




LEASE A PLANE STANDARD OPERATING PROCEDURES



CHRISTIANSEN AVIATION INC D.B.A. LEASE-A-PLANE 8767 S Jack
Bates Ave. Tulsa, Ok 74132

Preface

Welcome to Christiansen Aviation Lease-A-Plane (LAP), a 14CFR part 61 flight school. Our goal is to develop safe, pilots destined to fly for fun or for a career.

Christiansen Aviation, Inc.
D.B.A. Lease-A-Plane
8767 Jack Bates Avenue
Tulsa, OK 74132
918-299-2646

Contents

Change Log.....	1
Flight Scheduling.....	2
Administrative Cancellations (AKA “Bumps”).....	2
Overnight Trips.....	2
Dispatch Procedures.....	3
Safety Policies.....	3
Weather minimums for dispatch.....	3
Cold Weather Operations.....	4
Additional Safety Practices.....	4
Off Site Fuel Credit.....	4
Checkouts.....	5
Student Solo Flights.....	5
Rental Rates.....	6

Change Log

First version

Flight Scheduling

Scheduling aircraft is the responsibility of the customer using [Flight Schedule Pro](#) (FSP). To gain access to FSP, please visit <https://www.flightschedulepro.com/indexs.asp> and click register, and create an account with FSP v3, and select Christiansen Aviation under “organization name”. All accounts must be approved by an administrator and this typically occurs in under 24hrs.

A checkout must be completed and on file for the aircraft the leasee wishes to rent. Students flying with a CFI are not required to have a checkout, provided that the CFI has a checkout. Please see the “Checkouts” Section for details.

Once approved and logged in, put your mouse over “schedule” and select “day” under the pop-up menu. There you will be directed to our aircraft list, where you can reserve aircraft and flight instructors when available. However, when scheduling with an instructor please consult them before reserving them. Pilots flying solo with a student pilot certificate must consult with their instructors before reserving an aircraft.

Aircraft scheduling is on a first come first serve basis with the exception of checkrides. Checkrides have priority over other reservations. Please call LAP to schedule a checkride.

Administrative Cancellations (AKA “Bumps”)

LAP Staff will make every effort to accommodate reservations made. However, should a flight have to be canceled due to Maintenance, a conflicting checkride, or another administrative reason, LAP Staff will make every effort to contact the affected customers and reschedule them. The LAP Manager has final discretion for administrative cancelations.

Overnight Trips

Overnight trips can be accommodated with prior approval from LAP owner, Bill Christiansen; LAP manager, Jenifer Link; and LAP Head flight instructor,

Greg Boyer. There is typically a 3hr. minimum charge per every 24hrs. Please call LAP for details and to set up overnight trips.

Dispatch Procedures

The dispatcher has final authority to hold a flight and refuse to dispatch a flight to the leasee. A dispatcher can refuse dispatch for safety of flight issues, weather issues, maintenance issues, aircraft availability issues or any other reason. **A checkout must be completed and on file for the aircraft the leasee wishes to rent.** It is the pilot’s responsibility to return the aircraft before maintenance is due. At no time, will aircraft be flown beyond their 100 hour inspection even if the aircraft is not being operated for hire. Maintenance items by Tach are printed on dispatch sheets, and posed on the board behind the dispatch desk. It is the Pilots responsibility to ensure that all aircraft documents are on board (Airworthiness, Registration, POH, and W&B), along with personal required documents (Photo I.D., Pilots certificate, and medical). If there is a discrepancy between the recorded and actual times, please contact LAP to correct the issue. All aircraft must be returned to LAP before 10PM. Pilots wishing to depart between 6AM and 8AM should call LAP at least 12hrs in advance and ask for an early departure. An employee of the Jet Center will arrive to release your flight.

Safety Policies

Weather minimums for dispatch

Aircraft	Max H-Wind	Max X-Wind
C162	15kts peak gust	12kts peak gust
All others		Max Demonstrated X-Wind component

Type of Operation	Ceiling	Visibility
IFR, (Must be instrument rated on IFR flight plan)	1000 ft*	3 SM*

VFR (Private Pilot or higher)	1500 ft*	5 SM*
Student Solo	2000 ft*	10 SM*

*METAR or ATIS, whichever is lower

The dispatcher has the final authority to refuse dispatch based on weather conditions, even if weather is above listed minimums.

Cold Weather Operations

All Temps

- a) All frost will be removed from aircraft before flight, regardless of temperature.
- b) Operate the starter for 10 seconds, followed by a 20 second cool down period. After 6 cycles, please call LAP for assistance.

When temp is below 4° C

All aircraft must have been removed from heated hangar or Pre heated

When temp is below 0° C

- a) Do not simulate power loss of any kind
- b) Do not simulate emergency landings
- c) Plan descent profiles, and monitor and control CHT

When temp is below -18° C

No Flights will be authorized without approval from Greg Boyer.

Additional Safety Practices

- a) All flights will be accomplished under Title 14 CFR.
- b) Aircraft will be operated according to all sections of the POH
- c) Touch-and-Goes in Multi Engine Aircraft are prohibited. However, stop-and-Goes are permitted with 3000' of useable runway remaining after the stop
- d) Flight into known icing is prohibited

Off Site Fuel Credit

Aircraft on trips away from Riverside may require additional fuel en-route. Upon refueling off site, the receipt must be saved. After returning to LAP give the dispatcher the receipt and the fuel expense will be subtracted from the

rental invoice up to the “Fuel Credit” amount posted on the board behind the desk.

Checkouts

For safety there are several checkout categories at LAP. To complete a checkout, a flight with an approved CFI is required, with a form being signed at the end of the flight. All checkouts must be approved by Bill Christiansen, and may be revoked by Bill Christiansen, Greg Boyer, or Jennifer Link at any time.

Checkout Categories: C152, C162, C172 N/P (Carbureted), C172 R/S (Steam Gauge Fuel Injected), C172 R/S G1000, C172 RG (Retractable Gear), and PA-44 Seminole

All checkouts require the following documents to be on file: Passport or Birth Certificate, Photo ID, Medical Certificate, Pilots Certificate, and Flight Review Endorsement. The Following table lists special checkout requirements for aircraft

Category	Total Time		Type
C172RG	100	Complex: 10	5
Seminole	750	AMEL: 10	10
G1000 Aircraft	Avionics: 3 hrs		

Student Solo Flights

A “student Solo flight” is defined as a pilot exercising the privileges of a student pilot certificate under the endorsement of a CFI.

Before a student solo flight is attempted in an LAP aircraft, the student must have a passport or birth certificate on file, photo ID, Endorsed Medical Certificate (and student pilots certificate when separate from medical), and logbook endorsements. Students must have explicit, per-occurrence verbal or written approval from their CFI before each flight. The dispatcher has the authority to refuse dispatch of a solo flight for safety of flight issues, weather issues, maintenance issues, aircraft availability issues or any other reason.

Rental Rates

All rates are per hour, and are charged by the 1/10th of an hour using the “Hobbs Meter”. Please See board behind dispatch desk for current rates, these are for reference use only and subject to change at any time. All aircraft rental rates are “Wet” meaning that all fuel and expenses (Except instruction and tax) are included with rental. There are no refunds on block time.

Aircraft/ Resource/ Service	Base Rate (\$)	10hr Block (\$)	\$1000 Block (\$)
C152	89	85	79
C162	99		
C172 N/P	107	102	
C172 R/S (Steam guage)	117	112	
C172 RG	159	144	
C172 R G1000	125		
C172S G1000	143	136	
PA-44-180	250	230	
Discovery Flight	120 (Flat Rate)		
Ultra X-2 AATD Flight Simulator	49	45	
Instruction ASEL	50		
Instruction AMEL	60		
Headset Rental	10 (Complementary with LAP aircraft rental)		