

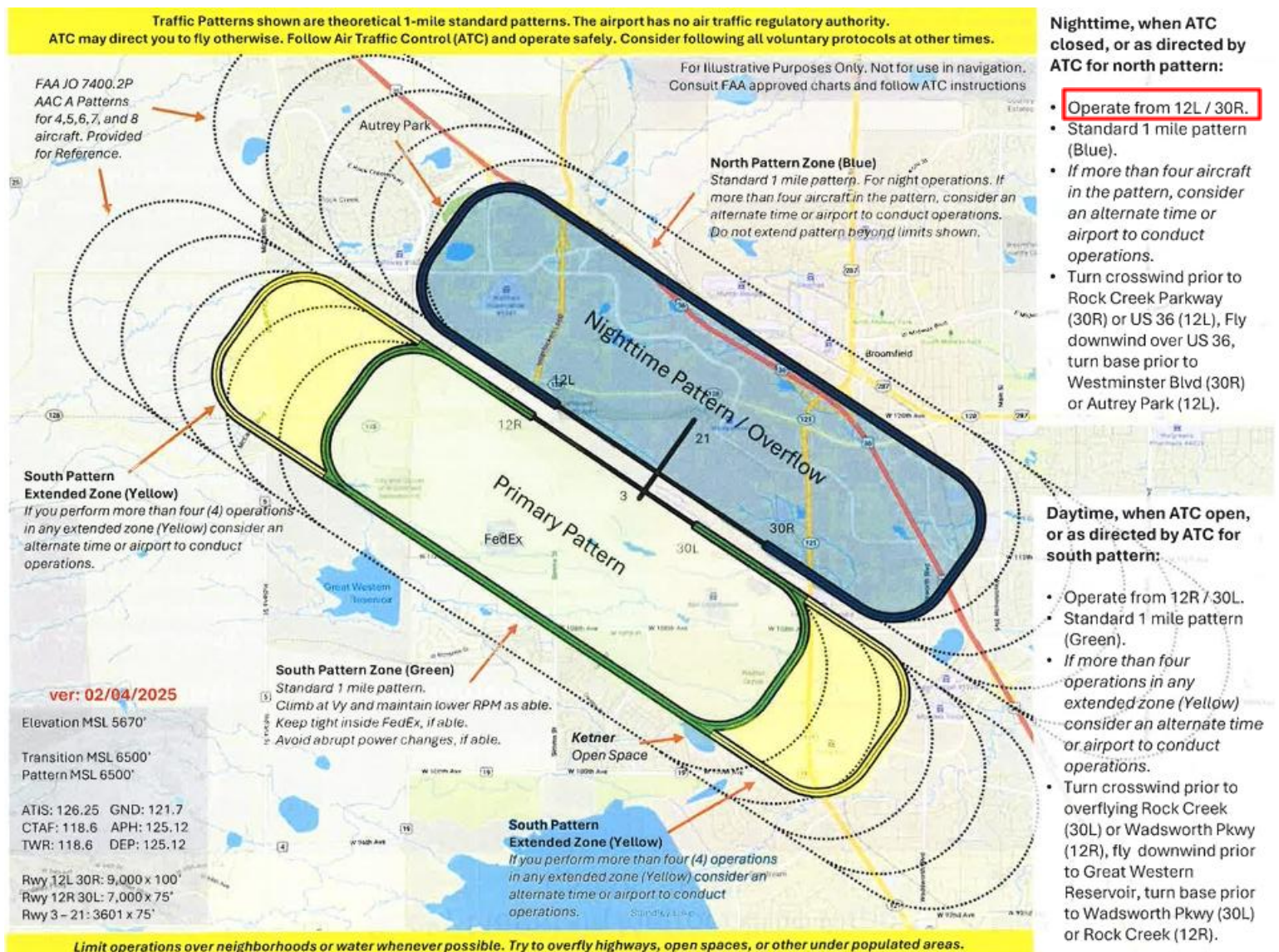


Pilot / Renter's Guide

This guide is a summary. All pilots are responsible for reading and complying with the full RMFS Rental Agreement and policies. Failure to do so may result in fees or suspension of rental privileges.

KBJC is a high-traffic airport. Pilots are expected to be familiar with its unique procedures and airspace.

- PA: 6,500' MSL (non-standard) when tower is open; standard pattern altitude (6,700') when closed
- Arrival/Departure Proc. Updates: <https://www.mattbeyer.com/files/KBJC-VFR-SID-STAR-29JUL25.pdf>
- **Resources:** Listen to LiveATC (10AM–2PM recommended) and visit: <https://www.faa.gov/bjc>
- You may be advised to report “runup complete” to Ground for sequencing—unique to KBJC
- **Noise Abatement in effect:** Non-compliance may result in loss of flight privileges



Ramp Procedures

After engine start, taxi along the ramp parallel to Bravo toward B3 before contacting Ground.

Avoid blocking B2, B3, or R5



Pilot Responsibilities

- Stay subscribed to the **Rocky Mountain Flight School Newsletter**. Staying informed is part of being a responsible pilot— All critical updates and announcements are shared via email.
- FSP Notices are for immediate, flight-impacting information.
- \$10,000 minimum Aircraft hull Renter's insurance required for all pilots
- Park in the correct spot, use proper tie-downs, gust locks, and clean up after flight. Check your clipboard for parking spots & important contacts.
- Have your own fuel gauge and sump (available for purchase)
- Use **Blue window fluid** only on windscreens, in an up-and-down motion, not circular
- Round Hobbs **in/out** times *up to the nearest 10th*.
- Foreign landing fees are pilot responsibility- pay in advance.
- Check tanks *prior* to calling for fuel; do not call both fuel providers for the same order
- If you abandon an aircraft due to poor planning, you are responsible for recovery costs.

Renter Privileges and Limitations

- Overnight rentals incur a minimum of 2 billable hours per day beginning after the first overnight stay. This ensures fair availability of aircraft in our busy fleet.
- **ALL Pilots must complete a checkout with an RMFS CFI to act as PIC.**

- Must have flown a RMFS aircraft in the last 90 days to stay current. For aircraft with time minimums, you must have flown the type in the **last 120 days** or regain currency with an instructor
- Every aircraft type requires a separate checkout (except Warrior → Archer crossover). Complete the written checkout *prior* to your flight when possible.
- **Mountain flying** requires a separate checkout
- No solo right-seat flights unless endorsed by an RMFS CFI.
- We reserve the right to require remedial training if it is determined necessary to ensure safe operations.

RMFS Rental Checkout Minimums

Aircraft	Total Time	W/ RMFS Instructor	Complex	High Performance	M&M
C152	—	CFI Discretion	—	—	—
C172N/P	—	CFI Discretion	—	—	—
C172R/S	—	CFI Discretion	—	—	5
Piper Archer*	—	CFI Discretion	—	—	—
Piper Warrior	—	CFI Discretion	—	—	—
C172XP*	125	5+	N/A	N/A	10
C172RG	125	5+	10	N/A	10
Piper Arrow	125	5+	10	N/A	10
C182P/Q	125	5+	N/A	10	10
C182RG	200	5+	20	10	10
Mooney M20C	200	5+	25	N/A	5
Cherokee 6	250	5+	15	15	5

** Note: IMC in G500-equipped aircraft requires 6 approaches with RMFS instructor*

Multi-Engine Aircraft

Aircraft	Total Time	W/ RMFS Instructor	Complex	Multi-Engine	M&M	
Seminole**	350	25	25	25	25	IFR req
Seminole	350	10	25	50	10	IFR req
C310**	500	w/ Chief Instructor	N/A	100	25	IFR req
C310	750	w/ Chief Instructor	N/A	200	25	IFR req

**** = Initial Multi-Engine training with RMFS.**

Checkouts expire every 12 months and must be refreshed by an RMFS MEI (Chief for 310)

At this time the only Seminole available for rentals is N144RU.

After Hours Operating Procedures

We strongly recommend that your first rental take place during business hours to familiarize yourself with dispatch procedures and ask any questions before flying solo. The RMFS building is closed after hours.

- Must reserve by 4 PM for after hour flights between 5PM–8AM.
- Unauthorized aircraft use is a serious safety and liability issue. Dispatch is required.
- Ramp access: Use the gate to the left of RMFS (lock codes available in FSP Notice Board).
- After Hours box located by the back door and contains: Dispatch, keys, headsets, squawk sheets.
 - First Dispatch is on clipboard, all later flights are in the file folders
- Squawks are to be completed on the form, **not on the dispatch**
- Plastic supply box holds: seat cushions, tire kits, oil, ratchet tie downs
- RMFS & **restrooms close at 5PM**. FBO/Terminal open until 9PM

An Assistant Chief is available **after hours for non-emergency, judgment-based questions only**—things like weather decisions or aircraft operational concerns. Contact info is in the **FSP Notice Board**.

- **Please Do Not Contact Them For:** Dispatch or scheduling issues, any non-urgent matters
- **Respect Their Personal Time: Text is preferred** over calls when possible.

Maintenance

- Check dispatch for maintenance status before every flight
- **Hobbs time is billed** if any flight time is logged
- **Low tire?** Air compressors are available inside the building.
- Report all issues, including: dead batteries, cords showing, missing gust locks, broken or missing tie-downs. If unreported, you may be held financially responsible.

Use **squawk sheets** (front desk and in the after-hours box). Include aircraft N#, tach time, and your name.

- **After hours, attach the squawk to the clipboard for the next pilot**
- Squawks are reviewed during business hours.
- **Airworthiness items** are addressed immediately.
- Non-urgent issues may be deferred or scheduled.
- **Signed-off squawks** are filed in the black cabinet. You are responsible for checking them. Some may only be recorded in the **aircraft logbooks** at the front desk.

Off-Site Maintenance

- Plan for the unexpected. Weather, mechanical delays, and diversions are part of aviation.
- Off-site Maintenance emergencies under \$100 pilot discretion. **Contact RMFS Maintenance immediately** for guidance on resolution or securing the aircraft.

- If you must leave the aircraft at a foreign airport, **notify the school and maintenance team immediately**. Unattended aircraft create serious operational and logistical challenges. Pilots are responsible for arranging and covering their own transportation in these cases.

Cancellations

We keep things flexible, but with a busy fleet, last-minute maintenance is sometimes unavoidable. Occasionally your flight may be bumped—but we'll always try to give you a heads-up and keep you flying.

- Checkrides take priority. Other maintenance issues can arise at any time.
 - Cancel **online >24 hrs** prior; otherwise, **call/email** us.
 - If you are over 15 minutes late, your booking may be released.
 - **Habitual no-shows or last-minute cancellations** may result in fees or restricted access
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Winter Operations

Colorado weather is highly variable. Plan conservatively and build flexibility into your schedule.

- **Preheat below 30°F** - Preheaters require CFI checkout. DO NOT LEAVE UNATTENDED
- Fleet is GROUNDED below 20°F
- Do not scrape the aircraft surfaces; **NEVER use De-Icer** or de-icing equipment
- White rags may be used to wiping snow/ice; **not for windshields**
- Flights before 10 AM are discouraged due to morning ice/snow.

Out-of-town visitors: Understand that flight availability is not guaranteed. Weather, maintenance, and operational needs may prevent your flight altogether. These are **uncontrollable factors**—we recommend having a backup plan and being ready to adjust.

Foreign Fuel

- Reimbursement credit on account ONLY- up to \$6/gallon. Receipts must be provided upon return to be applied to the recent flight
- **We provide oil** and RMFS does not reimburse off-site oil purchases. Bring enough oil for your trip.