

IF YOU GET STUCK AWAY FROM CLL:

If you experience a weather delay, maintenance problem, or any other situation that will cause the airplane to be away from CLL for longer than you have scheduled it, you **must update the computer scheduler** with your new expected return time (see instructions on back).

For **maintenance problems or emergency situations** while flying TAMFC aircraft on a cross-country flight, you should make every effort to contact one of the people listed below:

Steven Parkinson	Aircraft Maintenance Manager	979-693-7278 (H) 979-219-4319 (C)
Andy Fay	President	979-268-7982 (H) 979-229-9324 (C)
Mike Burden	V.P. Business	979-774-9296 (H) 214-693-0456 (C)
Frank Platt	Faculty Advisor	979-822-3313 (H)

If you get an answering machine while trying to contact the above people be sure to include the following information in your message:

- Name
- Location
- Time & Date
- Phone number where we can reach you.
- Aircraft N-number
- Problem description

If a member must leave an aircraft at another airport due to maintenance problems, the member is responsible for seeking repair arrangements and **FOR ENSURING THE SECURITY OF THE AIRCRAFT**. If the member is unable to contact any of the Board members to obtain a repair authorization, the member is authorized to spend up to \$300 to get the aircraft airworthy. If the cost will exceed \$300, the member should continue to try to contact a Board member before allowing repairs to proceed. If maintenance work must be performed under these circumstances, the member will be required to provide a receipt showing all work performed, the cost, and the name and phone number of the person/facility who performed the work.

A logbook sign-off must be obtained from the mechanic before the aircraft is flown. This sign-off may consist of a sticker or piece of paper containing a description of the work performed and the mechanic's signature and A&M certificate number. This sign-off must be submitted to club maintenance personnel upon the aircraft's return to CLL so that the sign-off can be added to the aircraft's logbooks.

The member who signed out the aircraft is responsible for its safekeeping. Members are expected to take appropriate action to find maintenance services for the airplane so that it can be made airworthy as soon as possible. If a member must return home before the airplane can be fixed, the member is responsible for ensuring that the airplane is securely tied down and locked, and if at all possible, left in a secure, well-lighted area. Use your best judgment as to whether to leave the airplane's keys with the FBO or maintenance personnel. If you have any doubts about the integrity of the operation, bring the keys back with you when you leave.

If your aircraft is disabled on an active runway and it cannot be cleared immediately, you should make every effort to contact the nearest ATC facility or FSS (1-800-992-7433) to notify them of an unsafe runway condition. You should also monitor that airport's frequency to warn other approaching aircraft of the situation.

If you experience radio communications problems, you may want to contact CLL ATC for no-radio approach/reporting procedures: CLL ATC Tower 979-846-3998

Thank you.