



# TORONTO BUTTONVILLE MUNICIPAL AIRPORT

## BUTTONVILLE FLYING CLUB FUEL REBATE PROGRAM



Please complete and review the following form to apply for the Buttonville Flying Club fuel rebate.

<b>Name (First, Last)</b>	
<b>Email Address</b>	
<b>Contact Number</b>	
<b>Aircraft Registration(s)</b>	
<b>Type(s) of Aircraft</b>	
<b>Applicant Signature</b>	

The Toronto Buttonville Municipal Airport is happy to offer the members of the Buttonville Flying Club a new fuel rebate program for the purchase of AvGas 100LL. Please see the below for details pertaining to this program:

- (i) The rebate entitles you to a **10% rebate after 1,000L is purchased** at Million Air Toronto. This rebate can be used for future fuel purchases at the Toronto Buttonville Municipal Airport. It is not a monetary rebate.
- (ii) Fuel purchased is to be totaled according to the **USER/PURCHASER** not the aircraft registration. Please ensure you provide your name when requesting fuel and specify you are a member of the Buttonville Flying Club rebate program.
- (iii) Applicants must provide a list of all aircraft they will be operating. Aircraft registrations that are not included on the individual's application will not be eligible to be included on the individual's total fuel purchases.
- (iv) All applicants will be reviewed by the administration of the Buttonville Flying Club and Torontair Ltd. Only current members of the club will be eligible to receive this rebate.

- (v) All individuals interested in receiving this rebate must individually sign up. Individuals not on the pre-approved list will not be eligible to receive this rebate.
- (vi) Please note that all individuals flying into the field or based on the field are beholden to the rules and regulations of the Toronto Buttonville Municipal Airport. If you are unfamiliar with these regulations, please see the attached documentation for further details.
- (vii) This rebate program will take effect as of **August 1<sup>st</sup> 2020**. The program will run on a 12-month standard calendar year and will reset as of August 1<sup>st</sup> 2021.

Please send all completed applications to David Sprague for review. For any questions or concerns pertaining to this rebate program please contact Rob Seaman ([rseman@torontair.com](mailto:rseman@torontair.com)) or Tracy Elliott ([telliott@torontair.com](mailto:telliott@torontair.com)).

Thank you for your continued patronage and support!

Sincerely,

**The Toronto Buttonville Airport Management Team**



**TORONTO BUTTONVILLE MUNICIPAL AIRPORT  
RULES AND REGULATIONS**

For the purpose of "Airport Rules and Regulations", Torontair Ltd./Million Air Toronto is hereinafter referred to as (the "Airport Operator") of Toronto Buttonville Municipal Airport (hereinafter referred to as the "Airport"). Enforcement of Airport Rules and Regulations is the responsibility of the Airport Operator and Transport Canada.

The airport also has specific plans and manuals that cover our rules and regulations in greater detail and with review and approval by various related agencies – including but limited to Transport Canada and NAVCANADA. This document is an abbreviated or compiled variant of these other op specs.

## SECTION 1 - GENERAL

- 1.1 The following provisions will govern the conduct of all persons engaged in activities, aeronautical or other at the Airport.
- 1.2 The Airport Operator shall at all times have authority to take such actions as may be necessary in the handling, policy and management of the public in attendance at the Airport. In any contingency not specifically covered, the Airport Operator and/or Airport Manager or his/her delegate shall be authorized to make further rules and regulations and render such decisions as to him/her that may seem proper.
- 1.3 The Airport Operator assumes no responsibility for injury or damage to persons or property or property of persons stored on, or using the Airport and its facilities, by reason of fire, theft, vandalism, storm, flood, earthquake or collision or any other cause.
- 1.4 The Airport shall be operated in accordance with Transport Canada Regulations such as but not limited to the Airport Operations Manual and those additional regulations set by the Airport Operator.
- 1.5 Designated representatives of the Airport Operator shall have the authority to suspend flying and/or any other operations on the Airport when it is necessary to do so in the interest of public safety.
- 1.6 All persons involved in any accident on the Airport resulting in personal injury or damage to vehicles, aircraft or property, or any witnesses thereto, shall immediately report such accident to Torontair Ltd./Million Air Toronto in the Terminal building at Telephone Number **(905) 477-8100**.
- 1.7 Any person observing a condition or hazard that might jeopardize public safety or health, should report same immediately to the Airport Manager or Torontair Ltd./Million Air Toronto
- 1.8 No commercial aeronautical operation, commercial operation of any kind, or any type of operation or activity shall be conducted at the Airport unless specifically authorized, and under such terms and conditions as may be prescribed by the Airport Operator.
- 1.9 No event or gathering on any airport property shall occur without prior permission from the Airport Operator or delegate and representative of Torontair Ltd./Million Air Toronto.

- 1.10 All film and photo operations and wedding/engagement photos are only permitted with authority and approval of the Airport Operator or authorized delegate and representative of Torontair Ltd./Million Air Toronto. Appropriate fees will be charged and insurance required for such events.
- 1.11 The use or operation of all Airport equipment by other than Airport employees is prohibited unless authorized by the Airport Operator.
- 1.12 Authorized persons only are permitted in restricted areas. This does not give any person or persons so authorized the privilege of unrestricted use of the Airport and its facilities.
- 1.13 No dogs or other animals are permitted on the Airport unless secured. Animals are not permitted in any buildings at the Airport unless authorized by the Airport Operator.
- 1.14 Littering of Airport property is prohibited.
- 1.15 Impaired persons may be refused the privilege of using the Airport facilities or services.
- 1.16 No person shall commit any disorderly, obscene, indecent or unlawful act, or commit any nuisance on the Airport.
- 1.17 No person shall carry any fire arms, explosives, or inflammable materials on the Airport in any other manner than provided by law, except by written permission of the Airport Operator.

## SECTION 2 - FIRE AND SAFETY

- 2.1 All persons using the Airport facilities shall exercise the utmost care to guard against fire and/or injury to persons or property. Children must be accompanied by an adult.
- 2.2 Access to restricted or airside areas is by permission only and under the control of approved and current airport pass holders. Such permission also means the person allowing access is responsible for the conduct anyone they allow admittance to.
- 2.3 Proper high visibility clothing and vests are a requirement for all airport or airport tenant employees working on the ramp, apron or other airside areas of the airport. This includes passenger escorts and “greeters”.
- 2.4 Smoking or lighting an open flame is prohibited in the following locations:
  - a. Places with signs posted prohibiting smoking.
  - b. On ramps, aprons or tie-downs where aircraft are parked.
  - c. Within 50 feet of hangars, fuel tanks, gas pumps and aircraft.
  - d. Inside aircraft storage hangars.
- 2.5 No flammable gases or liquids shall be used or stored in any hangar on the Airport unless authorized by the Airport Operator. Storage of such liquids shall be in compliance with regulations of the Fire Department and Department of Labour.
- 2.6 Tenants and/or any occupants of buildings shall provide suitable firefighting and first aid equipment in their areas of operation in accordance with agreements made with the Airport Operator. They are also responsible for any development and management of emergency evacuation plans however such plans must be approved by the Airport Operator and recorded in central Torontair Ltd./Million Air Toronto files.
- 2.7 Firefighting equipment shall not be obstructed in any way and shall be maintained.
- 2.8 Under no circumstances is fire equipment to be used for any purpose other than its intended use.
- 2.9 No motor vehicle or aircraft shall be parked in any manner so as to block roadways, gates or emergency entrances to operating areas or entrance to any hangar or other building on the Airport.

- 2.10 Cleaning of aircraft parts and other equipment shall preferably be done with non-flammable cleaning agents or solvents.
- 2.11 In the interest of safety no person shall discard lighted cigarettes, matches or other burning items on Airport property especially where a fire hazard may be created.
- 2.12 The use of any equipment employing open flames or sparks within any aircraft storage hangar or on ramp/apron areas is prohibited, unless authorized by the Airport Operator.
- 2.13 No fuel, grease, oil or flammable liquids of any kind shall be allowed to flow into or be placed in any sewer system.
- 2.12 Waste rags and oil are to be collected and stored in approved containers
- 2.13 All passageways must be unobstructed.
- 2.14 No vehicles may access or be parked in hangar space or on apron areas. The Airport Operator may/can issue permission or exemptions on an individual basis.
- 2.15 In the event of an **Emergency** - Fire, accident, etc. Call **911** Ask for appropriate agency. i.e. Police, Fire, Ambulance.

***Call Torontair/Million Air Toronto at 905-477-8100 to report Emergency***

2.16 **ALARM SIGNALS**

**Aircraft Crash** - Siren will sound continuously.

**Fire Alarm** - Siren will sound intermittently.

- 2.17 In the event of an accident on the field, the general public shall stay off the field and away from the accident in order not to interfere with emergency and rescue operations.

Persons employed on the field are asked to co-operate in this respect by helping to keep people from rushing to the scene of the accident.

If any help is needed it will be called for by the Senior Airport Representative at the scene of the accident.

If an aircraft is involved it shall not be moved without authorization from the Transportation Safety Board.

Refer to the Airport Emergency Response Plan for full details and direction.



### **SECTION 3 - AIRCRAFT OPERATIONS**

- 3.1 The use of the Airport by any pilot and/or aircraft owner is subject to the terms and conditions as set out by the Airport Operator in the Airport Rules and Regulations and as posted.
- 3.2 All unhangared aircraft shall be parked at the Airport in spaces designed for this purpose and shall be adequately chocked or secured. Owners of such aircraft shall be responsible for any damage resulting from failure to comply with this provision.
- 3.3 The Airport Operator is not responsible for loss or damage to aircraft or contents occasioned by any cause whatsoever.
- 3.4 Fuel checks are prohibited in all aircraft storage hangars. A suitable tester must be used and direct spillage onto paved areas must be avoided.
- 3.5 Aircraft engines shall not be started unless the pilot's seat is occupied by a person competent to control the aircraft, and the wheels are properly chocked or adequate brakes are set.
- 3.6 Aircraft engines shall not be left running unless the pilot's seat is occupied by a person competent to control the aircraft.
- 3.7 All aircraft shall be equipped with a functioning two-way radio capable of maintaining radio contact with Toronto Buttonville Municipal Airport Control Tower during hours of operation.
- 3.8 Pilots of aircraft shall not land, taxi or take-off without proper clearance from the Control Tower during its hours of operation. Outside of Tower operating hours, aircraft shall adhere to all Civil Air Regulations pertaining to the operations of aircraft onto and from uncontrolled airports.
- 3.9 All landings and take-offs shall be confined to the runways unless authorized by the Control Tower during hours of operation
- 3.10 In the interest of safety, aircraft engines may not be operating when passengers are embarking or disembarking.

- 3.11 No aircraft shall be fuelled while the engine is running. The refuelling Tanker must be properly bonded to the aircraft during refuelling.

In the interest of safety, and passengers are not to be on board during refuelling operations.

- 3.12 Aircraft shall be taxied at a safe and reasonable speed with due regard for other aircraft, persons and property.

- 3.13 No aircraft

- shall be refuelled or de-fuelled in any hangar.
- shall be taxied into any hangar while under power from its engine(s).
- engine shall be started in any hangar.
- master switches may be left on in any hangar.
- may be moved in or out of any hangar or handled without the assistance of an Airport Attendant.

- 3.14 A minimum of **two** hours notice is requested for the removal of aircraft from any storage hangar.

- 3.15 All aircraft owners and operators arriving at the Airport and wishing to base and operate from the Airport, shall be required to report to the Airport Manager or his/her delegate to arrange for any services they may require.

Arrangements for the use of facilities, payment of accounts and required services shall be immediately settled. The owner of an aircraft is responsible for advising the Airport office of his home and business address and shall be fully responsible for all charges accrued against the aircraft until the Airport Office is notified in writing otherwise.

- 3.16 Pilots are responsible for pre-flight checks to aircraft regardless of whether they are performed by someone else.

- 3.17 No aircraft shall be parked in such a way as to block manoeuvring areas, taxiways or driveways.

- 3.18 Pilots are responsible for operating within rules laid down by the Airport Operator and government authorities.

3.19 Maintenance and servicing of aircraft in storage hangars is prohibited without prior authorization.

3.20 Aircraft pre-heating devices are not permitted without prior authorization.

## **SECTION 4 - VEHICLE OPERATIONS**

- 4.1 The maximum speed limits are as posted.
- 4.2 Long term overnight car parking is prohibited between Nov. 15 and Mar. 31, except in designated areas due to snow removal operations.
- 4.3 Vehicles are prohibited on runways, taxiways, hangars, ramps or aircraft parking and manoeuvring areas unless receiving prior authorization from the Airport Operator or Control Tower during hours of operation.
- 4.4 Vehicles authorized to operate in restricted and/or aircraft manoeuvring areas must do so at a slow speed with due regard for aircraft, persons and property. Operators of such vehicles will be held responsible for any accident, damage or injury caused by their vehicle.
- 4.5 When vehicles are authorized into restricted areas, they shall not, under any circumstances, be left parked, unattended. No vehicle may be parked so as to block a gate, entrance or roadway or in any aircraft manoeuvring area.
- 4.6 The Airport Operator shall tow or otherwise move vehicles improperly parked on the Airport in violation of these regulations.
- 4.7 Operation of a vehicle in the "airside" areas requires successful completion of an AvOp course and exam as administered and managed by the Airport Operator. In all other cases an "escort" by the Airport Operator (or delegate) is the only manner in which vehicles may enter restricted aircraft operational areas.

## SECTION 5 - LEASED SPACE OPERATING CONDITIONS

Subject to the Terms and Conditions of the Lease between Torontair Ltd./Million Air Toronto and the Tenant, the Tenant shall also be bound by the following operating conditions.

- 1) Waste oil will be the responsibility of the Tenant and must be dispersed in a manner approved by The Ministry of the Environment.
- 2) Waste oil must be stored in containers approved by the Ministry of the Environment before disposal. Containers must be approved by Torontair in the absence of a Ministry of the Environment requirement.
- 3) No waste oil, fluid, fuel or other material other than water shall be allowed to wash or run into the building sanitation or septic systems.
- 4) The Tenant recognizes and agrees with the Landlord that the Landlord may reassign and/or relocate the Leased Premises to an alternate airport location on the Toronto Buttonville Municipal Airport property with sixty (60) days written notice given to the Tenant by the Landlord.
- 5) The Tenant, on a best effort basis, will minimize utility requirements through such actions as keeping hangar doors closed if applicable, reducing the thermostat to optimum temperature, turning off unnecessary lighting and any other items that are considered reasonable in order to reduce the utility consumption and other operation expenses as they relate to the Leased Premises.
- 6) Use of airport facilities – outside the area governed by or under a lease or aircraft accommodation agreement – is only with permission of the Airport Operator and may be subject to fees that are additional to any lease/rental agreements.