



## KFFI CLUB RULES AND PROCEDURES - 2025

### General

1. KFFI members - the Club - are to be aware of KFFI by-laws. Copies are available from board member directors. These rules and policy aligned with the *Ontario Not-for-profit Corporations Act (ONCA)* and the by-laws that flow from the *Act*.
2. The fiscal year runs from June 1 to May 31. Club dues and fees are due within 30 days of being set at the annual general meeting. If resigning, write and submit to the secretary a resignation letter for removal from the membership list.
3. The entry gate must be locked after you pass.
4. Members bringing guests onto Club property are responsible for ensuring that they are supervised.
5. Driving personal vehicles onto the runway is prohibited.
6. Aircraft have right of way. Drivers must check that the approach is clear before driving along roadway around the approach to the runway.
7. Drive slow to avoid generating dust that drifts into hangars and airplanes.
8. Please show consideration to other members when parking cars or aircraft to ensure that you are not blocking access to facilities.
9. The tractor is for Club use. It may be borrowed for personal use (moving equipment, building your hanger) with permission from the Field Director.
10. The Club Hanger is to be used for maintenance and the servicing of Club members aircraft only.
11. Any servicing performed on any aircraft cannot interfere with the operation of the Club or the members' use of facilities.
12. Only members' aircraft may be serviced on Kakabeka Falls Flying Club property.
13. Informally direct questions, concerns or reportable observation to any director. Section 56 of ONCA describes a member's right to formally submit and discuss proposals.



### **Flying Procedures**

1. All circuits are to the north of the airfield. (Right hand circuit on runway 27.)
2. Run-ups are to be conducted clear of the runway. Pilots must vacate the runway as soon as practicable after landing.
3. To mitigate the risks of collision, pilots must conform to circuit procedures as outlined in the Aeronautical Information Manual, make appropriate radio calls, look for traffic while in the air and taxiing, and follow right-of-way air regulations.
4. Exercise caution when training is in progress. The student may make some of the same mistakes that you did when you were learning.

### **Parking & Hangarage**

1. Parking on the south side of the runway is reserved for transient traffic and skiplanes.
2. The area between the former Gliding Club hangar and the Flying Club hangar is picnic or park area and is to remain free of parking or storage.
3. Parking and tie-down lots will be on a first-come-first-served basis.
4. Temporary parking of an aircraft is permitted for transient use or for protection during a storm or other bad weather. The Club Hanger is not to be used for the storage of personal property.
5. For a kept appearance, to reduce rodents and the risk of a grass fire, hangar owners must keep the grass mowed and their parking space clean. New hangar builds must maintain a 10-foot clearance to the border of their lot for fire prevention.
6. The lots numbered 12,13,14 on the north side of the runway are designated as aircraft tie-down and parking only on a first-come-first-serve basis. Members using this area are responsible for clearing the area, cutting the grass and installation and removal of tie downs.
7. All hangers on the north side must be approved by the Field Director. Requests to build a hanger must be submitted in writing for Director's approval, with a drawing of the size, shape and type of materials to be used in the construction.
8. As per the land lease, all structures must be temporary and therefore no structure may have a deep foundation or concrete slab so that the lot is more easily made ready to be cultivated when the land lease expires or is terminated. The lease is available for examination.



9. All improvements to the hangar lots are considered property of Kakabeka Falls Flying Inc.
10. Hanger lots are the property of the KFFI and cannot be sold. The Hanger Director must be notified of any sale of hangers on KFFI leased property. The transfer of a hanger lot must be to a paid-up member. The party purchasing the hanger will be given preference in choosing to retain the hanger lot and must request the use of lot from the Hanger Director.
11. Hangers on designated lots whose owner are not a paid-up member of KFFI / the Club, and have not paid for the lot lease will become the property of the KFFI / the Club.
12. Hanger lots are not to be used for storage of unused vehicles, motor homes, campers, trailers, etc.
13. Hangars and aircraft located on KFFI property are to be kept in reasonable condition. Structurally unsound hangars that could collapse, and unmaintained aircraft are not permitted on KFFI property.

### **Seaplane**

1. Pilots are expected to clear the seaplane ramps as soon as possible after arrival. Should there be a delay in moving the aircraft, the Seaplane director should be notified.
2. Seaplanes must be tied down to reduce the risk of storm damage and of being lifted by storm wind onto neighboring aircraft.

### **Fuelling Procedure**

1. Check the reading on the pump and verify it with the reading in the Fuel Logbook (small numbers - before and after columns).
2. Log before numbers. Print your name and aircraft ident in the Fuel Logbook.
3. Pump gas. (The reset number is unreliable.)
4. Enter the new reading from the pump in the after column, (using the small numbers to verify actual volume).
5. Send EMT to [kakabekaflyingclub@gmail.com](mailto:kakabekaflyingclub@gmail.com). Use security password "CKG8", and if your bank requires more characters, the password is CKG8AA.
6. The Kakabeka Falls Flying Club does not sell aviation fuel to non-members.