

# Student and Renter Handbook 2014

V.1



## Policies and Procedures

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## Definitions

**A/C** – Aircraft. Refers to GCTJ or any other aircraft in our fleet.

**Duty Person** – An employee of OSFS delegated as a contact for students and renters, who shall be notified of departures and arrivals of the aircraft during and/or after business hours as required.

**Cross Country Flight** – Any flight containing multiple legs. A multiple leg is a flight where a shut down and start up has initiated at airports other than Owen Sound, when the origin of the flight was Owen Sound. If you fly from Owen Sound to Tobermory and do a touch and go, that is not considered by OSFS to be a cross country.

**Flight Plan** – A record of the flight, filed with London Flight Information Centre (FIC), or the nearest appropriate FIC

**Operational Circumstances** – Circumstances related to Airport, Airplane or Weather that are beyond our control. Typically used in a negative context, such as “your flight is unfortunately cancelled due to operational circumstances”.

**CFS** – Canada Flight Supplement

**FSS** – Flight Service Station, sometimes called Flight Information Centre (FIC) or referred to as London Flight Services.

**We, Us, Our, OSFS** – Refers to the company Owen Sound Flight Services Inc.

# Flight Training Rates

Effective February 1<sup>st</sup>, 2014

Rates may change throughout the year – current prices are on our website and are in effect from the date of their issue

Cessna 172 – Wet Rate	\$ 147.00 / hr
Cessna 172 – Dry Rate	\$ 97.00 / hr
Flight Simulator - Dual	\$ 85.00 / hr
Flight Simulator – Solo	\$ No Charge
Instructor	\$ 55.00 / hr
Instructor – Instructor Rating	\$ 60.00 / hr
*Instructor – in Private Airplane	\$ 60.00 / hr
Private Pilot Ground School	\$ 275.00

Payments are due when services are rendered

All prices subject to HST at 13%

Debit, Cheque and Cash are preferred methods of payment

Payments by Credit Card are subject to a 5% surcharge

**\* For instruction in Private Aircraft, the owner of the aircraft must provide proof of Insurance naming OSFS Flight Instructors as insured before training commences.**

Aircraft Rental – Wet Rate includes fuel from the Owen Sound Airport

For “Off Base Fueling Operations” see Fueling Procedures.

The Simulator is offered free of charge for solo practice, to students who are currently enrolled in a flight training program, for the benefit of their education.

Unfortunately due to the high service charges imposed on us by credit card companies, we were left with three choices, A: don't accept credit cards, B: accept them but put all of our rates up to counteract the cost, or C: charge the same fee we are charged only to those who wish to use them.

We chose option C. We regret any inconvenience.



## Weather Minimums – Ceiling and Visibility

	Local		Cross-Country	
	Dual / Rental	Solo	Dual / Rental	Solo
Day	VFR Limits	1500' AGL / 6 sm	VFR Limits	3000' AGL/ +6sm
Night	VFR Limits	2500' AGL / 8 sm	VFR Limits	3000' AGL/ +6sm
	Local – Dual Only		Cross-Country – Dual Only	
IFR	At or above IFR Limits for the appropriate approach.		At or above IFR Limits for the appropriate approach.	
IFR Alternate	VFR or IFR Limits – Whichever is greater		VFR or IFR Limits – Whichever is greater	

\* Weather conditions must be stable and expected to remain at or above the minimums stated above. Weather is based on Metar's, TAF's and GFA's for airports near the route of flight.

**Maximum 90° Gusting Cross-Wind**      Dual - 30 knots / Solo - 15 Knots / Rental – 15 Knots

**Minimum Surface Temperature**      Minus 25° C

### Minimum Fuel Requirements

- Dual/Rental Local                            - Required for flight plus VFR Reserve (CARs 602.88)
- Dual/Rental X/Country                    - Required for flight plus VFR Reserve (CARs 602.88)
- Solo Local                                    - Min ½ Tank (19Gal) at Takeoff and ¼ Tank (9 Gal) upon landing
- Solo X-Country                              - Maximum Permissible - Refuel if flight time will exceed 3hrs  
Minimum 1 Hour of fuel remaining upon landing.

**Practice Areas**                            As defined in the document OSFS Practice Areas

**Aircraft Defects**                        If there are any aircraft defects noticed by the student, it is his/her responsibility to report them to an instructor or staff member before further flight in order to receive assistance in recording the defect in the aircraft journey log book.

**Securing Of Aircraft**                  It is the Pilots responsibility after a flight to secure the aircraft using tie-downs and gust locks. See full procedure in **Securing Aircraft**.

**Emergency Landings**                In the event of an unscheduled or forced landing, the student should obtain assistance from the nearest available source and to contact Owen Sound Flight Services as soon as practicable at 519-372-1259.

**Flights Over Water**                    No flights are permitted to operate over water, except when conducting a take-off or landing, beyond a point where the aircraft could reach shore in the event of an engine failure.

## Aircraft Rental Policies

### **All licensed pilots renting aircraft must meet the following criteria at the time of their flight:**

- A:** Have on their person a valid pilot license
- B:** Have on their person a valid pilot medical
- C:** Have flown at least 0.5 hours within the previous 45 days
- D:** If flying at night, have flown at least 0.5 hours within the previous 45 nights
- E:** If carrying passengers, have completed 5 take offs and landings by day, or by night respectively, in the previous 6 months

### Sign Out Policies

- F:** All Flights must be entered in to the Sign Out Sheet
- G:** All Flights on the Sign Out Sheet must be signed by the PIC next to their name
- H:** All passengers first and last names must be written on the Sign Out Sheet in full
- I:** All Flights in the Sign Out Sheet must be Authorized by OSFS staff
- J:** For multiple leg flights, each leg must be signed by the PIC and Authorized by OSFS Staff

\* Weather minimums for day and night rentals are VFR Weather Minima respectively

\* OSFS has the absolute authority to cancel any rental bookings based on weather concerns

### Flight Plans and Flight Itineraries

\* A Flight Plan must be filed with London Flight Service for any flights that **start and end** when OSFS staff are **NOT** present.

\* A Flight Itinerary can be left with OSFS staff if the flight begins when OSFS staff are present, but is scheduled to finish when OSFS staff are **NOT** present. In such a case a text message or phone call to Dan or Dave is required upon landing.

\* Any local flights that start and finish when OSFS staff are present do not need a Flight Plan filed with FSS, but are required to be put into the Flight Sheet as per Sign Out Policies F-J. This is considered to be a Flight Itinerary.

\* All cross country flights (multiple leg flights with landings at airports other than CYOS where a shutdown and startup has occurred) must have a Flight Plan filed with London Flight Services.

## After Hours and Off Day Rentals

During the warmer months when the aircraft is parked at the tie downs on the apron, it is available for rent after hours on OSFS' working days, and throughout the day, on days where OSFS staff are **NOT** present. Observe the policies and procedures below for rental of aircraft at these times.

## After Hours and Off Day Policies

- \* All **Aircraft Rental Policies** A-E must be complied with
- \* All flights must be booked in advance
- \* **Sign out Policies** F-J must be adhered to
- \* The sign out sheet will be on the table between the Airside Doors. These are the two sets of doors that lead out to the apron. This area between the doors is always open, regardless of whether or not the airport is open.
- \* If you require the Journey Log or CFS for your flight, and have requested these documents in advance, they will be left with the sign out sheet.
- \* If renting after hours on an OSFS working day, ensure you have notified OSFS staff at least 2 days in advance if you require specific fuel loadings so that fueling throughout the working day can be managed to accommodate your request.
- \* If renting on days where no OSFS staff are present, you will be required to ensure there is adequate fuel in the aircraft for your flight. There may be multiple rentals during off days, therefore it is impossible for OSFS staff to ensure you have adequate fuel for your flight. If you require fuel, see **Fueling Procedures**.

It is your responsibility to ensure adequate fuel for your flight and that remaining in the tank after landing, as per CARs 602.88 (3) (a) (i) and (ii) noted below:

- (i) when operated during the day, to fly to the destination aerodrome and then to fly for a period of 30 minutes at normal cruising speed, or
- (ii) when operated at night, to fly to the destination aerodrome and then to fly for a period of 45 minutes at normal cruising speed; or

At an average fuel burn of 9 Gal./hr, this means you must be landing with at least 4.5 Gal (17L) of fuel remaining in the tank during the day, and 7 Gal (26L) of fuel remaining in the tank during the night.

### **Flight Starting: OSFS staff are present**

### **Flight Ending: OSFS staff are present**

1. Arrive at airport 10 minutes before your flight time
2. Ensure Rental Policies A-E are satisfied
3. Enter flight information into sign out sheet as per Sign Out Policies F-J
4. If this is a Cross Country Flight, File a Flight Plan with London FSS.
5. If you require the Journey Log and CFS, obtain these documents.
6. Make a note of when you are due back and ensure your flight will return on time if there are subsequent flights after yours.
7. Go flying, be safe, enjoy your flight.
8. When you return, park the aircraft:
  - a. Into wind, near the terminal walkway, if there is sufficient fuel and subsequent flights happening. Use common sense if there are other aircraft parked nearby, **OR**
  - b. At the Fuel Pumps, facing North or South, whichever direction is more into wind, if there are subsequent flights and you believe they will require additional fuel from what is remaining in the tanks, **OR**
  - c. At the tie downs if you are the last flight of the day, or if it is after hours upon your return, or if it is a day where there are no OSFS staff present. Follow the procedure for **Securing the Aircraft**.
9. If there are still subsequent flights, you need only to chalk the wheels, and if winter operations are underway, put the blanket on the cowling to keep the aircraft warm, in addition to any shutdown items on the Checklist.
10. Return to the office and fill out the flight sheet by inputting your **4 Times** and calculating both Air Time and Flight Time. Return the CFS and Journey Log if you have borrowed these documents.

**\* If the weather looks at all marginal for the time of your flight, you may want to call to confirm the suitability of conditions. OSFS staff might not contact you to cancel your flight, but rather will look to you to make good decisions as PIC.**

**\* If you need to cancel your flight for any reason, contact OSFS staff as soon as possible. If there is no answer, leave a message.**

**\*Cancellations that are not related to “Operational Circumstances” must be notified at least 24 hours in advance. Operational Circumstances include Aircraft, Airport or Weather unsuitability.**

### **Flight Starting: OSFS staff are present**

### **Flight Ending: OSFS staff are NOT present**

1. Arrive at airport 10 minutes before your flight time
2. Ensure Rental Policies A-E are satisfied
3. Enter flight information into sign out sheet as per Sign Out Policies F-J
4. If this is a Cross Country Flight, File a Flight Plan with London FSS.
5. If you require the Journey Log and CFS, obtain these documents.
6. Make a note of when you are due back and ensure your flight will return on time if there are subsequent flights after yours.
7. Establish who you will contact upon your return (your Duty Person).
8. Go flying, be safe, enjoy your flight.
9. When you return, park the aircraft at the tie downs and follow the procedure for **Securing the Aircraft**.
10. Return to the Airport at the airside double doors, and fill out the flight sheet by inputting your **4 Times** and calculating both Air Time and Flight Time.
11. Return the Journey Log and CFS to the sign out sheet area.
12. Send a text message to or phone your assigned Duty Person informing them of your return.

**\* If the weather looks at all marginal for the time of your flight, you may want to call to confirm the suitability of conditions. OSFS staff might not contact you to cancel your flight, but rather will look to you to make good decisions as PIC.**

**\* If you need to cancel your flight for any reason, contact OSFS staff as soon as possible. If there is no answer, leave a message.**

**\*Cancellations that are not related to “Operational Circumstances” must be notified at least 24 hours in advance. Operational Circumstances include Aircraft, Airport or Weather unsuitability.**

**Flight Starting: OSFS staff are NOT present**

**Flight Ending: OSFS staff are NOT present**

1. Arrive at airport at your scheduled flight time
2. Ensure Rental Policies A-E are satisfied
3. Proceed to the Double doors on the Air side and enter flight information into sign out sheet next to the authorized lines, as per Sign Out Policies F-J
4. File a Flight Plan with London FSS.
5. If you require the Journey Log and CFS, obtain these documents.
6. Make a note of when you are due back and ensure your flight will return on time if there are subsequent flights after yours.
7. Complete your walkaround and determine if you require additional fuel for your flight. If so, pull the aircraft over to the fuel pumps and contact Airport Management staff to fuel. They will bill OSFS for the fuel, no need to pay anything. See **Fueling Procedures** for more information.
8. Go flying, be safe, enjoy your flight.
9. When you return, park the aircraft at the tie downs and follow the procedure for **Securing the Aircraft**.
10. Return to the Airport at the airside double doors, and fill out the flight sheet by inputting your **4 Times** and calculating both Air Time and Flight Time.
11. Return the Journey Log and CFS to the sign out sheet area.
12. Contact London Flight Services and close your Flight Plan.

**\* OSFS staff might not contact you to cancel your flight, but rather will look to you to make good decisions as PIC. Ensure you utilize FSS to get a comprehensive weather briefing to ensure suitability for the time of your flight.**

**\* If you need to cancel your flight for any reason, contact Dan or Dave via text message or phone call as soon as possible. If there is no answer, leave a message.**

**\* Cancellations that are not related to “Operational Circumstances” must be notified at least 24 hours in advance. Operational Circumstances include Aircraft, Airport or Weather unsuitability.**

**\* There is no Duty Person required in this scenario, as you will be on file with an FSS for your flight and OSFS staff will check with FSS as required.**

## Securing the Aircraft (Tie Down)

If you are the last rental of the day and OSFS staff will not be present at the time of your return, or you are renting on a day when OSFS staff are not present, you must secure the aircraft through the use of tie down ropes at the end of your flight.

CTJ has a dedicated parking spot on the slanted Northwest corner of the apron, facing Southwest. See picture and procedures below.

### **Tie Down Procedure:**

1. Taxi aircraft near tie down area (keep A/C **off** grass)
2. Push back the aircraft until ground rope tires are slightly ahead of the tie down rings on the wing
3. Place chocks in front and behind pilot side tire
4. Tie down all 3 rings using secure knots
5. Ensure Control Locks are in control column
6. Place Pitot Cover over Pitot Tube as shown on right
7. Install bird blocker in left elevator as shown below



Fuel is included in the rental price of the aircraft, this is known as the Wet Rate, however this only refers to fuel purchased from the Owen Sound Airport. Some airports in Southern Ontario can have vastly higher fuel costs for which OSFS is not responsible for paying.

If you are not requiring fuel off base, you do not need to worry about the procedures and policies listed below.

If you wish to fly to other airports and fuel up, or if you are flying for distances or durations great enough to require Off Base Fueling, you will be required to pay for the difference in the fuel costs. This can be done by one of two methods:

### **Off Base Fueling Method 1**

You rent the aircraft at the Dry Rate, starting with full tanks at CYOS. You pay for any fuel costs you incur during your rental and return to CYOS. You top up the tank back to full again and pay for the top up at CYOS as well. Just like renting a car, you return the aircraft with the same amount of fuel as when you left.

### **Off Base Fueling Method 2**

You rent the aircraft at the Wet Rate, starting with whatever amount of fuel in the tanks that is necessary for your flight. You add whatever fuel you require at other airports, pay yourself, and keep your receipt. When you return to CYOS, we will look at the amount of litres for which you paid, and we will deduct the cost of fuel from your total rental bill, based on the Per /Litre price of fuel at CYOS.

## **Landing Fees and Parking Fees**

As the renter of the aircraft, you are solely responsible for the payment of any additional fees related to your flight. This includes but is not limited to any Landing Fees, Parking Fees, Airport Surcharges, Fuel Surcharges, Tie Down Fees, Aircraft Hangering Fees, Cross Border Fees, Airspace Fees and any other fees incurred outside of that incorporated into cost of the aircraft rental.

Be aware of where you are travelling to, call ahead to the airports you wish to go and find out what they charge to land, park, tie down, fuel etc etc. As with everything in aviation, the responsibility lies with the PIC, and not with OSFS. If we receive a bill at a later date, it will be added to your account.

Every pilot who rents aircraft from OSFS must meet both the Currency and Recency Requirements set out below.

### Currency

Currency refers to having flown OSFS aircraft within a period of time specified by our insurance company. To be “Current”, you must have flown at least 30 minutes (0.5 hrs) as PIC within the previous 45 Days. Currency may be extended to 60 days between flights at the discretion of OSFS. This is primarily based on how much flying you have total, and how much flying you do in a given year. Unless you have been notified in writing by OSFS staff, your currency is 45 days. To renew your currency, see **Checkout Procedures**.

### Recency

Recency refers to the Transport Canada Regulation 401.05 and the corresponding Standard 421.05; which when summarized states that there are three intervals of time in which some sort of flying or training must have taken place. The requirements refer to a 5 Year, 2 Year and 6 Month flying criteria.

In the previous 6 months you must have completed 5 take offs and landings by day or by night respectively, in order to carry passengers.

In the previous 5 years you must have acted as PIC, or you will be required to re-write the PSTAR exam (a 50 question test on Air Law).

The 2 year requirements are most often what pilots need to address. It states that within the previous 2 years, you must have done one of the following in order to maintain Recency:

**Complete a Flight Review with a Flight Instructor** (Available at OSFS)

**Attend a Safety Seminar conducted by Transport Canada** (Annually at CYOS)

**Complete a Self-Paced Study Program issued by Transport Canada** (Avail at Flyos.ca)

**Completion of a Pilot Proficiency Check** (for Charter Pilots only)

**Complete or upgrade a licence or rating** (Provided by OSFS)

**Complete a written exam for a licence or rating** (Available at OSFS)

What do most people do?

For the most part, a lot pilots are doing Flight Reviews with OSFS. This takes about an hour and covers a lot of items on a flight test. This also gives pilots a chance to practice maneuvers they may otherwise shy away from, such as Power-On Stalls and Engine Failures. For a more elaborative breakdown, see **Checkout Procedures**. You will receive a certification in your log book once complete.

A lot of pilots are attending the Safety Seminar's put on at the Owen Sound Airport annually, and most pilots are coming every year, despite needing to only attend once every two years. These seminars are a great environment for learning, discussing topics of safety that are close to home. Guy Doherty Aircraft Maintenance puts on these seminars each year in collaboration with Transport Canada employees and the date is usually in the early Spring.

You also have the option to write the Self Paced Study Program right off our website under the Links section and Flight Training. Just print out the document and bring your answers in to us and we will correct them to 100% with you.

Regardless of what approach you decide to take, you must meet the Recency and Currency Requirements in order to rent aircraft from Owen Sound Flight Services.

### Checkout Procedures

If you have not flown at least 0.5 hours as PIC within the last 45 days, you will require a check out. Depending on how much past 45 days it has been, the length of your checkout and exercises conducted may vary, based on the our Checkout Policies below.

If your last flight was between **45 – 179** days, you will require a **Circuit Check**.

If your last flight was between **180 – 364** days, you will require an **Abbreviated Checkout**.

If your last flight was more than **1 Year** ago, you will require a **Full Checkout**.

A Full Checkout will renew your 2 Year Recency Requirement as well as renew your Currency as a Full Checkout is a Flight Review. Your log book will be signed.

OSFS may extend your currency to 60 days before a checkout is required at their discretion. This will be placed in writing and be valid for the current calendar year.

## Checkout Procedures

### Circuit Check

1. 3 Circuits and an Overshoot

### Abbreviated Check

1. Forced landing
2. Stall
3. Steep turn
4. Takeoffs and landings
5. Overshoot

### Full Checkout

1. Slow flight
2. Stall
3. Steep turns
4. Forced landings
5. Overshoot
6. Takeoff and landings
7. Knowledge of critical airspeeds
8. Emergencies and abnormalities
9. Weight and balance

For a detailed breakdown of procedures during the Full Check Out, go [www.flyos.ca/services/rentals](http://www.flyos.ca/services/rentals) and scroll to the bottom. Click on the link there.

Throughout any given checkout, you will be asked to recite various speeds and procedures specific to GCTJ. You can find everything you need in the cheat sheet document for CTJ included in this handout.

# Default Radio Setting

**Squelch Switch rotate counter clockwise all the way.**

*This controls how loud you must speak before you are able to hear yourself in your headset. When you are flying, you may want to turn to 9 o'clock position to get rid of static noise.*

**Intercom Volume Switch to 9 o'clock position.**

*This controls the volume of the voices within the aircraft. If your passengers can't hear you speak, it is possible that this is too low. This knob has no effect on the volume level of any radio calls.*

**XMT (Transmit) Green Light on COM2**

*In this picture, Com1 radio is OFF and Com2 radio is turned ON, therefore Com2 XMT Button light should be on as shown. If Com1 light is on, but Com2 radio is on, you will not be transmitting anything. Ensure the same light is on, as the radio you have turned on.*

**Intercom System (ICS) Green Light on "All"**

*This button allows you to isolate only your headset (ISO), isolate the front seats (CRW) or to be able to hear everyone (ALL)*

**RCV (Receive) Green Light On Com2**

*The same light that is on for transmit (XMT) needs to be on for receive (RCV) or you will not be able to hear radio calls made on the frequency.*

**Tuning Knob**

**Flip Flop Button**



**Com 1**

**Com 2**

**Volume Knob to 2 O'clock Position**

*This knob controls the volume that you hear all radio calls. The 2 o'clock position corresponds to about 50% volume.*

**Frequency Set Correctly for Airport**

*Set freq with **Tuning Knob**. Push **Flip/Flop** button to move freq to left side. Ensure freq set.*

**Climbing**

Rotate ( $V_R$ ) .....55-60 kts  
 Normal Climb.....80 kts  
 Best Rate ( $V_Y$ ).....78 kts  
 Best Angle ( $V_X$ ).....64 kts  
 Enroute.....+80 kts

**Descending**

**Speed - Flaps - Power**

**Best Glide.....65 kts**      0°      Idle  
 Normal/Approach.....70 kts      20°      15-1700  
 Obstacle Clearance....60 kts      40°      15-2000  
 Enroute.....+80 kts      0°      18-2400

Maximum Flap Extension ( $V_{FE}$ ) .....85 kts

Stall Speed – Clean ( $V_S$ ).....47 kts

Stall Speed – Dirty ( $V_{SO}$ ).....42 kts

Maximum Cruising Speed ( $V_{NO}$ ).....128 kts

Never Exceed Speed ( $V_{NE}$ ).....160 kts

**Maneuvering Speeds ( $V_A$ )**

1600 lbs.....80 kts

1950 lbs.....89 kts

2300 lbs.....97 kts

**Climbing Procedure**

**Entry**

1. Cockpit Checks
2. Lookout
3. Attitude
4. Power
5. Trim

**Recovery**

1. Attitude
2. Power
3. Trim
4. Lookout
5. Cockpit Checks

- \*Carb Heat Off / Mixture Rich during climbs
- \* Monitor Engine Oil Temps and Pressures
- \* High Speeds & Low AOA improves cooling
- \* Avoid prolonged climbs at High AOA
- \* Lean Mixture in cruise above 2000' AGL

**Descending Procedure**

**Entry**

1. Cockpit Checks
2. Lookout
3. Power
4. Attitude
5. Trim

**Recovery**

1. Power
2. Attitude
3. Trim
4. Lookout
5. Cockpit Checks

- \*Carb Heat On whenever power is below 2200
- \* Mixture Rich prior to descending
- \* Monitor Engine Oil Temps and Pressure
- \* Avoid prolonged descents at low power
- \* Lean Mixture in cruise above 2000 feet AGL

**Cruise Power - 2300 RPM    Airspeed = 90 kts**

**Performance**

Basic Empty Weight .....1487.6 lbs

Moment.....58836.45 ” lbs

MCTOW.....2300 lbs

Useful Load.....813 lbs

Baggage (120/80lbs).....Max 120 lbs

Oil Capacity (Quarts).....8 Max / 6 Min

Fuel Capacity (Useable).....38 U.S.Gal

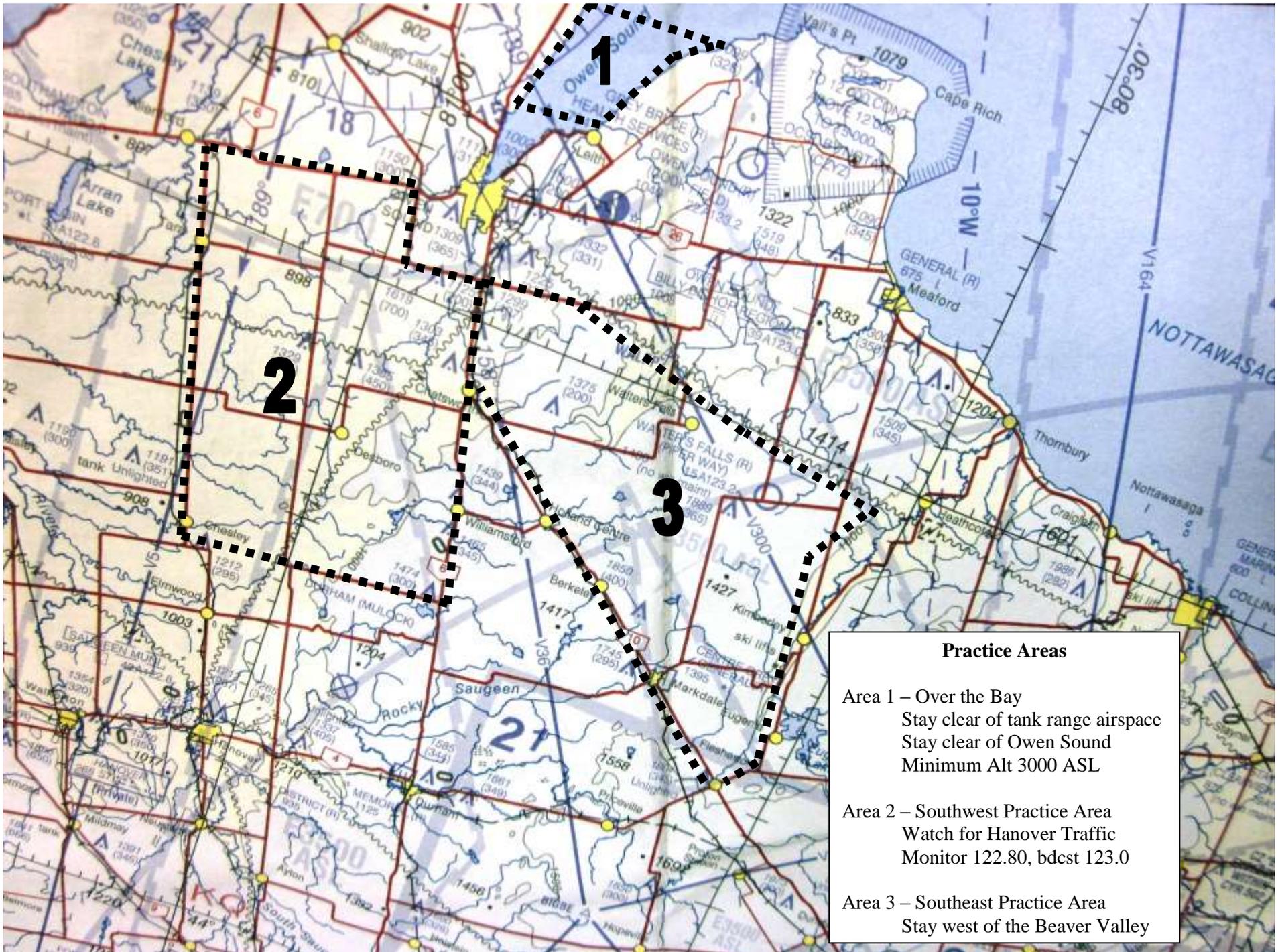
Fuel Capacity (Pounds).....228 lbs Full

Fuel Burn Average.....9 Gal./hr

Avg. Range @ 2300 RPM.....400 NM

Avg. Endurance @ 2300 RPM.....4 Hours

# OSFS Practice Areas



# Frequencies for London FSS

## Weather Updates and Changes to your Flight Plan



## Contact List

Owen Sound Flight Services  
#203807 Highway 26, R.R. #8  
Owen Sound, ON N4K 5W4  
Email: [Info@flyos.ca](mailto:Info@flyos.ca)  
Phone: (519) 372-1259

Dan Vachon            Cell Phone    519-379-3809  
Dave Kalistchuk    Cell Phone    519-270-1659

Owen Sound Airport Manager  
Steve Rouse & Bob Vary  
Email: [osairportmgr@bmts.com](mailto:osairportmgr@bmts.com)  
Phone: 519-371-6936

London Flight Services    1-866-WX-BRIEF (1-866-992-7433)