



Manitoba Chapter of the Ninety-Nines Inc.

STANDARD OPERATING PROCEDURES

For

C-FLUG

Updated 5 May 2023

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THE NINETY-NINES, INC.

Manitoba Chapter of the Ninety-Nines Inc.
STANDARD OPERATING PROCEDURES (SOPs)
For
C-FLUG

1. Purpose

The purpose of the Manitoba Chapter of the Ninety-Nines Inc. *Standard Operating Procedures (SOPs) for C-FLUG* is to document and ensure repeatability of desired organizational behavior and to outline safe operational practices for C-FLUG.

2. Applicability

These SOPs apply for use by the individuals, committees and organizations involved in the development, implementation, management, and usage of C-FLUG.

3. Approval and Background

In 2016, the International 99s Inc. approved the SOPs and allowed us to own a club plane, the first chapter worldwide to do so. Since then, FLUG SOPs have also stood up to in-depth inspection by Transport Canada, Transportation Safety Board, and COPA-Magnus Insurance.

Background:

In 2013, C-FLUG SOPs were developed under the leadership of Donna Prowse (Captain Air Canada with 10+ years flying on skis commercially in the Canadian Arctic. That year, Bill Vandenberg, with assistance from Jill Oakes and Rick Riewe, donated C-FLUG to the Winnipeg Area Chapter of the Recreational Aircraft Association [RAA] for exclusive use by the Manitoba Chapter of the 99s [MB 99s], to support and promote women pilots, while we negotiated approval to own a 99s aircraft with the International 99s Inc. Mr. Vandenberg donated C-FLUG and the MB 99s were thrilled to accept the donation, with the understanding that the MB 99s managed the aircraft for 99s only to fly, and, in the event the aircraft was sold, 100% of the sale would be provided to the MB 99s scholarship endowment fund. This fund was established in 1994, when Canada Revenue registered the MB 99s chapter as a charity; thanks to visionary Cindy Glover (Air Canada 777) and her team for submitting the request. The Winnipeg Foundation matches MB 99s funds. In 2017, MB 99s was incorporated; followed by Jim Oke, President of the RAA, submitting a change of ownership request to Transport Canada, making the Manitoba Chapter of the Ninety-Nines, Inc. C FLUG's registered owner.

4. Charitable Purpose of the MB 99s' C-FLUG

The MB 99s is the only chapter in Canada with official Canada Revenue registered charitable status. MB 99s charitable purpose is to support women in aviation education with scholarships and C-FLUG. See <https://manitoba99s.wordpress.com/scholarships/>

5. Membership: Pilots and Ambassadors:

C-FLUG pilots are International 99s who show their commitment by promoting, sharing, and inspiring others to explore aviation education. C-FLUG Pilots show initiative to get checked out, are keen to learn from high time pilots, willingly comply and promote C-FLUG SOPs, and are motivated to continue developing their piloting skills. They participate in safety and maintenance seminars, SFC and 99s activities, serve in C-FLUG volunteer positions, and network with the aviation community.

C-FLUG SOPs are designed for transitioning International 99s with the following priorities, women who:

1. Are building hours towards their commercial license or air transport ratings.
2. Have a new pilot license.
3. Have not flown a small aircraft for a long time.
4. Would like to get back into aviation again.

C-FLUG Pilots agree to follow C-FLUG SOP's high safety margins; alternative club planes and rental aircraft are available for 99s interested in flying in more challenging environments.

6. C-FLUG Management Committee

The C-FLUG Management Committee consists of: Aircraft Manager, Chief Pilot, AME, Treasurer, and Advisor/Safety Officer. Plus, one Flight Check Out Pilot and one Assistant Chief Pilot who are advisory, non-voting to maintain arms-reach yet incorporate 'front-line' perspectives. A quorum of four (4) voting members is required. All but the AME are members of the International 99s. All promote the charitable purpose of C-FLUG. The filled positions are announced at the MB 99s AGM. Throughout the year, vacant positions are appointed by the C-FLUG Management Committee or designate.

Chief Pilot makes decisions related to the SOPs, supplemental documents, POH, and CARs, weighing advice from other experienced, invested, and knowledgeable experts.

Major financial decisions, such as engine overhaul, are recommended by the C-FLUG Management Committee to the MB 99s Executive. The MB 99's Executive have knowledge, history and experience in how the chapter's money is spent; decisions relating to money are voted on, within the guidelines of the Chapter's charitable mission.

Terminal decisions, such as selling C-FLUG, are recommended by the C-FLUG Management Committee to the MB 99s Executive, a final decision made in consultation with the East and West Canada 99s Sections and International 99s Headquarters (see SOP Section 3. Approval and Background for donor's condition).

6.2 Aircraft Manager – Appointed by the C-FLUG Management Committee

- Current active pilot
- Two-year renewable term
- Oversee the operation and administration of C-FLUG
- Ultimately responsible for implementing and managing all aspects of C-FLUG.
- Compile snags, schedule major purchases, and communicate with AME

6.3 Chief Pilot - Appointed by the C-FLUG Management Committee.

- Current active pilot
- Two-year renewable term
- The Chief Pilot is an experienced pilot checked out on C-FLUG. In the event the Chief Pilot has less than 500 hours, a Senior Pilot with at least 500 hours will be appointed as a mentor.
- The Chief Pilot ensures respectful use of aircraft, ensures Pilots follow the CARs, C-FLUG SOPs, supplemental documents, and Pilot Operating Handbook (POH), discusses consequences with Manager and Safety Officer, and implements consequences as required, oversees Flight Watch, Ground Check Outs and Flight Check Outs, and reports aircraft

maintenance issues to Pilots, Aircraft Manager, and AME.

6.4 Assistant Chief Pilots – The following positions are appointed by C-FLUG Management Committee or designate; positions may be shared by several C-FLUG pilots, are one-year renewable terms, and report to Chief Pilot:

6.4.1 Parts Coordinator: Ordering and Picking Up Parts – Order and arrange to pick up parts as required by the AME (eg case of oil and oil filters for 50-hour oil changes and assorted parts for 100-hour inspections). Consult with C-FLUG Advisor for possible donations of parts and oil supplies. Provide invoices to C-FLUG Treasurer for payment.

6.4.2 Aircraft Records - Photograph C-FLUG Journey Logbook monthly and upload to the C-FLUG Google Drive. Ensure all aircraft records are current and onboard C-FLUG. Check for logbook entry errors.

6.4.3 Insurance and Pilot Data – annually request, compile, and submit C-FLUG pilots' insurance information, manage communication with insurance broker, ensure all Flight Check Out Pilots and Named Pilots are included, International 99s Inc is "Additional Insured" on the insurance policy, submit copy of insurance policy to the International 99s Board of Directors, and coordinate renewal of COPA Corporate Membership annually for COPA-Magnus insurance.

6.4.4 Pilot Folders on Google Drive Manager – Create, manage, and coordinate pilots completing their folder, ensure folders of active pilots are complete, current, and accurate on C-FLUG Google Drive. Inform Chief Pilot of C-FLUG pilots on the No-Fly list when folder is incomplete. Request returning pilots to update their folders by February 28th, so Chief Pilot has an idea how many new pilots can join.

6.4.5 Pilot's Flying and Fuel Account Coordinator – Create and manage system so pilots track their flying accounts. Review fuel accounts in fuel room. Report overspent flying and/or fuel accounts.

6.4.6 Pilot Currency Coordinator – Track pilots' medical, license, International 99s and Springfield Flying Club memberships, and C150/152 flight currency. Report any non-current pilot.

6.4.7 Whiteboard Coordinator – ensure the hours to 'next oil change' and 'next 100-hour inspection', ELT renewal date, monthly tire pressure check, and COPA corporate membership renewal date is accurate.

6.4.8 Wash-the-Planes Coordinator – Coordinate wash-n-wax parties at least monthly June to September. Report any issues with daily cleaning.

6.4.9 Oil Change Workshops Coordinator – Coordinate oil change events so Chief Pilot's designate, PIC of the last flight, and other interested C-FLUG pilots are ready to change the oil, ideally after landing while the aircraft engine oil is still warm.

6.4.10 Hangar Clean-up, Snow Removal, Grass Mowing Coordinator – Coordinate volunteers for snow removal, weekly lawn mowing in summer, and periodic hangar clean up parties.

6.4.11 C-FLUG Equipment Coordinator - Confirm cleaning station has supplies needed, survival kit secured, fire extinguisher certified, tow bar in aircraft and in hangar, spare fuses in the aircraft, confirm glove compartment has fuel dip stick, fuel strainer, tire pressure gauge, sick sacs, and control lock.

6.5 C-FLUG Treasurer – appointed by C-FLUG Management Committee

- Report C-FLUG finances monthly to Aircraft Manager/Chief Pilot
- Two-year renewable term

- C-FLUG Treasurer may also be the MB 99s Treasurer
 - Manage the C-FLUG account (one of several MB 99s accounts), pay aircraft maintenance and operating invoices, prepare C-FLUG donation receipts, process pilot payments, and assist with completing quarterly GST reports, and annual report to CRA Charitable Directorate.
 - Communicate with Pilot Flying Account Coordinator tracking each pilot's flying account. •
- Manage the engine overhaul savings account or GIC.
- Signing officers on the C-FLUG account are members of the C-FLUG Management Committee.

6.6 AME – Nominated by the C-FLUG Management Committee

- Maintenance is completed by a designated AME, licensed and with C150/152 experience. •
- One-year term renewable
- Maintains C-FLUG, offers maintenance seminars, maintains Technical Logbooks and provides maintenance advice.
 - Reports to Aircraft Manager or Chief Pilot or designate.

6.7 Advisor – Appointed by the Manitoba 99s' Executive

- Experienced pilot, or donor, committed to C-FLUG charitable purpose
- One-year term renewable
- Provides feedback, advice, recommendations, information, and review on all aspects of C-FLUG operation.

6.8 Check Out Pilots – Appointed by Chief Pilot, or her designate

- Experienced pilots familiar with Lyncrest Airport and C150/152
- One-year renewable term
- Insurable by insurance provider
- Conduct initial and follow up C-FLUG Flight Check Outs
- Report recommendations to Chief Pilot

6.9 Flight Watch Members – Appointed by Chief Pilot, or her designate

- One-year renewable term
- Familiar with C-FLUG SOPs and search and rescue procedures
- Receive passenger manifest and flight plan
- Complete pre-flight, flight, post-flight discussions with C-FLUG Pilots
- Available to communicate with C-FLUG Pilot throughout the flight and to begin emergency procedures if required

- Report to Chief Pilot

6.10 Safety Officer – appointed by Chief Pilot, or her designate

- One-year renewable term
- Familiar with C-FLUG SOPs, supplemental documents, POH, and CARs
- Familiar with CJL5, C-FLUG local flying area, and cross-country flying
- Communicates with International 99s Headquarters on C-FLUG SOPs
- Report to Chief Pilot

7 Application, Currency, Booking, Hourly Rates:

This section outlines specific application, currency, booking aircraft, and hourly rate procedures.

7.2 Applying to fly C-FLUG

Pilots apply to fly C-FLUG by submitting a completed application and supporting documents (see Pilot's Corner <http://c-flug.jimdo.com/>) including:

1. A scan of:
 - a. Pilot's License,
 - b. Aviation Medical Certificate,
 - c. The last page of pilot's logbook,
 - d. Radio License,
 - e. International 99s membership, and
 - f. Springfield Flying Club social membership.
2. Signed agreement to follow C-FLUG SOPs.
3. Completed application form, including separate Insurance Information form (see Pilot's Corner <http://c-flug.jimdo.com/>).
4. Completed C-FLUG online Quiz on Pilot's Corner <https://c-flug.jimdofree.com/>
5. Submit Gmail e-address to enable online calendar booking.

Once applicant receives Chief Pilot's confirmation that space is available on C-FLUG, applicant e transfers:

- insurance premium to C-FLUG Treasurer, treasurer.mb.ninetynine@gmail.com
 - funds for 10-hour block of flight time to C-FLUG Treasurer treasurer.mb.ninetynine@gmail.com
 - Springfield Flying Club (SFC) social membership application
<http://lyncrest.org/ESW/Files/sfcnewmember2021.pdf> and SFC Membership fees to SFC Treasurer springfieldflyingclubtreasurer@gmail.com
 - Springfield Flying Club at least \$200 with request to establish fuel account to SFC Treasurer springfieldflyingclubtreasurer@gmail.com
- ✓ For all e-transfers, please make the answer to the security question, FLUG

7.3 Ground Check Out and Flight Check Outs

Once application prerequisites are met, the C-FLUG applicant must attend a Lyncrest Airport

Ground Check Out; arrange to fly at least two Flight Check Outs; and at least one hour of solo circuits at Lyncrest Airport in C-FLUG.

The Ground Check Out (see Pilot's Corner <http://c-flug.jimdo.com/> for details) includes:

- a. Operating the hangar door,
- b. Locating C-FLUG related files,
- c. Whiteboard, calendar entries, and aircraft document briefing,
- d. Operating the compressor for tire pressure check,
- e. Walking taxiways and runways at Lyncrest Airport,
- f. Refueling,
- g. SFC Club House and Lyncrest Airport Gate,
- h. Flight Watch, Passenger Manifest, and SPOT procedures, and
- i. Cleaning aircraft procedures required after each flight.

Ground Check Out Pilot reports to Chief Pilot.

The Flight Check Outs (see C-FLUG Google Drive Flight Check Out file for details) include:

- a. Flying with two Check Out Pilots for approximately one hour each.
- b. The purpose of the Flight Check Outs is to familiarize each pilot with operating C-FLUG and Lyncrest Airport airspace.
- c. These flights are recorded in the aircraft journey log as "Check Out Flights" with the Check Out Pilot signature as Pilot in Command (PIC). Named Pilot (applicant) records in her personal logbook as "Dual".
- d. Flight Check Out pilots make recommendations to the Chief Pilot.
- e. The Chief Pilot may request additional Check Outs as conditions or circumstances arise.

7.4 Applicant Approval

Once Chief Pilot approves, the C-FLUG pilot applicant is required to complete at least one hour of solo circuits at CJL5. Chief Pilot then makes a decision to accept or not accept the applicant. Chief Pilot provides newly approved C-FLUG Pilots with contact information for Aircraft Manager, Chief Pilot, AME, Flight Watch, Safety Officer, other C-FLUG pilots, and Treasurer.

FLUG Pilots are approved by the Chief Pilot to fly FLUG as per the SOPs, within the local flying area. For cross-country flights over 200 nm, flights crossing USA border, night flying, or parking C-FLUG at another airport overnight: 2- week advance notice and approval from Chief Pilot is required (see SOPs Section 8 C-FLUG Usage, and Pilot's Corner <http://c-flug.jimdo.com/> for details).

7.5 Currency

Each pilot is required to fly C-FLUG or another C150/152 as PIC for at least 1 hour in the last 30 days and 10 hours in any 12-month period. To regain currency, pilots must be re-checked out in C-FLUG by a Check Out Pilot or, if approved by Chief Pilot, by a flight instructor at a flight school.

To maintain currency, C-FLUG Pilots are also required to have current documents in their pilot folders on the FLUG Google Drive.

All returning FLUG Pilots are required to complete annual Lyncrest Ground Check Out and annual Lyncrest Flight Check Out.

7.6 Procedures for Booking C-FLUG

C-FLUGs online website <http://c-flug.jimdo.com/book-c-flug/> must be used to book C-FLUG, including same day bookings. Use one-hour minimum bookings (using Air Time) with ½ hour between bookings to allow for time to clean and refuel C-FLUG. Include your name, phone number and the

name of your Flight Watch on your booking. And at the end of your flight add the number of hours flown to your calendar booking.

Please book only the hours you intend to fly, not the whole afternoon if you're only planning to fly for a couple of hours. Overbooking C-FLUG will result in loss of flying privileges, some C-FLUG pilots live several hours from Winnipeg and are unable to take advantage of same day cancellations or 'back early' flight opportunities.

C-FLUG pilots are asked to become familiar with each other's availability and to share the calendar equitably. Individuals with open schedules, such as visiting pilots, accommodate pilots who have responsibilities restricting their availability to specific times, such as after 4 pm or weekends. Local pilots rarely book FLUG early in the morning, therefore, visiting pilots have from sunrise to 9:30 am blocked off daily, and are welcome to book additional hours on days local pilots are unavailable to fly.

7.7 Hourly Rates

Minimum daily rate for longer than 1-hour bookings are as follows, unless other arrangements have been made in advance with Chief Pilot:

3 hours (\$60 minimum) for a 4-hour booking

4 hours (\$80 minimum) for a 5-hour booking

6 hours/day (\$100 minimum) for a multiple day booking.

7.8 10- and 20- Hour Block Time

Pilots borrowing C-FLUG are required to pay a \$200 non-refundable fee, which includes 10 hours of airtime, the pilot pays for fuel. Additional time can be purchased in ten- or twenty-hour blocks for \$200 per 10-hour block. No pilot shall fly the aircraft unless they have a prepaid block time sufficient to complete the proposed flight.

In the event a pilot's flying account requires a couple of more hours to return from cross-country, \$50/hour will be charged.

In the event of a change in block rates: C-FLUG Pilots will be notified by email. New blocks of time will be sold at the new rate starting on the date that rate changes are announced. C-FLUG Pilots fly off any hours they have remaining in their flying account at the previous rate.

7.9 Insurance

All C-FLUG pilots must provide the annual updated information required by the C-FLUG insurance policy (complete insurance form available at the Pilot's Corner <http://c-flug.jimdo.com/>). C-FLUG pilots must follow the C-FLUG SOPs, supplemental documents, C150 POH, and CARs, as well as provide current updated information in their pilot folders on the FLUG Google drive, for valid insurance.

A negligent or at fault pilot or uninsured pilot who causes damage to the aircraft will be responsible for the insurance deductible (if insured) and/or payment for damages.

8 C-FLUG Usage

This section covers Airwork, instruction, updating flight records, local flying area, winter flying, night flying, long cross-country, border crossing.

C-FLUG is to be used only for normal flight purposes.

8.2 Airwork

If practicing Airwork it must be conducted in the St. Andrews Practice Area, either solo with the Chief Pilot's approval or dual with a C-FLUG Check Out Pilot, and with the following restrictions:

The following Airwork is prohibited:

- Intentional spins, and
- Intentional spiral dives.

The following Airwork is permitted within the above parameters and with the following restrictions:

- Forced approach – Full recovery not below 500' AGL
- Precautionary landing - Full recovery not below 500' AGL
- Steep turns

8.3 Instruction

Under absolutely no circumstances are C-FLUG pilots approved to provide or receive instruction on C-FLUG. C-FLUG PIC is required to fly from the left seat.

8.4 Updating Whiteboard (see Ground Check Out file in the Pilot's Corner <http://c-flug.jimdo.com/>)

After every flight, every C-FLUG pilot is required to update the "hours remaining" column on the C-FLUG whiteboard in the 99s hangar.

C-FLUG PIC is responsible to ensure adequate hours are remaining at the end of trip to accommodate all maintenance events (eg 100-hr inspection, 50-hr oil change, ELT inspection).

Prior to departing for a long cross country, the planned time to be left on C-FLUG upon returning to CJL5 (estimating headwinds, local flights at destination, etc) is the maintenance-event-due-time minus 10 hours, ensuring the aircraft does not fly over a time-critical maintenance event. For example, if the next maintenance event is the 100-hour inspection and it is due at 11750 hours, the pilot plans to return C-FLUG to CJL5 by 11740 hours.

8.5 Local Flying Area

Local Flying area for C-FLUG is within an area north to Dauphin, west to Saskatchewan border, south to USA border and east to Kenora (flight routing restrictions apply).

8.6 Long Cross-Country Flights (over 200 nm) and crossing the Canada-USA Border

For cross country flights over 200 nm and for flights crossing the Canada-USA border, a formal Long Cross-Country Flight request must be submitted at least two weeks prior to planned departure to Chief Pilot for approval (see Pilot's Corner <http://c-flug.jimdo.com/> for details).

A letter of approval signed by C-FLUG's named Transport Canada representative is required onboard when crossing the Canada-USA border.

8.7 Night Flying

Chief Pilot approval is required for night flying. PIC submits her request at least two weeks prior to the planned night flight or two weeks prior to a planned 2-week series of night flights, including confirmation of:

- a. secure hangar storage at approved airport with lit runway,
- b. have completed the FLUG check out process during daylight hours (ground Check Out, at least two Flight Check Outs, at least 1-hour solo circuits) and received approval to fly FLUG during daylight hours from Chief Pilot,
- c. have flown at least one hour night flight within the last two weeks in a C150/152 (if not, pilots who have flown night in last 6 months but not in a C150/152 in last 2 weeks, are allowed to fly FLUG with a FLUG Flight Check Out Pilot who is night current, to achieve their 2-week night

currency on C150/152),

d. if FLUG Pilot has not flown night at least once in last 6 months, a night flight with an instructor at a flight school in a C150/152 is required),

e. night cross-country flight(s) and any type of landings are restricted to a direct route between Morden Airport and CYAV, overnighting at Morden unless secure hangar space is available at CYAV,

f. Weather Minimums: FLUG will not be flown at night if ceiling is less than 3000' or visibility less than 10 miles or winds including gusts are greater than 20 kts or crosswind component greater than 8 kts. (see SOP Section 9.1 Weather Restrictions).

FLUG Pilots who have received approval from Chief Pilot to fly FLUG at night for a single flight or a two-week series of night flights, are required to ask for approval for additional single flights or two-week blocks of night flights.

8.8 Cold Weather Flying

Approval from the Chief Pilot is required to fly FLUG in cold weather (<+5C). Requirements include cold weather check out flight, winter flying workshop or webinar, familiarity with C150 POH cold weather operations, worked with Chief Pilot or designate (eg AME) to install winter kit, familiarity with soft field operations, walk the runway and taxiways prior to each flight, agree to pre-heat the engine as specified, wear or bring adequate cold weather clothing.

When the outside temperature is below -15C C-FLUG is grounded.

8.8.2 Preheating the Engine: +5C to -15C

The C-FLUG engine pre-heater must be used for at least:

- ½ hour if the outside temperature is between +5C and 0C,
- one hour if outside temperature is between 0C and -10C, and
- two hours if the outside temperature is between -10C and -15C.

In all cases the use of the engine pre-heater must ensure that the oil runs freely from the dipstick.

PIC or designate is in the vicinity when the pre-heater is turned on; pre-heater is not left on overnight.

8.9 Overnighting at Another Airport

For safety, accountability, and insurance, approval from the Chief Pilot or her designate is required prior to C-FLUG staying overnight at an airport other than CJL5 Lyncrest. PIC is responsible for all landing, parking fees and hangar fees away from the home airport CJL5 (Lyncrest). These fees can often be paid when refueling if requested and are often waived if requested when pilot purchases fuel at the location. Staying overnight during Night flights is restricted to Morden Airport. Overnighting at CYAV is only allowed if hangar space is secured.

C-FLUG Pilots must obtain a Tie Down Check Out at least two weeks before taking C-FLUG to another airport overnight. C-FLUG Pilots ensure C-FLUG is tied down securely or stored in a hangar (hangar is required at CYAV), the flight control lock is in position, and all reasonable precautions are taken to keep the aircraft safe from damage or vandalism. When hail is forecasted, C-FLUG must be stored in a hangar.

9 Operational Procedures

This section covers weather, runway, safety, maintenance, adding oil, warming engine, throttle, mixture, carb heat, and propeller usage procedures.

9.1 Weather Restrictions

C-FLUG shall not be operated when:

- Winds, including gusts, are greater than 20 kts or Crosswind component of the wind is greater than 8 kts,
- Ceiling is less than 1500' or the visibility is less than 5 miles, and
- Forecasts enroute indicate freezing rain, thunderstorms, extreme density altitude or other similar weather circumstances.
- No flying on top of cloud, eg low scattered/fog, for local or long cross-country flights or night flights.
- On cross country flights over 200 nm C-FLUG is not operated if ceiling is less than 3000' or visibility less than 10 miles or winds including gusts are greater than 20 kts or crosswind component greater than 8 kts.
- On night flights, C-FLUG is not operated if ceiling is less than 3000' or visibility less than 10 miles or winds including gusts are greater than 20 kts or crosswind component greater than 8 kts.

In the event such weather conditions are encountered while in flight:

- the aircraft shall be diverted to the nearest safe landing area, landed there, secured,
- Flight Watch notified, and
- Flight Plan closed with Nav Canada.

9.2 Airfield Restrictions

Unless approved by the Chief Pilot, the following airfield restrictions and requirements apply. Except in emergency situations:

- C-FLUG shall be operated from paved runways and Lyncrest Airport's grass runways.
- Landing at other non-paved runways (grass, gravel etc) is not approved.
- C-FLUG is not to be operated from a runway less than 2000 ft long or less than 50 ft wide nor at any airport or airfield that is not listed in the Canada Flight Supplement or the United States FAA Equivalent.

When flying into uncontrolled airports (where NOTAM service is unavailable), C-FLUG Pilots are required to:

- Contact the Airport Operator in advance for runway condition and fuel availability, and
- If possible, on the date of the flight, update the Airport Operator of ETA.
- Record Airport Operator contact info on reverse of Flight Plan for Flight Watch to use in the event of an emergency.

9.3 Safety Systems, including Flight Watch and SPOT

The following safety systems are required by all C-FLUG Pilots, whether staying in the circuit, flying locally, on a short or long cross-country trip, or a night flight:

- Obtain a weather briefing, get NOTAMS and File a Flight Plan with Nav Canada using Flight Watch cell number as emergency number,
- Leave a copy of the Flight Plan and Passenger Manifest and other required information recorded on the reverse side of the Flight Plan, and Passenger signed Waiver prior to departure in the blue bin in the 99s Hangar by the whiteboard,
- Send a photo of the Flight Plan and the Passenger Manifest to the Flight Watch,
- Complete a Flight Sheet (eg Foreflight) and weight and balance and place in plane,
- Turn on the SPOT,
- Call Flight Watch when booking C-FLUG, and contact Flight Watch again at least 30 minutes prior to departure and upon arrival, including cancelled flights,
- Use Check List Onboard C-FLUG,
- Complete a Flight Log (sample available on FLUG's Pilots Corner or eg Foreflight),
- Insert Flight Watch's name when booking FLUG on the calendar,
- Once flight is completed, insert number of airtime hours flown for that booking on the online calendar, using Air Time.
- Complete the C-FLUG Journey Logbook accurately (single line through error and re-write on next line),
- Report all concerns immediately, including maintenance related concerns to Flight Watch.
- Text a photo of whiteboard, complete signed journey log entry, and belly and leading edge of the aircraft to Chief Pilot,
- Bring a list of Emergency Contacts with you in hard copy or digitally.
- Review Emergency Procedures
- Complete relevant report if C-FLUG is missing or has an incident.

Copies of the flight plan, passenger manifest, waiver, flight sheet and weight & balance, instructions for SPOT and Flight Watch, check lists, Hobbs time conversion, and emergency procedures checklist are all available at Pilot's Corner <http://c-flug.jimdo.com/>. Emergency contacts, and missing aircraft and aircraft incident forms are available in the file holder in the hangar and on FLUG's Google Drive "Pilots Corner"

9.4 Maintenance (including oil change)

No one is approved to do any maintenance (elementary maintenance included) on C-FLUG unless explicitly approved by AME.

9.5 Oil Level: Adding Oil

- Oil will be added when the dipstick indicates Below 4 quarts, when the engine is cold.
- Oil level should be full if an extended flight is planned.
- On long flights when it is anticipated that oil quantity will drop below 4 quarts, bring a litre of oil in the baggage compartment and add when the dipstick indicates below 4 quarts.

- Do not overfill.
- Do not add a Full Litre of oil if the oil level is at 4 ½ litres, it will be too full.
- Do not leave partial containers nor empty containers of oil in the hangar.
- Do not use partial containers of oil; partial containers of oil are not used due to risk of contamination.
- Record all additions of oil in the C-FLUG journey logbook so oil consumption can be monitored. For example: “Added 1 litre of X/C 20W50 Phillips Oil” and date the entry, sign your name and include your pilots license number.

9.6 Warming the Engine

Pilots will warm up C-FLUG’s engine until the oil temperature needle begins to fluctuate before advancing power above 1000 rpm and before beginning to taxi.

9.7 Throttle, Mixture, Carb Heat, and Propellor

Controls - Throttle, mixture, and carb heat controls will be moved slowly, rapid increase or decrease will be avoided unless in an emergency.

Mixture - lean only above 5000 ASL to avoid burning out expensive Valves, because all that C-FLUG pilots have as a reference is C-FLUGs Tach (no EGT). Pilots are encouraged to fly above 5000 ASL when feasible.

Carb heat - Check Carb heat ON/HOT when Downwind BEFORE reducing power. • Follow check list ESPECIALLY on Downwind, on Approach, and when at Lower Power Settings. • On go-around or touch n go: Throttle FULL and carb heat COLD, simultaneously.

Propellor - Treat propellor as if it was live, no pulling on the propellor at any time; with the propellor in the correct position, a 2 cm movement (eg accidentally slipping and pulling prop with you) WILL start a small engine and could also run over the person pulling.

Start C-FLUG away from gravel, to avoid stones chipping the propellor.

9.8 Summary of Duties After each Flight (see Ground Check Out file at <https://c-flug.jimdofree.com/> for details):

- a. C-FLUG must be left CLEAN include removing bugs, dirt, and oil from the flying surfaces, windows, underbelly, and thorough cleaning of the interior and removal of garbage/trash/wastepaper and personal items. Leave seatbelts orderly.
- b. Fill out and sign C-FLUG’s journey logbook correctly.
- c. Update hours remaining to the next oil change and next 100-hour inspection on the whiteboard.
- d. Confirm survival kit, first aid kit, and fire extinguisher is in the aircraft for all flights.
- e. Personally, refuel or supervise refueling of C-FLUG with Avgas from approved re-fueling systems (eg bowsers or electrically grounded pumps NOT jerry cans and wool filters).
- f. Use C-FLUG’s tow bar to maneuver the aircraft.
- g. Report all minor snags to the Flight Watch.
- h. Report any issues that render the aircraft unserviceable to the Chief Pilot and Aircraft Manager, or her designate. In the event PIC is unable to contact the Chief Pilot or Manager, then contact the AME directly or the Safety Officer, and then ground the aircraft by placing a “DO NOT FLY” notice to the aircraft and a note on the booking calendar.
- i. Only individuals approved by Chief Pilot or her designate are allowed to supervise moving C FLUG.

10 Failure to Comply

It is the responsibility of each C-FLUG pilot to ensure all C150 POH, C-FLUG SOPs, supplemental documents, and CARs are followed. Issues arising with the use of C-FLUG will be resolved by discussing solutions with the Chief Pilot or Safety Officer. Any C-FLUG pilot can be removed from the list of approved pilots, for cause, by the Chief Pilot. The party to be removed may plead their case to an Appeal Board composed of the Aircraft Manager and Safety Officer.

11 Executive Summary of C-FLUG Pilots' Commitment

Be responsible for knowing and following all rules and procedures associated with C-FLUG's operation, these items are required for valid insurance coverage. You are responsible to:

- Request a check out ride if you haven't flown C-FLUG or other C150/152 for 30-days (Day) or 2 weeks (night, if other requirements met).
- Fly and ground handle C-FLUG with respectful management of the airframe, propeller, and engine.
- Solve booking conflicts in an equitable fashion.
- Ensure your flying and fuel accounts are paid in full, in advance.
- Make safe and professional flight operations, and professional airmanship, your primary focus, including following the SOPs (eg: Winds G20 or less, Crosswind <8, ceilings above 1500' and 5 nm vis, long cross country ceilings above 3000' and 10 nm vis, no flying "on top" [OTT] of cloud eg low scattered/fog, runways at least 2000' and paved except for Lyncrest, memberships and documents current, clean aircraft after each use, flight plan filed for all flights including circuits, Flight Watch contacted, SPOT on, operated as per POH, weight and balance correct, normal flight (no spins/spirals), vaccinated (pandemic only), weather briefing obtained, whiteboard entries correct, onboard documents checked, hangar door operated, preheated in cold weather, aircraft journey log entries accurate, passenger manifest and waiver complete and sent to FW).

I accept and agree to follow these *Manitoba Chapter of the 99s Inc. Standard Operating Procedures (SOPs) for C-FLUG*, C150 Pilot Operating Handbook, and other supporting documents located at "Pilot's Corner" <https://c-flug.jimdofree.com/>, FLUG's Google Drive, CARs, and other information or updates shared by the Chief Pilot, while using C-FLUG.

Name in print: Date:

Pilot's Signature: