

FWFC Ground Ops (v04 dated 4/20/2021)

- 1) Make a reservation in Flight Circle (FC). Never put a CFI's name on the reservation unless that CFI is actually going to fly with you.
- 2) If you do not fly for any reason, **you** must cancel your reservation in FC ASAP.
- 3) Plan to arrive at the hangar at the beginning of your reservation time. Do not excessively pad your start time (i.e. don't book the airplane for all day so you can show up whenever you want...be courteous of others). Lock the front door behind you when you enter. Turn off all lights and window units if you are the last one to leave the briefing room area.
- 4) If there are any discrepancies with the aircraft (dirty, not refueled, numbers don't match in FC), please contact the previous pilot and attempt to resolve the issue yourself. Contact a club officer only if necessary.
- 5) During normal business hours, our tenant Rich will move airplanes out to the tie-down spots. At the end of the day, he will move all aircraft inside the hangar. Never leave an aircraft outside unless there is someone there to take responsibility for it. Outside of normal business hours, the member is responsible for opening, closing, and locking the hangar door. Move the doors SLOWLY. If it jumps the track, the door could come off the upper rail and fall. The hangar door should be closed and locked by the last member flying for the day. If other members are still out flying when you return, you may leave the hangar door open for them, but please turn off the lights. Use the side door as needed when the hangar door is locked. The code is the same as the front door.
- 6) Accomplish a thorough pre-flight inspection. Dispose of any trash (empty oil bottles, used paper towels, etc.) in the trash can (not into a box or into the back of the aircraft).
- 7) Dispatch the aircraft in FC before engine start.
- 8) After flight, refuel the aircraft to the appropriate level (refer to Flight Circle for info). Refuel at KFTW or T67 and recover the aircraft directly back to the hangar. For aircraft that are not required to be topped off, you can refuel anywhere as long as you add enough extra to end up back at the hangar with the appropriate amount of fuel. Double check your W&B if you do so. You can get a club rate at American Aero, but do not call for the fuel truck to come to our ramp.
- 9) Secure the aircraft with tie-down chains. Install pitot tube covers and control locks (if available). Clean all leading edges and the windscreen. Use white towels and simple green (3 parts water to 1 part simple green) for leading edges. Use microfiber (colored rags) and Prist for the windscreen. If cleaning solution is not available, use water. Tidy the interior, fasten seat belts, etc.
- 10) Fill out the paper flight log in the aircraft and check-in the aircraft in FC. Squawk any items that need to be brought to the attention of the aircraft owner and club officers in Flight Circle as well as the paper log. Please squawk items individually. Don't put several different items on one squawk entry.
- 11) Only use the tug to get the 3 wheels of the aircraft into the hangar. Once inside the hangar, all movement must be done by hand. Do not allow the tug strap hardware to contact the top of the tug where the logo is located. If the aircraft contacts any other object (another aircraft, hangar, etc), the member must immediately report the incident to a club officer.
- 12) Ensure that you have the aircraft refueled, back at the hangar, cleaned up, and checked-in into FC before the end of your time block. The member that has the aircraft next is expecting to have access to it at the beginning of their reservation time. Be aware that members may make a reservation while you are airborne. So, plan on sticking to your original reservation end time.