

AIRCRAFT RENTAL

Associate/Members Handbook

Brampton Flying Club



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Aircraft Rental

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BFC Rental Agreement

The following information is printed on the back of the Brampton Flight Centre Rental Agreement and signed for by the Pilot in Command on each rental flight.

1. The Pilot in Command (PIC) shall be responsible at all times for the aircraft, aircraft logs, documents, and keys.
2. Since this is a **“wet lease”** the Pilot in Command will be reimbursed at the Brampton Flight Centre (BFC) current cost per litre for fuel used. (see front desk for current rate)
3. When the aircraft is booked for more than 4hrs (**“Extended Rental”**) a billing minimum of half of the booked hours is required (maximum 6hrs per 24hrs), extended rentals must be authorized by the Chief Flight Instructor(CFI) or delegate.
4. When booking an aircraft, remember that long VFR cross-countries will most always include periods of poor weather. Your flight planning should include any delays anticipated.
5. Reservations must be cancelled within the club’s specified cancellation policy, if this is not done a **“No Show Fee”** will be applied. The only exceptions will be due to poor weather or at the discretion of the CFI or delegate.
6. The Pilot in Command is responsible for ensuring the rental aircraft is tied-down, control locks are in, doors closed, plugged in, and cowl covered (if applicable) when leaving the aircraft. This applies at CNC3 or any other airport.
7. The Pilot in Command is responsible for returning the aircraft to its base at CNC3. If for some reason the Pilot in Command is unable to do so they will be billed for the repositioning of the aircraft back to CNC3.
8. Any service work required to maintain the airworthiness of the aircraft must be authorized in advance, by the Director of Maintenance (DOM) or delegate, of the work commencing. The Pilot in Command will be responsible for any costs of repairs exceeding the Brampton normal shop rates. This shall include transportation of parts or components.
9. In case of a change of itinerary or delay, notification to the Brampton Flying Club (Duty Manager) must be given as soon as possible.
10. The Pilot in Command is responsible for all expenses incurred during the rental. (Landing fees, overnight accommodations, food, storage, boost or hot start, de-ice, etc.)
11. Only the pilot to whom the aircraft was rented may act as Pilot in Command, and further the Pilot in Command will be responsible for determining suitability of route, enroute stops and destination.
12. The Pilot in Command shall ensure, prior to operating the rented aircraft that the aircraft is airworthy, as per the Canadian Aviation Regulations, and that all necessary

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documents including his/her own pilot's licence/student permit and valid medical are on board for each flight.

13. The Pilot in Command shall ensure that there is sufficient fuel and oil on board the aircraft, the weather conditions are adequate and forecast to remain adequate for each intended flight, and that a flight plan, itinerary, or flight notification has been filed if applicable.
14. The Pilot in Command shall operate the aircraft in accordance with the Aircraft Flight Manual and Weight and Balance specifications for retail aircraft.
15. The Pilot in Command shall only operate the rented aircraft in to and out of Certified Aerodromes or Registered Aerodromes with suitable paved runways and information published in the CFS. Approval from the CFI or delegate is required when operating into grass or gravel runways.
16. The Pilot in Command shall ensure that his/her currency and knowledge is adequate to allow for safe operation of each flight. Such currency on each type of aircraft rented shall be as indicated in the Company Operations Manual.
17. The Pilot in Command shall pay, upon demand, the amount required to satisfy the insurance deductible, in the event that the rented aircraft he/she is operating is involved in an aircraft accident or incident.
18. The Pilot in Command shall not have had an aviation accident or incident in the last 3 years. In the case of a Pilot in Command who has had an aviation accident or incident in the previous 3 years; CFI or delegate authorization is required, as well as approval from the BFC Insurer.

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Club Flying & Regulations

1. All flying shall be conducted in accordance with the CARs, as amended by Transport Canada. Flying operations shall comply with the conditions of the Air Transport Commission and Ministry of Transport Operating Certificates issued and in force.
2. Aircraft will be available only to associates/members in good standing (Paid associate/membership and account).
3. All Solo or Rental flying in club aircraft must be authorized by the Duty Manager. No aerobatics may be carried out in club aircraft unless approved by the CFI or delegate and under supervision.
4. All Flight Training flights will receive a pre/post flight briefing and the preflight briefing will be recorded in the students PTR.
5. In order for a Student to fly solo they must maintain a 15-day currency. Specific exercises require a 30-day currency.
6. No solo or rental Touch and Go's or Stop and Gos are allowed in BFC flight school airplanes with the exception that licenced pilot rental flights may conduct touch and goes at an Airport on a runway with a length of 4,000ft or greater. No Touch and Gos are permitted in any of the retractable gear aircraft with the exception of Flight Tests and at an Airport on a runway with a length of 4,000ft or greater.
7. All cross country flights and landings at other airports by solo students must be authorized by the Chief Flight Instructor or delegate. Students must call the DM at all stops.
8. All Rental and Solo flights over 25nm from CNC3 require that a flight plan is filed with Flight Service Specialist. Dual flights over 25nm must have an itinerary with the Dispatcher/Duty Manager.
9. No flights will be conducted with BFC Instructors or aircraft unless there is someone on duty to conduct flight following.
10. In case of an emergency, forced landing, or unauthorized landing away from home base, the Pilot in Command shall as soon as possible, after dealing with any emergency, 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 CHIEF FLIGHT INSTRUCTOR OR DELEGATE.
11. Safety harness or seat belts must be properly fitted and secure at all times while club aircraft are in motion on the ground or in the air.
12. All passengers must receive a briefing prior to departure of the flight. This brief must contain at least the following information: Emergency exits and their operation, emergency equipment onboard (Fire extinguisher, First Aid kit, survival kit if applicable), ELT location and operation, Non-smoking requirements.

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13. No Pilot in Command shall be permitted to fly a club aircraft while under the influence of intoxicating liquor, drugs or other medication capable of impairing their ability, nor shall the Pilot in Command be permitted to carry in a club aircraft, a passenger who is under similar influence.
14. Renters/students of BFC aircraft are subject to a 12hr flight duty day. This means if a flight was commenced at 08:00 the renter must be on the ground at 20:00 that same day.
15. Never attempt to swing aircraft propellers (start aircraft by turning prop). Only an Aircraft Maintenance Engineer (AME) is permitted to move a prop by hand.
16. Pilots must report unserviceability, high risk events, hazards, incidents or accidents to the Chief Flight Instructor or delegate and/or Company Aviation Safety Officer as soon as possible.
17. SOLO LOW FLYING IS PROHIBITED. All solo flights must be carried out at an altitude of at least 1,000ft above the ground except when taking off or landing. If a pilot encounters bad weather, safety will be the deciding factor in selecting an altitude at which to fly. IF THIS IS BELOW 1,000' AGL THE PILOT MUST REPORT THIS IMMEDIATELY AFTER LANDING.
18. The Chief Flight Instructor or delegate has the authority to check the flying ability of any licenced club associate/member wishing to fly club aircraft, and such checks may include a request that the associate/member pilot demonstrate their ability to competently handle the club aircraft under existing conditions.
19. All taxiing will be done slowly and with due regard to safety. Aircraft must always be stopped at a safe distance from hangars or building and an aircraft engine(s) must never be started or run in a hangar.
20. All aircraft engine(s) must be stopped before passengers' board or exit from an aircraft.
21. All flights must carry 60 minutes fuel reserve except, as specifically authorized by CFI or delegate. Student pilots are restricted to flights within our designated practice area, bounded by Bellwood Lake, Luther Marsh, Shelburne and the Town of Orangeville unless authorized by the CFI or delegate.
22. Prior to each flight, the Pilot in Command must review the appropriate aircraft journey log for defects. Aircraft defects are to be reported to the Dispatch Desk and entered directly into the aircraft journey logbook. A red card will then be placed in the aircraft dispatch slot and the aircraft will be grounded until repaired or deferred.
23. The Pilot in Command shall as per CAR 602.71/72, before commencing a flight, be familiar with the available information and available weather information that is appropriate to the intended flight.
24. No flight shall commence unless the aircraft is clear of any ice, snow, frost, and any other contaminate on its critical surfaces.
25. When not in use all aircraft must be chocked or tied down, as conditions require.

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26. To rent aircraft, the Pilot in Command must have a **“BFC Flight Refresher Card”** and be current on club aircraft or have a check flight with a Brampton Flying Club employed instructor. Refer to Ops Manual Appendix for currency requirements chart and check on type requirements.
27. If a transaction is made with a balance remaining, the Brampton Flying Club is authorized to debit the associates/members credit card on account.
28. Brampton Flying Club is a private airport, and **“Freelance Instruction”** of any form is PROHIBITED.
29. No commercial aeronautical operation, commercial operation of any kind or any type of operation or activity shall be conducted at the airport unless specifically authorized and under such terms and conditions as may be prescribed by the airport operation. For the purpose of this regulation the rental of privately registered aircraft for remuneration shall be construed to be a commercial aeronautical operation.
30. Reports of high-risk events, hazards, incidents or accidents must be made into the BFC Safety Management System (**“SMS”**) through **bfc.flightschoolsms.com** and/or the Company Aviation Safety Officer as soon as possible.

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Insurance Deductible Waiver Fee

The Renter agrees to pay the sum of \$5.00/flt hr or part thereof, and in consideration thereof, Brampton Flight Centre hereby agrees to waive the Renter's liability for an insurance deductible fee of \$5,000.00 in the event of any damage to the aircraft while under the care, custody and control of the Renter, **provided the Renter is not in breach of any terms of this agreement.**

The Renter must initial one of the following: Choose to Agree to pay the waiver or Refuse to pay the waiver.

Signing the Rental Agreement

The Renter is required to sign the Rental Agreement. By signing the agreement, the Renter is certifying that they are familiar with club regulations and local rules, and hold a valid and current pilot's licence or student permit and will obey air regulations. **IMPORTANT:** The Renter is also signing that they understand that if they fly in a reckless or negligent manner, and cause damage, they will be held responsible and in that case the Insurance Deductible Waiver may not apply and payment for damages may be required.

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Extended Rentals

BFC considers an extended rental to be a flight booking of 4 hours or more. Extended Rentals require the approval and signature of the Chief Flight Instructor or delegate.

Extended Rental Booking Procedure

1. Any aircraft booking over 2 hours must be booked by calling dispatch at 905-838-1400 Ext 0.
2. Dispatch will alert the CFI to extended bookings that are 4 hours or more or overnight.
3. Fill in a copy of the Rental Agreement with the route of the flight including departure and return time and ALL planned airport stops. Submit the hard copy agreement to dispatch and/or email it to cfi@bramfly.com.
4. The CFI or delegate will review the flight plan and call the PIC to review the route and ask for additional submissions, if required. The CFI may also have the DM review the details to expedite the process.
5. It will speed the sign out on the day of the flight if the PIC can also submit the W&B and Flight Plan Form in advance. Please refer to Appendix 2. Duty Manager – Rental Pilot Sign-out Checklist.
6. A copy of the approved Rental Agreement and cross country will be kept in an Extended Rentals Binder at the Dispatch Counter until the day of the flight.

Advance Approval Process by the DM and CFI

1. Renter File is in order and the Associate/Member has the required Refresher Card and currency.

Sign out procedure by Duty Manager on the day of the flight.

Note: Renters are expected to pay for ½ of the time that was booked for the aircraft on Flight Schedule Pro, to a maximum of 6 hours per day. Some of the aircraft minimum times have been reduced to promote cross country flying.

Please arrive at least 30 minutes in advance of your flight. The sign out process can be expedited by providing information in advance and having the information that the DM requires at the time of sign out. Please refer to Appendix 2. Duty Manager - Rental Pilot Sign-out Checklist for a list of what the DM and CFI will requires to approve your flight.

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BFC Renter Pilot Currency & Refresher Flight Program

REFRESHER CARD

As of September 1, 2016, BFC Renter Pilots require a **"Refresher Flight Card"** to rent BFC aircraft.

Many Associates and Members will qualify to hold the card without a refresher flight. Duty Managers and all instructors are able to issue the cards.

A current Renter File is required to hold a BFC Refresher Card. BFC requires the following to be on file.

1. Copy of Aviation Document with Photo ID (Pilot Licence)
2. Copy of Medical Certificate
3. Rental Pilot Record Completed with Identification, Licence and Endorsements, Hours, Aircraft Types, Accident record if applicable, Refresher Training Record
4. Applicable Pilot Checkout Records signed off by flight instructor
5. Rental Pilot Record with BFC File review and Comments
6. Copy of Refresher Card – Date of Completion, Expiry and Instructor Signature

BACKGROUND

May 1st marked the beginning of a new Refresher Flight Program at BFC. The goal of the program is to ensure the ongoing safety of all the rental flights taking place from the club. Under previous policies, it was possible for a renter to go years without performing any upper air work or simulated emergencies but still maintain their currency. Under this program BFC hopes to ensure renter pilots stay proficient in all exercises without fear of ridicule or failure. It is meant to be fun and at the same time providing additional safety and protection for BFC assets.

REFRESHER FLIGHT Q&A

1. What will happen on these refresher flights?

The flight will consist of airspeeds review, takeoff, steep turns, power off / on stalls, slow flight, spiral recovery, forced approach, circuit, approach, aim point, landing attitude, stabilized approach, touchdown, emergency procedures, shutdown, and radio procedures.

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2. When must the Renter have this completed?

All renters are asked to complete a Refresher Flight with an instructor by September 1st, 2016 unless they are subject to the exemptions. The flights are then valid for 2 years. You will receive a Refresher Flight Card stating the date of the flight and the date of expiry. This card must be shown to the Duty Manager (DM) prior to rental.

3. Am I exempt from these refresher flights?

Many people who rent our aircraft already meet the standards for this program. Any Renter who has recently completed a checkout containing upper air work or a flight test will be considered to already have completed the Refresher Flight. They will be granted a 2-year currency based on the date of the checkout or flight test. Renters who qualify can see the front desk or manager to receive their Refresher Flight Card. Flights that qualify for this program include but are not limited to: Currency flights containing upper air work, G1000 Checkouts, C172RG Checkouts, PPL Flight Test, CPL Flight Test

4. Is this a Flight Test?

This is in no way a flight test. If a renter is having difficulty with an exercise, then our instructors are encouraged to help in any way possible. However, by the end of the flight the instructor must feel that the renter is competent in all the necessary exercises.

5. Who will pay for this flight?

Due to the nature of this program BFC is happy to cover the cost of the instructor during the refresher flights. This allows for no increased cost to the renter, as they will just be paying for the aircraft time, like any other rental flight. It will become a benefit of membership with the Brampton Flying Club.

6. If I have any questions who do I see?

The Chief Flight Instructor at cfi@bramfly.com if you have any questions or concerns.

Thank you for your help in making this program a success and ensuring the safety of all flights leaving BFC.



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Flight Instruction on Private Aircraft

BFC is happy to conduct flight training in private aircraft, however there are some requirements that must be put in to place, in advance, to ensure the highest level of safety and protection for the Brampton Flying Club and staff.

Generally, flying with students in private aircraft, should be no different than any other standard flight training taking place at the BFC.

Roles and Responsibilities

Brampton Flying Club

1. Prior to any flight training being undertaken with BFC flight instructors using private aircraft, **BFC will on an annual basis require completion by its maintenance staff of a complete review of the logs for that aircraft, together with an Airworthiness Directives search.** BFC reserves the right to refuse to utilize any private aircraft which does not meet BFC's standards for training aircraft condition and airworthiness.
2. **The private aircraft owner will be responsible for reimbursing a portion of BFC's costs in undertaking such review by paying \$100 per aircraft review completed.**
3. BFC's instructors will be current, proficient, and familiar with the private aircraft owner's aircraft type.
4. All training flights, whether dual or solo, must follow the flight training curriculum required of all BFC license candidates. The provisions of BFC's Flight Training Operations Manual will be the governing document regarding flight training standards.
5. BFC will ensure that all students flying private aircraft are current BFC associates and that all fees are paid in full.
6. BFC will coordinate all flight following and operational control conducted under BFC policies and through the BFC dispatch desk.
7. **The student's primary instructor must be consulted immediately prior to each flight, whether dual or solo.** The instructor will at all times retain full authority to amend the terms of, or cancel outright, any proposed instructional flight as a result of weather or other operational considerations.
8. Solo flights will not be permitted without a prior briefing by the student's primary instructor and sign-off by that instructor to the effect that the student meets the solo proficiency requirements of BFC's Flight Training Operations Manual.

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9. Payment for all flight instruction and flights is due and payable, by the student, at the time of the flight
10. BFC instructors, along with the students, will be responsible for maintaining the student's Pilot Training Record.

Private Aircraft Owner

1. If the aircraft is not based at BFC, the private aircraft owner is responsible for transporting the aircraft to and from CNC3. These flights must be conducted by fully licensed pilots. Students are not authorized to ferry the above aircraft.
2. The private aircraft owner is responsible for all maintenance on the above aircraft. This includes proper defect reporting as outlined in BFC policy and the Canadian Aviation Regulations.
3. The private aircraft owner is responsible for entering every flight in the logbook.

Insurance Requirements

Before training commences, BFC is to be provided with a certificate evidencing the private aircraft owner's insurance coverage, which is subject to review and approval by BFC's insurer and which includes the following information:

1. The name of the insured, the insurer, and the agent issuing the certificate
2. The policy number and the term of the policy, including expiry dates
3. The permitted usage of the aircraft, including the insurer's agreement for use of the aircraft while undertaking flight training with BFC
- 4. The approval of BFC's instructor pilots by the insurer**
- 5. The addition of Brampton Flying Club as an Additional Named Insured under the policy's liability coverage**
6. The agreement of the owner(s) of the aircraft and the insurer to waive all rights of subrogation and to hold Brampton Flying Club and its employees completely harmless in the event of physical damage to the aircraft
7. **Minimum limit of \$[2] million combined single limit liability coverage** with respect to property damage, bodily injury and passenger liability, with no passenger sublimit
8. 30 days' advance written notice from the insurer should the policy be cancelled or permitted to lapse, or should the coverage be altered in any way

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Brampton Flying Club – General Rules & Information for Associates & Members

ASSOCIATE STATUS

1. Annual renewal of associate status will occur automatically using your provided credit card information if you have checked that option on the front of this application form. An administration fee is applied for all renewals that have lapsed for more than 1month.
2. Rental Aircraft will be available only to a paid-up associate in good standing.
3. If the information on the front of this application form changes at any time, BFC must be notified as soon as possible.

PAYMENT POLICIES

1. Payment for product and services that BFC provides is due in full at the time of purchase. If a transaction is made with a balance remaining, the Brampton Flying Club is hereby authorized to debit the associate credit card on account.
2. Mastercard, Visa, or American Express can be utilized by maintaining current credit card information on file. If a valid credit card is not provided, you will be required to prepay a minimum credit of \$300.00 on account PRIOR to training flights and aircraft rental. * This amount is subject to change without notice.
3. A BFC account may be utilized for convenience by maintaining a positive balance on account that can be used for services when payment is required.
4. An associate with an overdue balance will be asked by staff to clear the account prior to the purchase of additional product and services.

HOURS of OPERATION

1. Brampton Airport clubhouse and fueling services are available as follows: Summer Season from April 1 to October 31: 7am to Midnight, unless otherwise posted. Winter Season from October 1 to March 31: 8am to 10pm. Services are available 7 days per week, except for Christmas Day and New Year's Day. Hours of operation depend on the weather. The clubhouse may close earlier than indicated above if the weather is poor or operations are unusually slow. If you plan to visit the Club, please call in advance to confirm what time the Club will be closing.
2. BFC Restaurant-Cafe: The Grille is open daily from 8am to 2:30pm. The Café & Humphreys Pilot Shop are open 10am to 7pm, 7 days a week.

AIRPORT, SAFETY & SECURITY

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1. Access to the CNC3 airport is intended for associates and pilots engaged in flight related activities. If friends, family members, or vendors are required to be airside they must be escorted and supervised at all times either by an associate or by BFC staff. BFC does not accept responsibility for anyone brought airside by an associate. Contractors must give the Airport Office at least 48 hrs. notice prior to required airside access and must be supervised by an associate or by BFC staff. An Airport Improvement Application and/or Airside Access Training are required.
2. Brampton Airport has implemented an **“Airport Watch Security Program”**. It is every associate’s responsibility to ensure security is maintained. This includes ensuring that all personnel and vehicle gates are closed, the main entrance gate is closed outside normal club operating hours, and that any suspicious activity is reported to BFC management.
3. Airside vehicle access is not permitted except in exceptional circumstances. Operators require permission in advance from the BFC Airport Office.
4. As per CAR302.11 smoking airside is only permitted in designated smoking areas. The only designated smoking area currently airside at CNC3 is directly behind Hangar 1(BFC Maintenance Hangar).
5. The Brampton Airport is a private certified airport owned and operated by the Brampton Flying Club. No commercial operation of any kind or activity shall be conducted at the airport unless specifically authorized and under such terms and conditions as may be prescribed by the airport administration. No operation or activity shall be conducted at the airport that competes with any of the activities of the Club. Freelance instruction of any form is prohibited and there shall be no flying school, rental of privately or commercially registered aircraft for remuneration, availability or sale of aircraft block flying time, maintenance facility, fuel sales or restaurants conducting business with the public at large. Any commercial operation on the field shall be revenue positive to the Club’s operations. Should the Brampton Flying Club be approached to provide tenancy for a commercial business engaged in aircraft sales or brokerage, the General Manager and the Board will determine if it is in the best interest of the Club.

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Important BFC Contact Information - 2016

Dispatch/DM		905-838-1400 x0	www.bramptonflightcentre.com
CFI	Scott Chayko	905-838-1400 x300	cfi@bramfly.com
Director of Maintenance	Angelo Micone	905-838-1400 x224	amicone@bramfly.com
Airport Manager	Dan Van Amelsvoort	905-838-1400 x215	dan@bramfly.com
Safety Officer/Rental Manager	Skip Labelle	905-838-1400 x319	besafe@bramfly.com
General Manager	Julie Pomeroy	905-838-1400 x222	gm@bramfly.com
Airport After Hours Security	Protec	800-387-5956	

SMS Reports	bfc.flightschoolsms.com
Service Excellence Reports	https://www.bramptonflightcentre.com/community/service-excellence/

Brampton Flight Centre and Brampton-Caledon Airport are owned and operated by the Brampton Flying Club.

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Appendix #9

Cessna 182 Dry Lease Program

A dry lease option is available for renting the BFC C182 for a long cross country flight. In addition, there is only a 3hour minimum for the day.

To take advantage of this program you must first inform the CFI and dispatchers at the front desk. The day of the rental, dispatchers will ask the Flight line staff to fill the aircraft prior to dispatch. The aircraft will then be offered at **a rate of \$185.00/hour (2016)** with any fuel costs being the responsibility of the renter. At the conclusion of the flight the aircraft must be returned to the pumps to have the tanks topped off. This option will only be available for dual or solo extended rentals.

Our 182 is a beautiful airplane. Fly away!



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Appendix #10

Cessna 152 Block Time Rates

Block time on the C-152s has been made available to provide our associates and members with a very affordable option for building flight time.

Please Note: The following prices are based on 2016 rates and are subject to change.

The rental rate of a C-152 at the Brampton Flight Centre is \$125 per hour, however you can reduce the cost by purchasing Block Time as follows:

1. A Block time of 10 hours can be purchased for **\$120 per hour**. It will need to be purchased in advance and to be completed in a 3-month period. (\$1200 plus tax)
2. A second Block of 10 hours (Block Time Renewal) can be purchased for a rate of **\$116 per hour**, if it is purchased prior to completion of the first block of 10 hours. It also needs to be completed in a 3-month period. (\$1160 plus tax)
3. A third Block of 10 hours (Block Time Renewal) can be purchased for a rate of **\$112 per hour**, if it is purchased prior to completion of the second block of 10 hours. It will also need to be completed in a 3-month period. (\$1120 plus tax)

Basically, this gives our Associates and Members the ability to purchase up to 30 hours at a reduced rate, if the time can be flown in a 9-month period.

4. The following offer is available ONLY to licensed rental pilots on non-training flights. A Block of 50 hours can be purchased on the 152s for a rate of \$110 per hour wet (\$5,500 plus tax) or \$83 (\$4,150 plus tax) per hour dry. It will need to be paid in advance. The Block time rate is guaranteed for one year from the date of purchase, after which time a price increase may apply. Please contact CFI, [Scott Chayko](#), if there are questions or concerns

The radios in the 152's were changed up in April 2016 to a [Garmin GTR 225 Com](#), Garmin GTR 225 Transceiver, [Garmin GTX 327 Transponder](#) and [Bendix/King GPS KLN 35A](#)

Check out the link to the Cessna [150/152 Club](#). The Brampton Flight Centre is also an approved [Cessna Pilot Center](#).

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Appendix #11

Dispatch Procedures on Private Aircraft

All pilots training with the Brampton Flying Club on a private aircraft will have a file that contains applicable information.

Private Pilot Training Program

Files are maintained by the Flight Training Administrator (FTA) and kept in the FTA Office

Professional Pilot Training Programs

Files are maintained by the Campus Administrator (CA) and kept in the CA Office

Refresher Training or Any Training Other than the Above

Files are maintained by the CASO/Rentals Manager and kept in the Rental Files located in the administration hallway

Dispatch Procedure from CNC3

1. The pilot will take the Flight Information/Rental Agreement Sheet to the Dispatcher. All students are required to sign the form, except for students training on private aircraft.
2. The Dispatcher will enter the flight into the fbodispatcher.com program and have the Pilot sign the digital signature pad (which constitutes signing the Daily Flight Record, DFR). Pilots must review the Safety Information and Memo Binder located at the Signature Pad.
3. All solo training must be authorized to fly by the Duty Manager (DM). If the DM is not available then solo training flights are to be authorized by a qualified flight instructor.
4. The solo pilots will complete necessary planning with aircraft documents and then go to the DM who will review pilot's documents and authorize pilot using appropriate sign out checklist. If it is necessary for a Flight Instructor to sign out a pilot they will use company sign out checklists to ensure the pilot is in compliance with BFC policies and procedures.
5. The DM will sign the authorization line of the Flight Information and Rental Agreement to indicate the pilot is approved for flight. The DM will also sign the digital Signature Pad authorizing all solo flights.
6. Approved checklist for flight following to be kept for the duration of the flight.
7. Dispatcher will enter flight in to billing system.

The Signature Pad for signature by pilots of private aircraft will read as follows:

The trainee, _____, _____, certifies that he/she has submitted a completed BFC Flight Agreement and that a PGI (where a new exercise is being conducted) and a Pre-Flight briefing has been received. I acknowledge this aircraft is not owned by BFC and that it is within its required inspection cycle and the PIC is award of any defects

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Note: Flight Information and Rental Agreement Sheets are posted on the website and available for download by pilots and instructors so that they can be filled out ahead of time to save pre-flight time.

Ref: Brampton Flying Club Operations Manual