this will make maneuvering the airplane easier). Shut down the airplane.
- Open the hangar door.

- Clean the airplane while it is still outside the hanger.
  - o Water is available in the hangar until winter, then bring a container of water with you. Buckets, a brush, and cloths are located in the hangar.
  - o Running a wet cloth or brush over the leading edges or the wings, tails, struts and prop will loosen bugs/dirt initially. Then go over these surfaces a 2<sup>nd</sup> time to wipe off the bugs and dirt.
  - o To clean the windshield, soak the windshield with water squeezed from a cloth or with the hose. Then use your hand or a microfiber cloth (do NOT wear rings or anything that could scratch the windshield) to scrub away at the bugs. Never use paper towel on the windshield.
  - o Once the windshield is dry, use the Pledge Spray and a microfiber cloth to take away smudges and smears for the next pilot.
  - o Wipe the windshield in a straight line, not circular.
- Push the Airplane back into the hangar using the towbar. Always disconnect the towbar when not in use. Close the hangar door.
- Leave the interior of the airplane clean, straighten out the seat belts, remember to remove all your things!
- Fill out the logbook and update the whiteboard on the wall.
- Please send a photo of the whiteboard, aircraft journey log entry and signature, and photo of belly n leading edges of the aircraft to Chief Pilot after each flight.

### **Gate & Door Entry Codes**

- Airport Gate: 123.2
- C-FLUG Lyncrest Hangar: 7246
- Club house door: 1215

Created by Jenna Yee, Jazz Pilot\_Feb 2021

Updated May 2, 2023