

# **BRIEFING ITEMS FOR NEW MEMBERS [Appendix B]**

**Revised: January, 2019**

1. New member should read Operating Instructions.
2. Demonstrate and provide ID and password for ScheduleMaster.
3. Demonstrate and provide ID and password for website.
4. Review meeting schedules as outlined in the bylaws.
5. Airplane wash and wax are scheduled twice a year, in the late Spring and Fall.
6. Review three 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 neither card is usable, 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 Treasurer.
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. If Diamond has wheel fairings installed, not approved for soft field takeoff and landings due to low clearance.
10. Solberg noise abatement procedure – RW 4/22 climb straight ahead to pattern altitude - 1200' MSL before making any turns.
11. Check out for Cessna Skylane RG per Operating Instructions.
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.
14. If any safety squawk precludes flight – put note on plane yoke. Call Maintenance Officer or any Board member and next person scheduled to fly, and squawk on the ScheduleMaster system.
15. Remember to cancel flight time if not used or finished early. Suggest keeping schedule time to projected actual time needed to keep planes open for others.
16. Safety issues: BSAA required Annual and FAA required Biennial Flight Review (see Operating Instructions Section 7.3). Member should update ScheduleMaster record with new date for flight reviews.

17. Provide aircraft keys and combination to shed padlock. 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.
20. Show proper way to tie down aircraft (show the lock nut on the Diamond tail tiedown). 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 trash and debris 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 available on the web and/or 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 if possible.
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
- ”Emergency Switch” back-up batteries and Essential Bus switch
- Audio panel

- Dual Garmin 530W & 430w that are interconnected
- HSI
- Dual axis KAP140 autopilot with altitude preselect. (Explanation Powerpoint on website)
- Route, traffic, and weather connectivity with iPad -Flightstream
- 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.
- Two items on hot battery bus - Overhead lighting and cigarette lighter jack. Must ensure these are NOT powered when leaving aircraft.
- Adjustable rudder pedals/no adjustable seat (must pull straight back on release handle)
- Review 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 - interconnected
- Dual axis autopilot
- Route, traffic, and weather connectivity with iPad -Flightstream
- ADS-B traffic and weather display

### **N642SP:**

- 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
- 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
- 13 fuel sump drains
- Weight & balance limits
- Fuel injected engine: hot & cold starts.
- Review 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” (armed). 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 now transmitting a distress signal).

If you have inadvertently activated the ELT, 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. Inform them of the **FALSE** signal

Except for an emergency, there is no reason to touch this switch!