



# Namao Flying Club

• Training • Rentals (780) 419 - 6777

## Introduction

Welcome to the Namao Flying Club. The Club has been in existence for more than 30 years and its operation is based on a concept that is unique in the Edmonton area. The Club is also unique in that its members bear the entire responsibility for the safe operation and securing of the Club and its aircraft. Unlike many other clubs, we have limited dispatchers and no ramp personnel to bear this workload. This means that the Club relies **solely** on its members to do the work that is required around the Club. The benefit of this added responsibility is that it translates into **one of the lowest aircraft rental and instructor rates in the country.**

With limited employees to dispatch and handle aircraft, it means that members are on an honor system to do their part in ensuring the continued success of the Club. It's for this reason that strict adherence to the Club's rules, and member participation is mandatory.

We understand that this type of operation will not be attractive to everybody, and that some may prefer, and be willing to pay a premium, for a club that has employees to bear the workload.

If you do feel that our type of operation fits your needs in a flying club, ***Welcome Aboard!***

### Board of Directors

Stephen Olesen (President)

Jordan Slemko (Vice President)

Brent Miners (Treasurer)

Joe Slemko (Secretary)

Nick Sarban

Thomas Holmes

Braden MacIver

Todd Dryer

Kellen Westman

## Personal Information

My Membership # \_\_\_\_\_

Login Password # \_\_\_\_\_

Members documents, status board, cameras and news board:

Password: villeneuve

## Club Contact Information

The Namao Flying Club is located at the VILLENEUVE AIRPORT, just 15 minutes west of Edmonton and St. Albert, Alberta.

Namao Flying Club  
25, 27018 S.H. 633  
Sturgeon County, AB  
T8T 0E3

Ph: (780) 419-6777

Fax: (780) 419-6711

Website: <http://www.namaoflyingclub.com/>

### **Greg Killoran**

Chief Flight Instructor

Phone: 780-419-6777 ext. 1

Email: [greg@namaoflyingclub.com](mailto:greg@namaoflyingclub.com)

Available 10am – 4pm Monday to Friday

In case of emergency: dial 780-419-6777 ext. 2 to be connected to emergency response

# **NAMAO FLYING CLUB**

## **MEMBER RULES**

Effective

**31 January 2013**

Updated

**18 May 2023**

## FACILITIES AND USE

1. AIRCRAFT MOVEMENT. A minimum of **two** people must participate when moving aircraft into or out of the hangar.  
\* **No pre-flight inspections of aircraft inside the hangar, this includes checking fluids**
2. SECURITY. When unattended, the office must be kept locked. When flight operations cease for the day the last person present must ensure that the office and hangar (including the small door in the hangar door) are locked and the lights turned off.
3. ACCESS AND BOOKING. Aircraft and facilities will be available only to members in good standing with the Club. Bookings must be made using the myFBO software 24 hours in advance, or by telephoning staff at the Club, or by telephoning the Chief Flight Instructor (CFI). Please do not call the CFI after business hours solely for the purpose of booking an aircraft.

## FLIGHT OPERATIONS

4. LEGAL COMPLIANCE. All flight operations must be carried out in compliance with Canadian or any applicable United States law.
5. SIGN-OUT ON DAILY FLIGHT LOGS. The sign-out sheets, keys and fuel cards for each aircraft are kept in the Club office. These sheets are a **legal document** and flight manifest, and must be **filled out completely, neatly and accurately**. If there is information missing you are required to return to the club to complete the log in a timely manner. Failure to do so may result in a charge to your account at the discretion of the CFI. Please check the booking sheet to see if the aircraft you are signing out has subsequent bookings or conflicts.
6. AIRCRAFT READINESS. In addition to the pre-flight inspection, it is the members' responsibility to ensure that the aircraft is airworthy before each flight. Members must check Journey Log (including the defect deferral page) and status board, including out of phase and time before next inspection items, prior to all flights.
7. HOBBS METER READING. If the Hobbs meter has started to turn to the next number, the indication is rounded up and recorded as such. Fill out the Daily Flight Log in accordance with the laminated instructions attached to each sign-out board. If a subsequent renter notes that this was not done, the discrepancy will be verified by an instructor and the missing 0.1 hour charged back to the member who failed to round up.
8. SOLO STUDENTS. All license or rating students solo flying the Club aircraft must be authorized by an instructor. The flight must be carried out within the specified radius of the airport and limited to exercises authorized by the instructor.

9. INITIAL FLIGHTS WITH CLUB AIRCRAFT. Members wishing to fly a club aircraft for the first time must have their proficiency verified by a club instructor.

10. CLUB AIRCRAFT CURRENCY. To continue to fly club aircraft, members must maintain flying club aircraft currency as follows:

- a. Members with a Student Pilot Permit or those working toward a rating may only fly solo if they've had a dual flight with an instructor within the past 14 days. These flights must be conducted under the instructor's supervision & discretion.
- b. Licensed Members (RPP, PPL & CPL) must fly as Pilot in Command (PIC) at least once every 30 days in order to maintain club currency for each type of club aircraft. If the Member wishes to use their night rating privileges, this flight must be conducted at night. The following exceptions apply:
  - (1). Members with over 100 flight hours are permitted 60 days dormancy on the Cessna 172 type.
  - (2). Members with over 100 hours of tailwheel time, including 15 hours on the Citabria, and who have flown at least 25 hours of tailwheel in the preceding 12 months, are permitted 45 days dormancy on the Citabria type.
- c. Deviations from the currency rules stated above must be approved by the Chief Flight Instructor (CFI)

11. ANNUAL PROFICIENCY. All members are required to undergo an annual proficiency check by an instructor no later than June 30 of each year. Members may be exempt from the proficiency check-ride requirements if the member has been granted a license or a rating in the period specified including: Private Pilot License, Commercial Pilot License, Night Rating, VFR OTT Rating, Instrument Rating, or Multi-Engine Rating.

12. PRE-FLIGHT PUNCTUALITY: All members shall report to the Club with sufficient time to prepare as necessary. Aircraft are expecting to depart and return within the block time with sufficient margin for subsequent bookings. Members should factor time for moving the aircraft out of the hangar, flight planning, pre-flight inspection and briefings. In the winter, plan to be at the Club at least 30 minutes early to help manoeuvre aircraft in and out of the hangar. If a member is 20 minutes (or more) late for their booking time, the booking may be canceled and the airplane reassigned.

13. FLIGHT ARRIVALS: Members must ensure aircraft are returned on time for subsequent bookings (barring weather or unforeseen circumstances). If an aircraft is returned late (for no legitimate reason), and the subsequent flight is delayed or canceled, the member may be required to compensate for lost time.

14. NO SHOW: Members must notify staff when unable to attend bookings. Otherwise, members may be required to compensate the club for booked time. If complications, including weather or illness are factors, the member is still required to notify the Club.

15. HAZARDOUS CARGO: Members are prohibited from carrying on board the aircraft any containers, full or empty, that have been used to store fuel or any other hazardous, flammable or explosive liquid.

16. SURFACES: All traces of snow, ice and frost must be removed from aircraft surfaces before flight. Hangaring is the only acceptable means of removing ice or frost. Light snow may be brushed off with a **soft** bristle brush or broom (no scraping).

17. SURVIVAL KITS: All members shall acquaint themselves with the fire extinguisher, first aid kit and survival gear in each aircraft.

18. SNAGS: Any unserviceability or hard landing must be reported to an instructor. If a member has any concerns regarding the airworthiness of an aircraft and no instructor is available, that member is authorized to render the aircraft unserviceable. This is accomplished by entering the problem in the Journey Log and updating the Status Board as well as leaving a note on the sign-out clipboard. The aircraft is no longer permitted to fly until serviced by the maintenance engineer.

19. WEATHER AND NOTAMS: Prior to conducting any flight, current and forecast weather as well as relevant NOTAMS must be ascertained and applied to flight considerations.

20. HAND PROPPING: Starting an aircraft by hand propping is not permitted.

21. TAXIING: All taxiing will be done slowly and with due regard for safety. Aircraft must always be stopped at a safe distance from any building or object. Engines must not be run inside a hangar.

22. CHECKLISTS: All aircraft and equipment shall be operated according to the manufacturer guidelines as specified in the aircraft flight manual (POH) or as superseded by club checklists and procedures.

23. LOW FLYING: Unless authorized by an instructor, all solo student flights must be carried out at an altitude of at least 1,000 feet above ground except when taking off or landing. If any member encounters bad weather, safety will be the deciding factor in selecting an appropriate altitude, and if this altitude is below 500 feet, the member must report it to the CFI immediately after landing. Simulated solo forced approaches shall not proceed below 500 feet.

24. LANDING SITES: Landings at unpaved airstrips are prohibited unless approved by the CFI.

25. SECURING AIRCRAFT: Members should take reasonable precautions to secure properly the aircraft post-flight, including control locks, tie-downs, tail locks, pitot covers etc.

26. FLIGHT PLAN: If flight is to go beyond 25 nautical miles, a flight plan must be submitted with Nav Canada. Flight Itineraries are not permitted.

27. EMERGENCIES: In case of an emergency landing away from CZVL, the pilot shall immediately contact the Club giving all particulars of the cause of the landing and its location, and shall not attempt to take off again without the permission of the CFI.

28. OVERNIGHTS, WEEKENDS: Members must seek authorization from the CFI, Manager or President or for all overnight or weekend bookings. Requests will normally only be granted if:

- a. Membership duration is at least 6 months,
- b. Member has flown club aircraft 4 times in the last 6 months, and
- c. Member submits to the club the anticipated cost of the flights prior to commencement of trip.

Members not meeting these criteria may be authorized for the overnight or weekend flight if the President agrees. Overnight flights require a minimum of 2.5 hours per day unless prior approval is received from the CFI or the President. Any shortfall will be billed at 30% of the aircraft's normal rate.

29. FUELING METHODS: Fuelling while away from the home base shall only be done at a licensed FBO by qualified personnel directly into the aircraft. Fuelling from portable containers is prohibited.

30. FUEL LEVELS: Club aircraft must be fuelled to the following levels according to the nature of the flight prior to departure:

- a. Licensed Pilots
  - i. local flights - minimum  $\frac{1}{2}$  tanks including 45 min. reserve
  - ii. cross country - fuel required for planned route plus 45 min. reserve
- b. Student Pilots
  - i. local flights - minimum  $\frac{1}{2}$  tanks including 45 min. reserve
  - ii. cross-country - full tanks and must retain minimum 45 min. reserve for duration of flight.

After last flight of the day for the aircraft, members should fill that aircraft to at least  $\frac{3}{4}$  tanks unless otherwise notified.

## WEATHER AND TEMPERATURE LIMITS

The CFI has many powers but changing the TAF isn't one of them.

31. The following weather and temperature limits are based on **forecast or actual, which ever is worse.**

32. LICENSED PILOTS - VFR:

a. Local:

1. Ceilings:           **DAY:**           no lower than 1,500' AGL  
                                  **NIGHT:**          no lower than 3,000' AGL
2. Visibility:           **DAY:**           no lower than 5 statute miles  
                                  **NIGHT:**          no lower than 6 statute miles
3. Surface Winds:
  - i. C172:           25 knots or more, steady or gusting
  - ii. 7ECA:          15 knots or more, steady or gusting
4. Crosswinds:
  - i. C172:           no more than 15 knots steady or gusting
  - ii. 7ECA:          no more than 10 knots steady or gusting

b. Cross-Country:

1. Ceilings:           **DAY:**           no lower than 2,000' AGL  
                                  **NIGHT:**          no lower than 5,000' AGL
2. Visibility:           **DAY:**           no lower than 5 statute miles  
                                  **NIGHT:**          no lower than 9 statute miles
3. Surface Winds:
  - i. C172:           25 knots or more, steady or gusting
  - ii. 7ECA:          10 knots or more, steady or gusting
4. Crosswinds:          no more than 15 knots

33. RPP, PPL, CPL, NIGHT RATING, VFR OTT, MULTI, IFR, TAILWHEEL, AEROBATIC, and CLASS IV INSTRUCTOR Students: Please see the Namao Flying Club Course Outlines for student weather limits. There are hard copies at the club (on the shelf below the daily flight logs), and in the Member Documents section of the club website.

34. No Special VFR departures.

36. TEMPERATURES:

- a. -25 degrees C or colder: Flight operations cease unless authorized by the CFI.
- b. -20 degrees C or colder: Flight operations in the Citabria cease unless authorized by the CFI.
- c. -10 degrees C or colder: Cessnas must be hangared or pre-heated.



- d. -10 degrees C or colder: Cessna cowling baffles must be installed. (Removed when warmer.)
- e. 25 degrees C or warmer: No circuits
- f. 30 degrees C or warmer: Flight operations cease unless authorized by the CFI.

“Preheating” includes both the engine and the aircraft interior (to prevent excessive wear on instruments).

## **FLIGHT EXPENSES**

37. INCIDENTAL COSTS. Members are responsible for incidental operating costs, including but not limited to: hangarage, tie-down, airport, entry or landing fees, U.S. entry fees, stickers etc.

38. AIRCRAFT FERRYING: If a member returns home by other means and leaves the aircraft at another location, it is that member’s responsibility to get the aircraft home when the weather improves. Failing this, another member or instructor will perform the ferrying duties at the original member’s expense.

39. FUEL CHARGES: Fuel costs while away from the Club will be reimbursed at the rate per litre that the Club pays to its supplier at its home base.

## **ADMINISTRATIVE CHARGES**

40. Members are responsible for the fuelling, renter care, renter maintenance and daily administrative logging of aircraft use. Extra time and expense is incurred by club staff for members failing to carry out this obligation, as well as opportunity lost. Accordingly a charge may be levied by the manager for staff having to rectify or deal with the following deficiencies:

- a. No-show by pilot: \$50.00 per 2 hour booking block (together with instructor time in the event his or her schedule is adversely affected.)
- b. Failure to return A/C keys or fuel card: \$50.00 (if following flight lost: 1.0 hr)
- c. Failure to return AC checklist: \$20.00
- d. Error on Flight Log or Authorization: \$20.00
- e. Illegible writing on any document: \$20.00
- f. A/C master switch left on, requiring battery recharge: minimum \$50.00 plus any lost instructor time (charges are at discretion of CFI depending on time lost)
- g. Aircraft not secured: \$50.00
- h. Aircraft cabin unclean (e.g. trace vomit, dirt): \$50.00; Bugs not cleaned: \$20.00
- i. Aircraft not fuelled after last flight of day: \$50.00
- j. Club (hangar & office) not secured on departure: \$50.00

## **ACCOUNTS**

41. **PAYMENT:** Members are required to pay in full after each flight, or maintain a positive balance in the account to cover expenses. It is the member's responsibility to be aware of their account balance at all times.

42. **ARREARS:** Members over \$100 in arrears on their current account (for reasons other than annual membership fee assessment) will not be permitted further use of club aircraft, until the account is zero balanced.

43. **INTEREST:** An interest charge of 18% per annum will be charged on any account that is more than 30 days in arrears.

44. **DEPOSIT:** At the President's or the Manager's discretion, a member may be required to maintain a probationary deposit on their account. This amount can range from \$100.00 to \$1,000.00 for a period of 6 months to 1 year.

45. **NSF CHEQUES:** Members who write NSF cheques will be assessed an administrative fee of \$50.00.

## **RULE BREACHES**

46. **DETERMINATION PROCESS.** Breaches of the above rules will be brought to the attention of the Board of Directors. The President has the right to suspend member flying pending a determination of the matter. A panel of at least 3 Directors will be convened by the President to determine whether in fact a rule has been breached and, if so, the appropriate sanction. The affected member will have the right to appear before the panel and be made aware of the allegations of breach and the information in support. He or she will have the right to present information and make representations as to finding or sanction (if any). Finally, he or she will have the right to a prompt decision and the reasons for it.

47. **POSSIBLE SANCTIONS:** If the panel determines that there has been a breach of these Rules, it may impose one or more of the following sanctions:

- a. Requirement for re-submission of check on type ground exam
- b. Requirement for in-flight proficiency check at member expense
- c. Flying privileges temporary suspension
- d. Membership termination

48. **FINANCIAL RESPONSIBILITY:** The foregoing is without prejudice to the Club's right to legal compensation for loss, injury or damage arising from a member's negligent act or omission.

## FUELING PROCEDURES

INSERT AND REMOVE FUEL CARD (MAGNETIC STRIP UP AND FACING LEFT)

SELECT **FUEL TYPE (100LL AVGAS)**

SELECT **FILL UP**

ENTER AIRCRAFT REGISTRATION (IE GVAY, GJJL, FNFD, ETC)

PRESS **OK**

### **AT PUMP:**

GROUND AIRCRAFT

ENSURE FUEL PUMP SWITCH IS **OFF**

PRESS **FINISH** BUTTON

PRESS **START** BUTTON (WATCH TO ENSURE SYSTEM HAS RESET)

TURN PUMP **ON**

### **DURING FUELING:**

ENSURE THE FUEL NOZZLE IS **NOT** RESTING ON THE SIDES OF THE COLLAR

### **FUELING COMPLETED**

TURN PUMP SWITCH **OFF**

WIND HOSE, **DO NOT** LET NOZZLE DRAG ACROSS THE GROUND

DISCONNECT GROUND CLIP FROM AIRCRAFT

## New Member Orientation

Member Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Facility Tour

- Location of Safety Equipment
- Location of Emergency Phone List
- Entry and Exit of the Club (Doors, Locks, Keys, Lights/Fans)
- Handling of the Hangar Door
- Manoeuvring Aircraft (Min. of 2 people, Tow Bars, etc)
- Cleaning of Aircraft -Windshield and Leading Edges (Only use water for the windshield, location of cleaning supplies)
- Walk-Around (Outside only, location of Jerry Cans)
- Hangar B (Off Limits- And No Parking/Leaving aircraft in front of Hangar door)
- Student Computer for Wx (Sim. and Off-Limits Computer)
- ATIS Radio (128.35)
- Thompson Hangar - Watch for Jet Blast
- Website and Login Page (Booking and Members Link)

### Adding Oil

- Where to Find what Type of Oil for the Aircraft (Status Board and Cross Check with Journey Log)
- Location of Oil Cabinet
- Signing out Oil
- Adding Procedure (Use Funnel)
- Proper Disposal of Empty Oil Containers and Oily Towels

## **Fueling**

- Fueling Cards (Exchange for Vehicle Keys)
- Fueling the Aircraft
- Aircraft's Last Flight of the Day (172M - Must fill the plane or leave at least 3/4 tanks - 172R & Citabria are left at 1/2 tanks)
- Fueling While Away (Keep receipt, write your full name on it and place in the after hours drop box for reimbursement of the Club's price for fuel)

## **Journey Log Review**

- Location
- Who fills them out
- Cross Check with Daily Flight Log Sheets to ensure they are Current and have Enough Time before the Flight
- Check Front of Journey Log for the Deferred List
- Logs only needed during Flights for >25nm and/or Landing Elsewhere
- Any Defects found let an Instructor, or staff know immediately. (If Unavailable Record it in Journey Log)

## **Daily Flight Logs**

- Blue/Black Pens Only
- Corrections (One Line Cross Out ONLY)
- Calculating Flight Time Vs. Air Time (Hobbs for Flight and TU/TD for Air)
- Air Time Cheat Sheet Location
- Landing Elsewhere (Full Stop) Record Separate Logs
- Weight & Balance Recording (Where to find the Aircraft's B.E.W)
- Must Record Passengers
- Location of New Sheets
- Car Keys Left in Exchange for Aircraft Keys
- Headset Rental
- Follow Instructions or ask an Instructor for help

### Club Rules

- Booking (2 hr time slots on even hours unless cross country **ex: 8-10, 10-12, 12-1400** etc.)
- Cancellation of flights (Must be done at least 24 hours in advance unless cancelling due to Wx or Illness/Injury/Emergency. Leave voicemail if no answer at Club)
- Overnight/Extended flights must be approved by the CFI

### Payment Procedure

- Flights to be Paid Full after each Flight
- Flights Charged by Flight (Hobbs) Time, not Air(Tach) Time
- Payment Methods (Visa, Mastercard, Amex, Debit, Cheque, Cash- note no change provided, remainder goes on account as a credit)
- Pre-Pay Accepted (Keep Positive Balance)
- Staff Only on Point of Sale Machine
- Annual Membership Dues(\$60.00) must be Paid by January of each Year

### Documents

- Club Rules Open Book Quiz Completion (Copy in File and Copy for Member)
- Pilot Documents- License, Type Rating, Medical, if applicable (Copy in File and Copy for Member)
- Received acknowledgement of dues and resignation procedure (Acknowledgement Paper Signed- Copy in File and Copy for Member)

**Member Signature:** \_\_\_\_\_

**Orientation Conducted By:** \_\_\_\_\_

Namao Flying Club  
Member Rules

Open Book Exam

1. What is the minimum number of people required to move aircraft in and out of the hangar? \_\_\_\_\_
2. Who is responsible for securing the club? \_\_\_\_\_
3. Name 2 items to be checked to determine aircraft readiness prior to flight.  
\_\_\_\_\_  
\_\_\_\_\_
4. What is the Club currency requirement for the type of aircraft you are flying?  
\_\_\_\_\_
5. When are Annual Proficiency Flights due by each year? \_\_\_\_\_
6. How should defects (snags) be dealt with when discovered? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Who is responsible for securing aircraft after flight? \_\_\_\_\_
8. Are Flight Itineraries acceptable? \_\_\_\_\_
9. What shall be done in the case of an emergency landing away from base? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. What are the weather and temperature limits based on? \_\_\_\_\_  
\_\_\_\_\_
11. When is payment for flights required by? \_\_\_\_\_

Date: \_\_\_\_\_ Member \_\_\_\_\_

## NAMAQ FLYING CLUB

I hereby acknowledge that I have received a copy of the Namao Flying Club rules. It is my responsibility to familiarize myself with, and abide by these rules.

**Resignation from the club must be in writing**, and confirmation of receipt of request for resignation by a Club director must be received by me. Until then, annual dues will continue to be charged to my account and when the account exceeds 150.00 in arrears, my share will be automatically surrendered to the club and applied to the arrears.

Date: \_\_\_\_\_

\_\_\_\_\_  
Member name (print name)

\_\_\_\_\_  
Director (print name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature