



## New Member Induction Procedure:

This is the procedure for inviting a new member into the MANG Aero club, and for the new member to receive keys, club checkouts on club aircraft, and aircraft scheduling privileges. This process requires approximately two weeks.

**1.** All steps from the “New Member Application Procedure” are completed and the applicant has accepted membership in the MANG Aero Club. You will be invited to attend a formal induction meeting.

**2.** Provide a check in the amount of \$1738. This includes your equity fee of \$1625, a \$50 initiation fee (you paid a \$25 application fee when you applied), plus \$63 first month’s dues. The check is to be submitted during the formal induction meeting with the Board members.

Make checks payable to “MANG Aero Club”

The \$1625 equity fee is not refundable during the first year of membership. After the first year of membership, the refund schedule is as follows: after 1 yr. \$800, after 2 yrs. \$1200, after 3 yrs+ \$1625.

**3.** Obtain the “MANG New Member Checkout Checklist” from the MANG website, and a set of keys for the hanger doors and each aircraft from the Vice President. You will also receive a form that allows you to apply for a gate badge through the Willow Run Security office.

**4.** You will be given a ScheduleMaster User ID and Password. Note that you will initially only be given access to view the schedule, but not to make reservations for any of the aircraft. Contact a club approved CFI (See “MANG Approved CFIs”) to schedule the aircraft on ScheduleMaster for the club aircraft check outs.

**5.** You must own a Pilot Operator Handbook for each aircraft you intend to be checked out in. You may purchase a POH for any aircraft from the club for approximately \$20 - \$35 each (at cost).

**6.** Complete the club checkout checklist for each aircraft you wish to be checked out in. (See “MANG New Member Checkout Checklist” file). You will need this filled out when you meet with the CFI.

**7.** Perform a club checkout with a club approved CFI. You are responsible for paying the instructor for their time spent on your checkouts. CFI rates per hour vary depending on the CFI. You will also be billed for the use of the aircraft during the club checkout. The club approved CFI will review a checklist of hanger procedures and verify your skills on the aircraft you wish to be checked out in. **You must receive a club check out in each aircraft you intend to schedule and fly.**

**8.** Once completed, you must notify the Club Safety Officer of which aircraft you have passed a club checkout in by sending a photocopy of the logbook entry, the signed checkout form, and your security badge (only after checking out for the first time) by mail or email . Scheduling privileges are not granted on ScheduleMaster until completing this step. **You must pass a club check out in each plane you intend to schedule and fly.**

Enjoy the club! Please review the regulations and bylaws to be familiar with them.

Updated 07/01/2017

# MANG AERO CLUB - AIRCRAFT CHECKOUT

MEMBER NAME \_\_\_\_\_ DATE \_\_\_\_\_

AIRCRAFT \_\_\_\_\_ "N" NUMBER \_\_\_\_\_

$V_X$  \_\_\_\_\_  $V_Y$  \_\_\_\_\_  $V_A$  \_\_\_\_\_  $V_{NE}$  \_\_\_\_\_

$V_{SO}$  \_\_\_\_\_  $V_S$  (flaps up) \_\_\_\_\_  $V_{NO}$  \_\_\_\_\_  $V_{FE}$  \_\_\_\_\_

\*  $V_{LE}$  \_\_\_\_\_ \*  $V_{LO}$  \_\_\_\_\_ \* **only for complex aircraft**

Max distance Glide Speed \_\_\_\_\_ Approach speed(s) \_\_\_\_\_ (with flaps) / \_\_\_\_\_ (w/o flaps)

Rotation speed(s) w/ o flap \_\_\_\_\_ w/max flap \_\_\_\_\_ Cross Wind max \_\_\_\_\_

Engine type \_\_\_\_\_ Horsepower \_\_\_\_\_ Oil cap. \_\_\_\_\_

Total Fuel useable \_\_\_\_\_ Total Fuel unusable \_\_\_\_\_ Fuel Burn \_\_\_\_\_ @ \_\_\_\_\_ % of Power at 5000 MSL

How long (time) can you fly and still have VFR reserves at maximum fuel burn? \_\_\_\_\_  
(Assume 5000 MSL)

Max Takeoff Distance ground roll \_\_\_\_\_ over 50' \_\_\_\_\_ @ max gross weight (Assume 1000 MSL)

Empty Weight \_\_\_\_\_ Max Gross Weight \_\_\_\_\_ Max Payload Weight \_\_\_\_\_

## INSTRUCTIONS:

The club member is to mail or email this completed form to the club Safety Officer. Include a copy of the member's license, medical and BFR if this is the first check out. After the form has been received, the member will be given scheduling privileges for that aircraft.

The approving instructor is required to notify the Safety Officer of the successful completion. In addition, the instructor should make a log book entry in the member's logbook indicating a successful completion.

Club Approved  
CFI \_\_\_\_\_ SIGNATURE \_\_\_\_\_ (If Approved) Date \_\_\_\_\_

## Page 2 of Aircraft checkout:

Members name: \_\_\_\_\_ Date: \_\_\_\_\_

Aircraft: \_\_\_\_\_ CFI: \_\_\_\_\_

### ***Complete the following Performance, Weight and Balance scenarios.***

**#1.** Pilot only with full fuel for the aircraft. Identify the remaining available payload that can be taken based on this.

**#2.** Pilot, with two passengers (#180 each). Identify how much fuel can be on the aircraft.

**#3.** Determine the runway length (ground roll) required for scenario #2 with an airport elevation of 1,000 feet, pressure of 30.92 and a temperature of 80 degrees.

**#4** Flight plan a flight from KYIP **direct** to KMCD (Mackinac Island). Use an altitude of 5,500 feet. Assume a pressure of 30.12 for the entire flight at all ground stations. The winds are from 320 at 22 knots at 5,500 for the entire flight. Determine the length of the flight and the fuel used. (Do not include any deviations for airspace in your planning. This is a simple task to find the fuel used for a flight.)

## MANG New Member Club Checkout Checklist

This checklist is an abbreviated version of selected portions of the club By-Laws, Regulations, and previous checkout checklists. The club By-Laws and Regulations supersede this document.

### **Aircraft Checkouts:**

- A check ride is required in each Club aircraft that you intend to fly. Per our insurance requirements, this must be accomplished with a club-approved CFI.
- Each checkout will be documented by completing a checkout form.
- Check rides will be signed off on the checkout sheet by the club approved CFI.
- A list of approved instructors may be obtained from the Safety/Training Officer or on the website.
- Review the Aircraft Log Books. You will be instructed during your checkout on the proper procedure for logging time used, fueling, squawks, etc.
- Each member will be provided with an owners/operators manual appropriate to the aircraft that person is eligible to use. Cost (approx. \$20 - \$30 each) of the manuals will be billed to that member's account.
- Check for squawks on the chalk board for the aircraft prior to every flight. Verify tachometer times for upcoming maintenance items (such as oil and spark plug changes, etc.) to avoid exceeding the hours during your flight.
- If you record a squawk, you **must also** immediately notify the aircraft maintenance officer of the squawk by telephone. Leave a message if necessary. Also write the squawk on the chalk board.
- Proper procedure to report major problems is to contact a Maintenance Officer, or if unable, contact a board member. Notify the next person scheduled if the aircraft is taken out of service. Club rosters are kept in each aircraft, and on the bulletin boards in each hangar.
- Members will be briefed during the Club checkout on routine procedures such as adding engine oil or air to the tires
- Each aircraft has an engine block heater and should be plugged in during cold weather. If the aircraft is away from YIP and not plugged in, it is the member's responsibility (financial or otherwise) to ensure that the aircraft is properly preheated before use. Preheating is required below temperatures of 20 degrees F.
- When moving planes, do not push on the prop spinner. Discuss where to push, and where not to push on aircraft.
- No smoking is allowed in the aircraft or hangers
- After the club checkout, detach the aircraft data sheet and forward it to the Safety Officer. The new member should keep this checklist.

**Willow Run Airport (YIP):**

Details of flying in and out of Willow Run's Class D airspace will be covered during your checkout with a Club CFI.

Airport diagrams are posted in each hanger and are kept in each aircraft.

To prevent unauthorized access to the airport environment, members are required to assure that the security gate to the Birdcage hangars has fully closed prior to departing the area.

**Hangar Courtesy:**

The aircraft are hangered in the Bird Cage Hangers on F street. The hangers are in the F-row: F1, F2, and F3, on the east side of the field. Signs on the door show "MANG Aero Club".

Hangar doors are to be secured at all times when you are not present in the area.

Parking: Park at the end of the row of hangers, or by the Birdcage lounge, not inside the hangars.

Aircraft are hangered as follows: N20873 Archer / hangar F2; N54115 Skyhawk / hangar F3; N43755 Archer / hangar F1.

On the chalkboard for the aircraft, record the date, time of departure / return and your name each time you use an aircraft. Although not required, your destination would be a good thing to include in case of trouble or if you are seriously overdue.

**Cleaning and Securing Aircraft:**

Leading edges and the windshield must be cleaned for bugs and dirt after your return. Paper towels, soft cloths and cleaning solutions are provided in all hangars. If you run out, go to another hangar and borrow some.

All windows must be cleaned after flying. Use only the approved cleaner or water and a soft cloth (not paper towels) to clean windshields. Do not use dirty towels on the glare shield.

Interior must be cleared of paper wrappers, pop cans, etc., and seat belts must be secured neatly.

Make sure all electrical switches are in the **off** position.

Plug in the engine heater during the winter season.

All members are encouraged to attend the general membership meetings (3 to 4 / year), and the plane washes (4 / year). This is a good chance to meet the other club members. Members not in attendance will be charged \$10.

**Scheduling:**

Scheduling is handled by ScheduleMaster, an automated system that can be accessed either by touchtone phone or through the Internet.

[ ] The ScheduleMaster phone number is (800) 414-6114.

[ ] The Internet address is: [www.schedulemaster.com/smlogin.htm](http://www.schedulemaster.com/smlogin.htm) or [www.my.schedulemaster.com/login.asp](http://www.my.schedulemaster.com/login.asp)

[ ] Detailed rules on scheduling are listed in the 1-page instructions on scheduling.

[ ] Reservations shall be scheduled in advance for all flying.

[ ] The Chief Maintenance Officer (or Assistant Maintenance officer for the plane being used) is to be informed by any member scheduling flights of more than three days duration.

[ ] Except for special circumstances pre-approved by the Board of Directors, no member is to have more than a total of three advance schedules at any one time.

[ ] Only two reservations can be for overnight at any one time.

[ ] Aircraft are not to be scheduled for extended periods with the intention of taking daily flights from an airport within the metropolitan area. Each daily operation of this nature will count as one scheduling.

[ ] While on extended flights, the aircraft should be flown an average of two hours per day.

[ ] No Member shall keep the aircraft beyond the time reserved. If conditions beyond control prevent the return of the aircraft within the reserved time, the member **must** take the following actions: a. Extend the reservation as required on the ScheduleMaster system.

b. If someone else has reserved the aircraft during the period of the extension, contact that person and advise them when the aircraft will be returned.

[ ] Any member who is more than 30 minutes late for a reservation shall forfeit the balance of the reserved time to any member desiring to reserve it. Please attempt to contact the late user to verify that they do not intend to use the aircraft.

[ ] All reservations must be canceled if they are not going to be used.

[ ] Upon significantly early return from a flight, the balance of the reserved time must also be canceled, (800) 414-6114 or on the website.

### **Fueling:**

[ ] Fuel can be obtained at Willow Run (YIP) 24 hours a day.

[ ] MANG has an account with USA Jet for the self-serve pump. See detailed fueling instructions in the planes. Whenever possible, it is desirable to return the plane to the hangar topped off. If fueled elsewhere, the aircraft should be returned to the hangar with no more than 1.5 hours of fuel burned off. The aircraft use log should be filled out each time the aircraft is fueled.

[ ] The Club will reimburse up to the price at Willow Run for fuel purchased by members at locations other than where we maintain accounts. Turn in the receipt with the date, tail number and amount of fuel in order to deduct it from your bill.

[ ] Whether refueling through the USA Jet self-serve pump, or away from Willow Run, write your name and date on the fuel receipt and place it in the mailbox in the hangar F2.

**Instruction:**

[ ] Student instruction and student solo flight shall be in the Cessna Skyhawk only.

[ ] Primary instruction is only permitted for club members by club approved CFIs.

[ ] Club aircraft shall not be flown solo by students in conditions of surface winds that exceed 15 knots.

[ ] Upon the approval of their credentials and qualifications by the Board members, non-member CFI's may instruct MANG members, and conduct club check outs and flight reviews. (This applies to primary instruction only as certificated pilots receiving advanced instruction are technically pilot in command.)

[ ] Non-member CFI's shall review and agree to abide by the rules and regulations of MANG Aero Club.

[ ] No member shall act as pilot in command of Club aircraft until the Safety/Training Officer has been supplied with copies of the member's valid pilot credentials. Pilot credentials are those documents specified in the FAR's as required to act as pilot in command, i.e., pilot certificate, medical certificate, medical waiver (if required), and flight review endorsement.

[ ] No person except an active or associate member of this Club, a licensed instructor giving dual instruction to an eligible member, or qualified persons making flight tests for the Club, shall be permitted to utilize the Club's aircraft.

**Restrictions:**

[ ] Club aircraft shall only be operated from certified airports, i.e., those depicted on current aeronautical charts or as amended by NOTAMS.

[ ] No member shall use the Club's equipment for hire or for business purposes contrary to the FAR's, nor shall any Club equipment be rented or loaned out. This does not preclude personal flights for business purposes as allowed by the FAR's.

[ ] No person shall attach any object to the Club's aircraft or in any way make adjustments or repairs unless approved by the Chief Maintenance Officer.

**Billings:**

[ ] Billings are e-mailed monthly or sent by U.S. mail if necessary.

[ ] Flying time for billing purposes will be computed on the basis of elapsed tachometer time for each flight.

[ ] Fuel, oil, and emergency service bills paid by members will be credited to the member's account when such receipts are presented to the Treasurer.

[ ] Prior approval by a Board member is required before any member contracts for emergency service involving expenditure of significant funds (for example: replacement of alternator, starter, magneto, etc., or greater repair).

[ ] In the event of an accident, the portion that equals our Club's deductible will be paid by the member ultimately held responsible for generating the claim. If the aircraft was operated contrary to current FAR's or requirements of the club insurance policies, the member may be held responsible for the full cost of repairs to the accident aircraft.

[ ] Members will be billed monthly for the prior month's flying and the current month's dues, i.e. the bill dated July will be for June's flying and, July's dues. Payment is due by the end of the month dated on the bill.

[ ] Members having an unpaid balance at the end of the month will be charged a 5% late payment fee on the next month's bill.

[ ] Members having an unpaid balance that is more than one month overdue will not be permitted to make additional aircraft schedules. In addition, all existing schedules in the name of such members will be removed from the scheduling system. The aircraft will then be available for scheduling by other members. The Treasurer will inform each affected member, prior to removal of any schedules made by that member.

**Suspensions:**

[ ] The Board of Directors shall suspend flying privileges or take other necessary action against any member engaging in unsafe practices in or around Club aircraft, violating FAA Regulations, or otherwise acting in a manner not in the best interests of the Club.

[ ] A suspended member shall be considered as one who has been temporarily denied all privileges of membership in the Club by action of the Board and/or the Safety/Training Officer, subject to review and approval of the membership. Monthly dues shall continue to accrue during the period of suspension.

**Resignations:**

[ ] Resignation from membership shall be in writing and addressed to the Membership Director, Secretary or Treasurer, who shall, not later than the next general membership meeting bring the resignation to the attention of the Board for proper action.

**New Club members should keep this checklist for future reference.**