

Syracuse Flying Club

Landmark FBO Policies & Procedures

EFFECTIVE DATE:

July 29, 2006

LOCATION OF THE PLANES & EQUIPMENT:

As mentioned above, they are in Hangar 1. This is the large open-door hangar on Tuskegee Rd that is adjacent to ExecAir's FBO. Our supplies will be in the hangar in a large built-in locker that is on the taxi-way side of the hangar (on the right as you look in from the open door), about 3/4 of the way to the back of the hangar. We will have a sign with Syracuse Flying Club posted on it. The lock will be the same as what we used at Exec.

The doors of this hangar are always open so that are a lot of birds in it. Therefore, it is very important that we keep the planes covered while inside to minimize droppings on the windscreen, etc. Landmark will provide 1 wash per month as part of the hangar service.

HOW TO GAIN ACCESS TO THE PLANES:

Access to the planes must be made via Landmark's main FBO (Hangar 3). We must park cars in Hangar 4's parking lot. Enter the FBO building, continue down the hallway about 30ft and turn right to arrive at the receptionist's desk. You will need a drivers license as a photo ID (or equivalent) before you'll be allowed access to the ramp. They will validate your ID against our membership list. Once validated, you will be buzzed or escorted out the door to the ramp.

==> First flight of the day for each plane: The first flier of the day for each plane will be driven to Hangar 1 by Landmark's line personnel. They will then pull the plane out of the hangar while you wait.

==> Last flight of the day for each plane: Taxi the plane back to Hangar 1 ramp with BRAKES OFF and contact the FBO via radio or phone (see Contact Info below).
Note: After hours personnel may not answer the radio call due to other activities. So, if no response on the radio, use the after hours phone number

They will send line personnel up to pick you up and drive you back down to the FBO. They may also ask that you assist via a wing-walk as they put the plane away. If speed of exiting the airport is of importance to you, it would make sense to contact them while taxiing. By the time you park, gather belongings and cover the plane, they should arrive. [\[It will probably take 10 minutes for them to get there so plan accordingly\]](#)

The judgment call... If you're sure that you are NOT the last flight of the day (via the scheduler) or there's a very good chance someone will fly after you because its early in the day and its beautiful out, park the plane on the east side of Hangar 4's ramp (the maintenance hangar) and walk back through the FBO at Hangar 3. Again, be sure the brakes are OFF, the wheels are chocked by your or the line personnel and the plane is covered. If the plane is still at Hangar 4 at 9pm, Landmark will tug it back to Hangar 1. **DON'T JUST PARK AT HANGAR 4 WITHOUT GIVING THOUGHT TO BEING THE LAST FLIGHT OF THE DAY!!** Landmark has agreed to waive the tugging fees from Hangar 4 to Hangar 1 as

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long as doesn't happen every day. If we abuse the Hangar 4 privilege, it will be lost.

We have made arrangements for the Plane Captains and the Maintenance Officer to have access to Hangar 1 via key. This access is to be used strictly for non-flight activities such as checking log books and inspecting reported squawks. It is not to be used for easy access for flying. Keys can not be loaned or duplicated due to FAA regulations. Each key is registered to a specific person and a \$10 deposit was paid by the Club.

FUEL AND MAINTENANCE:

We have agreed to purchase the majority of our fuel at Landmark. In return, Landmark has granted a \$.50/gallon discount to the club. This brings the price very close to FZY's pricing and allows Landmark to waive all tugging fees between Hangar 4 and Hangar 1.

Additionally, we will direct all maintenance to Landmark except when they can't meet reasonable turn around times or they don't offer a required service. This enabled us to establish firm fees for some of our common maintenance items.

LANDMARK CONTACT INFORMATION:

UNICOM: 122.95

**Phone: 315.455.7951 [normal hours]
315-263-4612 [after hours: between 10pm and 6am]**

Fax: 315.455.5395

**Address: PO Box 538
835 Malden Road
Syracuse, NY 13211**

TAXIING TIPS:

If using runway 28 or 33 (heading to the east end of the field), take taxiway Yankee from Hangar 1

If using runway 10 (heading to the west end of the field), taxi west on the ramp and enter at taxiway Golf