Outline for FOO responsibilities

1. Actions to take at least 1 day prior to your scheduled FOO duty

A. Check the weather forecast
B. Confirm who is tow pilot and instructor
C. Check Clickng lide for member signup and plans
D. Contact tow pilot and instructor and coordinate. This can be done a couple days in advance if you choose.
E. Use Clickng lide comment field at the bottom of the page with any operation details. If operation is delayed or canceled due to weather, use the send an e-mail to the signed up link in Clickng lide (right side of daily signup page). Post the same message to all@mnsoaringclub.groups.io

2. Arrival at the field

A. Give yourself plenty of time to arrive on time. Park your vehicle in the southeast lot near glider trailers
B. Your goal of a 0900 first launch will be more readily accomplished by delegating responsibilities to other members that are present.

3. Getting golf carts and FOO cart from Hangar 2E

A. Keys for hangar and clubhouse are both on door handles in lock box with combination 1956.
B. Undo latches at both ends of hangar door 2 East and place in clips, turn switch to "ON" and push the "UP" button.
C. Golf cart and FOO trailer removal…Check oil and fuel level and tire pressure. Consolidate trips to the gas pump to limit the Stanton staff inconvenience.
D. Battery station operation. All chargers can remain plugged into wall sockets. Take only charged batteries (Indicated by green

light on charger) Return uncharged batteries to chargers.

E. Battery for FOO transceiver and 2 way radio

F. Batteries for gliders

G. Close main hangar door and leave small door unlocked.

H. Check gas cart for adequate fuel. Check tire pressure as well.

I. Gas cart is a 4 cycle, so ONLY add gas to fuel tank.

J. Gas is available at the pumps by main hangar, use only fuel from pump labeled "Lawnmower gas." Go into main office and ask for assistance in filling golf cart.

K. Oil will be in hangar 2 East near north wall.

4. Determine which runway and gliders are to be used for instruction

A. Confer with duty instructor as to which gliders will be used for instruction.

B. Check with tow pilot for runway selection,

5. Removing ASK-21 from hangar 2E

A. Make sure all golf carts and any other equipment or obvious obstructions are clear of the K21

B. You will need a minimum of two people to remove the K21 from the hangar.

C. If K21 is in N.W. corner of hangar you will need to be especially conscious of any gliders parked in the south half of hangar.

D. Remove canopy cover and take wing weight off of lowered wing.

E. Use tire jack dolly on main wheel raising wheel slightly off the ground

F. Have one person on the left wing. They will need to hold the wing back and also be responsible for raising or lowering the right wing so as not to contact any other parked gliders in the hangar.

G. Look for tire marks on the North portion of the apron outside, this is your target area for the position of the main gear of the Owl once moving has commenced.

H. Open canopy and use seat belts to pull the K21 in an arc towards your target area. If additional people are available one can push from behind on the fuselage behind canopy. Another

person can assure that right wing is clear of gliders and hangar wall. Be careful that tail assembly will clear other parked gliders as you are performing this step.

I. Remove tire jack dolly before reaching the outside cement apron. Once main gear is near the target area make certain there is enough room between hangar door frame and the K21's nose to facilitate rotating the glider for final step.

J. Rotate K21 as person on port wing walks the wing to a point where the K21 can be pushed out of hangar. While rotating, make sure the starboard wing does not hit the north side of hangar door frame during final stage of rotation. Push K21 out of hangar far enough to clear the closing of the hangar door.

K. Wash wings, etc.

7. Removing Junior from Hangar 2E

A. Generally the Junior will be stored in the SW corner of the
B. hangar.
C. Use tire jack dolly on main wheel raising wheel slightly off the ground
D. If Junior is in NW corner have one person man the port wing to control clearance and rotation. Pull the Junior towards the center line of the hangar making sure starboard wing and tail section do not contact any other equipment.
E. Remove tire jack dolly before reaching the outside cement apron Then rotate and move to a position similar to removing the Owl on the apron.
F. Once Junior is positioned, rotate and push the Junior out of the hangar. Wash wings, etc.

8. Towplane considerations

A. Assist towpilot with removing the towplane from the hangar do not interfere with towplane preflight.
B. Close hangar doors locking the service door.

9 General considerations before first launch

A. **Confer with duty instructor as to which gliders will be used for instruction. *Check with tow pilot for runway selection,***

B. **Speak with Stanton aviation regarding any know activity plan for the day. Advise on possible need for second towplane if expected demand supports it.**

C. **All gliders are washed, preflighted and have a PCC performed on them before flown. Either confirm this verbally with the individuals that performed the prepping or check the logbook to ensure preflight and PCC were executed.**

D. **Talk to instructor regarding plans for instruction. Ask the instructor to notify you of any planned low releases.**

E. **Make sure the towrope and fittings are inspected. Make sure to inspect the section of towrope that is housed in the rear of the tow plane. Simply pull the rope back into the tow plane and view. At the same time, you can inspect the integrity of the towrope around the drum.**

F. **Conduct a FOO briefing prior to first launch to include:**

- **.any expected activity .i.e. CAP, Stanton sport aviation etc.**
- **Airport pattern no thermalling safety zone**
- **Active runway**
- **Other operational issues**

G. **No glider should depart for its first flight of the day without the tow release being checked once with the towrope connected.**

H. **A visual inspection of gliders preparing to launch is a goodhabit to develop. Look for items such as canopies locked, any belts, cords or other materials hanging outside unlocked canopies, tail wheel dollies are off, wing weights on wing, etc…..**

I. **Once towrope is attached to glider and slack is being taken out check to see if the red indicator or blue portion at tow plane end is visible. This will let you know tow rope is fully extended. If slack is brought out to quickly and tugs glider ahead, make sure glider gear does not overrun tow rope.**

J. **Your inspection of the pattern and proximity of ground traffic is required even though you are not running wings and signaling. At times you may want to halt a launch that is underway if you see something the wing runners and signalers didn't or you simply do not feel "comfortable" with the launch. Apply this practice all day long. Remember, a planned low release requires a much greater margin of open space in the pattern. Entire pattern must be clear as well as no departing traffic !**

K. **Record the Pilot name, instructor or passenger name, takeoff time, landing time, release altitude, tow pilot name and type of ship on the flight sheet.**

L. **Make sure the FOO cart radio is turned on and set to 122.80.**

10. Preparing and launching A.M. instructional flights

A. **If there is more than one instructor and multiple gliders are to be used during the AM instruction hours, have the next ship and occupants prepare for launch BEFORE the tow plane returns. This will hopefully ingrain the idea of afternoon soaring protocol into the practices of the student pilots.**

B. **If you have some spare time between student flights, take this time and teach the students how to work the flight line. Remember, what has become obvious to you may be a totally new concept to the students.**

C. **Keep an eye on the pattern and have someone ready to retrieve the glider before the glider has landed. Make sure that the driver of the cart gives the landing glider ample leeway. Runway 36 offers plenty of room for a waiting cart to place itself (along the east side).**

D. **Work with the instructors and find the method in which they plan to conduct student flights. At times instructors will choose to fly 2 or 3 flights in a row with each student rather than rotate through the students after each flight.**

E. **Remember the goal is to offer as many student flights as safely possible. Your 0900 start will be a great benefit for all students.**

F. **Students and those that require the services of an instructor need to sign up on the right-hand side of the sign up sheet. A member can only have their name on one side of the sheet. Once the individual is done with instruction, add-ons or flight reviews they can add their name to the "Pilot" side of the list.**

G. **Instruction generally ends at 1200, however as FOO, you can extend instruction past the noon hour. Obvious factors, such as lack of pilots or lack of desire by pilots to launch, makes extending the instruction period very easy. If pilots are eager to launch at noon, try to get them airborne and adding any additional instruction flights in when appropriate. Preference should be given to those that have signed up on the pilot side as they have priority this is the normal protocol to follow.**

H. **Any intended low releases for instruction and Flight Review should be treated with extra concern as to any traffic in the pattern. It is best to hold the intended low release flight until ALL traffic in the pattern has landed. Also, considering departing traffic as well.**

I. **Proper signaling between wing runner and tow plane starter should be monitored. Crisp signals should be used and continued until tow plane and glider begin to roll.**

11. Regular afternoon operations

A. **The key to smooth and efficient afternoon operations is anticipation and the ability to be proactive.**

B. **Try to match up pilots with gliders. The sign up sheet has a column to the right of the pilot's name which is for pilot's glider preference. Go down the list and ask pilots if they do have a preference and fill the column in accordingly. This will help once you start to line up the gliders as the sign-up list rarely follows perfect order.**

C. **As you go down the list and try to establish a launching order, be as fair as possible to include each name as they appear in order.**

D. **The idea of lining up 3 or more gliders for launch is only**

successful if the pilots are also at the ready. If a glider has not had a preflight check performed or task not loaded previously it reduces the efficiency of the grid concept dramatically. Only place gliders in the grid which are ready to fly as well as the pilot. The idea of rushing a pilot through their preflight lists is one that should always be avoided.

E. Placing the orange cone at a point (off to the side) where the first glider should be will help when a glider launches and the rest have to be moved forward into position.

F. If the need for Stanton Sport Aviation's tow plane arises you can generally recruit somebody to investigate the availability of the tow plane. Contact Stanton Sport aviation office to speak about the use of Stanton's tow plane. Besides the approved pilots available through Stanton Sport Aviation, MSC has some approved pilots that are able to fly Stanton Sport Aviation's tow plane. Remember, when MSC is using Stanton's tow plane the Club pays for tach hours, so if there are any delays, radio or signal the tow plane to shut down the engine. The better solution is to always have a glider and pilot at the ready to launch.

G. Use the same practice for recording launch times, release altitudes, type of glider, pilot name, tow pilot name, passenger name, landing time and duration as you did in the morning. There is a small box on the right hand side that needs to be checked IF the Stanton tow plane was used for that particular tow. Also, once the pilot has departed on their flight, cross their name off of the pilot list. This practice will make it obvious as to who's remaining and the order that they fall. Once a pilot has completed their flight they can then add their name to the bottom of the list.

H. Remember that the private ship owners need their gliders towed out to the flight line from the assembly area. This is forgotten at times, especially when we are using runways 9, 18 or 27. Send a cart to the assembly area ever so often to check for private ships ready to be towed to the flight line.

I. Many of the private gliders have tail wheel dollies like the

Club's Junior. If the tail wheel dolly is on the ship while the glider is in the grid, make certain the dolly is removed before the launch and shown to the pilot. Remember to keep the dollies off of parked gliders until they are ready to be moved. When a glider requiring a tail wheel dolly is in the pattern make sure the appropriate dolly is in the cart that is retrieving that particular glider.

12. General items throughout the day

A. Do not launch gliders if any aircraft are on the operating runway. Wait until all aircraft have completely cleared the runway in use.

B. Gliders line up for launch should have the wing closest the runway center line down.

C. Staged gliders waiting to be launched should be completely off the runway. It is easy to leave a wing in the active due the wingspan so spot-check the placement of staged gliders periodically.

D. Always assume that aircraft can be using crosswind or downwind runways when allowing a launch to depart. Remember, YOU are the final authority as to whether launch is cleared. Use that authority without hesitation if you sense the need to hold a launch!

E. The hand-held transceiver at the FOO cart is an essential tool to aid in safe operations. You can use "Stanton Glider Ground Ops" as your identifier if you choose. Since you will be paying extra attention to the pattern and skies around SYN all day, you may find it necessary to use the radio to aid in a traffic situation along with many other situations.

F. Remember to use the canopy covers if any of the gliders are left unused for any period of time and parked in the sun. Use wings weights as needed on

G. Park gliders quartering into the wind with upwind wing down and weighted as required

H. Make certain that canopies are closed at all times when unattended. The ASK-21 rear canopy left open has burned

holes in the headrest on more than one occasion. Canopies should be locked also.

I. Do not allow carts to be driven about with tow ropes trailing behind. It is best to always have the rope coiled immediately before the cart is driven after disconnecting from the glider.

J. Monitor the disconnecting of gliders to make certain that the canopy is OPENED before the release is pulled. Persons sticking their arms through the canopy vents over the years have caused numerous cracks to the canopies.

K. Ensure the tow line stays knot free throughout the day.

L. If the tow line is not fully retracted when the tow plane returns, the likelihood of a knot being present is probably the cause.

M. If the towline has a knot in it and towed a glider the tow line will need to have the knot spliced out.

N. If uncertain regarding any operational issues ask more experienced members for advice.

13. End of day procedures

A. Try to ascertain last flights of the day for club ships so the

B. Gliders and towplane can be put away at this time. This works better than having the gliders sit on the line and complicates closing.

C. Ask individuals returning gliders to quickly do a leading edge bug wash as well.

D. All gliders being returned to storage must have at least one FOO rated individual involved. The same is true for getting ships out of hangars. Gliders left in front of the hangar must have a wing weighted

E. Usually private Ship owners do not return to the line after a long flight get their release altitudes prior to them leaving.

F. Remove batteries out of gliders and FOO cart batteries placing back on the chargers. Check airbrakes are unlocked, canopy covers on and wings weighted . Screw in

lead ballast weights must be in ASK-21.

G. Assist the towpilot with cleaning and storing the towplane.

H. Once all MSC equipment is in Hangar 2 E secure hangar door and lock small door.

I. Scan Flight log sheets using scanner in clubhouse east instructions next to scanner or email a photo of the flight log to club treasurer. Placed copy in the box next to scanner or leave in FOO cart drawer,