

# *COLUMBIA PACIFIC AVIATION INC.*

Rev. 1-1-19

## STUDENT, RENTER, OPERATIONAL AND EXPERIENCE REQUIREMENTS

### BASIC REQUIREMENTS

Any person operating CPA aircraft as PIC must be in possession of a valid pilot and medical certificate; as well as a current BFR endorsement in their logbook. A completed written aircraft systems test for each make and model of the aircraft you fly. Waivers may be granted on certain occasions for pilots who do not meet the requirements shown below. Please ask for more information if you do not meet them.

### INITIAL CHECKOUT

Expect 1 hour of flight, and ½ hr of ground instruction covering the open book exam. The exam should be completed prior to your checkout appointment. Please bring your logbook, pilot's license, and current medical and current charts. A separate checkout may be required for IFR operations.

### CESSNA 152/172

Any student pilot, or better, who is appropriately signed off and checked out in the particular aircraft. An actual flight check may be waived in writing by a CPA instructor if the pilot has completed a flight competency check with that instructor in a more complex aircraft.

### PREFLIGHT

Renter will personally conduct a preflight inspection of the aircraft as prescribed by the manufacturer, including checking the fuel and oil. All renters are required to have a 45 minute fuel reserve for the flight intended.

### WEATHER

Renter shall operate only when present and forecast aviation weather indicates VFR weather (5 miles visibility) exists along the route and locally. IFR operations must be approved by CPA in advance. Flight plans will be filed with the Flight Service Station except for local training flights within 15N.M of Grant Co. Airport.

## CURRENCY

In order to remain a safe pilot and meet our insurance requirements, the following apply to remain CPA current.

All CPA approved pilots must maintain currency as follows:

*1 hour of flight time in CPA aircraft wishing to rent &*

Daylight: 3 takeoffs and landings in previous 60days.

Night: 3 takeoffs and landings in previous 60 days.

A recurrency flight check by a CPA instructor will be required otherwise.

IFR Currency per FAA regulations apply.

## WIND LIMITS

Taxiing: Wind gusts must be less than 1/2 aircraft stall speed.

T/O and Landing: Crosswinds must be less than 45 degrees at max demonstrated crosswind.

## TAKEOFF AND LANDING AREA

No takeoff or landing will be made on other than ***paved public use airports*** of suitable length and width for current conditions. Performance charts will be consulted for all operations. ***Private runways or strips will not be utilized except in emergencies.***

## DAILY RENTAL RATES

For rentals in excess of 6 hours, a minimum rental charge of 2 hours is required per weekday and 3 hours on weekend and holidays.

## RENTAL AND RESERVATION POLICY

Reservation of an aircraft for a full day or weekend trips must be confirmed at least the day before your flight.

## CANCELLATIONS

Cancellations more than 24 hours prior to your scheduled times are acceptable, but please provide as much notice as possible. Cancellations less than 8 hours prior to your scheduled times or no-shows will be charged 50% of the scheduled hourly rate of that aircraft, instructors fees included. Should you cancel, we will attempt to fill your time slot, if successful; your cancellation fee will be waived. Please attempt to notify CPA if you are going to be late. Renters more than 15 minutes late may lose their reservation. Renters more than 30 minutes late will be considered no-shows and applicable fees will apply. Assessed fees will be paid prior to further flight.

### *Cancellations cont.*

Cancellations due to weather along your planned route are acceptable without penalty, but if you realize your intended destination i.e. Seattle is covered in clouds and has been and is forecast to be the day of your trip, and you neglect to cancel 8 hours prior, you may get charged for 50% of your time anticipated.

Please understand that all cancellations or no shows are very hard to fill without advance notice. If it's instruction, the instructor is still getting paid by CPA for your time slot. If it's just rental, there are typically many others that would have liked to be in your time slot. In fairness to other pilots and to keep our rental and instruction costs as low as possible we all need to communicate and adhere to these requests and requirements the best as possible. Thanks.

### EMERGENCY AND MAINTENANCE

If for any reason an aircraft is landed off airport, the renter will not attempt to make a takeoff under any circumstances but will call CPA COLLECT (509) 762-1016. or (509)750-8454. Discrepancies found with the aircraft will be first discussed with CPA maintenance department and noted in the squawk log. No maintenance of any sort will be attempted by renters or off site unless first coordinated with CPA. If you have any questions regarding the aircraft or safety please call CPA.

### OPERATIONS

The aircraft will be properly tied down or secured when not in use. Any loss or damage to the aircraft, or its parts during the rental period is the responsibility of the renter. All parking fees, hangar charges, landing fees or any other charges including customs will be the responsibility of the renter. Any fuel purchased away from Moses Lake shall only be supplied by **CPA** approved vendors supplying 100LL. No auto gas, 80-87 or mixtures of such are allowed. Renters must provide a receipt and will be reimbursed at the CPA's current cost. Clean windows **only** with aircraft window cleaner and appropriate wipes. (No paper towels or shop rags). **NO SMOKING IS PERMITTED IN THE AIRCRAFT.** If the aircraft is abandoned away from the Grant County Airport, and it is necessary for CPA to return the aircraft to its home base, the renter will be charged the pilot's expenses plus dual flight time to return it. Renter agrees to report all accidents or incidents to CPA as soon as possible, but no later than 24 hours. Renter also understands that he/she is not the agent, servant, or employee of CPA in any manner what-so-ever. CPA aircraft during rental periods shall not be used or operated for any illegal purpose, in any race or contest, used to give flight instruction, or used by any person other than the renter or for any commercial purpose or to carry persons or cargo for hire. All pilots will operate the aircraft from the left seat only unless you have been CPA checked out in the right. Normal "wear and Tear" is acceptable, any abuse, tire damage or special cleaning will be the responsibility of the renter or charged to the customer accordingly. Please keep a supply of Sic-Sacs with you or assure the aircraft is equipped. Any air sickness will be cleaned by the renter to the satisfaction of CPA. Please "police" your aircraft for garbage, pilot supplies etc.

#### WINTER OPS.

Cold soaked engines and thick oil is very hard on engines and components if not properly pre-heated. No aircraft will be started when the air temperature is below 32F, or has been cold soaked in the 6 hours prior less than 30F, unless the integral engine heat has been plugged in a **minimum** of 2 hrs. for the 152/172. Please call ahead to CPA to have the pre-heating accomplished prior to your planned flight. Any frost, snow, ice etc. will be properly dealt with by CPA staff. If away from MWH, please consult CPA staff via phone before starting or departing if unable to accomplish the above or for further guidance.

#### AFTER HOURS.

For anticipated training/rental flight outside of normal CPA hours it's the responsibility of the customer to contact CPA during normal business to request the aircraft be tied down outside with the clipboard and or fueled appropriately prior to closing. A callout fee will be required otherwise.

#### INSURANCE – LIABILITY.

As a Renter of an aircraft, the undersigned Operator hereby provides notice that:

\_\_\_\_\_ 1. You are insured under a policy or policies of insurance provided by CPA  
(Initial) and providing liability insurance coverage to Renter of the aircraft in the following amount:

\$100,000.00 each occurrence

\_\_\_\_\_ 2. AIRCRAFT PHYSICAL DAMAGE INSURANCE IN FAVOR OF THE  
(Initial) RENTER PILOT IS NOT MAINTAINED. Renter expressly acknowledges that he is not an "insured" for any damage to the aircraft under any insurance contract or policy in the name of or for the benefit of the CPA and the Renter is responsible for any damage to the aircraft that occurs during the rental period.

Renters are encouraged to consider purchasing an "Aircraft Renters Insurance Policy" from an independent insurance company to protect themselves in situations where they may be found to be responsible for damages.

RENTERS,

By affixing your signature heron, you agree to follow the CPA policies and procedures written and posted. You also attest that you have received and understand the "RENTER, PILOT AND EXPERIENCE REQUIREMENT" forms.

Renter: PRINT NAME \_\_\_\_\_ date: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

CPA: \_\_\_\_\_ date: \_\_\_\_\_

Please return this form signed and dated on your next flight. Thank you.

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# AIRCRAFT CHECKOUT



Name: \_\_\_\_\_ Pilot Certificate #: \_\_\_\_\_  
Phone: \_\_\_\_\_ Medical Date: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_ CFI's Name: \_\_\_\_\_

## GENERAL FLIGHT INFORMATION

1. When is a preflight walk around required? \_\_\_\_\_
2. How is usable fuel level visually confirmed? \_\_\_\_\_
3. What are fuel sumps used for? \_\_\_\_\_
4. When, and how, is the mixture leaned? \_\_\_\_\_
5. How is the mixture leaned with the EGT? \_\_\_\_\_
6. When should the alternate static air source be used? \_\_\_\_\_
7. What are the indications of carburetor icing? \_\_\_\_\_
8. When is carburetor heat used? \_\_\_\_\_
9. How should a hot-running engine be cooled? \_\_\_\_\_
10. When should the parking brake be used? \_\_\_\_\_
11. What are the FAA cloud clearance and visibility requirements for classes D and G airspace?  
Class D: \_\_\_\_\_ Class G: \_\_\_\_\_
12. What is required for customs in Canada? \_\_\_\_\_
13. Explain shock cooling. \_\_\_\_\_
14. How can shock cooling be prevented? \_\_\_\_\_
15. How is an ELT (emergency locator transmitter) activated? \_\_\_\_\_
16. What is a minimum safe altitude for all operations? \_\_\_\_\_
17. What airspace requires a transponder? \_\_\_\_\_
18. What is the transponder code for: lost communications? \_\_\_\_\_ Emergency? \_\_\_\_\_
19. What is the traffic pattern altitude at KMWH for: light aircraft? \_\_\_\_\_ Jets? \_\_\_\_\_  
The Pilot Operating Handbook describes several airspeed limitations.
20. Which, if any, airspeed limitations are subject to change? \_\_\_\_\_
21. Under what conditions would those airspeed limitations change? \_\_\_\_\_

## CPA PROCEDURES

22. How many hours of notice must be provided to CPA line service personnel prior to flight in cold weather (30°F or colder)? \_\_\_\_\_
23. What is the CPA fuel reserve requirement for day, VFR? \_\_\_\_\_
24. What is the CPA fuel reserve requirement for IFR? \_\_\_\_\_
25. What is required for pilots to operate CPA aircraft under IFR? \_\_\_\_\_
26. What are the CPA weather requirements (cloud clearance & visibility) for all airspace?  
\_\_\_\_\_  
\_\_\_\_\_
27. When must a flight plan be filed, as required by CPA? \_\_\_\_\_
28. If maintenance is required away from KMWH, what must be done? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
29. What product(s) must be used to clean acrylic aircraft windows? \_\_\_\_\_
30. How are windows cleaned? \_\_\_\_\_
31. What material is used for aircraft windows – glass or acrylic? \_\_\_\_\_
32. What are the CPA currency requirements? \_\_\_\_\_

# AIRCRAFT CHECKOUT



33. Who must be notified if the flight will return later than scheduled? \_\_\_\_\_
34. What landing surfaces are acceptable for CPA aircraft? \_\_\_\_\_
35. Who is responsible for the aircraft and its accessories while away from KMWH? \_\_\_\_\_

AIRCRAFT-SPECIFIC	Cessna 152	Cessna 172
Engine manufacturer:		
Engine model:		
Engine horsepower:		
Oil capacity:		
Oil grade:		
Acceptable oil level range:		
Fuel grade(s) & color(s):		
Total fuel capacity:		
Usable fuel:		
Fuel sump # and location(s):		
Fuel selector location and positions:		
Fuel vent location(s):		
Electrical system voltage:		
Alternator output:		
Elevator trim control and indicator location:		
Propeller RPM control method:		
Static port location(s):		
Alternate static source location:		
Flap setting for short field:		
Circuit breakers or fuses?		
Describe the autopilot check:	NA	
How is the autopilot disengaged?	NA	
Cold start procedure:		
Hot/flooded start procedure:		
Maximum gross weight:		
Number of passenger seats:		
Power setting for climb:		
Max range and endurance at 65% power:		
Fuel burn at 75% power:		

# AIRCRAFT CHECKOUT



AIRCRAFT-SPECIFIC	Cessna 152	Cessna 172
Power and RPM setting for 65% at 2,000':		
Normal cruise power setting:		
	VA: VNE:	VA: VNE:
	VX: VFE:	VX: VFE:
	VY:	VY:
Maximum demonstrated crosswind:		
Normal approach speed:		
Short field approach speed:		

WEIGHT & BALANCE						
Cessna 152: N225CP				Cessna 172: N4887G		
Weight	Arm	Moment		Weight	Arm	Moment
1675			Max. gross weight	2300		
1152.2	30.03	34595.00	<b>BASIC EMPTY WEIGHT</b>	1474.9	39.22	57842.25
			Front seat occupants			
NA	NA	NA	Rear seat occupants			
			Baggage			
			<b>ZERO FUEL CONDITION</b>			
			Fuel load			
			<b>RAMP WEIGHT CONDITION</b>			
-	-	-	Less runup fuel	-	-	-
			<b>TAKEOFF WEIGHT</b>			
-	-	-	Less fuel to destination	-	-	-
			<b>LANDING WEIGHT</b>			

PERFORMANCE		
Using the weights above, at 2,000 feet elevation and 15°C (or standard temperature) compute:		
	Cessna 152: N225CP	Cessna 172: N4887G
Takeoff ground roll		
Takeoff distance over 50' obstacle		
Initial climb to 1,000' AGL		
Landing distance over 50' obstacle		