

WET RATE POLICY & PROCEDURES- (9-21-20)

NOTE: This document will be kept in the dispatch binder for reference.

I. DISPATCH & PRE-FLIGHT

A. DISPATCH -- Pilots, CFIs and dispatchers need to check the schedule immediately before leaving the office to determine if there is a flight scheduled within 1 hour after your reservation. IF there is a flight scheduled remember to indicate a "QuickTurn" when placing the fuel order after your flight., AND notify the desk clerk at Signature.

B. PRE-FLIGHT PROCEDURES

1. Cessna 152/172-

- a. If less than full, determine the fuel quantity by measuring with a fuel hawk.
- b. Check hobbs sheet for the amount of time flown since last filled.
- c. Consult Table 1 (C-152) OR Table 2 (C172) .

2. Piper PA28

- a. If fuel level in both tanks is less than the tabs, determine the fuel quantity by measuring with a fuel hawk.
- b. Check hobbs sheet for the amount of time flown since last filled.
- c. Consult Table 3.

3. Decathlon

- a. Verify that the fuel level show on the gages is at least half full (20 gal).
- b. Planned flight not to exceed 45 min, with at least an hour of reserve fuel.

C. USING THE FUEL HAWKS

1. Use the correct fuel hawk for the make & model airplane.
2. Use both hands when holding it. Be very careful to not drop it in the tank. Pilots will be responsible for the substantial cost of removing it from the Tank.
3. Take 2 readings from each tank to verify correct reading.
4. It is to be stored in the back of the pilot or co-pilot seat. Do NOT store in the oil box. It needs to be kept clean.

D. HOBBS SHEET- Note the beginning fuel level.

II. FUELING

A. STANDARD FUEL LEVELS

1. Cessnas -Full
2. Pipers- Fill to Tabs (34 gal)
3. Decathlon - Half tanks

B. ORDERING FUEL- Fuel is to be ordered after each flight in accordance with the standard fuel level (unless otherwise requested). To order fuel there will be an order form on a clipboard at Signature's front desk. Fill out the form. IF there is a reservation within 1 hour after your flights scheduled return, put a big "X" in the "Quick Turn" column, and notify the person working their desk.

C. REQUESTING A REDUCED FUEL LOAD (Cessna's only)-- In the event a reduced fuel load is desired for an upcoming flight due to weight & balance considerations, the following procedure applies.

1. Put a note in the "Comments" section when scheduling the aircraft (online).
2. Call Dispatch with the request when scheduling the aircraft , and, on the day prior to flight (as a reminder). Dispatch will leave a note on the dispatch book when notified.
3. Watch the schedule and make contact with the renter and CFI (if its a dual flight) that has the plane booked before the flight (may not be the same day). Contact should be made by phone/text and email. Note that contact info can be found on the online schedule (aircraft clubs) under "My Club">"Members".
4. Remember to make note of this hobbs sheet (if possible).

D. REQUESTING FUEL IN ADDITION TO THE STANDARD FUEL LOAD-- If for some reason you want additional fuel in the aircraft, feel free to order it immediately before your scheduled flight and once the aircraft has returned from its previous flight Remember to note it on the hobbs sheet.

E. FUEL PURCHASED FROM OTHER THAN SIGNATURE (OAK)- Members are free to purchase fuel at airports other than OAK subject to the following. When purchasing fuel from a vendor other than Signature, the following applies.

1. Purchases can be made at any of the airport/ FBOs in the (current) "Oakland Flyers Fuel Price Survey", except those airports / FBOs shown in **RED ITALICS**. Fuel purchased at other airports/ FBOs must be approved by JimG/JimC.
2. Purchases made at airports / FBOS shown in **RED ITALICS** can only be made when necessary for safety, and only for the quantity needed to get to the next destination when fuel can be purchased. Purchases made in violation of this provision might not be reimbursed for the full amount.
3. IF fuel is not available at Signature, fuel may be purchased at Kaiser if necessary. Try to purchase the minimum amount necessary for your flight (and try to refuel elsewhere if practical) Note that Kaiser cannot fuel aircraft on our (signature) ramp, so it will be necessary to taxi there. This should be done after your flight if you have reason to believe fuel won't be available at Signature.
4. Purchases made (in accordance with the above) will be reimbursed (or credited to the renter's account) provided a receipt is provided. The receipt should be attached to the dispatch sheet. It's suggested that you keep a copy for your own records.

TABLE 1- MINIMUM FUEL LEVELS / MAX TIME AFTER TOP-OFF FOR DISPATCH-CESSNA 152

(9-21-20)
Minimum fuel levels / max time after refueling for dispatch (both are limitations). Aircraft must land and refuelled with a minimum of 6 gal or after 3.0 hours total flight time (since last topped off).

PIC LEVEL / EXPERIENCE	PATTERN	LOCAL	XC	IFR or NIGHT
DUAL	10 gal AND Max 2.0 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	FULL *1
STUDENT SOLO	FULL	FULL	FULL	NA
PRIVATE-Level 1 (<500 hrs TT / 100hrs /model)	15 gal AND Max 1.5 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	FULL
PRIVATE-Level 2 (500 hrs TT & 100hrs /model)	10 gal AND Max 2.0 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	FULL *1
COMMERCIAL ATP	10 gal AND Max 2.0 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	15 gal AND Max 1.5 hrs since last fueled	FULL *1

*1 May depart with XC limits in aircraft can land within 1.5 hours and be refueled prior to return

TABLE 2- MINIMUM FUEL LEVELS / MAX TIME AFTER TOP-OFF FOR DISPATCH-CESSNA 172

(9-21-20)
Minimum fuel levels / max time after refueling for dispatch (both are limitations). Aircraft must land and refueled with a minimum of 10 gal or after 3.0 hours total flight time (since last topped off).

PIC LEVEL / EXPERIENCE	PATTERN	LOCAL	XC	IFR or NIGHT
DUAL	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	FULL *1
STUDENT SOLO	FULL	FULL	FULL	NA
PRIVATE-Level 1 (<500 hrs TT / 100hrs /model)	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	25 gal AND Max 1.0 hrs since last fueled	FULL
PRIVATE-Level 2 (500 hrs TT & 100hrs /model)	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	FULL *1
COMMERCIAL ATP	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	FULL *1

*1 May depart with XC limits in aircraft can land within 1.5 hours and be refueled prior to return

TABLE 3- MINIMUM FUEL LEVELS / MAX TIME AFTER TOP-OFF FOR DISPATCH- PIPER

PA28-151/161/181 (9-21-20)

Minimum fuel levels / max time after refueling for dispatch (both are limitations). Aircraft must land and refuelled with a minimum of 10 gal or after 3.0 hours total flight time (since last topped off).

PIC LEVEL / EXPERIENCE	PATTERN	LOCAL	XC	IFR or NIGHT
DUAL	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	FULL *1
STUDENT SOLO	TABS	TABS	TABS	NA
PRIVATE-Level 1 (<500 hrs TT / 100hrs /model)	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.0 hrs since last fueled	25 gal AND Max 1.0 hrs since last fueled	FULL *1
PRIVATE-Level 2 (500 hrs TT & 100hrs /model)	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.0 hrs since last fueled	20 gal AND Max 1.0 hrs since last fueled	TABS *1
COMMERCIAL ATP	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	20 gal AND Max 1.5 hrs since last fueled	TABS *1

*1 May depart with XC limits in aircraft can land within 1.5 hours and be refueled prior to return