



# 1 Paperwork

## 1.1 Aircraft Booking

Book via the Olds-Didsbury Flying Association website at: <http://odfa.ca/>, under the “A/C Booking & Flight Plan” tab:

- Enter the password, and click the link to the Calendar service.
- Check for potential conflicts, then click the “add / edit” event button at the bottom of the calendar page
- Enter the time period in the fields provided.
- Enter the aircraft model, your name, and your mobile phone in the “Event Text” box
- Record any unusual information in the “Details” box, for example – “travel to Montreal”
- Click the “Create Event” button to update the calendar
- Click the “View Calendar” button to ensure your booking is recorded properly
- You can edit or delete your booking using the same process

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

## 1.2 Sign-out sheet

- 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 sheet for billing purposes
- Minor snags can be noted on the sign-out sheet. Airworthiness items should also be noted in the journey log
- Make sure you *fasten the aircraft keys to the documents binder* when you return the plane!

## 1.3 Logbooks

- 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
- Please note that “Tach Time” varies with engine RPM, so it will always be less than “Flight Time”
- Note any oil added in the logbook entry
- Major airworthiness items should be noted in comments section of the journey log

## 1.4 Financial

- All pilots flying club aircraft must pay \$50 annual membership fee, and \$300 aircraft deposit.
- Hourly rental rates are based on tachometer time, plus GST. Tach time accumulates slower than Hobbs time.
- Accounts are due before the end of the month invoice / statement is prepared. Invoices are prepared early in the month for hours flown the preceding month. Accounts can be paid at flying club meetings held the first Tuesday of each month, by mail, or by leaving a cheque with the fuel receipts in the document binder . Pilots with overdue accounts are not authorized to fly club aircraft.
- Credit limit is \$500, including outstanding balance, plus cost of hours flown during the current month. Pilots exceeding their credit limit are not authorized to fly club aircraft. If you plan to make a long flight that will cause you to exceed the credit limit, you are required to make a pre-payment.

# 2 Operation and Maintenance

The ODFA's planes belong to members, including you. 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 near the document binders.*

## 2.1 Pre-Heating Engines

- 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 timer set to go on Friday and Weekend mornings, however time can be over-ridden by plugging plane directly into wall outlet. Do not unplug the timer!
- Engine is pre-heated when top of cylinders feel warm to the bare hand.

## 2.2 Hangar

- Don't start the engine with propeller pointed towards the hangar! It blows debris inside and creates a mess.
- Hangar doors should 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.
- Turn off the hangar heat before opening door. If you plan on being away for more than four hours, turn the heat back on for the snow-blower. Remember to turn the heat back on when returning the aircraft!
- For unheated hangars, ensure plane is plugged into the timer during winter.

## 2.3 Fuel and Oil

For the sake of the next renter, please leave tanks between  $\frac{1}{2}$  and  $\frac{3}{4}$  full, which is enough for local flights, but not so much that heavy or multiple passengers would exceed gross weight.

## 2.4 "Wet" 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 ODFA fleet card, and select "FILL-UP". The fleet cards are located in the zipper pouch of the document binder.
- For "wet" rentals, fill the C-150 to  $\frac{3}{4}$  full using the fuel dipstick. Fill the Cherokee to the 17 gallon tabs.
- After the plane is fueled, turn the pump handle for your fueling position "OFF"
- At the kiosk, press "RECEIPT", and follow the instructions
- Carefully print your name on the receipt, and place it with the ODFA fleet card in the document binder
- Please note that the ODFA fleet cards work only at CEA3. You need to pay yourself at any other airport.

Oil level should be between 4 and 5 quarts for the C-150, and between 5 and 6 quarts for the Cherokee. Oil should be available in each club hangar, if not, contact an aircraft committee member. 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.

## 2.5 Wet Rental

"Wet" rental includes fuel in the hourly rental rate. Fuel the plane with the ODFA fleet card at the CEA3 filling station either before or after you fly. The aircraft are rented "wet" whether you are flying locally or long distance.

When you rent the plane and fly over a long distance and need fuel, fuel the plane up, keep a copy of your receipt, and put your receipt in the binder with the other receipts and we can credit your account at CEA3 retail pump price.

## 2.6 Mixture Leaning

- All take-offs, climbs, and full power operation below 5000' 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.

## 2.7 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.

- Cleaning supplies can be found in the Terminal Building, either under the sink, or in the utility room
- To clean the windshield, start with 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 clean rinse water.
- Polish can be used with a clean cotton cloth after the windshield is clean. NEVER polish a dirty windshield!
- Leading edge bugs can also be removed with a mild soapy water solution, and any reasonable cloth.
- 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:

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