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**MISHAWAKA  
AIR ACTIVITIES  
FLYING CLUB**

**FLYMAA.ORG**

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# WELCOME

To The

## Mishawaka Air Activities Flying Club

[flymaa.org](http://flymaa.org)

### Contents:

- Welcome and Orientation Checklist
- Pilot History Form
- Aircraft Sign-off Form
- MAA Contact Information
- MAA Hangars at Mishawaka Pilots Club Airport
- MAA Hangars at Elkhart Municipal Airport
- MAA By Laws
- MAA Policies and Procedures

Welcome to the Mishawaka Air Activities!!!! This list is to provide new MAA members with a summary of basic information and topics about the MAA. A more comprehensive list is found in the enclosed MAA policies and procedures.

New members are expected to have read and understood the By-Laws and Policies and Procedures documents to be aware of how the MAA functions, and the expectations of all members.

**REMEMBER** – The airplanes and hangars of this club belong to each of the members of the club. Please treat them as if they are yours, because they are!!

## **ORIENTATION CHECKLIST**

Documents, keys and information you should have:

- MAA Documents (See also: [flymaa.org](http://flymaa.org))
  - By Laws
  - Policies and Procedures
- Pilot History Form – Complete and Submit to Treasurer
- Setup and Review of ScheduleMaster System
- Flight Instructor Contact Information
- MAA Meetings 3<sup>rd</sup> Thursdays at 7:00PM in MPC Clubhouse
- MAA Aircraft and Hangar Keys
- Aircraft Hangar Locations at 3C1, EKM
- Location of MAA Consumables (EKM, 3C1 Hangar #6)

And if also a member of MPC:

- Mishawaka Pilots Club (MPC)
  - By-Laws, Policies and Procedures available from MPC Secretary
- MPC Clubhouse, Elkhart Door Code Numbers
- MPC Gas Card (Obtain, Usage)
- MPC Meetings 1<sup>st</sup> Thursdays at 7:00PM in MPC Clubhouse



# PILOT HISTORY FORM

**Insured's Name:** Mishawaka Air Activities, Inc.

**Client No:** MIS006A

Pilot's Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Last, First, Middle

Mailing Address \_\_\_\_\_

City, State, Zip Code, Phone No. \_\_\_\_\_

Occupation \_\_\_\_\_ Employer \_\_\_\_\_ How Long \_\_\_\_\_

Airman Certificate No. \_\_\_\_\_ Date & Class of Last Physical \_\_\_\_\_

Date of Biennial Flight Review \_\_\_\_\_

Pilot Ratings - Student \_\_\_\_; Private \_\_\_\_; Commercial \_\_\_\_; Instructor \_\_\_\_; ATP \_\_\_\_; Instrument \_\_\_\_

Aircraft Ratings - S.E.L. \_\_\_\_; M.E.L. \_\_\_\_; S.E.S. \_\_\_\_; M.E.S. \_\_\_\_; Helicopter \_\_\_\_; Other \_\_\_\_\_

Total Logged Civilian Pilot Hours (Pilot in Command) \_\_\_\_\_; Co-Pilot \_\_\_\_\_

Total Logged Military Pilot Hours (Pilot in Command) \_\_\_\_\_; Co-Pilot \_\_\_\_\_

Enter breakdown of LOGGED PILOT IN COMMAND hours below (Military & Civilian Combined)

## HOURS

**Single Engine Fixed Gear** \_\_\_\_\_

**Single Engine Retractable Gear** \_\_\_\_\_

**SE -Turbo Prop** \_\_\_\_\_

**SE -Turbo Jet** \_\_\_\_\_

**Helicopter** - Reciprocating Powered \_\_\_\_\_

**Helicopter** - Turbine Powered \_\_\_\_\_

**Multi Engine** \_\_\_\_\_

**Multi Engine T-Prop** \_\_\_\_\_

**Multi Engine T-Jet** \_\_\_\_\_

## HOURS

**Tailwheel** \_\_\_\_\_

**Aerial Application** \_\_\_\_\_

**Total Fixed Wing AG** \_\_\_\_\_

**a) Turbine FW AG** \_\_\_\_\_

**b) Piston FW AG** \_\_\_\_\_

**Total Rotor Wing Ag** \_\_\_\_\_

**a) Turbine RW AG** \_\_\_\_\_

**b) Piston RW AG** \_\_\_\_\_

## Applicant Requests Approval in the Following Makes and Models of Aircraft:

**Make and Model of Aircraft**      **Total Logged Pilot in Command Hours  
In Make & Model**

**Make/Model**      **M/M Total Hrs**      **M/M Hours Last 12 Months**

Cessna 172 \_\_\_\_\_

Cirrus SR20 \_\_\_\_\_

PA-32-300 \_\_\_\_\_

Are you flying under a waiver? \_\_\_\_\_ Describe in Detail \_\_\_\_\_

Ever penalized for violation of F.A.R.? \_\_\_\_\_ Describe in Detail \_\_\_\_\_

Have you ever had an Accident, Incident or Violation? \_\_\_\_\_ Describe in Detail \_\_\_\_\_

Has any insurance company or underwriter cancelled, declined or refused to renew any insurance on your behalf? \_\_\_\_\_

Describe in Detail \_\_\_\_\_

**\*Absence of entry means negative answer.**

I affirm the truth of the above statements and further affirm that no material information has been withheld or suppressed.

**Date** \_\_\_\_\_

**Pilot's Signature** \_\_\_\_\_

**MAA Members: DO NOT MAIL TO THIS ADDRESS! Return completed form to Treasurer**

**PO Box 92409, Austin, TX 78709**

**512-891-8473 \* FAX 512-891-8483**



## AIRCRAFT CHECKOUT AND SIGNOFF

### REQUEST:

- ☐ Approval for use of Cessna 172 Aircraft
- ☐ Approval for use of Cirrus SR20 (TAA) Aircraft
- ☐ Approval for use of Piper PA-32-300 (TAA) Aircraft

### MY CURRENT STATUS IS:

- ☐ Student
- ☐ Private Pilot

### CURRENT RATINGS:

TOTAL HOURS

Total hours in Cirrus (N466CD)

Total hours in Piper (N6960J)

### Checkout requirements for MAA Aircraft are:

Pilot must have valid medical and pilot's certificate and is properly rated and current under the applicable Federal Aviation Regulations for the operation involved.

**Cirrus Requirements: Minimum of a Private Pilot AND Checkout by an MAA approved CFI.**

**Piper Requirements: Minimum of a Private Pilot, Instrument AND Checkout by an MAA approved CFI.**

**I certify that I meet the requirements as outlined above for the aircraft(s) in which I am requesting a Checkout and Signoff.**

Member signature & date

\_\_\_\_\_

CFI checkout/signoff signature & date

\_\_\_\_\_

# **Mishawaka Air Activities**

## **2022 Contact Information**

### **Scheduling System:**

My.Schedulemaster.com (Also Available on Smart Phone)

Username and password will be assigned after joining the MAA by the President

User \_\_\_\_\_

Password \_\_\_\_\_

### **Flight Instructor(s)**

#### **List of flight instructors:**

Schedule Master: Home page below list of Aircraft

Schedule Master: "Resource Info", "Instructors"

#### **Flight Instructor contact information:**

Schedule Master: "Group Info", "Users List"

### **MPC Door Access**

\_\_\_ \_\_\_ \_\_\_ Supplied by CFI

### **MAA Hangars at MPC**

Row A, Hangar #6

Row A, Hangar #9

Row D, Hangar #1 (Includes MAA Office Room)

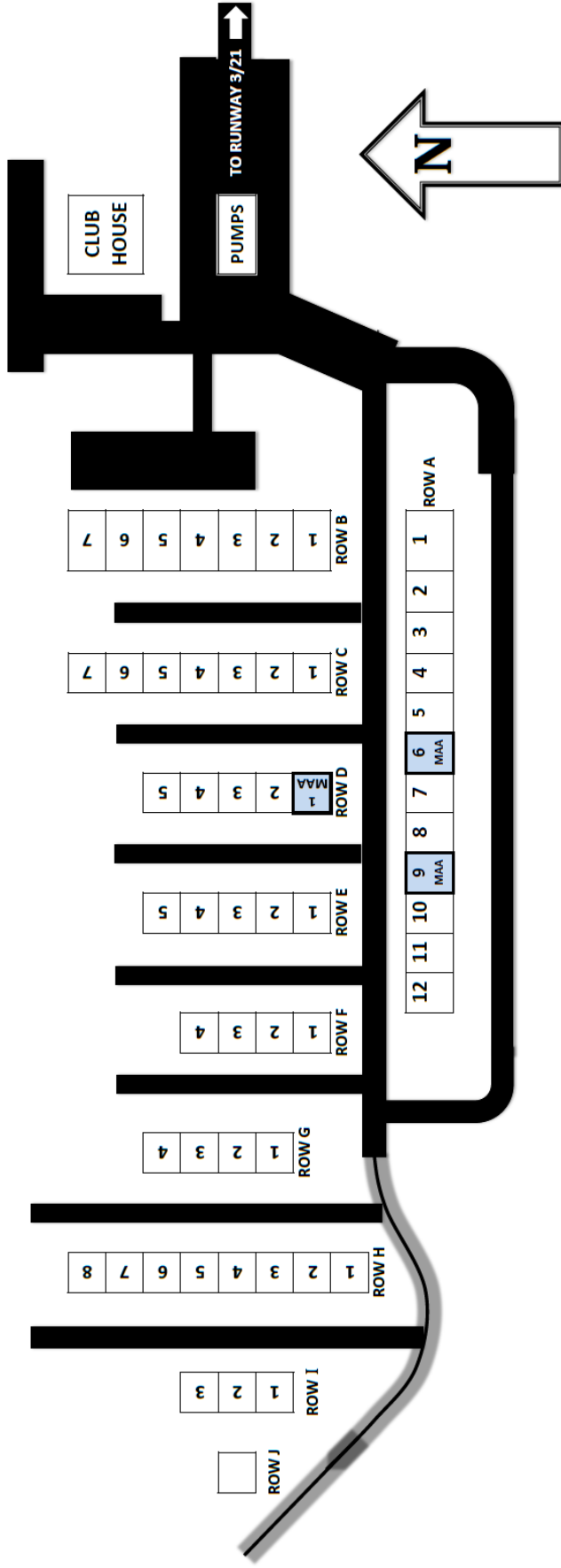
### **MAA Hangar at EKM**

Large Blue Administration Building, just West of Tower

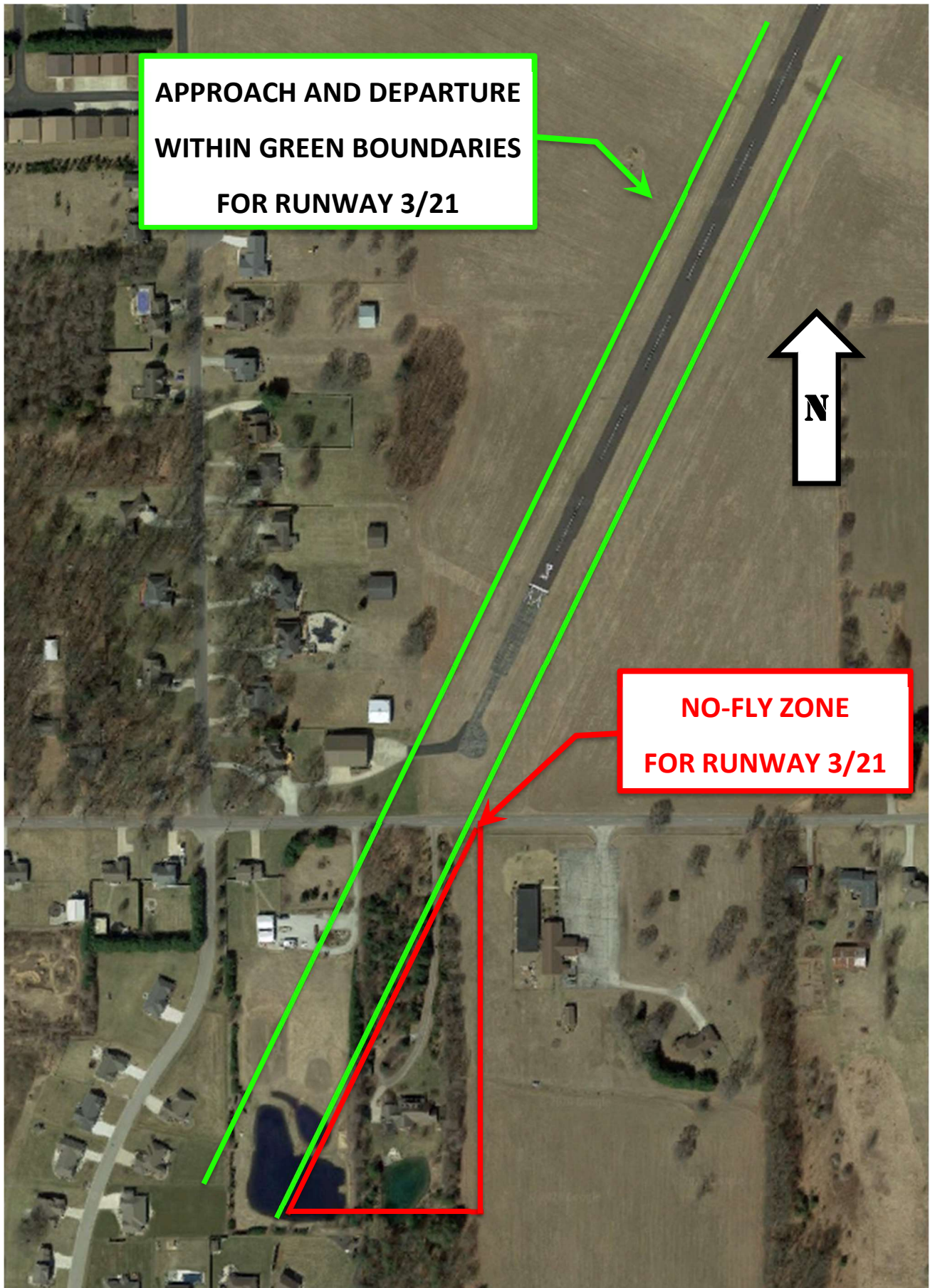
Building Access Code: \_\_\_ \_\_\_ \_\_\_ Supplied by President or Board member

### **MAA Board** (also see Schedule Master: "Help", "Contact Org")

|                     |                |              |
|---------------------|----------------|--------------|
| President           | Mike Stutsman  | 574-215-9583 |
| Vice President      | Walt Talbot    | 574-364-0464 |
| Treasurer           | Tim Wietstock  | 574-849-0883 |
| Maintenance Officer | Jim Bumgardner | 574-584-4675 |
| Secretary           | Mark Duszynski | 574-261-8744 |
| Safety Officer      | Brian Hall     | 269-625-5827 |



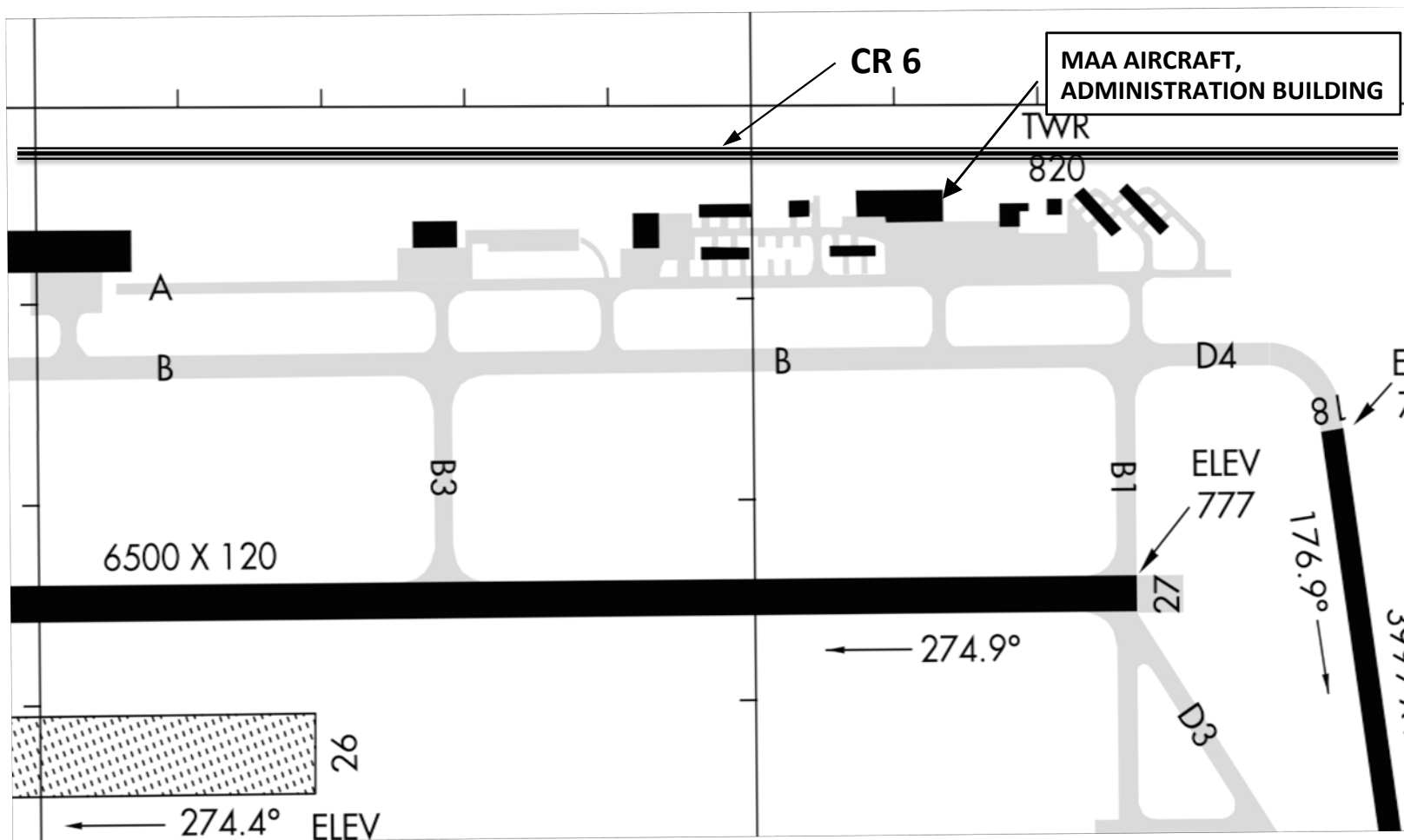
## MISHAWAKA PILOTS CLUB HANGAR LOCATIONS



**APPROACH AND DEPARTURE  
WITHIN GREEN BOUNDARIES  
FOR RUNWAY 3/21**

**NO-FLY ZONE  
FOR RUNWAY 3/21**





## Coachman Hangar

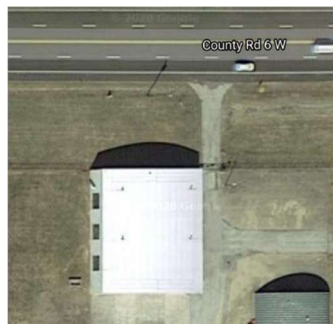
The Coachman hangar is a few hangars West of the Administration Hangar at KEKM. It's an older hangar with large windows and an arched roof. The MAA only uses this hangar as overflow (if the blue hangar is full or in use for special events).

To access the Coachman hangar, drive into the turnoff which is on County Road 6 at the east side of the Hangar. Drive to the Keypad at the Gate. **The gate code is available from any MAA board member.** There are places to park east of the Hangar. Please be courteous how and where you park.

The entry door to the hangar is also on the east side of the building, and it is unlocked. The Main Hanger Doors are electrically operated.

Opening and closing the Coachman Hangar Doors is different than any other Hangar we have used. There are (3) Overhead Garage Doors that ALL need to be opened and closed properly.

Opening the Main Doors is not difficult, but the following steps MUST be followed to prevent damaging them. They travel on Tracks like garage doors, and the two center Tracks need to be moved after the doors are opened. The two inner Tracks will swing up and sideways.



- 1.) The Controls to raise and lower the Main Hangar Doors are located by the Hangar Service Door.
    - a. PRESS ALL THREE "OPEN" BUTTONS. ALL THREE MAIN DOORS MUST BE OPENED. They will automatically stop when fully raised.
    - b. WAIT UNTIL THEY ALL STOP. DO NOT proceed unless all THREE Doors are fully opened.
  - 2.) There are (2) Tracks hanging in the middle of the opening that guide the Doors to the floor. These will need to be unlocked and raised.
    - a. PULL (2) LARGE PINS FROM THE FLOOR AT THE BOTTOM OF EACH TRACK. BE SURE THE (2) TRACKS ARE NOT PINNED IN PLACE BEFORE RAISING.
  - 3.) There is another Switch To the Right of the (3) Door Controls, on the front (South) wall. Read the paper posted by the Switch. Once this is done, and the Tracks have been unattached to the floor, then . . .
    - a. Move the Toggle Switch UP to the "MULLION RAISE" position. You might have to hold the switch until they are pulled up.
    - b. The Toggle Switch should be in the Center "OFF" position after the Tracks are raised.
- Closing the doors is the opposite procedure.
- 1.) Lower the Tracks
  - 2.) Pin the Tracks in place
  - 3.) Lower the Main Doors

**IMPORTANT: BE SURE TO PIN BOTH TRACKS TO THE FLOOR BEFORE LOWERING THE DOORS**

\*\*\* Remember to place the oil drip mat under the Cirrus Engine, along with hooking up the Battery Minder after flying that plane. \*\*\*

Mishawaka Air Activities, Inc.

By Laws

Article I

The name of the Corporation as provided by its Articles of Incorporation shall be Mishawaka Air Activities, Inc. (Herein referred to as the Corporation).

Article II

Mission Statement: The Mishawaka Air Activities, Inc. Provides affordable, well –maintained single engine aircraft and supports the development of piloting skills, for the enjoyment of its members and families.

Article III

- A. Exercise of Corporation powers: All corporate powers shall be exercised by a Board of Directors comprised of six (6) elected officers described below and shall administer the business and affairs of the Corporation. The Board of Directors shall act on behalf of the membership in the financial decisions affecting the Corporation, except that any acquisition or sale of aircraft or other property must be presented to the membership for action.
- B. Officers: The officers of this Corporation shall be a President, Vice President, Secretary, Treasurer, Maintenance Officer and Safety Officer.
- C. Election and Tenure of office: The officers shall be elected annually by secret ballot of the membership at the November meeting and shall hold office for a term of one (1) year beginning on the next January 1<sup>st</sup>. At least thirty (30) days prior to the election, a nominating committee shall be appointed by the President. The committee shall nominate at least one candidate for each office. Members shall be permitted to nominate candidates from the floor at the meeting up until the selection. The names of all candidates shall be placed on the ballot. In case more than two (2) are nominated for an office, the candidate receiving the highest numbers of votes shall be elected to their respective office.
- D. Duties of Officers: 1) **President:** The President shall preside at all meetings of the membership and the Board of Directors. The President shall sign or approve with the Treasurer, in the name of the Corporation, all contracts for the sale or purchase of all aircraft, hangars, and financial investments. The President shall coordinate the activities of the Corporation and promote the general welfare of the organization and in the absence or disability of the Treasurer, the President shall be vested with the powers of this office and shall perform all such duties. 2) **Vice President:** The Vice President shall perform the duties of the President in his absence or disability and in such event shall be vested with all of those powers. The Vice President shall be the custodian of all membership files and maintain a list of members in good standing, keeping track of the number of members by specific classification; provide membership application forms and

process those completed by prospective members. He/She will present new member applications to the Board of Directors for timely review and vote and at the next regular membership meeting. 3) **Secretary:** The Secretary shall prepare and keep a file of minutes for all regular and special meetings of the Board of Directors and the membership; present the prior membership meeting minutes at each membership meeting for review and acceptance; and shall maintain files for all correspondence generated in the operation of the Corporation. The Secretary files shall be open to inspection by the Board of Directors or by any member at any reasonable time. 4)

**Treasurer:** The Treasurer shall maintain adequate and correct accounts of the Corporation's titled properties and business transaction. Including accounts of the assets, liabilities, receipts, disbursements, gains, losses and capital surplus as well as payment of the Corporation's obligations and collection of dues and assessments; shall complete and file the annual Corporation's financial report to any Federal, State or local government agency and make such payments with the Corporations funds as may be required by law. The Treasurer files shall be open to inspection by the Board of Directors on by any member at any reasonable time. 5) **Maintenance Officer:** The Maintenance officer shall be responsible for upkeep of all the Corporation's equipment (aircraft, hangars, tools, etc...) shall make a reasonable effort to keep all the club's aircraft airworthy at all times by scheduling time for required and regular inspections as well as preventative and minor maintenance; and strive to keep aircraft grounded and down time to a minimum. As needed, the Maintenance Officer will present officers and other members with a maintenance report at each regular monthly meeting. 6 **Safety Officer:** The Safety Officer shall be responsible for developing and implementing a safety program for the Corporation and its members and other safety related activities deemed necessary by the Board of Directors. The Safety Officer shall be the chair of any accident review committee appointed by the President or the Board of Directors.

- E. **Vacancies:** A vacancy in the Board of Directors exists in the event of the death, resignation or removal of any officer; and increase in the authorized number of officers; or the failure of the members to elect the authorized number of officers in the annual election. One or more vacancies may be filled by appointment with consensus of the remaining officers or by a sole remaining officer. Each officer so appointed shall hold offices until a successor is elected.
- F. **Removal of officers:** The entire Board of Directors or any individual officer may be removed from office without cause, by a majority vote of the members present at a regular or special meeting of the membership.
- G. **Meetings:** Regular meetings of the Board of Directors shall be held on a monthly basis. Special meetings of the Board of Directors may be held at any place or time. Special meetings shall be called by the President; or if absent, unable or refuses to act; by any two (2) officers.
- H. **Quorum:** A majority of the authorized number of Corporation officers constitutes a quorum for the Board of Directors at any regular or special meeting. Every act done, decision made or resolution passed by the majority of the officers present at a meeting duly held at which a quorum is present is the act of the Board of Directors. In the case of an emergency with one or more aircraft, hangar or other property of the Corporation

and a quorum cannot be assembled by telephone calls; the officer(s) available shall have the authority to make short term decisions to handle the emergency.

- I. Qualifications: Each member of the Board of Directors must be a voting member of the Corporation in good standing.
- J. Policies and Procedures: The Board of Directors shall maintain written policies and procedures easily assessable to members. These shall determine other operational details not covered in these by-Laws. Additions and changes to such policies and procedures can be made with a simple majority vote at any regular or special membership meeting unless otherwise stated in such policies and procedures. Members shall receive written notice of any additions or changes.

#### Article IV Membership

- A. All members of the Corporation who operate aircraft based at the Mishawaka Pilots Club (MPC) must have and maintain membership in the MPC. If not already an MPC member, any such new member should have their application into MPC at the next regular MPC meeting. Members who only operate Corporation aircraft based at another airport may not be required to have membership in the MPC. This in no way requires the Corporation to base and maintain aircraft at any airport other than the corporate base of operation, the MPC. New member candidates and current members desiring not to be members of the MPC must be made aware of this and have no recourse against the Corporation in the event that the Corporation no longer bases aircraft anywhere other than its base of operations.
- B. Family Membership: The spouse and each dependent child (up to that allowed for deduction on federal income tax) of a member may apply for a family membership. Family members may not vote at meetings of the Corporation nor hold an office. Only one member of the family may reserve a corporation aircraft at the same scheduled time. A family member may apply for a regular membership when he/she no longer qualifies for a family membership, or when he/she desires full membership privileges. Upon approval of the application by the membership, the former family member will pay the difference between the regular and family initiation fee.
- C. Introductory member: A new member may elect to join as an "introductory member" for a period of 60 days and with 5 hours of prepaid flight time on C-172 training aircraft. After that period the introductory member may terminate or join MAA and MPC and become a full member.
- D. A new member may be checked out and then fly Corporation aircraft after approval by the Board of Directors, but must be confirmed by majority vote at the next regular membership meeting for full rights and privileges. New members will be on probation for ninety (90) days following acceptance and payment of the initiations fee and may be terminated by majority vote of members present at a regular or special meeting for due cause. If terminated the initiation fee, less any outstanding charges, dues and assessments, will be refunded.
- E. Any member may voluntarily terminate membership by submitting a letter of resignation to the Treasurer and paying all outstanding dues, charges and assessments.

- F. Members who wish to retain their membership in the Corporation, but for whatever reason do not wish to use the Corporation aircraft may change their status from "Flying" to "Stand-by" as detailed in the Policies and Procedures.
- G. Upon recommendation by the Board of Directors, the Corporation may, with just cause, terminate any member by a majority vote of the members present at a regular or special meeting. All members are required to follow the Corporation's policies and procedures.
- H. The membership of any member who is in default in payment of dues, charges or assessments for a continuous period of ninety (90) days can be automatically terminated and denied all rights, privileges and previous contributions of such member shall be forfeited as and for liquidated damages at the discretion of the Board of Directors.
- I. The amounts of monthly dues and aircraft charges are established by the Cost Calculation committee and approved by the membership. The Cost Calculation Committee must meet at least once per year.
- J. Special assessments of members may be recommended by the Board of Directors and must be approved by the majority of the membership at a regular or special meeting, provided written notice is sent to all members at least ten (10) days prior to the meeting.
- K. Regular meetings of the members shall be held on the third Thursday of each month. The exact date may be changed by the Board of Directors for what is considered a good reason with the members notified at least (10) days prior, but a meeting must be held at least once each month.
- L. Special meetings may be called by the President or the Board of Directors provided written notice is made to all members at least ten (10) days prior to the meeting.
- M. A membership meeting quorum consists of ten percent (10%) of the membership in good standing.
- N. No member of the Corporation shall be authorized to make purchases in the name of the Corporation except with approval of a member of the Board of Directors or as set forth in the official capacity as an officer or other position as appointed.

#### Article V Accidents, Liabilities, Damages

- A. The Corporation shall at all times cover all aircraft with public liability and property damage insurance to protect the Corporation and the members against liability actions, suits for damages or judgments of third persons, or members. The Corporation shall, at the discretion of the Board, provide insurance against physical damage sustained by its aircraft (such coverage commonly known as hull insurance) with a reasonable deductible provision.
- B. In the event of an accident with damage to or destruction (partial or complete) of any corporation aircraft, the pilot in command or member receiving instruction from a certified flight instructor at the time of the incident shall be liable for \$1500.00.
- C. In case of any loss as outlined in "B" above, the President or Board of Directors shall appoint three (3) Corporation members with the Safety Officer as the chair to serve as an accident review committee. Such committee shall make whatever inquiries it deems necessary and provide a full report, together with any recommendations, to the Board of Directors.

- D. The Board of Directors may, at its discretion, waive payment of the deductible amount paid by the member for reasons such as mechanical failure, acts of God, or damage caused by a third party whose own insurance covers such loss.
- E. In the event that any member be found by the accident review committee to have caused loss to the Corporation's aircraft due to: 1) The influence of illegal drugs or alcohol; 2) Careless or reckless behavior affecting the aircraft (or other behavior considered to be negligent); 3) Willful or wanton violation of any federal, state or local regulations; such member or his/her estate will be liable for any such loss not coverable under the Corporation's insurance.
- F. In the event of an accident or incident with damage to any Corporation aircraft the member's flying privileges will be immediately suspended. If the review as outlined in section C above, reveals a lack of piloting skill, poor judgment or ignorance of the FAR, Corporation rules or policies and procedures, or any government regulations, the member's flying privileges will remain suspended until completion of a mandatory retraining period (including ground school, if necessary) initiated by and under the supervision of the Corporation's Safety Officer. After satisfactory completion of such retraining, the Board of Directors, at its discretion, may restore flying privileges to the member.

#### Article VI Operation of Aircraft

- A. Each member shall perform a thorough pre-flight inspection of the Corporation aircraft prior to any flight. All discrepancies, including any structural or other damage, shall be reported at a minimum as a squawk on the scheduling system.
- B. All members shall be checked out by a CFI per the Corporation's policies and procedures before operating a Corporation aircraft.
- C. The FAR, the Corporation's policies and procedures and all local airport rules must be observed at all times.
- D. The Corporation aircraft may be used for instructional purposes only when a flight status member in good standing is receiving the instruction. Instructors or members holding membership in the Corporation may not use the Corporation aircraft or equipment to instruct or charge for hire any person not a member of the Corporation except for a one time introductory flight for a prospective new member.
- E. If a Corporation aircraft is judged to be not airworthy by any member, the defect shall be entered into the scheduling system aircraft squawk book and other provisions as stated in the Policies and Procedures.
- F. No member shall fly a Corporation aircraft without having scheduled it in the flight scheduling system per the Corporation's policies and procedures. Reservations for aircraft use will be considered expired after 30 minutes from the start if the member reserving it is not at the aircraft reserved. If another member wants to use an aircraft under this circumstance, he/she is to call the member who reserved requesting the reservation be cancelled. If the member who has the aircraft reserved cannot be contacted, the member may proceed to use the aircraft after informing the original reserving member by message or the Flight Scheduling System or on the member's telephone and leaving a hand written note in the hangar where the aircraft is based.

- G. No cross-country flights beyond a twenty five (25) mile limit shall be allowed by any member holding a student pilot's certificate unless the student has the permission of or is accompanied by an instructor.
- H. No member may use the Corporation aircraft for hire nor shall he/she rent or lend any Corporation aircraft to any other person. No person other than a flying status member of the Corporation is authorized to use or operate a Corporation aircraft, except as may be required by FAA approved repair stations. Pilots and student pilots who are not members of the Corporation may not serve as pilot in command, even if accompanied by of a qualified Corporation member. All student pilots must use a qualified and currently rated CFI as detailed in the Corporation's policies and procedures.
- I. Members shall be liable for all damage resulting from landings and takeoffs not at a designated airport, except in an emergency.
- J. Members shall be liable for full cost and responsibility of retrieving a stranded aircraft except when: 1) The aircraft ceases to be airworthy at no fault of the pilot. 2) An instructor determines it is in the best interest of the Corporation to retrieve the aircraft and student pilot when notified of difficulties. 3) Another Corporation member, while receiving flight instruction or in a planned flight, is able to assist by transporting the responsible pilot or his/her designee to the stranded aircraft. 4) If on approved Corporation business, becomes stranded for weather or mechanical reasons. Note: The member is still responsible for Hobbs time in the return flight of the stranded aircraft except in Corporation business.
- K. All members are subject to periodic review of systems operational review of Corporation aircraft as may be required by the Safety Officer.
- L. Other requirements for member use of the various Corporation aircraft are to be detailed in the Corporation's policies and procedures.

#### Article VII Amendments

By-Laws of the Corporation may be adopted, amended or repealed by vote of written assent of fifteen (15) percent of the members eligible to vote, provided that written notice of the intent to amend, repeal or adopt changes be emailed to all members at least ten (10) days in advance of a regular or special meeting.

#### Article VII Fiscal Year

The fiscal year of the Corporation shall be the same as the calendar year.

By-Laws were amended and approved by the membership on **June 19<sup>th</sup> 2015 and undated on insurance policy on Dec 8<sup>th</sup> 2015**

These By-Laws replace those approved on:

November 1987

January 1988

May 1992

June 1992



May 1992

June 1992

October 1993

November 1993

January 1994

April 1998

April 2005

Nov 2014

June 19<sup>th</sup> 2015



# **POLICIES AND PROCEDURES MANUAL**





## Introduction

Mishawaka Air Activities exists to provide safe, affordable aircraft to its members, and to offer a social environment to support our passion for flying. With dozens of members and countless friends and family members sharing our aircraft, compliance with these policies and procedures is essential to ensure that we meet that mission on every single flight. The MAA board recognizes that there are many ways to safely operate small aircraft – we ask each member to strive to operate as outlined here. That will ensure that each member arrives at an aircraft that is airworthy, clean, fueled, and ready for their mission.

These policies are intended to be consistent with the Mishawaka Air Activities, Inc Bylaws. In the event of any discrepancy, the Bylaws are governing; all members are expected to be familiar with and follow the Bylaws. Portions of the Bylaws may be repeated or summarized here, for single-source reference. This version is reorganized from past versions to separate the governing policies from the detailed operational procedures. This should help the new member understand club operations.

Some of our longer-tenured members may wonder why this version is longer than previous. While preparing this update, the board realized that some items of “common knowledge” aren’t really that common. Not every element of the “MAA system” was being passed along to the new members. While no manual can cover every detail, hopefully this document captures those that are most essential. Whatever details aren’t listed explicitly are hopefully covered by our version of the “Golden Rule”: treat the airplanes how you would want others to treat your personal aircraft. We take pride in our aircraft and ask every member to do the same.

Thank you,

The Board of Directors





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## Revisions

Version: 2021, Oct

| Section #   | Section Name                                      | Description   |
|-------------|---|---|
| I. P. 1 & 2 | Policies, <u>Member Data Maintenance</u>          | Expanded to sections to reflect data and documents required by members. |
| I. T. 1     | Policies, <u>Joining Mishawaka Air Activities</u> | Expanded to section to reflect documents required by members.           |

Version: 2021, July

| Section #   | Section Name                               | Description  |
|-------------|--|--|
| T of C      | Revisions                                  | Added (New)  |
| I. D. 2 & 3 | Policies, <u>Giving Flight Instruction</u> | Revised requirements for CFIs wanting to give flight instructions in MAA aircraft. |
| II.K.6      | General Procedures, Maintenance Squawks    | New item covering circuit breaker resets and electrical anomalies                  |
| IV.G.7      | Cirrus P&P, Preflight                      | Added Fuel Pump off as item 7  |
| IV.M.3      | Cirrus P&P, Engine Management at Shutdown  | New section covering Fuel Pump off at shutdown                                     |
| V.G.6       | Cherokee Six P&P, Preflight                | Added Fuel Pump off as item 6  |
| V. K.2      | Cherokee Six P&P, Fuel Management          | Added Shutdown heading with 2 new items (Fuel Pump off and Fuel Selector to tank)  |
| Appendix B  | Aircraft Checkout                          | Added (New)  |



# I. Policies

## A. General

1. No MAA policy is intended to usurp or interfere with Pilot in Command responsibility and authority.
2. Where more restrictive, FAA regulations take precedence over MAA policy.
3. The MAA relies on each pilot to determine if they are legal, current, and proficient for their intended flight. FAA regulations, insurance company requirements, and club requirements represent the bare minimum. More restrictive personal limits are encouraged.
4. The MAA relies on each pilot to thoroughly preflight and postflight the aircraft and report all discrepancies. Don't hesitate to ground an aircraft – DO NOT allow another member to inadvertently fly an unsafe aircraft.
5. Additional instruction and proficiency flying is encouraged.
6. The MAA is run by volunteers. Each member is encouraged to contribute to these efforts.

## B. Authorization to Fly. In order to fly a club aircraft, a MAA member:

1. Must be a "Flying" status member
2. Must meet all FAA requirements for the flight.
3. Must have completed a checkout in that model aircraft or be receiving authorized instruction. See Appendix B for Aircraft Checkout Details
4. Must meet any MAA currency requirements
5. Must meet any Insurance company requirements
6. Must adhere to all Bylaws, Policies, and Procedures
7. While Schedule Master will try and prevent pilots from scheduling an aircraft when they don't meet certain currency requirements, this should be considered a backup. Do not rely on Schedule Master or the MAA Board to ensure you are legal for your flight – this is an individual responsibility.

## C. Receiving Flight Instruction

1. Only flight status members in good standing may receive flight instruction in Corporation aircraft. (Bylaw)
2. Aircraft checkouts shall be conducted by MAA Member CFIs, unless otherwise authorized by the Board of Directors.
3. Student pilots must use a CFI who is also a member of the MAA, unless otherwise authorized by the Board of Directors.
4. Primary flight instruction is restricted to the Cessna 172s.
5. Any Pilot unable to meet the requirements to fly as PIC (e.g. flight review has expired) must use a CFI who is also a member of the MAA, unless otherwise authorized by the Board of Directors.
6. Licensed & current pilot members authorized to operate a club aircraft may use any FAA approved CFI/CFII for advanced training, flight reviews, and instrument proficiency checks in that aircraft.
7. All flight instructors are hired directly by the member pilot receiving instruction, and all payments are made directly to the flight instructor.

#### D. Giving Flight Instruction

1. MAA members with a CFI and/or CFII certificate who wish to instruct student pilots and/or conduct model checkout flights must receive authorization from the Safety Officer or President prior to doing so.
2. A CFI is required to complete a “standardization check” with another member CFI already approved to instruct in the aircraft make and model to demonstrate proficiency in the aircraft and familiarity with MAA policies and procedures. Upon completion of this checkout, a form (MAA CFI Instructor Signoff Form) shall be completed by the CFI Instructor candidate and signed by the checkout CFI and sent to the MAA Safety Officer. This document serves as justification for updating the allowable aircraft model for the CFI Instructor in Schedule Master.
3. A CFI is required to have 15 hours in the make and model of the aircraft to instruct in before being authorized for that aircraft. The 15 hours includes time logged during the transition/checkout to fly the aircraft and the time logged during the “standardization check”.
4. Member and non-member CFIs need no further authorization to provide instruction to MAA Members who are able to operate as PIC and are otherwise authorized to operate the club aircraft.
5. CFI members MAY NOT give instruction to non-members in MAA aircraft, except for a one-time introductory flight for a prospective member (Bylaw).

#### E. Scheduling

1. Ensure the aircraft has been scheduled in Schedule Master prior to flight.
2. Each member, as Pilot In Command (PIC), has the right to cancel a flight for any reason they deem valid without penalty, including weather, maintenance, or personal reasons. However, do not simply “no show” without deleting your scheduled flight.
3. To lessen the impact to other members, delete or modify any events as soon as you determine that you won’t be making the flight as scheduled, so a member desiring to fly will see that the aircraft is available.
4. To maximize aircraft availability, schedule only the block of time you will use the aircraft.
  - a. The scheduled start time should match when you intend to start prepping the aircraft, it should not overlap with planning or briefing.
  - b. The scheduled end time should indicate when the aircraft would be ready for another flight. It should include time for refueling but need not include time to clean the aircraft and return it to the hangar.
5. If a member is not at the aircraft 30 minutes after the start of a scheduled event, they are considered a no-show, and another member desiring to fly the aircraft may follow the procedures in the Bylaws.

#### F. Preflight

1. The PIC is responsible for ensuring the aircraft is Airworthy prior to flight.
2. Review Schedule Master for any squawks or discrepancies prior to the flight
3. Complete all FAA required pre-flight planning.
4. Complete a thorough pre-flight inspection prior to aircraft operation IAW the POH or checklist.
5. Exercise care moving the aircraft out of the hangar.

#### G. Flight

1. Operate the aircraft in accordance with the POH and all FAA rules and regulations.

2. For the Cirrus, operate the aircraft in accordance with the Cirrus Flight Operations Manual (FOM) Standard Procedures and MAA Standard Procedures.
3. Smoking/Vaping is NOT ALLOWED in any MAA aircraft.
4. Do not bring any food or drink that could stain into the aircraft.

#### H. Refueling

1. Unless requested by the next pilot, refuel the aircraft at the conclusion of your event.
  - a. For the Cessna 172s, top off the tanks. During summer, leave approximately 1" below the filler neck for fuel expansion.
  - b. For the Cirrus SR20, fuel to the tabs.
2. If you are unable to refuel, leave a note on the next *MAA Flight Record* slip, and attempt to contact the next pilot.
3. Any aircraft may be refueled at EKM.
4. Any MPC member may refuel any aircraft at 3C1.
5. Fuel purchased away from 3C1 & EKM will be reimbursed at the lesser of actual cost, or the rate at the home field of that particular aircraft. Submit receipts to the treasurer as soon as possible.

#### I. Postflight

1. Exercise care returning the aircraft to the hangar.
2. Clean the aircraft and windows, taking particular care not to scratch the windows.
3. If any airworthiness concerns exist such that the aircraft is grounded, ensure a note to that effect is prominently displayed in the aircraft.
4. Plug in the BATTERY MINDER (if installed).
5. During cold weather, plug in the engine heater.
6. Complete Schedule Master Postflight entries at the earliest opportunity.
7. Squawk all discrepancies via Schedule Master. Communicate directly with the Maintenance Officer via phone or email for any serious concerns, or to provide amplifying information that will aid troubleshooting and repair.

#### J. Cross country flights / multi-day scheduling

1. Securing the aircraft while away from base is the responsibility of the member PIC.
2. The aircraft shall be hangared or tied down securely, and the gust lock installed.
3. Any fees are the responsibility of the member PIC.
4. Each member is entitled to use an aircraft for one week (7 consecutive days) and one weekend (sunset Friday to sunset Sunday) in a calendar year. The president, or his designee, subject to aircraft availability, must specifically approve any additional long-term time.
5. As with any reservation, a long-term reservation will be considered canceled 30 minutes after its starting time if the pilot has not arrived.
6. For any overnight trips, a minimum charge of 1 hour per day applies. These charges will not apply if the flight is unable to return due to bad weather or a mechanical problem.
7. Consult with the Maintenance Officer before authorizing any maintenance action or repair.
8. Stranded aircraft responsibilities are covered in the Bylaws.

#### K. Aircraft Mechanical Issues and Squawks

1. All members are authorized to ground an aircraft that they consider not airworthy.
2. All members shall squawk any airworthiness issues and/or inoperative equipment.
3. All licensed pilot members are authorized to determine if inoperative equipment does not constitute a hazard and, if so determined, placard such equipment "Inoperative".
4. All licensed pilot members are authorized to determine whether inoperative equipment is required for their intended flight and, if not required, continue the flight.
5. Members are encouraged to squawk any issue, no matter how minor, that they would like to see corrected.
6. The maintenance portion of Schedule Master is the primary method to promulgate and track discrepancies. All squawks shall be entered in this system. Procedures are covered later in this document.
7. To minimize downtime, in addition to entering a squawk in Schedule Master, immediately inform the Maintenance Officer if you have grounded the aircraft, if the aircraft won't start, or if there is inoperative equipment that restricts operations.
8. All maintenance must be approved by the Maintenance Officer. No MAA member shall authorize any mechanic to work on club aircraft without consulting with the Maintenance Officer. While the FAA authorizes pilots to perform certain preventive procedures, no MAA member should perform any of these actions without Maintenance Officer approval.

#### L. Inflight Discrepancies & Emergencies

1. Always take the safest course of action.
2. Determine whether the flight can continue as planned, or if an early or immediate landing is necessary, and proceed as safety dictates.
3. Prioritize the safety of the occupants over avoiding aircraft damage.
4. If you had to declare an emergency, had an aircraft accident, any media attention is expected, or an off-airport landing is necessary, contact the Safety Officer, President, or Vice President (in that order) once the aircraft is secure and passengers are safe.

#### M. Aircraft Rates and Dues

1. Aircraft base rates are normally calculated once per year, and are computed to cover projected variable costs, including maintenance, fuel, and reserves.
2. Aircraft rates are adjusted throughout the year whenever the fuel price at the base airport changes.
3. Member dues rates are normally calculated once per year, and are computed to cover projected fixed costs, including insurance, hangar rent, scheduling and accounting systems, airport utilities, and aircraft navigation databases.

#### N. Minimum Hours

1. Members are expected to fly an average of 1 hour per month on flying status, or 12 hours per year. Members who fly less than this will be billed for any shortfall at the dry rate (i.e. normal rate less fuel) for the least expensive aircraft.
2. Flight instructors may receive credit towards their annual minimum hours for instruction given to MAA members, at a ratio of 3:1. That is, 3 hours of instruction given will count the same as 1 hour billed to

the instructor. Instructors desiring this credit must provide documentation of instruction given to the treasurer no later than January 31st of the following year.

3. Minimum hours billing is normally done in January for the preceding year.

#### O. Billing and Payments

1. Member billing accounts are maintained in Schedule Master. All charges are applied to this account; there is no point-of-sale billing. Introductory members pay into this account in advance. Other members are typically granted a credit limit sufficient for several hours of flying. Options for high-time flyers are discussed in procedures.
2. The billing cycle closes on the last day of the month. Payments are due by the next month's meeting. A grace period is granted until the last day of the month.
3. Balances that are not paid by the last day of the first month after the billing cycle closes are **OVERDUE**, and subject to a 10% late fee monthly, until paid.
4. Balances that are not paid by the last day of the second month after the billing cycle closes are **DELINQUENT**; in addition to late fees, scheduling privileges may be suspended.
5. In accordance with the Bylaws, balances that are not paid by the last day of the third month after the billing cycle closes are in **DEFAULT**; the board has the discretion to terminate membership IAW the bylaws.
6. Members whose account balance exceeds their credit limit are unable to schedule aircraft.
7. Members whose account is habitually overdue may have their credit reduced or eliminated and be required to pay in advance.

#### P. Member Data Maintenance

1. Members shall ensure their personal data is kept up-to-date, including:
  - a. Contact information (please use Schedule Master to update any changes to the initial MAA Application)
  - b. Pilot Certification (provide a copy of the required document(s) per below text)
    - **Pilot License**: Usually a Pilot License (student, private, commercial, transport – NA for new (non-soloed) student
    - **Government issued Photo ID**: Most often a Driver's License (Required for Basic Med, Optional for FAA Med), or Passport
    - **Biennial Flight Review** (if applicable) which can be satisfied also by a new pilot license, a new rating, or applicable Transport or Commercial pilot review (please fill out Proficiency Check Certification form)
    - **Medical certificate**: 1st, 2nd, or 3rd Class Medical Certificate (NA for new (non-soloed) student)

OR

- **Basic Med**: (Note: At any point after July 14, 2006, you must have held a medical certificate)

##### 1. Driver's License

##### 2. Basic Med education course (every 24m)

### 3. Medical exam (Basic Med form) signed by your doctor (every 48m)

Please send any updated documents to the [Safety Officer \(or assigned board member\)](#) who will store these documents and update Schedule Master as required. Note: Schedule Master will send email notices in advance of any documents about to expire.

2. Periodically, the board must gather additional data from the membership, such as flight hours and ratings for insurance renewal (Pilot History form). Members shall respond to these requests in a timely manner.
3. Failure to maintain up-to-date records or respond to information requests in a timely manner may result in the suspension of flying privileges.

### Q. Hangars

1. Smoking/Vaping is NOT ALLOWED in any MAA hangar or office.
2. Treat the hangar as you would your own garage and contribute to general cleanliness and upkeep.
3. Pick up loose trash, leaves, and tumbleweeds as the need arises.
4. There is no trash service at 3C1. Once a trash bag is half full, please take it home with you for disposal.
5. Report maintenance issues to the Maintenance Officer and squawk them under the Hangars resource in Schedule Master.
6. At 3C1, fully open hangar doors when moving aircraft from and into the hangars.
7. At 3C1 only, hangar doors may be left open during short flights. Ensure interior doors are secured. Close the hangar doors for longer flights or if weather is a concern.
8. At 3C1 only, you may park your personal vehicle in the hangar during cross country flights.
9. Snow removal in front of the hangar at 3C1 is the responsibility of the individual pilot. MPC volunteers plow the runway and taxiways.
10. At EKM, **fully open at least two** of the hangar doors when moving aircraft from and into the hangar. Open all three panels if there are any clearance concerns.
11. At EKM, park the aircraft in the designated locations.
12. At EKM, store the tug in the designated location.
13. Snow removal at EKM is done for free by the Airport Maintenance Department. They will prioritize our hangar with enough notice and can be contacted at 574-264-3168.
14. If you contact IFC to clear snow, there will be a charge, which will be billed to the individual pilot.

### R. Membership. MAA has two main membership classifications, "Flying" and "Standby". "Flying" also includes "Family" and "Introductory" members. Specifics include:

1. Flying
  - a. Are eligible to fly club aircraft.
  - b. Must pay monthly dues at the "flying" rate.
  - c. Are expected to fly a minimum of 12 hours per year in club aircraft, as outlined in "Minimum Hours" above.
2. Family. In accordance with the Bylaws, family members:
  - a. Must be the spouse or dependent child of a Flying member.
  - b. Are eligible to fly club aircraft. However, they may not schedule an aircraft at the same time as another family member has a different aircraft scheduled.

- c. Must pay monthly dues at the “family” rate.
- d. Are expected to fly a minimum of 12 hours per year in club aircraft, as outlined in “Minimum Hours” above.
- 3. Introductory
  - a. Are eligible to fly club aircraft, however, they may only fly with a MAA member CFI, and only in C-172 aircraft.
  - b. Do not pay dues; pay higher “introductory” rates for flight time.
  - c. Are limited to 5 flight hours or 60 days in an introductory status, at which time they must convert to regular “Flying” membership or resign.
  - d. Are not subject to minimum hours while in an introductory status.
- 4. Standby
  - a. Are not eligible to fly club aircraft.
  - b. Must pay monthly dues at the “standby” rate.
  - c. Do not accrue minimum hours obligations while on standby.
  - d. Members may only transfer to standby once per 12-month period.
  - e. Members who transfer to standby must remain on standby for at least 60 days.

#### S. Membership Status Changes

- 1. Members desiring a change from “Flying” to “Standby”, or vice-versa, must do so in writing (letter or email) to the Treasurer.
- 2. Any status change request should be made prior to the first of the month the change is desired.
- 3. If the standby period is for a known duration (e.g. out of town for 4 months) the desired reversal date can also be requested, but the member should remind the treasurer to update the scheduling system when that time arrives.
- 4. Introductory members may convert to full Flying membership during or at the end of their introductory period by making such a request in writing and paying the initiation fee.
- 5. Members can change from “Family” to standard “Flying” status by paying the difference in initiation fees. This could occur because the member is no longer eligible for Family membership, or two family members wish to make overlapping schedules in separate aircraft. An eligible member can switch from standard flying status to “Family”; there is no refund of previous initiation fees.

#### T. Joining Mishawaka Air Activities

- 1. Any individual desiring membership shall:
  - a. Complete a membership application.
  - b. Provide a copy of a driver’s License or other government photo ID (such as a passport).
  - c. Complete a Pilot History Form.
  - d. Complete any other forms required of all members.
- 2. New members must be approved/confirmed by a majority vote of the membership at a regular meeting. If possible, the new member should be present for this vote.
- 3. The Board of Directors may tentatively approve a new member who wishes to start flying before the next meeting, but a membership vote must still be held.
- 4. Payment of the initiation fee (all but introductory members) or pre-payment of flight time (introductory members) is required before the first flight. If payment has not been made within 30 days, the membership application is considered null and void; the prospective member can re-apply.



5. New members shall complete a club orientation as described in Appendix A as soon as possible after joining, and prior to operating club aircraft. This can be completed concurrently with the first flight.
6. Licensed pilots must complete a checkout flight, student pilots will fly under the supervision of an authorized instructor.
7. New members are on probation for the first 90 days (Bylaw).

U. Membership Resignation & Rejoining

1. Resignations should be submitted in writing (letter or email) to the Treasurer.
2. Resigning members shall pay all outstanding charges.
3. Members who resign in good standing are eligible to re-join at any time, by paying the lesser of a) standby dues for the months away from the club or b) another initiation fee.

V. Member Volunteer Opportunities. The MAA runs on member volunteerism, it is what keeps our rates low. Appendix E lists some of the ways you can get involved.

*End of Policies*







## II. General Procedures

### A. General

1. This section of the manual is sequenced in the same order as a flight.
2. Procedures not associated with a flight are at the end of this section.
3. Model specific procedures follow these general procedures.

### B. Aircraft Preflight

1. Verify starting Hobbs and Tach times are accurately recorded on the MAA Flight Record form
2. If the Aircraft isn't Airworthy, follow the MAA grounding procedure
3. If the Aircraft won't start, inform the Maintenance Officer and club mechanic

### C. Checking Oil

1. Use ordinary paper towels, or rags obviously dedicated to the purpose.
2. The O-320-HDAD (UE and FC before engine change) has a capacity of 6 qts, add 1qt when it drops to 4 qts.
3. The O-320-D3J (UF and FC after engine change) has a capacity of 7 qts, add 1qt when it drops to 5.5 qts.
4. The IO-360 (Cirrus) has a capacity of 8 qts, add 1qt when it drops to 6 qts.
5. Avoid adding beyond these levels, unless as PIC you decide it is necessary due to extended flight or consumption concerns, as any additional oil tends to blow out.
6. MAA uses AeroShell 80 oil in the winter, and AeroShell 100 oil in the summer.
7. It is rare to need to add a partial quart. If you must, clearly label the remaining oil as good oil, or discard.

### D. Exiting and Entering Hangar

1. Damage to wingtips and horizontal tails is a constant concern, be careful and deliberate when moving the aircraft. Use a wing walker whenever another person is available.
2. Watching the nose wheel is insufficient, especially when pushing backwards – the nose wheel can remain on centerline while the aircraft tracks at an angle. Monitor the main gear and wingtips. Stop, pull back in, and try again if the aircraft starts drifting.
3. Avoid turns until the entire aircraft, including the tail, is well clear of the threshold. If you must turn, do so gradually.
4. At EKM, with the two easternmost doors fully open, remaining centered on the center block of concrete (relative to the two open doors) just outside the hangar should provide sufficient clearance from the hangar.
5. At EKM, be cautious when aircraft are parked in the western half of the hangar, as the variety of occasional users can cause wingtip interference.
6. At EKM, parking the Cirrus in back and the Cessna in front, with all tires on the designated spots, should prevent nose / tail interference, but use caution all the same.

## E. General Flight Operations

1. Comply with Policies listed earlier in this document, and model specific Procedures listed later.
2. Avoid unnecessary wear and tear on the aircraft.

## F. VOR Checks

1. Each aircraft has a folder to record VOR checks. All instrument rated pilots are encouraged to check the VORs at every opportunity, record the results, and squawk any out-of-tolerance navigation equipment.
2. FAR 91.171 VOR equipment check for IFR operations describes the procedures.

## G. Refueling

1. General
  - a. It is easier to prep the aircraft and pump before turning on the fuel system.
  - b. Ground the aircraft. The aircraft exhaust is an effective grounding point.
  - c. Position the ladder, take care to avoid contact with the airframe, as this chips the paint
  - d. Place the yellow plastic refueling mat on the wing if provided in the aircraft (mat goes around the fuel filler and drapes over the wing leading edge).
  - e. Extend the refueling hose.
  - f. Activate the system (see airport specifics).
  - g. Avoid contacting the airframe with the nozzle or hose. Draping the hose over your shoulder, particularly on high-wing aircraft, is a helpful technique.
  - h. When refueling is complete, verify the fuel caps are secure.
  - i. Stow the hose, grounding wire, and ladder.
  - j. Record fuel quantity on the MAA Flight Record form.
  - k. CONFIRM CARD IS NOT LEFT IN THE MACHINE, OR YOUR POCKET.
2. 3C1
  - a. Only MPC members may refuel at 3C1; they may refuel any club aircraft.
  - b. This is a one-card swipe system, with each MPC member issued their own card that bills to the MAA account.
  - c. Swipe card and enter PIN
  - d. Turn on pump by rotating the lever under the nozzle.
  - e. When refueling is complete, disconnect and stow all gear.
  - f. There is no receipt printer, so you will have to write down how much fuel was delivered.
3. EKM Self Service (Primary)
  - a. Any member may refuel any club aircraft at EKM.
  - b. This is a one-card chip system, with one card per aircraft.
  - c. Each card has a unique PIN, which is listed in Schedule Master. It is displayed by clicking the icon next to the aircraft N-number.
  - d. Insert card in the appropriate slot.
  - e. Enter PIN, decide if you want a receipt, and confirm aircraft is grounded.
  - f. It is not required to leave the card in the machine during refueling.
  - g. Turn on the pump by raising the lever on the right side of the pump. (Below the ladder hook)
  - h. When refueling is complete, disconnect and stow all gear.

- i. Take receipt (if selected). This is simply to provide the quantity for Schedule Master entry, you are not required to turn in this receipt.
- 4. EKM Truck (Secondary)
  - a. Truck refueling should only be used when the self-service system is not available.
  - b. Contact Indiana Flight Center (IFC) on Unicom 122.95 or via phone to request the fuel truck.
  - c. Be advised that IFC has someone answer the phone 24/7 – if you come back late at night, wait until the morning to call for fuel.
  - d. As a courtesy to the MAA, IFC will refuel the aircraft without you returning to the airport.
  - e. If fuel is delivered while the PIC is not present, it is still the PICs responsibility to record that fuel in Schedule Master.

#### H. Aircraft Postflight

- 1. Record fuel added on the *MAA Flight Record* form
- 2. Record ending Hobbs and Tach times on the *MAA Flight Record* form
- 3. As a courtesy for the next pilot, enter ending times as the “starting times” on the next *MAA Flight Record* form.
- 4. Clean the Windows. Aircraft windows are easily scratched, so require the utmost care while cleaning. In general, the goal is to use a generous amount of cleaning solution and the minimum amount of rubbing necessary to loosen bugs and other contaminants, then gently wipe them away.
  - a. Use ONLY the “wipeall” disposable towels (a “low abrasive” paper towel) or a clean microfiber cloth. NEVER use a bug sponge, dirty rag, or ordinary paper towel.
  - b. Use the pink spray cleaner – as of 2020 we use the same product on the windows and airframe.
  - c. Use a gentle vertical rubbing motion (horizontal and circular scratches are worse than vertical scratches). For stuck on debris, add cleaning solution vice rubbing harder.
  - d. DO NOT try and “polish” the windows.
  - e. At a minimum, clean the exterior of the windshield on every flight. Clean the side windows and inside of any windows as necessary.
- 5. Clean the Airframe
  - a. After every flight, clean bugs and other debris from all leading surfaces: spinner, prop, nose, wings, struts, horizontal tail, vertical tail (limited by reach).
  - b. Clean wheel fairings as necessary.
  - c. Use the pink spray cleaner – as of 2020 we use the same product on the windows and airframe.
  - d. Microfiber cloths are provided in each aircraft for cleaning. Please keep clean and used cloths separate.
  - e. Additional cleaning instructions are posted in the hangars.
- 6. Straighten the Interior
  - a. Latch safety belts.
  - b. Stow C-172 shoulder harnesses.
  - c. Remove any loose paper or other trash from the interior.
  - d. Take all personal belongings, even if you are next on the schedule.
  - e. A vacuum is available at 3C1, normally kept in hangar A6. Vacuum as necessary.
- 7. If supplies in the aircraft are low, replenish from stock. If stock is low, inform the Maintenance Officer.
- 8. Leave a clean aircraft that will impress the friends and family members of the next pilot.

- I. Aircraft / Airport Security. Install gust lock. Lock cockpit and baggage doors. Lock hangar doors when departing.

J. Schedule Master Postflight (detailed procedures in Appendix D)

1. Enter hobbs and tach meter starting and ending times
2. Enter total fuel and oil added
3. Claim credits for any off-field fuel purchases

K. Maintenance Squawks

1. Members are encouraged to squawk any discrepancy, no matter how minor.
2. All squawks shall be entered in Schedule Master by the member discovering the issue; do not simply tell the maintenance officer, the mechanic, a flight instructor, etc.
3. Do not combine different squawks in one entry, as they are likely to be repaired at different times. For example, squawk two exterior scratches together, but don't squawk a scratch and a burned-out bulb in the same entry.
4. Squawk Urgency. Utilize the urgency options as follows:
  - a. Use LOW urgency squawks to document issues that don't degrade operation of the aircraft but that you, as a member, would like to see addressed. For example, weak but sufficient instrument illumination, or a sticky seat height adjustment. LOW urgency squawks may also be used to track known cosmetic issues, so they are not squawked repeatedly.
  - b. Use MEDIUM urgency squawks to document issues that degrade the operation of the aircraft, but don't render the aircraft un-airworthy. Examples include degraded instruments or radios (that aren't required for day VFR flight), burned out position lights, etc. If you need to label equipment "INOP" per FAR 91.213, it should be documented in a MEDIUM squawk. If, in your opinion, the aircraft is not legal for night or IFR, include that in your squawk. Additionally, alert the maintenance officer and mechanic via phone or email.
  - c. Use PLANE DOWN urgency if you feel that the aircraft is unairworthy. If you have any doubt, err on the side of safety, as the maintenance officer and mechanic will review the squawk. These squawks are definitely worth a call to the maintenance officer to provide additional details.
5. If the aircraft is DOWN, be sure there is a placard or note to that effect prominently displayed in the aircraft.
6. For all aircraft, if you have to reset a circuit breaker or experience any other electrical anomalies in any MAA airplane please write a squawk even if it doesn't reoccur on your flight. A single occurrence usually isn't a problem but several occurrences with a different pilot each time is a sign of impending failure and we won't be able to track it unless each occurrence is reported.
7. If the member is a certificated pilot appropriately rated under FAR Part 61 and it is determined the inoperative instrument or equipment does not constitute a hazard, obtain and "Inoperative" placard sticker and place it on the instrument, equipment, or switch as appropriate.
  - a. If the inoperative instrument or equipment is not required for the specific kind of flight operation to be conducted, the flight may commence.
  - b. If the inoperative instrument or equipment is required for flight operation per FAR 91.205, the flight may not commence.
  - c. If a student pilot discovers inoperative instrument or equipment before a solo flight and the CFI is not on the scene, the flight may not commence.
  - d. Reference FAR Part 91.205 "Powered civil aircraft with standard category US. Airworthiness certificate: Instrument and equipment requirements" and Part 91.213 "Inoperative Instruments and equipment" for additional information.

#### L. Maintenance Squawk Resolution

1. The Maintenance Officer (or his designee) will perform the following, as soon as possible, for all reported inoperative equipment, and MEDIUM or PLANE DOWN squawks.
  - a. Verify the squawked instrument or equipment is in fact inoperative. Note: there have been occurrences when a radio was inadvertently turned off or a NAVAID is out of service.
  - b. If the squawk is confirmed, the Maintenance Officer will verify that equipment is properly placard with an "Inoperative" sticker (if appropriate), add a comment to the squawk, and schedule repair or replacement as soon as practicable.
  - c. If the squawk cannot be duplicated, but there is any concern that it might be an intermittent issue, the Maintenance Officer or club mechanic will add a comment stating as so but will leave the squawk open.
  - d. If the equipment is determined to be operative, the Maintenance Officer or club mechanic will so note and close the squawk.
  - e. After the inoperative is repaired or replaced, the Maintenance Officer or club mechanic will document that the repair is complete in Schedule Master and close the squawk.
  - f. The licensed club mechanic or a licensed A&P/IA will make appropriate aircraft logbook entries. The maintenance officer will verify that logbook entries have been completed.
2. LOW urgency squawks may be deferred until the next 100 hour or annual inspection, or another convenient time, in order to reduce downtime.
3. At each 100 hours or annual inspection, all remaining maintenance issues should be corrected. Any decision to defer maintenance beyond a major inspection should be explained by the Maintenance Officer at a membership meeting.
4. To avoid members second-guessing one another regarding airworthiness, once an Aircraft is grounded by a pilot, only a FAA Certified Mechanic can return the aircraft to flight status, after either:
  - a. Completing appropriate repairs
  - b. Determining that the condition does not impact airworthiness
5. If an aircraft is squawked PLANE DOWN in Schedule Master, only the Maintenance Officer or club mechanic is authorized to change the aircraft status back to Flying. (If the Maintenance Officer is not available, another board member can update the system, after consulting with the mechanic performing the work.)

#### M. Billing and Payments

1. Schedule Master sends out automatic notifications whenever account balances change, and balances are always available online. Paper statements are not sent. The treasurer sends out occasional courtesy reminders, but it is the responsibility of all members to check their statement in Schedule Master and pay all charges on time.
2. Payments may be made in person to the Treasurer at the membership meeting.
3. Payments may be mailed to the PO Box; the address is listed on the Schedule Master statement.
  - a. Mail is normally collected every 7-10 days as the treasurer's schedule permits. Keep this in mind if you are flying so frequently that your credit limit is a concern.
  - b. The treasurer will ensure that any payments received in the PO Box by the end of the month are processed before assessing late fees. (In the event that the treasurer is unable to collect mail on the last business day of the month, late fee assessment will be delayed until the mail is collected.)



4. Check or money order is preferred. Ensure the member's name appears on the check. Cash payments must be made in person, at the monthly meeting, to the treasurer directly.
5. The club does not currently accept credit cards or electronic payment.
6. Members who fly so frequently that they reach or exceed their credit limit within the billing cycle have several options:
  - a. Pay ahead on their account. This is preferred.
  - b. Make more frequent payments. This is as effective as paying ahead, as long as the lead time mentioned above is considered.
  - c. Members with an excellent payment history may request a higher credit limit. Credit limit increases are at the treasurer's discretion; working capital requirements are as much as concern as individual credit worthiness.
7. Late fees are calculated as follows:  $10\% \times (\text{statement balance} - \text{payments received})$ . For example, any portion of the January 31st balance that remains unpaid on February 28th is assessed a 10% late fee on March 1st.
  - a. The late fee is designed to discourage carrying a balance beyond one billing cycle, as the club does not maintain the cash on hand to extend credit beyond the current billing cycle. Members are encouraged to maintain a small positive balance to avoid inadvertent late fees.

*End of General Procedures*



### III. Cessna 172 Policies and Procedures

Our C172N aircraft may have been built in 1978, but we strive to maintain them to the highest standards. These are our bread-and-butter aircraft. They are our primary trainers and most frequent local flyers. They are cost effective for both missions. We are proud of these aircraft. These procedures are designed to keep them the nicest training aircraft in Northern Indiana for years to come.

#### A. Cessna POH

1. The MAA sells copies of the POH at a reasonable price. While a simple aircraft, systems knowledge is still important, therefore all members are highly encouraged to purchase their own POH.
2. All operations will be in accordance with the Cessna POH.

B. Pilot Training and Currency. The MAA does not impose any C172 currency requirements beyond FAA regulations, but encourages any pilot who has not flown recently to hire an instructor for proficiency training.

#### C. Use of Checklists

1. Use of a checklist that matches POH procedures is mandatory.
2. The MAA provides copies of the same aftermarket checklist in each aircraft. Pilots may use this checklist or provide their own.
3. If the club checklist is missing (blue border for normal procedures, red border for emergency procedures) inform the Safety Officer.

#### D. Operations on Grass

1. Takeoffs and landings on grass runways are authorized, so long as the runway is at an FAA recognized airport.
2. Taxiing and parking on grass is authorized.
3. It is the responsibility of the PIC to determine the condition of any grass surface prior to taxi, takeoff, or landing.

#### E. Cold Weather Operation

1. All club 172 aircraft have Tanis engine heaters installed. They should be plugged in at 3C1 throughout the winter, as these hangars are not heated.
2. While away from home field, if the aircraft is going to be subjected to temperatures below 20° F for longer than 2 hours, the aircraft will need to be pre-heated prior to starting. It is recommended to preheat any time the temperature is below 40° F to improve starting.

## F. Engine Management

1. Lean approximately 1" during extended ground operations to reduce spark plug fouling.
2. Takeoff and climb full rich, unless leaning required for Density Altitude (DA).
3. During cruise, use a power setting of 75% or less, using POH tables.
4. Lean during cruise by reducing mixture until roughness is heard/felt, then enrichen slightly.

*End of Cessna 172 Policies and Procedures*

## IV. Cirrus SR20 Policies and Procedures

Our club acquired our 2004 SR-20 G2 in 2016, and it is the pride of our fleet. Our goal is to keep it in the same condition as when we purchased it, and for each member to operate this technically advanced aircraft safely. These procedures will be covered during checkouts, and are provided here for reference. If you are unclear on any of these procedures, consult one of the Cirrus-qualified CFIs; better yet, schedule a CFI for a proficiency flight.

A. Procedural Standardization. To a far greater extent than any other Single Engine Piston Aircraft, Cirrus Aircraft and the Cirrus Owners and Pilots Association (COPA) have developed and emphasized standardized procedures to ensure safe operation of SR20 and SR22 aircraft. It is MAA Policy to follow these standardized procedures. Members are highly encouraged to access the training and resources offered by these organizations.

B. Cirrus Flight Operations Manual (FOM)

1. Unless otherwise noted in this document, all operations will be in accordance with the Cirrus Flight Operations Manual, available to download at the club web site. Members are required to purchase a hard-copy of the FOM as part of their Cirrus Checkout
2. Deviations from the FOM contained herein incorporate procedures developed by COPA, and are limited to:
  - a. Procedures to reduce airframe wear and damage during ground handling
  - b. Alternator 2 management and assessment
  - c. Advanced engine management techniques. The POH procedures are based on engine manufacturer procedures developed during engine certification. Modern engine monitors provide far more information and allow much more precise operation.
3. See the Documents section at [www.flymaa.org](http://www.flymaa.org) for manuals and supplemental information for the Cirrus.

C. Pilot Training and Currency. The following is required to act as pilot in command of the Cirrus:

1. Cirrus transition training with a MAA flight instructor has been completed, or a Cirrus checkout has been performed with a MAA flight instructor for members who have previously completed Cirrus Transition Training. The Board of Directors may approve transition training by a non-member Cirrus Standardized Instructor Pilot (CSIP) on a case-by-case basis.
2. The club no longer sets a currency requirement on the Cirrus SR20 due to concern that being stricter than FAA regulations creates legal liability for the club. It is incumbent on each member to determine if they are current and proficient, and to seek additional instruction when necessary.

Note: Talk to your instructor for details about both transition training and recurrent training. It is expected that all pilots will fly N446CD in accordance with all MAA Flight Operation Manuals/Policies and Procedures and all Cirrus POH/FOM/checklists.

D. Use of Checklists. All Operations will utilize one of the following checklists:

1. Manufacturers Paper Checklist
2. MFD Electronic Checklist
3. An aftermarket checklist that has been verified to match the Manufacturer's publication.

E. Operations on Grass

1. Takeoffs and landings on grass runways are discouraged, except in an emergency, to avoid damage to wheel fairings.
2. Taxiing and parking on grass is discouraged, as it can damage the wheel fairings or fairing brackets. Inspect the fairings for security once back on a hard surface.

F. Cold Weather Operations. In accordance with the FOM & POH, if the aircraft is going to be subjected to temperatures below 20° F for longer than 2 hours, the aircraft will need to be pre-heated prior to starting. We currently do not have an engine heater installed on the Cirrus. If cold weather is forecast, It is advisable to make sure pre-heating or a hangar is available at your destination, prior to your trip.

G. Preflight

1. Weight and Balance
  - a. Complete a weight and balance prior to every flight using the Cirrus SR20 Weight and Balance Section of the POH, or another weight and balance program such as a smartphone app, ForeFlight Pro Edition, etc.
  - b. This airplane's CG envelope can easily result in a too-forward CG when loaded with two adults in the front seat. There is ballast available in the hangar. Carry ballast in the baggage compartment as necessary to avoid a too-forward CG. Reference your weight and balance calculations to determine the correct weight.
  - c. Be sure to use the cargo straps in the back of the plane to tie the ballast down so it doesn't fly around in turbulence.
2. Oil Filler Door. Do not allow the latches to "snap" open, as this leads to paint cracking. Guard them when unlatching.
3. Wings. Don't set bags/books/etc. on the wing and/or drag across the wing, as it scratches easily.
4. Opening the Doors. Do not allow the doors to swing freely, this stresses the gas cartridge. Control the door during opening. This is easier from the front side of the wing. This is especially important when outside on a windy day.
5. Closing the Doors
  - a. Do not close the doors with the seat backs folded forward/down, the door can contact the seat, and damage both.
  - b. The first door to close will require very little force, as compared to the second door which will require a little more speed due to the air pressure inside the cabin as you close it. Too much force applied while closing the first door can cause damage around the door frame, so be firm without slamming.
6. Seats. The front seats include a special honeycomb construction designed to crush upon impact if the parachute is deployed, absorbing up to 22 G's of force. If the honeycomb is crushed, the effectiveness is reduced. Standing or kneeling on the seats will permanently damage the core, so please do not stand or kneel on the seats, and take care that your passengers avoid this as well.

DAMAGED SEAT CORE

NEW SEAT CORE



The rear seats do not have the honeycomb core, though it's a good rule to not kneel or stand on those either, to reduce wear and tear.

7. Fuel Pump. Make sure the pump is off during preflight before turning on the battery. If the Fuel Pump runs for extended periods of time without the engine running but with aircraft power on, the pump will overheat which may lead to failure).

#### H. Accessing the Cockpit

1. Take care to walk only on the wing walks on each wing. The plastic surface of the wing is easily scratched by dirt.
2. Flaps should be at 50% for loading and unloading. This helps deter passengers from using portions of the wing that are not designed for loading.
3. Do not stand on the very tail end of the wing walk (near the flap) as it's quite weak and can break after repeated stress.

#### I. Entering the Aircraft (without stepping on the seat)

1. Hold the overhead handle inside the airplane with your inside hand. (i.e. your right hand if entering the pilot's side, or your left hand if entering the passenger side.)
2. Step in with your inside leg (same as your hand).
3. Sit down.
4. Carefully pull the other leg in, avoiding rubbing your shoes on the door frame, as this easily leaves black scuffs marks.
5. DO NOT GRAB THE GLARESHIELD, it damages easily.
6. To help move forward, grab the handle above the door, the cooling cutout in front of your knees, or the door frame  
(To exit, reverse the procedure.)
7. Please help your passengers get into the airplane from the passenger side. This is usually easiest with you standing in front of the wing and guide them, reminding them to walk on the wing walk, use the overhead handle, and avoid stepping on/kneeling on the seats.

8. Close the passenger door yourself from the outside to ensure it is closed securely without excessive force. This also allows you to visually see if either the top or bottom latch is not secure (the door will not be flush with the fuselage in this case.)

#### J. Moving the Airplane

1. Always be careful when attaching a towbar or tug, it is easy to scratch the wheel fairing, and repairs are expensive.
2. At EKM, the aircraft can be moved with either the BestTug or by hand.
3. With either the tug or towbar, the castoring nosewheel takes some practice, especially when pushing the aircraft backward. As part of your Cirrus checkout, you will have the opportunity to practice with the tug on the open ramp.
4. Best Tug. Follow the Best Tug procedures, using the Cirrus-specific attachment bracket.
5. Tow Bar. Use the yellow towbar at EKM, and the collapsible towbar on the road. Use the steps below to use the yellow tow bar:

Carefully place the non-moving side of the tow bar into the pilot-side tow lug on the nose wheel. Be careful not to scratch the nose wheel pant.



Using the crank, tighten the tow bar while keeping it lined up with the passenger-side lug on the nose wheel.



The tow bar should now be firmly attached and ready for use.



6. Chocks. The Cirrus requires low-profile chocks. Do not use any chock that contacts the wheel pants. Low profile wooden chocks are available at EKM, and a low-profile metal chock is in the baggage compartment for cross country use.

#### K. Ground Operations (outbound). Follow the Cirrus FOM. Additionally:

1. Keep the ALT 2 switch OFF except during runup. ALT 2 does not produce sufficient power below 1700 RPM, and the wiring can be damaged by the high resistance in these conditions. Keeping the switch OFF protects the circuit. The switch can be moved to ON during runup to test ALT 2 (make sure you understand the system), and then should be turned OFF again until just before the takeoff roll.

2. Once the engine has stabilized post-start, lean aggressively to prevent sparkplug fouling. Enrichen as necessary for runup and ensure full rich (or leaned for density altitude) before takeoff.
3. On a hot day, it may be more comfortable to taxi with one or both doors open. Hold the door open with your elbow or hand and use caution when stopping as wind from your tail may catch the doors and pull them open (see Opening the Doors, above).

#### L. Taxiing with a Castering Nosewheel

1. Do not drag the brakes to control speed or direction; it causes excessive wear, and if continued too long, can actually cause a fire. Instead:
  - a. control speed by braking until slower than desired speed, then allowing the aircraft to accelerate, and repeat.
  - b. Control direction by tapping the brakes and using rudder.

#### M. Engine Management

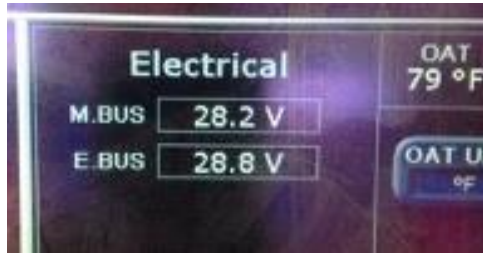
1. Engine Management during Climb
  - a. Lean gradually following the COPA recommended procedure (recommended), OR
  - b. Climb full rich, allowing the altitude compensating fuel pump to adjust the mixture.
  - c. Regardless of technique, monitor and manage EGT and CHT temperatures.
2. Engine Management during Cruise, Descent, and Landing
  - a. Operate Lean of Peak (LOP) following the COPA recommended leaning procedure, referencing the "Red Box" table or "Red Fin" graph (recommended), OR
  - b. Lean the engine IAW with POH guidance, to either:
    - (1) 75 degrees Rich of Peak (Best Power), at no greater than 75% power
    - (2) 50 degrees Lean of Peak (Best Economy), at no greater than 50% power
  - c. In all cases, monitor EGT and CHT, and make sure the engine remains in a safe temperature range.
  - d. For Landing, operate Full Rich (or leaned for density altitude).
  - e. Proper engine management is essential to Cirrus operation, and possible with the engine monitoring system installed. If you have questions, consult one of the Cirrus-qualified CFIs.
3. Engine Management at Shutdown
  - a. Make sure the pump is off at shutdown. If the fuel pump has been left on in the Cirrus after shutting down the engine the engine might sputter along in idle/cutoff.

#### N. Understanding ALT 2 caution lights

1. The ALT 2 light is illuminated when the system detects a low amperage load on ALT 2, not when it detects low voltage. There are situations where the ALT 2 light can be illuminated with a working ALT 2 light. This can be identified by either:
  - a. Adding load to the E bus and seeing if the light goes out. Turn on the pitot heat, all lights, and key comm 1 to increase the load.
  - b. Check the M bus and E bus voltages on the MFD. If E bus voltage is higher than M bus, then ALT 2 is powering the E bus. (This is due to system design, see POH for details)



ALT 2 OPERATIVE



ALT 2 INOPERATIVE



2. There is no cost-effective solution to stop these false ALT 2 lights. Cirrus Aircraft and COPA recommend accepting the discrepancy and using these techniques to periodically confirm ALT 2 is operating.
3. ALT 2 is not required for Day VFR flight.

O. Landing with a Castering Nose Wheel

1. As with any aircraft, land with as little drift as possible, aligned with and tracking down the runway.
2. There may be a momentary oscillation of the nosewheel at touchdown as it aligns.
3. Maintain some back pressure on the yoke until the elevator starts to lose effectiveness, and then smoothly lower the nose.
  - a. Do not raise the nose higher than touchdown attitude, or you may scrape the tail.
  - b. If you react to the initial contact oscillation by raising the nose, and then lowering it, you will repeat that initial oscillation.
4. There should not be any extended shimmy.

P. Ground Operations (inbound). Follow the Cirrus FOM. Additionally:

1. Turn OFF the ALT 2 switch once clear of the runway
2. Lean the engine aggressively during taxi in
3. Raise flaps to UP for taxi, but then lower flaps to 50% prior to engine shutdown. This reduces the likelihood of stepping on the flap.

Q. Parking Brake. Setting the parking brake in the Cirrus is different from the Cessna. In the Cessna, you don't need to put your feet on the toe brakes before setting the brake. In the Cirrus, the parking brake knob does not set the brakes; it holds pressure applied to the brakes, so you need to put pressure on them first.

To set the parking brake:

1. Apply pressure on the toe brakes
2. Pull the parking brake knob while holding the toe brakes
3. Release the toe brakes

R. Windows

1. Clean the windows using standard MAA procedures
2. If you choose to use a suction cup mount on the inside of the windshield, please mount to the lower corners of the windshield. Also, please be sure it is clean before attaching, and that no residue is left behind.
3. Do not set anything on top of the panel as it can easily scratch the inside of the windscreen.

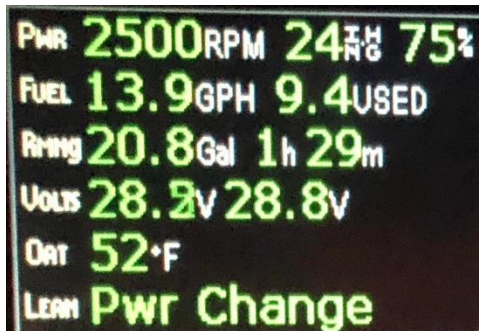
## S. Avionics

1. Do not touch the screens (they are not touchscreens). Fingerprints are distracting and the screens need special care to clean.
2. Do not attempt to clean the screens (they require a special technique and cleaning solution). If you find the screens are overly dirty, please enter a LOW urgency squawk and the maintenance team will clean them.
3. Please do not change the configuration of the data fields on the MFD, as they are set to a standard configuration for training. See below for the standard configuration.
4. The Garmin 430W navigators are set to cross-fill. Data entry can be completed on either navigator, and it will transfer to the other.
5. Avionics manuals are available on the MAA website.

### 6. MFD Standard Data Field Configuration.

#### LEFT SIDE

RPM MANIFOLD PRS %PWR  
 FUEL FLOW FUEL USED  
 FUEL REMNG ENDURANCE  
 ALT 1 VOLTS ALT 2 VOLTS  
 OAT  
 LEAN ASSIST STATUS



#### RIGHT SIDE

NEXT WAYPOINT BEARING  
 DISTANCE / TIME / FUEL AT WPT  
 DESTINATION  
 DISTANCE / TIME / FUEL AT DEST  
 GROUND SPEED  
 UTC TIME



### 7. Garmin 430 Standard Data Field Configuration.

|     |     |     |
|-----|-----|-----|
| DIS | DTK | ETA |
| VSR | TRK | ETE |



*End of Cirrus SR-20 Policies and Procedures*

## V. Cherokee Six Policies and Procedures

Our Cherokee Six was built in 1976 and underwent a full restoration in 2015 at Pristine Airplanes in Ohio. It is an excellent cross-country aircraft with almost 1300 pounds of useful load. It is new to the club in 2020, and we are still learning how to best operate it. Please be conservative in how you operate it so we can keep it as nice as possible.

### A. Piper POH

1. The MAA sells copies of the POH at a reasonable price. While a simple aircraft, systems knowledge is still important, therefore all members are highly encouraged to purchase their own POH.
2. The POH does not cover any of the avionics upgrades, so those manuals must be reviewed separately.
3. All operations will be in accordance with the Piper POH.

### B. Pilot Training and Currency. The following is required to act as PIC of the Six:

1. Meet the requirements of the Insurance Policy, either the “open pilot” section, or specific requirements listed by name. As of 2020 the open pilot requirement is 400 hours total time, Instrument Rating, and 10 hours in make and model (specifically a PA-32-300, time in other PA-32 variants doesn’t count). Schedule Master is not sophisticated enough to track Cherokee Six currency for insurance, so it is the individual pilot’s responsibility to ensure they comply with the insurance policy requirements.
2. Complete a checkout with a club CFI or be approved by the MAA Board based on prior experience.
3. Hold a High Performance endorsement. (This can be obtained during the checkout.)

### C. Use of Checklists

1. Use of a checklist that matches POH procedures is strongly encouraged.
2. The MAA provides copies of an aftermarket checklist. Pilots may use this checklist or provide their own.
3. If the club checklist is missing inform the Safety Officer.

### D. Operations on Grass

1. Takeoffs and landings on grass runways are authorized, so long as the runway is at an FAA recognized airport.
2. Taxiing and parking on grass is authorized.
3. It is the responsibility of the PIC to determine the condition of any grass surface prior to taxi, takeoff, or landing.

### E. Cold Weather Operation

1. The Six does not have an engine heater installed but is stored in a heated hangar at EKM.
2. While away from home field, if the aircraft is going to be subjected to temperatures below 20° F for longer than 2 hours, the aircraft will need to be pre-heated prior to starting. Coordinate with the local FBO to use a portable pre-heater or store the aircraft in a heated hangar. It is recommended to preheat any time the temperature is below 40° F to improve starting.

## F. Weight and Balance

1. With three rows of seats and two baggage compartments, weight and balance is more complex than other aircraft.
2. It is recommended that members use an electronic W&B calculator, such as that contained in Foreflight.
3. Regardless of the method used, care must be taken to remain in weight and CG limits.

## G. Preflight

1. Oil capacity is 12 quarts. The POH “minimum safe” quantity is only 2 ¾ quarts. Most PA-32 owners report that if they fill to capacity several quarts are lost overboard. We will target 9 quarts as a club “full” oil level – add 1 quart of oil when a cold engine shows approximately 8 quarts to bring the level back to 9. (Immediately after shutdown the engine may show a quart lower, until the oil drains to the sump.)
2. Oil Dipstick. The oil dipstick is not threaded but must be pressed securely into the oil filler neck to make sure it is secure. It is only marked at 12, 9, and 6 qts, so you must estimate other values.
3. Front baggage door. DOUBLE CHECK that this is secured. When hanging free, it will appear closed. **WARNING: taking off with this door unlatched is extremely hazardous.** It should be latched shut or held open by the strap at all times – do not let it hang free.
4. Fuel sampling. Sample the individual tanks using the GATS jar before using the center drain point. More than a quart of fuel will drain from the tanks when following the POH sumping procedures. Do not allow this fuel to drain onto the hangar floor or pavement. Use the bucket provided to catch this fuel and return it to the tanks if contaminant-free. It can be poured into the GATS fuel-tester first if that would be easier, or if you need a closer look at the fuel. Note: during high-winds the bucket must be held close to the aircraft or the wind will blow the fuel beyond the bucket.
5. Rear cargo door. The rear cargo door is held closed by a pin that must be manually raised and then latched when closing the door. Trying to just slam the door shut will bend this pin.
6. Fuel Pump. Make sure the pump is off during preflight before turning on the battery. If the Fuel Pump runs for extended periods of time without the engine running but with aircraft power on, the pump will overheat which may lead to failure).

## H. Accessing the Cockpit

1. Only step on the flap when it is retracted. If you extend it for inspection, step over it.
2. Do not grab anywhere on the instrument panel when adjusting your seat. Instead, reach back between the seats to the spar and push.
3. There are no pockets on the side panels. The fuel card and postflight record sheets will be kept in a pouch in the back of the right-front seat.

## I. Moving the Airplane

1. The *Best Tug* has an attachment specifically designed for the Six to make sure the nose fairing isn't damaged. Do not use the Cirrus attachment.

## J. Engine Management

1. Lean aggressively during ALL ground operations to reduce spark plug fouling.
2. Takeoff and climb full rich, unless leaning required for Density Altitude (DA).
3. Cruise power setting should be a maximum of 75%, using POH tables. A power setting of 65% is gentler on the engine and only sacrifices a few MPH of speed.
4. Lean during cruise, adjusting fuel flow so that EGT is either at least 75 degrees rich of peak or 50 degrees lean of peak. Monitor the CHT as well.
5. As we learn how best to operate this aircraft, be conservative and ensure there is adequate cooling of the engine.
6. For landing, operate Full Rich or as appropriate for density altitude.

## K. Fuel Management

1. Operation
  - a. When refueling, the tip tanks should be filled first, followed by the inboard tanks.
  - b. The MAA standard refueling will be full tip tanks, inboard tanks to tabs. This is 70 gallons / 420 pounds of fuel, leaving 870 pounds of available useful load. Leaned properly, this is more than 4 hours of fuel (including reserves).
  - c. Per the POH, the inboard tanks should be used first, followed by the tips. This reduces the bending forces on the wings.
  - d. Your checkout should include fuel management and tracking. The aircraft does not have a fuel totalizer, so monitoring fuel flow and time on each tank is necessary.
  - e. Do not run the tanks dry. From a practical perspective, this means at least 1 gallon per tank is not truly usable. That said, have a plan in case you inadvertently do run a tank dry.
  - f. The Garmin 530W fuel scheduler reminder is set at a 30-minute interval.
2. Shutdown
  - a. Make sure the pump is off at shutdown.
  - b. Make sure the fuel selector is set to one of the tanks and not Off or most importantly, not between a setting. An intermediate setting can result in fuel transfer from a tip to a main and out the vent/onto the floor. There have also been attempts to start the engine with the fuel selected to Off stressing the fuel pump.

## L. Electrical System / Ground Power

1. The Cherokee Six is our only aircraft with a 12-volt electrical system.
2. The Ground Power Unit (GPU) for the Cherokee Six looks identical to the GPU for the other aircraft, with the exception of the plug that connects to the aircraft. Do not swap the plugs between GPUs, since they run at different voltages.
3. There is no good indication in the cockpit as to whether the ground power has been interrupted, so when using the GPU for avionics training, periodically check that it is still providing power, and the hangar circuit breaker hasn't tripped.

## M. Avionics

1. General
  - a. Avionics manuals are available in the aircraft and are posted on the club website.

- b. Because they are retrofit, the various avionics are less integrated than in the Cirrus.
  - c. The PFD and backup airspeed indicator are in MPH to match the POH. The Garmin 530W displays KTS to match flight planning.
  - d. As a general rule, DO NOT reconfigure any of the avionics. If you think the club should use a different configuration, bring it up to the maintenance officer for discussion.
  - e. The notes below are just an overview, it is necessary to review the individual manuals to understand the systems.
2. Garmin G500
    - a. The basic layout is very similar to the Avidyne in the Cirrus.
    - b. At least initially, the PFD appears to be “zoomed in” relative to a standard gyro. Until you get used to the scale, the nose appears too high.
    - c. The PFD offers a flight path indicator to aid maintaining level flight.
    - d. There is no flight director, even with the autopilot engaged.
  3. Garmin 530W. Pilots familiar with the 430W in our other aircraft should have an easy transition to this navigator. The basic layout is the same, and the CDI page includes a map view.
  4. Autopilot
    - a. Autocontrol IIIb. This is the same basic autopilot as we had in the Piper Arrow, but has some additions noted below. For the most part, it will be operated in either heading mode or localizer mode. The installed standby gyro is the original main attitude gyro and still provides the attitude information for the autopilot.
    - b. The G500 provides the heading input. A separate box behind the panel provides GPSS. The HDG button on the G500 switches between heading mode and GPSS. In both modes, the Autocontrol IIIb stays in heading mode.
    - c. The G500 determines which navigation source (GPS, NAV1, NAV2) is sent to the autopilot.
    - d. A STEC-30 ALT module provides altitude hold. It does not offer altitude capture. Turn it on with the switch. When you are level at the desired altitude, press and hold the button to capture the altitude. Trim when it says to trim. If you don’t trim, it will beep at you.
  5. GDL-88 ADS-B. This is behind the panel and is integrated with the GTX-327 transponder without additional pilot input.
  6. Flightstream 210. This is behind the panel and can connect to up to two devices (tablets or phones) via Bluetooth. It sends ADS-B info to the device and offers two-way flight plan transfer between several EFB apps and the 530W. The Bluetooth menu is accessed through the 530W. Note that it can only remember a few devices, so if you are unable to connect, you may have to enter the Bluetooth settings and delete the previously used devices. It will appear on your Bluetooth connections as PIPER 60J.
  7. Aera 796 display. This is essentially a dedicated Electronic Flight Bag (EFB) similar to Foreflight. The club is still deciding what subscriptions to purchase.
  8. PS Engineering 7000BT Audio Panel. This is a state-of-the-art audio panel with Bluetooth. The club is still researching what benefit this Bluetooth audio connection offers instead of connecting a Bluetooth headset directly to a headset. It will appear on your Bluetooth connections as PS7000BT.
  9. Insight 601 engine monitor. This is one of the earliest engine monitors. While not as fancy as newer models, it should provide enough information to ensure the engine EGT and CHT are in reasonable ranges.

#### N. Air Conditioner

1. Per the POH, the Air Conditioner compressor must be off and stowed for takeoff and landing. (The fan can remain on.)

2. To reduce wear and tear, do not use the air conditioner during the winter months.

O. Miscellaneous

1. The *Kool Scoop* swings out of the small vent window to direct prop wash into the cabin. It may only be used on the ground, as the airflow at flying speeds is strong enough to damage the window.
2. The *Forensics* Carbon Monoxide (CO) detector is operated as follows:
  - a. ON: Press POWER button for 3 seconds. Warm up period will take about 3 minutes with display showing "CAL". Ensure this takes place at room temperature & in fresh air. This process ensures accuracy of the detector.
  - b. OFF: Press POWER button for 3 seconds.
  - c. MAX: Quick press POWER button. The BLUE LED will turn ON and the display will show the MAX value from period of power-on to present time (memory clears when device off). This is a useful feature just in case you missed the alarm or instantaneous CO digital reading.
  - d. DIASABLE: When the detector exceeds 122F, the detector will disable alarm functionality to prevent false readings and will display "- - -". When the temperature falls below 122F, the detector will resume normal operation.
  - e. ALARM SEQUENCE

| CO Level    | Display   | Alarm                                |
|-------------|-----------|--------------------------------------|
| 0 to 8ppm   | ZERO      | NO ALARM                             |
| 9 to 24ppm  | ppm Level | after 60 seconds<br>RED LED flash    |
| 25 to 49ppm | ppm Level | after 60 seconds<br>RED LED & BUZZER |
| > 50ppm     | ppm Level | Immediate<br>RED LED & BUZZER        |

*End of Cherokee Six Policies and Procedures*







## Appendix A: New Member Orientation

- A. Each new member shall complete a comprehensive orientation with the Safety Officer or his designee as soon as practical after joining.
  - 1. The orientation can be split for scheduling purposes or convenience.
  - 2. Portions of the orientation can be completed during the course of flight instruction or aircraft checkout.
- B. The goal of Orientation is simple – provide the necessary information for the new member to enjoy all the benefits and privileges of membership, while explaining the expectation that they operate club aircraft as described in this manual.
- C. Orientation shall include:
  - 1. Welcoming the member to the club.
  - 2. An overview of club activities, including monthly meetings, wash & wax events, current projects, and opportunities to get involved.
  - 3. An overview of the Mishawaka Air Activities By-Laws.
  - 4. An overview of the Mishawaka Air Activities Policies and Procedures. In particular:
    - a. Scheduling of aircraft and instructors.
    - b. Preflight expectations.
    - c. Refueling and oil servicing.
    - d. Aircraft cleaning.
    - e. Postflight data entry of times and squawks.
    - f. Billing and payment.
  - 5. An overview of the Mishawaka Pilots Club; explain the relationship between the MAA and MPC, and how to join the MPC if interested.
  - 6. Showing or explaining where our aircraft are hangared, and how to gain access.
  - 7. Showing or explaining where supplies and consumables are stored.
  - 8. Issuing appropriate keys.
  - 9. Contact information for flight instructors for a checkout flight or first lesson.
  - 10. Requirements for a check out flight (Licensed Pilots).
  - 11. How to locate contact information for the Board of Directors in Schedule Master.
  - 12. Any questions posed by the new member.

*End of New Member Orientation*





## Appendix B: Aircraft Checkouts

- A. In order for an MAA member to schedule an aircraft (without an instructor) the pilot must complete a checkout (ground and flight) with an MAA CFI. Prior to this checkout the pilot should have completed any required refresher or transition training.
- B. Subjects of competency should include but are not limited to the following:
  - a. MAA preflight procedures
  - b. Aircraft preflight
  - c. Aircraft Systems
  - d. Avionics
  - e. Weight & Balance
  - f. Performance chart usage
  - g. Normal procedures
  - h. Emergency Procedures
  - i. MAA postflight procedures
- C. Upon completion of this checkout, a form (MAA A/C Signoff) shall be completed by the pilot and signed by the CFI and sent to the MAA Safety Officer. This document serves as justification for updating the allowable aircraft model to be flown in Schedule Master.


*End of Aircraft Checkouts*



## Appendix C: "Best Tug" Procedures

The MAA owns an electrically powered tug from a company call Best Tug. Basic operating procedures are below.

### Control Panel Functions



**1- Power/Emergency Stop**  
Rotate Clockwise to power on, push off. CAUTION, Do not turn off while in motion unless emergency stop is needed. This aggressively shuts down system and locks park brake. Possible tug or aircraft damage may occur.

**2- Best Tugs Logo**  
Touch here to activate Alien Abduction Deterrent System. The AADS has proven 98% effective in keeping our customers on this planet.

**3-System Status Indicator**  
Flashing Codes indicate operator and or system error. See System Status Chart for code fault definitions.

**4-Auto Park Indicator**  
Red light on when park brake is set. Use of appropriate aircraft wheel chocks is always required. Park will engage when tug comes to a stop and will remain "in park" when system is powered down. Manual park override is located under tug ABS skin. (Lift Red handle on motor to unlock park in the event batteries are dead)

### 5- Battery Charge Status

Recharge tug when power indicates 50-60% with tug at rest. A quiet "click" sound will confirm internal charger has power. "If tug has the APU option the voltage display will light up.

### 6-Helicopter Lift

Lift and Lower helicopter/trailer attachment if equipped.

### 7-Direction Control

"Push" to push aircraft, "Pull" to pull aircraft. Twist grip controls speed by rolling on like a motorcycle grip.

### 8-LED Lights

### 9-Air Compressor

When activated the air compressor will come on until pressure reaches approximately 100psi then turns off until pressure drops below 80psi. System will naturally bleed down pressure over time so be sure system is off when not in use.

### 10-High/Low Range

High range allows maximum speed. Use Low range when maneuvering in tight or restrictive areas for better control and safety. It is ok to switch between speeds when in motion, no damage will occur.

### System Status Chart

Most Codes are safely reset by simply turning off the tug for 3 seconds then back on again. Common codes are highlighted in blue. If system fails to reset please contact Best Tugs right away for assistance.

All codes are two digits. Count Flashes (\*)

|   |  |
|---|--|
| <b>LED off</b><br>1.1 * *<br>1.2 * *<br>1.3 * * *<br>1.4 * * * *<br>1.5 * * * * *<br>2.1 * *<br>2.3 * * *<br>2.4 * * * *<br>3.1 * * * *<br>3.2 * * * *<br>3.3 * * * *<br>3.4 * * * *<br>3.5 * * * * *<br>4.1 * * * *<br>4.2 * * *<br>4.3 * * * *<br>4.4 * * * * * | <b>System powered down after 20 minutes of no use</b><br><b>Controller Operational, No Faults</b><br><b>Temperature Fault (Aircraft Chocked or Brake Set)</b><br>Throttle Fault<br>Speed Limit Fault<br><b>Low Battery (Charge System)</b><br><b>Over Voltage (Unplug Tug Before Use)</b><br>Main Contactor Driver Failed Open<br>Main Contactor Stuck, Driver Fail, or Brake Coil<br>Main Contactor Driver Failed Closed<br>HPD Fault<br>Brake On (Electromagnetic Brake open or shorted)<br>PreCharge Fault (Low Battery)<br>Brake Off (Electromagnetic Brake open or shorted)<br><b>HPD Fault (Throttle on when tug powered on)</b><br>Current Fault (Controller Failure, Motor or wire failure)<br>Motor Voltage (Short in Motor or wiring)<br>EEPROM Failure<br>Power Section Fault |
|---|--|

### Attaching Aircraft (Always Chock Aircraft Mains)

#### Retractable Gear

- Remove Quick-Lock Fork
- Install Nose Wheel Chock with Roller.
- Position tug with ramp centered on nose wheel.
- Put winch in neutral/reverse and pull enough strap to attach Keeper Strap around nose-gear strut.
- Put winch in gear for pulling. *(Forgetting this step could result in serious injury or aircraft damage)*
- Put tug in low range and slowly drive it under the aircraft nose wheel while cranking winch to keep the strap tight.
- Once nose wheel touches Wheel Chock continue to tighten winch strap about a half turn. If Keeper Strap is too long wrap nose strut twice.
- To unload; Chock aircraft mains.
- Crank winch handle slightly to release stress on winch direction selector; Switch to unload/neutral.
- Select "Pull" on control panel and slowly drive tug out from under aircraft. Leaving tug attached to aircraft unspools the winch strap so it's ready for your next load. *(Caution; KEEP HAND CLEAR OF WINCH HANDLE)*

#### Wheel Pant Aircraft

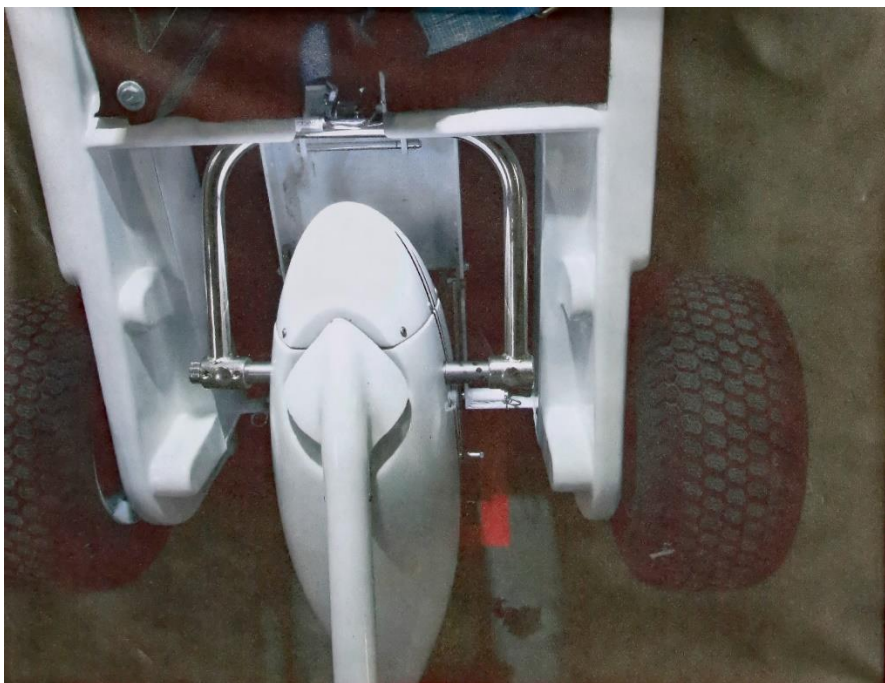
- Remove Nose Wheel Chock.
- Install Quick-Lock Fork with pin provided. (Be sure the strap-hook is "up" to keep it from crashing into the frame when loading aircraft. Also, Quick Lock fork must be right side up. Top has two pull pins seen here.
- Select size by pulling pin on left and Turing handle; Pull pin on right to attach to nose wheel.
- Push right shaft in until pin drops. *(Wiggle fork to be sure it's secure)*
- Put winch in gear for pulling. *(Forgetting this step could result in serious injury or aircraft damage)*
- Put tug in low range and slowly drive it under the aircraft nose wheel while cranking winch to keep the strap tight; continue until Quick-Lock for is firmly locked in against frame backstop.
- Unload same as above 9-10 above.



Photos of the Best Tug being connected to the Cirrus SR20 and Cessna 172 are depicted in the below photos.



C-172



SR-20

*End of Best Tug Procedures*





## Appendix D: Schedule Master Procedures

MAA uses Schedule Master, an online software system, to maintain member rosters, schedule aircraft, record flight time, and manage member billing. This section covers some of the more common procedures utilizing the system.

- A. Access. The system is accessed at [my.schedulmaster.com](http://my.schedulmaster.com). Each member is assigned a unique login and password. If a member already has a Schedule Master account from another organization, it is important that the logins be different.

**Schedule Master**  
for partnerships, clubs  
and schools  
fast & easy scheduling from wherever you are

**User name/number** **Password**

☐ Remember my ID & Password  
(Not recommended for shared computers.)

[Login](#) [Forgot your password?](#)

[Questions? Check our Knowledge Base.](#)  
[New Feature](#)

- B. Initial View. After login, the initial screen shows a single or multi-day view of the schedule.

Schedule My Account Resource Info Group Info Help Logout

Welcome to our new schedule interface. We need your feedback. Click [here](#) for instructions. Send feedback to [support@timesync.com](mailto:support@timesync.com)

key filter by resource

My Schedules Other Schedules Maint Schedules Superseded

ALL RESOURCES ALL AIRPLANE ALL INSTRUCTOR ALL SEL-FG

ALL LOCATIONS MISHAWAKA PILOTS CLUB ELKHART MUNI Unassigned

+ Maint + New

Dec 12 - 15, 2018

1 day 2 day 4 day

| Resources             | Wed 12/12 |     |      |     | Thu 12/13 |     |      |     | Fri 12/14 |     |      |     | Sat 12/15 |     |      |     |
|-----------------------|-----------|-----|------|-----|-----------|-----|------|-----|-----------|-----|------|-----|-----------|-----|------|-----|
|                       | 12am      | 6am | 12pm | 6pm | 12am      | 6am | 12pm | 6pm | 12am      | 6am | 12pm | 6pm | 12am      | 6am | 12pm | 6pm |
| Unassigned            |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| WALT CFI              |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| BRIAN CFI             |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| FRED CFI,CFII         |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| ROY CFI,CFII          |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| HANGARS BLDG          |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| ELKHART MUNI          |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| 341FC 172N \$87/hr    |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| 446CD SR20 \$149/hr   |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| MISHAWAKA PILOTS CLUB |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| 739UE 172N \$85/hr    |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |
| 739UF 172N \$87/hr    |           |     |      |     |           |     |      |     |           |     |      |     |           |     |      |     |

- C. Data Administration. Each member shall ensure that their basic profile information is correct and up to date.



|                    |                   |   |            |      |        |
|--------------------|-------------------|---|------------|------|--------|
| Schedule           | <b>My Account</b> | Resource Info   | Group Info | Help | Logout |
| Welcome to our new | My Statement      | need your feedback. Click <a href="#">?</a> for instructions. Send feedback to <a href="mailto:support@timesync.com">support@timesync.com</a> |            |      |        |
| + Maint            | My Pre/Postflight |   |            |      |        |
| + New              | My Profile        |   |            |      |        |
|                    | My Rental History |   |            |      |        |

SYN

Dec 12 – 15, 2018

1. This primarily includes contact information, flight review expiration, and medical expiration. If you are unable to edit, request assistance from a board member.

|                               |                   |           |               |          |
|-------------------------------|-------------------|-----------|---------------|----------|
| <b>Contact</b>                | Pilot/Personal    | Status    | Preferences   | Password |
| First Name                    | MI                | Last Name |               |          |
| Fly                           |                   | Safe      |               |          |
| Home Phone                    | Work Phone        |           | Cell Phone    |          |
| 123-456-7890                  |                   |           | 123-456-7891  |          |
| Fax                           | Fax delivery info |           |               |          |
|                               |                   |           |               |          |
| Email1                        |                   | Email2    |               |          |
| 123@abc.def                   |                   |           |               |          |
| Street Address                |                   |           |               |          |
| street                        |                   |           |               |          |
|                               |                   |           |               |          |
| City                          | State             | Zip       | Country       |          |
| city                          | ST                | 12345     | United States |          |
| Emergency contact information |                   |           |               |          |
| Emer contact info             |                   |           |               |          |

2. When updating medical and flight review dates, enter the EXPIRATION date (which is always the last day of a month for a flight review or FAA medical).

|  |                |   |             |          |
|--|----------------|---|-------------|----------|
| Contact  | Pilot/Personal | <b>Status</b>                           | Preferences | Password |
| <b>Club-Defined Fields</b>   |                |   |             |          |
| <b>Member Type</b>   |                | <b>Date Joined</b>                      |             |          |
| TEST ACCOUNT   |                |   |             |          |
| <b>User Status</b> (Blank dates will be handled as expired unless marked Not Applicable. Any |                |   |             |          |
| <b>Flight Review</b>   |                | <b>Medical</b>                          |             |          |
| 5/31/2019  |                | 6/30/2019                               |             |          |
| <input type="checkbox"/> Not Applicable  |                | <input type="checkbox"/> Not Applicable |             |          |

3. While this system is designed to alert the pilot if he or she is out of currency for medical and flight review, this is only as good as the data entered, and should be considered advisory. The PIC is responsible for ensuring they are qualified and legal for every flight.

#### D. Aircraft Scheduling

1. To schedule an aircraft, click on the calendar view at the approximate time you want to fly, and then refine the times in the popup box.

- a. Coordinate with your CFI directly before adding them to your event. None of the MAA instructors are going to show up at the airport just because you listed them in Schedule Master.
- b. If you are not yet checked out or out of currency an instructor must be listed to schedule the aircraft.
- c. A destination is required.
- d. A comment is not required but is helpful to other members.

2. To modify a flight prior to the scheduled start time, go back into the Schedule Master scheduling view, click on the event in the calendar, complete the pop-up box, and click “save changes”.
  - a. You can select “Add resource to schedule” to add a CFI.

3. To cancel a flight prior to the scheduled start time, proceed as above, click “delete”, then confirm the deletion.

4. To cancel a flight once the start time has passed, you must complete a postflight entry, which will include a checkbox for “No Flight”. Proceed through the screens, and when asked why there wasn’t a flight, select the reason. Selecting “Other” requires a short explanation. See postflight section for illustrations.

5. It is possible to receive a notification if another member's scheduled event is deleted or modified. Simply click on the event of interest and complete the pop-up box. This is useful if you'd like to fly if that aircraft becomes available.

**Make Schedule Notification**

|   |  |
|---|--|
| <b>Original Schedule</b><br>739UE<br>12/12/18 12:00 pm thru<br>12/12/18 2:00 pm | <b>Fly Safe</b><br>cell: 123-456-7891<br>home: 123-456-7890<br>email: <a href="mailto:123@abc.def">123@abc.def</a> |
|---|--|

**Notify me of:**

☒ schedule cancel or shift/shorten  
☐ schedule cancel only  
☐ entire timespan and resource available

**Check method(s) for notification:**

☐ safer@123.def  
☐ SMS/Text to 321-123-7654

Discontinue notification at

## E. Schedule Master Preflight

1. Review Aircraft Status in the Schedule Master Preflight Page.

Mishawaka Air Activities,

| Schedule           | My Account        |
|--------------------|-------------------|
| Welcome to our new | My Statement      |
| key                | My Pre/Postflight |
| My Schedule        | My Profile        |
| Other Sched        | My Rental History |

| Schedule   | My Account | Resource Info  | Group Info | Help | Logout |
|--|------------|--|------------|------|--------|
| <b>OUTSTANDING PREFLIGHTS</b> - Click on a schedule to preflight<br>739UE Fly Safe <a href="#">12/04/18 8:00PM to 12/04/18 10:00PM</a> |            | <b>OUTSTANDING POSTFLIGHTS</b> - Click on a schedule to postflight<br>No postflights outstanding |            |      |        |

[Click here for Postflight w/no schedule](#)

2. Clicking on the hyperlink for the upcoming flight brings up the following summary page.

- a. If everything looks good, check the box, and click "Save"
- b. If you'd like more details on any of the squawks, review the full Aircraft Status page as explained below.
- c. Be aware that there may be other flights in the aircraft before yours, so there may be pending squawks. It is good to double-check just before your flight.

**PREFLIGHT DISPATCH**

**739UE Fly Safe** - [Delete Schedule](#)

**12/4/18 8:00PM to 12/4/18 10:00PM**

☐ I reviewed the aircraft and pilot status as of 12/4/18 12:56PM

**Last Flight Entry:** Nov 23 2018 6:00PM Hobbs: 2317.90 Tach: 438.10

**Meter Worksheet:**

|                  |       |      |  |
|------------------|-------|------|--|
| Hobbs Start:     |       | End: |  |
| Tach Start:      |       | End: |  |
| Dest. Airfields: | Local | CFI: |  |

**Aircraft Status:** Review maintenance items.

| Date       | Squawks                       | Urgency |
|------------|-------------------------------|---------|
| 11/23/2018 | Copilot side door arm rest    | Low     |
| 11/23/2018 | Engine Heater Plug            | Low     |
| 07/25/2018 | Com 2 reception is very weak. | Low     |
| 07/12/2018 | Com #2                        | Low     |
| 12/19/2017 | Com # 2                       | Low     |

| Scheduled Maintenance | Date Due   | Time Due |
|-----------------------|------------|----------|
| 50 Hour Oil Change    |            | 416.2    |
| 100 Hour Inspection   |            | 504.3    |
| Annual Inspection     | 09/30/2019 |          |
| ELT Battery Change    | 12/31/2019 |          |

**Pilot Status:** OK

Balance \$0.00 owed

- d. You can get the full aircraft status summary by clicking on the triangle to the left of the aircraft.
- e. The color of the triangle shows the highest urgency among open squawks.

|                         |            |          |
|-------------------------|------------|----------|
| ▼ ELKHART MUNI          |            |          |
| ⚠                       | 341FC 172N | \$87/hr  |
| ⚠                       | 446CD SR20 | \$149/hr |
| ▼ MISHAWAKA PILOTS CLUB |            |          |
| ⚠                       | 739UE 172N | \$85/hr  |
| ⚠                       | 739UF 172N | \$87/hr  |

- f. The Aircraft status page shows messages about the aircraft. The fuel PIN is listed here.

#### Aircraft Status for 341FC

##### Messages

Frederick Landau 7/8/2018 10:05PM  
341FC EKM Fuel Card PIN: This is a NEW PIN for a NEW CARD. Previous card was lost.

##### Squawks

9/15/2018 Pilot headset jack

09/15/18 Unable to hear Communications over pilot headset Jack. ATC was receiving transmissions, but I could not hear ATC or my own voice when transmitting. Probably the earphone jack. Headset and comms operated normally on right side Jacks. Appears to be intermittent. Comms were lost enroute and reestablished on right side jacks.(Michael Smith)

11/16/18 Pilots headset jack worked normal at the 100Hr Inspection(Dave Kapica)

Last maint entry: 2639.10 on 12/4/2018 2:00:00 PM

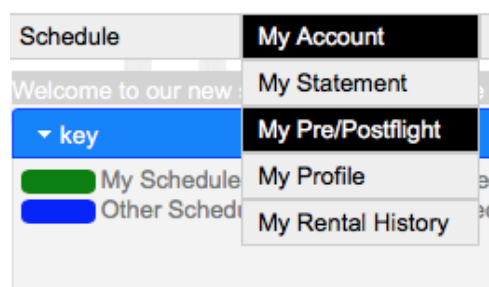
| Scheduled Maintenance | Date Due | Time Due |
|-----------------------|----------|----------|
| 100 Hour Inspection   |          | 2729.2   |
| Pitot, Static Check   | 03/31/19 |          |
| Transponder Check     | 03/31/19 |          |
| Annual Inspection     | 06/30/19 |          |
| ELT Battery Change    | 09/30/19 |          |
| FAA Registration      | 03/31/20 |          |

- g. Full writeups of open squawks are shown.

- h. The scheduled maintenance table is also displayed.

## F. Schedule Master Postflight

1. Log into Schedule Master
2. Select My Account | My Pre/Postflight



3. Select the appropriate event (if you have several postflights outstanding, be sure to complete them in order, and in the correct aircraft. Logging time out of sequence causes errors that are time consuming to correct, as the treasurer must delete the entries and reenter the data.)

| Schedule   | My Account | Resource Info  | Group Info | Help | Logout |
|--|------------|--|------------|------|--------|
| <b>OUTSTANDING PREFLIGHTS</b> - Click on a schedule to preflight<br>No preflights outstanding<br><a href="#">Click here for Postflight w/no schedule</a> |            | <b>OUTSTANDING POSTFLIGHTS</b> - Click on a schedule to postflight<br>739UE Fly Safe 12/04/18 9:00AM to 12/04/18 11:00AM |            |      |        |

4. Enter Flight Times
  - a. Check "NO FLIGHT" if applicable.
  - b. Check "MAINTENANCE flight" if you did a maintenance ferry and complete the rest as usual.
  - c. Enter Hobbs and Tach Times recorded on MAA Flight Record (Hint: starting times should match "Last Flight Entry" unless there is a warning that incomplete entries exist.)
  - d. Dest. Airfields is Required
  - e. CFI is optional
  - f. Total Fuel Added includes ALL FUEL, on-field and off. Please enter the word "ZERO" if you didn't add any fuel so treasurer knows it isn't a missing entry.
  - g. If you added oil, enter in quarts. Leave blank if none added.
  - h. Click "Calculate Charges"

#### POSTFLIGHT

**739UE** (\$85.00/hr) **Fly Safe**  
**12/4/18 9:00AM to 12/4/18 11:00AM**

**Last Flight Entry:** Nov 23 2018 6:00PM Hobbs: 2317.90 Tach: 438.10

☐ NO FLIGHT ☐ MAINTENANCE flight

|       | Start  | End    |
|-------|--------|--------|
| Hobbs | 2317.9 | 2318.9 |
| Tach  | 438.1  | 439.0  |

|                        |     |
|------------------------|-----|
| Dest. Airfields        | SMD |
| CFI                    |     |
| Total Fuel Added (gal) | 10  |
| Oil Added              |     |

*Note: A link for adding credits and receipts is displayed after recording the flight time*

**Calculate Charges**

Cancel

5. Review the charges.
  - a. If errors exist, click "Edit Inputs"
  - b. Otherwise click "Save Entry"

#### POSTFLIGHT

**739UE** (\$85.00/hr) **Fly Safe**  
**12/4/18 9:00AM to 12/4/18 11:00AM**

| Date      | Description                    | Quantity | Amount |
|-----------|--------------------------------|----------|--------|
| 12/4/2018 | 739UE 12/04/18 Rent \$85.00/hr | 1.00     | 85.00  |

**Edit Inputs**

**Save Entry**

Cancel

6. Enter Fuel / Oil Credits
  - a. If you purchased fuel or oil away from home field, click "Add postflight credit". If not, click "Done" (shown below)
  - b. Each purchase / receipt is now entered separately.

**739UE Fly Safe**

**12/4/18 6:00AM to 12/4/18 8:00AM**

| Date      | Description                    | Quantity | Amount |
|-----------|--------------------------------|----------|--------|
| 12/4/2018 | 739UE 12/04/18 Rent \$85.00/hr | 1.00     | 85.00  |

[Add postflight credit](#)



7. Enter Credit Details
  - a. Item: "Fuel Receipt" or "Oil Receipt"
  - b. Description – free text
  - c. Quantity Purchased
  - d. Rate – Price per unit
  - e. Amount – calculated automatically, not yet reduced by reimbursement cap.
  - f. Choose file to upload receipt (preferred), or plan to email to the treasurer, or mail to the PO Box
  - g. Click "Add Credit"

**POSTFLIGHT**  
**739UE Fly Safe**  
**12/4/18 9:00AM to 12/4/18 11:00AM**

Item:

Description:

Quantity:

Rate:

Amount:

Account: Fuel Receipt

no file selected

8. Review Credits
  - a. Credit now displays as reduced by the reimbursement cap.
  - b. If you have another purchase, select "Add postflight credit" again.
  - c. Otherwise, click "Done".

**739UE Fly Safe**  
**12/4/18 6:00AM to 12/4/18 8:00AM**

| Date      | Description   | Quantity | Amount |
|-----------|---|----------|--------|
| 12/4/2018 | 739UE 12/04/18 Rent \$85.00/hr                      | 1.00     | 85.00  |
| 12/4/2018 | 739UE 12/04/18 Fuel Receipt SMD (Fuel cap exceeded) | -5.00    | -21.25 |

[Add postflight credit](#)

**Total Charges 63.75**

Payment Option:

## G. Entering Squawks in Schedule Master

1. Members are encouraged to squawk any discrepancy, no matter how minor.
  - a. All squawks shall be entered in Schedule Master by the member discovering the issue; do not simply tell the maintenance officer, the mechanic, a flight instructor, etc.
  - b. Do not combine different squawks in one entry, as they are likely to be repaired at different times. For example, squawk two exterior scratches together, but don't squawk a scratch and a burned-out bulb in the same entry.
2. Once flight time entries are complete, initiate or add to a squawk by clicking the "Click here it enter a squawk..." hyperlink

| Schedule   | My Account                                | Resource Info                          | Group |
|--|---|--|-------|
| <a href="#">Click here to enter a squawk for 739UE</a> |   |  |       |
| <b>Safe, Fly (122797)</b>                              |   | <input type="button" value="Refresh"/> |       |
| <a href="#">Print</a>                                  |   |  |       |
| Date   | Description                               |  |       |
| 12/04/18 01:03 PM                                      | 739UE 12/04/18 Rent \$85.00/hr            |  |       |
| 12/04/18 01:04 PM                                      | 739UE 12/04/18 Fuel Receipt SMD (Fuel cap |  |       |

- 
- a. Enter a new squawk by clicking “Enter new squawk” at the top of the page

- b. Add to existing squawks by clicking the title.  
(1) If you can add value to an existing squawk, please do so. For example, whether it repeated.


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[Schedule](#) [My Account](#) [Resource Info](#) [Gro](#)

[Enter New Squawk](#) [View Squawk Summary](#)

☒ Include Closed Squawks From

*Click on the title of the squawk to edit*

[Open Squawks for 739UE](#) 

**(53653) Copilot side door arm rest** Urgency: **Low**  
11/23/18 [Jim Bumgardner](#) The armrest on the copilot not the arm rest.

**(53654) Engine Heater Plug** Urgency: **Low**  
11/23/18 [Jim Bumgardner](#) The plug for the engine h happen to the cord inside engine compartment when it is unplu

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3. New Squawk Entry

- a. Select the appropriate Urgency as explained below.
- b. Enter a brief, descriptive title that states the problem and the system. For example, “Inoperative Left Navigation Light”.
- c. The long description should include what you observed, when you observed it, and an assessment of how it impacts continued operations.
- d. Click “OK” when your entry is complete.
- e. Inform the Maintenance Officer immediately about MEDIUM and PLANE DOWN issues.

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**Resource** **Date** **Urgency**  
**739UE**  ☒ Low ☐ Medium ☐ Plane Down

**Squawk Title**

**Long Description:**

no file selected

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4. Existing Squawk Updates
  - a. Existing Squawk's title and urgency can't be changed, but a comment can be added.
  - b. If you experienced the same issue, please comment.
  - c. Provide as much information as possible about the situation to help troubleshoot.

| Resource | Date      | Squawk Title                  | Urgency |
|----------|-----------|-------------------------------|---------|
| 739UE    | 7/25/2018 | Com 2 reception is very weak. | Low     |

**Squawk Details**  
 07/25/18 Kevin Plank Be aware that com 2 seems to have poor reception and you are only able to receive transmissions when within 1-2 miles from the source. Nav side of the radio seems to be functioning properly.

**Date**  
 12/13/2018

**New Comment**

OK Cancel

5. Squawk Urgency. Utilize the urgency options as follows:
  - a. Use LOW urgency squawks to document issues that don't degrade operation of the aircraft but that you, as a member, would like to see addressed. For example, weak but sufficient instrument illumination, or a sticky seat height adjustment. LOW urgency squawks may also be used to track known cosmetic issues, so they are not squawked repeatedly.
  - b. Use MEDIUM urgency squawks to document issues that degrade the operation of the aircraft, but don't render the aircraft un-airworthy. Examples include degraded instruments or radios (that aren't required for day VFR flight), burned out position lights, etc. If you need to label equipment "INOP" per FAR 91.213, it should be documented in a MEDIUM squawk. If, in your opinion, the aircraft is not legal for night or IFR, include that in your squawk. Additionally, alert the maintenance officer and mechanic via phone or email.
  - c. Use PLANE DOWN urgency if you feel that the aircraft is unairworthy. If you have any doubt, err on the side of safety, as the maintenance officer and mechanic will review the squawk. These squawks are definitely worth a call to the maintenance officer to provide additional details.

#### H. Viewing Billing Statements. Statements can be viewed any time in Schedule Master at *My Account / My Statement*



Mishawaka Air Activities, Inc.: MAA Test

| Schedule            | My Account        | Resource Info              | Group Info | Help    | Logout |
|---------------------|-------------------|----------------------------|------------|---------|--------|
| My Account          | My Statement      | To 12/2/2018               | Refresh    |         |        |
| Print               | My Pre/Postflight |                            |            |         |        |
| If mailing your pay | My Profile        |                            |            |         |        |
|                     | My Rental History | Box 303, Osceola, IN 46561 |            |         |        |
| Date                |                   | Quantity                   | Amount     | Balance |        |
| 11/01/18 12:00 AM   | Beginning Balance |                            | .00        | 0.00    |        |
|                     | Balance Due       |                            | \$0.00     |         |        |

#### I. Viewing Board of Directors Contact Information. Contact info can be viewed at *Help / Contact Org*

|          |                    |               |            |              |               |
|----------|--------------------|---------------|------------|--------------|---------------|
| Schedule | My Account         | Resource Info | Group Info | Help         | Logout        |
|          |                    |               |            | Contact Org  | Support@times |
| key      | filter by resource |               |            | Tech Support |               |

End of Schedule Master Procedures





## Appendix E: Member Volunteer Opportunities

The MAA runs on member volunteerism. These are some of the ways you can get involved.

- A. Board of Directors. Established and new members alike are encouraged to run for the Board of Directors. There is no better way to learn how a club operates, and it is good for the club to have regular turnover of these offices. The time commitment of each office varies, contact the incumbent to learn more.
- B. Committees. The club relies on the following committees to perform specific tasks.
  - 1. Aircraft Revitalization Committee (ARC). Recommends upgrades to existing aircraft and changes to the fleet. Meets several times per year.
  - 2. Cost Calculation Committee (CCC). Meets once per year to review the club financial structure.
  - 3. Audit Committee. A new committee that meets occasionally to verify financial records.
  - 4. Nominating Committee. Forms in October to call members and encourage them to run for the Board of Directors. Creates and prints ballots for the election in November.
- C. Plane Captains / Hangar Captains
  - 1. Plane captains assist the Maintenance Officer in caring for a specific aircraft, particularly in tracking the minor gripes that can linger. If you fly a specific aircraft frequently, you are the perfect candidate to be a Plane Captain.
  - 2. Hangar Captains do the same for hangars. Because they don't have "airworthiness" issues, hangars can be neglected, but they are still essential to the experience and enjoyment of our members.
- D. Maintenance Ferry Pilot. The Maintenance Officer occasionally needs help moving aircraft between the airports and ferrying aircraft to other facilities. The club pays for the flight time, but you may be on the hook for "couch time" while repairs are made. If you are available on short notice and/or during business hours, let the Maintenance Officer know.
- E. One-time Event Organizer. There are more "good ideas" than the Board of Directors has the time to execute. If there is an event you would like to see occur, why not organize it? This could be as simple as refreshments at a meeting, or as complex as a flyout or "poker run". Your dues can support the minor expenses for such events, and you don't have to become the permanent social chairman.
- F. Participate in Monthly Meetings. We are a non-profit social club, so come and be social! Tell others about your flights and get ideas for your next one.
- G. Participate in the Wash and Wax. We scrub the planes twice-a-year, but the events are as much about socializing as they are about cleaning. Refreshments are provided, it is a great way to meet more members, and the work goes quickly when attendance is high.
- H. Any Perceived Need that fits your Talents. If you have a specific talent or interest, let the board know. The club always needs:
  - 1. A website administrator
  - 2. A Facebook administrator
  - 3. An updated informational flyer
  - 4. Handyman-grade hangar repairs

*End of Member Volunteer Opportunities*

