

AIRCRAFT KEYS AND GAS CARDS

1. When not in use the aircraft keys and gas charge cards will be kept in the front of each of the aircraft books in the plastic pocket protector provided.
2. At the completion of the flight refuel the aircraft at the 12,000 gallon 100 LL fueling facility on the ramp at Tipton Airport Operations (self-service fuel tank)**. Record the fuel in the plane's "book". (If fuel is required prior to the flight the plane will also be fueled from this self-service fuel tank.)**
3. Taxi to FMFA tie-downs in front of Hanger 90 and secure the aircraft at a tie-down spot. After securing the plane place the aircraft keys and gas charge cards back in the front of the plastic pocket protector provided in the front of the plane's book.
4. The pilot will write up a "chit sheet" for aircraft usage and pay those due FMFA by check, credit card, or cash and place in the safe provided (of if block time, so indicate and no further payment is required). **INCLUDE THE WHITE RECEIPT FOR FME FUEL WITH THE WHITE COPY OF "CHIT SHEET" THAT IS DROPPED INTO THE SAFE PROVIDED.**
5. The next pilot to take the plane will check for both items prior to his/her flight. **A \$25 CHARGE WILL BE ASSESSED FOR LOSS OF EITHER OR BOTH ITEMS.**

** *See Attached Item – "TIPTON Airport 24-Hour Self-Serve Fueling*

Thank You

FMFA Manager

TIPTON Airport 24-Hour Self-Serve Fueling

Please follow these simple steps:

1. **Ground the Aircraft** IF THE RED "NO GROUND" LIGHT ON THE FUEL SYSTEM PANEL (LOCATED ON THE WEST SIDE OF THE 12,000 GAL TANK) REMAINS ILLUMINATED GO NO FURTHER. TRY A DIFFERENT PLACE ON THE AIRCRAFT FOR GROUNDING UNTIL THE "NO GROUND" LIGHT IS EXTINGUISHED. THE FUELING SYSTEM WILL NOT WORK IF THE "NO GROUND" LIGHT IS ILLUMINATED.**
2. **Insert Visa/Mastercard/Multiserve Card in slot**
3. **Enter requested information.**
4. **Zero the fuel meter**
5. **Extend the fuel hose and pump fuel**
6. **Retract the fuel hose**
7. **Remove the Ground cable, return to housing**
8. **Replace equipment (ladder, gloves, etc.)**
9. **Take receipt**
10. **Attach receipt to the white copy of the Aircraft Chit Sheet**

Pump will deactivate automatically 1 to 2 minutes after the last entry on the keypad or upon completion of fueling.

Thank you for fueling at Tipton airport. 410-222-6815
Have a Safe Flight

Some Reminders:

Please do not smoke while on the flight line
Please utilize the Safety Equipment provided
Please do not place the fuel nozzle on the ground
Please do not drag the nozzle when rewinding
Please walk the grounding cable back to the reel
Please place equipment back into the shelter
Please do not attempt to reposition any levers
Please report any problems with the equipment to Tipton
Operations
Please utilize the HAZMAT materials in the brown/red locker for
any minor spillage and notify Tipton Operation.

In case of a spill or other emergency, call 911.

This is Tipton Airport
Bldg #81 General Aviation Drive
Odenton, MD (Ft Meade)

[ATTACHMENT TO PIF 02-01](#)