

# T-Craft Aero Club

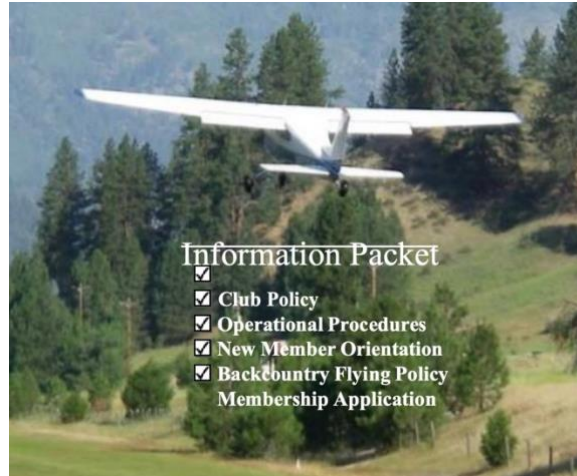
## Dispatch Procedures

May 2026

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## CLUB POLICIES

Click the picture for official T-Craft Aero Club policies



## FUEL REIMBURSEMENT PROCEDURES

### 1. Fueling at KMAN

- a. We account for EVERY fuel receipt that you put in the plane key pouches from the fuel island, so EACH receipt is important. We are missing a few each month which is an issue with our monthly reconciliation process. If the kiosk printer is inop, please leave a note to that effect in the key pouch and let one of the board members know quickly so we can notify the AvCenter. Please date the note and include your name, the tail number and gallons pumped.
- b. REMEMBER: When you fuel a club aircraft at KMAN, put the receipt in the green key bag. Do not share T-Craft's bulk rate with others.

### 2. Fuel receipts from other airports

- a. T-Craft will reimburse you **\$6.99** per gallon for fuel purchased at a field other than KMAN
- b. Send receipts by email to [regluvs2fly@gmail.com](mailto:regluvs2fly@gmail.com) in a timely manner so you can get reimbursed. We also use them in our fuel burn rate calculations each month. Emailing is best for me. Paper gets lost and texts aren't as good.

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## AIRCRAFT RATES

(Rates Effective 26 Apr 2026)

• C-152 (110hp) N67375	\$ 66.00/hr
• C-172 (160hp) N13686	\$ 92.00/hr
• C-172 (160hp) N4464R	\$ 92.00/hr
• C-172 (180hp) N1293F	\$ 104.00/hr
• C-182 (230hp) N9989E	\$ 153.00/hr
• C-182 (230hp) N7593S	\$ 153.00/hr
• C-182 (230hp) N121M	\$ 153.00/hr

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## AIRCRAFT DATA

Click the picture for Aircraft Data



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## AIRCRAFT SCHEDULING

### Guidelines

- Schedule aircraft online at [ScheduleMaster.com](https://www.schedulemaster.com) (login required)
- Schedule aircraft only for the time you intend to use it. Blocking out an aircraft so it will be available "just in case" makes it very difficult for other members.
- If you are flying multiple days, your number of hours flown should be equal to or greater than the number of days you have the aircraft scheduled for

### Trouble scheduling aircraft?

- Use the notification function in Schedule Master to notify you of a cancellation so you can schedule the aircraft as soon as the cancellation is submitted.
- Schedule ahead of time; you can schedule 90 days in advance.
- For long trips, you can schedule up to 14 consecutive days, longer with board approval.
- Call the member who has the aircraft and time slot you want/need and see if they can swap or may already be looking at canceling the flight but haven't canceled yet.

### 90-Day Attendance Requirement

- Schedule Master (under the Status tab) has a field that shows the date that your 90-day attendance will expire.
- You'll get a notification via email 30 days prior to that date from Schedule Master. You will also get a message after that notification when you log on to Schedule.
- Your flying and scheduling privileges will be suspended if you do not attend a club function prior to, or on that date in the 90-day attendance box.
- Membership meetings, board meetings, and other club functions count as credit for attendance.

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## MAINTENANCE SQUAWKS

### How to check squawks

- Login to [ScheduleMaster.com](http://ScheduleMaster.com)
- Click on the colored triangle immediately to the left of the aircraft's registration number
- Read the open squawks
  - Green = low urgency
  - Yellow = medium urgency
  - Red = aircraft grounded
- Click on an individual squawk for details
- to amend or comment on the squawk. entry unless

### How to register a squawk

- Click on the colored triangle immediately to the left of the aircraft's registration number
- Click on the + sign to the right of the word "Squawks"
  - If it's a new squawk
    - Give the squawk a title
    - Enter a description
    - Click your estimation of the urgency
    - Click OK
      - Notify Pete Glick, T-Craft Director of Maintenance, by text or telephone if urgent, email if routine
  - Amend an existing squawk (Do not duplicate existing squawks)
    - Click on the squawk name
    - Click on the + sign to the right of the squawk name
    - Enter your comments in the New Comment space
    - Click OK

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## AIRCRAFT CARE

### Pre Flight:

- Use the aircraft checklist
- Do not fill oil to POH level, use T-Craft checklist level

### Post Flight:

- Install control lock
- Install pitot tube cover
- Place elevator trim in takeoff position
- Place rudder trim in center position (C-182 only)
- Place fuel selector on both
- Open cowl flaps (C-182 only)
- Confirm Master Switch off
- Clean up aircraft interior
- Fasten seat belts
- Shut windows
- Clean windshield
  - Clean the windshield only with Pledge in the yellow cans.
  - Use only vertical strokes. Do not use circular strokes.
- Debug leading edges of wings, struts, engine cowling, and spinner
- Lock all three aircraft doors
- Place key and aircraft credit card in green bag
- Place fuel receipts (from KMAN) in green bag

- Return green bag to key box in hangar office
- Check Lists:**
- Aircraft checklists are available on the club website - [click here](#)
  - You are encouraged to print out your own checklist.

## HANGAR SECURITY

- **Hangar (Preflight and Post Flight)**
  - Always flush bolt the doors (wings and mains) when removing an aircraft from the hangar
  - Always flush bolt the doors (wings and mains) when returning an aircraft to the hangar
  - Always make sure that all flush bolts are engaged after closing the doors (leaving or returning)
  - The aircraft logs are secured in the office safe and the combination is the same as the door code.
  - Heaters set up correctly (in season)
    - Check that the red light is on at the yellow outlet box
    - Do not tie any knots in the pull cord for the yellow electrical box.
    - Never release the yellow box and allow the cord to retract without resistance.
- **Tug:**
  - You must be checked out on the yellow Tug before using it. Please contact a board member for checkout if needed. Checkout form must be completed, signed and on-file.
  - Always park the tug in its assigned location and plug it in for charging.
  - Always take your time with the tug. It will move quick and that can cause problems if not careful.

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