FWFC Ground Ops (v13 dated 2/9/2026) (page 1 of 2)

1) Make a reservation in Flight Circle (FC). Do not plan on flying during club meetings. **Never put a CFI's name on the reservation unless that CFI is actually going to fly with you. Never make a reservation for another member.** If they can't make a reservation for any reason, they need to contact the appropriate club officer to resolve the issue.
2) **All persons onboard the aircraft must be listed by full name in the public notes section of the reservation on FC and the on the paper flight log.** Includes passengers, and other members not already listed on the reservation. Non-member pilots are strictly prohibited from logging time in club aircraft.
3) If you do not fly for any reason, cancel your reservation in FC ASAP. **If you fail to cancel before the reservation start time, a NO SHOW fee will be charged (1 HR at equipment rate).** Excludes weather/maintenance delays.
4) Plan to arrive at the hangar at the beginning of your reservation time. Do not reserve the aircraft all day and then show up hours late. Lock the front door behind you when you enter. Turn off all the lights if you are the last one to leave the hangar for the day.
5) If there are 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.
6) Do not attempt to pull an aircraft out of the hangar around (or over) another aircraft. Last in, first out.
7) Never leave an aircraft outside unless a member is there to take responsibility for it, or you coordinate and receive confirmation that the next member will be responsible for it. If you are unable to put the airplane back in the hangar for any reason (tug inop, hangar full, etc.) contact a club officer to discuss options. Move the hangar doors CAREFULLY. The hangar door should be closed and locked by the last member flying for the day. Use the side door as needed when the hangar door is locked. The code is the same as the front door.
8) 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).
9) Dispatch the aircraft in FC before engine start.
10) Aircraft must be in a tie-down spot for engine start and shutdown. Positioning the aircraft with the tail towards the hangar with the engine running is strictly prohibited.

FWFC Ground Ops (v13 dated 2/9/2026) (page 2 of 2)

11) Consideration should be given to land at attended airports with maintenance facilities available during the time you are planning on being there. If you are stuck out due to a maintenance issue, you are responsible for your own transportation home.
12) After flight, refuel the aircraft to the appropriate level (refer to FC 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. FWFC aircraft receive a discount at Modern Aviation, but do not call the fuel truck to come to our ramp.
13) Secure the aircraft with tie-down chains or chocks if in the hangar. Please DO NOT set the parking brake. Install pitot tube covers, control locks, and sunscreens. Clean all leading edges (wings, wing struts, landing gear struts, horizontal stabilizer, front cowling, etc.) and the windscreen. Use white towels for leading edges. Use microfiber (colored rags) and Prist for the windscreen. If a cleaning solution is not available, use water. Tidy the interior, fasten seat belts, etc. **Failure to properly secure/clean the aircraft will result in a minimum $50 fine.**
14) Fill out the paper flight log in the aircraft and check-in the aircraft in FC. Squawk any items that need the attention of the aircraft owner and club officers in FC as well as the paper log. Please squawk items individually. Do NOT list multiple items on one squawk entry.
15) If you ground abort due to a maintenance issue and never get airborne, do not check-in your reservation.
    "Un-dispatch" it, squawk it, and inform a club officer. Your taxi time will be logged as maintenance time at no charge to you. If you get airborne, you will be required to pay for the entire flight time.
16) 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.
17) Ensure that you have the aircraft refueled, back at the hangar, cleaned up, and checked-in on FC before the end of your time block. The next member is expecting to have access to the aircraft 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 unless you change it during your flight.