

F.O.O. DUTIES

(FLIGHT OPERATIONS OFFICER)

The FOO is responsible for safe and efficient flight operations on his/her assigned day. If the assigned FOO is unable to perform their duties on the day they are assigned, it is their responsibility to find someone else to fill in.

THE SCHEDULED FOO IS EXPECTED TO:

1. Be at the airport before the start of the day's flying.
2. Inform the scheduled tow pilot when to be at the airport.
3. Vacuum and clean the entire clubhouse (including the bathroom). Empty the trashcan into the container at Ed's Flying Service.
4. Call Holloman Air Force Base Approach Control (RAPCON) at 479-7618 (??) and tell them there will be glider activity.
5. Get the tow plane and club glider ready to fly by checking fuel, cleaning canopies, connecting the batteries, getting the tow rope ready, and checking tire pressure. The tow pilot will check the tow plane, but you are expected to help. Get the gas trailer.
6. Help move the club gliders out to the runway. Do not allow gliders to obstruct the taxiway or infringe on the runway. Help move the gliders. Run wings. Never leave the club glider unattended.
7. Keep track of the schedule for the day (who's next?). Instructions should be done before noon, followed by club members and demos.
8. Be helpful, talk to the public, pick up trash!!! You represent WSSA.
9. At the end of the day:
 - a) Bring gliders in the hangar.
 1. Get the batteries out and plug them onto the charger.
 2. Make sure oxygen is off and the canopy windows are closed.
 3. Report any problems to maintenance officer.
 4. Close the hangar gates at all times.
 - b) Secure the tow plane.
 1. Refuel.
 2. Roll up the tow rope and stow in tow plane/clubhouse.
 3. Secure tow plane.
 4. Lock all doors and hatches.
 - c) Check the staging area to make sure that there is no trash.
10. Do not leave until everything is done. If private owners are still flying make sure someone is there to assist them.
11. Keep the runway and taxiway area uncluttered at all times.
 - a) No more than five people.
 - b) No parked vehicle.
 - c) Inactive gliders moved.
 - d) No trash.

Thanks for your cooperation. WSSA

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END OF DAY CHECKLIST

Glider hangar

1. Gates closed and locked
2. Batteries out and on the charger
3. Oxygen is shut off.
4. Canopies and windows closed
5. Glider secured (Tail dolly off E4, eventually put a weight on Blanik wing)
6. Light is out

Tow plane hangar

1. Tow plane secured
2. ... ?
3. Golf cart in the hangar and on the charger
4. Gates closed and locked
5. Gate locked outside (hang key in clubhouse)

Around the clubhouse

1. No trash laying around (cans, beer bottles)
2. Tow rope rolled up and stowed in the clubhouse or tow plane
3. All chairs are inside
4. Water is shut off (when watering the trees)
5. Nothing that is supposed to be in the hangar or in the clubhouse is outside
6. Fuel trailer is back in the compound

In the clubhouse

1. Popcorn machine and coffee machine are shut off
2. All windows closed
3. Radio is off
4. PC is shut down
5. In winter: Heater is off
6. In summer: AC and water for AC is shut off