

FOO Checklist V1

2019

Wednesday / Thursday:

- Check Weather forecast
- Check student signups
- Confirm Instructor availability
- Confirm Tow pilot(s) availability

Evening before:

- Check weather forecast with FSS
- Consult with instructor/tow about weather
- Update Message Line @ 651-666-5017
- Post ops status on Yahoo Groups
- Check student signups again

Morning:

- Call FSS 800-WX-BRIEF for weather/notams/TFRs
(Use KSYN, your name and/or N83MN)
- Cancel if needed
 - +notify message line, yahoo groups
 - +call instructor and tow pilot
- Arrive by 8 am

At hanger:

- Doors should be already open by Stanton
- Tow pilot gets Super Cub ready
- Put battery in cart and turn on radios
- Instructor/students preflight ASK-21
- Choose runway with Tow/Instructor input

Morning Operations:

- Set up in staging area by 9 am
- Set up FOO and signup sheets
- Write your name and number on whiteboard
- Log takeoff and landing times
- Monitor traffic pattern
- Monitor 122.8
- Ensure someone is retrieving landings
- Ensure wing runner is qualified
- Maintain safe operation

Afternoon Operations:

- Have Junior/Owl brought out, if needed
- Ensure orderly, safe operation
- Ask for help
- Monitor traffic in the pattern
- Monitor 122.8 and 123.3 radios
- Monitor weather to:

+Change runways

+Suspend operations (wind, gusts, rain)

- If flights wind down early:
 - +consider ending operations
 - +post msg on Yahoo Groups

At end of day (4 pm to 6 pm):

- Return gliders to hanger
- Wash bugs off gliders and tow plane
- Put batteries in chargers
- Put canopy covers on
- Store carts in hanger
- Put FOO sheets in Clubhouse East
- Scan/Email FOO sheets to Vicki & Dana
- Send recap of day to Yahoo Groups
- Notify Jay of any maintenance issues

EMERGENCIES

- Call 911
- Have someone contact Stanton office
- Have someone direct EMS to runway/location
- Airport manager may assume leadership
- Review procedures in RED notebook
- If club is involved, contact a Board member:
 - +George, Roy, Jay, Ron, Sarah

Overdue Aircraft:

- Check around airport to see if they returned
- Call on 123.3 and 122.8
- Ask other pilots in air to call on radio
- Call pilot's cell phone
- If still no word, gather information and report overdue aircraft to FSS
- Notify Stanton office
- Contact a board member:
+George, Roy, Jay, Ron, Sarah

Landout:

Club Aircraft:

- Assemble retrieve team (min 3 people)
- Get help, as needed
- Retrieve aircraft
- Note in FOO sheet and Log book