

Brantford Flying Club Rental Policy

1.0 Vision

The Rental Policy of the Brantford Flying Club provides documentation to the policies and procedures to rent a BFC aircraft. This document outlines our expectations of our member pilots when they have possession of our aircraft.

2.0 Definitions

Member

A pilot who has completed the membership requirements and has paid their membership fees.

Certified Airport

A certified airport meets the requirements of CARS 302/322. A certified airport is noted in the CFS under OPR as "Cert"

Registered Aerodrome

A registered aerodrome meets less stringent requirements under the CARS. A registered aerodrome is noted in the CFS under OPS as "Reg"

Pilot Licence

The aviation document booklet issued by Transport Canada. It contains the medical certification and licence & permit information. A licence never expires but is kept valid by skill currency and a current medical. See CARS 421.05 Recency Requirements

Student Pilot Permit

The white document that allows the holder to fly solo under the supervision of a flight instructor, for the purpose of practicing the exercises as authorized on the BFC Daily Flight Log. Passenger carrying is prohibited.

No Show

A No Show situation occurs when a student or member:

- Does not attend their aircraft rental booking or flight lesson.
- Cancels the flight with less than 24 hour notice.

Pilot in Command - PIC

This individual is a current BFC member who has the proper licence and ratings for the flight. He/She has signed out on the Daily Flight Log as being the PIC.

Daily Flight Log

The sign out sheet that is maintained in the BFC flight office. It is a daily record of the flights of the BFC aircraft. It is a legal document and needs to be signed in

Brantford Flying Club Rental Policy

pen only. Any changes shall be crossed out and written again instead of using white out.

Pilot Operating Handbook – POH

The airplanes manual provided by the manufacturer. The POH is a document required to be onboard the aircraft during flight and is kept in each aircraft.

Insurance Deductible

The amount BFC is required to pay first toward the loss or damage to BFC's aircraft; the insurance company will pay the balance of the loss or damage, up to the amount of hull insurance stated in the insurance policy.

Hull Coverage

The insurance coverage to pay for the physical loss or damage to the aircraft while the aircraft is on the ground, either in motion or not, or occurring while the aircraft is in flight. This value is typically the market or replacement value of the aircraft as agreed upon by BFC and the insurance company. The specific hull values are noted on the proof of insurance with each aircraft's documents.

Liability Coverage - Bodily Injury and Property Damage to Third Parties

The insurance coverage to pay on your behalf all amounts that you are legally obligated to pay to a person, other than a passenger, for bodily injury or property damage and includes loss of use of that property damaged, if your legal obligation for the bodily injury or property damage of this person results from your use, ownership or maintenance of the aircraft.

Bodily Injury and Property Damage to Passengers

The insurance coverage to pay on your behalf all amounts that you are legally obligated to pay to a passenger of the aircraft, for bodily injury, if your legal obligation to this passenger results from your use ownership or maintenance of the aircraft.

The current combined coverage for Bodily Injury and Property Damager to Third Parties and Passengers is \$5,000,000 CAD.

Airwork

Manoeuvres practiced during flight training. These exercises consist of:

- Slow flight
- Stalls
- Spins
- Steep Turns
- Spiral Dives

Normal Operating Hours – All Eastern Time

| | |
|---------------------|----------------------------|
| Monday to Friday | 8am to 5pm later as needed |
| Weekends & Holidays | 8am to 5pm |

Brantford Flying Club Rental Policy

3.0 Standards

3.1 Weather

The following minimum weather standards are required for any Brantford Flying Club aircraft flight.¹

| | | SOLO² | DUAL | RECREATIONAL VFR | REC IFR |
|--|-------------------|-------------------------|-------------------------|---|-----------------|
| Practice Area | Ceiling | 3,000' AGL | Instructor's Discretion | 1,500' AGL | See 3.1.1 below |
| | Visibility | 5SM | 3SM | 3SM | |
| Circuits | Ceiling | 1,500' AGL | Instructor's Discretion | 1,500' AGL | |
| | Visibility | 4 SM | 3SM | 3SM | |
| Crosswind Component | | 6 kts | POH Max Demonstrated | POH Max Demonstrated minus 5 knots ³ | |
| Cross Country | Ceiling | 5,000 ASL ⁴ | 2,500' AGL | 2,500' AGL | See 3.1.1 below |
| | Visibility | 8 SM | 5 SM | 5 SM | |
| Min. Ground Temperature⁵ | | -15°C | -18°C | -15°C | |

3.1.1 IFR Flights – Dual or Recreational

Take-offs are not to be commenced if the ceiling and visibility are below the landing minima for the airport of departure.

Cruise legs will not be less than 500' below freezing level.

Landing minima as published in CAP.

¹ The weather as reported by METAR, averaged from surrounding METARS or observed by the PIC before takeoff

² Solo flying is always at the signing instructor's discretion

³ Recreational flying is always at the BFC staff member's discretion

⁴ 5000' ASL gives the student the availability to fly at proper cruising altitudes on the trip – 3,500/4,500 – aiming to have a cruising altitude 1000 above MOCA at a minimum

⁵ The air temperature as measured on the ground before takeoff – not wind chill

Brantford Flying Club Rental Policy

3.2 Fuel

The maximum fuel carried is dependant on the weight and balance of the aircraft

For any cross country flights and all night flights, maximum fuel must be carried. A minimum 1 hour reserve shall be used.

Any local flights must have greater than ½ full tanks.

Fuel may be purchased away from Brantford which will cause the flight to be billed according to the DRY rate. See 9.7.2

Brantford Flying Club Rental Policy

Fuel & Oil

3.3 Seat Belts

Seatbelts must be worn, by all individuals in the aircraft, at all times during the flight.

Every passenger is required to use their own seatbelt.

3.3.1 Infants & Children

Children that are required to use a car seat or booster seat in an automobile shall use the same seat in the aircraft. The seat shall not have expired.

The PIC is responsible for securing the seat in the aircraft.

3.4 Securing Baggage

Any applicable baggage including handbags, headset cases shall be secured under the cargo net in the proper baggage area for the airplane.

Brantford Flying Club Rental Policy

4.0 Aircraft Care

Before each flight the PIC is required to have completed a walk-around inspection of the aircraft.

The aircraft shall be deemed airworthy by the PIC before takeoff. The PIC's signature on the Daily Flight Log acknowledges this airworthy requirement.

The PIC shall operate the aircraft within the limits specified in the aircraft's POH. Limits of particular concern are:

Weight & balance limits: both Centre of Gravity location and Takeoff Weight
Proper levels and types of oil and fuel

It is the pilot's responsibility to ensure that there is sufficient fuel and oil for the intended flight.

No pets are allowed in any BFC aircraft

No smoking is allowed in any BFC aircraft

The aircraft must be returned to BFC in an orderly and neat fashion; free of garbage or markings. In cases where an aircraft is left with cleanup required, a charge may be levied to return it to service.

The aircraft shall be parked into the wind.

If the PIC is leaving the aircraft unattended it shall be secured with chocks, the control lock used and the doors locked.

In the event of adverse weather, such as, but not limited to, high winds, freezing rain, thunderstorms or hail, the plane shall be hangared. The PIC shall be responsible for any fees for the hangar – see 9.1 - Fees

Brantford Flying Club Rental Policy

5.0 Authorization – Operational Control

The Brantford Flying Club uses the Daily Flight Log as the method of maintaining operational control of its aircraft. "operational control" means the exercise of authority over the initiation, continuation, diversion or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight.

Before taking possession of the aircraft at the Brantford Flying Club, every pilot needs to be authorized on the Daily Flight Log by a staff member before starting the aircraft.

The aircraft shall only be operated by the pilot signed out on the BFC's Daily Flight Log and will not be used for hire or reward as defined in the CARS.

5.1 Documentation

To be authorized the pilot's documentation and club currency shall be checked. The required pilot's documentation is:

- Pilots licence
- Valid medical certificate
- Radio licence
- Currency - as outlined in Section 7.0 below
- Weight & Balance completed for the flight

5.2 How to Complete the Daily Flight Log

This section outlines how the Daily Flight Log is to be completed. Every time the engine is planned to be shutdown, requires a new line. Example flying to another airport for breakfast and returning requires 2 lines.

| <p><small><u>Conditions</u> The pilot signing out an aircraft agrees that he/she is fully conversant with Canadian Air Regulations and the aircraft will be operated in accordance with all regulations and BFC rules and procedures</small></p> | | | | | | | | | | <p>Brantford Flight Centre - Daily Flight Log</p> | | | | | <p>Date _____</p> | | | | |
|--|-----|-----------------|-------------------|---------------|-------------------|-----------------------|--------------|------|----------|--|----|---------|------|------|-------------------|----|-----|--|--|
| Reg | PIC | Student or Pass | Exercise or Route | PIC Signature | Student Signature | Authorizing Signature | Flight Times | | | | | Invoice | | | | | | | |
| | | | | | | | Up | Down | Air Time | Sim | GB | | Dual | Solo | Rec | PL | Cht | | |
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |

Reg

This field is the registration of the aircraft. Abbreviating the full registration to the last 3 letters is acceptable.

PIC

This field is the name of the pilot in command for the flight. First initial plus last name or just last name is acceptable.

Brantford Flying Club Rental Policy

Student or Pass

For a training flight this field is the first initial and last name of the student
For a recreational flight, this field is the first initial and last name of the passenger. If there are more than 1 passenger a sequential number is placed with names of the passengers.

Exercise or Route

For a training flight this field is the exercises anticipated to be completed during the flight.

For a recreational flight this field outlines the expected route of the flight. In the event of an overdue aircraft this routing will be used to begin the search and rescue procedures. Inaccurate information could seriously decrease the chances of promptly finding an overdue airplane.

Local is defined as being within 10 NM of the Brantford Airport.

PIC Signature

The pilot in command for the flight will sign in this field

Student Signature

The student for a training flight will acknowledge the exercises that will be covered during the dual flight.

The remainder of the fields will be completed by BFC staff upon return of the aircraft to Brantford.

A flight shall be deemed authorized when the appropriate staff member signs in the authorization column for the flight's entry on the Daily Flight Log.

The type of flight determines which BFC staff members can authorize the flight.

For recreational flights by a licensed pilot:

- Any line staff or customer service staff
- Any flight instructing staff

For student solo flights:

- Any flight instructing staff⁶

⁶ Transport Canada requires all training flights to include a pre-flight briefing and for an instructor to authorize the flight. CAR 405.31 & 405.32

Brantford Flying Club Rental Policy

5.3 Flight Following

The Brantford Flying Club is responsible for ensuring that it knows the location of its aircraft at all times. This will allow BFC to respond accurately and quickly in the event of an emergency, a missing or overdue aircraft.

An aircraft is booked on our scheduling system to be returned to Brantford by a specific time. If the aircraft will be returning later than planned the PIC shall contact the Brantford Flying Club and notify the staff of the revised arrival time. This can be done by telephone (before departure), contacting the UNICOM on 122.825 MHz or through a Flight Service Station.

5.4 Flight Plans

Any PIC flying a dual, solo or recreational flight, to another airport, is required to file a flight plan with NavCanada. Flight itineraries with BFC staff members or other responsible persons are not acceptable.

Any recreational flight that begins or ends after BFC operating hours is required to file a flight plan with NavCanada.

When a flight plan is filed for a BFC aircraft:

- The Brantford Flying Club shall be noted as the emergency contact
- Whenever possible, a copy of the flight plan shall be left in the flight office

Brantford Flying Club Rental Policy

6.0 Insurance

By renting the aircraft the PIC assumes the insurance deductible of \$500.00 CAD ⁷for all single engine aircraft and a deductible of \$1,000.00 CAD⁸ for all multi-engine aircraft.

The pilot of any BFC aircraft is responsible for the deductible portion of any damage to the aircraft no matter how caused. If he/she is found negligent, he/she is then also liable under the terms and conditions of the insurance policy in effect with regards to all exclusions of coverage.

Should the aircraft be damaged due to adverse weather and the precautions outlined in this document were not taken, the pilot will be responsible to BFC for the entire costs incurred by BFC beyond the costs covered by the insurance to repair the damage or to replace the aircraft.

It is understood and agreed that all pilots and passengers use the BFC aircraft at their own risk, and as such assume all personal liability. No personal accident or life insurance coverage is provided by BFC. By signing the Daily Flight Log, and by the use of BFC aircraft, the pilot on behalf of himself/herself and his/her heirs and executors hereby releases BFC from any claims which, the pilot may make against BFC, arising from the operation or use of BFC aircraft by the pilot or his/her passengers.

⁷ Or Current single-engine deductible on the insurance policy in effect

⁸ Or Current multi-engine deductible on the insurance policy in effect

Brantford Flying Club Rental Policy

7.0 Currency

Pilots are required to maintain their own document currency, recency and proficiency.

7.1 Student Pilots

Student pilots must have flown dual or solo within the last 14 days to be considered current for solo flight authorization.

Students are limited to have no more than 3 individual solo flights between dual flight lessons.

7.2 Licensed Pilots

Rental pilots are required to have flown at least 0.5 hrs in the last 60 days on Brantford Flying Club Aircraft

Night currency is governed by a 6 month rule⁹: If the pilot has not flown at night during the last 6 months, even if current during the day, a night circuit check, with a BFC instructor is required. A night flight does maintain daytime currency.

7.3 Complex Aircraft

7.3.1 Minimum Experience

The minimum flight times to rent the complex BFC aircraft is as follows:

- C172RG 100 hrs PIC
- Aztec 300 hrs Total Time

7.3.2 Minimum Checkout Lengths

- C172RG
 - minimum 3 hours for pilots with no previous complex experience
 - Instructors discretion for pilots with previous C172RG experience
- Aztec
 - Instructor's discretion

⁹ CARS 401.05 *Recency Requirements*

Brantford Flying Club Rental Policy

7.4 Currency between Types

Currency must be maintained in each type of aircraft flown; exceptions are noted below.

A pilot current on the Cessna 172RG is also deemed current on the other Cessna 172s. But a Cessna 172 flight does not maintain currency on the Cessna 172RG.

A dual familiarization flight is required for pilots transitioning from the 172 160HP to the 180HP. This familiarization flight is only required for pilots who have not ever flown the 180HP aircraft. A successful familiarization flight will be documented by the instructor in the pilots' logbook as having proficiency checked.

7.5 Currency Validity

If a pilot is within 120 days of their last flight a circuit check is required

If a pilot is beyond 120 days of their last flight a flight review is required.

7.6 Regaining Currency

A circuit check shall include the asterisked items on the BFC checkout sheet.

A flight review shall include all flight test exercises for the Private Pilot's licence.

Successful completion of the flight review will occur when the pilot can perform the exercises to the private pilot flight test standards as outlined in TP 13723 - Flight Test Guide - Private Pilot Licence - Aeroplane.

Additional recency requirements are outlined in CARS 401.05/421.05

Brantford Flying Club Rental Policy

8.0 Flight Training

8.1 *Authorizations*

A BFC flight instructor must sign out all solo flights prior to startup. As the instructor signs out the student they will provide a Pre-Flight Briefing. This briefing will include the active runway & traffic, weather, reminders about completing the flight's exercises solo.

8.2 *Use of Practice Areas*

The Brantford Flying Club has 3 areas outlined for practice, the South, West and North West Practice area. These areas are outlined on a map in the flight office and are part of the Flight Training Program Outlines provided to students. Except for solo cross country flights, students are limited to the above practice areas for their solo practice.

8.3 *Night Solo*

For any night solo flights a BFC instructor needs to be available for supervision. An available instructor can be on the airport property or flying in the circuit/local area.

All night solo flights must remain within a 5nm radius of the Brantford Municipal Airport.

All night solo flights are limited to **1.2 hours** in duration. After this point the student is likely to be fatigued and unfit to fly.

Brantford Flying Club Rental Policy

9.0 Cross County Flights / Recreational Flights

During aircraft rentals, no airwork shall be attempted with passengers on board

9.1 Fees

The PIC is responsible for any fees incurred during the rental. These fees can include: landing fees, hangarage, ramp fees, and customs fees.

In the event that an aircraft must be retrieved by BFC staff, from another airport for reasons attributable to the rental pilot; the rental pilot shall be held responsible for all costs incurred by BFC.

BFC is not responsible for any incidental costs, no matter how incurred, due to mechanical problems of the aircraft which occur away from home base – Brantford. Examples include: return travel costs, accommodation, meals etc.

9.2 Suitable Aerodromes

Landings other than Brantford shall be made only at certified or registered aerodromes. Intentional landings at uncertified or unregistered aerodromes are not permitted. In the event of an unscheduled landing at one of the aerodromes, the BFC must be immediately be notified and the pilot shall not attempt a takeoff.

Use of any unpaved runways is restricted to emergency landings only.

The minimum runway lengths for BFC aircraft are:

- Single Engine 2,500 feet
- Aztec
 - o Landing 2,600 feet
 - o Touch and Go 4,000 feet

9.3 Parking Aircraft

When a pilot lands at an aerodrome other than Brantford, he/she shall ensure that the aircraft is properly parked and, when appropriate, tied down and secured. In the event that adverse weather is experienced or forecasted, thunderstorms, snow storm, freezing rain or high winds, the pilot shall have the aircraft hangared. In the event that a hangar is not available, the aircraft shall be properly tied down and secured including control locks.

When leaving the aircraft at other aerodromes, for any length of time, the keys shall be removed from the ignition and all the doors shall be locked. The pilot will keep the keys on their person.

Brantford Flying Club Rental Policy

9.4 Clothing

The pilot is responsible for having proper seasonal attire for themselves and their passengers:

| | |
|---------------|---|
| Summer attire | no sandals for the PIC no long skirts for the PIC |
| Winter attire | proper clothing for being outside for 1-2 hours Including hats, mitts and appropriate footwear |

9.5 Flights over Water

BFC aircraft are not permitted to fly over water, further than gliding distance from shore, while being flown for flight training.

If a pilot desires to fly over water, further than gliding distance from shore the following shall be completed:

- Have life jackets accessible for every person on board
- Sign a letter of acknowledgement, of the risk involved with flying over water.

9.6 Cross Country Flights

The pilot in command shall, before commencing a flight, be familiar with the available information and weather information that is appropriate to the intended flight. The information includes but is not limited to current maps, current publications, NOTAMS and applicable weather information.

The PIC shall file a flight plan with NavCanada for all cross country flights that land at an aerodrome other than Brantford.

See flight plan filing requirements in Section 5.4 Flight Plans above

9.7 Extended Aircraft Rentals

An extended aircraft rental is defined any of the following:

- A flight that requires an overnight stay
- A flight that has a booking greater than 9 hours

The PIC shall maintain regular contact with BFC during the rental:

- A phone call, outlining route & ETA, before each flight
- A phone call, at the conclusion of each flight

9.7.1 Approval

Any extended aircraft rental requires authorization by the Chief Flight Instructor or the CFI's designee. This authorization request is best made by email or in writing. As a last resort, a verbal approval, in person or by phone is possible.

Unapproved extended aircraft rentals are subject to cancellation, 24 hours before the booking, if approval has not been given.

Brantford Flying Club Rental Policy

9.7.2 Fuel & Oil

The PIC is responsible for paying any fuel costs for fuel purchased during the rental and filling the aircraft's tanks to the original level upon return to BFC. The pilot will be charged the DRY rate for the aircraft which is the rental rate with the fuel not being included.

Oil will be provided to the rental pilot, upon request, from the BFC inventory. Any oil purchased away from BFC will be the PIC's responsibility. Current oil types are outlined in the aircraft's journey log.

Only 100LL shall be purchased for BFC aircraft at other airports.

9.7.3 Minimum Hour Charge

During extended rentals, a minimum 3 flight hour daily use of the aircraft is required. For rentals extending over multiple days a 3 hour daily average shall be used.

Extended rentals not meeting the 3 flight hour requirement are subject to additional charges.

9.8 *Flights Commencing or Returning After Hours*

BFC aircraft are available for member use outside of normal operating hours.

To pay for the flight the member shall provide BFC with a credit card on file, or a credit of account exceeding the estimated charges for the flight.

9.8.1 Before Departure

A flight plan will be filed with NavCanada – Section 5.4 Flight Plans above

9.8.2 Upon Arrival

The PIC after returning from the flight shall:

- Leave the journey log & headsets in the aircraft
- Secure the aircraft – lock & tie down aircraft
- Leave the aircraft key in the designated location
- Close NavCanada flight plan

9.9 *Night Flights*

A flight plan must be filed for any night cross country flights – see Section 5.4 Flight Plans above

Any night flights require the pilot to be night licensed and current.

Any night flight requires the aircraft to have all CARS required equipment to be serviceable. This includes an operating landing light when carrying passengers.

Brantford Flying Club Rental Policy

10.0 Business Practices

All pilots are charged according to the aircraft's Hobbs meter.

Payment is due when the flight is completed.

Payment terms are strictly Cash, Debit, MasterCard, Visa, Amex, Gift Certificate or for approved customers, cheque. There are no charge accounts except where prior arrangements have been made with the BFC Manager.

A 5% credit is given for pre-payments of \$2,500 or more.

BFC prices and charges are subject to change without notice.

If a pilot does not keep their appointment for a flight booking, a No Show Fee may be applicable. The fee is determined by the Brantford Flying Club No Show Policy. Consideration can be given for extenuating circumstances.

Brantford Flying Club Rental Policy

11.0 Acknowledgement

I, _____ have read, fully understand and agree to be bound by the above Brantford Flying Club Rental Policy – August 2011 revision, and acknowledge receipt of a copy of same.

Signature

Licence/Medical Number

Date

Witness

Date