

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. If you encounter something that should be updated please contact the club president (President@BordenFlyingClub.com).

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 need an Operating Certificate 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 (see Aircraft Bookings below) and communications are the key to safe and efficient operations. The club is managed by a Board of Directors and an occasional ad hoc committee. You will find their contact information on the Contact Us 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.

Key Fobs

By this point you already should have created a member 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 and access to the hanger key (see Aircraft Dispatch below). Once ready, you will be able to pick up your key fob from the airport office during normal working hours, which are posted at the main entrance to the terminal building (towards the centre of the 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

Membership expires on March 31st with the following year's dues payable by April 1st. If, as a new member, you join part way through the year (1 Apr – 31 Mar) your dues for the remainder of the year will be prorated based on the number of months remaining. Returning members are not entitled to pro-rated membership dues.

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 13% HST 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.

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

On the Weather page (www.bordenflyingclub.com/weather.php) you will 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, POH, and avionics manuals including GPS, radios, audio panel and transponder.

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 by clicking the "FLY BY WIRE web calendar" icon found on the "Calendar" page (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 login 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 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 HAS EXPIRED.
 If you do not see any bookings, check to see that CMQ Bookings and Standby Bookings are 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 or CMQ Standby Bookings in the Event Group drop-down list. Only bookings assigned to CMQ Bookings or CMQ Standby Bookings are valid. The Private Event Group is your personal calendar and only you can see events added to it.

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 information such as your contact number 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.

Standby Bookings

While “regular” bookings (CMQ Bookings) may not overlap, you are allowed to make a “Standby Booking” which overlaps a “regular” booking. The purpose of this feature is to identify to the holder of the “regular” booking, that in the event they wish to cancel or modify their booking, there is someone interested in taking CMQ should the booking time “open up”. As there is no automatic notification between the people making the “regular” and “standby” bookings, it is incumbent upon them to establish their own communications in case of any change in plans. It is recommended to include a contact phone number in your “standby” booking so that the owner of the “regular” booking can reach you easily.

An example is provided below:

Person A makes a “regular” booking from 9:00 AM to 2:00 PM on a particular day. Person B subsequently makes a “standby” booking from 10:00 AM to 12:00 PM on the same day. Person B should make contact with Person A to let them know about the standby booking. Person A later decides to modify their original booking to “1:00 PM to 5:00 PM”. As CMQ will now be free from 10:00 AM to 12:00 PM, Person A should contact Person B to let them know of the change. Once Person A has made the booking change, Person B can now change their booking from a “Standby” booking to a ”Regular” booking.

Standby bookings are very handy when the CMQ Booking is for a long cross country flight. The weather at destination may preclude the flight from occurring and force the person to cancel even though the local weather is, or is forecast to be, VFR. In such cases, the person with the CMQ Booking should delete their booking and contact the person with the Standby booking to let them know the plane is available. The person with the standby booking can then upgrade their booking to a regular booking.

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 on this page.

We do not stipulate a lot of rules when it comes to making bookings. The general rule of thumb is *be considerate*. 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 or modifying a booking

If you have to cancel or modify a flight, be sure to make the appropriate changes in the booking calendar. You also have an opportunity to inform all club members via e-mail that your booking has been modified or cancelled. The procedure is to modify the booking and check the *Send Email Notifications* box before clicking the *Save Changes* button. Note: To send an e-mail to all club members when cancelling, you need to edit your booking before cancelling. This is because there is no ability to *Send Email Notifications* when deleting a booking. Once you have sent an email notification, you must then delete the booking. If you do not delete it, no one else can make a booking in its place as overlapping bookings are not permitted. You should also check to see if anyone has a standby booking and if so, call that person to let them know that the plane is now available. They can then change their standby booking to a regular booking.

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, VHF Radio Operators Certificate and medical with you to the aerodrome.*

To gain access to the hanger, use your key fob to open the small box located outside the hanger that contains the hanger door key. Note: After using your key fob, it may be necessary to *push* on the box door before it will open. You can then use the key found inside this box to open the hanger man door. After opening the hanger man door, immediately return the key to the small outside box and close it. Be sure not to lock the man door key in the hanger. Also, be sure to take your key fob with you on your flight so that you can gain access to the hanger upon your return.

In the hangar you will find a white cupboard on the wall over the flight planning table. The keys to the plane are kept on a clipboard hung on this cupboard. Any special notices pertaining to flight operations are recorded on this clipboard. Occasionally, these notices will require your signature as confirmation that you have read them. **IT IS ESSENTIAL THAT YOU REVIEW ALL NOTICES POSTED ON THIS CLIPBOARD** prior to your flight.

The flight bag is located in the cupboard. Ensure that all flight documents are in the flight bag and review the journey log for any unserviceabilities or limitations (e.g. overdue Airworthiness Directives [ADs]). 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 item 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 Person Responsible for Maintenance (PRM) (CMQ.Operations@bordenflyingclub.com) if any items are at or about to come due (i.e. within 10 hours).

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

There is wireless internet (Wi-Fi) available in the hangar. It is a locked network. The password is listed on the Members Only page of the website (www.bordenflyingclub.sartech.ca).

Normal Operations

To open the overhead hangar door, use the hand crank, rotating it to unlock the overhead door wind gust locks. 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 limit switch or the hanger door will not open.

CLOSE SMALL (MAN) DOOR.

Ensuring the small door is securely closed; check that everything is clear of the door, and press the open button on wall to open the overhead hanger door. It stops automatically so let it go all the way up. **Do not stop it in a partially open position.** If the door will not open, check that the small door is closed and confirm that the wind gust lock is un-cranked.

Pre Flight

Check the flight operations clipboard and review the journey log. 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. If there isn't, please put 2 litres in the storage bin that is in the baggage compartment. Extra oil is stored on the maintenance table, under the right wing.

You can call the PRM, Flight Operations Manager or club president if you wish to discuss any aspect of your flight or are unsure of the maintenance status of the plane. Their contact information is available on the 'Contact Us' page of the club's web site.

**AS PIC, IT IS YOUR RESPONSIBILITY TO ENSURE THE AIRCRAFT IS
AIRWORTHY PRIOR TO YOUR FLIGHT.
IF IN DOUBT – DO NOT FLY.**

Fill out an invoice, found in the flight cabinet, with your personal information and details of your proposed flight including the date and HOBBS start time. Leave this on the clipboard that the A/C keys are located. This is your dispatch notification should someone come to the hangar prior to your return. This shall not be considered a Flight Itinerary. As PIC, you are responsible for filing a Flight Plan or Flight Itinerary.

Using caution, pull the A/C out of the hanger. Pull straight out until 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, purchase only 100LL fuel and keep your receipt. You can deduct it from your invoice when you return.

Ensure the hangar lights are off and the doors are closed & locked.

Post Flight

After your flight, taxi to the fuel pumps and refuel the A/C. The fuel pumps are “Self Serve” For details on fuelling at Edenvale; see the applicable guide on the *Club Cessna* page of the website.

After refuelling, taxi back to the hangar and put the plane away. Use the painted marks outside the hanger to aid in lining up the aircraft so as not to *ding* anything when putting it back. 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 cover. In order to reduce wear on the fuel selector, our current practice is to leave it in the BOTH position. Secure ALL seatbelts, remove any trash, and make sure things are tidy for the next person. In the summer, clean off any bugs from the windows and leading edges of all flight surfaces. Use the appropriate cleaner for the polycarbonate windows. Other cleaners, such as Spray Nine, are only for use on painted surfaces. Both paper wipes and cloth rags are available. In the winter, replace the cowl cover and extension cord (See Cold Weather Operations section in this guide). Ensure that the aircraft doors and windows are shut to keep stray insects out of the cockpit.

Note the HOBBS time for your records and double check that the Avionics and Master switches are placed in the OFF position.

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 you are paying for) is the HOBBS time.

Complete the invoice that you started prior to your flight. Fill in the invoice based on your actual HOBBS time and add HST to obtain the total due.

If you purchased fuel, deduct that amount from your invoice. Be sure to deduct it from your total amount due (as calculated above) including the HST. 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.

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. Do not leave any perishable garbage in the hangar as it may attract mice.

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 in the terminal building, as opposed to from home, so that you can leave a copy of the report in the Journey log. 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 leave a note on the clipboard. 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. Consider phoning the next pilot to advise if the snag may affect their flight.

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. 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.

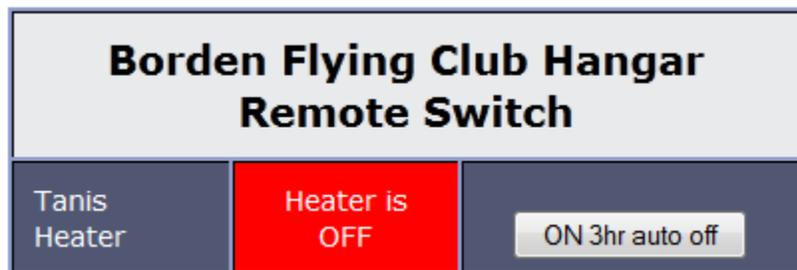
Temperature	Minimum pre-heat
5° to 0° C	30 min
-1° to -5° C	1 hour
-6° to -10° C	2 hours
-11° to -15° C	2.5 hours
-16° to -20° C	3 hours

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 hangar via the Internet. The unit consists of a cellular internet connection, router and remote power switch. On the Members' Only page you will find the controller interface for the remote switch. If the switch is off (as shown in the image at right)

the centre column is red and includes the text, 'Heater is OFF'. When on, it is green and states, 'Heater is ON'.



To turn the heater on, from the Members Only page, click the 'ON 3 hrs auto off' button. The display will change, indicating that the Tanis heater is now on. Once turned on, the switch remains on for 3 hours. It can only be turned off from the hangar or, remotely, by the System Administrator (webmaster@bordenflyingclub.com).

To turn the Tanis heater off from the hangar, unplug the remote switch from the duplex receptacle and plug it back in. This temporary power interruption will turn the switch off.

The Tanis heater remote switch only works if the Tanis heater has been plugged into it. At the end of your flight, ensure that the supplied extension cord is plugged into both the Tanis heater on the aircraft and into the remote controller located on the wall under the right wing. Place the insulated engine cover over the cowling.

For winter operation, CMQ is also fitted with cowl baffles. The cowl baffles must be in place whenever the field level OAT is consistently below 20° F (-6° C). They consist of two black plastic baffles that fasten to the engine air intakes in the cowling. These are installed and removed as required under the stewardship of 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, and facing across or downwind.

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 authorizing any repairs. You will find the phone numbers and email addresses of all Board members on the Contact Us page of the website (www.bordenflyingclub.com/directors.shtml).