



Olds-Didsbury Flying Association

Aircraft Operating Procedures

Version 1.9

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1 AC Reservations, Sign-out, and Payment

1.1 Aircraft Booking, the Flight, and Closing a Flight

Book via the <https://flightclub.life/?choice=1> website. When you have created your profile and login on the Flight Club platform, you can reserve an aircraft.

NOTE at the time of writing this, i.e., Section 1.1, Flight Club is making changes to their website. Contact ODFA if you have any questions on Reserving, Payment or Closing a Flight.

Step 1. To Reserve an Aircraft:

- Click “Pilots”, “My Bookings”, then click “+Add Booking”.
- Select the Aircraft.
- Select the date and start time, then the date and end time that you want to fly.
- You can add “Remarks for the Owner”, i.e. ODFA, about your flight. You can include “Flight Focus” too.
- Click “Submit Booking”.
- The flight will be reserved on the calendar.

Step 2. Payment to ODFA before closing a flight.

- Flight Club requires credits to Close (pay for) a flight. You will not be able to close your flight until you have credits assigned to the aircraft. **ODFA does not have payment option at this time to pay with a credit card.** Payment by credit card will have an additional processing fee.
- To calculate the Electronic Money Transfer (EMT) for the cost of the flight, the **EMT = Tach Time End minus Tach Time start times Rental Hourly Dry Rate** of the Aircraft. **EMT = (Tach Time End – Tach Time Start)(Rental Hourly Dry Rate).**
- Send an EMT to accounts@odfa.ca and **provide a comment as to which aircraft the money and resulting credits should be applied to.** The funds submitted by EMT are converted to credits by the

following formula:

$$\frac{[\$EMT]}{\left[\frac{Rental\ Rate\ (\$)}{Hour}\right]}$$

- The credits are then assigned to the aircraft you fly. If you fly both aircraft, the credits are not transferable between aircraft since the rental rate is different for each aircraft.
- Payment is due on completing a flight. See Section 1.4 for details.

Step 3. When the Flight is completed and **after** you have sent in an EMT as per above and **after** credits have been assigned to your account, you can then “Close” the flight. Flight Club sends an email to you when ODFA assigns the credits to the aircraft flown on your account.

- Find your flight under “Pilot”, then, “My Bookings”.
- When ready to Close your flight, click “Check Out Now”.
- Enter the Airport Departure and Destination.
- Record Start Tach time (Flight Club calls this Hobbs time. ODFA aircraft use Tach time.)
- Record Stop Tach time.
- Record Air Time Up and Air Time Down. Note that Air Time should be less than Tach time.
- Click “Submit & Complete”. **NOTE, you can’t do this step, Step 3, until ODFA has received your payment by EMT and assigned credits to your account.**

There is no current daily minimum for booking multiple days. Please be fair and courteous to your fellow members.

1.2 ODFA Sign-out sheet – White Binder

- Check the journey log and previous sign-out sheet entries to note any details which will affect your flight.
- Record the starting tachometer time on the sign-out sheet, and verify it when you do the pre-flight inspection. If last sign-out sheet entry disagrees with tachometer, note it on the sign out log so you don't get charged for the time variance.
- Record your take-off weight on the sign-out sheet to verify you have considered your load.
- Upon return, note the ending tachometer time, and record it on the sign-out. Also record your fuel purchase(s).
- Minor snags can be noted on the sign-out sheet and sent to the AME through the ODFA website.
- Make sure you fasten the aircraft keys to the documents binder when you return the plane!

1.3 Journey Logbook

- DO NOT complete the total air time since new column.
- "Air Time" is defined as wheels up to wheels down.
- "Flight Time" includes air time, plus other engine run time required for taxiing, run-up, etc.
- Note any oil added in the logbook entry.

1.4 Financial

- All pilots flying club aircraft must pay the ODFA annual membership fee.
- Hourly rental rates are based on tachometer time. GST is included.
- The Flight Club platform requires either **credits** or a credit card to close a flight. **NOTE, ODFA does NOT have payment through credit cards on the FC platform. DO NOT TRY TO PAY BY CREDIT CARD. ODFA USES THE "CREDITS" PROCESS ONLY!**
- The Flying, Financial and Closing a flight is summarized below and see Section 1.1 above.
 1. Conduct your flight.
 2. Calculate the amount you need to pay ODFA. The cost of the flight is calculated by:
(Tachometer Time End minus Tachometer Time Start) times the (Dry Rate in \$/hr) of the rented aircraft.
 3. Send an electronic money transfer, eTransfer, to ODFA to accounts@odfa.ca and include comments as to which aircraft the money is for. The **payment is due within 3 days** after the flight has ended. **Pilots delaying payment beyond 3 days will not be authorized to fly the rental aircraft.** If you plan to make a long flight or a number of short flights within a few days, you should send in an eTransfer in advance of those flights if the cost of the flights exceeds \$200.
 4. ODFA will convert the funds received to credits on your Flight Club account and on the specific aircraft you rent. Since both aircraft have different dry rates, funds aren't transferable across aircraft.
 5. After credits are assigned to the aircraft on your account you will be able to close your flight.
 6. Approval from the AC committee is needed to extend payments beyond 3 days.
 7. Payment can be made in advance and credits will then be on your account before your flight or you can 'paying-as-you-go' which means, to pay based on the flight's tach time, however, as stated above, in that case, payment must be made to ODFA within 3 days of the flight.

2 Operation and Maintenance

The ODFA's planes belong to members, including yourself. Unlike a rental business, we don't have ramp people to look after the details. It is the pilot's responsibility to operate the aircraft in accordance with CARS, insurance regulations, and club rules. *If you have any questions, please contact an Aircraft Committee member whose names are posted on the website. You can also send questions to info@odfa.ca.*

For Maintenance requests fill out the Maintenance Request Form on the website. This form can be used for aircraft or hangar maintenance.

2.1 Cold Weather Operations

2.1.1 Pre-Heating Engines and Surface Contamination

- It is the pilot's responsibility to ensure engines are pre-heated. Call someone on the aircraft committee if you need help pre-heating a plane.
- Pre Heat is required when hangar temperature is below freezing.
- ODFA aircraft are not to be flown in temperatures below -20 Celsius.
- Aircraft in the unheated hanger are plugged into a **Smart Plug** that is controlled using the Globe App.
- Instructions for operation of smart plug:
 1. Download App "Globe Suite" from App store (apple or google). *The app only works with mobile devices.*
 2. Opening the app brings you to a Log-in page.
 3. Enter "Country, i.e., Canada", next.
 4. Enter Account ID= 180plug@odfa.ca, PW = pa180remote (all small letters)
 5. Allow/disallow any options that appear (your choice).
 6. This then brings you to the APP screen. To turn on or off just tap the Plug icon.
 7. There are two plugs that can be controlled separately. One plug is labelled PA28 to turn on the heater at the aircraft and the other plug is labelled Tow Bar. At the time of writing this, there isn't a heater on the tow bar but there are plans to put one on it.

NOTE: Please turn off the plug when you arrive at the hanger or if you decide to cancel your flight

- Engine is pre-heated when the top of the cylinders feel warm to the bare hand.
- Preheating guidelines
 - Preheat 5 hours with cowling covered when temperature is -5 deg C
 - Preheat 8 hours with cowling covered when temperature is between - 5 and - 20 deg C
 - When temperature is below - 20 deg C no flying.
- Frost/frost removal - surfaces, hinge areas
- NOTE - Wing contamination having the thickness and roughness of medium to coarse sandpaper can decrease lift as much as 30% and increase the drag by 40%.

2.1.2 GENERAL

- Fouled plugs
 - lean mixture on the ground
 - idle RPM 1000 to 1200 RPM to keep plug temperature up
 - carb heat - cold position on the ground. For the PA28 Lycoming 360 engine do not use carb heat unless there is evidence of carb icing (including circuit and descent).
 - shut down
 - 1000 to 1200 RPM until Temperatures stabilized
 - increase to 1800 RPM for 15 to 20 sec with lean mixture

- reduce to 1000 to 1200 RPM and immediately mixture Idle-Cut-Off

2.1.3 COLD ENGINE STARTING

- priming/throttle/fire risk.
- it may be essential to get a start on the first try to avoid icing over the spark plug.
- factors
 - battery condition.
 - fuel/air mixture (warm air = less dense mix lesser amount of fuel).
 - how many cylinders are being primed?
 - If only one cylinder is being primed, difficult to start in cold weather.
 - as the air becomes colder and denser, the amount of prime used must be increased (determined by trial and error).
 - possibility of primer line being blocked.
 - reduce the air part of the mixture with the throttle position closed to half of what is used during warm weather.
 - starter overheat- after three (10 sec) attempts allow a cooling period of at least five minutes as a cooling period.
 - after start do not idle below 1000 RPM to prevent fouling of spark plugs.

2.1.4 ENROUTE

- Carburetor Icing can occur between -6 deg to +32 deg C
 - use full cold or hot unless the aircraft is equipped with a carb air temp gauge – CAT.
- Ensure engine/oil temperatures are maintained within operating limits.
 - desired oil temperature is from 165 to 220 deg F.
- Cabin Heat - Carbon Monoxide (leaks in exhaust system).
 - odorless, colorless gas.
 - monitor indicator for black dots.
 - blurred thinking, headache and cherry-red lips.
 - if suspected - shut-off heater, open air vents descend, land at nearest airport.

2.1.5 DESCENT

- Engine Temperatures and Pressures are maintained within operating limits.
 - desired oil temperature is from 165 to 220 deg F.
- Limit low power settings in descent and circuit.
 - CHT change should not exceed 50 deg F per minute.
 - keep fuel/air mixture leaned out during the descent.

2.1.6 SURVIVAL GEAR FOR X-COUNTRY (CAR 602.61)

- **602.61** (1) Subject to subsection (2), no person shall operate an aircraft over land unless there is carried on board survival equipment, sufficient for the survival on the ground of each person on board, given the geographical area, the season of the year and anticipated seasonal climatic variations, that provides the means for:
 - a) starting a fire;
 - b) providing shelter;
 - c) providing or purifying water; and
 - d) visually signalling distress.

2.2 Hangar

- Don't start the engine with propeller air thrust directed towards the hangar! It blows debris inside and creates a mess.

- Hangar doors should be closed and locked if you taking the plane for an extended period. Doors may remain open for up to one hour if it is not windy. Doors must be secured and locked when you return the plane.
- For the C150 hangar, turn off the hangar heat before opening door. Remember to turn the heat back on when returning the C150 aircraft to the hangar!
- For unheated hangars, ensure plane is plugged into the timer during winter and that the cowling blanket is on the aircraft.

2.3 Fuel and Oil

The aircraft are rented dry so you must leave the Cessna 150 with fuel filled to the 7.5 USgal on the dipstick and for the PA28, filled to the Tabs inside each tank. The Tab in each tank is a few inches down inside the fuel tank. Start out with the right amount of fuel you need for your flight and fuel the plane up as discussed in Section 2.4. On return, and before parking the plane, fuel it for the next person as discussed in Section 2.4. Insurance requirements is that there is at minimum of ¼ tanks prior to take off and has the required fuel for any planned flight and potential diversion.

Oil is included in the dry rental rate. Oil level should be between 4.5 and 3.5 quarts for the C-150, and between 5 and 6 quarts for the Cherokee. Oil should be available in each aircraft hangar, if not, contact an aircraft committee member or fill out the maintenance request form on the website. Take a quart of oil with you for long trips. If you are low on oil away from CEA3, don't crash due to oil starvation; buy some! Keep a copy your receipt, and put your receipt in the binder with the other receipts so we can credit your account with the amount ODFA pays for oil at CEA3.

2.4 "Dry" fueling instructions:

- Park the plane near either of the 100LL pumps, and **attach the grounding cable** to the exhaust.
- Make sure the pump handle for your fueling station is in the **OFF** position **before** using the Point of Sale kiosk.
- Follow the instructions on the Point of Sale Kiosk. Confirm plane is grounded, enter your payment card, and select "FILL-UP" or an "Amount Value". If selecting "Fill-UP", the preauthorized amount is \$5,001.00. Your bank will reverse the preauthorized amount and replace it with the actual purchase value of the fuel.
- For "dry" rentals, **fill the C-150 to the 7.5 USgal mark on the fuel dipstick. Fill the Cherokee to the Tab** inside each tank.
- After the plane is fueled, turn the pump handle for your fueling position "**OFF**".
- At the kiosk, press "RECEIPT", and follow the instructions.
- On the sign-out sheet, write down the fuel quantity and amount that you used to fuel it.
- There may be times the **Sale Kiosk may not print the ticker tape receipt** if it is out of paper. If this happens, **take a picture of the fuel pump numbers, both the price and number of liters**. Write the fuel amount and volume on the sign-out sheet.

2.5 Mixture Leaning

- All take-offs, climbs, and full power operation below 5,000' ASL must be conducted at full rich to prevent engine damage from overheating or detonation.
- After leveling off at cruise altitude, reduce throttle to 2,500 rpm (or less if desired), then lean until the onset of engine roughness, then enrichen until the engine runs smoothly again.
- Landings must be made at full rich in case a go-round is required.

- Aggressive leaning for taxiing and engine warm up improves valve train and spark plug life. You don't have to worry about taking off lean, because an engine leaned aggressively at idle will quit if you advance the throttle before richening the mixture.

2.6 Aircraft Cleaning

Please leave the plane neat and tidy for the next member. At a minimum, this includes removing any garbage and dirt from the interior, leaving the windscreen clear of bugs, and making sure the wings and forward-facing surfaces don't have many bugs.

- A small vacuum is available and is either in the PA28 hangar or the C150, wherever it was used last.
- Cleaning supplies can be found in each of the aircraft hangars. To clean the **windshield, you can use just water or a mild soapy water solution to soak away bugs and dirt, followed by careful up and down wiping with a clean cotton cloth.** If you can't find a clean cotton cloth, use your bare hands, and follow it with clean rinse water. **There is also Plex Wax, that you can spray on the windshield. Use the blue shop towels, dampen with water, and wipe the windshield from front to back with the damp blue shop towel. Then dry the windshield with a dry blue shop towel. DO NOT USE WINDEX ON THE WINDOWS. WINDEX IS ONLY FOR Aluminum or fiberglass SURFACES to help remove bugs.**
- Leading edge bugs can also be removed with a mild soapy water solution, and any reasonable cloth. WINDEX can be used to clean bugs off the aluminum surfaces of the aircraft.
- For major cleaning, you can park the plane at the terminal building with access to hot and cold outdoor hose and vacuum outlet.

3 Membership Responsibilities

ODFA is able to make planes available at affordable rates because all members pitch in to help out. Please do your part by participating in one or more of the following activities:

- Shoveling or blowing snow – ask a member if you aren't sure how.
- Sweeping hangar floor and emptying garbage cans as required.
- Attending monthly meetings.
- Serving on a committee.
- Attending social events and aircraft or hangar clean-up days.

4 Change Records

Change	Date	By	Version
Compile overall document with miscellaneous improvements	July 5, 2016	Aircraft Committee	1.0
Added section and headings numbers to make reference to changes in sections easier In Section 1.4 Financial removed 5% discount for block payments of \$500	April 14, 2019	As recommended by the Aircraft Committee	1.1
Section 1.1, 2.4 and 2.5. Removed dry rent and clarified that the fuel refund is at CEA3 retail pump price.	June 11, 2019	Aircraft Committee	1.2
Section 1.4 Deductible changed from \$300 to \$500. Section 2.1 Preheat guidelines Section 2.2 Cold weather operations	Jan 14, 2021	Aircraft Committee	1.3
Section 1.2 Sign out sheet. Section 1.4 include eTransfer payment option. Section 2 Maintenance Request Form. Section 2.5 Fleet card no longer available since ODFA does not operate the fuel system. Section 2.6 fueling away from CEA3.	June 21, 2023	Aircraft Committee	1.4
Section 1.1 new booking system through Flightclub.ca. Section 1.4 Financial. The \$500 aircraft deposit is not required. ODFA has to compete with cost to fly with other AC rented near CEA3 that don't have that fee. Sections 2.3 through 2.4. No longer wet rental, only dry hourly rate. Section 2.6 Aircraft cleaning.	May 8, 2024	Aircraft Committee	1.5
Section 1.4 Financial and Payment. Payment must be made to ODFA within 3 days after the flight.	July 24, 2024	Aircraft Committee	1.6
Section 2 "Pre-Heating Engines and Surface Contamination" was in a section by itself. Moved "Pre-Heating Engines and Surface Contamination" under "Cold Weather Operations".	Dec 8, 2024	Aircraft Committee	1.7

Change	Date	By	Version
Section 1.1 Flight Club website link and payment and closing flight. Section 1.4 Annual Membership Fee. Section 2.1.1 Preheat set up with two separate plug controls, one of the aircraft and one for the tow bar engine. Section 2.2 in the C150 hangar, removed the heat needed for the snow blower since it isn't kept in the C150 hangar. Section 2.3 C150 is filled to the 7.5 USgal on the dipstick. Section 2.4 C150 is filled to the 7.5 USgal on the dipstick. Section 2.6 cleaning the windshield – there is Plex Wax too that can be used.	Nov 10, 2025	Aircraft Committee	1.8
Section 1.1 and 1.4 FC made changes to the website around mid May 2026 and are still programming corrections when this edit was made so there might be some follow up.	Aug 4, 2026	Aircraft Committee	1.9