



**01 Jan 2008**

**MEMORANDUM FOR ALL PILOTS & FLIGHT CREWS, OHWG CIVIL AIR PATROL**

**FROM:** MAJ. CHIP INGERSOLL, CAP – COMMANDER, OH-003  
CAPT. CHUCK INGERSOLL, CAP – Aircraft Manager, N9345L, OH-003

**SUBJECT: Unit Local Procedures for CAP Aircraft N9345L (CAP Flight 3421)**

1. The purpose of this document is to provide members of the Lorain County Composite Squadron (OH-003) and other squadrons within Ohio Wing guidance as to OH-003's Unit Local Procedures (ULP's) for the scheduling and operation of our squadron's assigned CAP Corporate C172P Aircraft, N9345L.
2. It should be understood that all aircraft operations within Ohio Wing CAP should be conducted in accordance with CAPR 60-1, the Ohio Wing Supplement to 60-1, the aircrafts POH, and all applicable Federal Aviation Regulations (FAR's). Likewise, aircraft maintenance will be conducted in accordance with CAPR 66-1 and the Ohio Wing Supplement to Reg. 66-1
3. The following document will outline policies and procedures specific to the operations of the Lorain County Composite Squadron (OH-003), Lorain County Regional Airport (KLPR) and this squadron's aircraft (N9345L).
4. Please contact myself or the Air Operations Officer, Capt. Chuck Ingersoll, with any questions.

Semper Vigilans!

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CIVIL AIR PATROL (USAF Aux.)

Lorain County Composite Squadron, OH-003  
Unit Local Aircrew and Aircraft Procedures



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## 1. Introduction

### 1.1. Scope

This document provides guidance and instructions to pilots authorized to use the facilities and aircraft assigned to the Lorain County Composite Squadron, Ohio Wing Civil Air Patrol (GLR-OH-003). CAPR 60-1 and Ohio Wing Supplements to 60-1 provide the primary pilot guidance and direction for all CAP Flight Operations. This document is a supplement to those documents and is designed to assist the pilot in using the squadron-assigned aircraft and assets of OH-003.

### 1.2. Air Craft Restrictions

Currently, OH-003 has one CAP corporate aircraft assigned, which is N9345L, a 1986 Cessna 172P. Any aircraft assigned to this Unit are the property of CAP and the USAF. Squadron aircraft will be made available to any qualified CAP Member that is authorized by CAP National Headquarters and Ohio Wing Headquarters to fly this aircraft. Prior to aircraft use, pilots must meet with the Air Operations Office to review and demonstrate proficiency with the unique aspects of aircraft storage (see paragraphs 3.5 and 4.2). Any CAP member can attend OH-003's monthly Air Operations Section meeting, held on the first Saturday of each month. After these meetings, these unique procedures can be reviewed with new pilots prior to being granted aircraft scheduling privileges. Any OH-003 pilot who has not attended the current month's Air Operations Section meeting must contact OH-003's Air Operations Officer, Capt Chuck Ingersoll or his designated representative, in order to be granted scheduling permissions for non-emergency operational missions, check rides or instructional flights, proficiency training flights, etc. The pilot(s) will be briefed on this Unit's Local Procedures (ULP's), as well as safety information and aircraft-specific information that are covered at the monthly Air Operations Section meeting. If a non-qualified pilot needs emergency or short-notice access to the OH-003 aircraft but is unfamiliar with hangar operations, alternate arrangements will be made with a qualified pilot who will assist in hangar operations.

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## 2. Airport Operations

### 2.1. Lorain County Regional Airport

Lorain County Regional Airport (KLPR) is located at 44050 Russia Road, Elyria OH, 44035. Airport services include fuel and parking and some maintenance facilities are available. KLPR is fully staffed between the hours of 0700 – 2300 hours daily. From 2300 – 0700 hours airport personal can be paged if required but normally calling in airport personnel during this overnight period is highly discouraged.

### 2.2. Squadron HQ Bldg. Location

The squadron address is Lorain County Regional Airport, 44050 Russia Road, Elyria, OH 44035. The OH-003 Squadron offices are located on the southwest side of the main airport hangars behind the airport fences. The main entrance is located on the south side of the hangar offices but access may also be gained from the main hangar. Permission to enter from the hangar side is required from airport personnel.

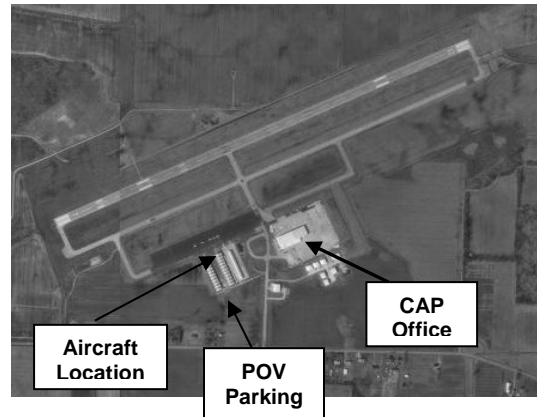


Figure 1 - Airport Diagram

### 2.3. Security Gate Procedures

Security at the airport is taken seriously. At all times when entering or exiting airport grounds, ensure that only authorized personnel gain access. All members should report suspicious behavior to airport personnel for them to investigate or take action.

During normal business hours daily access to the airport is restricted. Outside the main gate an intercom is available to contact the front desk for admittance. To gain access, use the call button and tell attendant you are with Civil Air Patrol and you will be admitted. After normal business hours access to airport grounds requires a gate key-card. Squadron Pilots needing after-hours access (mission pilots, aircrews, etc) will be issued gate cards. All other members would need to make arrangements with the Air Operations Officer or Squadron Commander to arrange after-hours access, if necessary. Exiting the airport does not require a key-card. The gate will open if the sensors detect an automobile within 5 feet of the gate. A buzzer will sound and the gate will open allowing you to exit the airport grounds.

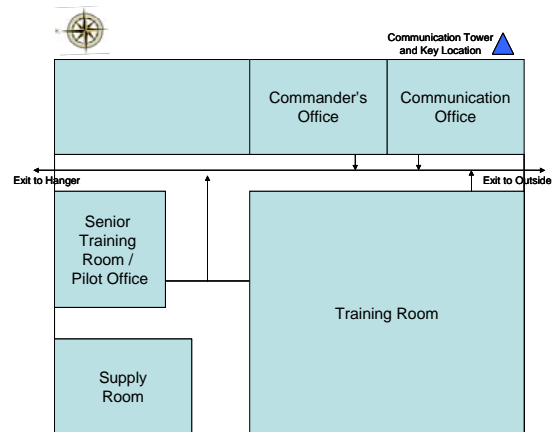
### 2.4. Flight Planning Facilities

Internet access is available in the Squadron HQ. Computer access, Weather, and other services are available in the pilot Lounge of the Local FBO, Johnston Aviation. The FBO Lobby also has vending machines and some pilot supplies available for purchase.



## 2.5. OH-003 Office Emergency Egress Procedure

The diagram to the right identifies the exits to be used in case of an emergency. This diagram is not drawn to scale and all personnel must be familiar with the offices and be able to identify the quickest exit path. If the shortest path to an exit results in entering the hangar, be aware of the hazards that may be in there such as fully fueled aircraft, cleaning supplies, lubricants, etc. While exiting to the outside may take longer, it is the preferred exit point.



## 2.6. Squadron HQ & Hangar Keys Location



Keys to the OH-003 Squadron HQ Offices and Hangar #7 are stored inside of a lock box attached to the communications tower outside of the communications office. Pilots may use the keys to access the Senior Training Room/Pilot Office where paperwork related to flight operations is located. Before departing in support of flight operations, the keys to the squadron offices must be returned to the lock box attached to the communications tower. The aircraft commander is responsible for securing all doors before leaving the area both before and after flight operations. Pilots will **retain the keys only to the aircraft and hangar and return them to the lock box after all post-flight paperwork has been completed** and placed in the appropriate location in the Senior Training Room / Pilot Office and all doors secured. There are two keys for the hangar and a cabinet in the

hangar. The hangar key has the red cover on it and the cabinet key has the green cover.

## 2.7. CAP Aircraft Hangar Location

The CAP Aircraft is stored in Carousel Hangar #7, which is in the set of three red/white "strip" hangars on west side of airport. (See Figure 1 - Airport Diagram) Hangar #7's door is on the WEST side of the second (middle) row of hangars. The access door is pad-locked and the keys are stored in the lock box on the communications tower at OH-003's HQ Building. This is a shared hangar facility so every effort must be made to ensure the safety and security of the other aircraft in the hangar. At no time will the hangar be left unsecured or unattended. Directions for removing aircraft from the hangar are in paragraph 3.4.



## **2.8. Aircraft Key Location**

The keys to the aircraft door / ignition / baggage, and the avionics/control lock are located in a lock box attached to aircraft's left wing tie down loop. When all flying related activities are completed, return the keys to the lock box and return the lock box to the tie down loop.

## **2.9. Lock Box Combinations**

Combinations will be different for squadron area lock box and aircraft lock box. These combinations will be changed frequently and it is the pilot's responsibility to have the combinations prior to flight operations. In accordance with OPSEC, combinations will be given to pilots on "as needed" basis, or at squadron's monthly Air Operations Section meeting. Combinations may also be obtained via telephone from the Air Operations Officer or Squadron Commander. Pilots are not authorized to release combinations to anyone.

## **2.10. Local Flight Restrictions**

There are two primary flight restrictions for all operations originating or terminating at Lorain County Regional Airport (KLPR).

The first, based upon airport location, is because KLPR is under Cleveland Class B Terminal Airspace. The limits imposed by this airspace require extra vigilance in planning or executing any flight plans.

The second limitation is over-flight of the city of Oberlin. At the direction of the FAA, pilots operating in the Oberlin area are required to avoid and remain well clear of Oberlin College Music Conservatory. All traffic pattern operations will be north of the airport as per FAR Par 93, Subpart J. All pilots must avoid any turns or departures to the south after taking off from either runway.

Other restrictions that pilots should be aware of are:

- While not an official requirement it is requested that all pilots climb to 500 ft AGL prior to commencing any turns. This will limit the amount of noise that airport neighbors are subjected to.
- When taking off from Runway 25, be aware that other traffic may be practicing ILS approaches on Runway 7. Pilots must monitor airport traffic frequencies for aircraft performing ILS approaches on Runway 7 when departing on Runway 25.
- Base leg altitude minimum should be initiated at pattern altitude.
- Visual approach system indicators should be visible at all times.



## **2.11. TSA Training Requirements**

The Transportation Security Administration (TSA), in conjunction with the FAA, requires all Certified Flight Instructors and Flight School Operators to undergo annual Flight School Security Awareness (FSSA) Training. This FSSA Training consists of an initial training course, followed by documented recurrency training annually.

Ohio Wing CAP requires CAP Instructor Pilots and/or Check Pilots to comply with all applicable federal regulations and directives in regard to the FSSA training and recurrency requirements. All designated CAP Instructor Pilots and Check Pilots are required to complete TSA's FSSA Initial Training, which is available online at <http://download.tsa.dhs.gov/fssa/training/index.html/>, and must attend annual recurrency training. Recurrency training courses are usually available once per year at Ohio Wing HQ, but recurrency training taken elsewhere will also be accepted.

All CAP Pilots designated as CAP Instructor and/or Check Pilots are required to submit copies of their initial training certificate and most recent recurrency training certificate to the Ohio Wing Stan/Eval Officer (DOV). Additionally, copies of the above certificates for Instructor/Check Pilots assigned to OH-003 will be kept locally in the pilots' Stan/Eval Pilot Folders, kept at OH-003 HQ.

## **2.12. After Hours Operations**

All after hour operations must be approved by the Air Operations Officer. For personnel that are not members of OH-003, the Air Operations Officer or a designated individual must verify the CAP ID card of the pilot and will assist the pilot in complying with these procedures.



## **3. Pre-Flight Procedures**

### **3.1. Aircraft Scheduling**

Scheduling of all aircraft assigned to OH-003 will be done using the web-based Wing Management Utility (WMU) application. Pilots will not use the aircraft unless a reservation has been made into the WMU. The only exception to this would be for short-notice or “actual” Emergency Services Missions. The address for the WMU is <http://wmu.nat.cap.gov/>.

In order to use OH-003 aircraft, pilots must be CAP-current to schedule. Pilots who are not CAP-current must have their CAP Instructor or Check Pilot schedule the aircraft.

Safety is this unit’s foremost consideration. Pilots meet monthly to discuss operational matters and to identify best and safe flying practices. OH-003 members that DO NOT attend the monthly Air Operations Section meeting (1st Saturday of each month) SHOULD NOT schedule the aircraft without first contacting the Air Operations Officer to receive air operations updates.

### **3.2. Flight Releases**

Flight Releases must be accomplished prior to all flights, IAW CAPR 60-1 and the Ohio Wing Supplement to 60-1.

Flight Releases can only be given to CAP-current Pilots. Pilots who are not CAP-current must have their CAP Instructor or Check Pilot obtain the flight release.

For Emergency Services Missions, the Incident Commander or Air Operations Branch Director will usually be the Releasing Officer.

For all other missions, a Wing-Approved Flight Release Officer must be contacted. It is requested that pilots make every attempt to contact the FRO’s assigned to OH-003, but if one is not available, any Ohio Wing FRO can release the flight. A complete list of Ohio Wing FRO’s is listed on the WMU website at: <http://wmu.nat.cap.gov/>.

### **3.3. Privately Owned Vehicle Parking**

Parking is not permitted on airport taxiways or in the carousel hangar. Parking is permitted in the grassy space in front of the non-movable walls of hangar 7. Do not block other hangar entrances with your vehicle. It is recommended that only one person drive from the squadron area to the hangar to avoid congestion.

### **3.4. Carousel Hangar Safety**

Within the carousel where the plane will be located are many hazards that aircrew personnel must be aware of and avoid. The buildings are old and hazards are present due to the age of the building. Do not stand under the doors when they are being



opened. Late last year an airport employee was injured when the cables connecting the doors and the lift mechanism failed and the door hit the employee. The floor of the building is stone that is uneven and not graded very well. This floor presents a tripping hazard. The Carousel mechanism presents its' own problems. Heavy steel beams are used and are attached to motors that drive the carousel around. There is a snagging hazard and aircrew must be aware that during carousel operation there is the potential to get a foot caught under the wheels or to be hit by a plane moving into position. Much of the metal in the building is covered in rust which can result in various additional hazards. The lighting in the building is not optimal so it may be difficult to see all of the hazards. Caution is required of all aircrew members during aircraft processing.

### 3.5. Winter Operations

There are specific requirements identified in the Pilot's Operating Handbook (POH) that must be followed when operating the aircraft in winter conditions and all Pilots must refer to the POH prior to initiating winter operations. Pre-heating the aircraft during winter operations is required anytime the temperature is below 40° (F). The squadron



has purchased a heating unit to be used by the crew prior to winter operations. The unit is electric and is light and very easy to use and maneuver and is stored in the black cabinet inside of the hangar. Begin by removing the cowl plug from the pilot side of the aircraft. Leave the other cowl plug in place until ready to start the engine.



Place the heating unit on the skid ahead of the nose wheel and run the ducting from the heater to the pilot side cowl opening. Plug in the unit to the electrical outlet next to the light switch and turn on the unit to "High" with the thermostat set to the warmest setting. The heater can operate more efficiently if the hangar doors remain closed while the engine warms. It is recommended that starting pre-heat operations before doing any other flight related activities usually allows the engine sufficient time to warm.

The FBO will bring a "torpedo" heater to the hangar to quickly heat the engine but they will charge \$35 for this service and the pilot is responsible for the cost. Pilots may also use their own propane heaters but are required to remove the aircraft from the hangar before starting the warming operation.

### 3.6. Carousel Hangar Operation – Aircraft Retrieval

Carousel hangars contain non-CAP aircraft and supplies and the utmost care must be exercised when using this facility. Security must be observed and the facility must be locked when not being used. The following procedures must be followed closely or damage to the carousel, CAP aircraft, or other aircraft may result. If there are any questions on this procedure and how to implement it contact the Air Operations Officer for guidance and clarification.

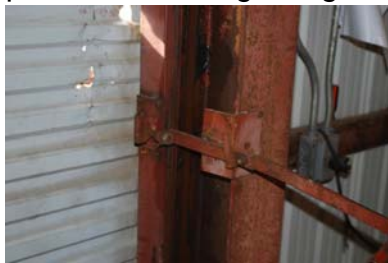


The entry door into Hangar #7 is locked, and must be opened with a key (see paragraph 2.6). Be sure the entry door is closed and secured before opening the hangar door. Failure to secure the entry door may result in damage to the hangar door.

The control switches for the lights, hangar door, and carousel are to the LEFT of the entry door.

Open the aircraft using the keys contained within the lock box located on the left wing tie down loop.

Pre-flight inspections can be done within the hangar. Ensure the nose wheel chock is in place before beginning any pre-flight inspections. Stepping on the Carousel rails will not hurt anything, provided the nose wheel chock is in place.



When the pre-flight inspection is complete and the aircraft is ready to be taken out of the hangar, release the latches on each side of the hangar door.

Press the UP button on the door control switch.

If the aircraft is not at the door position, you may turn on the carousel while the hangar door is opening. The winch is stationary, so you must ensure that the winch hook is not lying on the center rail or connected to the tail of any aircraft. It takes roughly 4-min for a complete revolution of the carousel.



Getting the aircraft off of the carousel requires that you stop the carousel when the right rail meets the right cut out for the steel ramp. If the alignment isn't correct, the control switch can be joggled as needed until the rail lines up correctly. The carousel movement switch is similar to and is located next to the light switch.

**Note:** If the carousel is not aligned correctly do not try to remove the aircraft. The aircraft will be at an angle coming out, the steel plate ramps won't be in the proper position, and the trailing wing may strike the side of the hangar.

Once the aircraft is in position and the hangar door is up, carefully place the steel plate ramps between the carousel rails and the ramp to the hangar.



Remove the chock from the nose wheel but do not step on the nose wheel rail. This could cause the aircraft to roll forward. Attach the tow bar and when ready, step on the



nose wheel rail and pull on the tow bar to remove and steer the aircraft. Pull the aircraft to the taxiway, center aircraft on taxiway facing north. Place the chocks under the nose wheel until the aircraft is ready to be boarded.

The pre-flight inspection can be completed once the plane is on the taxiway.

Remove the steel plate ramps from the rails. During the summer, the ramps can be placed on the taxiway ramp. In the winter, the ramps need to be placed inside the hangar on the floor for snow removal purposes.

Press the down button on the door control switch to close hangar door.

**Note:** The main hangar door should NEVER be raised or lowered while the aircraft is parked on the ramp apron directly in front of the hangar. The bi-fold hangar door is hinged and bends outward while opening or closing. Aircraft, if parked too close to hangar door, can be damaged by hangar door striking tail section of aircraft while the door is going up or down. ALWAYS ensure that aircraft is parked on taxiway while hangar door is in motion!

Latch the hangar door, turn off the lights, and relock the entry door. Retain the keys until the aircraft is returned to the hangar.

### 3.7. Aircraft Operations

Pilots must perform the following prior to engine start:

- Review all aircraft documents during the pre-flight. Review any squawks or pertinent information from last several flights and determine if maintenance will be required to repair any open items.
- Carefully review the Aircraft Information File Cover Sheet (located in aircraft), which contains the dates/times of required maintenance. **Ensure that the flight can be completed without exceeding a required maintenance point.**
- Record the starting Hobbs & Tachometer times and stow all documents properly.
- Verify that the key lock box, tow bar, avionics/gust lock, etc. are in aircraft and stowed properly before engine start.
- Ensure adequate fuel is on board for all operations, refuel if necessary. (Fuel SHOULD be topped-off AFTER each flight.)
- Review specific preflight procedures in addition to those published in POH or CAP Checklists.
- Review any specific ground or taxi procedures that will be used at airport.

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- Pilots will ensure that actual operation of aircraft should be IAW CAPR 60-1, Ohio Wing Supplement to 60-1, and published checklists and procedures lists.
- Pilots will ensure all operations will also be conducted within all applicable FAR's.

### **3.8. FAA and CAP Flight Plans**

FAA flight plans will be used whenever a flight is VFR of over 50 nm distance and for all IFR flights. It is recommended that all pilots always file an FAA flight plan for all flights. For local flights (less than 50 nm distance from Lorain County Airport) a local flight plan may be used and is located in the Senior Training Room / Pilot Office (See Figure 4 - Local Flight Plan). Local flight plans will be left with the commander or their designated representative if available. If the commander is not available, the local flight plan may be left in the clear plastic mailbox, labeled "*Standardization/Evaluation*", which is affixed to the wall next to the commander's office. FAA ATC should be contacted and VFR Flight Following requested for all VFR flight operations departing the local area.

For actual Emergency Services mission flights, a copy of the completed Mission Briefing Form (CAPF 104) will be turned in to the "*Standardization/Evaluation*" box, instead of using the Local Flight Plan Form.



## 4. Post-Flight Procedures

### 4.1. Return of Aircraft

Pilots must close the FAA flight plan upon landing at the destination airport. Do not allow the squadron to be the subject of a search mission because a flight plan was not closed. KLPR is not a controlled field so the appropriate authorities must be contacted to close the flight plan.

Pilots must verify that the aircraft's ELT signal is not transmitting by turning radios to 121.5 MHz and checking for a signal before shutting aircraft down.

Aircraft are always refueled at the end of each flight and before the aircraft is returned to the hangar. If the aircraft can NOT be fueled due to a late arrival and FBO being closed, pilot must immediately notify Air Operations Officer/Aircraft Manager to work out arrangements for aircraft refueling. Follow the shutdown checklists to ensure that fuel overflow does not occur.

*\*\*\*Note: At Lorain County Airport (KLPR), the FBO dispenses 100LL Aviation Fuel from a mobile fueling truck. FBO should be contacted on airport's CTAF/UNICOM frequency after landing and a request should be made for the fuel truck to meet the aircraft in front of CAP's Hangar (Carousel #7).*

Record all pertinent information in the Aircraft Log, located in the Aircraft Information File (AIF). The Pilot should also record the Actual Time of Departure (ATD), Actual Time of Arrival (ATA), Ending Tachometer Time, Total Tachometer Time, Ending Hobbs Meter Time, Total Hobbs Meter Time, Fuel Added, Oil Added, and Fuel Cost. Also recorded should be any "squawks". This information will be retained by the pilot and must be given to the Flight Release Officer after the flight, in order to close-out Flight Release.

Aircraft should be left in THE SAME OR BETTER condition as it was found. Fuel will be topped-off. Interior will be clean and free of trash. Tow bar, supplies, control locks, etc. will be installed/stowed/secured properly. Exterior will be wiped clean of bugs and windscreen will be cleaned. Please treat it like YOU own it!

### 4.2. Carousel Hangar Operation – Aircraft Return

Taxi the Aircraft past the hangar ramp and initiate shutdown procedures, while remaining on the taxiway (facing south), according to the checklist.

All aircraft must be refueled before returning the aircraft to the hangar. Call the FBO for fuel before putting the aircraft on the carousel. Refueling the aircraft once secured on the carousel is prohibited.



The entry door into the hangar is locked, and must be opened with a key (see paragraph 2.6). Be sure the entry door is closed and secured before opening the hangar door. Failure to secure the entry door may result in damage to the hangar door.

The control switches for the lights, hangar door, and carousel are to the LEFT of the entry door.

Release the latches on each side of the hangar door.

Press the UP button on the door control switch. This switch is similar to the light switch and works the same way.

**Note:** The main hangar door should NEVER be raised or lowered while the aircraft is parked on the ramp apron directly in front of the hangar. The bi-fold hangar door is hinged and bends outward while opening or closing. Aircraft, if parked too close to hangar door, can be damaged by hangar door striking tail section of aircraft while the door is going up or down. ALWAYS ensure that aircraft is parked on taxiway while hangar door is in motion!

If the aircraft's parking position on the carousel is not at the door position, you may turn on the carousel while the hangar door is opening. The winch is stationary but you must ensure that the winch hook is not lying on the center rail or connected to the tail of any aircraft. It takes roughly 4-min for a complete revolution of the carousel.

Getting the aircraft onto the carousel requires that you stop the carousel when the right rail meets the right cut out for the steel ramp. If the alignment isn't correct, the control switch can be jogged as needed until the rail lines up correctly.

**Note:** If the carousel is not aligned correctly do not try to move the aircraft into the hangar. The aircraft will be at an angle going in, the steel plate ramps won't be in the proper position, and the trailing wing may strike the side of the hangar.

Once the hangar door is up, carefully place the steel plate ramps between the carousel rails and the ramp to the hangar.

Once the door is up, you may push the aircraft back from the taxiway onto the hangar ramp. You will need the tow bar for the nose wheel. To make the entry of the aircraft into the hangar easier, align the aircraft up with the ramps as closely as possible. Without this alignment, wide steering changes will be required while pulling the aircraft back into its space with the winch.

Disconnect the belt gear from the winch's drive gear by pulling out on the belt gear, as it is spring loaded at the shaft. Place the cotter pin in the hole on the shaft to keep the gear out. The cotter pin is typically kept on the support corner iron on the winch.



Pull the cable down to the aircraft's tail and connect, but leave some slack in the cable. Reposition the belt gear in its operating position.

Pull out the winch control box on a long, black, extension cable. This is looped up on a hook next to the hangar door controls. Run the control out to the nose of the plane.

While running the winch, guide the aircraft back with the tow bar. Be careful not to make large corrections.

**WARNING:** If the aircraft is not properly lined up with the rails, do not try to position the aircraft on the rails. Failure to align the aircraft correctly could result in the aircraft sliding off the steel ramp, popping the ramp pin out of the rail, and dropping a wheel between the hangar door and floor. Disconnect the winch gear and pull the aircraft forward to re-align it, and try again. Due to the design of the carousel, the aircraft tires will rub along the rail walls. While unavoidable, try to limit this rubbing as much as possible.

Once the aircraft is on the carousel rails, position the nose wheel chock.

Remove the tow bar and secure it inside the aircraft.



Secure the airplane by replacing the control locks, and storing the ignition, door, and control lock keys into the lock box and return the lock box to the left wing tie down loop. The padlock for the avionics control box must be installed with the loop end



down. If the lock is installed right side up then it will have to be cut off because you will not be able to access the keyhole.

Remove the steel plate ramps from the rails. During the summer, the ramps can be placed on the taxiway ramp. In the winter, the ramps need to be placed inside the hangar on the floor for snow removal purposes.

Disconnect the winch cable from the tail and run the hook back to the top of the winch.

**WARNING:** Do not leave the hook lying on the center rail or hooked on any aircraft's tail

Wrap up the control box cable and place it on the hook.

Press the down button on the door control switch to shut the hangar door.

Latch the hangar door on both sides, turn off the lights, and relock the entry door. Return entry key to the lock box attached to the communications tower by the OH-003 Squadron HQ offices.



If you return to the airport after normal business hours, you will not be able to go through the FBO lobby to get into the main hangar. You still must "service" the aircraft (clean windshield, de-bug, add oil if needed, etc.) as required. To access the hangar, walk around the building to the lockbox located on the communications tower and use the squadron keys to enter the office hallway and, from there, the hangar.

The PIC will call (FBO) Johnston Aviation at (440) 323-7000, by 0730 hrs. the same morning and ask line service to drive fuel truck to Carousel Hangar #7 and fuel the CAP Aircraft. The pilot will ask that fuel cost be charged to MultiService Fuel Card on file for USAF-Funded flights or mission or personal credit card if the flight was non-funded. The pilot will be responsible for calling FBO back a short time later to get information on fuel quantity and cost to close-out the mission or flight release).

### **4.3. Post-Flight Paperwork & Reporting**

#### **4.3.1. FAA Flight Plan Closure**

If an FAA Flight Plan is filed ensure the plan has been closed. KLPR is not a controlled airfield; the pilot must contact the responsible authority to close their flight plan.

#### **4.3.2. Flight Release Closure**

Pilots must contact the Flight Release Officer who approved their flight at its conclusion, informing them of the successful completion of the flight. When reporting the flight's arrival to the FRO, the pilot must also provide the Actual Time of Departure (ATD), Actual Time of Arrival (ATA), Ending Tachometer Time, Total Tachometer Time, Ending Hobbs Meter Time, Total Hobbs Meter Time, Fuel Added, Oil Added, and Fuel Cost.

#### **4.3.3. Payment Form Envelopes**

Payment Form Envelopes must always be filled out after each flight. These envelopes are located in the Pilot Training Room of the OH-003 Squadron HQ. The pilot must fill out all of the details on the outside of the envelope and enclose any payment for flight time. If the mission was a USAF-Reimbursed or "Category A" Flight, the Payment Form Envelope is still required. There is place on the envelope to indicate "Charge to USAF", and pilot will write "\$0" on the "Amount Enclosed" section. There will be a clear plastic bin next to the blank envelopes where the completed envelope (with payment, if necessary) is placed.

#### **4.3.4. Payment for Aircraft Use**

Depending upon the type of mission flown, payment may be required for the use of the aircraft. A \$30 per hour aircraft usage fee will be assessed and the total amount due to the squadron will be calculated using the Total Hobbs Time as the duration of flight. All payments are due when the flight is completed. For Category "A" Missions (USAF-Funded), the Pilot will NOT be responsible for the \$30 per hour Aircraft Usage Fee.



While checks are preferred, cash payments will be accepted. Check payments will be made to "Lorain County Composite Squadron, OH-003". To determine the cost of using the plane, the pilot will multiply the Total Hobbs Time of the flight by \$30. Payment should be made immediately or as soon as possible after the flight to the squadron Finance Officer. Checks or cash can be placed in a Payment Form Envelope located in the Pilot Training Room, and the envelope deposited into the clear container next to the blank Payment Form Envelope holder. The Unit Commander will then forward the money on to the Finance Officer.

The pilot is responsible for ensuring the airplane is fully refueled after each flight. The pilot is responsible for paying for fuel at the time of refueling. Our aircraft has a MultiService Fuel Credit Card that will be used to pay for the refueling of the aircraft after USAF reimbursable (Category A) flights ONLY. *This card must never be used to pay for any flight where the pilot is responsible for the cost of fuel.* When the USAF reimbursable mission is completed, the pilot will submit a CAPF 108 (Hourly Flight Time + Fuel Cost) with the original fuel receipt(s) attached and in block 11d, note that fuel was purchased using CAP OH Wing credit card. If the flight is not a USAF Reimbursable mission then the pilot must pay for flight time and any fuel used, and will not need to submit a CAPF 108.

If a pilot fuels the aircraft after a USAF-Funded flight, and the MultiService Fuel card can NOT be used for some reason, the pilot will enclose a note with the CAPF 108, indicating that the fuel was paid by individual, and that reimbursement to the member for fuel cost is required.

#### **4.3.5. Supply Replenishment and Discrepancy Reports**

Supply items in the aircraft are for crew use. If the crew has used any of the supplies contained within the aircraft during operations, inform the operations officer of the supplies used and quantity. While any "squawks" or discrepancies should be noted in appropriate location in the Aircraft Information File (located in the airplane), a note should also be made about any squawks to the Aircraft Maintenance Officer and placed in the same clear plastic bin used for the Payment Form Envelopes. HIGH-PRIORITY SAFETY CONCERNS SHOULD BE FORWARDED IMMEDIATELY TO THE AIRCRAFT MAINTENANCE OFFICER VIA TELEPHONE!

#### **4.4. Squadron Facility Security**

Pilots are responsible for ensuring that all lights have been turned off. Pilots should ensure that any coffee pots, computers, etc. that may have been used are turned off and all areas are clean and neat, and ready for the next mission. Pilots will lock all interior and exterior doors in Squadron HQ building before leaving.

Pilots will return all keys to the proper lock boxes prior to departing the area. Check that the keys related to the aircraft have been placed into the aircraft lock box and the keys

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to the hangar and OH-003 Squadron Offices are in the lock box secured to the communications tower.

If required, remind aircrew members of their safety responsibilities while traveling from the airport to their home(s).

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## **APPENDIX A – SUPPLEMENTAL INFORMATION**



### Aircraft Specific Data – N9345L

The aircraft being assigned to Lorain County is a Cessna C-172P Tail Number N9345L. The table below lists the important statistics extracted from the Ohio Wing Web page:

<b>Aircraft Statistics</b>	
Aircraft Information	N9345L
Aircraft type	C-172P
Aircraft Year	1986
Call Sign	CapFlight 3421
GPS on board	GX55
CAP Radio	NAT NPX 138
DF	L-Tronics
Fuel Qty	50
Empty Weight	1662
Empty Arm	39.5
Empty Moment	65649
Fuel Arm	48
Front Seats Arm	37
Back Seats Arm	73
Baggage 1 Arm	95
Baggage 2 Arm	123
Other	
STC	Avcon SA2800E



## Air Operations Section Meetings

### Air Operations Section Meetings:

- Held on first Saturday of each month (unless prevented by holiday, etc.)
- Meeting will be Held at Squadron OH-003 Headquarters, Training Room, Lorain County Regional Airport (LPR)
- All Squadron Members are welcome and encouraged to attend, including Non-Pilots, members interested in aircrew positions, and Cadets.
- Meeting will be MANDATORY for all Pilots in OH-003. Pilots in other Squadrons (in and/or adjacent to Group 5) are welcome to attend these meetings to learn about the latest activities related to flying in CAP.
- Failure to attend this meeting will mean that the OH-003 Pilot can NOT schedule the aircraft until he/she has contacted the Squadron Air Operations Officer by telephone and received the information missed from the meeting.
- Just like the squadron's non-pilots are encouraged to attend the Air Operations Section Meetings if they wish, ALL PILOTS are strongly encouraged to attend a minimum of one (1) regular weekly Tuesday Evening Squadron Meeting per month. Attendance at all weekly Tuesday Squadron Meetings is recommended whenever possible.
- Meeting will begin promptly at 0900 hrs. (9:00 a.m.) This will allow Pilots to schedule flight time after the meeting. This could be a great time for proficiency flying or some Cadet Orientation Flights! Eventually, Air/Ground E.S. Practice flights may be flown at this time, in conjunction with Ground E.S. Training. There are many possibilities to coordinate with other departments within our Squadron and Group!
- It is important to note that this is NOT a members-only flying club!!! An aircraft assigned to our Unit is property of CAP and the USAF!!! It will be made available to any qualified CAP Member that is authorized by CAP NHQ and Ohio Wing HQ to fly that Aircraft. ANY PILOT outside of OH-003 or Group 5 wishing to use our Aircraft for a Check ride, Instruction, or other approved purpose must be briefed on our Unit's Local Procedures (ULP's) prior to scheduling any flight. PILOT MEMBERS of OH-003, Group 5, or adjacent Groups/Squadrons that regularly attend our Monthly "Air Operations Section Meetings" will receive this information (or applicable updates) monthly, therefore will not need a specific briefing from the Aircraft Manager prior to scheduling each flight (unless that member did not attend the most recent Air Operations Section Meeting for our pilots).



### **Air Operations Section Meetings (Cont'd)**

Basic (Typical) Agenda for Air Operations Section Meeting:

1. Introduction - Introduce any New Members, Announcements, etc.
2. Safety Briefing - Monthly Safety Newsletter, Other Pertinent Safety Topics.
3. Dates - Calendar of Squadron/Group/Wing Events & Activities, Upcoming Training, etc. (Including General, Cadet, & Non-Aviation Related Activities)
4. Regulations - Discussion of any Updates to Air Operations, Maintenance, or Emergency Services Regulations. Discuss Changes to any Ohio Wing Supplements to these Regulations.
5. Operations Issues - Discussion of any Issues surrounding Operations, Procedures, Squadron Policies, etc. How can we improve the process???
6. Aircraft Maintenance - Briefing from Aircraft Maintenance Officer, New or Updated Information, Discussion of "Squawks" or Issues about the Squadron's Aircraft.
7. Professional Development - Training and Updates on Members' Progress through the CAP Senior Program, Military Education (Topics to include Customs/Courtesies, Uniform Wear, Military Professionalism, etc.), etc.
8. Additional Training - (Optional) Some months will include Training on Various Operations and/or Emergency Services Topics, both Aircrew and Ground, as well as Aircrew/Ground Team Integration. (Possible Topics May Include: Crew Resource Management (CRM), Hot/Cold Weather Aircraft Operations, Preflight Techniques, Air/Ground Search Training Topics, etc.)





**CAP Form 5 Check ride Requirements Checklist**

**Prerequisite Training:**

	Member has CAPID Card and has completed new member training (Level 1 Foundations/CPPT/OPSEC). (Available at: <a href="http://www.cap.gov/one/">http://www.cap.gov/one/</a> )
	Member has ensured that Squadron Commander or Stan/Eval Officer has created a "Pilot Folder" for member to be kept at Squadron HQ. (Must include signed Statement of Understanding, copies of Pilot/CFI Certificates, copy of medical certificate, copy of completed 60-1 online exam completion certificate, etc.)
	Member has entered ALL personal data, pilot data, and pilot currency into E-Services and WMU. (Member must ensure that Pilot Information Data has been "Verified" by Squadron Commander)
	Member has studied <i>CAP Regulation 60-1</i> , <i>CAP Flight Management</i> , and taken Online <i>CAPR 60-1 Form 5 Annual Exam</i> . (Regulation available from "Publications" section in E-Services. Exam available in "CAP Online Exams" in E-Services)
	Member has studied <i>CAP Pamphlet 52-7</i> , <i>Cadet Orientation Flight Syllabus</i> , and taken Online <i>Cadet Orientation Quiz</i> . (Regulation available from "Publications" section in E-Services. Exam available in "CAP Online Exams" in E-Services) *** Note... Pilots with less than 200 hrs. PIC can not serve as Cadet Orientation Pilots, and this section is not required.

**Check Ride Preparation:**

	Member has completed CAP Form 5 online course, available in the "CAP Online Exams" section of E-Services. (Online review of CAP Form 5 and FAA Private Pilot Practical Test Standards)
	Member has completed any necessary ground and/or flight training required in preparation of CAPF 5 Check ride. (Requirements listed in <i>Attachment 11</i> of Ohio Wing's Supplement to CAPR 60-1)

**Check Ride Scheduling:**

	Member has contacted a CAP check pilot to schedule the CAPF 5 check ride.
	Member has ensured that the CAP aircraft being utilized for check ride has been properly scheduled through WMU. (If Member is NOT CAP-Current, he/she CAN NOT schedule aircraft in WMU. A check pilot must schedule aircraft)



**CAP Form 5 Check ride Requirements Checklist (Continued)**

**Prior to Check ride (Within 5 days before Check Ride):**

	Member has downloaded and reviewed CAPR 60-1, Ohio Wing Supplement to 60-1, and Unit Local Procedures (ULP).
	Member has downloaded and reviewed all aircraft data, checklists, performance data, etc. for CAP Aircraft being flown. (Available from "Operations" section of Ohio Wing Website at: <a href="http://www.ohwg.cap.gov/">http://www.ohwg.cap.gov/</a> )
	Pilot has printed and filled out 2 copies of the "Aircraft Questionnaire" for the aircraft being flown. (If using CAP aircraft, completed questionnaire available online, print and complete blank form for other aircraft)
	Pilot has filled-out all pre-check ride sections of CAP Form 5 and printed 2 copies of partially completed CAPF 5.
	Pilot has obtained proper flight release from an FRO for the check ride. (Should be done on day of check ride) (If Member is NOT CAP-current, he/she CAN NOT obtain a flight release Check pilot must obtain flight release)

**Items to Take With You to Check Ride:**

	Current CAP Membership Card and uniform. (You MUST be in an authorized CAP Uniform to fly in CAP aircraft!)
	Pilot/CFI Certificates, FAA Medical Certificate, charts, flight planning items, weather briefing, etc. (normal pilot stuff)
	Printed copy of CAPR 60-1, Ohio Wing Supplement to 60-1, and (if taking Cadet Orientation portion) CAPP 52-7.
	Two copies of "Blank" CAP Form 5. (Personal information at top of form can be filled in ahead of time)
	Two copies of completed Aircraft Questionnaire. (Personal information at top of form can be filled In ahead of time) (***) For Annual Recurrency check ride, MUST present Aircraft Questionnaires for ALL Aircraft that you are CAP-Qualified)
	Instrument Training <i>Vision Limiting Device</i> , such as a "Hood", "Foggles", etc.



**CAP Form 5 Check ride Requirements Checklist (Continued)**

**Post-Check Ride Reminders:**

	Ensure aircraft has been secured IAW Unit Local Procedures (ULP) for that aircraft.
	Ensure all fuel costs and aircraft costs associated with check ride have been paid.
	Enter check ride data (Date, Aircraft Type, Check Pilot, Type & Sign-Off's, etc.) and Completed Questionnaires into the "Pilot Information" section of E-Services. (Also update Landings & Approaches in "Personal Currency" section.)
	E-mail or Call Squadron Commander. Notify of check ride completion, so that Squadron Commander can "verify" the information that was entered into E-Services by you, the pilot.
	Bring copies of completed CAPF 5 (signed by check pilot) and all completed Aircraft Questionnaires (signed by check pilot) to the next Squadron Meeting. Give to Squadron Commander or Stan/Eval Officer for placement into Pilot Folder.

**If Planning to Pursue Emergency Services Flying and/or Other Ratings:**

	Member should Download & Review CAP Regulation 60-3, Civil Air Patrol Emergency Services. (Regulation available from "Publications" section in E-Services)
	Member should complete the online General Emergency Services Course. (Online Course Available from the "CAP Online Exams" section of E-Services)
	Member should complete the online General Emergency Services Exam (CAP Test 116), Parts 1 & 2. (Exam Available from the "CAP Online Exams" section of E-Services, or within the General E.S. Online Course)
	Member should complete the online CAP Test 117 (Parts 1, 2, & 3). (Exam Available from the "CAP Online Exams" section of E-Services)
	Member should see the Squadron Air Operations Officer or Emergency Services Officer for further instructions



## Local Flight Plan

<b>LCCS OH-003 Flight Plan</b>		<b>ACFT No. N9345L</b>	<b>Date: _____</b>
<b>PIC:</b> _____	<b>Flight Symbol:</b> _____	<b>ETD:</b> _____	
<b>IP:</b> _____	<b>Flight Release:</b> _____	<b>ETE:</b> _____	
<b>Type of Flight Plan Filed</b>			
<b>CREW:</b> _____	<b>LCCS OH003</b> _____	<b>ETA:</b> _____	
	<b>FAA/VFR:</b> _____	<b>Fuel on Board:</b> _____	<b>Hours</b>
	<b>FAA/IFR:</b> _____	<b>Fuel on Board:</b> _____	<b>Hours</b>
<b>VALID ONLY for flights within 50 nm of LPR</b>			
<b>Destination:</b> _____			
<b>Route of Flight and Remarks:</b>			

Figure 2 - Local Flight Plan