The Lexington Flying Club West GA Campus Transition and Procedure Guide

On February 1, 2015 the Lexington Flying Club will be acquiring our own hangar in Blue Grass Airport's newly developed West General Aviation Campus.

Since the hangar is located on a newly created portion of the airport, and because this is the first time the club has "owned" it's own hangar, <u>some of our longstanding methods</u> <u>and procedures will be changing.</u>

We've created this guide to help you (our members) get acquainted with our new space. It's somewhat lengthy, but please take the time to review it. It contains all the information you'll need to operate safely and easily in the new space.

This document covers the following topics:

- Why we're moving
- Location & Facilities
- Access
- Fueling
- Aircraft Maintenance
- Hangar Use & Preheats
- Restroom & Building Maintenance

- Snow Removal
- WiFi & Telephone Service
- Important Contact Information
- Runway 9/27 Use
- Appendix 1 Hangar Door Use
- Appendix 2 Aircraft Tug Use

Why We're Moving

In short, the airport made us an offer we couldn't refuse. In need of an "anchor tenant" for the new GA Campus, the airport director came to the club with a lease offer for a box hangar and six tie-downs. That offer was cheaper than our existing arrangement with TAC Air.

After weighing the pros and cons, the board decided to accept the airport's offer. Not only does the new hangar save the club money, it also offers our members significant convenience and cost savings. The new arrangement gives us our own hangar to use for meetings, events, and preheats, as well as easy access to Runway 9/27 (think shorter taxi times and wait times.)

Location & Facilities

Our new address is 4480 Gumbert Road in the West General Aviation Campus located alongside Runway 9/27. Ours is the large box hangar on the east end of building 106 (closest to the runway). Vehicle access is via Gumbert Road (located off Versailles Road). **Be mindful of the <u>enforced</u> 25 MPH speed limit on Gumbert Road**.



DO NOT attempt to use the airport service roads as a shortcut to the main airport campus! They are reserved for airport vehicles.

Our new home includes a 55'x55' box hangar with a small office. A public restroom and common area are located next door. We also have six tie-downs on the south edge of the ramp along the fence. Additionally, the club is purchasing an electric aircraft tug, fire extinguishers, a portable air tank, and a heater for the hangar.

<u>Access</u>

Access to the hangar and airplanes is via gates 31 (pedestrian) and 32 (vehicle) next to the West Campus parking lot. You'll find a key box hanging from the handle on pedestrian door "A" of the hangar.

The combination to the key box has changed! You'll need to e-mail Mike Proctor for the new combination.

On January 6 all LFC badge holders were granted access to gates 31/32. Your badge will also open the other set of gates (29/30) nearest the tie-downs.



When using vehicle gates, STOP and allow the gate to close <u>fully</u> before you drive away from the gate.

Non-LFC badge holders (ie. NexGen or General Aviation) who have never had "LFC access" added to their badge will need to contact Mike P to ensure you are able to access the planes. If your LFC badge fails to open these gates, give Airport Operations a call. During the transition, your LFC badge should work on both the new gates and our existing TAC Air corporate hangar.

The new gates all have secondary locks, so LOOK before you swipe! If the gate you're trying to use is locked or chained, DO NOT swipe your badge at that gate as damage may occur as the motor strains against the locks.

Fueling



There is a self-serve 100LL fuel pump located next to the hangars. Pricing should mirror the self-serve pump on the other side of the airport and is posted on a digital sign on a pole above the pump.

For the moment, the only payment option is via a personal credit or debit card which the club will reimburse under our current policy. In the long term we are hoping for a centralized payment system that could be billed to the club.

TAC Air will send a fuel truck over upon request; just be prepared to wait since the truck is coming from the other side of the airport. A surcharge *may* apply for truck service.

We have requested that TAC Air, time permitting, send a truck out every night to top off the planes.

Please build some extra time into your reservation slot to allow for refueling!

Aircraft Maintenance

Mustang Aviation will still be our primary maintenance provider. In the event of a minor maintenance issue they can dispatch their mobile van. Mustang has reminded us that the airlines have dibs on that van, so we may have a short wait if they're working a problem on the airline ramp.

Major scheduled maintenance will require coordination with a maintenance officer to taxi the aircraft over to Mustang. Mustang does have the capability to tow a plane across the airport, however this will only be used in extreme circumstances since it requires coordination with ATC and and Airport Police Department escort.

The club will be installing an air tank for filling tires and we will continue to keep a supply of oil in the hangar.

In the long term, Mustang is planning on opening a facility on the West Campus, but that may be a year or two away.

Hangar Use and Preheats

The hangar has the capacity to hold 2, possibly 3 aircraft. However, through the Spring of 2015, the Diamond will be the only aircraft that lives there full time. The other space will be reserved for preheats. After the Spring, we will probably park one of the Cessnas in the hangar full-time along with the Diamond.

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If you require a preheat, you'll need to contact a Maintenance Officer <u>the night before</u> to have the aircraft moved into the hangar for you. (This does not apply to the Diamond.) Mike Smith and John Olsen both live near the airport and have agreed to act as "first responders."

Our winter preheat surcharge will remain in effect to help offset the cost of off-airport preheats.

Always use extreme caution while moving aircraft in/out of the hangar. We wish to avoid "hangar rash" at all costs!

<u>Hangar Rash:</u> the bumps and bruises aircraft develop as they bump into each other during ground handling.

To help with ground handling, the club has invested in an 'Aircaddy 4K' electric tug to assist in moving the planes around. See Appendix 2 to familiarize yourself with the Aircaddy and/or grab a Maintenance Officer for a demo.

http://www.lindbergh.com/aircraft-tug/aircraft-tractors.html

Though it may be tempting, our lease, in accordance with FAA regulation, prohibits club members from storing their personal vehicles in the hangar, even if it's only for an hour or two. Only aircraft, LFC property, and flight gear may be stored in the hangar.

Restroom and Building Maintenance

As the "anchor tenant" for the West Campus, the club has agreed to maintain our hangar as well as the public restroom and adjoining common area. *Therefore we ask that all club members do their part to ensure that the hangar and restrooms are clean and tidy.* The airport has agreed to provide all the supplies we need, we just have to do the cleaning. Seems fair, right?

Be aware that our new landlord is the airport itself, not TAC Air. In the event of a lockout or building problem, please contact Airport Operations directly rather than TAC Air. Operations can be reached at 425-3112

Snow Removal

The airport has informed us that the West Campus is low on their priority list for snow removal. HOWEVER, they have agreed to send a plow over ASAP if the ramp needs attention. Any club pilot can request a plow by calling Airport Operations. The airlines do get plow priority, so during busy times you may have to wait for a break in airline traffic.

WiFi and Telephone Service

The current airline terminal and GA wireless internet signals do not reach the West Campus. The airport is planning to install internet in our hangar, but as of this writing there is no ETA. The hangars will NOT be equipped with telephone lines. Of course, many smartphones have a WiFi-hotspot feature you can use.

<u>Runway 9/27</u>

Due to it's proximity, feel free to use Runway 9/27. Shorter taxi times mean a more productive flight and hopefully a few extra dollars in your wallet! Since the tower has been defaulting to Runway 4/22 for so many years, you may have to request 9/27 on your initial callup. Also keep in mind that the tower controllers cannot see the far end of Runway 9 from the tower cab, so give them accurate position reports.

Important Contact Numbers

Airport Operations: 859-425-3112 Mustang Aviation: 859-255-1902 TAC Air: 859-255-7724 Mike Smith: 859-552-4319 John Olsen: 859-396-7282 Mike Proctor: 859-338-4040

Appendix 1 Lexington Flying Club Hangar Door & Lights Operating Instructions



 Unlatch the door pins located at the bottom of the door (LFC door has two pins)



 Unlatch locking mechanism located on each side of the door (approximately 48" above ground)



- Make sure the electric cord from the box is free from any door hardware
- Make sure cord doesn't get tangled in the lock mechanism



• Press "open" or "close" on the switch. Monitor the door closely while it is in operation. (There is no need to hold the button to open or close the door.)

LIGHT FIXTURE INFORMATION:

All lights will turn on once the light switch is flipped in the on position. After a few moments, approximately 30 seconds, the lights will shut off automatically. Once the lights shut off, as long as the hangar remains occupied, then all lights will turn back on after a brief period of 30 – 60 seconds, and will remain on for one hour. The light fixtures operate on infrared and motion sensitivity; the brief, initial delay is to prevent the lights from turning on every time an unwanted guests, such as a bird, enters the hangar only for a few seconds. This would be the case if a tenant has left their hangar door open while out flying a plane. To be energy efficient, the lights are designed to remain on only when the hangar is occupied.

Appendix 2

AirCaddy 4K Electric Aircraft Tug



Operations: Planes with Wheel Pants

- 1. When using the AirCraft Caddy with planes that have wheel pants, you will need the removable 3" chock on your demo unit. When mounted, the 3" chock should be low enough as not to hit the bottom of the wheelpant on the plane. You will also need the wheel axle tow bar for grabbing the nose wheel of the aircraft and winching up the ramp and into the chock. The nose wheel bracket and receiver hold the nose wheel fairly tight so it CAN'T jump up and over the 3" chock.
- 2. Turn the key switch to the ON position and wait 5 seconds for the Caddy to activate. Drive the Caddy by slowly turning the handle in the direction of travel. Notice the handlebar is variable speed, so the further you turn it the faster it goes. If you just barely turn it, the unit will slowly creep forward. Slowly creep the Caddy forward until the ramp is just beneath the front of the nose wheel and the nose wheel is in line with the 3" chock on the Caddy.
- 3. Release the lever on the winch so as to release the cable.
- 4. Pull the cable from the winch and bring it near the nose wheel of the aircraft. Set it aside for the moment.
- 5. Install the axle (or strut) tow bar around the nose wheel (or strut pin) of the aircraft. Tighten the screw pins on each side of the tow bar so the cups go around the nose wheel of the aircraft. If the cups are set correctly, you only need to tighten one side.

- 6. Clip the winch hook to the end of the tow bar and lift cable a bit (to keep it tight so the bracket doesn't hit the top of the wheel pant) as you walk back to the winch motor.
- 7. Lock the lever back to the wind position and slowly wind the cable back on the winch until the cable is tight. Make sure the cable wound correctly on the spool. You might have to provide a bit of tension on the cable when winding. A good way to do this is to back the Caddy up until there is tension on the cable and slowly drive the Caddy back to the nose wheel while winding the cable. Stop the Caddy when the ramp is under the nose wheel again.
- 8. Slowly winch the nose wheel of the aircraft up the ramp and into the chock. If this is the first time loading this plane, inch it forward to make sure the bottom of the pant isn't going to scrape on the top of the 3" chock. If it looks like it's going to hit, release the pressure from the winch and roll the plane down the ramp by slowly driving the Caddy out from under aircraft. There are a few planes that will need a shorter chock (DA-40's and Cirrus). They need a 2" chock because they have wheel pants that are lower to the ground.
- 9. Winch the nose wheel to the point where the wheel is pressed firmly against the back of the chock at the same time as the tow bar is pulled into the jaws of the tow bar bracket. The tow bar bracket holds the tow bar and nose wheel firm so they CAN'T jump out from the wheel chock or off the platform of the Caddy. You may need to adjust the wheel chock forward or backwards so the nose wheel hits the back of the chock at the same time as the bracket rests firmly in the bracket holder.
- 10. Make sure the spring pin is engaged to hold the "lazy susan" from turning. The pin should only be in the out position when you are moving planes with no wheel pants or after you have a good understanding of how to operate the Caddy with a wheel pant plane. <u>Removing the pin will give you great turning flexibility but does allow you to overturn</u> <u>the Caddy and could cause damage to the wheel pant from the side beam of the</u> <u>Caddy hitting the side of the wheel pant.</u>
- 11. If the pin is engaged, turning the Caddy will cause the nose wheel of the aircraft to also turn. <u>Make sure you are aware of the turning limits on the nose wheel of the aircraft so you</u> <u>don't OVERTURN it and damage the steering column on the aircraft.</u>
- 12. To remove the nose wheel, loosen the winch and let some cable out; then slowly walk (power) the Caddy out from under the nose wheel of the plane. The plane should roll down the ramp and the cable will prevent the aircraft from rolling beyond the ramp.
- 13. Walk to the front and remove the tow bar from the nose wheel.

Operations: Single Wheel Planes without Wheel Pants

- 1. If you use the 3" chock on these planes, the safest way to load and maneuver the plane is with the tow bar. Directions to use the tow bar are described in the operations of using it on wheel pant planes. The tow bar helps prevent the nose wheel from jumping up and out of the 3" (or 2") wheel chock.
- 2. If are only going to use the Caddy on planes with no wheel pants, then the easiest way to load those nose wheels are with the 5" chock and tether.
- 3. The approach and winch instructions above are exactly the same for this operations as with the wheel pant instructions above but instead of using the tow bar, you put the tether around the strut just above the nose wheel of the aircraft.

- 4. Before pulling the nose wheel up and on the Caddy, make sure the spring pin is dis-engaged and the "lazy susan" can turn freely. Line the chock up straight with the nose wheel of the aircraft before winching.
- 5. Slowly winch the nose wheel up the ramp and tight against the 5" chock. Keep pressure on the nose wheel with the winch while you are pulling or pushing the aircraft. The 5" wheel chock is too high for the nose wheel to jump up and out of the chock.
- 6. While turning the Caddy, the nose wheel on the aircraft will stay straight. This process allows you to make tighter turns without damaging the turning limits of the aircraft.
- 7. Removing the aircraft is done exactly the same way as described above in the removing the plane with the tow bar.