

**BLUE SKY AVIATION ASSOCIATION – APPENDIX B  
BRIEFING ITEMS FOR NEW MEMBERS**

## **Appendix B**

### **BRIEFING ITEMS FOR NEW MEMBERS**

**Revised: March, 2018**

1. Read operating instructions.
2. Demonstrate and provide ID and password for Schedule Master.
3. Demonstrate and provide ID and password for Web Site.
4. Review meeting schedules as outlined in the By-Laws.
5. Airplane wash and wax are scheduled twice a year, in the late Spring and Fall.
6. Review 3 reservation limit and only two planes out for entire day at a time (local rule) except Oshkosh week.
7. Keep planes clean.
8. Review fuel fill up policy – use Philips 66 credit, debit card as primary & the Visa ONLY if you cannot use the Philips 66. If either card cannot be used, save receipt if purchased with personal credit card or cash, and deduct expense from bill and include receipt (take a picture of the receipt and email or text message it to the Club Finance Officer.
9. Taxi on grass with full back elevator – slowly if conditions permit - pilot is responsible for any damage because of taxiing on grass when the ground is soft. Diamond not BSAA approved for soft field takeoff and landings due to low wheel main fairings.
10. Solberg noise abatement procedure – straight out RW4/22 climb straight ahead to 1200
11. Check out for Cessna Skylane RG per operating procedures.
12. Cover for planes required if available.
13. Use only approved oil. Please keep a quart or two extra in the planes at all times. Extra oil is in the shed. Provide keys and shed combination.
14. If any safety squawk precludes flight – put note on plane yoke if serious and call Maintenance Officer or any Board member and next person scheduled to fly and squawk on the schedule master system.
15. Remember to cancel flight time if not used or finished early. Suggest keeping schedule time to projected actual time needed to open planes up for others.
16. Safety issues: annual and FAA required Biennial flight review (see Operating Instructions Section 7.3). Member should update Schedule Master record with new date for flight review.
17. The Diamond and Skylane are keyed alike including baggage doors. Separate key for the Skyhawk.
18. Explain ADS B and how weather and traffic are displayed in planes and limitations of each.
19. Don't lock up brakes – Inform members what you would do on a short field approach – no need for heavy braking if not required. Discuss position of toes on brakes to avoid flat spots – use brakes sparingly after plane slows down and use flaps and elevators for aerodynamic braking.

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20. Show proper way to tie down aircraft (show the lock knot on the Diamond). Leave prop in vertical position to minimize water/snow collecting in spinner. Place cowl plugs rope outside prop so that plugs might be “thrown out” if forgotten. Clean up your/anyone’s garbage in the plane.
21. Reporting time and oil added in book in plane and squawks as previously stated.
22. Aircraft manuals may be purchased if desired. Electronic versions on the Web site or/and through other members.
23. Winter Flying – Don’t scrape the wings – fly another day – see winter flying instructions.
24. GPS and autopilot Demonstration – use the Garmin simulator first.
25. Credit Cards (for fuel only) - Phillips 66 card is preferred.
26. Review location of ARROW Documents in each plane
27. Review “Pay by Email” Requirements for monthly billing
28. Review fuel/oil club requirements and dual boxes in baggage area – no paper towels on glass

## **Special Features**

### **N263DS:**

- Avionics master switch/all electric avionics
- Alternate static air location
- Standby back up batteries and Essential Bus switch
- Audio panel
- Dual Garmin 530W & 430w that are interconnected
- HSI
- Dual axis autopilot with altitude preselect
- Traffic and weather interconnectivity with IPAD options and limitations
- Audio panel operation
- Weight & balance takeoff and landing limitations
- Fuel measurement Device & guidance
- Fuel Flow gauge setting procedure and digital fuel gauge
- Fuel injected engine: hot & cold starts.
- Interior lighting does not go off with master switch
- Adjustable rudder pedals/no adjustable seat
- Review new ELT test switch

### **N736RE:**

- Avionics master switch.
- Alternate static air location
- Alternate vacuum system and location of switch and placards.
- Garmin 430w and Garmin 396 that are interconnected
- Dual axis autopilot
- Foreflight IPAD App Connects to Flight Stream for weather and traffic
- Traffic and weather display

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- Audio panel
- Explain use of the outside air/carburetor temperature gauge
- Fuel Flow gauge setting procedure
- Light switches – Outside wing light switch, map light, overhead lights, etc.
- Certified built in USB connector in place of power plug
- Review new ELT test switch

**N642SP:**

- Avionics master switch.
- Alternate static air location
- Dual Vacuum system annunciator
- Garmin 430w and Garmin 396 that are interconnected
- Dual axis autopilot
- Traffic and weather interconnectivity with Garmin 430w options, e.g. Scout/Stratus/other
- Audio panel
- 13 fuel drains
- Weight & balance limits
- Fuel injected engine: hot & cold starts.
- Review new ELT test switch

## **ELT INFORMATION**

If the ELT has been activated (a crash or manually activated) the LED will flash (it is normally off).

The rocker switch is normally “neutral”. The ELT is always “on”.

In the event of an impending emergency you can manually activate the ELT by pressing the top of the rocker switch. When you do this, the LED will start blinking (the ELT is transmitting a distress signal).

If you have inadvertently switched the ELT on, press the bottom of the Rocker switch to reset the ELT (turn it off). **IMMEDIATELY CONTACT – 1-800 851-3051**. This is the number to the Air Force group that would respond to the ELT Transmission to inform them of the **FALSE** signal

Except for an emergency, **DON'T MESS WITH THE SWITCH!**