



Chapter 02: FBO Services

12. Weather Briefing and Flight Planning Support

Provide weather briefing and flight planning support services to assist pilots with safe flight operations and regulatory compliance requirements.

Purpose

This process establishes procedures for weather briefing and flight planning support to assist Part 91 general aviation pilots with safe flight decision-making, regulatory compliance, and efficient flight operations while providing professional aviation support services. Our services support pilots operating aircraft from our Part 61 flight school training operations (Cessna 172, Piper Cherokee) to business aviation turboprop aircraft (King Air, Pilatus, TBM series).

Roles and Responsibilities

Client Service Representative:

- Manage client communications and service requests
- Process documentation and billing
- Obtain client authorizations and approvals
- Coordinate scheduling and aircraft availability
- Maintain professional client relationships

Operations Leader:

- Oversee daily operations and coordinate between departments
- Authorize emergency response procedures and resource allocation
- Monitor safety compliance and operational excellence
- Coordinate scheduling across departments for operational coverage
- Review billing disputes and approve service adjustments
- Ensure regulatory compliance across all operations

Process Steps

Information Access and Assessment Phase

- **Access weather information systems** - Retrieve current METAR, TAF, radar, and satellite imagery for weather analysis
- **Assess pilot briefing requirements** - Evaluate weather briefing and flight planning needs including route, aircraft type, and operations
- **Analyze current weather conditions** - Review current conditions along proposed route including departure, destination, and alternate airports
- **Review weather forecasts** - Examine forecasts and trends for flight time period including potential developments and timing

Route Analysis Phase

- **Assess route weather conditions** - Evaluate weather along proposed flight route including enroute conditions, altitude considerations, and alternates
- **Review NOTAMs and TFRs** - Check current NOTAMs and temporary flight restrictions affecting proposed route and destination airports
- **Identify weather hazards** - Locate turbulence, icing, thunderstorms, and low visibility conditions affecting flight safety
- **Analyze alternative routes** - Review alternative routes and timing options to avoid adverse weather while maintaining efficiency

Briefing and Documentation Phase

- **Verify regulatory compliance** - Confirm flight planning compliance with regulations including alternate requirements and fuel planning
- **Document briefing information** - Record weather briefing information and provide written summary for pilot reference and compliance
- **Assist with flight plan filing** - Help with flight plan filing and coordinate with Flight Service Station for regulatory compliance
- **Provide departure weather update** - Share updated weather information prior to departure including any forecast changes

Monitoring and Support Phase

- **Monitor enroute weather** - Track weather developments during flight and coordinate with pilot for updates as requested

- **Provide weather decision support** - Offer go/no-go recommendations based on comprehensive weather analysis
- **Conduct post-flight analysis** - Review post-flight weather analysis for operational learning and service improvement
- **Update briefing procedures** - Incorporate lessons learned and feedback into weather briefing service procedures

Process Mapping

Flowchart showing weather information access, pilot consultation, route analysis, and briefing delivery with decision points for weather hazard assessment and regulatory compliance.

Tools and Resources

- Weather information systems including DUATS, ForeFlight, and NWS products
- Aviation weather radar and satellite imagery systems
- NOTAM and TFR information access systems
- Flight planning software and navigation charts
- Communication equipment for coordination with Flight Service Station
- Weather briefing documentation forms and pilot reference materials

Success Metrics

- **Completion Time:** Weather briefings completed within 15 minutes of pilot request.
- **Quality Standard:** 100% accuracy in weather information provision and regulatory compliance verification.
- **Safety Standard:** Zero weather-related incidents involving flights receiving briefing services.
- **Client Satisfaction:** 97% pilot satisfaction with weather briefing quality and flight planning support.

Common Issues and Solutions

- **Issue:** Rapidly changing weather conditions affecting briefing accuracy
- **Solution:** Provide updated briefings closer to departure time and coordinate with pilots for real-time weather monitoring during flight


Issue: Complex weather systems requiring specialized meteorological analysis

Solution: Coordinate with meteorology consultant for analysis and provide briefing with multiple weather scenarios for safe Part 91 operations

Issue: Communication system failures affecting access to weather information

Solution: Maintain backup weather information sources and coordinate with Flight Service Station for alternative briefing methods

Safety Considerations

-  **BEST PRACTICE:** Document all weather briefings and maintain current weather information system access and training

Regulatory References

- 14 CFR Part 91 - General Operating and Flight Rules
- 14 CFR Part 135 - Operating Requirements for Commuter and On Demand Operations
- FAA Advisory Circular AC 00-45H - Aviation Weather Services
- National Weather Service Aviation Weather Products
- Flight Service Station briefing procedures and requirements