



**POLICIES
AND
PROCEDURES
MANUAL**



Introduction

Michiana 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. But each member is asked to strive to support these Policies and Procedures to ensure that each member and their guests arrive at an aircraft that has been left airworthy, clean, fueled, and ready for their mission from the previous member.

These Policies and Procedures are the results of an Executive Committee authorized from the By-Laws. They are intended to be consistent with the Michiana Air Activities, Inc By-Laws but in the event of any discrepancy, the By-Laws are governing; all members are also expected to be familiar with and follow the By-Laws. Portions of the By-Laws may be repeated or summarized here, for single-source reference.

This document is designed with multiple sections that address governing policies, followed by detailed operational procedures to help the new member better understand club operations, and to also refresh existing members with MAA operations. This is intended to be a living document, meaning that it will be updated periodically to address changes to our club and our aircraft, and also clarify our needs to all members.

While no manual can cover every detail, the intent of this document is to capture and disseminate information that is important to safety and also to spread "MAA Common Knowledge" to everyone. Whatever details aren't listed explicitly are hopefully covered by our version of the "Golden Rule": treat the airplanes and fellow members how you would want others to treat you and your personal aircraft.

We take pride in our aircraft and ask every member to do the same.

Thank you,
The Board of Directors



Table of Contents

Revisions	<hr/>	6
Abbreviations	<hr/>	6
I. Member Policies	<hr/>	8
A. General	<hr/>	8
B. Joining Michiana Air Activities	<hr/>	8
C. Membership Types	<hr/>	8
D. Membership Status Changes	<hr/>	10
E. Membership Resignation & Rejoining	<hr/>	10
F. Member Volunteer Opportunities.	<hr/>	10
G. Billing and Payments	<hr/>	10
H. Accidents, Liabilities and Damages	<hr/>	11
I. Member Data Maintenance	<hr/>	12
J. Aircraft User Fees, Dues, and Initiation Fees	<hr/>	13
K. Minimum Hours	<hr/>	13
L. Authorization to Fly.	<hr/>	13
M. Receiving Flight Instruction	<hr/>	14
N. Giving Flight Instruction	<hr/>	14
O. Scheduling	<hr/>	15
P. Preflight	<hr/>	15
Q. Flight	<hr/>	15
R. Refueling	<hr/>	16
S. Postflight	<hr/>	16
T. Cross country flights / multi-day scheduling	<hr/>	16
U. Aircraft Mechanical Issues and Squawks	<hr/>	17
V. Inflight Discrepancies & Emergencies	<hr/>	18
W. Hangars	<hr/>	18
II. General Aircraft and Other Asset Procedures	<hr/>	19
A. General	<hr/>	19
B. Aircraft Preflight	<hr/>	19
C. Checking Oil	<hr/>	19
D. Exiting and Entering Hangar	<hr/>	19
E. General Flight Operations	<hr/>	20
F. VOR Checks	<hr/>	20
G. Refueling	<hr/>	20
H. Aircraft Postflight	<hr/>	21
I. Aircraft / Airport Security.	<hr/>	22
J. Schedule Master Postflight	<hr/>	22
K. Maintenance Squawks	<hr/>	22
L. Maintenance Squawk Resolution	<hr/>	23



III. Cessna 172 Policies and Procedures	25
A. Cessna POH	25
B. Pilot Training and Currency.	25
C. Use of Checklists	25
D. Operations on Grass	25
E. Cold Weather Operation	25
F. Engine Management	26
G. Fuel Management	26
IV. Cirrus SR20 Policies and Procedures	27
A. Procedural Standardization.	27
B. Cirrus Flight Operations Manual (FOM)	27
C. Pilot Training and Currency.	27
D. Use of Checklists	28
E. Operations on Grass	28
F. Cold Weather Operations.	28
G. Preflight	28
H. Accessing the Cockpit	30
I. Entering the Aircraft	30
J. Moving the Airplane	30
K. Ground Operations (outbound).	31
L. Taxiing with a Castering Nosewheel	32
M. Engine Management	32
N. Fuel Management	32
O. Understanding ALT 2 caution lights	32
P. Landing with a Castering Nose Wheel	33
Q. Ground Operations (inbound).	33
R. Parking Brake.	33
S. Windows	34
T. Avionics	34
V. Piper Cherokee Six Policies and Procedures	36
A. Piper POH	36
B. Pilot Training and Currency. The following is required to act as PIC of the Piper Cherokee Six:	36
C. Use of Checklists	36
D. Operations on Grass	37
E. Cold Weather Operation	37
F. Weight and Balance	37
G. Preflight	37
H. Accessing the Cockpit	38
I. Moving the Airplane	38
J. Engine Management	38
K. Fuel Management	39
L. Shutdown	39
M. Electrical System / Ground Power	39
N. Avionics	39
O. Air Conditioner	41



P. Miscellaneous	41
Appendix A: New Member Orientation	43
Appendix B: Aircraft Checkouts	44
Appendix C: "Best Tug" Procedures	45
Appendix D: Schedule Master Procedures	50
Appendix E: Member Volunteer Opportunities	61



Revisions

Version: 082423

Section #	Section Name	Description
1.R.2.D	Family Membership	Revised to clarify Minimum Annual Hours Requirement for a Family Group.
All	Page Footer	Manually Changed Revision Date in all Sections from July 2021 to May 11, 2022.
All	Page Header	Changed Logo from Mishawaka to Michiana
All	Various	Revised entire document to align with new By Laws. Corrected spelling Mishiana to Michiana. Added Photos for Piper and Best Tug.
1.H.2.a, 1.H.2.a.1)	Accidents, Liabilities and Damages	Paragraph revised to clarify person responsible for damages. Deductible values revised as follows: “. . . shall be liable for up to \$1500.” Is changed to “. . . shall be liable for the cost of repairs up to \$2,500 for all aircraft damaged, except the Piper which is \$2,500 for damages if the engine is off, and \$5,000 when the engine is running.” Paragraph was 1.H.2.c, moved to below 1.H.2.a as 1.H.2.a.1)
V.B.1 V.O, V.P	Piper Pilot Training and Currency Headings added	Section revised to reflect changes in the OPW (Open Pilot Warranty) section of the Insurance Policy allowing the MAA to determine how to qualify pilots to fly the Piper Cherokee 6. Headings added for consistent formatting and to improve subject search.

Abbreviations

A/C	Aircraft
CFI	Certificated Flight Instructor
CFII	Certificated Flight Instructor - Instrument
FAA	Federal Aviation Administration
FOM	(Cirrus) Flight Operations Manual
IAW	In Accordance With



MAA	Michiana Air Activities
PIC	Pilot In Command
POH	Pilot Owner Handbook
SM	Schedule Master
TAA	Technically Advance Aircraft
TPH	Total Pilot Hours



I. Member 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 that 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.
 - a. 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 a volunteer organization. Every member is encouraged to volunteer in some way and give back to the flying club we all enjoy every day.

B. Joining Michiana 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 will still be required.
4. Payment of the initiation fee (except Introductory members) and first month's Dues are required before the first flight.
 - a. 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.

C. Membership Types

1. MAA has three main membership classifications per the By Laws.
 - a. "Voting" members.



- (1) Are "Voting" in SM (Schedule Master) and permit a member access to schedule and fly MAA aircraft, and to vote at Membership meetings.
 - (2) Voting members pay the most inclusive monthly Dues for full MAA privileges.
 - (3) New members and returning members are automatically considered Voting members, including Minors (under 18 years of age).
 - (a) 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 to continue.
 - (b) 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.
 - (c) If terminated, the initiation fee, less any outstanding charges, dues and assessments as determined by the Board, will be refunded.
 - (4) When more than one member of a family joins, the Board may waive duplicate Initiation fees.
- b. "Participating" members.
- (1) Are "Participating" in SM. This category allows the member to maintain their MAA membership, return to Voting status without incurring any fees, and attend meetings.
 - (2) Participating members are not permitted to schedule and fly MAA aircraft, and they are suspended from voting at meetings.
 - (3) Participating members pay a reduced monthly Dues fee.
 - (4) If a member moves between "Voting" and "Participating" status, they are only required to fly 1hr/mo. for any months they were in "Voting" status.
 - (5) Members may only transfer to "Standby" once per 12 month period, and must remain as "Participating" for a minimum of 60 days.
- c. "Honorary" members
- (1) Are invited to attend monthly meetings, and receive the meeting minutes the same as do the Voting and Participating member classifications. There are no monthly Dues, and no voting or flight scheduling privileges.
- d. Introductory members are also considered "Voting" members, but this is only intended to be a temporary membership to allow a person to decide whether they really want to commit. Stipulations and restrictions for Introductory members are as follows:
- (1) Are eligible to fly club aircraft, however, they may only fly with a MAA member CFI.
 - (2) Do not pay monthly Dues. The Introductory Fee is structured to pay for flight time.
 - (3) Are limited to (5) flight hours within 60 days if flying a Cessna C172.
 - (4) Are limited to (4) flight hours within 60 days if flying a Cirrus or Piper.
 - (5) Are limited to the total Introductory Fee paid in any combination of flying a Cessna, Cirrus or Piper aircraft.
 - (6) Any unused portion of the Introductory Fee can be applied toward a Voting membership.
 - (7) After 60 days they must convert to regular "Voting" membership or their membership will be terminated.
 - (8) Are not subject to minimum hours while in an Introductory status.

D. Membership Status Changes

1. Members desiring a change from “Voting” to “Participating”, 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 Participation 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 must inform the Treasurer to update the scheduling system when that time arrives.
4. Introductory members may convert to full Voting membership during or at the end of their introductory period by making such a request in writing and paying the Initiation fee.

E. 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. Resigning members shall return any MAA property or materials, including keys.
4. Members who resign in good standing are eligible to re-join at any time, by paying the lesser of
 - a. Participating dues for the months away from the club.
 - b. Initiation fees.

F. Member Volunteer Opportunities.

1. The MAA runs on member volunteerism, it is what keeps our rates low. Appendix E lists some of the ways members can get involved.

G. Billing and Payments

1. Member billing accounts are maintained in Schedule Master.
2. 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.
 - a. All charges to the Member (User Fees, Dues, Off-field Fees, POH’s, etc.) are applied to this account; there is no point-of-sale billing.
 - b. Introductory members pay into this account in advance.
 - c. Members are typically granted a credit limit sufficient for several hours of flying.
 - d. Members flying frequently or flying higher cost and longer cross-country flights should consider options to avoid scheduling interruptions.
 - 1) Pay ahead for User Fees or other costs. (Preferred approach)
 - 2) Make more frequent payments. (Understand there is a delay from when a payment is sent to when the Treasurer credits the accounts.)
3. Mail is normally collected every 7-10 days as the treasurer’s schedule permits.
4. Options for electronic payments may be available and may be processed more frequently at the Treasurer’s earliest opportunity. Electronic payment transaction fees are the responsibility of the Member and need to be added by the Member to the invoices from Schedule Master.

- a. Contact the Treasurer for current electronic payment options and any questions relating to them.
5. Members with an excellent payment history may request a higher credit limit.
 - a. Credit limit increases are at the treasurer's discretion; working capital requirements are as much as concern as individual credit worthiness.
6. 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.
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 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.
8. Payments may be made in person to the Treasurer at the membership meeting.
9. Payments may be mailed to the PO Box; the address is listed on the Schedule Master statement.
 - a. 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.)
10. 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.
11. Members whose account balance exceeds their credit limit are unable to schedule aircraft.
12. Members whose account is habitually overdue may have their credit reduced or eliminated and be required to pay in advance.
13. 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.
14. 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.
15. Balances that are not paid by the last day of the third month after the billing cycle closes are in DEFAULT; the Board may contact members with default accounts, and has the discretion to terminate membership.

H. Accidents, Liabilities and Damages

1. Insurance
 - 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.
 - b. 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. (For instance, if an aircraft were down for an extended period such as an engine replacement, it might only be covered with hull insurance during that period.)

2. Liability
 - a. In the event of an accident with damage to or destruction (partial or complete) of any corporation aircraft, the Member causing the damage whether it was the pilot in command or student member who may have been receiving instruction from a certificated flight instructor at the time of the incident shall be liable for the cost of repairs up to \$2,500 for aircraft damaged, except the Piper which is \$2,500 for damages if the engine is off, and \$5,000 when the engine is running.
 - 1) The Board of Directors may, at its discretion, waive partial or full payment of the 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.
 - b. In case of any loss as outlined 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.
3. Extenuating circumstances
 - a. In the event that any member is 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
 - 4) Such member or his/her estate will be liable for any such loss not coverable under the Corporation's insurance.
4. Member Privileges
 - a. In the event of an accident or incident with damage to any Corporation aircraft the member's flying privileges may be immediately suspended.
 - b. If the review as outlined 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)
 - c. The MAA Safety Officer will identify, initiate, and supervise the training program of the member.
 - d. After satisfactory completion of such retraining, the Board of Directors, at its discretion, may restore flying privileges to the member.

I. Member Data Maintenance

1. Members shall ensure their personal data is kept up to date in Schedule Master, including contact information, flight review expiration, and medical expiration.
2. Members are required to send pdf or similar format copies of their Medical and signoff from their logbooks to the Safety Officer.
3. 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.
4. Failure to maintain up-to-date records or respond to information requests in a timely manner may result in the suspension of flying privileges.

J. Aircraft User Fees, Dues, and Initiation Fees

1. Aircraft User Fees are normally calculated once per year to establish a Baseline fee. The Baseline Fee is based on historical costs and computed to cover projected variable costs, including maintenance, fuel, planned projects and reserves for each aircraft during the upcoming year.
 - a. Aircraft User Fees are adjusted throughout the year whenever the fuel price at the base airport changes.
2. Membership Dues are normally calculated once per year, and are computed to cover projected fixed costs, including but not limited to insurance, hangar rent, scheduling and accounting systems, airport utilities, and aircraft navigation databases.
 - a. Dues may be reviewed and discussed with the Members during the year in the event of unexpected events.
3. Initiation Fees are normally calculated once per year and are computed to cover non-recurring costs. Initiation fees are allocated at the direction of the Board.

K. Minimum Hours

1. Voting Members need to fly an average of 1 hour per month on flying status, or 12 hours per calendar year.
2. It is the members' responsibility to be proactive and be sure to avoid inclement fall and winter weather and higher scheduling demand normally experienced in the 4th quarter to avoid Minimum Hour charges.
3. Minimum Hours billing is prorated based on the number of months a member is a Voting member per calendar year and assessed in January for the preceding year. Any Minimum Hours charges will appear in the member's Schedule Master account.
 - a. Members who fly less than the Minimum Hours will be billed for any shortfall (unflown hours) at the dry fee (i.e., normal fee, less fuel) for the least expensive aircraft.
 - b. Voting Members who have paid Dues starting in January and continue through December 31st need to fly at least 12 hours to avoid any charges for minimum hours.
 - c. Voting Members who start paying Dues in June (for example) are required to fly a minimum of 7 hours before December 31st to avoid Minimum Hour charges.
 - d. Voting Members who request to be changed to Participation Status during the year need to fly 1 hour for the number of months they were a Voting Member to avoid Minimum Hour charges.
4. 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.
5. The Board is responsible for evaluating special circumstances for members with unflown hour charges.

L. Authorization to Fly.

1. In order to fly a club aircraft, a MAA member:
 - a. Must be a "Voting" status member.
 - b. Must meet all FAA requirements for the flight.

- c. Must have completed a checkout in that model aircraft or be receiving authorized instruction. See appropriate Appendix for Aircraft Checkout Details
- d. Must meet any MAA currency requirements.
- e. Must meet any Insurance company requirements.
- f. Must adhere to all Bylaws, Policies, and Procedures
- g. Must have reserved the aircraft in Schedule Master.
- h. 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.
- i. 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.

M. Receiving Flight Instruction

1. Only flight status members in good standing may receive flight instruction in Corporation aircraft.
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 or Medical has expired) must use a CFI who is also a member of the MAA per Insurance requirements.
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.

N. 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 “discovery” flight for a prospective member.
6. MAA aircraft may not be used for hire, nor shall anyone rent or lend any Corporation aircraft to any other person.
7. Any cost sharing paid by non-members to MAA members for a flight must comply with FAA regulations.

O. 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 and 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 should attempt to notify the scheduled pilot and reschedule the aircraft for their flight.

P. Preflight

1. The PIC is responsible for ensuring the aircraft is Airworthy and that they are approved to fly prior to flight.
 - a. Review Schedule Master for any squawks or discrepancies just prior to the flight.
 - 1) Review the Pop-up window to be sure the aircraft is flightworthy, and that the Pilot is approved to fly the schedule as reserved.
 - 2) Click “Save” after reviewing the information. (By doing this, SM will add a yellow border around the reserved time.)
 - b. Complete all FAA required pre-flight planning. Reference the FAR/AIM for more detailed information.
 - c. Complete a thorough pre-flight inspection of the aircraft prior to operation IAW the POH or checklist.
 - 1) Any issues (dents, scratches, tires, brakes, etc.) with the aircraft should be checked against the recorded squawks and added if not already present.
2. Exercise care moving the aircraft out of the hangar to avoid damage to any aircraft.

Q. Flight

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



2. All members are subject to periodic review of systems operational review of Corporation aircraft as may be required by the Safety Officer.
3. For the Cirrus, operate the aircraft in accordance with the Cirrus Flight Operations Manual (FOM) Standard Procedures and MAA Standard Procedures.
4. Smoking/Vaping is NOT ALLOWED in any MAA aircraft.
5. Do not bring any food or drink on board that could stain the aircraft.

R. 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.
 - c. For the Piper, refer to the Fuel Management section of the Piper Policies and Procedures below.
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. Fuel purchased away from 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 to receive a credit to your account.
5. Additional Refueling procedure steps are included in the General Procedures section below.

S. Postflight

1. Exercise care returning the aircraft to the hangar.
2. Clean the aircraft and windows, taking particular care not to scratch the windows. See the Postflight Section in the General Procedures section for more information.
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, for aircraft not in a heated hangar, plug in the engine heater (if installed).
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 more descriptive information that will aid troubleshooting and repair.

T. 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 hangered or tied down securely, and the gust lock installed.
3. Any fees such as Landing Fee or Tie Down Fee or Hangar Fee are the responsibility of the member PIC, and should be settled prior to departing the airport.



- a. Invoices received by the MAA Treasurer will be charged to the account of the PIC who scheduled the aircraft, and may also be subject to a \$25 fee by the MAA.
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. The PIC is responsible for contacting the Maintenance Officer regarding any stranded aircraft.
 - a. The PIC is responsible for the User Fees and other costs for returning the aircraft to the home airport, except:
 - 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.
 - 5) The member is still responsible for Hobbs time in the return flight of the stranded aircraft except in Corporation business.

U. 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.

V. 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.

W. 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. Clean up fluid drips and spills from the floors using a disposable paper towel to avoid staining, and slipping and falls.
5. Report maintenance issues to the Maintenance Officer and squawk them under the Hangars resource in Schedule Master.
6. **Fully open at least two** of the hangar doors when moving aircraft from and into the hangar.
 - a. Open all three panels if there are any clearance concerns.
7. At EKM, park the aircraft in the designated locations inside the hangar.
8. At EKM, store the Tug in the designated location.
 - a. Use care to not scuff the walls with the Tug tires.
 - b. Plug into recharge if power is below 70%
9. 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.
10. **NOTE:** If you contact IFC to clear snow, there will be a charge, which will be billed to the individual pilot.

End of Member Policies

II. General Aircraft and Other Asset 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 (if one is identified) the club mechanic.

C. Checking Oil

1. Use ordinary paper towels, or rags obviously dedicated to the purpose.
 - a. DO NOT use cotton paper towels (like the boxed Wype-All towels used for cleaning windows).
2. N739UE (O-320-HDAD engine) has a capacity of 6 qts, add 1qt when it drops to 4 qts.
3. N739UF (O-320-D3J engine) has a capacity of 7 qts, add 1qt when it drops to 5.5 qts.
4. N739FC (O-320-D3J engine) has a capacity of 7 qts, add 1qt when it drops to 5.5 qts.
5. N446CD (IO-360 engine) has a capacity of 8 qts, add 1qt when it drops to 6 qts.
6. N6960J (IO-540-K1A5 engine) has a capacity of 12 qts, add 1qt when it drops to 8 qts.
7. 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 just blow out.
 - a. It is rare to need to add a partial quart. If you must, clearly label the remaining oil as good oil, or discard.
8. All MAA aircraft use Phillips 20W50 during all seasons.

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.
7. Aircraft locations are established to utilize the hangar for all MAA aircraft for ease of access and to minimize possible damage when moving aircraft. Please replace the aircraft flown to the original location after the flight.

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 and tie-down eyebolts are effective grounding point locations.
 - 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. (the 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. 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.
3. 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.
4. Aircraft Specific – See Sections for individual aircraft.

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 “Wypall” 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 (Wizards Spray and Shine) – as of 2020 we use the same product on the windows and airframe.
 - c. Use a GENTLE VERTICAL wiping motion (horizontal and circular scratches are worse than vertical scratches). For stuck on debris, add more cleaning solution in lieu of 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.
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.

1. Install gust lock. Lock cockpit and baggage doors.
2. Lock hangar doors when departing.

J. Schedule Master Postflight

1. See detailed procedures in Appendix D.
2. Enter Hobbs and tach meter starting and ending times
3. Enter total fuel and oil added
4. 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 an "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 Certificated 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.)

End of General Aircraft and Other Asset 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.

1. 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. Some club 172 aircraft have Tanis engine heaters installed. The heaters may be used throughout the winter when the aircraft is parked at an unheated location during low temperatures.
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" right after engine start and during 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.

G. Fuel Management

1. Best practice is to use the plastic mat on the wing to avoid scratching the paint.
2. Use care when placing a ladder beside the plane so as to not hit the wing or fuselage and damage the paint.
3. Cessna tanks should be filled up to 1" below the neck under the Fuel Cap. Filling above this level could cause fuel to exit through the cap and stain the paint on the wing, especially in the summer when the fuel expands.

End of Cessna 172 Policies and Procedures

IV. Cirrus SR20 Policies and Procedures

Our club acquired our 2004 SR-20 G2 in 2016, and we are proud to have it as part 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 TAA (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.

1. 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.
2. 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 or the App version 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 much 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.

1. The following is required to act as pilot in command of the Cirrus:
 - a. 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.
 - I. The Board of Directors may approve transition training by a non-member Cirrus Standardized Instructor Pilot (CSIP) on a case-by-case basis.
 - b. Hold at least a Private Pilot Certificate prior to a checkout.

- c. 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

1. All Operations will utilize one of the following checklists:
 - a. Manufacturers Paper Checklist
 - b. MFD Electronic Checklist
 - c. 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.

1. 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.
 - a. An engine heater is NOT currently installed on the Cirrus.
 - b. 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.
 - a. Do not allow the latches to “snap” open, as this leads to paint cracking. Guard them when unlatching, and close them carefully.
3. Wings.
 - a. Don't set bags/books/etc. on the wing and/or drag across the wing, as it scratches easily.
4. Opening the Doors.
 - a. 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.
 - a. 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.
 - b. 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.

DAMAGED SEAT CORE

NEW SEAT CORE



7. Fuel Pump.
 - a. Make sure the pump is OFF during preflight before turning on the battery.

- 1) Running the Fuel Pump (dry) for extended periods of time without the engine running will cause the pump to overheat which will likely lead to pump failure. (The cause of a pump failure can easily be determined. PLEASE do not be the cause of the pump failing.)

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

WARNING! DO NOT STEP ON THE SEAT! THE HONEYCOMB WILL BE DAMAGED!!

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 is easily damaged!
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 Best Tug 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.

- a. The Cirrus requires low-profile chocks. Do not use any chock that contacts the wheel pants.
 - i. 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).

- 1. Follow the Cirrus FOM. Additionally:
 - a. 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.
 - b. 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.
 - c. 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:
 - a. 75 degrees Rich of Peak (Best Power), at no greater than 75% power
 - b. 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. Fuel Management

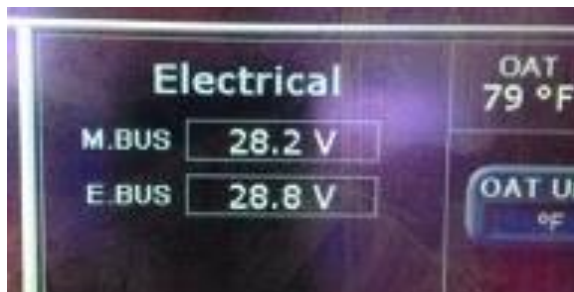
1. The tanks are normally filled to the Tabs after a flight to allow for four passengers on the next flight.
2. Do not rest the tip of the nozzle on the tabs when filling. The Tabs are not very strong, and will break off with repeated bending.
3. Use care to use the plastic mat and not to rest the fuel nozzle on the wing during fueling to avoid scratching the paint.

O. Understanding ALT 2 caution lights

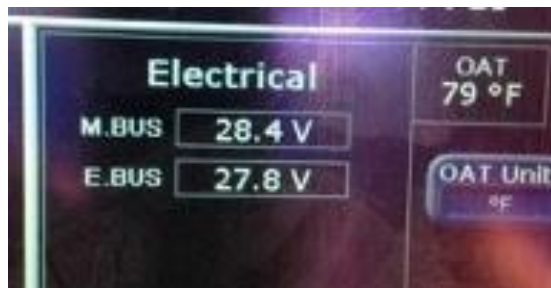
1. The ALT 2 light is illuminated when the system detects a low amperage load on ALT 2, not when it detects low voltage. There are situations where the ALT 2 light can be illuminated with a working alternator. This can be identified by either:
 - a. Adding load to the E bus and seeing if the light goes 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.

P. 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.

Q. Ground Operations (inbound).

1. Follow the Cirrus FOM. Additionally:
 - a. Turn OFF the ALT 2 switch once clear of the runway
 - b. Lean the engine aggressively during taxi in
 - c. 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.

R. Parking Brake.

1. 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:
 - a. Apply pressure on the toe brakes
 - b. Pull the parking brake knob while holding the toe brakes

- c. Release the toe brakes

S. 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.

T. Avionics

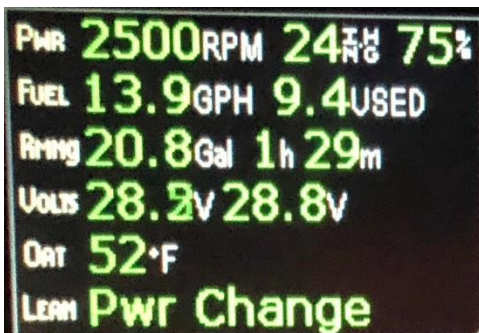
1. Do not touch the screens (they are not touchscreens). Fingerprints are distracting and the screens need special care to clean.
2. Do not attempt to clean the screens (they require a special technique and cleaning solution). If you find the screens are overly dirty, please enter a LOW urgency squawk 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. Piper 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 Piper Cherokee Six:

1. The following is required to act as pilot in command of the Piper 6 (Reference an email from the Insurance provider dated August 21, 2023, amending the Open Pilot Warranty section of their policy for the MAA to determine requirements.)
 - a. That a transition training program with a qualified MAA flight instructor has been completed.
 1. The Board of Directors may approve transition training by a non-member Piper Cherokee Certificated instructor on a case-by-case basis.
 - b. Hold a High-Performance endorsement. (This can be obtained during the checkout.)
 - c. Hold at least a Private Pilot Certificate prior to a checkout.
 - d. Have at least 200 Hours of Total Pilot Hours.

Note: Talk to your instructor for details about both transition training and recurrent training. It is expected that all pilots will fly N6960J in accordance with all MAA Flight Operation Manuals/Policies and Procedures and all Piper POH checklists.

It is incumbent on each member to determine if they are current and proficient, and to seek additional instruction when necessary.

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.
 - a. 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 always use a W&B calculator, such as:
 - a. The Foreflight W&B calculator.
 - b. The W&B form specifically for this MAA aircraft from the Safety Officer or an authorized MAA Piper CFI.
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.
 - a. 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.
 - b. 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 always be latched shut or held open by the strap at all times – do not let it hang free. Again, make sure the door is closed and locked as part of the pre-flight process.

4. Fuel sampling. Sample the individual tanks using the GATS jar before using the center drain point. More than a half-gallon 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.
 - a. Use the bucket provided to catch this fuel and return it to the tanks if contaminant-free. A red funnel marked 'Fuel' is provided to pour fuel back into the tank (one of the mains is recommended). This funnel has a fine screen at the bottom to catch any contaminants that may be in the bucket. 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.
 - a. 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. (The cause of a pump failure can easily be determined. PLEASE do not be the cause of the pump failing.)

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.

L. Shutdown

1. Make sure the pump is OFF at shutdown.
2. 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.

M. 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.

N. 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 G5 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 or Safety 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.
3. Garmin G5
- a. This instrument allowed us to replace the entire vacuum system and gain useful load as well as reliability.
 - b. The G5 is essentially a backup PFD that does, among other functions:
 - 1) Provides input to the GFC 500 autopilot
 - 2) Allows for Stability Control to prevent inadvertent departure from controlled flight
 - c. Full explanation of the G5 will be explained as part of the checkout process and a manual can be found on the MAA website.
4. Garmin 530W.
- a. 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.
5. Autopilot Garmin GFC 500
- a. The new autopilot was installed in 2022.
 - 1) Among other functions this autopilot will
 - a) Provide Flight Director command bars.
 - b) Allow for Altitude presets climbing to and leveling off at the preset altitude
 - c) Hold altitude.
 - d) Fly a coupled approach, ILS, LPV, LNAV+V
 - e) GPSS tracking mode, fly published holds.
 - f) Incorporated a TOGA (Take Off, Go Around) button that will automatically set the command bars of the FD to the proper take off and climb attitude.
 - b. Operation of this autopilot will be explained during the checkout process.
 - c. A manual is available on the MAA website.
 - d. In addition, the CFI’s authorized for checkout, have a 1-hour video that further explain the operation of the autopilot.
6. GDL-88 ADS-B.
- a. This is behind the panel and is integrated with the GTX-327 transponder without additional pilot input.
7. Flightstream 210.
- a. 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.
8. PS Engineering 7000BT Audio Panel.
- a. 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.

- a. 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. Further information and explanation as to the use and interpretation of this instrument will be provided during the checkout process.

O. 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.

P. Miscellaneous

3. 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.
4. The *Forensics* Carbon Monoxide (CO) detector is operated in the following steps:
 - 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 RED LED flash
25 to 49ppm	ppm Level	after 60 seconds RED LED & BUZZER
> 50ppm	ppm Level	Immediate 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 Michiana Air Activities By-Laws.
 - 4. An overview of the Michiana 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. Showing or explaining where our aircraft are hangered, and how to gain access.
 - 6. Showing or explaining where supplies and consumables are stored.
 - 7. Issuing appropriate keys.
 - 8. Contact information for flight instructors for a checkout flight or first lesson.
 - 9. Requirements for a check out flight (Licensed Pilots).
 - 10. How to locate contact information for the Board of Directors in Schedule Master.
 - 11. 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:
 - 1. MAA preflight procedures
 - 2. Aircraft preflight
 - 3. Aircraft Systems
 - 4. Avionics
 - 5. Weight & Balance
 - 6. Performance chart usage
 - 7. Normal procedures
 - 8. Emergency Procedures
 - 9. 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.

It is not difficult to operate, but it can require a little practice to become proficient.

Use care because it can damage the aircraft or the walls of the hangar if not used properly. (Please refer to the section discussing liability for damages, etc.)

Please ask for help if you have not used it before, or are unsure of anything.

Don't assume it's use is intuitively obvious.

Basic operating procedures are below.


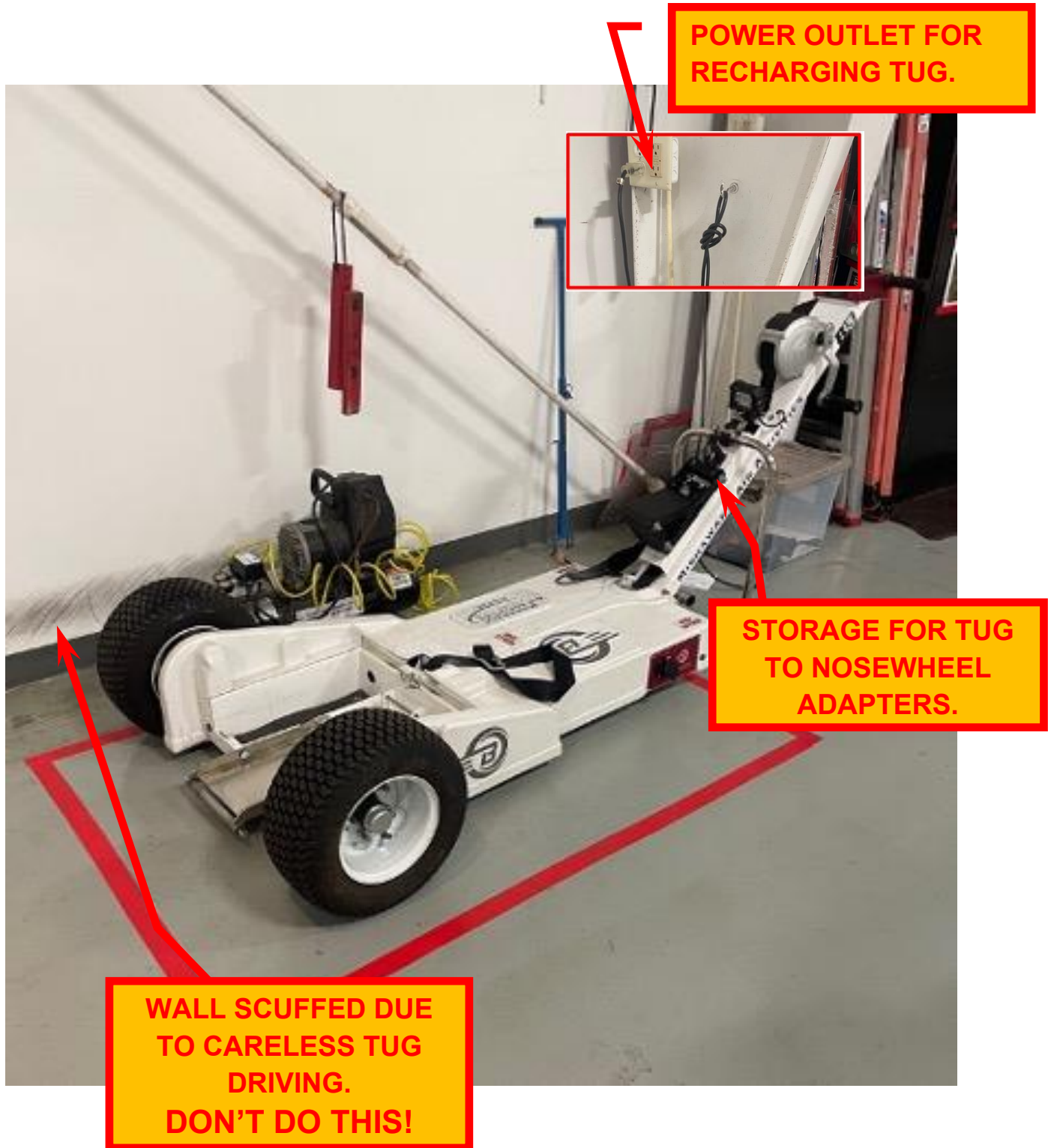
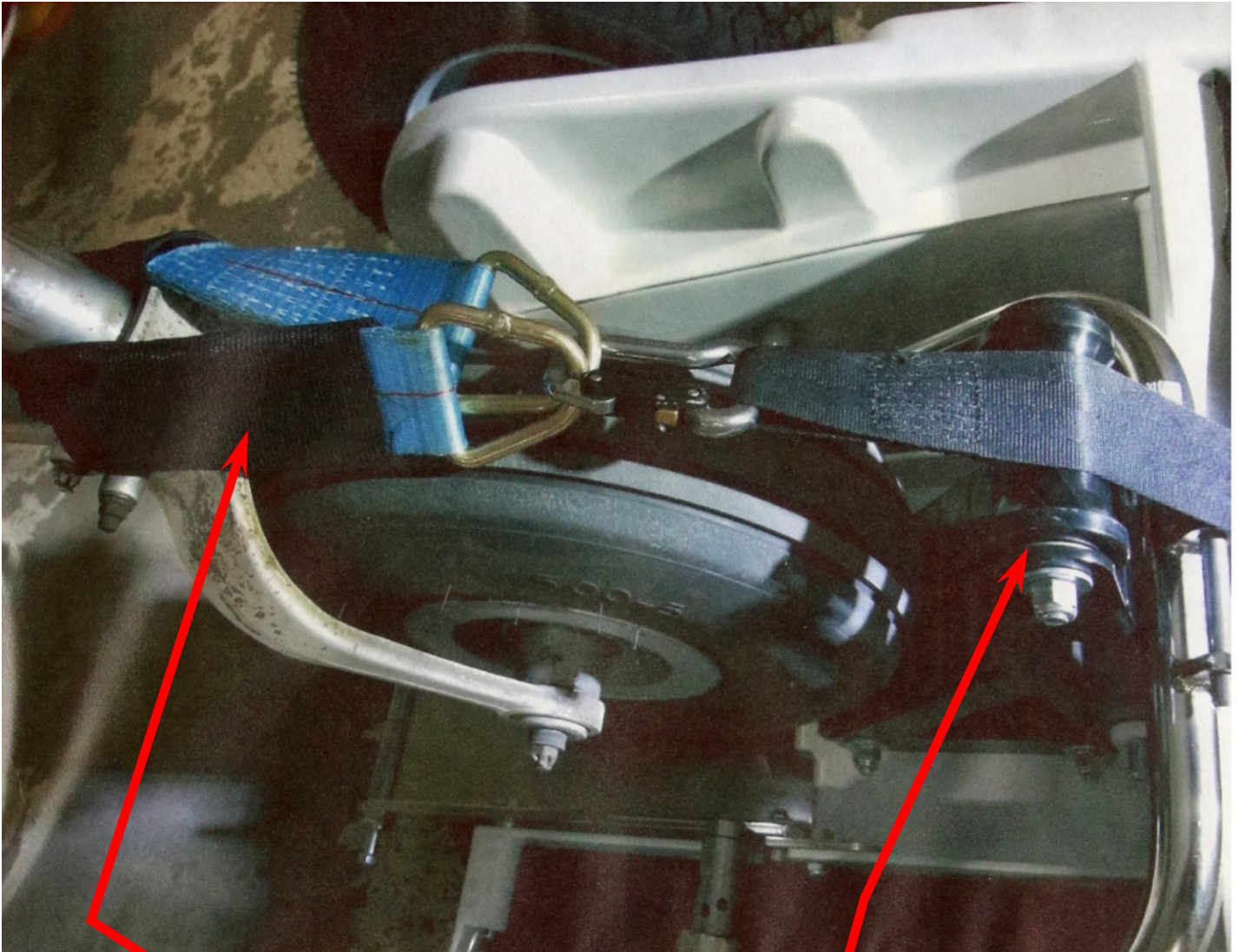
<h3>Control Panel Functions</h3>  <ol style="list-style-type: none"> 1- Power/Emergency Stop Rotate Clockwise to power on, push off. CAUTION, Do not turn off while in motion unless emergency stop is needed. This aggressively shuts down system and locks park brake. Possible tug or aircraft damage may occur. 2- Best Tugs Logo Touch here to activate Alien Abduction Deterrent System. The AADS has proven 99.9% 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. (Use Red handle on motor to unlock park in the event batteries are dead). 	<h3>5- Battery Charge Status</h3> <p>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.</p> <h3>6-Helicopter Lift</h3> <p>Lift and Lower helicopter/trailer attachment if equipped.</p> <h3>7-Direction Control</h3> <p>"Push" to push aircraft, "Pull" to pull aircraft. Twist grip controls speed by rolling on like a motorcycle grip.</p> <h3>8-LED Lights</h3> <h3>9-Air Compressor</h3> <p>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.</p> <h3>10-High/Low Range</h3> <p>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.</p> <h3>System Status Chart</h3> <p>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.</p> <p>All codes are two digits. Count Flashes (F) LED On System powered down after 20 minutes of no use LED On Controller Operational, No Faults</p> <table border="1"> <tr><td>1.1</td><td>Temperature Fault (Motor, Controller or Brake Set)</td></tr> <tr><td>1.2</td><td>Throttle Fault</td></tr> <tr><td>1.3</td><td>Speed Limit Fault</td></tr> <tr><td>1.4</td><td>Low Battery (Charge System)</td></tr> <tr><td>1.5</td><td>Over Voltage (Unplug Tug Before Use)</td></tr> <tr><td>2.1</td><td>Main Contactor Driver Failed Open</td></tr> <tr><td>2.3</td><td>Main Contactor Stuck, Driver Fail, or Brake Coil</td></tr> <tr><td>2.4</td><td>Main Contactor Driver Failed Closed</td></tr> <tr><td>3.1</td><td>HPD Fault</td></tr> <tr><td>3.2</td><td>Brake On (Electromagnetic Brake open or shorted)</td></tr> <tr><td>3.3</td><td>PreCharge Fault (Low Battery)</td></tr> <tr><td>3.4</td><td>Brake Off (Electromagnetic Brake open or shorted)</td></tr> <tr><td>3.5</td><td>HPD Fault (Throttle on when tug powered on)</td></tr> <tr><td>4.1</td><td>Current Fault (Controller Failure, Motor or wire failure)</td></tr> <tr><td>4.2</td><td>Motor Voltage (Short in Motor or wiring)</td></tr> <tr><td>4.3</td><td>EEPROM Failure</td></tr> <tr><td>4.4</td><td>Power Section Fault</td></tr> </table>	1.1	Temperature Fault (Motor, Controller or Brake Set)	1.2	Throttle Fault	1.3	Speed Limit Fault	1.4	Low Battery (Charge System)	1.5	Over Voltage (Unplug Tug Before Use)	2.1	Main Contactor Driver Failed Open	2.3	Main Contactor Stuck, Driver Fail, or Brake Coil	2.4	Main Contactor Driver Failed Closed	3.1	HPD Fault	3.2	Brake On (Electromagnetic Brake open or shorted)	3.3	PreCharge Fault (Low Battery)	3.4	Brake Off (Electromagnetic Brake open or shorted)	3.5	HPD Fault (Throttle on when tug powered on)	4.1	Current Fault (Controller Failure, Motor or wire failure)	4.2	Motor Voltage (Short in Motor or wiring)	4.3	EEPROM Failure	4.4	Power Section Fault	<h3>Attaching Aircraft</h3> <p><i>(Always Check Aircraft Manual)</i></p> <h4>Retractable Gear</h4> <ol style="list-style-type: none"> 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. <i>(Forgetting this step could result in serious injury or aircraft damage)</i> 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 which strap about a half turn. If Keeper Strap is too long wrap nose strut twice. To unload, Check aircraft manual. 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. <i>(Caution: KEEP HAND CLEAR OF WINCH HANDLE)</i> <h4>Wheel Pant Aircraft</h4> <ol style="list-style-type: none"> 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 Turning handle. Pull pin on right to attach to nose wheel. Push right shift in until pin drops. <i>(Wiggle fork to be sure it's secured)</i> Put winch in gear for pulling. <i>(Forgetting this step could result in serious injury or aircraft damage)</i> 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.
1.1	Temperature Fault (Motor, Controller or Brake Set)																																			
1.2	Throttle Fault																																			
1.3	Speed Limit Fault																																			
1.4	Low Battery (Charge System)																																			
1.5	Over Voltage (Unplug Tug Before Use)																																			
2.1	Main Contactor Driver Failed Open																																			
2.3	Main Contactor Stuck, Driver Fail, or Brake Coil																																			
2.4	Main Contactor Driver Failed Closed																																			
3.1	HPD Fault																																			
3.2	Brake On (Electromagnetic Brake open or shorted)																																			
3.3	PreCharge Fault (Low Battery)																																			
3.4	Brake Off (Electromagnetic Brake open or shorted)																																			
3.5	HPD Fault (Throttle on when tug powered on)																																			
4.1	Current Fault (Controller Failure, Motor or wire failure)																																			
4.2	Motor Voltage (Short in Motor or wiring)																																			
4.3	EEPROM Failure																																			
4.4	Power Section Fault																																			

Photo of Best Tug parked in its proper location.



Photos of the Best Tug being connected to the aircraft are depicted in the photos below.

CESSNA C-172

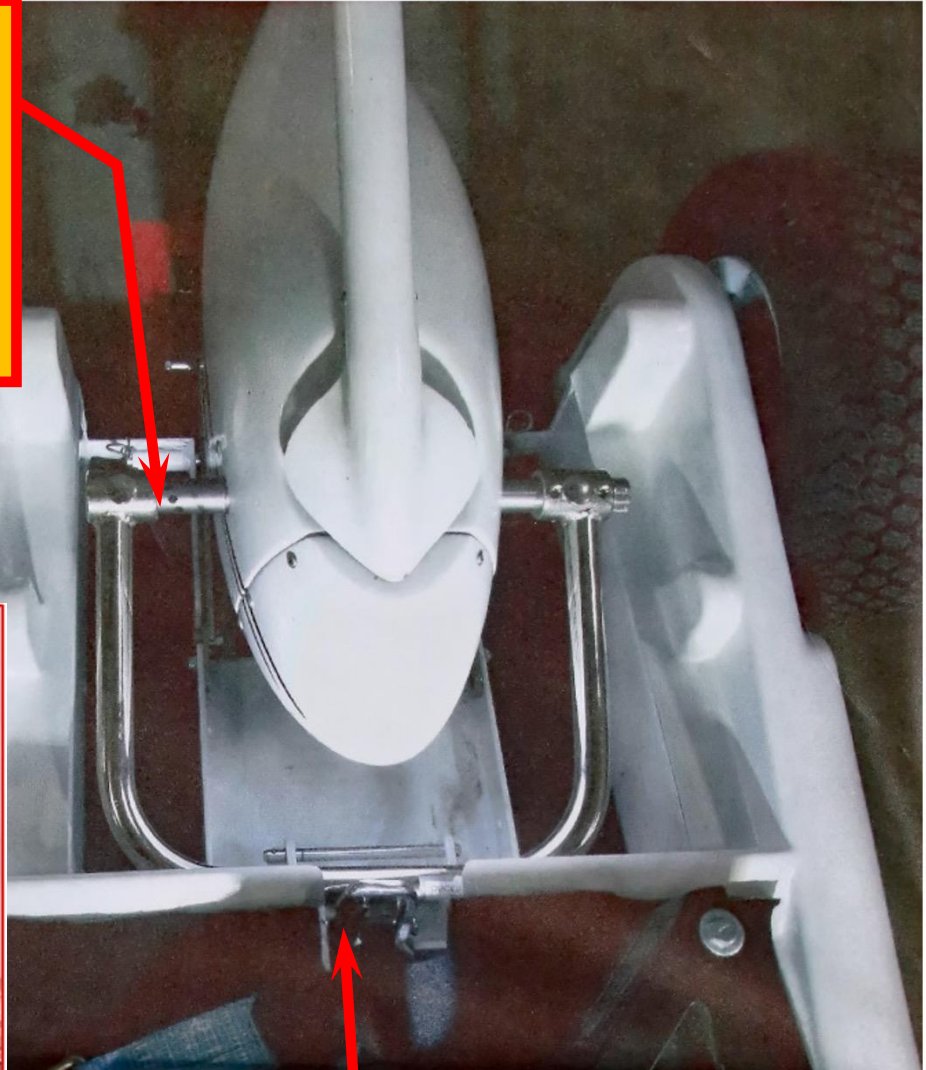


**THE STRAP
IS ASSEMBLED TO THE
NOSEWHEEL AND CLIPPED TO
THE BELT AS SHOWN PRIOR TO
PULLING IT ONTO
THE TUG.**

**THE CESSNA ADAPTER IS
PLACED ON THE TUG
RAMP AS SHOWN TO
SUPPORT THE TUG BELT
AND HOLD TIRE IN PLACE.**

CIRRUS SR-20

**USE ONLY THE CIRRUS
ADAPTER.
IT IS ASSEMBLED TO
THE NOSEWHEEL AS
SHOWN PRIOR TO
PULLING IT ONTO THE
TUG.**



**THE ADAPTER IS
PULLED SNUG INTO
THE TUG NOTCH.**

**NOTE HOW THE PIN
GOES THROUGH THE
TUG STRAP LOOP.**

PIPER CHEROKEE

**USE ONLY THE PIPER
ADAPTER.
IT IS ASSEMBLED TO
THE NOSEWHEEL AS
SHOWN PRIOR TO
PULLING IT ONTO THE
TUG.**



**NOTE HOW ADAPTER
IS PULLED SNUG INTO
THE TUG NOTCH.**

**USE CARE HANDLING
THE ADAPTER TO
AVOID DAMAGE TO
NOSEWHEEL PANTS!**

End of Best Tug Procedures

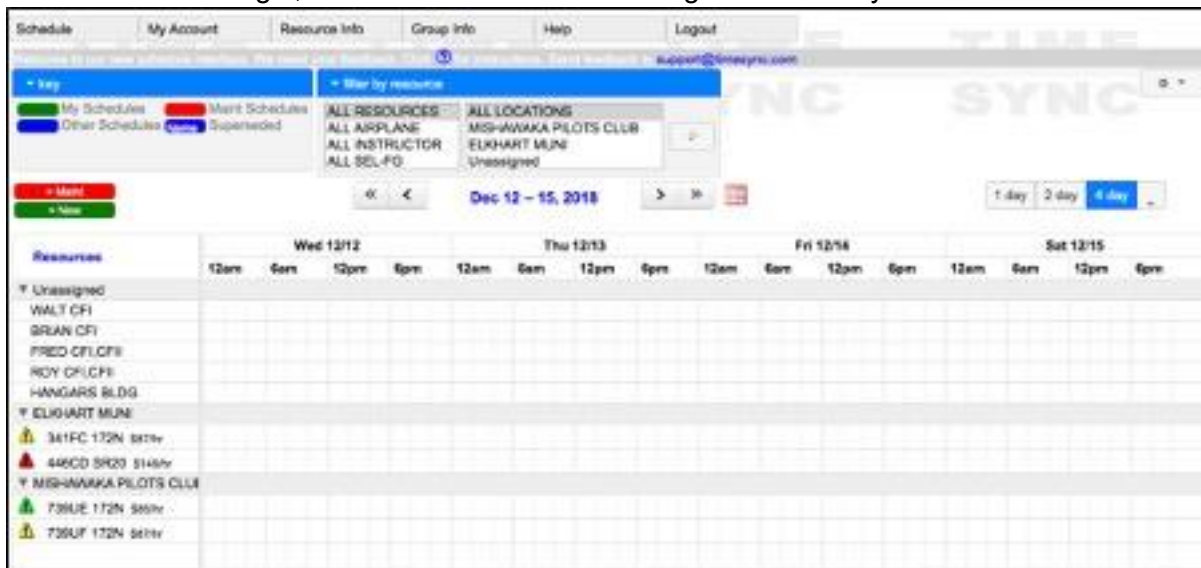
Appendix D: Schedule Master Procedures

MAA uses Schedule Master, an online software system, to maintain member rosters, schedule aircraft, record flight time, record squawks 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.

The screenshot shows the "Contact" tab of a user profile. The fields are as follows:

- First Name:** Fly
- MI:**
- Last Name:** Safe
- Home Phone:** 123-456-7890
- Work Phone:**
- Cell Phone:** 123-456-7891
- Fax:**
- Fax delivery info:**
- Email1:** 123@abc.def
- Email2:**
- Street Address:** street
- City:** city
- State:** ST
- Zip:** 12345
- Country:** 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).

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.

EDIT SCHEDULE(S)

Original Schedule(s)
Scheduled User: Fly Safe
739UE 12/12/18 12:00 pm thru 12/12/18 2:00 pm
Local: Schedule(s) made 12/4/18 8:50 am by Fly Safe

New Schedule(s)
 Modify schedule
 Add resource to schedule

User: Fly Safe

739UE 172N 12/12/18 12:00 pm thru 12/12/18 2:00 pm

Destination: Local VFR only

Schedule comment:

Save Changes **Delete Schedule** Cancel

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

EDIT SCHEDULE(S)

Original Schedule(s)
Scheduled User: Fly Safe
739UE 12/12/18 12:00 pm thru 12/12/18 2:00 pm
Local: Schedule(s) made 12/4/18 11:16 am by Fly Safe

Are you sure you want to delete this schedule?

Confirm Delete Cancel

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

Original Schedule	Fly Safe
739UE	cell: 123-456-7891
12/12/18 12:00 pm thru	home: 123-456-7890
12/12/18 2:00 pm	email: 123@abc.def

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 12/12/18 1:00 pm

Make Notification Cancel

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.

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 **Save**

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

Meter Worksheet:

Hobbs Start:	End:
Tach Start:	End:
Dest. Airfield:	CFI:

NOTE: Check this box after reviewing this window, then click "SAVE".

Aircraft Status: Review maintenance items.

Date	Squawks	Urgency	Scheduled Maintenance	Date Due	Time Due
11/23/2018	Copilot side door arm rest	Low	30 Hour Oil Change		416.2
11/23/2018	Engine Heater Plug	Low	100 Hour Inspection		504.3
07/25/2018	Com 2 reception is very weak.	Low	Annual Inspection	09/30/2019	
07/12/2018	Com #2	Low	ELT Battery Change	12/31/2019	
12/19/2017	Com # 2	Low			

Pilot Status: OK
Balance \$0.00 owed

Resources		
<input type="checkbox"/>	ELKHART MUNI	
	341FC 172N \$122/hr	
	739UE 172N \$122/hr	
	739UF 172N \$122/hr	
	6960J PA-32-300 \$199/hr	

Gray – No Squawks

Green – Low, Non-Airworthy

Yellow – Minor but Airworthy

Red – Plane Down

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: [redacted] This is a NEW PIN for a NEW CARD. Previous card was lost.

g. Full writeups of open squawks are shown.

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)

h. The scheduled maintenance table is also displayed.

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

The screenshot shows a user account menu with the following items: My Account, My Statement, My Pre/Postflight (highlighted), My Profile, and My Rental History. There are also some partially visible items like 'Welcome to our new' and 'key'.

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
OUTSTANDING PREFLIGHTS - Click on a schedule to preflight		OUTSTANDING POSTFLIGHTS - Click on a schedule to postflight			
No preflights outstanding		739UE Fly Safe 12/04/18 9:00AM to 12/04/18 11:00AM			
Click here for Postflight w/no schedule					

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 8:00PM Hobbs: 2317.90 Tach: 438.10

NO FLIGHT MAINTENANCE flight

	Start	End
Hobbs	2317.9	2318.9
Tach	438.1	439.0

Dest. Airfields	SND
CFI	
Total Fuel Added (gal)	10
Oil Added	

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

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

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:	Fuel Receipt
Description:	Fuel Receipt SMD
Quantity:	5
Rate:	4.75
Amount:	23.75
Account:	Fuel Receipt
Choose File	no file selected
<input type="button" value="Add Credit"/> <input type="button" value="Cancel"/>	

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:	On Account
<input type="button" value="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

Schedule My Account Resource Info Group

[Click here to enter a squawk for 739UE](#)

Safe, Fly (122797) Refresh

Print

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.

Schedule My Account Resource Info Gr

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

739UE Include Closed Squawks From 12/4/2018 To

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 happened to the cord inside engine compartment when it is unplugged.

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.

Resource Date Urgency

739UE 12/4/2018 Low Medium Plane Down

Squawk Title

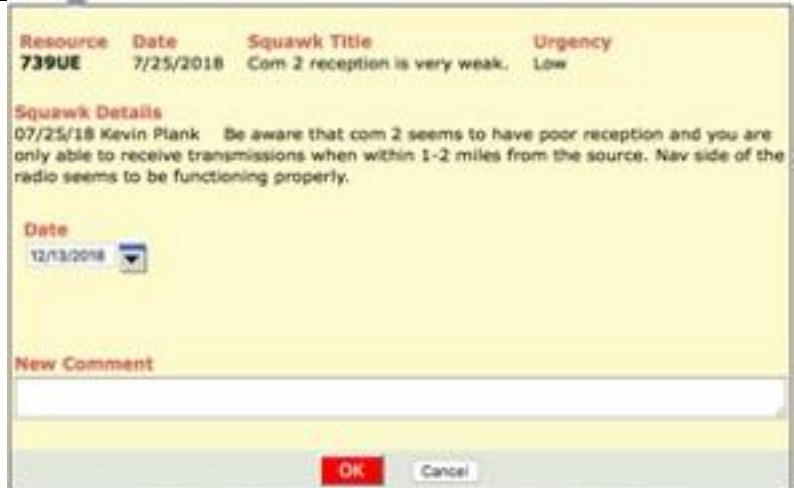
Long Description:

Choose File no file selected

OK Cancel

- 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*

Schedule	My Account	Resource Info	Group Info	Help	Logout
My Account	My Statement	<input type="text" value="To 12/2/2018"/> <input type="button" value="Refresh"/>			
Print	My Pre/Postflight				
<i>If mailing your pay...</i>	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
Welcome to our new schedule interface. We need your feedback. Click ? for instructions					Contact Org
<input type="text" value="key"/>		<input type="text" value="filter by resource"/>		Tech Support	<input type="text" value="support@times..."/>

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 up to several times per year.
 - 2. Cost Calculation Committee (CCC). Meets at least 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

This is an old carryover from years past, but is included here to provide ideas for anyone who is interested in considering this type of thing.

 - 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.
 - 1. 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.
 - 1. 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.
 - 1. 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. Wash and Wax.



1. We clean the planes twice-a-year, but the events are as much about socializing as they are about cleaning.
 2. 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

MICHIANA AIR ACTIVITIES, INC.

By: Mark Duszynski

Printed: Mark Duszynski

Title: Secretary