

# OPERATIONAL PROCEDURES FOR NFC CLUB RENTAL AIRCRAFT

The general intent of the Aircraft Rules, Regulations, and Operating Procedures is to maintain safe and unified flying practices. The aim is to minimize risk to the Club Aircraft and its passengers; and to foster friendly co-operative use of common property. Deliberate contravention of these regulations places fellow members in the confrontational position of playing the role of enforcement officer, instead of having fun and enjoying the benefits of club membership. Your cooperation in adhering to the basic principles outlined in the co-ownership of this Club Aircraft is appreciated.

\*As a Club Rental Member and pilot you are responsible for the aircraft.\*

## 1. BEFORE FLIGHT

Booking the rental aircraft is done by logging on to [Flight Scheduling | bookourplane.com](https://bookourplane.com)

Two cabinets on the west side of the hangar contain many of the items you will require for your flight: The Journey Logbook, keys for the rental aircraft, extra oil, cleaning supplies, and 3 passenger headsets are contained in Locker #1 while additional cleaning supplies and extra oil are in Locker #2.

Both lockers have the same lock code. This code changes periodically. Renters will be notified and there will be a message indicating the current code listed on the message board of the booking system. **Do not share this code with anyone!** If someone asks for the code, direct them to one of the rental club committee members (contacts below).

**Check prior entries in the Logbook. Make sure the Flight Time recorded agrees with the Aircraft Hobbs meter**

## 2. At the Aircraft:

Use the checklists provided for all Pre-flight, Start-up, Pre-Takeoff, Cruise, Pre-landing and Shutdown procedures.

PIC is responsible for having current navigational charts for the intended flight.

## 3. AFTER FLIGHT

Complete the 'shut down' checklist.

On returning the aircraft to the hangar or parking stall after flight make sure:

- Aircraft is positioned correctly  
(with landing gear parked within the red boxes painted on the NFC hangar floor)

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- Aircraft is tied down correctly (if outside)
- Master switch is 'OFF'
- Control lock is inserted correctly
- Pitot tube cover installed
- Wheel chocks installed
- Aircraft is as clean (or cleaner) and tidy as when you got it
- If parked outside, remove the tow-bar and place on the floor behind the front seats
- Note Hobbs time

The Journey Logbook must be filled out after each flight. For each flight leg, please make accurate notations for Flight time, Air time and Hobbs time in the correct columns.

**Do not write in the "remarks" section of the Journey Log Book.  
Record all snags in the provided red booklet.**

If a snag is of a serious nature that could affect safe flight and requires grounding of the Aircraft, please contact the rental club director (or any other Aircraft Rental Committee member) as soon as possible. The rental club director monitors the 'snag reports' and categorizes problems appropriately as to their urgency in requiring attention.

**ALL rental time must be paid in full upon completion of the flight.\* NO CREDIT IS  
PERMITTED.\* Payment must be made before your next flight.**

Payment can be made via e-transfer to [treasurer@nanaimoflyingclub.org](mailto:treasurer@nanaimoflyingclub.org) or by cheque in the club payment box near the fuel payment terminal.

Return all items taken from the locker and ensure the locks are locked properly with the red-strip facing outwards.

## 4. REFUELING:

The Aircraft rental rate includes fuel. A 'Club' credit card is located in an envelope inside the back cover of the Journey Log Book, to be used to purchase fuel for the Club Aircraft, at Nanaimo Flying Club's fuel

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pump only.

Please deposit all gas receipts in the envelope provided in the journey log book.

**If you fuel up at a different airport, you will need to use your own credit card. Write your name on the back of the receipt and place it in the envelope provided in the journey log book. You will be reimbursed by NFC.**

## 5. AIRCRAFT HOUSEKEEPING CHORES:

The Aircraft should always be left neat and clean for the next member. There is a spray bottle with water and microfiber cloth in the hangar locker (#2). Please, always wipe the front windscreen from top to bottom and never in a circular motion.

**Never clean the front windscreen in a circular motion. Always top-to-bottom/up-and-down. This prevents creation of swirl marks on the windscreen.**

Make sure you take all your personal belongings with you and do not leave Club equipment stored in the aircraft.

As a Club member, you are also a co-owner of the Club Aircraft, and as such you will be expected to do 'your share' in helping maintain the Club assets. From time to time as required, a work party of volunteer Rental Club Members will be called upon to perform clean up duty of washing, waxing, vacuuming etc. of the Club aircraft. Also, the rental club director may call on you for help when performing maintenance. Please make yourself available when called, so we can all contribute to this common property

## 6. RENTAL AIRCRAFT OPERATIONAL TERMS AND CONDITIONS

1. If you do not feel safe, don't fly. You will not be reprimanded for exercising good judgment. That being said, please remember to cancel your booking so that other renters can then be made aware of the available time slot. You can set notification preferences in the booking system in your booking system profile
2. Before each flight, always conduct a preflight ground check of the Aircraft. Report any defects

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- found and do NOT undertake the flight if the defect may endanger the safety of the flight.
3. Do not tamper with or attempt to repair (or allow anyone else to) the aircraft unless permission has been granted by a member of the aircraft rental committee in consultation with an AME.
  4. The Aircraft snag booklet should be reviewed, and any discrepancies noted. It is your responsibility to ensure that all inspections and maintenance as required by the Club's maintenance schedule and Transport Canada are complied with before flying
  5. The PIC shall have knowledge of the cruising power settings of the Aircraft and should ensure that safe operating speeds are not exceeded. The PIC should practice proper fuel mixture control and power settings to minimize risk of overheating or shock cooling of the engine
  6. Report all accidents, major or minor, together with names and addresses of witnesses and involved parties, immediately to the Aircraft Rental Committee. The PIC will not permit the aircraft to be moved, unless expressly authorized to do so by the Aircraft Rental Committee and will take necessary steps to protect the Aircraft and its equipment from further loss
  7. All flights are to be made within the limits of the Licence, Endorsements and CURRENT experience of the person acting as PIC of the Club Aircraft, and as per the Conditions applicable as stated in the current Insurance Policy of the Club Aircraft
  8. If due to inclement weather or other unforeseen circumstances, (ie .mechanical breakdown) the Aircraft is grounded elsewhere other than home base (CYCD), it will be the responsibility of the PIC to make the necessary arrangements to have the Aircraft returned to home base (CYCD) as soon as reasonably practicable. An Aircraft Rental Committee member must be notified as soon as possible, as well as any other Club Rental Member who may have the Aircraft booked (log into the booking system for contact details or contact one the aircraft rental committee members.
  9. When passengers are carried, ensure a detailed safety briefing must be carried out by the Pilot in Command. This should include: Correct operation of seat-belts; Details on the ELT; location of life jackets and explanation of their proper use; location of the first aid and if carried survival kit; reminder of smoking prohibition; proper use of exits/windows; and to ensure hands and feet are free of all controls

## 7. Inclement Weather or Mechanical Failure

You may find yourself stranded at another airport due to weather or mechanical problems. In the case of weather, the aircraft may be left at the other airport but you must make all necessary arrangements to have the aircraft returned to NFC as soon as possible. You are also responsible for any additional parking costs associated with leaving the aircraft at the other airport. You must notify a member of the ARC that the aircraft is being left at a different location and when you anticipate its return.

In the case of mechanical issues, contact the ARC and notify them of the issue. You will be directed to see if a suitable repair facility exists at your location and have that facility undertake the repair. You will be reimbursed for any onsite repairs if the facility is unable to bill NFC directly. If the repair can be completed within the day of your flight then the expectation is that you will stay with the aircraft and return it when the repair is complete. If the repair is to take longer than a day, then you can find other means to return home and the ARC will make arrangements to recover the aircraft. NFC is not

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responsible for reimbursement of travel expenses.

## 8. Overdue Aircraft

The Club relies on pilots to keep the booking calendar up to date. If you are expecting a delay in return of the aircraft, make an attempt to contact the pilot who has the plane booked immediately following you to advise them you will be late. Alternatively, you can contact a member of the ARC. If the aircraft has not returned and you have not notified or are unable to notify anyone of a delay, then the ARC will follow this procedure:

1. ARC members will advise if a delay has been reported and whether the PIC has contacted an ARC member
2. Attempt to contact the PIC via their cell phone
3. Reference Flightaware and FlightRadar24 for last known tracking information
4. Contact Flight Services to determine if a flight plan was filled
5. Contact the airport the aircraft was last reported
6. Contact Search and Rescue to report the aircraft as overdue

## 9. Emergency Club Contacts (Aircraft Rental Committee)

Rick Koeppen, Flight Rental Coordinator, 250-246-1991, rickkoeppen10@gmail.com

Steven Garner, Flight Administrator, 250-589-4101, steven.garner@telus.net

Devan Miller, Flight Membership Coordinator, 250-231-1353, millerd1331@gmail.com

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## List of Revision

2023-05-13: Procedures adopted

2023-11-13:

- Section 7: Inclement Weather and Mechanical Failure procedures added
- Section 8: Overdue Aircraft procedure added