Puget Sound Soaring Association, Inc.

DAILY FLIGHT LOG & FIELD MANAGER CHECKLIST (See Back)

Date: / / Tow Plane:					Field Managers: Please fill this log as completely as possible. Perform and sign off the checklist items on back. – Determine only those flying charges								O	Bergseth	1100 MSL		
Main Tow Pilot: which are collected at the field.												J	C	Ephrata	1270 MSL		
#1	Glider ²	Aviators				Actual	Local Military 24 Hour Times			Chg.		_					
Flight		Tow By (if from main		Glider Pilot		/ Passenger / ^d Pilot	Release Altitude ft MSL	Takeoff HH:MM	Landing HH:MM	Elapsed H:MM	Code F/E/	\$ Flight	\$ Collected	Comments			
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	N914B	L-23				charge)	E G	Notes:									
	N157AJ N766PW	PW-5 PW-6											¹ Flight # is optional ² Provide registration number for private gliders				
	N-num	Private Private							IntroduC	T C	³ Equipment problems, praise/complaints, log book sales, anything noteworthy						

Field Manager Checklist

Planning	Post-flight					
 □ Weather conditions checked □ Contacted FSS for NOTAM information (800-992-7433) □ Towpilot and instructor coordinated □ Operations message recorded Preflight □ Road signs set up □ Field/runway checked (any rocks larger than half a fist?) □ Field cellphone "on" and at hand and monitored □ Operations table set up (logbooks, sign-up sheets/daily log, tow cards, radios) □ Gliders ready for flight (untied, preflighted, & logbooks signed) □ Towrope & connecting link inspected and towrope attached to tow plane □ Briefings and assignments made Flight Operation 	 □ Gliders parked and tied down □ Batteries removed & on charger □ Cellphone on charger □ Handheld radios on charger – see instructions on back wall of charging station (! □ Towrope & connecting link put away □ Power mower in shed □ All equipment put away □ Area cleaned up □ Paperwork: □ Yellow Liability Release forms – in 3-ring binder stored in shed □ Top portion of green temporary membership forms – send with daily log □ Blue membership forms – send with daily log □ Redeemed Gift Certificates – send with daily log □ Do not send cash – substitute your own personal check □ Send to bookkeeper (use provided envelope) or club mailbox at PSSA, Box 941, Enumclaw, WA 98022 					
 □ Towplane staging area cleared □ Runway clearance maintained (cars, trailers, gliders, people) □ Glider flights safely expedited □ Situation awareness & order maintained □ Daily operating information recorded in daily log □ Give bottom portion of green introductory membership application to the applicant as a receipt □ Aerobatic flight is prohibited around Bergseth Field. At other locations, make a note in the log. 	 □ Training center/shed, and charging station box locked □ Rope fence up at end of runway (when available) □ Last PSSA person of the day closes gate (road entrance) □ Road signs stored □ Notify the club Maintenance officer of any equipment issues requiring attention. If a glider has been found to be in an unairworthy condition, make an entry in the pre-flight log and place a notice in the glider cockpit □ After the day's operation, the field manager should contact the scheduled field manager for the next operating day and provide summary status and condition of all club aircraft, equipment (like radios, batteries, towropes, etc), and field. Providing this information ahead of time will help field managers better plan the day's operation. 					

Field Manager Signature

File Name and Location:

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