

Mishawaka Air Activities (MAA), Inc.

Policies and Procedures

Orientation of New Members

All new members, prior to flying an MAA aircraft, must receive orientation for club policies, procedures, rules and equipment by the Safety Officer or his designee. The Safety Officer will review with each new member the following:

- The Policies and Procedures.
- MAA By-Laws.
- General information including scheduled meetings, MAA projects, and expectations of member's volunteer time and talents.
- The location of a list of all members, instructors and club officers.
- Requirements for check ride (Licensed Pilots).
- Explanation of the MAA scheduling system.
- Explanation of aircraft squawks and grounding procedures.
- Use of MPC gas card and proper fueling operations.
- Location of MAA hangars and aircraft.
- Assignment of appropriate keys.
- Any member returning to flying status from stand-by status may request, at their discretion, a meeting with the Safety Officer to refresh any items otherwise covered during new membership orientation.
- Member flight status and support to the organization.
- The organization cannot remain viable without member support. There are numerous things that need to be done: routine upkeep and maintenance of aircraft, hangar maintenance and improvements, and other organization business.
- Contact information for flight instructors.
- Location of consumables.
- Oil servicing.

Currently the MAA has two membership classifications: "Flying" and "Stand-by". In order for a member to qualify for the Flying category (eligible to fly MAA aircraft) the following criteria is required:

- Must have a current medical as required by FAA and have a current BFR or equivalent (except student pilots).
- Must be current in club charges.
- Must adhere to the policies, procedures and by-laws of the organization.

- Flying status members are expected to fly a minimum of 12 hours each calendar year in MAA aircraft (prorated to include only those months, or partial months, the member is in “Flying” status in that calendar year) or will be charged the difference per the C-172 rate minus the average fuel expense, including officers and instructors.
- All members must also be members of the Mishawaka Pilot’s Club (MPC) unless they were EKM only prior to May 1, 2013.
- Must meet monthly dues for “Flying” status members that are established by simple majority vote at a regular meeting considering recommendations from the cost calculations committee
- Members in the “Flying” status must continue to meet the requirements outlined above and support the organization through volunteered time, talent and energy.
- Members who do not qualify or continue to meet the requirements of a “Flying” member will be classified as a “Stand-By” member. Such members shall enjoy all the rights and privileges of flying members, except being eligible to fly MAA aircraft.

A member may request to be transferred from “Flying” to “Stand-by” status in a letter to the Treasurer.

Any member who is transferred to “Stand-by” must remain in this status for a minimum of 60 days before requesting reclassification back to “Flying” status. A member may not transfer in and out of “Stand-by” status more than once in any 12 month period. When a member wants to move out of “Stand-by” to “Flying” status a written request to the Treasurer must be given to that effect and will be decided on by the Board of Directors.

Members in the “Stand-by” status will pay dues as established by simple majority vote at a regular meeting beginning with the month following the date of their request and will pay the regular monthly dues beginning with the month after moving to “Flying” status.

New members may elect an "Introductory Membership" option for their first 5 hours or 60 days, whichever comes first. The intent of this option is to allow a prospective member to experience flying with the MAA prior to paying the upfront costs associated with joining both the MAA and MPC. All the policies for Flying Membership apply, with the exception of the requirement to be a member of MPC. Additionally: initiation fees are deferred; rental time must be pre-paid at the introductory rate; and only designated aircraft may be flown. Instructor fees are not included; these are paid directly to the CFI. At the conclusion of the 5 hours/60 days, the member may elect to pay the standard MAA initiation fee, join the MPC, and transition to standard Flying Membership, or terminate their membership in the MAA.

Responsibilities toward Aircraft

The following items are every member’s responsibilities:

- Check for any notices on the MAA scheduling system prior to the flight for any special instructions and or important messages about the aircraft scheduled.

- Check for any aircraft squawks prior to all flights to become aware of any issues or concerns prior members have encountered.
- Visually check the aircraft and do a complete preflight inspection.
- Do not allow any food or drinks in the aircraft that could stain or soil the interior if spilled
- Smoking is NOT ALLOWED in any MAA aircraft.
- After returning, clean the aircraft as required; i.e...wings, spinner, engine cowling, windshield and side windows (outside and inside if necessary) and the vertical/horizontal stabilizer.
- Report issues or concerns in the squawk section of the scheduling system. Significant issues should be communicated to the Maintenance Officer, club mechanic and the next user via the email feature on the scheduling system.
- Always top off the fuel tanks of the aircraft after returning unless the next user has asked to leave it low due to their weight requirements.
- In cold weather, plug in the engine heater before leaving the hangar. Electrical extension cords for each aircraft will be made available in each hangar during the winter months and this is to be considered the time for cold weather.
- Window cleaning kits are in all the aircraft. Please take a few minutes to review this information and help maintain the aircraft windows.
- If the aircraft is grounded, leave a note prominently displayed in the cockpit.

NEVER use a paper towel on aircraft windows. Paper towels are very abrasive and can cause scratching of the window material. You may use the cloth-like toweling (in the box) if it is well moistened.

Clean cotton towels may be used to clean the aircraft plastic windows. If these are used DO NOT USE THEM FOR ANY OTHER PURPOSE OTHER THAN WINDOW CLEANING. Use one towel to apply the window cleaning solution to the plastic windows and the second to wipe clean, after it dries if there is a dirty cotton towel in the aircraft; do not use it to clean the windows. Discard it or get it cleaned.

NEVER USE A BUG SPONGE on the windows. These are for use only on the leading edges and other painted surfaces to remove bugs. Also, in the winter months do not use ice crappers or other devices to attempt to remove frost or ice from the windows. It will cause scratches.

Return the bug sponge to the special container to keep it away from excess oil in the cleaning/maintenance kit in the aircraft. To make bug removal easier from the leading edges and other painted surfaces, apply a coat of Pledge furniture polish (in the cleaning kit) to the clean, dry leading surface. After applying the Pledge, wait a minute or two and then take a clean paper towel and polish it. This coating will dramatically reduce the time it takes in the future to clean off bugs and other dirt from the surface.

Checking Oil

When checking oil, NEVER use the white cotton towels, if some are in the aircraft for cleaning windows. Use a paper towel and discard it immediately after you finish.

On the 160 HP 172's the oil capacity is 6 quarts; add oil when the oil level is at 4 quarts. On the 180 HP 172 the oil capacity is 8 quarts; add oil when the oil level is at 6 quarts. On the Piper Arrow the oil capacity is 8 quarts; add oil when the oil level is at 6 quarts. The engines have a tendency to "toss out" oil when filled to capacity levels. Remember to check the oil before you start the engine. If someone used the aircraft immediately before you, allow sufficient time for the oil to drain back into the oil pan before checking.

Responsibilities toward the hangars

Treat the hangars as you would your own garage and property.

Exercise care moving the aircraft into and out of the hangar.

If the aircraft will be gone most of the day with the return after dark; close the doors for safety and security of the premises. In general, care should be taken with the hangar doors. Doors to the Maintenance Hangar and the Office Hangar should be closed at all times when an aircraft is removed.

Pick up loose trash and blown tumbleweeds as the need arises, as this trash can be blown into the intake of the engine with resultant problems.

Winter carries along certain care of snow removal. Remove snow as able when so demanded by the weather.

Mow grass in the area as needed to maintain a respectful look for the hangar area.

If something is damaged or broken, squawk the item in the Hangar resource area of the scheduling system. Smoking is NOT ALLOWED in any MAA hangar or office.

CFI Use, Aircraft Use Restrictions and Pilot Check Out Requirements

CFI MAA members and non-members CFI's may instruct flight status MAA members in MAA aircraft. Unless otherwise approved by the Board of Directors, students are to use MAA member CFI's for primary training. Private Pilot members may use any FAA approved CFI or CFII for advanced training flight reviews. If a member has let their flight review expire, and therefore cannot act as PIC, they must use a MAA CFI for a bi-annual flight review.

All new members must complete a check ride by the Safety Officer or, if not practical or timely, another approved CFI before use of MAA aircraft. If the Safety Officer is not a CFI, the check ride must be done by an approved CFI. The CFI and member are to complete and sign the "Aircraft Checkout and Signoff" form and forward to the Vice President. Primary students should complete the form after passing their "check ride" from an approved FAA examiner and forward to the Vice President.

Primary instruction is restricted to the 160 HP Cessna 172 Skyhawk's

MAA members currently on "Flying" status and with a minimum rating of Private Pilot may fly MAA aircraft subject to any further requirements per the following:

- Check Ride with an approved CFI must be performed on each model of aircraft.
- Members must meet any special insurance requirements needed to qualify to fly a particular aircraft.

Rates for the Aircraft

Fuel rates are checked whenever there is a fuel cost change. Members can see the rates for each aircraft in the scheduling system. Prospective members should contact one of the Board Members for current hourly rates of the aircraft.

Fuel: Off field fuel will be reimbursed at the prevailing rate of fuel price charged to the club at the airport the aircraft is based. In order for members to receive a fuel credit, a copy of all purchases must be sent to the Treasurer within 30 days of the flight. The Treasurer cannot close the books at the end of the month with unresolved reimbursement requests and may temporarily deny such requests.

Scheduling and Canceling Aircraft use

The club uses the internet based scheduling system to schedule aircraft usage. Each member is assigned a "User #" and "Pin #". The system can be accessed to schedule an aircraft by the internet.

<https://my.schedulemaster.com>

It is the responsibility of each and every member to keep their information (addresses; email and home, telephone number, etc...) and currency (medical and Flight Review) in this system up-to-date. After logging onto the system, there is a menu hierarchy on the top of the page. When you roll your mouse over one of the boxes across the top, a secondary menu appears immediately below it. It details several options that are available from the item you just selected. For example; in order to change personal information (Medical and BFR dates). Roll your mouse over the My Account tab. When you do this you'll see the sub-menu and the following items, become available: My Statement, My Payment Accounts, etc... Click on My Profile and then a new screen opens with a second row of tabs, labeled Contact, Pilot/Personal, etc... Click on the Status tab where you'll be able to change your medical and Flight Review dates. Note: Enter the date the item expires, not the date obtained.

When you schedule an aircraft, you must put in a start and stop time. If you return early from a flight, you need to CANCEL the remaining portion of the schedule you didn't use. There are TWO reasons for this; it immediately frees up the schedule and it allows you to enter your flight information. If you do not cancel the reservation when you return before your scheduled time, you will not be able to enter the Hobbs times, fuel used, ending tach, etc...until the actual time you scheduled as the end time of your reservation has passed. Enter any off-field fuel or oil purchases in the credits boxes. Get the receipts to the treasurer ASAP, scanned and emailed is preferred. The Treasurer won't approve the credit until the receipts are received. Enter the total fuel added (gallons) and total oil added (quarts) in the lower boxes. These numbers are used to calculate average fuel burn for the aircraft, which is used to set rental rates. Be sure to click on the save box after making all of the entries. The previous ending Hobbs time will NOT be available for you to use as your start time. That is, it will not be on the input screen. You will have to make sure you have it with you when you leave the aircraft. If you fail to record your

time, you may receive a phone call from one of the individuals who are managing this system. Please make life easier by remembering to record your beginning and ending times (Hobbs and Tach) on a "MAA Flight Record" sheet which is in every aircraft before you leave the aircraft. Do the next member a good deed and write your ending Hobbs and Tach times in the starting Hobbs, and Tach time section on the next sheet of the flight record sheet. Of course, it's always a good idea to check the starting Hobbs before a flight to avoid billing errors. Also, remember you must include a reason in the comments box if you checked the "No Flight" box (that is, you didn't fly). You need to explain why you did not fly.



Mishawaka Air Activities, Inc. lwannabeea Pilot

Enter the time and expenses for the following flight.

Schedule	My Account	Resource Info	Group Info	Billing Admin	Admin	Help
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POSTFLIGHT DISPATCH

739UE (\$83.00/hr) lwannabeea Pilot
1/27/15 6:00PM to 1/27/15 8:00PM

Last Flight Entry: Dec 28 2014 6:00PM Hobbs: 1801.30 Tach: 1.10

NO FLIGHT MAINTENANCE flight

Hobbs Start:	<input type="text"/>	End:	<input type="text"/>
Tach Start:	<input type="text"/>	End:	<input type="text"/>
Dest. Airfields:	<input type="text"/>	CFI:	<input type="text"/>

Credits (must submit receipts)	
Fuel (cap \$4.80/Gal)	<input type="text"/> Gal \$ <input type="text"/>
Oil	<input type="text"/> Qts \$ <input type="text"/>
Total Fuel Added (gal)	<input type="text"/>
Oil Added	<input type="text"/>

Fuel and oil added off-field with reimbursement requested. Submit the receipts to the treasurer.

Total fuel (gal) and oil (qts) on and off field. These numbers are used to track fuel and oil burn rates.

Calculate Charges

Cancel

Contact Mishawaka Air Activities, Inc.
Logout Technical Support

Local time: 10:25PM, UTC: 0325Z
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Schedule Master is a Service of Time Sync, Inc.



Reporting Squawks

All Squawks will be put into the scheduling system. One type (Low or medium priority) is for members to document any appearance issues to cover themselves from repair responsibility) e.g. seat cushion torn or soiled from spilled drink or other issue not from normal wear and tear). This type of report is to document the condition of the aircraft, at the end of a flight, so the member responsible informs the club of what happened before a flight so the member about to take responsible for the aircraft documents the issue as being found in such condition in case some prior member did not report it. The other type (Plane down), is for items the member feels need immediate attention from the

Maintenance Officer and or Mechanic. Basis for this procedure per FAR 91.213: “Inoperative instruments and equipment”.

Whenever a member pilot discovers an inoperative instrument or equipment, the following shall be performed before a flight:

- Enter squawk on the scheduling system.
- Notify the Maintenance Officer by telephone and or leave him or her a message on the Flight Scheduling System.
- If the member is a certificated pilot appropriately rated under FAR Part 61 and it is determined the inoperative instrument or equipment does not constitute a hazard, obtain and “Inoperative” placard sticker and place it on the instrument or equipment (e.g. may be by the switch if the equipment is a position light).
- If the inoperative instrument or equipment is not required for the specific kind of flight operation to be conducted, the flight may commence. If the inoperative instrument or equipment is required for flight operation per FAR 91.205, the flight may not commence.
- If a student pilot discovers the inoperative instrument or equipment before a solo flight and the CFI is not on the scene, the flight may not commence.

During and after a flight:

- Land as soon as practicable. If the landing is made away from the home base airport, review the Policies and Procedures before repairs are made.
- Maintenance Officer will perform the following, as soon as possible, for all reported inoperative instruments and equipment on the “Plane Down” page of the Scheduling System.
- Verify the inoperative instrument or equipment is in fact inoperative. Note: there have been occurrences when a radio was inadvertently turned off and the pilot was not aware of it or a NAVAID is out of service and the pilot was not aware of it.

If the reported inoperative is not valid and the instrument or equipment is found to be operative, the Maintenance Officer or club mechanic or a licensed A&P/IA will so note this in the scheduling system maintenance section page.

If the reported inoperative is valid, the Maintenance Officer will verify that it is properly placard with an “Inoperative” sticker and schedule repair or replacement as soon as practicable.

After the inoperative is repaired or replaced, the Maintenance Officer or club mechanic or a licensed A&P/IA will document on the scheduling system’s maintenance section page that the item has been restored to operative condition.

The licensed club mechanic or a licensed A&P/IA will make appropriate aircraft logbook entries.

For communication and navigation radio issues, the Maintenance Officer will document the repairing agency’s findings and report the repairs made on the scheduling maintenance section page.

At each 100 hours or annual inspection, all inoperative issues will be corrected and the scheduling maintenance section page updated.

Grounding an Aircraft

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".

The club and all its members respect the right of any member action as pilot in command, to cancel a flight for any reason they deem valid, be it weather, equipment or personal, without penalty. Retrieving a stranded aircraft is covered in the By-Laws. If the aircraft is away from the home base airport the Maintenance Officer must be contacted to authorize any repair before repair work is started.

Whenever a flight is cancelled because of an issue with the aircraft the member must immediately write up the issue in the squawk section of the scheduling system and contact the Maintenance Officer by telephone. If he or she cannot be contacted, call the President or Vice President in that order. One of these people will contact the mechanic for review of the condition and arrange to put a message in the scheduling system about the situation. If it is determined the aircraft is not airworthy, the Maintenance Officer will ground the aircraft on the scheduling system and notify the next person on the schedule. If an issue is found where the aircraft will not function, (e.g. dead battery, inoperative starter motor, etc...) the above contacting procedure is to be implemented so the problem can be diagnosed and repaired as soon as possible and members can be notified of the situation. Only an FAA certified mechanic can return the aircraft to flight status after appropriate repair(s) are complete or declare the condition reported not to affect airworthiness of the aircraft. Only the Corporation officer or mechanic can change the aircraft status on the scheduling system back to flying status.

Aircraft Check Out, Fueling and Returning

Procedure for checking out and returning an aircraft (after checking on weather and other prescribed flight details required by the FAR's):

- All aircraft must be reserved for the date(s) and time of day on the scheduling system.
- Check the Squawk section in the scheduling system for the particular aircraft scheduled to become familiar with any issues identified by other member pilots before performing pre-flight inspection.
- Perform a thorough pre-flight inspection of the aircraft. Write down any items on the MAA Flight Record sheet to enter into the Squawk section of the scheduling system.
- If the aircraft is not flightworthy, follow the MAA Grounding Procedure.

Follow engine start up and before take-off check lists.

After returning to the airport following engine shut down check list. Both fuel tanks must be "topped off unless there is an arrangement or request with the next pilot scheduled to use the aircraft to the contrary. Contact IFC at EKM for fuel. When at MPC the following fuel procedure should be followed:

- Secure the grounding wire to the aircraft as the first step in fueling the aircraft. The exhaust pipe or wheel-bearing nut are two easily accessible places to attach the clamp without causing any damage to the aircraft.
- When placing the ladder by one of the aircraft, take care not to scratch or ding the struts or sheet metal. (Helpful hint: Place the aircraft gas card holder on the pilot's seat to act as a reminder to return it to its proper place in the aircraft after fueling for the next member's use.)
- After selecting one of the pumps to be used (insert the Yellow MAA fuel card with the magnetic strip down and to the left, remove this card and insert the green MPC aircraft card with the magnetic strip inserted the same way. Enter the member's MPC PIN number and press enter key, enter the pump number and press enter key again). Remove the fuel nozzle, turn on the pump, by rotating the lever and fill both fuel tanks to about ¾" from the fuel inlet being careful not to spill any fuel on the wing. Be sure to secure both fuel tank caps. Return the fuel nozzle and hose to their proper location along with the ladder and grounding wire. (Helpful hint: Write down the amount of fuel put into the tanks on the MAA flight record).

Follow start-up check list and taxi back to the hangar.

Follow engine shut down check list. (Helpful hint: Write in the "Ending Hobbs", "Total Hobbs", on the MAA flight Record. Write in the "Plane # and "starting Hobbs" as a courtesy for the next member).

After the aircraft is in the hangar, install the wheel chock(s), control surface lock and pitot tube cover/protector. Verify that the transponder switch is in the "stand-by" position.

Clean up the interior & exterior of the aircraft. Put the seat belts in a neat and uncluttered position and latch them. Put the shoulder harness belts in their storage areas. Remove any trash and personal items. Remove any bugs from the leading edges of the wings, struts, cowling, flaps and stabilizers. Clean the windshield with the proper towel so as to not scratch it. If the side windows need it, clean them also. Leave the aircraft in as good a condition as you would like to start with it.

Latch door. Close and lock the baggage compartment door. In winter months attach the engine heater extension cords to the engine before leaving the hangar. Close and latch the doors of the hangar.

Complete the post flight information in the scheduling system as soon as possible with all the information required. If you finish your flight before the end of your original schedule, you will have to cancel the remainder to proceed with the Post Flight procedure on the scheduling system. Report any Squawks in the system at this time as well.

If the aircraft needs any supplies (engine oil, paper towels, cleaning fluids, etc...) obtain them from the supply room (same key as hangar key) or contact Maintenance Officer.

When leaving lock the office and hangar doors.

Long Term Scheduling

Regular Hobbs meter charges apply, or one hour per day, whichever is greater. The one hour per day minimum will not apply if the flight is grounded due to bad weather or mechanical problem. Any exception to this policy must have prior permission of the President who will notify the Treasurer.

Security of the aircraft while away from its base is the responsibility of the member PIC. The aircraft should be hangared or properly tied down. Any hangar or tie-down fees are the responsibility of the member PIC.

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.

As with any reservation, a long term reservation will be considered canceled 30 minutes after its starting time if the pilot has not arrived.

When a member expects to have an aircraft away from the airport overnight, he or she must enter a note in the scheduling system as to the name of the city and state of the destination airport.

Billing and Payments

The billing cycle closes on the last day of the month. Schedule Master sends out automatic notifications, and balances are available online. The normal billing cycle includes:

- All charges incurred throughout the month
- Dues for the following month
- Any overdue balance
- Late fees assessed on the overdue balance
- January only – unflown hours charges from the previous year

Billing cycle balances are to be paid in full by the 15th of the month (via mail) or in person at the monthly MAA meeting.

Balances that are not paid in full by the last day of the month are considered overdue; late fees will be assessed as explained below.

Balances that are not paid in full by the following MAA meeting (approximately 45-51 days after the billing cycle closes) are considered delinquent. Any member with a delinquent account may be denied scheduling privileges until the bill is resolved.

Balances that are not paid in full 90 days after the billing cycle closes (i.e. approximately the last day of the third month) are considered in default. The membership of any member who is in default in payment of dues, charges or assessments may be terminated at any time at the discretion of the board or their designate and any and all rights, privileges and previous contribution of such member shall be forfeited as and for liquidated damages at the discretion of the Board of Directors.

A late fee of 10% of any overdue, delinquent, or default balance will be assessed on the final day of the month. Late fees will continue to be assessed until the account is brought back into good standing. The fee is calculated as follows: 10% x (statement balance - payments received).

Billing Notes:

The 10% late fee is designed to discourage maintaining a balance owed, 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.

Procedures for Aircraft at EKM

Scheduling:

- To reserve any aircraft that resides at EKM, use the scheduling system exactly as you do for other aircraft.
- Assessing aircraft – Drive to the north side of the Elkhart Municipal Airport (EKM) and park in the lot directly west of the ATC control tower. You will need the door codes to access the hangar which the Safety Officer can supply.
- Hangar Doors – Shall be kept closed and locked at all times except for ingress and egress of the aircraft.
- Return to field – when you return to the field, you may contact Indiana Flight Center (IFC) on Unicom frequency 122.95 and request the fuel truck. When you get to the hangar, the fuel truck will fill the tanks and put the aircraft in the hangar (if you wish). IT IS STILL YOUR DUTY TO CLEAN AND WAX THE LEADING EDGES, WINDSCREEN and clean out the inside of the aircraft. If the fuel is delivered after hours, it is the responsibility of the PIC to obtain the fuel quantity and enter it into the scheduling system.
- Record any squawks the same way you do for aircraft based at 3C1.
- IFC Facilities – For your convenience, you may use the facilities at IFC for preliminary flight planning. They have a pilots lounge, DUATS, and radar weather. If you return to the field when IFC is closed, be sure to call them when they are open and have them go fuel the aircraft. IFC has access to our hangars and aircraft. Also, be sure to check the MAA scheduling system and let the next person on the schedule know that the aircraft was not fueled when you returned and that you have left instructions for IFC to fuel. This is important in case the next person will be taking the aircraft before IFC opens.
- Other concerns – There may be times when one of aircraft usually kept at EKM will be at MPC for maintenance. When this happens, it may be necessary to move another aircraft to EKM. When this is done, it will be noted in the scheduling system. For this reason it is a good idea to check the system before driving out to the airport.

- Snow removal is primarily done by the Elkhart Airport Maintenance Department. They will provide this service at no charge if contacted with enough advanced notice. They require at least a 2 hour advance request to clear snow from in front of a hangar. Their telephone number is (574) 264-3168 and their hours of operation are from 0600-2200 hours (6:00am to 10:00pm).
- If a member does not arrange for snow removal by the Elkhart Airport Maintenance Department but rather from Indiana Flight Center (IFC) there will be a charge of \$25.00 each time. Such a charge is the responsibility of the member ordering this service from IFC.
- IFC charges a fee for each time an airplane is “pulled out” from or “put away” in its hangar. Every member is responsible for payment of such a fee each time this service is requested.
- Common Frequencies – For your information, the following frequencies should be used when using EKM:
 - Tower – 119.5
 - Ground – 121.8
 - Clearance Delivery – 121.8
 - Unicom – 122.95
 - South Bend Approach – 118.55
- Other items – We have a fuel account at IFC for all club aircraft. Should fuel at MPC not be available, you may fuel any club aircraft at IFC.
- Either Aircraft may be parked in either position. If an Aircraft returns after hours and needs fuel park by the door so IFC can move it in and out freely.