

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
 - 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