



**ALL PILOT MEMORANDUM**

Solo Currency Requirements

- Student Pilot - 30-day check out
- Tricycle - 60 days
- Tailwheel - 45 days

\*NO Solo touch and goes at Santa Paula.  
 \* Absolutely NO wheel landings in tailwheel aircraft.  
 PLEASE READ OTHER SIDE & SIGN BELOW

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Checkout Requirements & documents required to be on file for Students/Renter Pilots at CP AVIATION**

<i>Student Pilots</i>	<i>Tailwheel Pilots</i>	<i>Private Pilots</i>
30-day checkout	45-day currency	60-day currency
90-day Solo Endorsement	Tailwheel Endorsement (copy) (no endorsement req'd for tailwheel pilots prior to 4/15/1991)	
Current medical (copy)	Current medical (copy)	Current medical (copy)
Photo ID (copy)	Photo ID (copy)	Photo ID (copy)
Pilot Memo signed	Pilot Memo signed	Pilot Memo signed
Rental agreement signed (both sides)	Rental agreement signed (both sides)	Rental agreement signed (both sides)
Compliance with Student Pilot Checklist	Completed/Corrected Ground Review	Completed/Corrected Ground Review
Solo Test	Renters Insurance (\$5,000 Aircraft damage liability) 25 hours t/w and 1 hour CFI Checkout, OR 10 hours dual flight instruction in same make/model. Must be our aircraft and instructor	C182RG Requires Renters Insurance (\$5,000 Aircraft damage liability), Complex AND High Perf. Endorsements & 125 Hours Total Time AND 25 hours RG AND 1 hr CFI ckout, OR 125 Hours TT, AND 5 hours instruction make/model, in our aircraft and instructor
Student Pilot Certificate (copy)	Pilot Certificate (copy)	Pilot Certificate (copy)
Log Book Endorsements	Flight Review (copy)	Flight Review (copy)

**NOTE: If training for private pilot certificate or instrument rating, CP AVIATION requires from U.S. citizens a copy of birth certificate or passport. Non-U.S. citizens MUST comply with TSA checklist.**

# CP AVIATION, INC ALL PILOT MEMORANDUM (CURRENT AS OF MARCH 25, 2010)

## GENERAL OPERATIONS

- Initial solo dispatch sheet to ensure appropriate dispatch.
- Do not forget the preflight action that is required by FAR ¶ 91.103 (Wx, fuel, runways, aircraft performance, etc.).
- When Santa Ana wind conditions prevail, a CFI must determine if a solo flight can be permitted. (No student solo).
- If you are flying more than 25 NM, leave a copy of your flight plan with the front desk. You must **file**, and **open** a flight plan for each leg of your leg.
- Flat spot a tire – pay for replacement. Check and report before flight or you will be held responsible.
- Check your seat position; ensure you DO NOT land with your feet on the brakes.
- Watch the flow of traffic and fly safely with due consideration to other pilots.
- Pilot in command may not fly from right seat (or back seat in tailwheel aircraft).
- Close your flight plan.

## ENGINE START & TAXI TO RUNUP

- Do not overfill oil in the aircraft, and oil caps should be loosely snug on the filler tube. Check with line personnel for proper servicing.
- Push aircraft to end of taxiway prior to engine start.
- On FIRST SUNDAY (airport Open House every first Sunday of each month), push aircraft out past safety barrier prior to engine start and shut down before barrier when arriving and push in to tie down spot.
- DO NOT use high power settings when departing parking area. (Remember: During good weather, people are seated at tables on the restaurant patio. Ramp dirt sandwiches are not on the menu.)
- Taxi slowly, do not ride the brakes, use power to control taxi speed. (Remember: Exercise extra caution during First Sunday. Many of our visitors are unclear on the concept of moving aircraft and turning propellers.)
- Full yoke back during taxi and run up.

## FLIGHT

- Maintain increased situational awareness (head out of the cockpit) when flying in the aerobatic area east of Santa Paula. Monitor 122.775 for activity in the area or check with Pt. Mugu Approach 124.70 for area active status.
- If you are flying to the desert (Fox Field, California City, Apple Valley, etc.) call ahead for wind information. Phone numbers: WJF AWOS, 850-942-2774; Cal City Terminal, 760-373-4867; Sandberg, 661-248-2329.
- Flights to high density airports, or Catalina Island: High density altitude operations or over water checkout is required before solo flight to either destination. Cessna 150s are not permitted to either destination.
- On First Sunday no solo flights are permitted, unless it's a cross country, between 10-2.
- Please be accurate with your position reports in the traffic pattern.

## AFTER LANDING

- Avoid high power settings and taxi slowly. Pull into taxiway and stop straight ahead.
- Do NOT taxi into parking spots. Push aircraft into parking spot it came from.
- Please ensure ignition and master switch are off.
- Remember to turn in fuel receipts for credit.

## TELEPHONE NUMBERS

Pt. Mugu Approach Clearance – 805-488-5893  
Oxnard ATIS – 805-985-1758  
Camarillo ATIS – 805-484-3351  
Santa Barbara ASOS – 805-681-0583  
Santa Barbara ATIS – 805-967-0283  
Van Nuys FSDO – 818-904-6291

\_\_\_\_\_ I have discussed each of these requirements with the renter pilot and they understand them. (CFI Initial)

These requirements are intended to make your flying experience more enjoyable and enhance safety. Please direct any questions to the Chief Pilot, CP Aviation, Inc