

BEFA Information & Operational Guidelines

Paine Field (PAE)

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1. Introduction

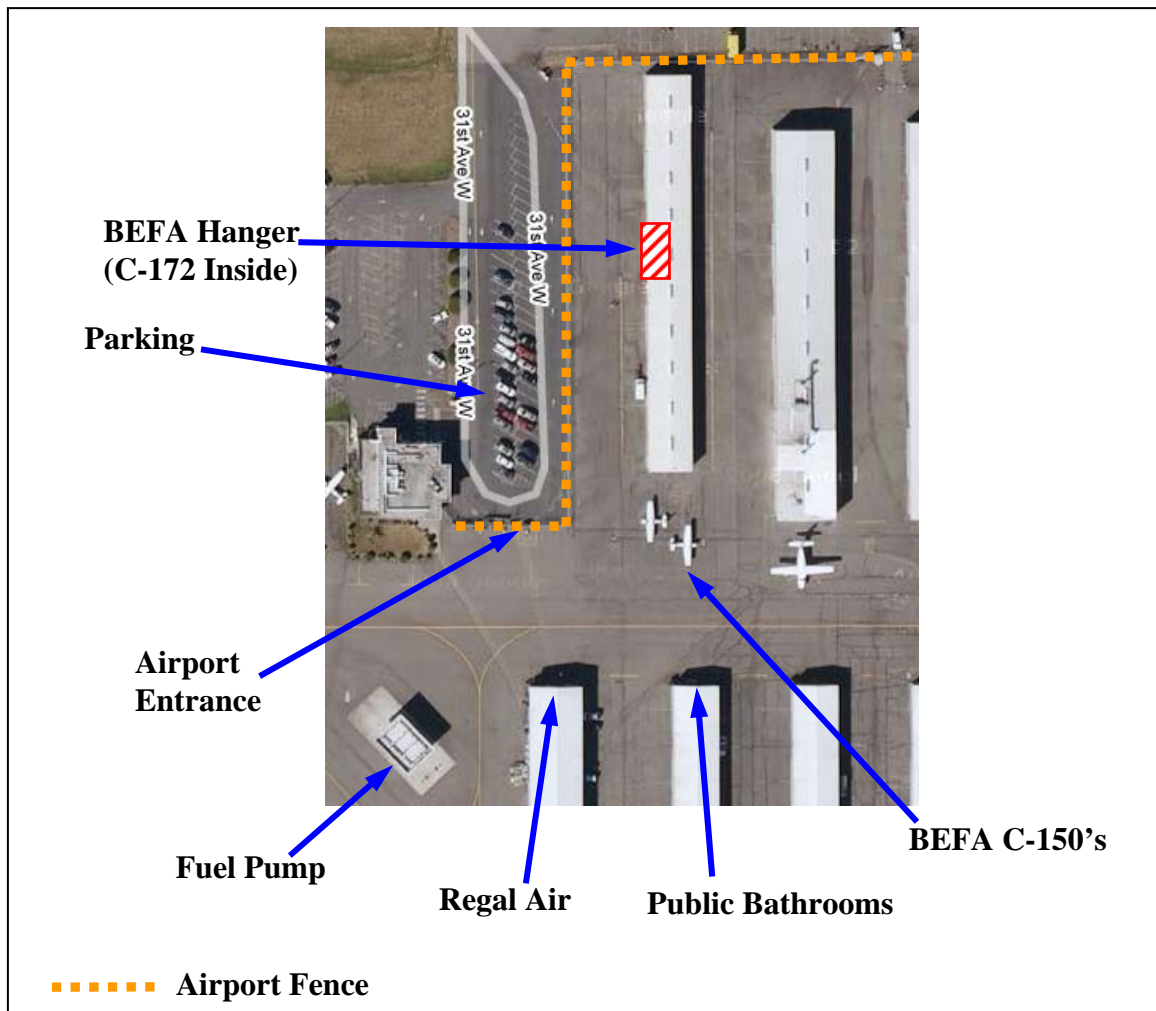
Paine BEFA is located in hangar C-61-05 on the central ramp north of Regal Air. We currently have 3 aircraft based at Paine airport; two Cessna 150s and a Cessna 172. Both aircraft are maintained by Regal Air. BEFA aircraft are fueled at the self serve island next to Regal Air.

2. BEFA Paine Field Contact List

Name	Responsibility	Off. Phone	Home Phone	Pager/Cell
Brian Behrend	Fax tach sheets to Renton/Facilities/Communicatons/ Updates GPS	425-266-9134		425-280-1215
Mike Dubbery	Safety Mgr			425-239-3630
Larry Fields	Flight Instructor issues	425-266-9787		425-232-4380
Brian Behrend	Maintenance Focal	425-266-9134		425-280-1215

3. Facilities

The BEFA hangar and tiedowns are located in the central hangars. Location is shown in the following images.



3.1. Directions (from Airport Road)

- 1) You can get onto Airport Road either by:
 - a) taking exit 186 on I-5 (128th Street) and heading west. 128th Street turns into Airport Road west of Highway 99, or
 - b) taking exit 189 (Highway 526) west. At the Boeing Factory, turn south on Airport Road.
- 2) From airport road, turn west onto 100th Street SW.
- 3) At stop sign, turn left onto 31st Avenue West. Parking is at end.

3.2. Parking

Parking is found at the end of 31st Avenue. The entrance to the airport is at the end of the parking area directly across from Regal Air. The BEFA hangar is on the east side of the parking lot on the other side of the fence. There is a BEFA sign on the door that is visible from the parking lot. After entering the airport fence / gate, turn left and walk to hangar (see above figures)

3.3. Accessing the Hanger

The hanger has a keyed lockbox mounted to the door. Your BEFA key will access the lockbox. Inside is a key to unlock the padlock for the hanger door. As soon as you unlock the padlock, return the key to the lockbox. When leaving the hangar for any amount of time, always close all hangar doors and lock the padlock.

4. Pilot Briefings

Tables and chairs are provided inside the hangar for conducting pilot briefings. The hangar does not have a phone line, but a computer is available with internet access. At the south end of the hangar next to the tie-downs there is a heated flight planning room with a payphone. Public restrooms are located in the north end of the hangar directly south of the C-150 tie-down area (shown on the above figures)

5. Additional Facilities/Oil Storage

An airplane wash rack is available and located near the intersection of runways 34R and 29, on the south side of the most southern central hanger.

Oil will be stored inside the hangar. 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. Don't throw away used oil containers because they can be refilled at the Renton facility.

6. Scheduling & Checking Out Airplanes

- 1) Airplanes may be scheduled with Schedule Master by calling 800-414-6114, or by using Schedule Master on your home or office computer at URL <http://www.schedulemaster.com/smlogin.htm>. 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. This is easily accomplished by phone.
- 2) The log books are located in the hangar on top of the tan cabinet. To check out an airplane enter your name (including initial for first name and last name) and enter initial tach and hobbs times. Be sure to initial that you have checked the AD schedule. The airplane logs are also in the tan cabinet. Keys for the airplane and the fuel key are in the log book. If the keys are missing a spare copy is in the airplane log book.
- 3) The Cessna 150 is a fuel-on-demand aircraft. **DO NOT TOP THIS AIRCRAFT OFF AFTER YOUR FLIGHT. PLEASE TRY TO LEAVE ABOUT 18 GALLONS OR LESS FOR THE NEXT PILOT.**
- 4) After returning the airplane be sure to check the tach and hobbs time and enter it in the log. Be sure to return the keys to the log book.
- 5) Enter any squawks onto a squawk sheet (found in the front of the log book or inside the tan cabinet). Place the yellow sheet in the back of the tach book and the white sheet should be dropped off at Regal Air. If Regal is closed, then the squawk sheet can be slid under the door. If you feel the squawk grounds the aircraft, then leave contact Renton BEFA (425-237-2332, Wes McKechnie if available).

7. Fueling and Ground Operations

7.1. Refueling

- 1) If refueling is required move the airplane by hand or taxi to the self-serve fueling area if other aircraft are in close proximity. Do not

taxi near other aircraft. Be cautious as the taxiway between our hanger and the fuel pumps is a busy area with other aircraft and pedestrians. You do not need to contact ground to taxi to the self-serve pump.

- 2) Set the hand brake and use care in locating the airplane to prevent motion.
- 3) Instructions for refueling are on the fuel pump. Use the fuel credit card provided for each aircraft (a copy of the receipt is not required).
- 4) Be sure to hook up the static ground wire to the exhaust pipe of the airplane before conducting any fueling operations.
- 5) Use care in climbing the ladder and avoid contact of the fueling nozzle with the airplane skin.
- 6) Do not rest the fueling nozzle on the fuel tank filler hole lip.

7.2. Ground Operations

- 1) After landing do not taxi in between airplanes in close proximity. Use the tow bar.
- 2) Use extreme caution in moving BEFA airplanes to avoid contact with other parked aircraft.
- 3) C-150's are to be parked in the two southern tie-down locations facing tail to tail, leaving the third tie down location available for Sunquest Aviation.

8. Cold Weather Operations

Cold weather operations are in affect whenever temperatures are expected to drop below freezing overnight. If the temperature is above freezing warm water can be used to clean snow or ice off the surface of the airplane (Do not use anti-freeze on the surface of the aircraft). Anti-ice solution in the hangar may be used. **NEVER SCRAPE OR BROOM OFF AIRCRAFT SURFACES – SEVERE PAINT DAMAGE WILL RESULT.**

9. Maintenance

BEFA airplanes at Paine Field are maintained by Regal Air. Regal Air's office number is (425) 743-9123. Any required maintenance actions should be entered on a squawk sheet in the appropriate log book.

Information contained in this document is controlled by Brian Behrend and Sean Garrett

If the squawk grounds the airplane, leave a message with Renton BEFA (425-237-2332, Wes McKechnie if available) or PAE BEFA maintenance representatives, Brian Behrend 425-266-9134, Larry Fields 425-266-9787, or Doug Jacobs 206-853-3164). Otherwise contact Regal Air.

10. Headsets

PAE BEFA has two headsets for member use. They are in the tan cabinet. If you use them, please return them at the end of your flight. There is no option in schedule master to check them out. Also, they will work in a pinch but it is highly recommended that BEFA pilots have their own headsets.