



KHUT Operation Procedures

Because our plane is kept in a community hangar at Wells Aircraft in Hutchinson, some of our procedures will be different than Newton.

- Reserve the aircraft by logging into Flight Circle and creating a new reservation.
- Contact Wells Aircraft to have the plane pulled out of their hanger:
 - Call 620-663-1546 at least 30 minutes prior to your flight.
 - Wells line service is available Mon-Friday from 8am – 7pm and Sat-Sun from 8am - 5pm. If you need the plane after hours, contact Wells so they can pull the plane out before they leave. ***Their hours sometimes vary due to seasons, runway closures, etc. Always double-check hours.***
 - If you need fuel prior to your flight, notify Wells Aircraft and specify whether you want the tanks filled or tell them how many gallons you want added.
 - If you are planning a trip with passengers, calculate your Weight and Balance carefully as this aircraft holds 50 gallons of fuel when it is full.
- Note: both of our planes have an STC to use MoGas or AvGas. Since there is no MoGas at KHUT, Wells Aircraft will supply AvGas. If you HAPPEN to land the Cherokee in Newton for any reason, contact Metro North Flight Support at 316-284-6084, tell them you are with Great Planes Aviation and ask them to fuel with MoGas (which is much less expensive.). This fuel purchase will be charged to GPA.
- The ignition key is kept in a weatherproof lock box on the airfield side of the Wells Aircraft main building. Contact Adam Schneider if you need the combination. Wells Aircraft does NOT have access to the ignition keys. Upon your return, return the keys to the lock box.
- 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 a fresh one so there is always at least one quart in the plane at all times.
- Before starting the ignition, note the starting Hobbs Time and Tachometer Time. Then log into to Flight Circle and **DISPATCH** the reservation.
- Wells has installed a cabinet for us to keep a student headset, block heater cord, extra oil, wheel chocks, tie downs, window cleaner and shop towels. If you will need any of these items for your flight, take what you need from the cabinet and return them after your flight. The cabinet is located in a little kitchen area just to the left of the main lobby entrance. The key to the cabinet is on the same ring as the ignition key.

- 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) away from KHUT, please utilize the block heater when parking the aircraft:
 - Use the blue cord which will be kept either in the aircraft or in the cabinet and turn the dial to setting #2.
 - 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.
- 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)