

Welcome

Welcome to the Borden Flying Club. This package has been prepared to assist you in navigating the club's policy and procedures with respect to aircraft operations. As an Aide Memoir it will answer many of the questions regarding flight bookings, dispatch, operations, reporting snags, cold weather operations and emergency repairs. We will occasionally refer to the club website www.bordenflyingclub.com for information that is likely to change such as phone numbers and rental rates. This is done intentionally so that this Aide Memoir does not become dated. Even so, we may need to make periodic revisions to keep it current as our operations evolve. If you encounter something that should be updated please let us know.

The Borden Flying Club is federally incorporated as a non share capital not-for-profit corporation. Our aircraft is privately registered and is insured as a private airplane. We are not a commercial operation in the sense of Transport Canada and we do not operate under the guise of a Commercial Operating Certificate (OC). Transport Canada considers each member a part owner of the airplane. When you join the Borden Flying Club you become, in effect, an airplane owner.

Because the club is incorporated your ownership rights are limited to the use of the plane in accordance with club rules. Conversely, your liability as an owner is limited to your own actions. Technically; you are not renting an airplane but are instead, sharing the cost with fellow owners. As such, we do not have to charge Provincial Sales Tax and is why we do not need an OC from Transport Canada.

The club maintains hull in motion, third party liability and passenger liability insurance on the airplane. We do not carry any personal injury or accident benefit coverage for the Pilot in Command. You may wish to discuss insurance coverage with your own broker.

The Borden Flying Club does not have any paid staff and is run entirely by volunteers. The aircraft is self dispatched and communications are the key to safe and efficient operations. The club is managed by a handful of dedicated club members who make up the Board of Directors and any ad hoc committees. You will find their contact information on the Directors page on our website (www.bordenflyingclub.com/directors.shtml).

The Borden Flying Club is unique in that none of us are simply renting an airplane; and it shows! Please take pride of ownership in all your actions with the club – because you are.

Key Fobs

By this point you already should have created a member's account in the club's online database, successfully completed a check ride, paid your dues and provided copies of your licence and medical. Once these steps have been completed you will be issued a key fob. The key fob gives you access to the terminal building, the flight planning room and the club's flight locker. Each key fob is individually coded and it may take up to a week for your key fob to be prepared. Once ready, you will be able to pick it up from the airport office during normal working hours which are posted at the main entrance to the terminal building.

Should you lose or damage your key fob the club will replace it though a nominal charge may apply. Please contact the Treasurer (Treasurer@bordenflyingclub.com) if you need to obtain a new key fob.

Membership Renewal

Regardless of when throughout the year you join the club, all dues expire on March 31st with the following year's dues payable by April 1st. If you joined part way through a membership year (1 Apr – 31 Mar) your dues for the remaining of that year will be prorated based on the number of months remaining.

All members are required to update their online membership record, provide a copy of their current medical and pay their dues as part of their annual renewal. The cost of an annual membership is posted on the Rates page of the website (www.bordenflyingclub.com/rates.shtml).

Block Time

We offer a discount on the hourly rate for the plane to anyone who pre-purchases 10 or more hours. This is referred to as *Block Time*. To buy block time simply complete an invoice indicating how many hours of Block Time you are purchasing. Be sure to add GST and enclose your payment.

Rental rates, including Block Time, are posted on the Rates page of the website (www.bordenflyingclub.com/rates.shtml).

To use your Block Time check 'Block Time' as the method of payment when completing the invoice after your flight.

Block Time does not expire so there is no limit on how long you have to use it.

Flight Planning

On the club's website you will find the following flight planning tools:

- Weight & balance calculator for the club aircraft
- ICAO & FAA flight plan forms
- Sunrise & sunset calculator
- NOTAMS
- Airport diagrams
- U.S. Ports of entry
- U.S. customs & arrival forms

You will also find links to a range of Canadian and U.S. weather products. On the Club Cessna page (www.bordenflyingclub.com/cmperformance.shtml) you will find links to a checklist and GPS manual.

Aircraft Bookings

As part of your membership you received a user name and password to the online booking calendar. This is the same user name and password that you use to access the online membership database. You can access the booking calendar directly by taking the Calendar link (www.bordenflyingclub.com/calendar.shtml) or by signing into the Members' Only page and then clicking on the *calendar* icon. The latter method offers the advantage of being able to save your login information. From the Members' Only log in page (www.bordenflyingclub.sartech.ca) check the *automatically log me* in option prior to entering your user name and password. This will record your user name and password on that computer. The next time that you click on the Members' Only link from the same computer you will not have to enter your user name and password. You should only take advantage of this feature when using a computer that is not open to the public.

You may still access the booking calendar directly from Calendar link, without going through the Members' Only section if you prefer. If you have not already logged into the calendar you will only see public events such as club meetings. In order to view and make aircraft booking you will have to log in. To log in click on the *gold key* icon near the upper right hand corner of the page.




Remember, this only applies if you access the calendar directly without first going through the Members' Only section.

You will not be able to log into the booking calendar if your membership OR YOUR MEDICAL HAVE EXPIRED.

If you do not see any bookings check to see that CMQ Bookings is selected in the Group Filter/Legend.



To make a booking click on the *add booking* icon  at the top of the page. If you are viewing the calendar in Month View or Week View you may also click on the orange plus sign next to the date.

When making a booking ensure that you select CMQ Bookings in the Event Group drop-down list. Only bookings assigned to CMQ Bookings are valid. The Private Event Group is your personal calendar and only you can see events added to it.

A screenshot of an 'Add Event' form. The title 'Add Event' is at the top left, with a sub-instruction 'Fill in the form below:'. There are three tabs: 'Standard' (selected), 'Advanced', and 'Recurrence'. The form contains several fields: 'Event Title' (text input), 'Event Group' (dropdown menu with 'Private' selected and 'CMQ Bookings' highlighted in the dropdown), 'Event Description' (text area), 'Event Start Date' (date picker showing '1/9/2008'), 'Event Start Time' (time dropdown showing '9:00 AM'), 'Event End Date' (date picker showing '1/9/2008'), and 'Event End Time' (time dropdown showing '10:00 AM'). There is a small calendar icon in the top right corner of the form area.


For event title you may enter *CMQ Booking* or something more descriptive if you wish. Event Description is optional. Feel free to enter an itinerary or other notes that may be helpful to other members. Select your start and end times. Ensure you allow enough time at the end of your flight to refuel and complete the paperwork.

The booking calendar will not allow overlapping bookings.

Booking Guidelines

Aircraft rates are posted on the Rates page of the club website (www.bordenflyingclub.com/rates.shtml). You will also find the club's Extended Rental and Overnight Rental policies.

We do not stipulate a lot of rules when it comes to making bookings. The general rule of thumb is *be courteous*. Unless you have made arrangements for an extended or overnight rental the length of time that you have booked the plane should not be more than approximately double the Hobbs time that you intend to fly. Keep in mind that

someone may book the plane after you have departed so do not return late. If you are running behind schedule stop somewhere that has internet access and extend your booking. If someone has booked the plane after you, give them a call and make appropriate arrangements. Mouse over the blue icon  on a booking to see who made it. You can then go to the members' database to look up that person's phone number.

Cancelling a booking

If you have to cancel a flight and the weather is VFR, delete your booking, do not just edit it with a comment that the plane is now available. Remember, no one can alter a booking that you made and the system will not allow overlapping bookings. If you cancel a booking less than 24 hours in advance you should also post a notice on the club's message board. You can also check the *send email notification* box when cancelling your flight in the booking calendar to send an email to all club members informing them of the cancellation.

Aircraft Dispatch

The club aircraft is self dispatched. Prior to leaving for the aerodrome it is a good idea to check the website to ensure that there is no maintenance or other issues posted. These will typically be posted to the News or Message Board on the home page. *Don't forget to take your licence and medical with you to the aerodrome.*

Once at the aerodrome be sure to check the white board in the flight planning room for any other notices. The flight bag is located in the flight locker which you can open with your key fob. Ensure that all flight documents are in the flight bag and review the journey log for any unserviceabilities or limitations. With the journey log you will find a page that details recurring maintenance activities such as oil changes, recurrent Airworthiness Directives and such. Check this to ensure that they are all in compliance. The club maintains an oil change schedule of every 50 hours. This is the only item on the list that is not mandatory. The plane is airworthy even if it has been more than 50 hours since the last oil change. Some items, such as the blind encoder, do not ground the airplane but do have an impact on operations. While it is unlikely that any of the items on this list will be out of compliance, it is your responsibility as PIC to ensure that the airplane is airworthy. Please inform the PRM (CMQ.Operations@bordenflyingclub.com) if any items are at or about to come due.

There is a computer with internet access and a telephone in the flight planning room if you need to check weather, NOTAMs or call the London Flight Information Centre (1-866-WX-BRIEF).

Normal Operations

Ensure the aircraft key is in the flight bag (and don't forget to return it there after YOUR flight!!) and head to the hanger. The key for the small entrance door is on the aircraft ring. Unlock door and turn on the hanger lights.

CLOSE SMALL DOOR.

Using the hand crank, rotate it to unlock the overhead door. The spool assembly that unwinds the wind gust locks is connected to a limit switch. The spool must be loose enough to allow it to hang free of the switch assembly or the hanger door will not open.

Ensuring the small door is securely closed, press the open button on wall to open the hanger door. It stops automatically so let it go all the way up. **Do not stop it in a partial open position.** The hanger lights must be on in order for the overhead door to operate. If the door will not open, check that the small door is really closed. Check the manual lock you just un-cranked is indeed open enough, and lastly, are the lights on?

Conduct your aircraft walk around. Add oil if it is at or below 6.5 quarts. There should be extra oil in the airplane baggage compartment.

Using extreme caution, pull the A/C out of the hanger. Pull straight out till the tail is clear of the door and turn A/C so prop blast does not hit other A/C or the hanger door. DO NOT RUN WING INTO HANGER. You will be responsible for any damage to the hanger or aircraft. Close hanger door and turn the lights off. Enjoy your flight! If you require fuel while at a different airport, pay and keep your receipt. You can deduct it from your invoice when you return.

Post Flight

After your flight taxi to fuel pump. Depending on the time of day, you may be able to reach the Unicom (122.775) and request fuel. If not, call Larry or Rob on their cell (numbers are published above the fuel pumps). Someone is usually available.

After refuelling taxi back to the hangar and put the plane away. There is not much room on the wingtips so make sure the nose wheel is aligned to the painted mark on the floor. Do not push back past the main wheel marks.

Replace the wheel control lock, cowl plugs and pitot tube covers. Turn off fuel selector and secure ALL seatbelts. Remove any trash and make sure things are tidy for the next person. In the summer, clean off any bug stuff from the windows and leading edges of all flight surfaces. In the winter, replace the cowl cover and extension cord (SEE Cold Weather Operations).

Note the HOBBS time for your records and ensure all radios and switches are placed in the OFF position.

Close the hanger door and turn the hand crank to secure the wind gust locks. Turn the lights off and exit the hanger ensuring that the access door is locked behind you.

Invoicing

Complete the Journey log and double check your addition. The total aircraft time is your Air Time only - wheels up to wheels down. Flight time (what your paying for) is the Hobbs time.

Fill out an invoice, found in the flight locker in the flight planning room, with your personal information and details of your flight. Complete your invoice based on your actual Hobbs time and add the GST to obtain the total due.

If you purchased fuel at another airport, deduct that amount from your invoice. Be sure to deduct it from your total amount due (as calculated above) including the GST. Place your invoice, payment; and if applicable, a receipt for the fuel, in an envelope and drop it into "THE BANK" inside the flight locker.

If you have purchased *Block Time* check the applicable box on the invoice in lieu of a payment.

Snags

If at any time you discover a problem with the airplane you need to report it by means of our Snag Reporting form found on the website (www.bordenflyingclub.com/Snag_help.shtml). This should be done from the flight planning room. Fill the form out and submit it. Print a copy of the report and place it in the journey log. DO NOT WRITE THE SNAG IN THE JOURNEY LOG. You should also write a note on the white board. The Snag Reporting form automatically sends an email to the Person Responsible for Maintenance (PRM) who will take the appropriate action to resolve the issue. He will also post a notice on the club's Message Board.

Not reporting a snag only delays repair. It is much preferable to report a snag right away as opposed to leaving it for someone else to do. Imagine your disappointment if you were to drive to the aerodrome only to find a snag that should have been reported by the previous person to fly the plane.

Cold Weather Operations

Winter flying not only brings weather challenges but also ones of aircraft handling. CMQ is equipped with a Tanis heater and it is absolutely essential that you use it. Below is a chart that gives minimum times for applying pre-heat before attempting to start the engine. Following pre-heat and engine start you must also extend your ground time to give the engine time to come up to operating temperature. You should not attempt a run-up until the oil temperature is in the normal range. Everyone must follow these minimums as the consequences are crucial to flight safety. There are numerous cases of total engine failure, often during climb out, following a cold start.

<i>Temperature</i>	<i>Minimum pre-heat</i>
<i>5° to 0° C</i>	30 min
<i>-1° to -5° C</i>	1 hour
<i>-6° to -10° C</i>	2 hours
<i>-11° to -15° C</i>	2.5 hours
<i>-16° to -20° C</i>	3 hours

1. Operations not authorized when OAT at field elevation is less than -20°C.
2. Above guideline applies when using the insulated engine cover in no wind conditions (i.e. in the hangar).
3. Always ensure that the engine cover is in place before using the Tanis heater.
4. Double the times if A/C is parked outside.

From www.tanisaircraft.com

There is a remote controller for the Tanis Heater. This will allow you to start the Tanis heater prior to arrival at the hanger – from home or en route. The unit consists of a cell phone, sensor circuit board and high current relay. When you ring the cell phone the circuit board senses the light from the phone screen and turns the heater outlet on.

At the end of your flight before you leave the hanger, the following 4 steps will ensure that the system is setup for the next use:

1. Ensure that the Tanis heater is plugged into the duplex outlet on the outside of the controller enclosure, and into the plug on the aircraft.
2. Test the Tanis heater and controller by pressing the black button on the controller for 3 seconds - the Tanis heater will come on.
3. Check that the Tanis heater indicator light on the aircraft cowling is illuminated.
4. Press the red button on the controller for 3 seconds to turn the heater off.

COMPLETE OPERATING INSTRUCTIONS ARE AVAILABLE ON THE WEBSITE (www.bordenflyingclub.com/cmqperformance.shtml).

The cowl covers must be in place whenever the field level OAT is consistently below 20° F (-6° C). These consist of two black plastic baffles that fasten to the engine air intakes in the cowling. These will be installed or removed as required by the Person Responsible for Maintenance (PRM).

After engine start an extended warm up must be performed in order to bring the oil temperature up to a normal operating range prior to conducting a run-up. This warm-up should be done at a slightly higher RPM than that used during warm weather.

When taxiing, care needs to be exercised to avoid getting water on the brakes that may later freeze thus rendering the brakes inoperative. If possible, avoid areas of slush as well as overheating the brakes by excessive use.

Emergency Repairs

If you encounter a mechanical problem while away at another airport you must obtain permission prior to authorising any repairs. You will find the phone numbers and email addresses of all Board members on the Directors page of the website (www.bordenflyingclub.com/directors.shtml).