

# Alameda Aero Club Owner-Operator Summary Sheet

## UPLOAD THE COMPLETED FORM TO YOUR FLIGHT CIRCLE PROFILE

(see [Flight Circle Tip – How to Upload Files to Your Account](#))

At each AAC initial or recurrent checkout, please read this sheet, review the details with your CFI, and sign below to acknowledge that you understand and will comply with all parts of the AAC bylaws, rules, and operating procedures (available at [www.alameda-aero.com](http://www.alameda-aero.com)). This form is a summary only.

### Currency/Acting as PIC

**Initial Checkouts:** Before you fly any club aircraft, you must have an appropriate checkout by a Club CFI in that make and model.

**Recurrent Checkouts:** To fly any club aircraft, you must have a valid recurrent checkout with a Club CFI within the preceding 12 calendar months. FAA practical tests, IPCs, etc., do not suffice.

**90 Day Currency:** If you have not flown within the prior 90 days in the same category/class, including 3 takeoffs and landings, you must do a Recurrent Checkout with a Club CFI.

### Reservations

**Dispatch:** Aircraft must be reserved on flightcircle.com, and dispatched within 30 minutes of the scheduled reservation start time. If plans change or weather causes delays, adjust the reservation time to allow other pilots to access the plane. Do not ever start up or take an airplane without dispatching the reservation. Check tach time before starting, and if there is a discrepancy, contact a member of the Board before dispatching.

**Fuel:** Cessnas must be refueled if total flight time since the last refueling exceeds 2.0 tach hours. Pipers must be refueled to the tabs if the total time since the last refueling exceeds 1.0 tach hours. If safety or other issues prevent refueling when the tach hours have exceeded these limits, add 0.2 hours to the tach time entered upon check-in to accommodate refueling by the next pilot. Fuel adjustments should be entered when checking in the airplane via Flight Circle at the end of flight.

### Maintenance

**Squawks:** Discrepancies and maintenance issues should be recorded on Flight Circle as squawks.

**Maintenance Status:** The status of all maintenance items (e.g., annual inspections, 100-hour inspections) can be found on Flight Circle in the “reminders” tab for each aircraft. All items are required except TBO and 500-hour magneto; do not overfly any expired timer.

**Oil:** If oil levels during preflight are less than 6 quarts, add oil in one-quart increments.

### Ground Ops

**Parking:** Power out and pull-through parking is prohibited; tow bars must be used to move planes into and out of their parking spots.

### Postflight Procedures

**Clean-up:** Planes should be secured and cleaned up post-flight, including putting on pitot cover, replacing the control lock, removing all trash, cleaning the leading edges and windscreen, putting the cover back on the plane, chocking the wheels, and tying down the plane.

Type of Checkout: Initial ☐ Recurrent ☐

Airplane Make/Model: \_\_\_\_\_

Member Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CFI Name & Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# ALAMEDA AERO CLUB – PIPER ARROW CHECKOUT FORM

## UPLOAD THE COMPLETED FORM TO YOUR FLIGHT CIRCLE PROFILE

(see [Flight Circle Tip – How to Upload Files to Your Account](#))

When undertaking an initial or recurrent AAC checkout, please complete this form based on information from the aircraft POH. You should review the completed checkout sheet with a Club CFI and correct any errors. The flight check portion of this form lists items to be demonstrated/reviewed in flight, with the Club CFI assessing the pilot's safe flying, good ADM, and proficiency commensurate with the pilot's certificate/ratings.

### GROUND CHECK: PA28R (N747JS)

#### Systems

1. What is the fuel capacity? Total \_\_\_\_\_ Useable \_\_\_\_\_
2. What fuel grades are permissible? \_\_\_\_\_
3. What is the total oil capacity, and minimum safe quantity? \_\_\_\_\_
4. Where are the fuel sump drains located? \_\_\_\_\_
5. What would be an indication of an alternator failure on this plane? \_\_\_\_\_  
\_\_\_\_\_
6. Is there a fuel pump on this aircraft, and if so, when should the fuel pump be used? \_\_\_\_\_  
\_\_\_\_\_
7. How often should the fuel tanks be switched, and what is the procedure for doing so? \_\_\_\_\_  
\_\_\_\_\_
8. What is the procedure for priming on a cold start? How does this differ from a hot start procedure?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. What is the procedure for leaning for best power WITH an EGT, versus WITHOUT an EGT?  
\_\_\_\_\_  
\_\_\_\_\_

10. How does the constant-speed propeller work? \_\_\_\_\_

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11. What is the max RPM? \_\_\_\_\_

12. What could cause a propeller underspeed condition, and describe how the prop governor corrects it

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13. What could cause a propeller overspeed condition, and describe how the prop governor corrects it

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14. If we lose oil pressure, will the propeller increase or decrease pitch, and what will this do to RPM?

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15. How is the landing gear actuated? \_\_\_\_\_

16. What is the normal extension/retraction time of the landing gear? \_\_\_\_\_

17. What is the procedure for emergency gear extension? \_\_\_\_\_

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18. What may cause the landing gear lights to not appear lit when the gear handle is set to the down and locked position? \_\_\_\_\_

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19. What is the warning system for the landing gear, and when is it actuated? \_\_\_\_\_

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20. What are the flap settings for:

Normal takeoff \_\_\_\_\_  
Short-field takeoff \_\_\_\_\_  
Soft-field takeoff \_\_\_\_\_

Normal landing \_\_\_\_\_  
Short-field landing \_\_\_\_\_  
Soft-field landing \_\_\_\_\_

### Airspeeds

1. What are the following airspeeds (IAS) for this aircraft?

V <sub>SO</sub>	_____	V <sub>NO</sub>	_____
V <sub>S</sub>	_____	V <sub>NE</sub>	_____
V <sub>R</sub>	_____	Cruise climb	_____
V <sub>X</sub>	_____	Normal approach	_____
V <sub>Y</sub>	_____	Short-field approach	_____
V <sub>A</sub>	_____	No-flap approach	_____
V <sub>G</sub>	_____	Max demonstrated xwind.	_____
V <sub>FE</sub>	_____	V <sub>LE</sub>	_____
		V <sub>LO</sub>	_____

### Performance

Calculate performance data for the following scenarios:

- Condition: Cruise @ 9000' pressure altitude, 55% power, 0°C, max weight:  
RPM \_\_\_\_\_ GPH \_\_\_\_\_ TAS \_\_\_\_\_  
Range \_\_\_\_\_ nm Endurance \_\_\_\_\_ hours
- Condition: Cruise @ 3000' pressure altitude, 75% power, 20°C, max weight:  
RPM \_\_\_\_\_ GPH \_\_\_\_\_ TAS \_\_\_\_\_  
Range \_\_\_\_\_ nm Endurance \_\_\_\_\_ hours
- Condition: 2000' pressure altitude, 15°C, calm winds  
Takeoff ground roll \_\_\_\_\_ Over 50' obstacle \_\_\_\_\_  
Landing ground roll \_\_\_\_\_ Over 50' obstacle \_\_\_\_\_
- Condition: KMMH (Mammoth Yosemite), 30°C, altimeter 29.73, 10 kt headwind, max weight:  
Takeoff ground roll \_\_\_\_\_ Over 50' obstacle \_\_\_\_\_  
Landing ground roll \_\_\_\_\_ Over 50' obstacle \_\_\_\_\_

### Weight and Balance

1. For this aircraft, what are the following:

Max ramp weight \_\_\_\_\_  
Max takeoff weight \_\_\_\_\_  
Baggage area max weight \_\_\_\_\_  
Useful load \_\_\_\_\_

- Calculate a weight and balance based on the following conditions: pilot and front seat passenger @ 190 lbs each, 2 passengers @ 150 lbs each, baggage @ 50 lbs, full fuel  
Takeoff weight \_\_\_\_\_ C.G. Position \_\_\_\_\_  
Is the aircraft within C.G. and weight limits? \_\_\_\_\_
- Calculate a weight and balance for today's flight:  
Takeoff weight \_\_\_\_\_ C.G. Position \_\_\_\_\_  
Is the aircraft within C.G. and weight limits? \_\_\_\_\_

**FLIGHT CHECK: PA28R (N747JS)**

The following items must be completed/reviewed in flight. The Club CFI may request that additional items be performed, depending on the pilot's experience and certificate level.

1. [    ]      Use of checklists
2. [    ]      Propeller operations
3. [    ]      Landing gear operations, normal and emergency
4. [    ]      Takeoffs: normal, no flaps, short field, soft field
5. [    ]      Slow flight: with flaps, without flaps
6. [    ]      Stalls: power on, power off
7. [    ]      Steep turns
8. [    ]      Forward slip
9. [    ]      Go around
10. [    ]      Simulated engine failure
11. [    ]      Instrument: straight and level, turns to headings, altitude changes, unusual attitudes
12. [    ]      For instrument rated pilots: at least one instrument approach
13. [    ]      Landings: normal, no flap, short field, soft field

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**EXPERIENCE REQUIREMENTS**

Total time \_\_\_\_\_ (150 hours req) AND

Single engine retract time \_\_\_\_\_ (25 hours req) &    Time in make/model \_\_\_\_\_ (5 hours req)

OR

Dual instruction in make/model \_\_\_\_\_ (10 hours req) &    Takeoffs and landings in m/m \_\_\_\_\_ (15 req)

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**INSTRUCTOR'S CERTIFICATION:** I certify that \_\_\_\_\_ has completed his/her Piper Arrow checkout on this date: \_\_\_\_\_, having demonstrated all items outlined above to my satisfaction. I have personally reviewed and corrected the checkout form, and reviewed any areas found deficient with the above-named pilot.

Name: \_\_\_\_\_  
CFI#: \_\_\_\_\_

Signature: \_\_\_\_\_  
RE: \_\_\_\_\_

Checkout type: Initial [    ]. Recurrent [    ]