PHOENIX: PIC REQUIREMENTS, BOOKING AIRCRAFT, CHECKING OUT/IN, AND AFTER-FLIGHT ACTIONS

PIC REQUIREMENTS TO OPERATE THE DAKOTA:

Pilots must comply with all FAA and Phoenix Operations Manual requirements to schedule a flight:

BOOKING 8429A

Use "Flight Circle" to book the aircraft:

a. If you intend to fly with a CFI, please identify that Instructor in your booking by appropriate free-format entry in "Comments" field,
b. You will be required to enter data-fields for Start and End times, flight-rules and route on each leg of flight. If you are planning a flight longer than 2.0 hours, please include the estimated flight time in the notes section for maintenance planning.
c. If your plans for your flight change, please update your booking as soon as possible but no later than two hours before the scheduled start time. Please be considerate of others.

CHECKING-OUT BEFORE FLIGHT

Dispatch 8429A on Flight Circle prior to the flight.
The aircraft keys are in the lock box attached to the tail tie down point.

CHECKING-IN AFTER FLIGHT

Check-in 8429A on Flight Circle:

a. Record Fuel uplifted at Tipton and fuel purchased away from Tipton in the appropriate blocks along with oil added and ending Hobbs and Tach times, this allows us to check Tipton fuel purchase records in addition fuel and oil-burn accurately. You will need to enter 0s if you did not add oil or take on fuel at Tipton or away from Tipton.
b. You will be billed based on advance in TACH hours, not Hobbs hours; but please enter both, so we can track the Tach/Hobbs ration to confirm assumptions on the club's cost-models.
c. You can claim credit for the fuel purchased away from Tipton not to exceed the cost per gallon at Tipton.
d. You have the option to pay for your flight with a credit card, but a 3.3% charge will automatically be added to the transaction to cover the credit card cost to the club.
e. If you are sending the club a check for your flight, select the check option and give yourself credit for the payment.
f. You can add the flight to your account and repay the club no later than the 10th of the following month. If you already have funds on account, using this option will pay for the flight from those funds.
g. Attach a picture of your fuel receipts to the reservation on flight circle.

AFTER-FLIGHT ACTIONS

1. Refuel to the tabs (25g) per tank. At FME, use the fuel card we have purchased located in the aircraft book, code 8429. Don't lose it, replacement will cost us (you) $35.
2. Ensure each of the three tiedown ropes points toward the center of aircraft fuselage. DO NOT secure the aircraft with any tiedown rope pointing away from center of fuselage (so enabling aircraft to be pushed by wind in the direction opposite to which that tiedown rope is pointing).
3. Install cowl plugs with the joining strap OVER one propeller blade.
4. We don't have a throttle lock. So PLEASE lock aircraft door and baggage door after flight.
5. Replace canvas cover over aircraft, tightly secured.
6. If you return significantly earlier than end-date/time of your booking, please update your booking in FlightCircle to reflect your actual end-date/time so other members can utilize the slot-time you have released.
7. Return the aircraft keys to the lockbox and attach the box to the tail tie down point.