

# Colorado Sport Pilot, LLC

## Operations Guide

This document outlines everything you need to know to rent the Colorado Sport Pilot, LLC (CSP) Remos GX, N835FS aircraft. This guide is subject to change.

### Airport Operations

- Northern Colorado Regional Airport: 4900 Earhart Rd, Loveland, CO 80538
- All renters must have a badge to access the airport. The badge form will require the CSP signature. See NoCo website for more info: <https://www.flynoco.com/pilot-resources/badging/>
- TSA Operations are taken very seriously at the airport. You **MUST** follow all NoCo security requests.
- No operations allowed in the Security Identification Display Area, SIDA. The area north on the ramp.
- Northern Colorado Regional Airport (NoCo) is a Class D Towered Operation. As a student or Sport pilot, you will need a Towered Operations Endorsement (61.325 (a - c)) before you can fly out of the airport.
  - Tower Frequency: 118.40
  - Ground Frequency: 121.65
  - ATIS (AWOS): 135.075
  - UNICOM: 122.70

### Hangar Operations (see additional Hangar Door Instructions doc)

- Key code for the entrance hangar door will be assigned once a renter has a badge. (Students will not need a key code until after they have soloed.)
- Unlock hangar entrance door by entering your personal key code.
- Unlatch both Hangar doors **before** opening hangar door!! **Very Important!!!**
- Press black **OPEN** button (only open hangar enough to get airplane out; Black Arrow at top on North wall) Press red **STOP** button to stop the door from opening further.
- Get Remos clip board and keys out of right-hand side bottom drawer.
- Write Hobbs in on Remos sheet
  - Your name
  - Date
  - Time Out (should match previous time)
- Airplane has a battery trickle charger and oil tank warmer attached, always plug in when not in use (oil tank warmer is on a timer and is turned off in summer). Disconnect plugs, close oil door once oil has been checked.
- Checking the oil (see Remos Tips document). Use only AeroShell Sport Plus 4 to add oil (note in Hobbs sheet if adding oil and how much)
- Pull plane out of hangar. Close Hangar door by pressing black **CLOSE** button (**make sure there is nothing under the door!**) and close entrance hangar door.

## Fueling Operations

- Call the jetCenter for fuel, 100LL (Blue Aviation Gas (AvGas)) **970-667-2574**
  - 5060 Grumman #4
  - Fuel is charged to CSP
- Plane must be pulled out to fuel
- Use Remos key to unlock gas cap and place on floor of Remos
- Plane should be grounded before fueling (wheel or exhaust pipe)
- Because of the narrow neck of the fuel tank, fuel Remos very slowly!
- Use fuel sight gauge to determine amount needed (do not overflow)
- Put gas cap back on and lock
- If buying fuel at some other place, please return receipts to CSP for reimbursement

## Scheduling / Payment

- Access to Flight Circle
  - [www.flightschedule.com](http://www.flightschedule.com)
  - Flight Schedule Help
  - Credit Card on File
  - Schedule plane
    - Save or Dispatch
    - Dispatch when ready to fly (if not done already)
- Fly plane
  - Check In
  - Enter Hobbs In
  - Write Hobbs in on Remos sheet with clip board
    - Write total time on sheet
    - Comments
  - Note Squawks if necessary (on sheet as well)
  - Select Credit Card
  - Finish

## Emergencies

- Contact authorities **911**
- Contact CSP (Bill Snodgrass) **303-641-9800**
- jetCenter **970-667-2574**

## Maintenance

- Report all squawks
- If items broken needed for flight, do not fly
- Maintenance will be done by CSP as soon as possible

## Maintaining the plane

- If cleaning the plane, use the Simple Green bottle and blue coarse towels for wings and elevator **ONLY**
- For Plexi-glass window, use Prist Plexi-glass cleaner **ONLY** and blue microfiber towel. Clean window only in direction of airflow, not side-to-side or in circles
- Remove all trash from inside the plane
- Buckle seatbelts
- Always chock the plane
- Always attach battery trickle charger
- Always attach oil tank warmer (it is on a timer is and is off in summer during the day)

## COVID-19 Decontamination

- Use sanitize wipes to wipe down surfaces that have been touched. **Do not use on Dynon or GPS screens!!**
- Include check list
- Include keys
- Include hangar door surfaces and door entrance handle
- Include Hobbs clip board

## Remos Tips

- See Remos Tips document