



# **Airline Flying Club Ops Manual**

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## **Introduction**

**Welcome to the Airline Flying Club's Operational Manual. This document is a great reference to how we do things, and can often save having to find out the hard way. We encourage you to read it, and refer to it often, and e-mail any suggestions or upgrades to [info@airlineflyingclub.tk](mailto:info@airlineflyingclub.tk)**

**Chris Dixon  
Club Captain**

## Membership

**1. There are five classes of membership:**

- a. Full or Flying**      **\$60.00 per year**
- b. Social**              **\$30.00 per year**
- c. Student**             **\$10.00 per year**  
available only to full-time students up to age 18, not in full-time employment
- d. Honourary**         issued by Committee approval only
- e. Life**                 available only by nomination at the AGM and approved by the AGM

**2. Subscription year is 1<sup>st</sup> September through until 31<sup>st</sup> August**

**3. Membership forms are kept in the office on the lower shelf of the cream wooden cabinet just inside the door. Both sides need to be filled in, and payment attached**

**4. If a new member wishes to pay on the spot, use code “0001” in the account number box on the receipt**

**5. Membership cost is pro-rata'd into quarters. Refer to the table below:**

<b>Class</b>	<b>Sep-Nov</b>	<b>Dec-Feb</b>	<b>Mar-May</b>	<b>Jun-Aug</b>
<b>Full</b>	<b>\$60</b>	<b>\$45</b>	<b>\$30</b>	<b>\$15</b>
<b>Social</b>	<b>\$30</b>	<b>\$22.50</b>	<b>\$15</b>	<b>\$7.50</b>
<b>Student</b>	<b>\$10</b>	<b>\$7.50</b>	<b>\$5.00</b>	<b>\$2.50</b>

## **Phones**

- 1. Only one line into the building**
- 2. Phone 298 4747**  
**Fax 298 4740**
- 3. Phone locations**
  - a. Front desk on the fax machine**
  - b. Kitchen**
  - c. Office and base for the cordless**
- 4. Cordless is the easiest to use**
- 5. If someone is on the phone, the EFTPOS will not work, and vice-versa**
- 6. Phone line is toll-barred**
- 7. If you answer the phone in the kitchen and wish to transfer the call to another area, press the HOLD key and hang up. Move to the other location, pick up, and the call should still be there.**

## **Aircraft Bookings**

- 1. Use the booking system on the internet. [www.airlineflyingclub.tk](http://www.airlineflyingclub.tk) and click on booking link.**
- 2. For further instructions, click on instructions link**
- 3. If the computer is connected but not responding very well, do a re-start.**

## **Fuel**

- 1. Contact Shell on 297 7188, or 021 369 600, or 133.10 MHz on the radio.**
- 2. Contact BP (Christian Aviation) on 298 9846 or 133.30 MHz on the radio.**
- 3. Most aircraft are on a dry rate i.e. the Airline pays for fuel. Please use the fuel card in the aircraft folder. For wet rate aircraft, use the owners fuel card in the aircraft folder.**
- 4. There is a BP pump on the south-east apron close to Warbirds.**
- 5. There is a Shell pump on the other side of the airfield where the second entrance comes in. The pin number is 4747 – the last four digits of our phone number.**
- 6. There is a Mobil pump at on the south-east apron.**
- 7. Aircraft fuel list is attached**



## Airline Flying Club Inc.

Ardmore Airfield P.D.C.  
Private Bag 14  
Papakura  
NEW ZEALAND  
Fax +64 9 298 4740  
Telephone +64 9 298 4747  
GST 13 472 238

29 May 2005

MEMO:

TO: All Airline Flying Club Pilots and Instructors

FROM: Neville the Secretary

REGARDING: Aircraft Fuel Cards

Some of our aircraft are "WET RATE" and the owner pays for fuel and oil

Some of our aircraft are "DRY RATE" and Airline Flying Club pays for fuel and oil

BP has a tyre inflator on board

298 9846 (Christian Aviation who can contact fuel truck direct)

133.30 MHz (fuel man has this in his pocket)

Shell also available

297 7188 (sometimes leave a message)

133.10 MHz (quite faint)

021 369 600

DJN	WET	-	SHELL	
DSM	WET	BP	SHELL	
DSN	DRY	BP	SHELL	MOBIL
JBL	DRY	BP	SHELL	MOBIL
JFY	DRY	BP	SHELL	MOBIL
CTG	DRY	BP	SHELL	MOBIL
BLT	DRY	BP	SHELL	MOBIL
DJU	DRY	BP	SHELL	MOBIL

Thank You

Neville Keen  
Club Secretary

## **Aircraft Books**

- 1. Located in the glass cabinet in the second briefing room, identified by the aircraft registration on each one.**
- 2. Encourage the pilots to check the numbers on tacho/hobbs/airswitch against the previous entry before starting.**
- 3. If there is a discrepancy, create an extra line between the previous entry and the new entry.**
- 4. Also encourage them to fill all the boxes as they are there for a reason.**
- 5. Replacement sheets are on the metal shelves next to the window in the office.**
- 6. Sample attached**

## **Authorisation Book**

- 1. At the desk, it MUST be filled out before EACH flight**
- 2. No excuses CFI's, A Cats, Instructors**
- 3. Only Airline Flying Club Instructors may sign the authorisation book. Instructor must remain on site while student is flying. PPL's or above may be signed out over the phone.**
- 4. Double check ETD's and ETA's versus actual times, then compare to the next booking on the aircraft in the booking system for any overlaps. Advise appropriate pilot or instructor of the overlap if necessary.**

## Hourly Rates and Landing Fees

1. Hourly Rates – see attached sheet
2. Non-members must join the club, or pay the \$20 per hour surcharge
3. Landing Fees – see attached sheets
4. Note: the charges for landings are based on the charges invoiced to us, and as such are subject to change.

<b>AIRCRAFT</b>	<b>SOLO MEMBER</b>	<b>DUAL MEMBER</b>
<b>30 minute Trial Flight</b>	<b>including land fee</b>	<b>\$75</b>
<b>C 150 CTG</b>	<b>\$130</b>	<b>\$150</b>
<b>C 152 JFY, JBL</b>	<b>\$140</b>	<b>\$160</b>
<b>C 150 (150 hp) DSN</b>	<b>\$145</b>	<b>\$165</b>
<b>C 172 (180 CSU) DSM</b>	<b>\$170</b>	<b>\$190</b>
<b>C 170 Tailwheel BLT</b>	<b>\$190</b>	<b>\$210</b>
<b>C 172 DJU</b>	<b>\$190</b>	<b>\$210</b>
<b>C 182 SKYLANE DJN (230 CSU)</b>	<b>\$215</b>	<b>\$235</b>

- NOTES**
- \* Prices HOBBS (or TACHO plus 10%)
  - \* Prices GST inclusive
  - \* Prices plus Airways and Landing fees
  - \* Prices subject to change
  - \* Prices effective 1 August 2006
  - \* Instructor Ground Time \$20 per hour
  - \* Non-Members charged \$20 hour extra

**Ardmore Landing Fees**

<b>C 150/152</b>	<b>\$16.00</b>	<b>DSN JBL JFY CTG</b>
<b>C 170/172</b>	<b>\$18.50</b>	<b>DSM DJU BLT</b>
<b>C 182</b>	<b>\$20.00</b>	<b>DJN</b>

**Night Operations after 8pm NZST or 9pm NZDT**

<b>1. Base Landing Fee as above</b>	<b>\$</b>
<b>2. Night Landing Fee</b>	<b>\$4.85</b>
<b>3. Circuit Fee</b>	<b>\$0.75 per circuit</b>
<b>4. Total</b>	<b>\$Total</b>

**As at 1<sup>st</sup> October 2005**

## Payments and Receipt Book

1. There are three pages   White – members copy  
                                  Yellow – file copy #1  
                                  Blue – file copy #2
2. Carbon paper needs to be in-between the pages and you need to press firmly.
3. The receipt from the EFTPOS (signed if appropriate) is stapled to the yellow copy.
4. Spare books are on the top shelf of the metal shelves in the office. Spare carbon paper is at the bottom of the metal shelves in the office.
5. Cash or Cheque payments: Put these into an envelope (from the brown box on top of the metal shelves in the office) and label the envelope with the member's name or number, along with date and payment enclosed. Place into the grey drop-box behind the desk in the office.
6. Sample receipt attached.
7. Note: a lot of members are able to do this and the EFTPOS payments themselves. Don't be discouraged by it. In fact, encourage them to do it, as we may not be able to provide office attendance at all times.

AIRLINE <b>FLYING CLUB (Inc)</b> 09 298 4747 GST 13 472 238	ACCOUNT NUMBER	CHEQUE CASH - EFT POS	ITEM	QUANTITY OR AMOUNT
Received the above amount:				
N <sup>o</sup> from _____				
20 _____			DUAL	SOLO

## **EFTPOS Transactions**

- 1. EFTPOS is easy. It prompts you through the process as follows:**
  - a. SWIPE CARD**
  - b. SELECT TRANSACTION the top of the four orange keys**
  - c. PURCHASE AMOUNT enter the value of purchase including the cents – no decimal point required.**
  - d. ENTER lower green key**
  - e. AWAITING ACCOUNT pass handpiece to member**
  - f. Machine prints receipt, get member to sign if requested, press ENTER again for duplicate.**
- 2. First receipt is stapled to the yellow copy, which stays in the book**
- 3. Second receipt is stapled to the white copy, which is given to the member with their EFTPOS card**

## **Non Payment**

- 1. Club policy is payment on completion of the days flying.**
- 2. If a member wishes to make payment at a later day, enquire if they have discussed this with a Committee member. If they have the committee members' approval, write up the receipt in the usual way, but leave the white copy in the book, and add the initials of the approving committee member to the receipt in a circle. Example: NK**
- 3. If a member leaves without attempting to make payment at all, write out receipt in the normal way, leaving the white copy in the receipt book, and bring this to Neville Keen's attention as soon as possible.**

## **Committee List**

- |   |            |
|---|------------|
| <b>1. President – Captain GLG Richardson</b>      | <b>GR</b>  |
| <b>2. Vice President – Captain John H Gemmell</b> | <b>JHG</b> |
| <b>3. Secretary Treasurer – Neville Keen</b>      | <b>NK</b>  |
| <b>4. Club Captain – Chris Dixon</b>              | <b>CD</b>  |
| <b>5. Committee - John Geary</b>                  | <b>JBG</b> |
| - Dave Jennings                                   | <b>DJ</b>  |
| - Rob Utting                                      | <b>RU</b>  |
| - Richard (Dick) Ingham                           | <b>RI</b>  |
| <b>6. CFI – Rob Utting</b>                        | <b>RU</b>  |
| <b>7. Instructor on Committee – Ian Tripp</b>     | <b>IT</b>  |

## **Contacts**

- |                        |  |
|------------------------|--|
| <b>1. John Gemmell</b> | <b>298 7700</b><br><b>0274 980 911</b> |
| <b>2. Neville Keen</b> | <b>276 6757</b><br><b>021 190 1517</b> |
| <b>3. Rob Utting</b>   | <b>0274 901 314</b>                    |
| <b>4. Chris Dixon</b>  | <b>579 1775</b><br><b>021 077 2626</b> |
| <b>5. Instructors</b>  | <b>see board for details</b>           |

## **Maintenance**

- 1. The Maintenance Controller for Airline Flying Club is: Chris Dixon**
- 2. If there is a question about aircraft maintenance, please contact them, and write the issues on the maintenance board by the front desk, and in the defect log in the aircraft book.**

**Chris Dixon**

**[aircraftchris@hotmail.com](mailto:aircraftchris@hotmail.com)**

**579 1775**

**021 077 2626**