

## RENTAL CONDITIONS & POLICIES

### General

All flights shall be conducted in accordance with the Canadian Aviation Regulations (CARs) issued by Transport Canada. The aircraft shall be operated within the limitations specified in the Pilot Operating Handbook. The PIC is responsible for the safe operation of the aircraft and for the safety of all persons on board during the flight. Safety harness or seat belts must be properly fitted and secure at all times while the aircraft is in motion. The aircraft and its engine must be operated with care and respect. All taxiing must be done slowly with the nose wheel in-line with the taxiway centerline. Aircraft must always be stopped at a safe distance from hangars, buildings, and other structures. If in doubt as to clearance, the aircraft must be shut down and moved by hand.

### Access to Facility

During normal working hours (M-F 8am-5pm), the facility is staffed and normal access applies. During evening and weekend rentals, access to the hangar can be obtained via the key lockbox by the front door (parking lot side). It is expected that the front door and airside door (both locks use the same key) will be locked behind you while out flying, and that the key will be returned to the lockbox upon returning to hangar, tidying up and locking up after yourself. If overnight or multi-day rental applies, prior arrangements will need to be made to ensure the key is returned **prior to leaving** on your trip. If the key is lost or misplaced, there will be a replacement fee of \$250 + tax applied as these are high security keys that can only be cut at one authorized shop.

### Oil

Oil must be checked during each walk around prior to departing, and recorded for each flight in the Journey Logbook (JL) for consumption tracking. As per the POH, the aircraft may not be operated on less than 6.0 qts of oil. 1 qt of oil should remain in the back of the aircraft at all times. If it is used, please notify elibird staff to ensure it gets replenished ASAP, and ensure the addition of oil has been recorded in the JL.

### Fuel

Hourly and block-time rentals are 'wet' rates (inclusive of fuel and oil). Fuel at ZBB can be arranged via fuel truck from Alpha, or via self-serve pump if after hours. If fueling in the field, all receipts must be saved and submitted prior to any fuel reimbursements. Fuel will be reimbursed at the Boundary Bay fuel rate. For example, if the ZBB fuel rate is \$2.0 per litre, fuel in the field will be reimbursed at this same rate (ex1: 10 litres @ \$1.85/litre = \$20.00 reimbursement. ex2: 10 litres @ \$2.10/litre = \$20.00 reimbursement).

All flights shall land at destination with sufficient fuel for 45 minutes further flight at normal cruising speed. Night flights shall land at destination with sufficient fuel for 60 minutes further flight at normal cruising speed.

### Airport Fees

Airport Landing fees, tie down fees, interim parking fees, Airport Improvement Fees (AIFs) etc. will all be the responsibility of the renter. Any fees charged to elibird aero will be charged back to renter or deducted from any pre-paid balance.

## Block Time Expiration

Block time will expire from 6 months from date of purchase. There will be no refund for an unused balance.

## Hangar Door

Renters are to be trained on correct operation of the hangar door prior to first rental flight. Ensure you check outside the door first prior to raising the hangar door. Hangar door is to be fully closed prior to engine start. Button must be pushed and held the entire time during operation. Keep the button pressed when closing and hold until *after* relay has clicked off!

## Checkout Flight

Eligible new renters will be required to write a type exam, set up a Flight Schedule Pro account, submit all licensing documentation and complete a satisfactory checkout flight with our instructor prior to being permitted to rent the aircraft. Costs associated with the checkout flight(s) and briefings will be the responsibility of the renter, and will not be part of the hours (or cost) associated with the (blocktime) rental.

## Weight & Balance

Prior to departure the PIC will ensure that the aircraft, as loaded, is within the Weight and Balance limitations set out in the POH of the aircraft and the latest weight and balance report located in the aircraft documents binder.

The renter will be required to complete a weight and balance sheet for each flight prior to takeoff, and to retain/submit the W & B to elibird aero for internal record keeping.

## Temperatures

Minimum temperature for all flight operations is -20 C. When on cross-country to destinations where low temperatures will be encountered, the flight must be approved by the CFI.

Any time the temperature is below freezing, consult the CFI or instructor for possible use of preheat and de-icing procedures if required. Aircraft must be free of all surface contamination prior to all flights - no exceptions.

## Day VFR Weather Minimums

The following table provides guidelines for weather minima for licensed pilots. Note that these limits are guidelines and the supervising instructor may impose more strict limits on flying operations on a given day

DAY VFR FLIGHTS				
Licensed Pilot or RPP Holder	Minimum Ceiling	Visibility	Max Wind Speeds	Max Cross Wind
Circuits	1500 ft	3 miles	25 kts	15 kts
Practice Area	2000 ft	5 miles	25 kts	15 kts
Cross Country	5000 ft	10 miles	25 kts	15 kts
Over Water	See NOTE 1	10 miles	25 kts	15 kts

NOTE 1: The altitude shall be consistent with the cruising altitude rules for the direction of flight, such that the pilot may safely glide to land in the event of an engine failure in a single engine aircraft at any point of the over-water portion of the flight. It is recommended that life jackets be carried for every person on board the aircraft.

NOTE 2: All available weather information should be used to determine the suitability of the flight. For CZBB, where no forecast exists, the TAF from CYVR could be used provided the ATIS from CZBB and the METAR from CYVR are similar.

If the weather deteriorates to below VFR while operating in the circuit, the renter will land as soon as safely possible. If away from Boundary Bay Airport when the weather goes below VFR, the renter must land at the nearest airport that can be safely reached and notify elibird staff by telephone as soon as possible. The renter is not to make exceptional efforts to reach any particular airport when it would be safer to reach another one.

### Night VFR Weather Minimums

elibird aero imposes weather minima for night VFR that are more conservative than those specified for day VFR. The following table provides guidelines for weather minima for night flying. Note these limits are guidelines and the supervising instructor may impose more strict limits on flying operations on a given day.

NIGHT FLIGHTS (based on actual and forecast weather)			
All pilots (including instructors)	Minimum Ceiling	NOTE	Visibility
Circuits	2000 ft	NOTE 2	5 miles
Practice Area	3000 ft	NOTE 2	8 miles
Cross Country Lower Mainland (between CYVR and CYCW)	3000 ft	NOTE 2	8 miles
Cross Country	5000 ft	NOTE 2	10 miles
Over Water	See NOTE 1	NOTE 2	10 miles

#### NOTE 1:

The altitude shall be consistent with the cruising altitude rules for the direction of flight, such that the pilot may safely glide to land in the event of an engine failure in a single engine aircraft at any point of the over-water portion of the flight. It is recommended that life jackets be carried for every person on board the aircraft.

#### NOTE 2:

During times of no precipitation, there shall be no anticipated cloud (SCT or greater) lower than 1000 feet above the anticipated altitude for the flight. During times of actual or forecast precipitation, there shall be NO cloud below the minimum ceiling.

Note that wind limits are the same as those for Day VFR flight.

In addition to the above limits the following restrictions apply:

- a) There shall be no anticipation that fog shall form during the flight. Pilots are reminded to check the temperature and dew point spread. A temperature/dew point minimum spread of 2° is required.
- b) All available weather information should be used to determine the suitability of the flight. For CZBB, where no forecast exists, the TAF from CYVR could be used provided the ATIS from CZBB and the METAR from CYVR are similar.

### Maximum Crosswind

Maximum crosswind limits for rental flights are 15 kts.

### Aircraft Defects

A known or suspected aircraft defect is to be brought to the attention of an elibird aero instructor who will contact the Person Responsible for maintenance (PRM).

The PIC will record defects with an appropriate entry in the aircraft's journey logbook.

Aircraft defects will be either rectified or deferred as per elibird aero's Maintenance Control Manual (MCM) procedures.

### Parking

The renter is expected to secure the aircraft in an approved manner that will protect it from the danger of being blown around by the wind or other aircraft. Preferably, the aircraft should be tied down if not hanged.

If tie-downs are not available, wheel chocks may be used for short periods of time, if the winds are not too strong and forecast not to be strong and the pilot is nearby. The control lock should also be installed.

## **Precautionary/Forced Landings**

In the event of a precautionary or forced landing the Pilot in Command (PIC) will first call 911 for emergency services if needed, then inform elibird aero management by the fastest means available. The PIC will not take off from the field. elibird aero management will decide how the aircraft shall be recovered.

elibird aero - 604-940-0510 office

Flight Instructor - 778-325-6334 cell

PRM (Person Responsible for Maintenance) – 604-836-2359 cell

## **Flights Over Water**

It is recommended that all over-water flights carry life jackets for all persons on board the aircraft.

No person is to operate an elibird aero aircraft over water, except when conducting a take-off or landing, beyond a point where the land aircraft could reach shore in the event of an engine failure.

## **Rough or Un-serviced Strips**

Flights to rough or un-serviced strips are not allowed unless explicitly authorized by the CFI or their designate. In order to obtain authorization for flight to such a strip the pilot is expected to satisfy the CFI that due diligence has been exercised by the pilot in determining the feasibility of flying in and out of the strip in question.

No flights shall be conducted on runways with snow or ice. The runway must be bare for non-emergency flights in elibird aero aircraft.

## **Use of Checklists**

The PIC is to use the company approved aircraft checklists and operate the aircraft within the operational limitations in the appropriate Pilot Operating Handbook (POH).

Any discrepancies between the approved checklists and POH the POH will prevail. Any discrepancies shall be reported to the CFI for review as soon as practical.

## **Aircraft Surface Contamination**

CARs 602.11(1) and (2) prohibit take-off when frost, ice or snow is adhering to any critical surface of the aircraft. This is referred to as The Clean Aircraft Concept. The Clean Aircraft Concept is essential to the maintenance of flight safety.

In all aviation operations, the PIC has the ultimate responsibility to determine if the aircraft is in a condition for safe flight.

It is imperative that take-off not be attempted on any aircraft unless the PIC has determined that all critical surfaces of the aircraft are free of frost, ice or snow contamination. This requirement may be met if the PIC obtains verification from properly trained and qualified personnel that the aircraft is ready for flight.

## **Returning to Hangar**

It is the responsibility of the renter to ensure that upon returning to the elibird hangar from a rental, the aircraft is secured inside the hangar, with pitot cover and control lock installed, and wheels chocked. Use of checklist is expected to ensure proper shutdown of aircraft (mags, masters, avionics master off). Paperwork should be all completed and signed off in the Journey Logbook, flight plans closed if applicable, and the flight times recorded in Flight Schedule Pro. The aircraft should be cleaned, all personal belongings removed, and seatbelts squared away for the next renter or student. Lights should be turned off at the hangar, and the doors must be locked upon departure (both airside and front door) and key returned to the key lockbox if used.

## **Overnights & Multi-day rentals**

If the aircraft rental is going to include an overnight or multi-day trip, a minimum charge of 2 hours of flight time will be applied per day, as the aircraft is otherwise not flying *and* not available to our other renters or students.

## **Out of Province Flights**

A security deposit of \$5000 is required and prior permission must be obtained if renters want to take the plane outside BC or to the US. Permission to fly outside BC is subject to elibird aero's discretion.

## **Pets**

Sorry, NO pets are allowed to be taken inside the aircraft at any time or on any flight.

## **Rental Dispatch Process Overview**

- Book A/C on FSP
- Arrive at hangar
- Walk around
- Oil/Fuel (if required)
- Weather check
- File flight plan (if applicable)
- Complete W&B
- Checkout A/C on FSP
  - Flight-
- Shutdown Checklist
- Aircraft back in Hangar
- Journey Log
- Check A/C in on FSP
- Clean aircraft
- Lockup
- Return Key

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## **Rental Conditions & Policies Agreement**

I, \_\_\_\_\_ have read and understood all rental conditions and policies listed above, and agree to abide by them.

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

Signature: \_\_\_\_\_