



SMITHS FALLS FLYING CLUB 2017

Rules and Regulations

October 20, 2019

Ver 1.0

Table of Contents

Club History.....	4
Foreward.....	4
1 – INTERPRETATION	5
1.1 Definitions.....	5
2 – MEMBERSHIP	6
2.1 General	6
2.2 Membership Categories	6
2.3 Fees and Dues.....	7
3 – HANGARS AND HANGAR SITES.....	8
3.1 General	8
3.2 Specifications.....	8
3.3 Ownership (Non-Commercial Hangars).....	8
3.4 Hangar Fees, Taxes	9
3.5 Maintenance.....	9
3.6 Fuel Storage	9
3.7 Non Owner Storage	9
3.8 Commercial Operations.....	9
3.9 Insurance	10
4 – CLUB AIRCRAFT	11
4.1 General	11
5 – CLUB PROPERTY	12
5.1 Welcome Centre	12
5.2 Field, Runway, Taxiway.....	12
5.3 Smoking	12
5.4 Gas Pumps	12
5.5 Club Resources for Member Use.....	12
6 – ELECTIONS.....	13
6.1 General	13
6.2 Election Process.....	13
Appendix A – Membership Rates.....	14
Appendix B – Aircraft Parking Rates	15

Appendix C – Hangar Lease Rates 16
Appendix D – Delinquent Accounts 17
Appendix E - Expenditures and Authorizations 18
Appendix F - Proxy 19

Club History

In the 1960's, founding members of the Smiths Falls Flying Club bought the land and established the airport that we enjoy today as the Russ Beach, Smiths Falls/Montague Airport. In 1978 the Club transferred ownership of the airport property to a partnership of the Town of Smiths Falls and Township of Montague to facilitate the Federal funding of the present runway. In that exchange an agreement was signed that contracted the Smiths Falls Flying Club to operate and manage the airport on behalf of the Airport Commission. The following Rules and Regulations reflect the responsibilities of the Club to operate and efficiently manage the airport and the Flying Club.

Foreward

The Rules and Regulations are to be read in conjunction with the Club By-Laws. By-Laws are intended to provide a foundation and set out the structure of the Club while Rules and Regulations are intended to deal with the operational aspects of the Club.

All Members of the Smiths Falls Flying Club are required to comply with the applicable terms and conditions as set out in this document and in the By-Laws.

Any questions regarding this document, or suggested changes, should be directed to the President or any Director of the Flying Club. If there is a contradiction between this document and the By-laws, the By-Laws shall take precedence.

With the exception of Appendix E, these Rules and Regulations may from time to time be amended by a majority vote of the Board of Directors. Any such changes must be ratified by the members at the next annual meeting of Members. Amendments to Appendix E must be approved by a majority vote of the members at a Special Meeting called for that purpose.

1 – INTERPRETATION

1.1 Definitions

1. The definitions in By-Law #1 apply to this document;
2. “CFI” means Chief Flying Instructor;
3. “FTU” means the Flight Training Unit;
4. “Rules and Regulations” refers to this document.

2 – MEMBERSHIP

2.1 General

The Smiths Falls Flying Club is founded and sustained on the volunteer efforts of its members. All members are encouraged to participate in as many aspects of the Club as they can. All members are deemed to accept the terms and conditions of membership.

2.2 Membership Categories

2.2.1 Active Members:

1. Will be charged for 2 Fly in Breakfast tickets with their membership (until June of each year);
2. May access to a fuel discount
3. May own a hangar at Smiths Falls Montague Airport
4. May rent space in a hangar on the field
5. May tie down on the field for a fee after 30 day grace period
6. May access flight training
7. May rent a Club aircraft after FTU approval
8. May access to the Welcome Centre
9. May access the GOBOKO online booking system
10. May access the SFFC members directory / web site
11. Have voting privileges
12. Shall pay all accounts when due
13. May serve on the Board of Directors.

2.2.2 Student Members:

Must be active SFFC Flight Training Unit students. Student members are not automatically charged for breakfast tickets. Student members:

1. May access Flight training after submitting an application for membership and paying appropriate dues to the Club
2. May access the Welcome Centre
3. May access the GOBOKO online booking system
4. May access the SFFC members directory / web site
5. To continue Flying Club privileges, must apply to become an active member when licensed pilot status is achieved. Active membership status is billed the year following pilot licensing
6. May attend meetings of members but may not vote
7. May not own a hangar without upgrading to active member status
8. Shall pay all accounts when due

2.2.3 Family Members

A family member must be the spouse, partner, son or daughter of an active member and residing in the same household. Family members may:

1. Retain all rights and privileges of an active member
2. May not vote
3. May not solely own a hangar

2.2.4 Honourary Life Members

1. Honourary life memberships are awarded by the Board of Directors;
2. No annual membership fees apply
3. Have voting privileges at all meetings of members;
4. May own a hangar; and
5. May serve on the Board of Directors.

2.3 Fees and Dues

Members and applicants for membership shall pay the following fees and dues:

1. Annual Fees shall be for the calendar year February 1 to January 31
2. Current members' dues shall be paid to the Club on or before February 28 of each year
3. New Members shall pay dues and fees prior to admission as Members of the Club;
4. All members owning hangars shall pay to the Club and the Club shall remit to the Municipality any amounts owing as per Appendix C;
5. If member invoices are not paid by the date due, the Club shall proceed as per Appendix D;
6. The Board of Directors may from time to time, and on an exceptional basis, waive the fees and dues otherwise payable by any Member;
7. An applicant whose membership application is approved during the year will be pro-rated as per Appendix A.

3 – HANGARS AND HANGAR SITES

3.1 General

1. No hangar / building may be sold, built or significantly altered without the approval of the Board of Directors;
2. The Club reserves the first right of refusal to purchase any hangar that is offered for sale;
3. Any application for development on airport property must be approved by the Board of Directors prior to being submitted to the Town of Smiths Falls and Montague Township for final approval.
4. All approvals and building permits must be secured prior to beginning any work on the site
5. A hangar being built must comply with Township and Provincial requirements and all applicable building codes;
6. Any person intending to own or rent space in a hangar for a primary purpose related to aviation shall be a member of the Smiths Falls Flying Club;
7. Any person applying for a hangar site shall:
 - a. Pay to the Club the lease payment applicable;
 - b. If construction has not begun within 12 months from the time the lease agreement is executed, the Board may in its discretion review its approval of the site application.

3.2 Specifications

1. In order to own a hangar at Smiths Falls one must be an Active or Honourary Life member;
2. The primary use of a hangar must be related to the storage and/or operation of aircraft;
3. The Smiths Falls/Montague Airport is not zoned for residential structures, therefore, living units or permanent residency in a hangar is prohibited;
4. The applicant must present his/her application to the Board of Directors; and
5. When ownership in a hangar is transferred, the new owner shall, within 60 days after purchase, enter into a lease agreement, available at the Smiths Falls Flying Club administration office.

3.3 Ownership (Non-Commercial Hangars)

The requirements of the Smiths Falls Flying Club with respect to new hangar builds are:

1. New hangars on the west side of the airport shall be a minimum of 40 feet by 40 feet. Maximum size shall be 50 feet by 60 feet. Hangars must have a minimum 12-foot ceiling, must be truss roof construction and must have a hard surface base, i.e. a poured concrete or asphalt pad. If any adjustment to these limits is required, a written exemption must be secured from the Board of Directors;
2. Electrical installation and an appropriate outside lighting source are recommended for all new and existing hangars. No electrical wiring shall be installed on any hangar, unless an appropriate permit has been secured;
3. All hangars must be situated a minimum of 30 feet from the edge of the nearest taxiway;
4. Once a site has been approved for construction, the hangar owner is solely responsible for all construction costs, including grading and filling as necessary. The hangar site chair must approve the final grading and esthetics;

5. All hangar owners are responsible for clear and visible identification of the hangar number. This number must be placed on the taxiway side of the hangar and be at least 15 cm (6 inches) in height.

3.4 Hangar Fees, Taxes

1. Hangar owners must sign a lease agreement and pay to the Club an annual lease fee for each standard sized site occupied. The fee amount can be found in the Appendix C of this document; and
2. Hangar owners are responsible to pay Montague Township property taxes based on the Ontario Municipal Property Assessment (MPAC) assessment. All hangar taxes are payable to the Smiths Falls Flying Club typically in two instalments of each year. Late payment charges will be assessed to the hangar owner(s).

3.5 Maintenance

1. Hangar owners shall be responsible for the maintenance, upkeep and tidy appearance of their hangar(s). The Board of Directors may, upon reasonable notice, cause the required maintenance to be completed. The costs incurred will be billed to the hangar owner;
2. Hangar owners shall not allow any vehicle, boat, trailer, mobile home(s), etc., to be stored outside their hangar for more than 30 thirty (30) days without prior written permission from the Board of Directors. The Board reserves the right, upon reasonable notice, to remove any such item at the expense of the hangar owner; and
3. Periodic hangar and hangar site inspections may be conducted by the Hangar Site Inspection Committee as selected by the Board of Directors.

3.6 Fuel Storage

1. Hangar owners shall not allow the storage of more than 100 litres of fuel on a hangar site other than fuel inside aircraft fuel tanks. Fuel outside of aircraft must be stored in CSA-approved non-venting containers; and
2. If a member wishes to store more than 100 liters of fuel at the airport outside of their aircraft tanks, written permission from the Board of Directors and the Airport Commission is required.
3. The fuel handling, storage and dispensing policy is maintained in the Administration Office in a red binder marked "Emergency Plan and Operational Policy". Members are expected to familiarize themselves with this policy.

3.7 Non Owner Storage

In the event a hangar owner permits a third party aircraft to occupy his/her hangar for more than 30 days in the calendar year, the hangar owner is responsible to ensure that the third party is an Active or Honourary Life Member and will be billed for the payment of the occupant's membership fee.

3.8 Commercial Operations

If a person intends to operate a commercial enterprise on airport property, that person must be an Active Member or Honourary Life Member and must present a written application to the Board of Directors with an outline of the plan of operation. Approval must be secured before any commercial business is conducted. All relevant federal and provincial legislation and regulations must be adhered to.

3.9 Insurance

1. All hangar owners must maintain sufficient general liability and property damage insurance to comply with the requirements of the hangar lease agreements

4 – CLUB AIRCRAFT

4.1 General

All Rules, Regulations and Processes related to the use of Club owned aircraft are described in the “Smiths Falls Flying Club Operations Control Manual”.

1. Both Hull and Liability Insurance coverage levels are determined annually by the Board of Directors;
2. The use of all aircraft and equipment belonging to the Smiths Falls Flying Club is at the risk of the user; and
3. Club aircraft may be flown by persons approved by the CFI, including:
 - Club members;
 - Flight students;
 - Students awaiting Board approval after application;
 - AMO maintenance approved pilots;
 - Transport Canada inspectors; and
 - DFTE's (Designated Flight Test Examiner).

5 – CLUB PROPERTY

5.1 Welcome Centre

1. Members are responsible to keep the building, particularly the kitchen, neat and clean;
2. The last Member out must lock all doors.

5.2 Field, Runway, Taxiway

1. Pets are not allowed to run free on the airport facilities;
2. No aircraft shall be parked on runways or taxiways;
3. No aircraft shall be parked or left unattended on the apron so as to become an obstruction. Any aircraft parked in the infield in winter shall be clear of the taxiway by a minimum of 100 feet to prevent damage from snow blower output;
4. Motor vehicles may not be operated in the aircraft movement areas, except to access hangars. Speed is restricted to a maximum 25 KPH;
5. Motor vehicles operating in the aircraft movement areas must show flashing hazard lights;
6. All private vehicles on airport property are operated at the risk of the owner;
7. Vehicles parked at or near hangars must not obstruct aircraft movements;
8. Vehicles or aircraft are not to be operated on the infield/grass areas if the ground is soft. Persons causing damage may be billed for repairs;
9. The operation of drones or UAV's (Unmanned Aerial Vehicles) at the Smiths Falls/Montague Airport (CYSH) is prohibited except by permission of the Airport Manager;
10. Owners of aircraft at tie-down locations are required to cut the grass around their aircraft. Upon reasonable notice, the Board may carry out the required maintenance and bill the owner;
11. All persons are requested to be vigilant for the existence of safety hazards and to remove the risk if safe to do so and to report the action or hazard to the Airport Manager as soon as is practicable.

5.3 Smoking

As a publicly owned facility, smoking is prohibited within 10 meters of any hangar, aircraft, fueling equipment, combustible material or Club Facility

5.4 Gas Pumps

1. All persons using the automated fuel system must exercise all safety procedures, as posted.
2. All aircraft must be grounded before fueling.
3. The fuel nozzle must not be dragged on the pavement.
4. The hose must be returned to the enclosure and door closed and latched.
5. All members pumping gas must be familiar with the Club's "Fuel Management Plan". This document outlines actions to be taken if a fuel spill is encountered.

5.5 Club Resources for Member Use

Club resources, such as the plow truck, snow blower(s), tractor(s), 4x4 truck, ride-on lawn mowers are for upkeep of the airport property; not for use around private hangars or aircraft tie-down zones. There are two push mowers available for members to use to cut grass adjacent to their hangars. Request for use of large equipment may be made to the Airport Manager.

6 – ELECTIONS

6.1 General

1. All members in good standing are encouraged to run for the Board of Directors.
2. Elections take place each year at the Annual Meeting of Members (AMM).
3. At any meeting of members, all members in good standing present in person or by proxy, shall be registered prior to the commencement of business to be conducted at the meeting.

6.2 Election Process

1. The Election Committee shall nominate qualified individuals to stand for election or re-election to the Board of Directors. Nominees are encouraged to provide a brief bio with their nomination to be available to the members;
2. The slate shall be closed and submitted to the President at least fourteen (14) days before the election;
3. The date of the AMM and the slate of candidates shall be announced to the members not less than ten (10) days prior to the date of the meeting;
4. Any member in good standing may have his or her name added to the slate by making known to any member of the Election Committee his or her intention to run as a Director at least seven (7) days before the election;
5. A final slate of candidates shall be posted on the Club website and in the Welcome Centre in hardcopy by the President at least five (5) days before the AMM.
6. Nominations from the floor will not be accepted;
7. The Election Committee shall prepare ballots, which clearly list all candidates designated alphabetically by surname. Each ballot shall clearly indicate the number of directors to be elected;
8. All ballots shall be counted by the Election Committee, together with at least one Member, who shall not be an individual standing for election as a Director;
9. Any ballots that do not conform to the requirements set out in the instructions, shall be declared spoiled and shall not be counted;
10. The results of the election shall be declared at the AMM;
11. Those candidates receiving the greatest number of votes in descending order, up to the number of available elective positions shall be named Directors;
12. In the event of a tie vote for the position of Director, a second vote shall take place to break the tie of those candidates.

Appendix A – Membership Rates

Standard Membership Fees

1. Membership renewals are due Feb 1st of each year.
2. New members joining in January will be charged the full annual fee and have their membership period extended by one month (to 13 months).

Standard Membership Rates:

Membership Level	Price
Active- Voting	\$147.60
Family	\$187.15*
Student	\$56.50
Honorary	No Charge

Notes:

- All prices include 13% HST
- * \$35 + HST surcharge for each family member
- Active and Family Memberships includes 2 tickets to the fly in breakfast

Pro-Rated Membership Fees

New members joining from March 1st onward will have their initial membership fees automatically pro-rated, based upon the number of months until the following Feb 1st renewal.

Pro-rated membership fees do not apply to members who are late renewing their annual membership, where the full annual fee still applies.

The membership rates shown below include 13% for HST. There is a \$12.00 surcharge shown from Jan. 1 to June 6, which covers the cost of 2 tickets for the Fly In Breakfast.

The Family Member surcharge is \$35 plus 13% HST = \$39.55 annually. After July 1, the surcharge will be reduced to \$17.50 plus 13% HST = \$19.77 (includes any number of family members)

Note that pro-rating technique is based on a month-to-month basis. The table below shows every three months for example purposes only.

Pro-Rated Membership Rates (example):

		Active	Student	Family***
Jan 1 to Mar 31	Full Rate	\$147.60	\$56.50	\$187.15
Apr 1 to Jun 30	75% of full rate	\$113.70	\$42.38	\$187.15
Jul 1 to Sep 30	50% of full rate	\$67.80	\$28.25	\$167.33
Oct 1 to Dec 31	25% of full rate	\$33.90	\$28.25	\$167.33

Notes:

All amounts include GST

* \$12 surcharge for two (2) Fly-in Breakfast; ends June 6

** Max student discount is %50

*** Any number of family members

Appendix B – Aircraft Parking Rates

Aircraft Parking Rates (Outside)

Less than 30 days	No Charge
More than 30 days	\$67.80 per month

Note:

All prices include 13% HST

Appendix C – Hangar Lease Rates

1. Hangar owners are charged a lease fee to cover the cost of handling the property taxes and the Hangar lease agreements with the Township(s). The airport property is owned by the Town of Smiths Falls (75%) and the Montague Township (25%). Each hangar owner must enter into a hangar lease agreement, administered by the Club, with the property owners.
2. Individual hangar taxes are determined by MPAC (Municipal Property Assessment Corporation).

Hangar Owners

Lease Fees per Year	\$100.00
Hangar Taxes	Determined by MPAC

Appendix D – Delinquent Accounts

1. All accounts overdue for 45 days or more are considered in arrears and an interest penalty of 2% per month will be applied on the outstanding balance, in addition, a service charge of \$10 will be applied to these accounts. Fuel discount privileges will cease. The Treasurer will issue an invoice to seek payment;
2. All account balances outstanding for 75 days or more will result in a registered letter being sent requesting immediate payment. An additional interest penalty of 2% per month be applied on the outstanding balance. In addition, a service charge of \$50 will be applied to these accounts. The Treasurer will issue an invoice to seek payment;
3. All accounts overdue for 120 days or more will result in membership privileges being revoked. Subsequently, the Treasurer will seek permission from the Board to exercise any and all legal rights deemed necessary to recover outstanding amounts, including submission to a collection agency, a lien or litigation. Once the membership of an individual is revoked, that member is not permitted access to any facility owned by the Club;
4. In the event an account is deemed uncollectible, the Treasurer will seek approval from the Board to write off the amount due. Service charge and interest penalty revenue received will be applied to the direct costs associated with the administration and collection of accounts. Any surplus dollars will be applied to the general revenue account; and
5. The preceding policy will not apply to minor account adjustments (under \$20).

Appendix E - Expenditures and Authorizations

Planned purchases shall be documented in the Annual Capital Plan (ACP) or the Annual Operating Plan (AOP), discussed with the members and approved by the members.

The following are the approved spending limits. Any expenditure beyond these limits must be approved at a meeting of members.

Capital Equipment Purchases

All capital equipment purchases whether or not they are covered by a reserve fund need to be documented in the Annual Capital Plan (ACP) and approved by the members and an annual or general meeting.

Expenditures and Authorizations for the Board of Directors and Club Officials

Item	Limits	Authorization
Aircraft Repair	≤\$10,000	PRM
Aircraft Repair*	<\$10,000	Board
Aircraft Upgrades*	≤\$15,000	Board
Petty Cash	≤\$500	Board
Club Expenditures (Utilities, recurring expenditures per item)	<\$3,000	Bookkeeper plus one Director
Club Building Maintenance (new/repair)	<\$10,000	Board
Contracts/Hiring**	≤\$10,000	Board
Director Discretionary	≤\$300	Director

Notes:

"Repair" means equipment is installed and requires replacement or repair

Overhaul or replacement of Club aircraft engines need not be approved by the Members

*Funds must be in aircraft reserves

** Per year or per contract

Reserve Funds

The Club maintains reserve funds for:

- Aircraft engines
- Aircraft avionics
- Aircraft interior/exterior
- Aircraft storage
- Building repair

Appendix F - Proxy

Proxy Example

Below is an example of a proxy.

SFFC 2017 Proxy Vote Form

Meeting Name: _____

Date of Meeting: _____

Name of Member: _____

Name of Member Representative: _____

(Person attending the meeting)

I give permission for the representative listed on this proxy vote to use this vote at their discretion

Please indicate any items you would **NOT** like to vote on:

OR

I wish to vote on the following items (Please specify how you would like your vote cast for each agenda item. Please circle either For or Against):

VOTING ITEM

FOR	AGAINST	_____
FOR	AGAINST	_____
FOR	AGAINST	_____
FOR	AGAINST	_____
FOR	AGAINST	_____
FOR	AGAINST	_____

Signature **of Member not attending**

Date **of signature**

NB – If the proxy holder is not a member, the vote for or against on specific motions must be indicated by the voting member. If the voting member providing the proxy is unable to give their proxy to a Club member, he or she may give it to the President or Club Secretary to be received prior to the meeting being called to order. Here too, the vote for or against on specific motions must be indicated by the voting member. IF the proxy holder is a non-member, the proxy holder may not vote on any motion from the floor.