



# Green Castle Aero Club

## Initial Rental Checkout

Approved 4/10/24, supersedes all previous versions

*Before flying any club aircraft, each club member must receive an **initial rental checkout** (this checklist) and an appropriate, specific **aircraft checkout** (separate checklist) for each aircraft they plan on flying.*

- Green Castle Aero Club Pilot Rules**
  - REVIEW: GreenCastleAeroClub.com -> Aircraft Rental -> Pilot Rules
- Meetings**
  - Annual Shareholder Meeting
  - Weekly – 6:00 Dinner & 6:30 Board Meeting
- Billing**
  - Membership Dues – invoices sent every 6 months
  - Rental Fees – buy in bulk or pay as you go; club DOES NOT send out rental balance invoices
  - It is the pilot’s responsibility to keep a positive account balance
  - Place checks or cash in locked box in main office
- Aircraft Scheduling and Reservation System – AircraftClubs.com**
  - Ensure access to the system
  - Review how to schedule or reserve aircraft and instructors
  - DO NOT fly an aircraft without a reservation
  - Keep personal information updated (i.e. license, flight review, medical, etc.)
- Accidents or Damage to Aircraft**
  - Contact the club president, Dean Beranek as soon as possible: (563) 506-2665 | beranekdean@lcom.net
  - If appropriate, ground the aircraft in the club’s online scheduling & reservation system
  - Make the appropriate remarks on the aircraft clipboard when recording your flight
- Squawks - Maintenance Concerns or Issues**
  - Make the appropriate remarks on the aircraft clipboard when recording your flight
  - Enter the appropriate remarks in the club’s online scheduling & reservation system
  - If appropriate, ground the aircraft in the club’s online scheduling & reservation system
  - If the aircraft is reserved after you, please let the next pilot know
- Using Aircraft**
  - Aircraft clipboards and how to complete the forms
  - Key lockbox & password
- Fuel & Oil**
  - Club refueling procedures – pump switch, notepad/log, password to pump lock
  - Ensure minimum oil requirements are met; leave at least 1 unopened quart in baggage compartment
- First Flight – Local Area & Airfield Familiarization**
  - Airfield pattern altitude
  - Noise abatement procedures (right-hand pattern & departure for RWY 15)
  - Locate multiple entry points and visual references in the local area for recovery to the airfield

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Print Club Member Name

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Club Member Signature

\_\_\_\_\_  
Date

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Print Club CFI Name

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Club CFI Signature

\_\_\_\_\_  
Date