

GROUND HANDLING

CAUTION: Treat the propeller with extreme caution. Always assume ignition switch is on. If ignition switch is on, the propeller can move unexpectedly with sufficient force to inflict **FATAL** injury

- Do Not push or pull the aircraft by the propeller.
- Do Not push on the empennage to turn aircraft.
- Do Not exceed the nose gear steering limit.

Manual/Tug Towing

1. Ignition Switch. **OFF**
2. Groundwire, Tiedowns, Chocks **REMOVED/STOWED**
3. Parking Brake. **RELEASED**
4. Towbar **ATTACHED**

CAUTION: In congested areas, obtain assistance to assure adequate aircraft clearance. Brief helpers on the NO PUSH points prior to aircraft movement.

5. Aircraft **TOW AS REQUIRED**

NOTE: If a Tug is used – tow at a speed consistent with safety.

6. Towbar **REMOVED AND STOWED**
7. Complete aircraft Securing Checklist

FAA FLIGHT PLAN

1. Type VFR/IFR	2. A/C Ident	3.Type/Equip	4.TAS	5.Departure Airport	6.TIME EST ACT	7. Altitude
8. Route of Flight						
9. Dest	10. Time Enroute Hours Minutes			11. Remarks		
12. Fuel on board		13. Alternate Airport(s)				
15. Number Aboard			16. Color of Aircraft			

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|---|---|
| <p>1. Type Flight Plan: (IFR, VFR, DVFR)</p> <p>2. Aircraft Identification</p> <p>3. Type Aircraft & special equipment</p> <p>4. True Air Speed: (knots or miles / hour)</p> <p>5. Departure Airport: ICAO ID or name</p> <p>6. Time of Departure (Zulu time)</p> <p>7. Initial Enroute Altitude</p> <p>8. Route of Flight</p> <p>9. Destination Airport: ICAO ID or name</p> | <p>10. Est Time Enroute (hours & minutes)</p> <p>11. Remarks</p> <p>12. Fuel on board (hours and minutes)</p> <p>13. Alternate Airport if IFR flight or as desired</p> <p>14. Pilot Information:—name, address and phone or refer to Kirtland Flight Cntr</p> <p>15. Number on board: Indicate number of <u>all occupants</u> aboard the flight</p> <p>16. Color(s) of the aircraft</p> |
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ATC LIGHT SIGNALS

Color and Type	Viewed on the Surface	Viewed in Flight
Steady Green	Cleared for Takeoff	Cleared to Land
Flashing Green	Cleared to Taxi	Return for Landing
Steady Red	STOP	Give way to other Aircraft, Continue Circling
Flashing Red	Taxi clear of runway in use	Airport Unsafe Do Not Land
Flashing White	Return to Starting Point on Airport	N/A
Alternating Red and Green	Exercise Extreme Caution	Exercise Extreme Caution

LOST COMMUNICATIONS PROCEDURES

Albuquerque Area

1. If you **within** 50 miles of Albuquerque and are not able to contact Albuquerque Approach, land at an non-towered airport (Belen, Double Eagle) and call Kirtland Flight Center.
2. If your are **not within** 50 miles of Albuquerque, land at the nearest unrestricted, hard-surfaced, non-towered airport and call Kirtland Flight Center.
3. If you have lost communications after contact with Albuquerque Approach Control, continue according to the last instructions for landing.

CAUTION: Carefully evaluate the situation. It may be safer to reverse course, exit Class C airspace, and recover at Double Eagle or Belen-Alexander, than to continue towards Albuquerque. Once safely on the ground you can coordinate a no-radio return to Albuquerque. Approach and Tower will give you a discrete transponder code and specific landing instructions.

4. If not cleared to land and entering the traffic area:

From the North. Circle above the 1-40 & I-25 intersection and hold for a green light from the tower, then follow light signal messages.

From the South. Circle above the Isleta Pueblo (use casino

building as a landmark) until you receive a light signal from the tower.

5. Proceed with caution if cleared to land. Clear the runway to the nearest general aviation area or the Flight Center and park. Call for assistance if necessary.

LOST PROCEDURES

1. Attempt to tune to any VOR in your area. When you have positively identified a VOR, rotate the OMNI bearing selector until the needle centers with a **TO** indication. Check the compass and adjust the DG heading indicator as necessary.

2. Turn to the **TO** heading and track to the station. When over the station, evaluate the situation and decide whether to proceed to your original destination, or land at the nearest suitable airport.

3. If you are unable to determine your position using the VOR, try the **5 Cs** below:

- a. **CLIMB** – altitude enables you to see farther and improves radio communication and reception.
- b. **COMMUNICATE** – transmit on 121.5 and request a DF steer, radar fix, or any other assistance available.
- c. **CONFESS** – admit to yourself and the ground station that you have a problem.
- d. **COMPLY** – follow the instructions you receive unless they

compromise safety.

e. **CONSERVE** – conserve your fuel as much as possible.

4. If lost and darkness is approaching, or you are low on fuel, land on the best available surface. It is better to land with some light and fuel than to perform a forced landing at night over unfamiliar terrain.

SEVERE WEATHER RECALL

Authority: The Club Manager, Chief Flight Instructor, Supervisor of Flying, or any instructor may institute this procedure.

1. In the local area, all aircraft will monitor 122.8 or remain with approach control on the appropriate frequency.

2. When a recall is started, the initiator will broadcast a recall announcement on 122.8 using the Flight Center's portable radio or a radio in a Flight Center aircraft on the ramp.

3. The initiator will also notify Albuquerque Approach Control and request they broadcast the recall on their frequencies.

4. If the weather precludes a safe recovery at Albuquerque, (ie. severe thunderstorms or high winds) the pilot will land at the nearest safe airport and secure the aircraft as appropriate.

5. Pilots should not attempt to refuel the aircraft if weather conditions are deteriorating and/or thunderstorms are observed/reported within 5 nm of the airport.

REMAIN-OVER-NIGHT (RON) PROCEDURES

1. Pilots will follow this guide when RONing at other than Albuquerque.
2. If the RON is part of a scheduled cross-country, the aircraft will be serviced and secured as appropriate. The pilot is responsible for parking and hangar fees. The pilot will let airport personnel know where he/she can be reached.
3. If the RON is unscheduled, the pilot will comply with paragraph 2 and then notify the Flight Center as soon as possible.
4. If your flight itinerary must be changed significantly, contact the Flight Center at DSN 246-1072 or at (505) 846-1072. Commercial calls may be made Collect if necessary.

Important Telephone Numbers

- Flight Center Manager Joanna Erni: home (505) 292-6757
- Kirtland AFB Operations: (505) 846-8335
- Chief Flight Instructor Jon Daffer Cell (505) 220-4086

ALTERNATE AIRPORT INFORMATION

Airport	Dist from ABQ	TWR	GND	CL Delivery	CTAF	AWOS	FSS	Pattern Alt.
ABQ		120. 3	121.9	119.2		118.0	122.55	6500
Double Eagle AEG	293° 11.1NM				122.8	119.02 5	122.55	6800
Alex-Belen E80	193° 26.2NM				122.9		122.55	6200
Santa Fe SAF	025° 42.9NM	119. 5	121.7	121.7	119.5	128.55	122.2	7400
Grants GNT	265° 63.9NM				122.8		122.3	7600
Socorro ONM	181° 62.9NM				122.8		122.1T 116.8R	5800

ALBUQUERQUE APPROACH CONTROL

Northeast **127.4 (North)**

Northwest 124.4*

Southeast **123.9 (South)**

Southwest 134.8*

*Only used during periods of high traffic volume. Use bold frequency during regular operations.

- North refers to North of V-12 (ABQ 255°/74° radials)
- South refers to South of V-12
- East refers to East of Mountains
- West refers to West of Mountains

PIREP (Pilot Report)

Location:

Altitude:

Aircraft Type

**Sky Cover; Significant Flight Visibility & Weather: ie., SCT
- BKN - OVC, Bases / Tops**

Air Temp(C°):

Wind Direction:

Wind Speed:

Turbulence and Icing Experienced:

Remarks: