MISHAWAKA
AIR ACTIVITIES
FLYING CLUB

POLICIES AND PROCEDURES MANUAL

Mishawaka Air Activities Flying Club

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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

MISHAWAKA
AIR ACTIVITIES
FLYING CLUB

Table of Contents

I. Policies

II. General Procedures

III. Cessna 172 Procedures

IV. Cirrus SR-20 Procedures

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

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 without prior and/or recent experience in a particular model may, at the discretion of the Safety Officer, be required to build experience before being authorized to instruct in that model.
3. A CFI may be required to complete a “standardization check” with another member CFI to demonstrate proficiency in the aircraft model and familiarity with MAA policies and procedures.
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 insuring 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 contact information, flight review expiration, and medical expiration.
2. Periodically, the board must gather additional data from the membership, such as flight hours and ratings for insurance renewal. 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 covert 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 complete a membership application, provide requested supporting documentation, and complete any other forms required of all members, such as an insurance company Pilot History Form.
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 compete 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

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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 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. (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 compete, 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. <u>Aircraft Postflight</u>

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 spray bottle window cleaner – this is a specialty product that is mixed from concentrate.
   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. The club uses furniture polish on the airframe (NOT the windows) because it leaves behind a residue that helps with future cleaning.
   d. A bug sponge is in the aircraft to make removal of contaminants easier.
   e. Paper towels can be used to remove any excess polish, which particularly becomes a problem if the bug sponge gets dirty. Tip – wash the windows first, then use the wet, used "wipeall" to clean excess polish.
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.
   6. 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% x (statement balance - payments received). For example, any portion of the January 31st balance that remains unpaid on February 28th is a 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 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 my approve transition training by a non-member Cirrus Standardized Instructor Pilot (CSIP) on a case-by-case basis.
2. 3 hours of flight time within the preceding 120 days. If this currency has lapsed, a refresher flight with a club flight instructor is required.

   Note: Talk to your instructor for details about both transition training and recurrent training. It is expected that all pilots will fly N446CD is 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 prohibited, except in an emergency.
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.

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. <u>Moving the Airplane</u>

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 castering 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. <u>Ground Operations (outbound).</u> 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. One 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.

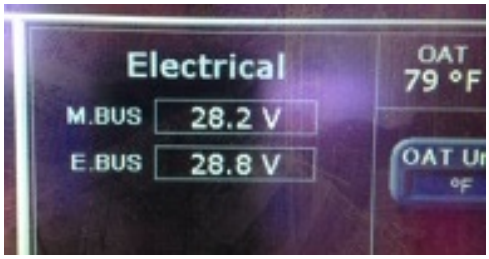
2. Engine Management during Cruise, Descent, and Landing

   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.

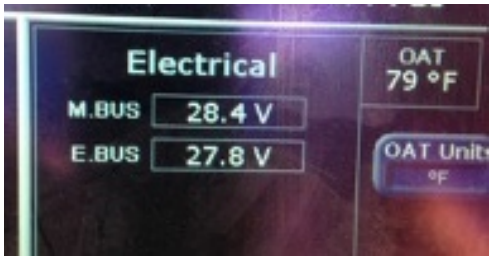
N. Understanding ALT 2 caution lights

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.

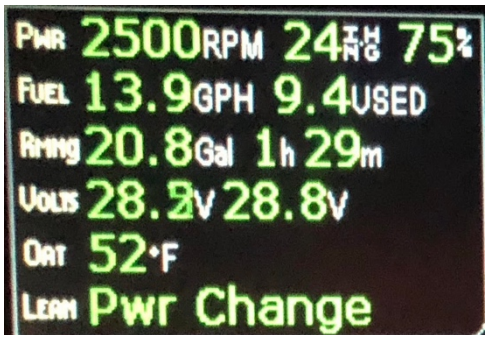
S. Avionics

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

MISHAWAKA
AIR ACTIVITIES
FLYING CLUB

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

MISHAWAKA
AIR ACTIVITIES
FLYING CLUB

Appendix B: Aircraft Checkouts

THIS SECTION IS UNDER REVISION

End of Aircraft Checkouts

MISHAWAKA
AIR ACTIVITIES
FLYING CLUB

Appendix C: “Best Tug” Procedures

THIS SECTION IS UNDER REVISION

End of Best Tug Procedures

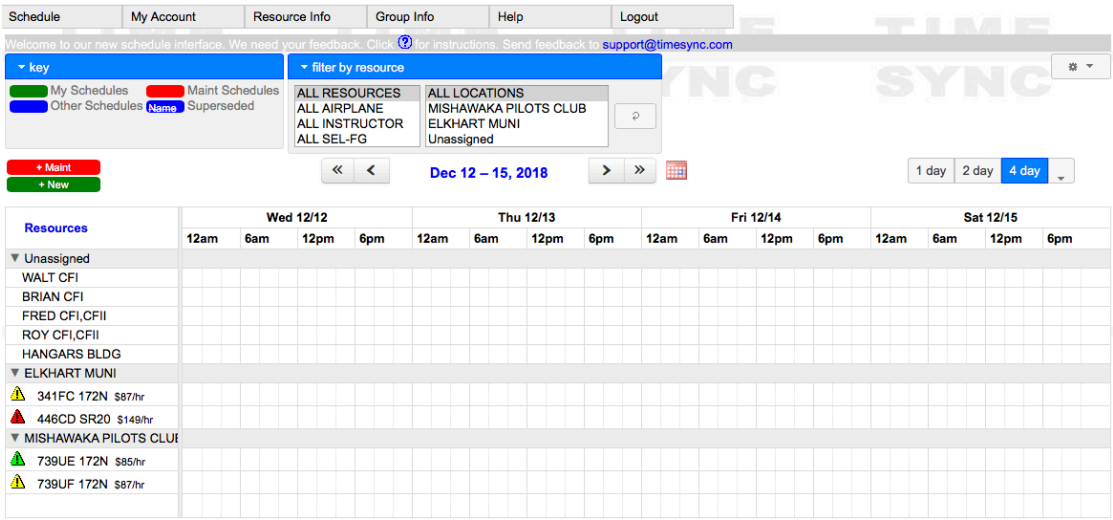
MISHAWAKA
AIR ACTIVITIES
FLYING CLUB

Appendix D: Schedule Master Procedures

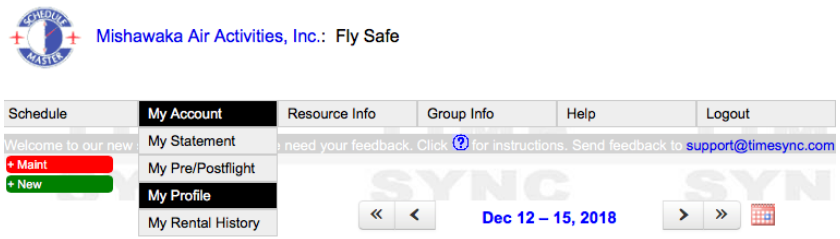
MAA uses Schedule Master, an online software system, to maintain member rosters, schedule aircraft, record flight time, and manage member billing. This section covers some of the more common procedures utilizing the system.

A. Access. The system is accessed at my.schedulemaster.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.

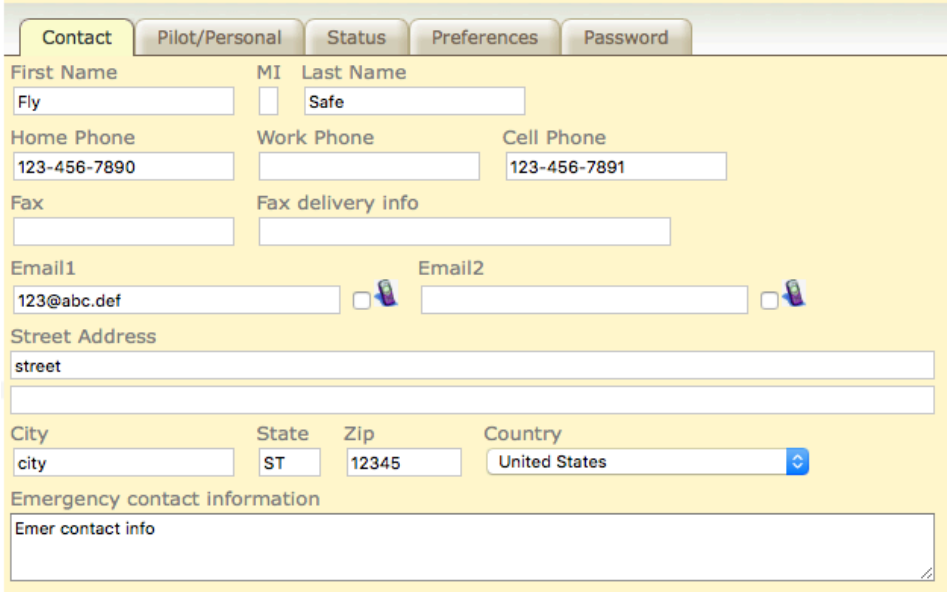
B. Initial View. After login, the initial screen shows a single or multi-day view of the schedule.



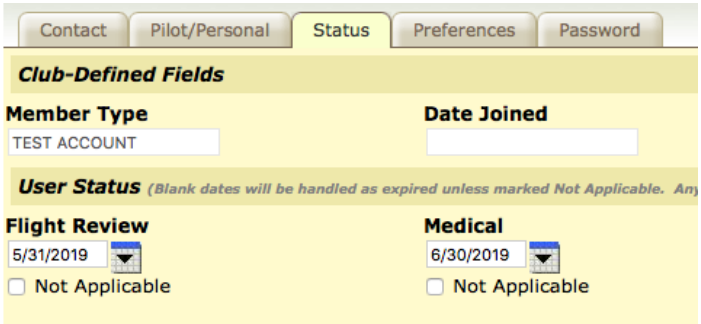
C. Data Administration. Each member shall ensure that their basic profile information is correct and up to date.



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



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

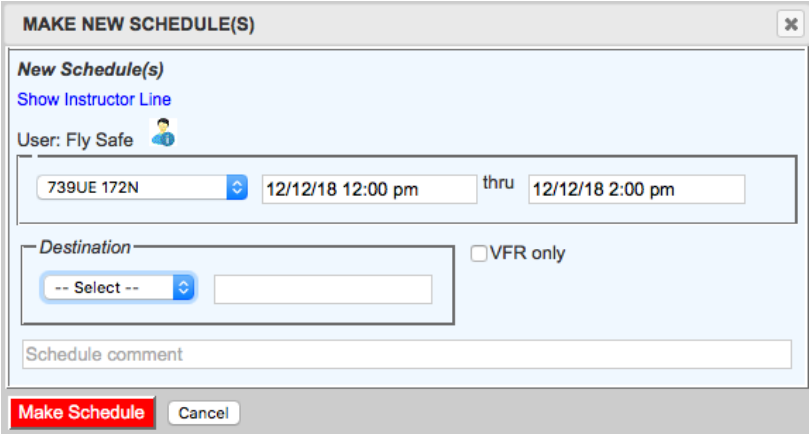


3. While this system is designed to alert the pilot if he or she is out of currency for medical and flight review, this is only as good as the data entered, and should be considered advisory. The PIC is responsible for ensuring they are qualified and legal for every flight.

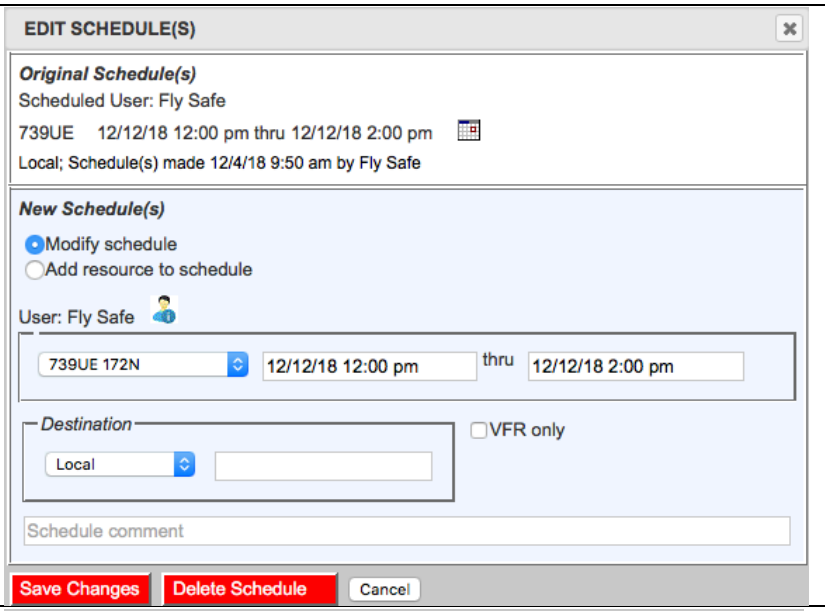
D. Aircraft Scheduling

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.

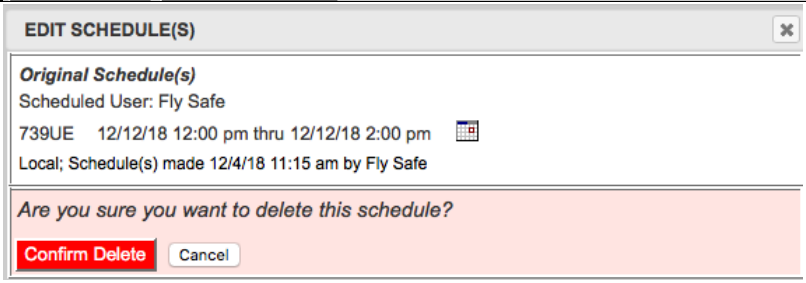
a. Coordinate with your CFI directly before adding them to your event. None of the MAA instructors are going to show up at the airport just because you listed them in Schedule Master.
b. If you are not yet checked out or out of currency an instructor must be listed to schedule the aircraft.
c. A destination 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 calender, complete the pop-up box, and click “save changes”.
   a. You can select “Add resource to schedule” to add a CFI.

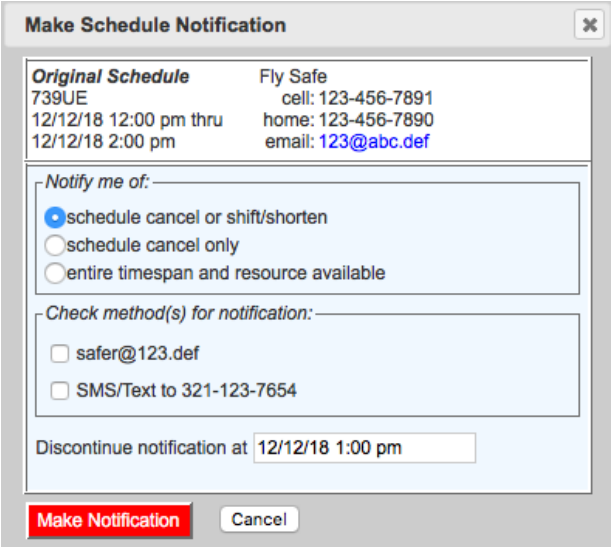


3. To cancel a flight prior to the scheduled start time, proceed as above, click “delete”, then confirm the deletion.



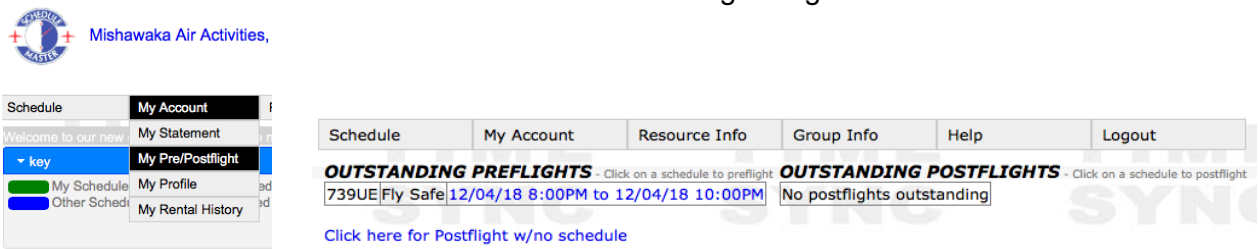
4. To cancel a flight once the start time has passed, you much complete a postflight entry, which will include a checkbox for “No Flight”. Proceed through the screens, and when asked why there wasn’t a flight, select the reason. Selecting “Other” requires a short explanation. See postflight section for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

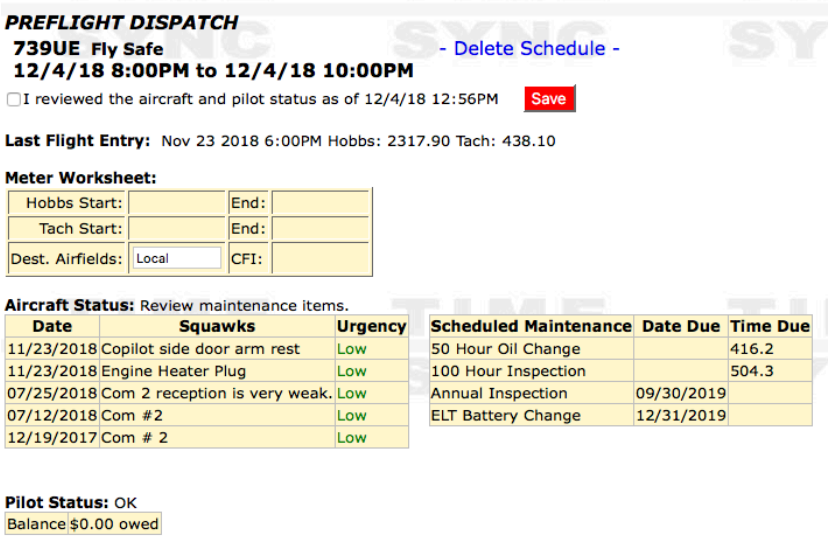


E. Schedule Master Preflight

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

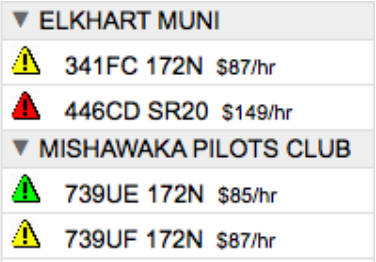


2. Clicking on the hyperlink for the upcoming flight brings up the following summary page.
   a. If everything looks good, check the box, and click "Save"
   b. If you'd like more details on any of the squawks, review the full Aircraft Status page as explained below.
   c. Be aware that there may be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



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.



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

g. Full writeups of open squawks are shown.

h. The scheduled maintenance table is also displayed.

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

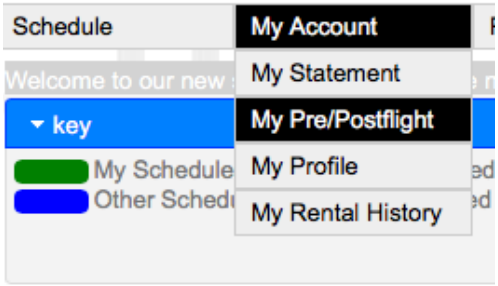
9/15/2018 Pilot headset jack
09/15/18 Unable to hear Communications over pilot headset Jack. ATC was receiving trnsmissions, but I could not hear ATC or my own voice when transmitting. Probably the earphone jack. Headset and comms operated normally on right side Jacks. Appears to be intermittent. Comms 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

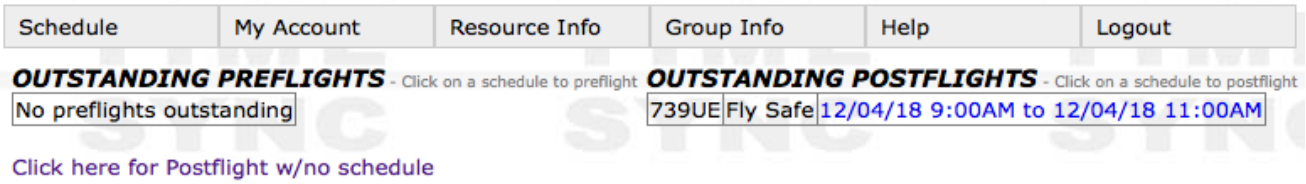
Scheduled Maintenance	Date Due	Time Due
100 Hour Inspection		2729.2
Pitot, Static Check	03/31/19	
Transponder Check	03/31/19	
Annual Inspection	06/30/19	
ELT Battery Change	09/30/19	
FAA Registration	03/31/20	

F. Schedule Master Postflight

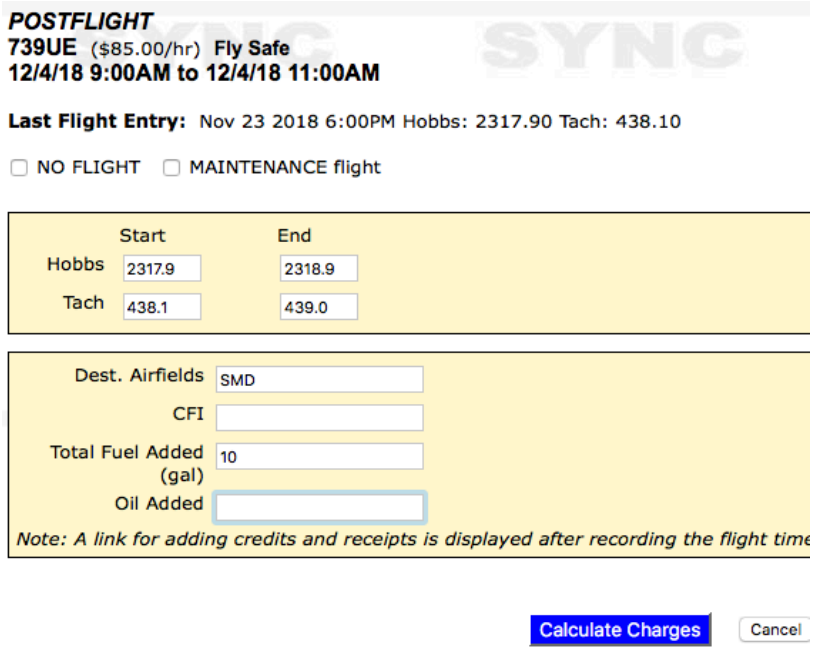
1. Log into Schedule Master
2. Select My Account | My Pre/Postflight



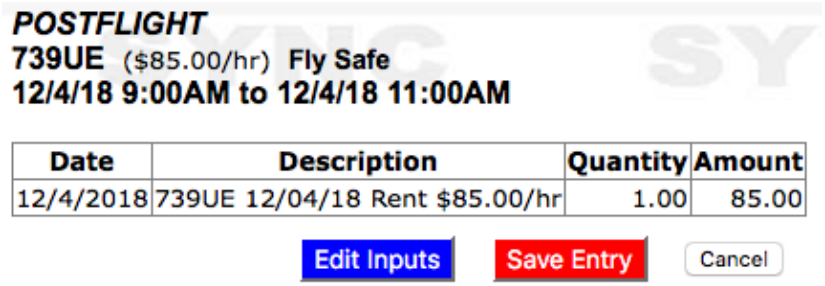
3. Select the appropriate event (if you have several postflights outstanding, be sure to complete them in order, and in the correct aircraft. Logging time out of sequence causes errors that are time consuming to correct, as the treasurer must delete the entries and reenter the data.)



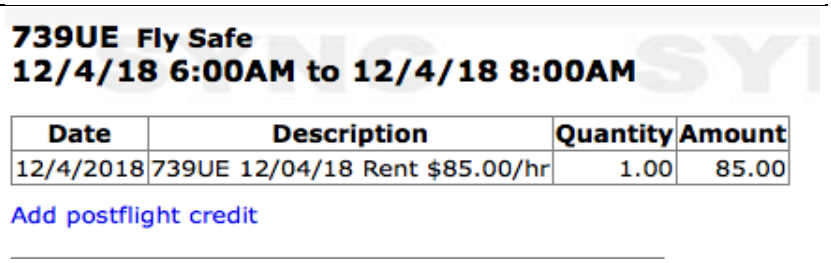
4. Enter Flight Times
   a. Check “NO FLIGHT” if applicable.
   b. Check “MAINTENANCE flight” if you did a maintenance ferry and complete the rest as usual.
   c. Enter Hobbs and Tach Times recorded on MAA Flight Record (Hint: starting times should match “Last Flight Entry” unless there is a warning 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”



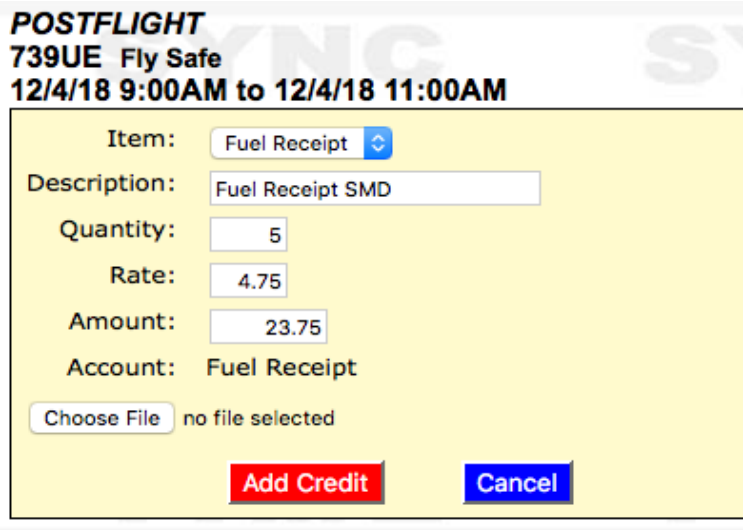
5. Review the charges.
   a. If errors exist, click “Edit Inputs”
   b. Otherwise click “Save Entry”



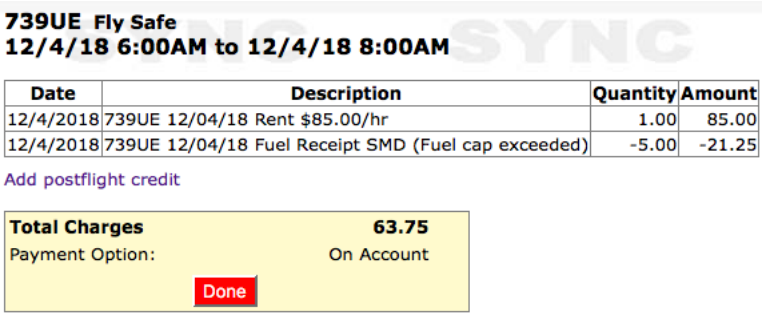
6. Enter Fuel / Oil Credits
   a. If you purchased fuel or oil away from home field, click “Add postflight credit”. If not, click “Done” (shown below)
   b. Each purchase / receipt is now entered separately.



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”

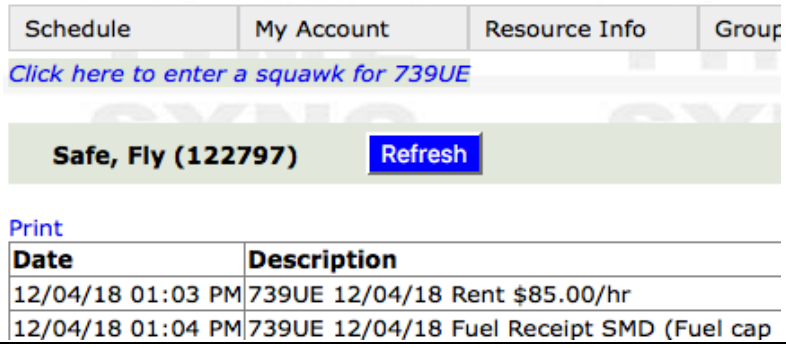


8. Review Credits
   a. Credit now displays as reduced by the reimbursement cap.
   b. If you have another purchase, select “Add postflight credit” again.
   c. Otherwise, click “Done”.



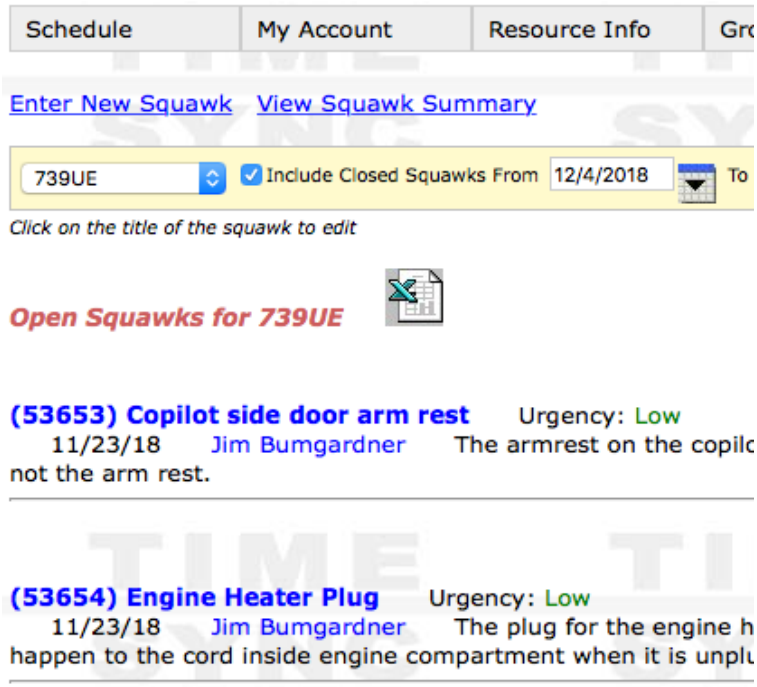
G. Entering Squawks in Schedule Master
   1. Members are encouraged to squawk any discrepancy, no matter how minor.
      a. All squawks shall be entered in Schedule Master by the member discovering the issue; do not simply tell the maintenance officer, the mechanic, a flight instructor, etc.
      b. 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

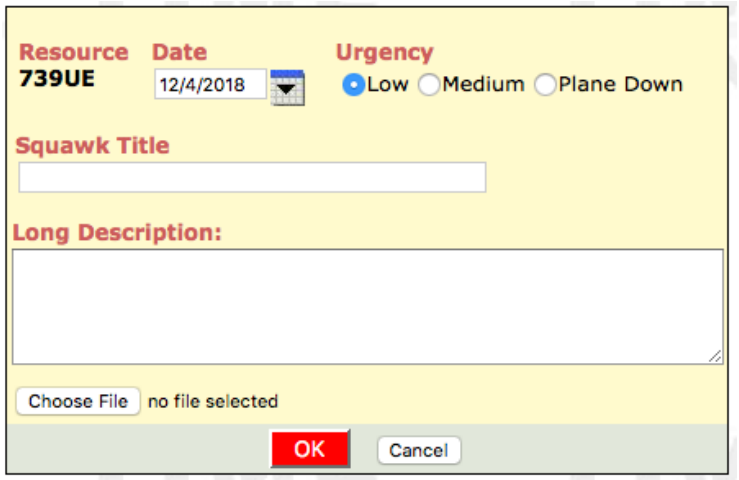


a. Enter a new squawk by clicking "Enter new squawk" at the top of the page

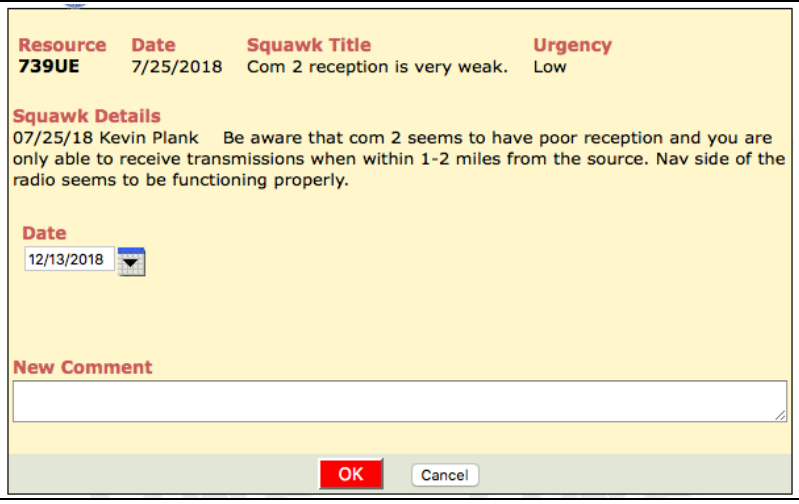
b. Add to existing squawks by clicking the title.
   (1) If you can add value to an existing squawk, please do so. For example, whether it repeated.



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.

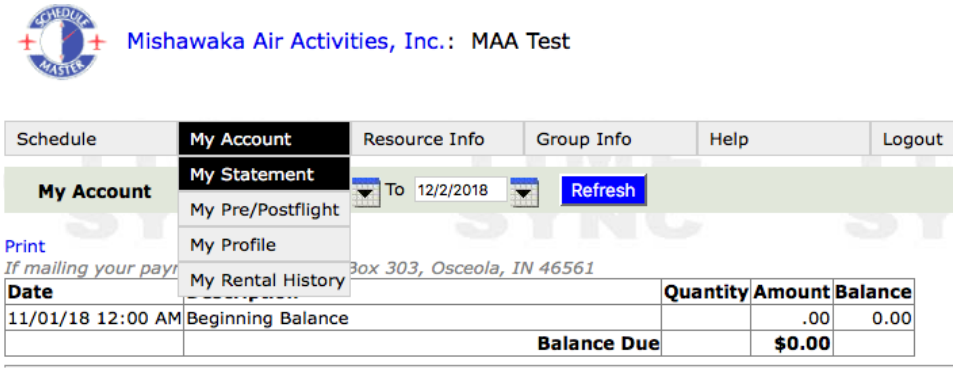


4. Existing Squawk Updates
   a. Existing Squawk's title and urgency can't be changed, but a comment can be added.
   b. If you experienced the same issue, please comment.
   c. Provide as much information as possible about the situation to help troubleshoot.

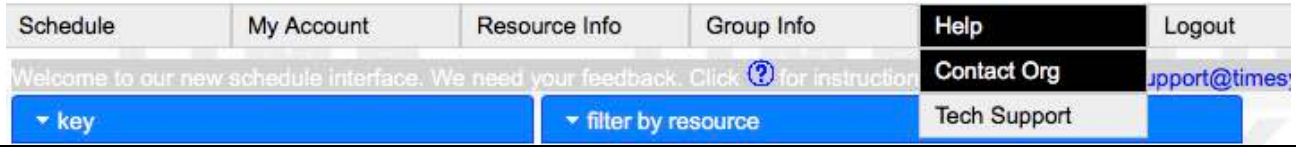


5. Squawk Urgency. Utilize the urgency options as follows:
   a. Use LOW urgency squawks to document issues that don't degrade operation of the aircraft but that you, as a member, would like to see addressed. For example, weak but sufficient instrument illumination, or a sticky seat height adjustment. 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*



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



End of Schedule Master Procedures

MISHAWAKA
AIR ACTIVITIES
FLYING CLUB

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

MISHAWAKA
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FLYING CLUB