



KEWK Operations Instructions

- Reserve the aircraft by logging into Flight Circle and creating a new reservation.
- The plane is kept in Hangar 47 in Newton. Contact Adam or Georg for the keypad combination.
 - Enter the keypad combination and open the small door
 - There is a large metal door release lever just inside on the North side of the door. Turn that handle to release the door.
 - On the South side of the door, flip the power switch on, then press and hold the green button until the door fully opens.
 - Turn the power switch off once the door is fully opened.
- For fuel, contact Metro North Flight Support at 316-284-6084, tell them you are with Great Planes Aviation and ask them to fuel the plane in Hangar 47 with MOGAS. This fuel purchase will be charged to GPA.
- Always check the oil prior to every flight. One quart of oil will be kept in the aircraft. If you use some or all of the quart, please replace it with another quart from the hangar.
- Before starting the ignition, note the starting Hobbs Time and Tachometer Time. Then log into to Flight Circle and **DISPATCH** the reservation.
- When your flight is complete, note the ending Hobbs Time and Tachometer Time and **CHECK-IN** the aircraft. (DO NOT "UNDISPATCH"). If you have set up your payment information in Flight Circle, select the option to pay when checking the plane in.
- If you added oil during your preflight, please note that in Flight Circle when checking in as well as the paper log book.
- Note the starting and ending Hobbs time in the paper aircraft logbook as well as Flight Circle.
- Remove all trash and personal items from the aircraft.
- If you did not pay for the rental when you checked the plane in: within 48 hours of the completion of your flight, log into Flight Circle to pay for your flight. As detailed in our Operations Manual and Rental Agreement, failure to pay within 48 hours will result in a 10% late fee on top of the amount due which will be charged to your credit card on file.
- Immediately report any discrepancies, maintenance issues or other items GPA should be aware of by creating a squawk in Flight Circle.
- For cold weather operations (under 40 degrees F) please utilize the block heater when parking the aircraft:

- During your pre-flight, turn the dial up to #3.
- When pre-flight is complete, unplug the block heater and return the cord to the plane or cabinet.
- After returning the plane to the hangar, plug the block heater in and turn it to #2
- In the event of an in-flight mechanical or engine issue:
 - Aviate (fly the plane in the safest manner)
 - Navigate (determine if you need to perform an off-field landing)
 - Communicate (inform ATC of your situation)
 - If you determine that you can continue flying the aircraft, IF POSSIBLE, deliver the plane to Newton Airport (KEWK) and park it in front of Midwest Aircraft Services. Contact Adam or Georg to arrange transportation back to Hutchinson. If you judge it is not possible to deliver the plane to Newton, do not jeopardize your safety... land the plane wherever you deem is safest.

GPA Contacts:

- Adam Schneider 620-960-4130 (Hutchinson Operations)
- Georg Schirmer 316-992-3699 (GPA President)