

Information and Procedures for Paine Field (PAE) Operations



1) Introduction

BEFA operations at Paine Field are located at the Central Ramp of Snohomish County Airport in Everett, WA. Airplanes are located at tie-downs near the old Jet Deck restaurant, on the Regal Air flight line, and one hangar. BEFA operations are run out of the Regal Air Flight Planning room.

There are currently 3 aircraft based at Paine airport: two three Cessna 172N's and one 172SP. All aircraft are maintained by Crown Aviation with the exception of periodic oil changes done in Renton.



BEFA Paine Field Fleet



2) Contact List

Responsibility	Name	Primary Phone	Secondary Phone
PAE Safety	Contact Safety Officer at RNT	(425) 271-2332	
PAE Marketing & Communications	Steve Baier	(425) 785-9219	(425) 320-8845
PAE Maintenance & Tach Logs	Oliver Meier	(510) 541-2142	(425) 717-2229
PAE Maintenance & Tach Logs	Anish Taylor	(425) 501-7031	
BEFA Operations Manager	Wes McKechnie	(425) 271-BEFA	(206) 932-2935
BEFA Main Office		(425) 271-BEFA	(425) 271-2066 (fax)

Version:

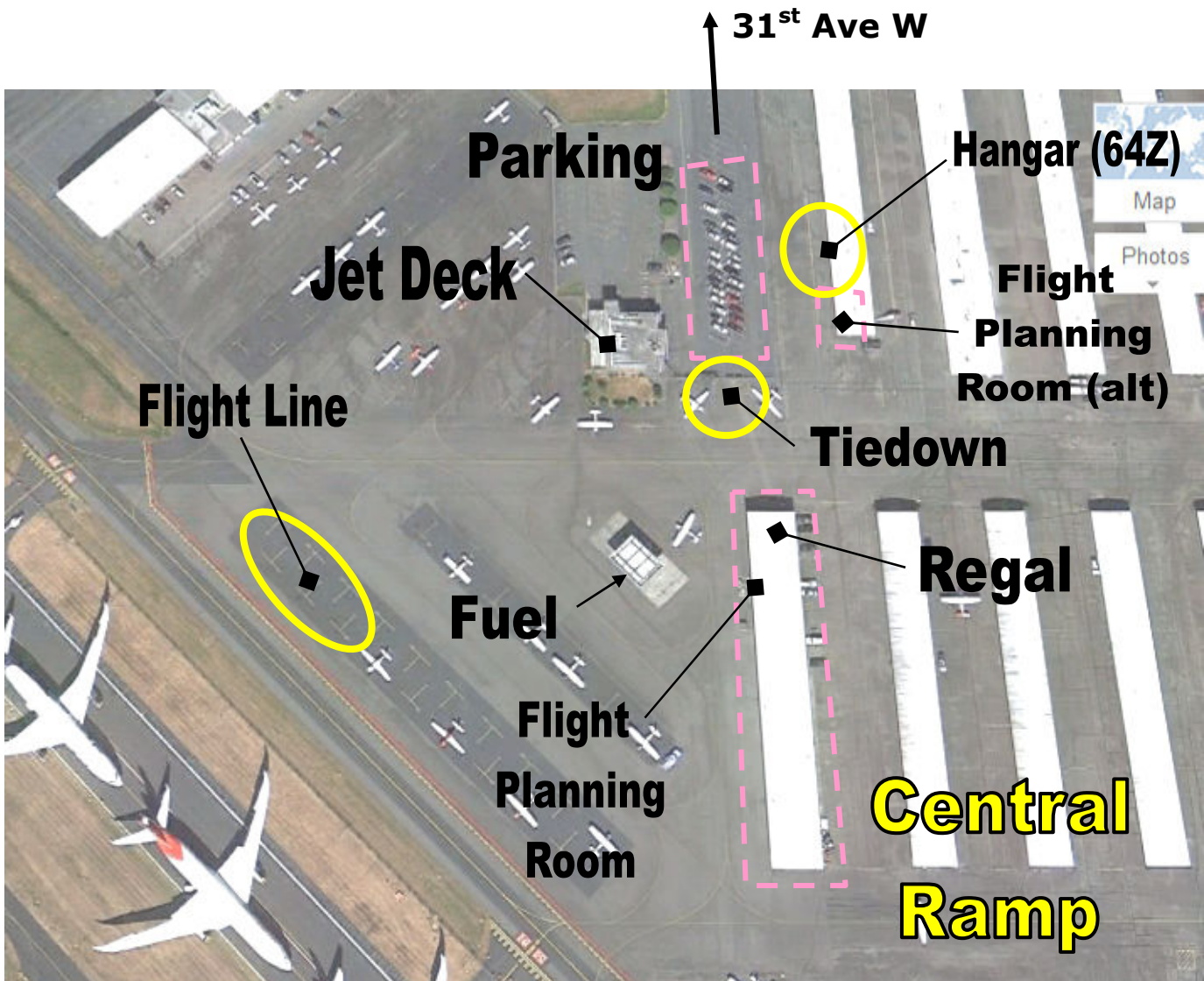
20-Nov-2013	Update to add Flight Schedule Pro, latest airplanes
04-Jun-2015	Update to all-electronic on FSP, except squawks continue paper + electronic. Added 172SP.
04-Jun-2014	Removed Steve Kirsh as PAE Ops. Added hangar for 64Z. Removed 4ML. Updated facilities map to show tiedown near gate and hangar.

3) Facilities

BEFA aircraft are located at tie-downs on the Central ramp as shown in the following images.



Aerial View of Paine Field, Looking North



Location of BEFA Aircraft at Paine Field

The Central Ramp at Paine Field is accessed from the east side of the airport off Airport Road. Navigate to Airport Road as follows:

a) Directions from I-5

- i) From I-5, take 128th St ext 186 west.**
- ii) This turns into Airport Road west of Highway 99, past the Home Depot**
- iii) Turn left at stoplight at 100th St. SW into the airport**
- iv) At stop sign, turn left onto 31st Avenue West. Parking is at end.**

b) Directions from Boeing Freeway, SR 526

- i) Heading west on SR 526, take exit 189.**
- ii) Turn south on Airport Road**
- iii) Turn right at stoplight at 100th St. SW into the airport**
- iv) At stop sign, turn left onto 31st Avenue West. Parking is at end.**

c) Parking

Parking is at the end of 31st Avenue.

The entrance to the airport apron is at the end of the parking area directly across from Regal Air. The gate has a combination code. A gate code is needed to access the Central Ramp. The combination can be obtained during an initial briefing, during orientation, through a flight instructor or through the BEFA main office in Renton (425-271-2332).

The BEFA aircraft are located at:

- a tie-down next to the (closed) Jet Deck restaurant at the entrance gate
- On the flight line near Taxiway D and runway 11-29, west of Regal
- In a hangar just north of Regal adjacent to the Flight Planning Room and parking lot.

d) Use of Regal Facilities

Paine BEFA operation is located in the Regal Air Flight Planning Room. Access is through a combination-keyed entry side door of the Regal Air Building. The Room is accessible 24/7. The combination can be obtained during an initial briefing, during orientation, through a flight instructor or through the BEFA main office in Renton.

Regal Air has graciously allowed BEFA pilots to use their facilities. It should be understood that we are their guests and maintenance customers. All interactions with the Regal staff and areas should be on a professional level. They also offer pilot supplies, simulator training, some concessions and restrooms.

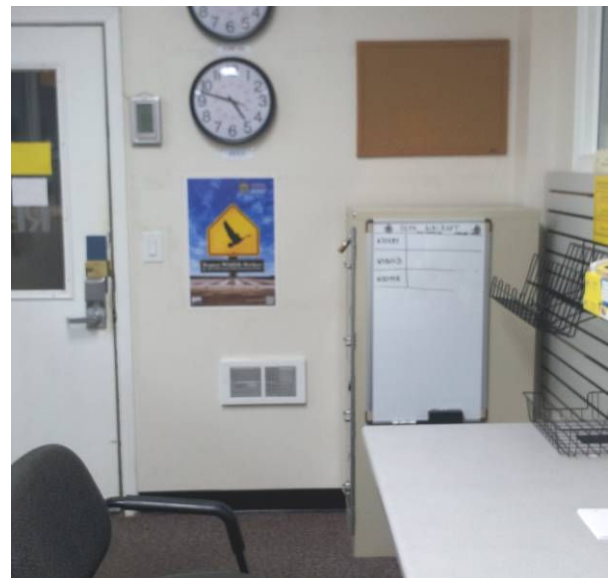
Tables and chairs are provided inside the Regal Air Flight Planning Room for conducting pilot briefings. A computer is provided to check weather and for Flight Schedule Pro (schedules, airplane dispatch, squawks).

All of Regal is available during business hours. Only the Flight Planning Room is accessible to BEFA pilots on a 24/7 basis.

Special care should be taken not interrupt when written testing is being conducted in the room between the Regal reception area and the Flight Planning Room.



Regal Air



Flight Planning Room in Regal



Key Code Lock for Flight Planning Room

e) Restrooms

During business hours, the Regal Air restrooms may also be used. The door to Regal Air offices and facilities, located in the back of the flight planning room, is only open during regular business hours and the code is only known and used by Regal personnel.

When Regal is closed, public restrooms are available in the north end of the hangar directly east of the Regal Air building.

Public Rest Rooms



f) Aircraft Logs and Pilot Files

The following are stored in the filing cabinet in the Regal Flight Planning Room:

- i) Squawk Logs (including keys, and squawk sheets)**
- ii) Airplane/Engine/Propeller logs**
- iii) Student Pilot Files**
- iv) Rated Pilot Files**
- v) Supplies (tach log sheets, blank squawk sheets)**
- vi) BEFA forms (quizzes, phase check, check-outs, passenger waivers)**
- vii) Extra headsets**



BEFA Filing Cabinet

If you use a headset, please return at the end of your flight. Be aware these headsets will work in a pinch, but it is highly recommended BEFA pilots have headsets for themselves and their passengers.

- viii) Lost and Found items**

4) Procedures

a) *Flight Schedule Pro*

All aircraft scheduling, scheduled maintenance tracking, squawks, and tach times for resources at Paine Field are with:

Flight Schedule Pro (FSP):

<http://www.flightschedulepro.com>

Instructions for creating an account on FSP and a User's Guide are on the BEFA website (Everett Ops page) and in the cabinet at Regal.

A Quick Start Guide is in each squawk book.

Tach times, AD checks, and scheduled maintenance tracking are completely electronic. The paper tach log has been retired, so there is no requirement to enter tach times in a paper log.

For squawks, **both paper squawk sheets and electronic squawks must be created**. Paper squawk sheets go in the Squawk Log for the airplane.

Each pilot is required to:

- Check paper squawks in the Squawk Log
- AND check squawks, perform AD check, and check plane out on FSP

After flying,

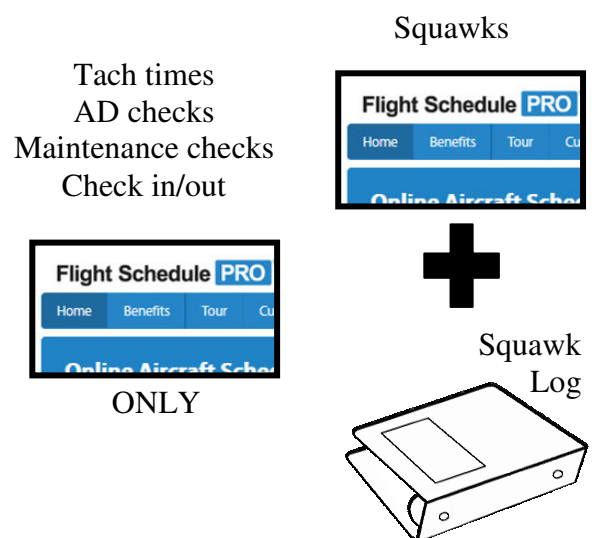
- Check in airplane on FSP, and enter tach and Hobbs times

For a squawk,

- fill out paper squawk sheet, white copy to front desk, yellow copy in Squawk Log
- AND create a squawk on FSP

Using the paper system side-by-side with Flight Schedule Pro is a necessary step to maintain compliance with FAA regulations. The dual system will be in place for the indefinite future.

Use of Flight Schedule Pro at Paine Field will be monitored and reviewed periodically by the Board to ensure the system is working for Paine operations. Periodic reports to the Association will be made in the newsletter.



b) Scheduling of Aircraft

Aircraft at Paine Field are scheduled through Flight Schedule Pro.

Be sure to cancel your reservation if you decide not to fly, and to cancel the balance of your schedule if you get done early.

c) Airplane Check-out

i) Scheduling

All scheduling must be done with Flight Schedule Pro.

ii) Squawk Log

In the Flight Planning Room, unlock the filing cabinet and access the squawk log for the airplane. Squawk logs are in the top drawer in file folders.

iii) Squawks

Check the log for squawks. All squawks must be dispositioned before the airplane can be flown.

Squawks that have no disposition means the airplane is grounded and not legal to fly, regardless of how minor the discrepancy may be.

If unsure if the aircraft is legal to fly or not, contact Wes McKechnie, Oliver Meier, Anish Taylor, or your CFI.

iv) Log in to Flight Schedule Pro

For instructions to use Flight Schedule Pro, see

- User's Guide on the BEFA website or in filing cabinet
- Quick Start Guide in each tach book

v) AD Check, Scheduled Maintenance, and Squawks

In FSP, carefully review the AD entries and make sure all AD due dates and/or tach times have not been exceeded. Also make sure required inspections (annual, ELT, etc) have not been exceeded.

Check squawks in FSP. If there is a discrepancy between the paper squawks and electronic in FSP, contact the Maintenance Focal immediately. DO NOT bring the discrepancy to staff at Regal or Crown.

The 50-hour and 150-hour inspections are BEFA requirements, not FAA. It is permissible to overfly the 50 and 150 hour limits due to BEFA member's part ownership status.

However, if either limit is approaching (within 2 hours) or has been overflowed, be sure to notify a BEFA PAE Maintenance Focal to ensure maintenance is scheduled.

vi) Check Out The Airplane

Check out the airplane in FSP.

Copy down the start Hobbs and tach times from the tach book on your knee board to compare at the airplane.

Log out of FSP.

vii) Keys

Take keys out of the squawk log.

If the keys are missing, a spare copy should be in the airplane log book. If not, contact the Maintenance Focal. DO NOT contact Regal or Crown staff for spare keys.

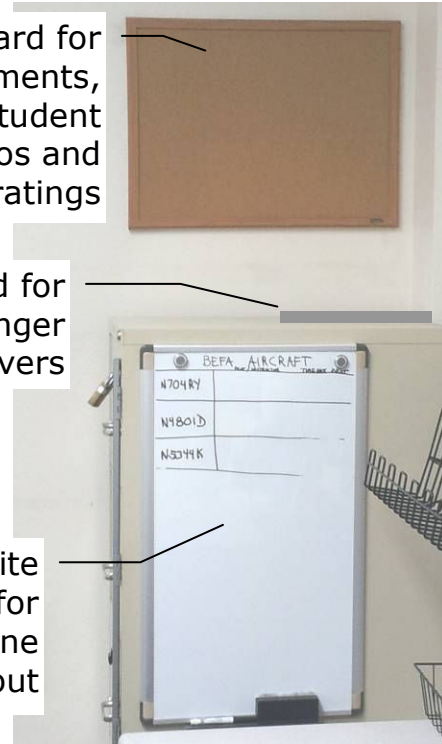
viii) White Board Check-out

Sign out on the dry erase board, located on the side of the file cabinet, next to the aircraft you are taking with the pilot/instructor name, destination, and expected time of return.

Bulletin board for announcements, photos of student pilot solos and new pilot ratings

Clip board for Passenger Waivers

White Board for airplane check-out



d) Preflight

The following supplies are available for preflight activities.

i) Ramp Storage Box

A large brown storage box is located on the ramp in front of the Jet Deck between the tie downs.

To access the box, use your BEFA key to open the lock on the right side of the box. The lock is attached to the box but by using the key will release the lock to allow the top to lift open. Make sure to pull straight up on the handle. The lid is a tight fit, but if you pull STRAIGHT UP, it will open.

To close the box, be sure the articulated front edge is parallel to the front side, and push straight down. To relock the box, close the lid completely and push in on the lock.



BEFA Ramp Storage Box

ii) Ladder

A small step ladder is available for checking of fuel and cleaning of windshields.

There is an additional tall ladder for checking fuel and deicing the wings. The ladder is locked to the Ramp Storage Box. The combination to the lock is in the tach log book.



iii) Oil and Oil Spigot

Do not throw away used oil containers because they can be refilled at the Renton facility.

If the oil supply in the work box should get below six quarts remaining, a message should be given to the PAE BEFA Maintenance Coordinator (see the Contact List), or contact the Renton facility to coordinate replenishing the supply.

If your travels (airplane or car) take you near the Renton BEFA hangar, please consider taking empty oil bottles from PAE to RNT and bring back a case of full oil to replenish the supply.

If you need oil and it is not available, it can be purchased from Regal Air and they should be able to direct-bill BEFA.

iv) Paper Towels and Polish

Furniture polish (Pledge) and paper towels in the work box can be used to clean the windshield.



Contents of BEFA Work Box

Note: Paper towels and polish need to be replenished periodically. If you see either is nearly gone, do your part and donate a few replacements and drop off the next time you're driving by the airport. Used paper towels should be disposed of properly and not left in the Ramp Storage Box or aircraft.

v) De-ice Sprayer and Brooms

Available to remove snow and ice during cold weather operations. See BEFA procedures for use of de-ice and brooms during cold operations.

e) Passenger Waiver Forms

If passenger(s) are to be flown, a waiver form must be filled out and signed by each passenger, and signed by the pilot.

Waiver forms are located in a metal clip board on top of the filing cabinet in the Flight Planning Room.

The completed waiver form(s) are to be placed in the clip board.

If you are flying the airplane away from PAE, and passenger(s) are picked up at a different location, a waiver form still must be filled out. Before flying, put the completed form(s) in a stamped envelope and mail to BEFA (Renton). If a post office cannot be reached, the form(s) can be left with a local FBO.

f) Fueling

Fueling is done at the self-serve fuel pumps serviced by Castle & Cook, located next to Regal.



All aircraft are fuel-on-demand aircraft.

DO NOT TOP AIRCRAFT OFF AFTER YOUR FLIGHT.

Please allow a little extra time prior to your planned flight to fuel the aircraft.

i) Taxi for Fuel

Aircraft tied down at the Jet Deck can be hand-towed to the fuel pumps after preflight is complete. Aircraft on the Regal flight line and hangar can be hand-towed or taxied over to the fuel pumps. Be cautious towing and taxiing aircraft; the Central Ramp is a busy area with other aircraft and pedestrians.

There is no need to contact ground control to taxi to the self-serve pump within the Central Ramp. Crossing the red line to the active taxiways DOES require ground clearance.

Aligning the nose wheel just outside of the crack in the concrete at the pumps should ensure adequate wing tip clearance when fueling.

ii) Fuel Pump Operation

Once the airplane is positioned in the fueling area, set the hand brake and use care in locating the airplane to prevent motion.

Ladders are provided at the pumps to reach the fuel ports.

Instructions for refueling are on the fuel pump. Use the fuel credit card provided for each aircraft on the key chain.

A copy of the receipt is not required.

Be sure to hook up the static ground wire to the exhaust pipe of the airplane before conducting any fueling operations.

Use care in climbing the ladder and avoid contact of the fueling nozzle with the airplane skin.

Do not rest the fueling nozzle on the fuel tank filler hole lip.

iii) After Fueling

All aircraft can be started at the fuel pumps and taxied to the runway for runup and takeoff. If other aircraft are waiting to use the pumps, move away from the pumps to complete your predeparture checks such as getting ATIS. Be conscious of other people and aircraft transiting the ramp at all times.

5) Post Flight

After closing up the airplane:

i) **Log into Flight Schedule Pro**

For instructions to use Flight Schedule Pro, see

- User's Guide on the BEFA website or in filing cabinet
- Quick Start Guide in each tach book

ii) **Log times**

Check in the airplane in FSP

Log the tach and Hobbes times

Erase your name and details from the dry erase board.

iii) **Squawks**

If you need to log a squawk, first create an electronic squawk in FSP.

Then, create a paper squawk using a duplicate squawk sheet (found in the front of the squawk book or inside the file cabinet).

Place the yellow sheet in the back of the squawk book and the white sheet should be dropped off at the front desk at Regal.

If Regal is closed, then the squawk sheet can be slid under the door.

If you feel the squawk grounds the aircraft, then contact Renton BEFA and leave a message. (425-271-2332, Wes McKechnie if available). Note the Hobbes and tach times from the airplane.

The electronic and paper versions of the squawk must match.

iv) **Keys**

Clip the keys in the ring in the squawk log

Lock the squawk log in the cabinet

6) Cold Weather Operations

a) Take Your Time

Cold weather operations always take more time to preflight than a typical day. Expect at least twice as much time. Pilots who fly later in the day should be thankful for the pilot who did the time-consuming preflight on a cold day.

b) Deice by pilot

Deicing equipment is available in the Ramp Storage Box box. If you are not familiar with deicing procedures, contact the PAE Operations Manager, a BEFA CFI, or the BEFA Office. Above all else:

- DO NOT get deicing fluid on the windshields. This will cause crazing and an expensive replacement cost
- DO NOT use stiff brooms to brush off snow. This will ruin a paint job. Use only a small, soft brushes supplied in the job box.

c) Deice by Regal

Regal will deice an airplane for \$30. The charge is submitted to the BEFA office, so pilots do not have to pay for this service. Contact Regal well enough ahead of your flight, and they will go out and deice.

d) Hangar overnight

Hangaring the plane is the best bet to make sure your plane is free of ice and warm enough to start. Contact Regal the night before and they will tow the plane to a hangar (if space is available). The cost is \$100, payable by the pilot. BEFA will not pay for hangaring a plane.

e) Preheat

If the aircraft is preheat capable, consider arriving an hour early and move the aircraft near a power receptacle. Use the long extension cord in the Ramp Storage Box. While the aircraft is preheating, you can deice the remainder of the airplane.

f) Cold Start Procedures

Follow the POH for cold start procedures.

When it is below 30F, make sure to do a good warm-up, at least 5 minutes at 1000 RPM (no more!) before increasing power above 1000. Take your time, don't be in a hurry, and take care of the engine.