



Waterloo Air RENTAL CLUB POLICIES AND PROCEDURES

2141409 Ontario Inc o/a Waterloo Air herein after referred to as “THE CLUB” or “CLUB”, reserves the right to alter, modify, amend, remove, waive or add any rule or policy. Members will be notified of updates via email. Any member who flies a CLUB aircraft after receipt of notification has, by implication, acknowledged and accepted such changes. The current policies will be posted on THE CLUB’s websites. Any reference to the “FBO” is referring to Flite Line Services FBO.

1 Administrative Policy

1.1 Dues & Payment

- a) All other charges must be settled immediately, as they are accrued. Any balance will be automatically billed to the members’ credit or debit card.
- b) For flights returning after normal business hours, payment must be made with prepaid funds, cash, check, or credit card. Any member wishing to participate in after-hours operations must have a credit card authorization form on file with THE CLUB.
- c) THE CLUB aircraft are rented at a “wet rate”. Fuel costs are included in the rental price.
- d) Flying privileges will be suspended or revoked for any account overdue.
- e) Membership may be suspended or terminated for violation of CLUB policies or any TC / FAA regulation or rule.
- f) If the Renter fails to pay any money due under or in connection with the Rental of Aircraft within 14 days of the date by which the Renter was required to pay the money, the Club may, without prejudice to any other rights or remedies the Club may have or be entitled to, charge the Renter and the Renter must pay all additional costs as outlined below:
 - interest at 10% (compounded daily) on the total amount owing from the expiry of 14 days from the date on which the hirer was required to pay the money to the date of payment; and
 - all costs incurred for the collection of the unpaid money by a debt collection agency or other external or legal agency; and
 - an administration fee of \$50.

1.2 Aircraft Scheduling, Dispatch and Use

- a) Please be considerate. When an aircraft is scheduled and not used, or canceled on short notice, it prevents others from using the aircraft. Schedule only what you need.
- b) Aircraft keys and checkout sheets are dispatched from the office front desks. Aircraft may be scheduled 24 hours a day via the online scheduling system. The available rental hours will be the FBO hours. Any rentals outside these hours (example midnight arrival) will need to be pre-approved by management.
- c) No aircraft may depart a CLUB tiedown or hangar unless it has been scheduled with and dispatched by the front desk.

- d) If the departure destination, time or date changes, or if you come back early, please notify the office.
- e) Both Tach and Hobbs times are to be entered on the aircraft checkout sheet prior to engine start and after engine shutdown.

1.3 Aircraft Pick-up & Return

- a) A thorough pre-flight inspection must be performed prior to flight. Any damage or discrepancies not previously noted should be reported to THE CLUB prior to departure. You may be held financially responsible for damage reported after your flight, if not reported beforehand.
- b) After returning, the aircraft should be properly secured (Gust lock, tie down and cockpit cover or window shades) at its tie down location or hangar. Remove all trash from the aircraft.
- c) A fee may be charged if an aircraft is incorrectly secured following flight. Examples include:
 - (i) Parking an aircraft that has a designated space in the wrong location.
 - (ii) Improperly securing aircraft (improperly tied down and/or chocked, or failure to install the gust lock).
 - (iii) Returning an aircraft in poor condition (i.e. excessively dirty or damaged interior, trash, etc.).
- d) Do not tow aircraft in or out of hangar facilities FBO staff only may move aircraft in and out of hangars. All members are required to assist with wing walking if asked.

1.4 Delays & No-Shows for Aircraft Rental

- a) If running late for an aircraft reservation, call THE CLUB. Failure to check-in within 15 minutes of the reservation time, without contacting the front desk may result in the aircraft being released for other renters.
- b) A \$25 no-show fee may be assessed for renters who do not show up for their flight and did not make any attempt to contact the Club prior to their flight time. An additional fee of \$10 per hour will be added for any reserved flight of more than two (2) hours.
- c) Every effort should be made to return the aircraft on time. Aircraft must be checked in at the front desk prior to the conclusion of the rental period. A \$50 late fee may be assessed for aircraft that are returned late. Repeated violations may result in suspension of privileges at THE CLUB.

1.6 Expenses Incurred Away From the Home Airport

- a) Aircraft fuel expenses incurred away from the base airport will be reimbursed at a maximum price per gallon, which changes from time to time. Consult the FBO front desk for the current rate.
- b) Original fuel receipts must be submitted to the front desk. THE CLUB will accept fuel receipts up to seven (7) days after the flight. Fuel receipts older than seven (7) days will not be honored.
- c) Expenses such as tie-down, lodging, alternative transportation and landing fees are the member's responsibility and will not be reimbursed.
- d) Aircraft repairs or expenses, other than fuel, exceeding \$50.00 must be pre-authorized by THE CLUB. Renters may be held financially responsible for any expenses not pre-authorized by THE CLUB.

1.7 Multiple Day Rentals

- a) A minimum charge of two (2) flight hours per day will be made for all-day or multiple day rentals.

Example: A cross-country trip of 5 days with a Hobbs time of 6 hours would be charged for 10 hours.

- b) Advance payment of one-half of the anticipated flight hours on any rental over five (5) hours is required. Some extended reservations will require advance payment of the full estimated aircraft rental charge before departure.

1.8 Aircraft Damage

- a) Do not place any items near the windscreen on top of the instrument panel glare shield. Windscreens are easily damaged.
- b) Do not use aircraft glare-shield as a hand hold to pull seats forward. Glare-shields may be damaged or may come off in your hand.
- c) In case of accident, incident or damage caused by pilot error, the member agrees to pay the cost of repairs not covered by insurance.
- d) Any found damage not reported to the front desk after an aircraft has been dispatched to a renter, but before the aircraft has been moved, is considered to have been incurred during that renter's dispatch period.
- e) Maintenance expenses resulting from a member, pilot, or passenger's carelessness, negligence or improper operating procedures will be billed directly to the member or pilot. Examples:
 - (i) Failure to turn off the aircraft master switch, causing complete battery discharge, requiring a battery replacement.
 - (ii) Failure to install a gust lock or tie the aircraft down following flight, leading to control damage.
 - (a) Tires that are flat spotted due to excessive braking or mishandled cross wind techniques.
The member will be charged 50% of the cost of replacement of the tire.

1.9 Accessory Rentals

Headsets, handheld radios, GPSs, iPad mounts and other accessories may be available for rent, in addition to an aircraft. Damaged or lost rental accessories will be repaired or replaced at renter's expense.

1.10 Safety / Retraining Flights

THE CLUB's Chief Pilot, Operations Manager or their designee may, at their discretion, require any member to complete remedial re-training flights in the interest of safety.

- a) These flights will be conducted at the member's expense.
- b) This training may include ground training as well as flight training

We have a Safety Management System that covers not only the Rental Club but also maintenance, FBO and warbird ops. Any safety concerns or hazards you observe should be reported there. You can find the link on the Rental club section of the Fliteline.ca website or 0532.flightschoolsms.com.

Any hazards or incidents you observe on the Flite Line or Waterloo Air properly can be reported and our safety staff will follow up.

1.11 Termination / Resignation

- a) Either party may terminate the membership agreement at any time. Resigning members shall submit **written** notice of resignation. An email sent to info@fliteline.ca may serve as written notice. The reason for termination by the member would be appreciated but is not required.
- b) At the time of resignation, the member's account must be paid in full. Any credit balance will be returned to the Member after all charges have been reconciled.

1.12 Insurance

Members are encouraged to secure renters insurance although not required.

THE CLUB's insurance policy coverage is as follows:

- a) \$2,000,000 Each Occurrence, Combined Single Limit Bodily Injury and Property Damage. Including 3 Passengers
- b) All Risk Coverage Flight & Ground (subject to Policy Exclusions)
- a) Subject to Deductible of \$1,000 All Losses

2 Aircraft Operations

2.1 Weather Limitations

- a) All flights must be operated in accordance with Transport Canada regulations
- b) Prior to each flight, each member must obtain a weather briefing in accordance with TC requirements.
- c) No flight may depart when the crosswind component exceeds the demonstrated crosswind component noted in the aircraft's POH.
- d) No flight may take place when surface winds or gusts are, or are forecast to be, greater than 30kts during the course of the flight.

2.2 Minimum Weather Conditions: VFR Licenced Pilots

- 1. Day restrictions apply to the following:
 - a. A student who holds a RPP or PPL or CPL
 - b. Flight instructors who are conducting flight training under VFR flight rules.
 - c. Rental flights.
- 2. Night restrictions
 - a. A student who holds a PPL with a Night Rating or CPL
 - b. Flight instructors who are conducting flight training under VFR flight rules.
 - c. Rental flights.
- 3. In certain instances the Duty Pilot may authorize specific flights in accordance with CARs.
- 4. Training flights conducted by pilots who hold a RPP or PPL and/or a night rating may have weather restrictions greater than these minima written in their PTR by their flight instructor.
- 5. The night restrictions assume that the pilot has a night rating or a licence that is not restricted to "Day only".

VFR Licenced Pilot Standards					
Day	Visibility	Ceiling	Temperature	Wind	Minimum Fuel
Controlled Airspace	3+ SM	1500' AGL	Minimum -25°C (ambient) Maximum +35°C (ambient)	Crosswind: DCWC Gust: <>30 knots	1 hour reserve For solo XC, max allowable fuel (min 1 hour)
Uncontrolled Airspace (1000' AGL and above)	1+ SM	2000' AGL			
Night	Visibility	Ceiling			
Control Zones	3+ SM	1500' AGL			
Outside Control Zone	5+ SM	2000' AGL			

2.3 Minimum Weather Conditions: Special VFR

- a) Intentional flight in Special VFR is permissible only by day.
- b) All SVFR flights are subject to prior approval by management.

Special VFR		
Day	Visibility	Ceiling
Control Zones	1 SM	500' AGL
Night	Visibility	Ceiling
Control Zones (arrival only)	1 SM	500' AGL

2.4 Ground Operations

- a) No pilot may attempt to start an aircraft by hand propping.
- b) While taxiing, maintain a wingtip clearance of at least a 5' from any aircraft, structure or object, and a propeller clearance of at least 10' from any aircraft, person, structure or object.
- c) Avoid taxiing across tie-down cables, as damage to the propeller, wingtips or tires may occur.
- d) Aircraft shall be shutdown perpendicular to the parking space and the tow-bar used to push the aircraft back into its spot. The tow bar should be used when moving an aircraft manually on the ground.
- e) NEVER taxi through a snowdrift or ice dam.

2.5 Accidents or Emergency Landings

- a) Report accidents to the TSB immediately and any incident or accident to THE CLUB as soon as practical.
- b) Report emergency landings (either on or off airport) to THE CLUB. Obtain permission from CLUB management to re-dispatch, prior to take-off.
- c) Pilots should use the CLUB Accident and Incident Plan in the aircraft dispatch book and aircraft for procedures to follow after an accident, incident or emergency landing.
- d) Incidents should be photographed and reported through our online SMS program found at 0532.flightschoolsms.com.

2.6 Aircraft Discrepancies

- a) Any discrepancy, whether an airworthiness issue or not, should be reported to THE CLUB front desk. If the discrepancy does not affect the airworthiness of the airplane, it may be reported at the conclusion of the flight via the aircraft dispatch sheet.
- b) Should any condition of the airframe, engine, or avionics be found that may render the aircraft unairworthy, the pilot will immediately report the condition to THE CLUB and log the discrepancy online.
- c) Aircraft Maintenance is on site and is conducted by Flite Line Maintenance Group Inc. (AMO 40-11).

2.7 Securing Aircraft, Post-flight

- a) When parking the aircraft, chock the wheels or tie it down at three points (chocks are kept in Luggage compartment).
- b) When away from the aircraft's designated parking location, chock both main landing gear wheels. Set the parking brake ONLY if chocks are not available. The parking brake should only be used for temporary parking.
- c) Return the aircraft to its designated parking location, if there is one for that aircraft, or an appropriate tiedown space on the flight line.
- d) Immobilize the flight controls with the control lock and lock the doors.
- e) If available, insert cowl plugs, put the sunscreens in place and attach the pitot cover.
- f) Leave the aircraft neat and clean. Remove any trash from aircraft.

3 THE CLUB Operational Requirements

3.1 Initial Checkouts

- a) No person may operate a CLUB aircraft unless that person has been approved by a properly authorized CLUB representative for flight in that particular make and model.

3.2 Annual Proficiency Checkouts (CLUB Flight Review)

- a) Each member on active flying status is required to fly with a designated CLUB flight instructor at least every 12 months, to ensure flight proficiency, comprehension of TC regulations and CLUB policies.

3.3 Recent Experience Requirements for PIC/Solo Flight

- a) Student Pilot's are currently not permitted to rent aircraft.
- b) Private or Recreational Pilot (Members are responsible for maintaining currency)
 - (i) With less than 100 hours total; a minimum of 1 hour in the preceding 30 days including 3 takeoffs and landings.
 - (ii) With 100 hours total time; a minimum of 1 hour in the preceding 60 days including 3 takeoffs and landings.
- c) Commercial Pilot (Members are responsible for maintaining currency)
 - (i) With less than 1,000 hours total; a minimum of 1 hour in the preceding 90 days including 3 takeoffs and landings.
 - (ii) More than 1,000 hours total time; as required by CARs for carrying passengers, night, etc.

3.4 Fuel Planning

- a) Cross-country flights must plan for and maintain a minimum fuel reserve of one (1) hour, considering winds and weather.
- b) Pilots should stop at an intermediate airport whenever the estimated fuel reserve at the intended destination airport drops below one hour.
- c) Verify fuel on board visually or using dipsticks, prior to every flight. Do not rely solely on the aircraft fuel gauges.
- d) Fuel burn values from the POH are to be used for flight planning.
- e) Minimum fuel requirements for CLUB operations are as follows:

Flight Operation	Minimum Fuel Requirement sufficient for:	
VFR flights	The planned flight plus	
	Dual and solo circuits	1.0 hr reserve
	Dual cross country	1.0 hr reserve
	Solo cross-country	1.0 hr reserve
	Plus a further contingency reserve if required by any factors that may affect the planned duration of the flight. A minimum 20% contingency is highly recommended.	
IFR flights	The planned flight plus	
	Conducting an approach and a missed approach	
	A flight to the alternate aerodrome	
	A minimum 1.0 hr reserve at normal cruising speed	
	Plus a further contingency reserve if required by any factors that may affect the planned duration of the flight. A minimum 20% contingency is highly recommended.	

3.5 Collision Avoidance

- a) On the ground, a brake check should be carried out as the aircraft begins moving.
- b) When flying to and within the practice areas, announce your position on the locally recognized frequency, for traffic awareness.
- c) Take special care just outside the airport traffic area and in the vicinity of common visual reporting points.
- d) Landing lights should be on during flight within 5nm of an airport and when enroute to and from the practice areas.

3.6 Minimum Altitudes

All flights are to be conducted in accordance with CARs. However, the club also has added the following restrictions. 1000 feet above the highest obstacle or built-up area located within a horizontal distance of 2000 feet from the aircraft, and 500 feet from any person, vessel, vehicle or structure.

3.7 Airports

Aircraft operations are limited to paved runways at public use airports, unless authorized by management.

3.8 Smoking

- a) Smoking, including e-cigarettes and similar products, while in any CLUB aircraft is prohibited.
- b) Smoking, including e-cigarettes and similar products, in CLUB lobbies, training rooms, offices, hangars and flight lines is prohibited.

3.9 Spins and Aerobatic Flight

- a) Spins are prohibited in Club Aircraft
- b) Aerobatic flight is prohibited in Club Aircraft.

3.10 Formation Flying

- a) The use of any CLUB aircraft in formation flights is prohibited, without specific, written permission from the Chief Flight Instructor. Pilots shall maintain a separation of *at least* 1/4 mile from any other aircraft, while flying in CLUB aircraft.

3.11 Flights over Remote Areas

- a) There is a survival kit available at the club front desk for flights in remote areas (Sudbury, Thunder Bay, etc)

3.12 Flights over Water

- a) Any flights over water are not to be conducted more than 25 NM past shore without managements permission. Any flights over water below 25 NM the CLUB has life preservers that must be carried.

3.13 Oil

- a) Add full quarts only.
- b) After adding oil, note how much oil was added on the aircraft dispatch sheet.
- c) Aircraft should have two quarts of oil in a box in the aircraft. Take the box to the front desk to be refilled when it is empty.

3.14 Foreign Country Flights

Prior written permission must be obtained from THE CLUB management (CLUB owner, General Manager or Chief Flight Instructor) before any flight to or over a foreign country.