



TRUCKEE-TAHOE SOARING ASSOCIATION

AT THE TRUCKEE TAHOE AIRPORT

P.O. Box 2657, Truckee, CA 96160 * 13184 Sailplane Way, Truckee, CA 96161
info@soartruckee.org * 530-587-6702 * 501(c)(3)

STANDARD OPERATING PROCEDURES

Revised June 3, 2020

Note: This is a total rewrite of TTSA's Standard Operating Procedures; read thoroughly.

INTRODUCTION AND WELCOME

Truckee-Tahoe Soaring Association (TTSA), an independent 501(c)(3) nonprofit public benefit California Corporation, is a unique organization seeking to provide safe, efficient, and friendly soaring services, as well as equipment and facilities for our pilots, their families, and our visitors. The specific purposes of TTSA are to advance the science, art, and safety of soaring flight. TTSA's goals include:

- 1) Being a visible glider community presence at Truckee Tahoe Airport (TTAD), promoting aviation education and safety, and introducing the general public to soaring flight by providing scenic glider rides over the area;
- 2) Improving the skill level and expertise of the soaring and general aviation pilot community by providing the best possible aero-launch facility for private glider pilots to soar the greater Tahoe California/Nevada region given equipment, staff, financial, weather, and governing authority limitations;
- 3) Facilitating an Aviation Education Program to educate and train aspiring pilots (predominantly youth) in varying aspects of aviation; and
- 4) Facilitating an Aviation Education Program Line Crew Internship for youth up to and including 18 years of age designed to integrate the necessary academics with practicalities on the airfield, flight training, and safety procedures. The Line Crew experience is an immersive experience involving almost all aspects of glider-port operations. Youth participants are not charged any fee to participate in the Line Crew Internship.

In general, the season and primary operations begin late-May during Memorial Day weekend and finish at the end of September as weather permits. TTSA is governed by the Board of Directors, primarily funded through donations; and operated by skilled employees, educated Line Crew with the assistance of many volunteers.

TTSA is a unique and tight-knit community. Every participant is encouraged to get involved with making the operation work effectively and safely on a personal and corporate level as he/she is able and willing. Your talents, time, energy, soaring expertise, and monetary contributions are welcome additions to the health of TTSA's community.

We welcome you! Saturday night BBQs are open to everyone; come join the family and let us get to know you as we develop long and mutually rewarding relationships. The area around Truckee offers some of the best and most challenging soaring in the country; stay safe and enjoy!

OVERVIEW

Standard Operating Procedures (SOPs). The following established and accepted SOPs have been developed for everyone's safety in concert with Truckee Tahoe Airport (TTAD) ground and air operations as well as Tower protocols, FAA rules and regulations, and other governing authorities.

Your signature will be required acknowledging you have read and understand the SOPs and agree to abide by them before you will be allowed to operate on and fly from TTSA facilities. You are encouraged to ask questions and clarify any issues you do not fully understand *before* signing your name.

Failure to abide by these SOPs may result in immediate suspension or revocation of flying privileges at TTSA; and, in severe cases, expulsion.

These SOPs are part of TTSA's lease agreement with TTAD, and TTSA leadership will not allow this long-standing arrangement to be jeopardized by irresponsible acts committed by any individual or association. Safety is a primary focus. TTSA reserves the right to refuse any service including but not limited to flight services and campsite occupancy to anyone for any reason deemed necessary by TTSA leadership.

Covid-19. TTSA leadership is actively monitoring governing authority procedure guidelines. In general and currently, until the restrictions are lifted, all involved with glider operations at TTSA will be maintaining social distancing (six feet from any person outside one's own household and in groups no larger than ten). When closer proximity is necessary, masks will be worn. Abundant sanitization measures will be adhered to. As our nation heals from his pandemic, TTSA leadership will alter protocols as feasible and advise our community of those changes.

Location. TTSA operates from the approach end of Runway 20 in Class D airspace under the watchful eyes of Truckee Tower at Truckee Tahoe Airport (TRK), Truckee, California. See the website at www.truckeetahoeairport.com for a plethora of information.

Aviation Activities. TRK is a high-use airport with many different categories of aircraft operating within a relatively confined space. The activities of TTSA gliders and tow planes are interlaced with a variety of small and large powered planes, jets, sea planes, helicopters, parachutists, and an occasional military aircraft. Thousands of flight operations take place at TTAD each year from both locals and visitors. Therefore, deviations from accepted procedures can have serious consequences.

The Truckee Tahoe Airport District has published extensive information regarding local noise abatement procedures for powered aircraft. Although these procedures do not apply to gliders, it may be helpful for glider pilots, particularly those new to the area, to familiarize themselves with the general flow of powered traffic in the vicinity of TRK.

Skydiving Operation. Skydive Truckee Tahoe operates adjacent to TTSA. Due to their jump operations and landing placement you must be knowledgeable about their operations and how gliders are expected to interact. Some details are included in this document.

Class D Airspace. The area of Class D controlled airspace at Truckee-Tahoe Airport is from the surface up to and including 2,500' above field elevation (AFE) or 8,400' MSL and within a lateral circular boundary of 4.2 nautical miles from the airport center.

Truckee Tower Operations. The control tower was initiated to enhance aviation safety, as well as reduce powered aircraft departure and arrival noise footprints over populated areas. Powered pilots are required to adhere to Tower-related procedures, and glider pilots must make all required radio calls to the tower and should monitor Tower communication, as well as, other aircraft while in the vicinity of the airport in order maintain situational awareness (SA). Again, good SA with respect to knowing what is going on around you is critical. Ground operations on airport movement areas require contact and coordination with Truckee Tower and/or Truckee Ground. During hours the Truckee Tower is not available, Tower frequency reverts to CTAF for communications. Tower hours are:

- April 1 – May 30 7:00-19:00
- June 1 – September 30 7:00-20:00
- October 1 – March 31 7:00-18:00

Radio Required. All aircraft must have an operable VHF radio to fly within the boundaries of TRK Class D airspace. TTSA staff will not tow you without a radio in working order and your ability to effectively use it. Radio communication must be performed 100% of the time when needed for flight and ground operations.

Radio Frequencies.

- Truckee Tower/CTAF 120.575
- Truckee AWOS 118.0 or 530-587-4599
- Truckee Ground 118.3
- Truckee Unicom/FBO 122.95
- Glider Enroute 123.3
- White Mtns Procedure Alpha 123.5
- Oakland Center 127.95
- Wave Agreement ATC 916-366-4019 NCT (NorCal Tracon) courtesy call
510-745-3442 open and close
- Reno NCT North 126.3
- Reno NCT South 119.2
- Reno ATIS 135.8 or 775-348-1550

Transponder or ADS-B Out/FLARM/SPOT or equivalent tracking system. Transponders, though not required by FAA Regulations for gliders, are highly recommended. Communicate with the office to make sure your flight can be tracked!

Off-Limits Areas. Off-limits areas include the area on the runway side of the hold short line and the space between there and the viewing platform, as well as the runway side of hold short line at the north end of the tiedown area. Another off-limits area is the taxiway from the landing turn off and the viewing platform. Commercial glider riders upon exiting the glider will be transported via golf cart to the TTSA office. TTAD requires that no visitors or non-essential persons congregate at the hold short line.

Emergencies. In the event of an accident or incident on or near airport property or an in-flight emergency involving an aircraft landing at the airport, during normal business hours, tower personnel will call 911 and alert the Truckee Fire Protection District. Tower will provide as much information as they can regarding the location, nature, and circumstances of the event.

Tower will have full responsibility for the runways and taxiways during an emergency response. Clearance must still be obtained from Tower by any vehicle crossing or entering a taxiway/runway.

TRK UNICOM/Airport personnel will contact the Nevada or Placer County Sheriff's Office (depending on the location of the accident) and Truckee Police Department. When Tower is closed, TRK UNICOM is responsible for initiating Emergency Response Procedures. Tower or airport personnel will make necessary FAA notifications.

For more information, see the Letter of Agreement between Truckee Non-Federal Control Tower, Truckee-Tahoe Airport, Truckee Fire Protection District, Placer County Sheriff's Office, Nevada County Sheriff's Office, and Truckee Police Department.

Given the potential associated hazards involved, it is never a good idea to run toward an accident site. Rest assured, if Tower sees the accident/incident, TTAD safety personnel are already in the midst of initiating safety protocols. Stay out of their way. Let them do their job; they are expertly trained to do so.

Truckee Airport management will be the contact for any media requests regarding accidents/incidents that occur at the airport. It is not your place to speak with the media about accidents/incidents; you do not have the full accurate report. Only Hardy Bullock (the Truckee Airport Director of Aviation and Community Services) or his designee is trained and authorized to speak with the media concerning any emergency event on TTSA/TTAD property. If media shows up at TTSA facilities looking for information, you should politely decline to comment and refer them to Truckee Airport management for information. It is important that ***you do not ever speak with the media about accidents/incidents.***

In the event of a ***fire or medical emergency at TTSA, call 911.*** Stay out of the way of first responders and follow their directives. Observe all you can and file a report in the office when safe to do so. Other pertinent emergency phone numbers are in the office.

Communications with TTSA. TTSA is in the process of upgrading its website, www.soartruckee.org, for both general and specific news. More efficient methods of communication are being considered. For general inquiries, please contact info@soartruckee.org. For official communications, please contact generalmanager@soartruckee.org or president@soartruckee.org. There are informal communications

via soartruckee@Yahoogroups.com and Facebook, but they are not sanctioned by TTSA leadership at this time.

Transparency and Fairness. Current TTSA leadership has instituted a policy of transparency and fairness. Everyone will be on the same page; there will no longer be “back room” deals for individuals. Please consider any and all expressed or implied, verbal or written, agreements from prior seasons to be null and void. We all are on a fresh and even slate, given our respective parts to play at the glider port. All suggestions, comments, and observations are welcome. Please note, we will endeavor to implement any good ideas as quickly as possible; yet, some will have to wait until next season given the decisions made by the Board for this season and from where we begin this new era of gliding in Truckee.

SAFETY MUST COME FIRST

For any glider pilot who is committed to safety and does not shy away from the efforts necessary to continually grow in skill and maintain aviation related legal compliance, the following words may not apply to you. But as a soaring community, it is in our best interest that all of us should be of the same safety-conscious mind with our behavior reflecting such.

Unfortunately, recent and not-so-recent events along with accompanying excuses, have given TTSA’s leadership cause for concern and generated a pause to reevaluate how we facilitate soaring activities. How do we encourage an upgrade toward aviation excellence on a personal level? It is evident in some key places that the US soaring movement has suffered from inadequate or substandard training and complacency resulting in an unacceptable accident record, including unnecessary fatalities. Pushing students to solo before they are truly ready is an accident waiting to happen, as is not holding accountable those whose behavior regularly violates safety standards. The time has come for all of us to take a pause, evaluate our weaknesses, and aspire to achieve higher standards, on both a personal level and an organizational level, thereby keeping us all safer and maybe alive.

Poor airmanship is no longer an option for the soaring world. Truckee Tahoe Airport, like most Great Basin soaring sites, is a potentially challenging venue. It is essential all sailplane pilots at Truckee understand this and prepare themselves to meet the challenges this environment offers. TTSA expects pilots to arrive at Truckee prepared to consistently perform in a professional manner, to exercise sound judgment at all times, and to demonstrate excellent airmanship.

It is also essential soaring pilots at all times fully comply with the letter and the spirit of all applicable regulations, including Federal Aviation Regulations, Truckee Tower clearances, and TTSA’s own SOPs. As previously discussed in the Overview section, we ask all pilots review the Truckee Tahoe Airport departure and arrival noise abatement procedures, so you know what the powered airplanes are doing (reporting points and tracks).

TTSA requires that all pilots who have not flown sailplanes out of Truckee schedule and complete an area checkout flight with one of TTSA’s instructors prior to acting as PIC in their own sailplanes. Those pilots who are members of an association/club may elect to complete this area check with instructors from their own clubs; however, prior to conducting area checks all club instructors will be required to

complete an area checkout with TTSA's Chief Flight Instructor. Returning private pilots will need to have, at a minimum, a checkout briefing with a TTSA instructor before flying. Pilots who have not flown a glider in over a year must get a flight checkout with a TTSA instructor or authorized club instructor.

TTSA's tow pilots' safety hinges on soaring pilots rigorously completing pre-takeoff checklists before each takeoff and on soaring pilots avoiding all distractions that could result in their sailplanes becoming seriously out of position during tow. TTSA reserves the right of our tow pilots to refuse to tow sailplane pilots who have given them cause for concern.

Good checklist discipline is not a hit-or-miss thing but a matter of dedication to safety. Accordingly, TTSA will view gear-up landings, misconfigured flight controls, (i.e., a significantly out-of-trim condition or incorrect flap position), airbrakes inadvertently deployed on takeoff or canopies coming open in flight as evidence that the pilot(s) involved may not have developed the checklist discipline necessary for the safety of our tow pilots or our Line Crew. TTSA reserves the right to investigate any evidence of failure to follow checklists, intentional or otherwise. Such investigation may result in a requirement to complete one or more check rides with a TTSA instructor and may result in termination of flying privileges at TTSA.

The safety of the other users with whom TTSA shares the Truckee airport depends on all soaring pilots meticulously considering the potential for premature termination of the tow or for other inflight emergencies prior to each and every takeoff. It depends on prudent planning prior to any such emergency and on skillful execution of this planning during the emergency. It also depends on soaring pilots' ability to communicate with Truckee Tower so as to enable Tower controllers to minimize the risk to all operators.

TTSA leadership is committed to doing our utmost to ensure a safe and exhilarating 2020 season. Toward that end, if you are committed to consistently striving for and maintaining the highest standards at all times while operating at Truckee Tahoe Airport, we at TTSA welcome you! Because of the number of close calls last season coupled with multiple fatal mishaps in the soaring community, we ask that you commit to partnering with us to develop and uphold soaring's highest safety standards.

COMMUNITY OF PEOPLE

All groups within our community need the others to make TTSA operate well. We all have our parts to play, and all of us are responsible to look out for each other and assist each other as able. TTSA was started in the mid-1970s as simply a club. Even though corporate structure has changed over the years, TTSA is now required by law to adhere to a more stringent set of laws. TTSA leadership intends to maintain the club atmosphere as much as possible. Transparency is the new order of business; feel free to comment, question, interact, participate, contribute, and support as you are motivated to do so. Stay situationally aware.

TTSA 2020 Board of Directors. Greg “Shifty” Peairs, President; Greg Scileppi, Vice President; Eric Niedrauer, Treasurer; and Allison Diaz, Thomas Greenhill, Mike Johnson, Bill Ludlow, Mike Mayo, and Alex Neigher, Directors.

Personnel. Catherine Bodenstein, General Manager; Mark Montague, Chief Flight Instructor; Rick Hammer, Chief Tow Pilot, A&P, General Contractor; Preston Parrish, Line Crew Supervisor; flight instructors; tow pilots; Line Crew older than 18 years; and relief personnel.

Internship Line Crew. These young people are aviation enthusiasts and have come to TTSA to participate in the new Aviation Education Program Line Crew Internship. The Line Crew are aviation students 18 years old or under wearing high-visibility vests, identification, and a lot of sunscreen toting walkie talkies for TTSA ground communications. This season’s Line Crew members are ambitious and determined in achieving their stated goals of careers in aviation and they are to be treated with respect as the incredible students and future aviators they are. They serve on the line from 9:00 to 17:00 and thereafter are not available to assist in glider operations. Line Crew have all taken the SSA *Wing Runner Course* and are being trained effectively to pass both their FAA written and practical exams, as well as our enhanced operations and safety protocols. The Line Crew Internship has been developed with active participation of the parents and/or guardians as well. Feel free to interact with all of them as appropriate and share your experiences with them.

Volunteers. A main reason for the strength and longevity of TTSA is its volunteers who serve in a variety of capacities. Safety is a particular priority this season. TTSA leadership is making a concerted effort to make sure all volunteers are operating on the same page given new protocols and requirements.

To that end, all those who wish to volunteer on the line in any capacity (even the most long-standing pilots) will need to have a short interview/conversation/checklist with the Chief Flight Instructor or his assignee *before* being allowed to assist. A record of such a sign-off will be kept in the office. This will be an inconvenience to some pilots who have been flying out of Truckee for many years and have proven safety records in their flying histories, but we must make every effort to ensure everyone is on the same page concerning adjusted operations.

There are many other non-flight-line areas which need volunteers, such as grounds maintenance and upgrades, party planners, extra people to assist with special events, special projects, etc. See the General Manager for information.

Alcohol. Normal alcoholic beverage consumption during evening activities, especially Saturday night BBQs, is warranted and permissible. Enjoy! However, ***absolutely no one who has had even one sip of an alcoholic beverage is to handle any of TTSA aircraft or golf carts.*** There has been a more lenient protocol in the past; it is in the past. Violation of this rule will result in swift and decisive ramifications, including a potential suspension or revocation of flying privileges at TTSA and/or expulsion from the premises.

Associations/Clubs. Bay Area Soaring Association (BASA), Northern California Soaring Association (NCSA), and Silverado Soaring Club (Silverado) have traditionally brought one or two of their sailplanes

up to TTSA for the season to be flown by their association/club members. The monthly fee for glider tiedown is \$100 and for a camp trailer is \$150.

As TTSA tow planes are towing association/club gliders, TTSA leadership requires the associations and club to submit for each glider before it is flown from TTSA property by any member a copy of:

- a) Airworthiness certificate;
- b) Glider registration;
- c) Glider annual inspection;
- d) Weight and Balance;
- e) Proof of biannual transponder check (FAR 91.413);
- f) Hydro test date on O₂ bottles if installed;
- g) Insurance policy first page with pertinent information; and
- h) TTSA SOP acknowledgement and agreement signed by at least two (2) members of the Association/Club Board leadership.

In ***addition to the above-listed submissions***, TTSA requires the association/club submit a current membership list of those in good standing to the TTSA office before operations commence to allow TTSA to verify membership as pilots arrive. Also, this information will be maintained in a binder on the shelf in TTSA's office, please provide as reference a current version of association/club policies and procedures, aircraft data, or any other pertinent documentation including a current list of key executives with emergency numbers should there be a need to communicate.

Flying in Class D airspace requires a fully functioning radio. TTSA staff will verify the sailplane has an fully operational radio before allowing the glider to be towed.

Association/Club Instructors. TTSA is delegating to the association/club instructor the authority to conduct area checkouts in your club equipment for your club pilots, as a courtesy. This is a privilege and not a right. ***All club instructors will be required to complete an area checkout with TTSA's Chief Flight Instructor.*** No pilot will be authorized to tow behind any tow plane operating from TTSA property until the checkout form has been completed and signed by both the association/club instructor and the pilot being checked out.

The club instructor will be determining whether each of the pilots in his/her club has the skills and the judgment to safely operate in our environment and according to TTSA's policies. His/her signature on that form will signify that in his/her professional judgment, the pilot also signing the form ensuring he/she has met TTSA's standards and will continue to do so. TTSA will hold the association/club instructor accountable for the behavior and performance of the pilots signed off to fly with us from Truckee.

Private Pilots. Private pilots are a cornerstone segment of our community and we have worked hard to address all the concerns and needs stated during last season. Please assist us in making this transition to provide for the needs of all the members of our community and satisfy the requirements of all governing agencies. Feel free to address any future concerns and/or needs to the General Manager. Campsite and tiedown requests must be received by the TTSA office prior to arrival.

Returning private pilots will need to have a checkout briefing at a minimum, and potentially complete an area checkout flight with a TTSA instructor before flying.

Pilots who have not flown a glider in over a year must get a flight checkout with a TTSA instructor or authorized club instructor.

TTSA requires all pilots who have not flown sailplanes out of Truckee schedule and complete an area checkout flight with one of TTSA's instructors prior to acting as PIC in their own sailplanes. There will be no charge for the ground orientation. Should an area checkout be required, standard TTSA charges for the instructor's time, aircraft rental (if applicable), and towing charges will apply.

Those pilots who are members of an association/club may elect to complete this area check with instructors from their own clubs, however; prior to conducting area checks, all club instructors will be required to complete an area checkout with TTSA's Chief Flight Instructor.

Copies of private pilot documentation required to be turned into the office before being allowed to operate from TTSA property includes:

- a) FAA pilot certificate, front and back, or foreign equivalent;
- b) Insurance policy (first page with pertinent information);
- c) Signed TTSA SOP acknowledgement and agreement; and
- d) Signed Pilot Intake Form (including up-to-date emergency contact information and aircraft and pilot experience information with your signature).

Personnel overtime wages to cover after hours ground retrieves. TTSA is required by law to pay employees by the hour, not with a daily rate as was in the past. All shifts for TTSA staff and Line Crew end at 17:00. However, on many days, our glider pilots land and need ground retrieve assistance far after 17:00. Under usual circumstances, to arrange for after-hours assistance with ground retrieves is not an issue and TTSA is more than willing to facilitate the ground retrieval assistance the private pilots need. At the same time, TTSA needs the private glider pilots landing late to cover the costs of overtime wages for the service after 17:00. TTSA is not bringing in any income after 17:00 with rides or instruction to offset costs of waiting for a private pilot to land; it is simply an extra financial burden, one that TTSA as a 501(c)(3) requires assistance in covering to offer the service of assistance in ground retrieves. Splitting the cost for those late arrivals landing at the same time can be arranged with the office.

Private pilots always have the option to land on their own since all tail and wing dollies are staged in waiting at the landing area. Golf carts will no longer be left with the dollies after hours.

Communication with the office regarding this choice in ground retrieve options is required.

On extremely busy days, TTSA will make every effort to have a dedicated staff member available to monitor 123.3 and assist at TTSA's request without charge to the private pilots along with other volunteers.

NEW! Volunteer Ground-Retrieve Duty, "Late Person." In an effort to offer a solution not requiring staff fees or solitary landing, TTSA seeks to establish a volunteer sign-up system for at least two

appropriately vetted persons to make themselves available to assist that evening in Ground-Retrieve Duty, the “Late Person.” This will be an **official position for the day** (as compared to simply helping out for a few minutes here and there which is usually welcome). They will be responsible to monitor 123.3, and make sure all gliders return safely and are appropriately assisted. For such an official position, if a glider pilot is planning to fly that day and cannot *guarantee* he/she will return in plenty of time to be ready no later than 16:45, he/she will not be allowed to sign up for Late Person Duty. This is a position that needs to be relied upon and the Late Person is required to be focused on such duty from 16:45 until complete. Absolutely no alcohol is to be consumed by the volunteer before all gliders have returned. If this system works, there will be no need for any fees to balance the financial requirement of overtime staff assistance. This will be a community effort. Communication with the office will be key.

If possible, inform the office of your intention of land late that day. It will be the responsibility of the private pilot to visit the office sign-up sheet before launching to see if anyone has signed up for Late Person duty that evening and note his/her phone number should emergency communications be needed. If possible, communicate with the Late Person volunteers before launching.

If there has been no communication with the office regarding any pilot’s desire to have support for after hour landing operations and no one has signed up for Late Person duty, the private pilot will be responsible to cover the overtime charges for staff assistance after 17:00. If multiple pilots return after hours around the same time, they are welcome to share the expense.

Visitors. Family members and friends are welcome to visit. It is the glider pilot’s responsibility to brief them on activities at TTSA including aircraft movements, safety procedures, and off-limits areas. They are free to view activities from the office porch area and viewing platform. They are welcome in the tiedown area when accompanying the pilot. ***The pilot is responsible for their safety.*** Visitors are NOT allowed to assist with glider launch activities at TTSA.

Children. Visiting children, especially those under 13 years of age, must be **closely supervised** at all times when near aircraft. No exceptions. *When supervised*, children are free to play in their designated campground areas or the meeting area behind the office.

Reporting. If ever needed, appropriate mechanisms to report unsafe practices will be in the office. TTSA leadership will take any and all appropriate measures to keep us all as safe as possible.

TTSA EQUIPMENT

Sailplanes. TTSA’s sailplanes are used for instructional and glider-ride purposes and are not rented to any individual unless he/she is a past-solo student working toward the checkride. With a TTSA instructor, a sailplane can be rented for an area checkout flight or other instructional purposes. For these purposes, TTSA owns and has available two SGS 2-32s, one SGS 2-33, and one PW-6; and has available one ASK-21 and one ASK-23 via Soar the Sierra, LLC. Batteries are kept in the battery charging station next to the office (not the Battery Box). Cushions and other accessories are kept in storage bins near the aircraft or near the flight line.

A daily inspection and positive control check of each glider must be conducted before the first flight of the day, typically by pilot/instructor who will be performing the flight. Report any issues with the aircraft immediately to the office.

Non-TTSA personnel may not use TTSA aircraft for instructional or commercial usage without TTSA's prior approval.

Tow Planes. TTSA has two Pawnees as tow planes; they are referred to as "Green Tow" (6Z) and "White Tow" (7Z). During a contest, TTSA welcomes a third tow plane to facilitate operations. The tow pilot is solely responsible for a thorough preflight inspection of the tow plane before commencing operations for the day and maintaining adequate fuel supply during operations. Tow pilots shall also inspect tow ropes before operations. Without tow pilots, glider pilots do not launch. Please remember to show them the respect they deserve.

Golf Carts. TTSA has one gasoline powered golf cart and four electric golf carts primarily for TTSA direct operations use. To start the day, flags are unfurled, batteries are unplugged, and keys are placed in the ignitions. Golf carts may only be driven by adults (18 years of age or older) who have been trained in TTSA safety and security operations and TTSA Line Crew. Keep golf carts free of debris. Notify the office concerning any issue with the golf cart. When not being used, golf carts should be parked near the office ready for the next use. Golf carts are to be used primarily for moving gliders to/from the launch/landing areas.

Golf carts are not exclusively assigned to any one pilot as he/she prepares to launch or land. The only time it is permissible for a golf cart to remain idle is when it is at the hold short line awaiting clearance for a launch. If the pilot is not immediately ready to be towed using the golf cart, it is permissible for any TTSA staff or Line Crew to retrieve that golf cart for other immediately needed active purposes. No golf cart is to sit idle at a tiedown point, when waiting in line for launch, in a campsite, at the end of the runway, or at the landing site when the golf cart is needed for other active operations.

Glider may be towed on the ground by golf carts with the assistance of a wing walker. Golf cart operators should take care not to tow faster than a brisk walk and to be aware of potential obstacles. Ensure canopies are secured before moving a glider. Any time a glider is not actively being towed, the tow rope must be released to prevent inadvertently moving a golf cart with a glider still attached. Do not drive the golf cart with an unsecured tow rope dragging behind.

Golf carts may only enter aircraft movement areas when in direct communication with Truckee Tower/Ground control. When towing a glider onto the runway for takeoff, the golf cart should slow as the glider nears the runway centerline and wait for the glider pilot to release. The operator of the golf cart should then expeditiously turn around, taking care to avoid runway lights, and return to the glider staging area. If not immediately launching another glider, secure the tow rope. If necessary, the operator of the golf cart may stop to retrieve the tail dolly before proceeding back to the staging area. Using a golf cart to go to a campsite to retrieve or drop off something is permissible only if the journey includes an immediate return and the golf cart is not needed for a different glider activity and with permission from office staff.

Golf carts should not ordinarily be taken across Runway 29, and then only with a working radio and in direct communication with Truckee Tower or Ground.

When glider activities are finished for the day, all golf carts are parked next to the office. All the electric golf cart batteries are plugged in, flags tied down, and all keys (including gas cart) deposited in the office.

SERVICES

Pricing. See the 2020 Season Pricing sheet for a list of all fees.

Billing. All fees must be paid at the end of each day or before departing the glider port at the end of each flying period. Charges for all services must be cleared at the end of each month. Nonpayment will result in a loss of flying privileges until the payment is cleared. Cash, check, or credit card are accepted. Card payments are subject to a 3% service fee.

Tickets. Tickets are how TTSA office staff bill accurately for services rendered. All tickets are kept in the private pilot's file for review if necessary. Please fill out the tickets with all appropriate information and **write legibly**. TTSA will have many new personnel this season; they will not know your details.

Oxygen (green ticket). TTSA provides access to aviation-grade oxygen available on the oxygen cart which can be towed to the glider using a golf cart. ***Only trained TTSA personnel are authorized to dispense oxygen to private gliders, no exceptions. Willfully violating this policy will result in having flight privileges at TTSA suspended or revoked.*** Oxygen is available for sale on a workload-permitting basis. To facilitate prompt service, seek oxygen while visually identifiable and authorized Line Crew or staff are not otherwise occupied during high-volume activities such as the launch window or typical landing time. Plan to refill the evening prior to flight, if at all possible. Green tickets are to be handed into the office by Line Crew/staff.

Tows (white ticket). Each pilot is required to fully fill out a white ticket to hand to the Line Crew just before launch, who will then then hand it to the tow pilot. Accurate information is important. The tow pilot will record release altitudes for billing. Tow pilots turn the tow tickets in to the office.

Retrieves (pink ticket). The tow pilot will fill out the retrieve ticket and turn it into the office.

Self-Launch (tan ticket). A tan colored ticket should be filled out and turned in to the office *before* launching. We cannot track you if we do not know you are gone.

Instruction (yellow ticket). Yellow tickets are filled out, including student and instructor identification, release altitude, as well as total instruction time, and glider rental time only. Instructors are to turn these tickets into the office.

Before receiving solo privileges, student aircraft renters MUST provide proof of non-owner insurance for hull, liability, and loss of revenue (\$30,000-\$65,000 minimum coverage depending on the value of the glider to be flown) or an equivalent bond.

Glider Rides (blue ticket). The office staff fills out the ride ticket to hand to the ride pilot for verification. This ticket is then handed to the tow pilot for release information and then turns it in to the office.

Late Ground Retrieve Assistance. If a private glider pilot knows he/she will be returning to TTSA later than 17:00, a request for a tow pilot to remain on standby (should there be a need for a retrieve) or staff to remain on duty (to assist in ground retrieval) needs to be made either before launching, or before 17:00 with a call to the office mid-flight or with a radio call via 123.3. As previously addressed, there will be a fee for the service, unless Late Persons are on watch or communication has not been made for solitary ground retrieve operations.

On extremely busy days, TTSA will make every effort to have a dedicated staff member available to monitor 123.3 and assist at TTSA's request without charge to the private pilots.

Other qualified volunteers to assist will be welcome, as available in the moment.

FACILITIES AND GROUNDS

Cleanliness and Upkeep. TTSA does not have official cleaning staff, many of the duties are handled by the Line Crew in the mornings. As a community, please keep this in mind and make sure you clean up after yourselves, leaving any area ready for the next person to use.

Gate. The gate to our driveway is to remain open during the season.

Campground. Keep the campground clear of any trash. Call the office to reserve a campsite. Please check in and out at the office when arriving/departing with your glider trailer or RV/trailer. Quiet hours are between 20:00 and 7:00, especially if you use a generator.

Auto Vehicles. Any vehicle must be either parked in the parking lot or at the assigned campsite and must not enter the aircraft tiedown area except when necessary for positioning trailers. Parking vehicles next to glider trailers for camping purposes is not allowed. The speed limit on the campground is 5 mph. Keep dust at a minimum and maintain a safe environment.

TTSA Office. Office hours are Monday through Sunday, 8:00 – 17:00. The office computer and telephone are for the exclusive use of TTSA staff. Pilots are asked to limit their time in the office due to its close quarters. Office use is reserved for instructors when needed. The office may be periodically "off-limits" to pilots as office staff perform their duties and/or due to guest congestion. The office is not to be opened or remain open unless office staff is present or TTSA staff needs access.

WiFi. The airport WiFi is open to all but has limited range. A campsite closer to the airport might benefit from a booster. Other outer-lying campsites will need a mobile WiFi hotspot.

Spare keys. Spare key storage for your vehicle/trailer/camper is available in the office; consult with office staff for instructions.

Dogs. Dogs must be leashed at all times. No exceptions. Dogs are not allowed near the lawns near the flagpole or golf carts. Clean up after your pets.

Glider-Trailer Parking. Glider pilots must ***check in at the office BEFORE parking a glider trailer*** in the tiedown area. Glider trailers must be parked as close together as possible to ensure room for all. TTSA reserves the right to require the glider owner to reposition the glider trailer if necessary. All glider trailers will be identified with pilot name and/or glider number.

Tiedown fees are either \$10 per night or \$200 per month beginning when you arrive. Payment for a full month is due upon arrival. Monthly payments will be due thereafter in advance. A \$100 credit toward your tow fees or launch fees for the month is offered to encourage flying during the month. The \$100 monthly credit can roll over to the next month, but it will not roll over to the next season. The \$100 monthly credit is non-transferable.

Battery Box. Each battery/radio cubby-hole is marked on the outside with the tail number of the associated glider. If it is unmarked, feel free to claim it for your glider.

Be advised: TTSA only has a 110/120 volt/***100-amp capacity charging system for the whole property that does not have the ability to charge electric motor glider batteries.*** Plugged-in motor glider batteries keep blowing our breakers, resulting in no one having a charged battery the following day. The alternative is a traditional tow, or a different way to charge the battery not using TTSA's grid. TTSA would welcome donations to upgrade the electric panel to a 200-amp system, but until then it cannot be used to charge electric motor glider batteries.

"Shedo." Shedo is largely a community shed located across the gravel from the bathrooms. It holds tools, supplies, the music system, and is a space for the occasional small gathering to keep out of the wind or food preparation. A few general concepts include: if you break it, you buy it; if you mess it up, clean it up; if you borrow it, put it back where you found it. Some simple hand tools may be borrowed, but please ask first! This is a multi-purpose room. Keep it in order.

Bathrooms. There are two bathrooms at the back of the office building. Be advised that the bathrooms are ***connected to a septic system***, not a municipal system. Do not flush anything extraneous down the toilets. If you are ever inspired to clean the bathrooms, please do so. Cleaning products and gloves are located in Shedo. Again this year, a handicap bathroom stall will be delivered and maintained by Sani-Hut.

Shower. There is only one shower at the back of the office building. Since many people use the shower, keep shower length to a minimum. If you traditionally take hour-long showers, wait until you get home to do so. Please be mindful of the community needs. Do not leave personal items in the shower. Leave the shower ready for the next person to use. Again, if you are ever inspired to clean the shower, please do so. Cleaning products and gloves are located in Shedo.

Refrigerator. Label your food with your name. Any food found in the refrigerator without such a designation will be thrown away. The exception will be for supplies for special events. ***All water or***

Gatorade in the refrigerator is solely for staff, specifically the tow pilots and instructors. If you did not put it there, it does not belong to you!

BBQ Area. The BBQ area behind the office is available for use by campsite occupants. On Saturday nights around 17:45 the briquettes are lit. All are welcome to show up with their favorite food to grill and side dishes to share for a family style evening meal get-together. Per Covid-19 protocols, social distancing will be necessary until restrictions are lifted.

Outside Sink. Wash your own dishes including borrowed coffee cups, glasses, and silverware. Do not leave dirty dishes in the sink for someone else to clean!

Dumpster. The Dumpster is located in the parking lot area to dispose of any refuse. Flatten any boxes to give as much space in the dumpster as possible since many make use of it.

Bunkhouse. The bunkhouse is available on a first-come, first-served basis for \$20 per night. Housing for TTSA staff or Line Crew is prioritized. **Call the office to confirm availability before arriving.** Bring sleeping gear. During Covid-19 protocols, only one person will be allowed to sleep there at a time until restrictions are lifted. During the day, the bunkhouse is reserved for Line Crew instruction or a special event meeting space.

Group Tents. The two group tents have four cots in each. For individuals, the fee is \$25 per night and the tent remains open for other individuals of the same gender to join as needed. For the whole tent, the fee is \$75 per night. Housing for TTSA staff or Line Crew is prioritized. Call the office to confirm availability *before* arriving. Bring sleeping gear. During Covid-19 protocols, only one person will be allowed to sleep there at a time until restrictions are lifted unless it is a family household in one tent.

Campsites. All campsites are reserved for TTSA glider pilots with a few approved exceptions to continue to foster good neighbor relations with fellow organizations at TTAD or aviation authorities. Please check with the office before choosing a campsite to see which ones are available. Location preference will be given to TTSA staff members and returning pilots. **All campsites must be reserved before arriving** at the campground. Call the office to discuss details of your preferred site. Final assignments are per the discretion of TTSA leadership. TTSA's campground is not a storage place for trailers/RVs. Campsites will not be assigned until all outstanding bills from previous years are paid. Quiet hours are between 20:00 and 7:00.

The campground currently has:

- 1 Tent City – open community campsite to anyone bringing their own tent for the night
- 34 Campsites – individual
- 4 Association and Club trailer sites near the glider trailer tiedown area

Camping fees are either \$20 per night or \$300 per month beginning when you arrive. Payment for a full month in advance is due upon arrival. Monthly payments will be due thereafter. A \$150 credit toward your tow fees or launch fees for the month is offered to encourage flying during the month. There is no longer a seasonal campsite fee. The \$150 monthly credit can roll over to the next month, but it will not roll over to the next season. The \$150 monthly credit is non-transferable. For

association/club instructors with a campsite who fly often with students paying for their tows, but who do not get to fly often for themselves, see the office for a campsite fee adjustment.

Every campsite occupant is required to care for their assigned area. Cleanliness of each campsite shall be maintained; failure to do so will result in eviction. While at the campsite, be aware of bears! Keep any and all food properly stored. All garbage should be taken to the dumpster in the parking lot and not left out for bears and other critters to scatter across the landscape.

When vacating the campsite, remove all items not natural to the environment or the campground. Per TTAD, an effort should be made to lean picnic tables/benches up against a tree in an effort to prolong the item's integrity. Concerning any other item(s) a campsite holder deems necessary to leave over the winter, confer with the General Manager identify the item(s) that will not be removed once the season ends. Without prior authorization, TTSA is not responsible for the loss of any item(s) after the season ends. Absolutely no other items will be allowed to be stored over the winter in a campsite. Anything left will be disposed of. Every campsite should be left clean and ready for the next occupant.

NO open-pit fires or outside cooking equipment, etc., at individual campsites are allowed per TTAD rules. The only authorized place for BBQ or outdoor cooking equipment is the traditional place near Shedo behind the office. The only authorized place for an open-pit fire is the metal firepit behind the office. The last person leaving the fire must make sure it is "dead out." When smoking, be extra diligent to put out the butts of the cigarettes/cigars completely and dispose of them appropriately.

There is only one campsite (General Manager) authorized to be plugged into electricity from the office building or Shedo. All other campsites are required to have other methods to generate expected power needs, including generators and solar-power systems, in a fire safety conscientious manner. If using a generator, please observe quiet hours.

Hangar. TTSA's hangar is K-1 on the other side of the airport. This is storage for sailplanes, golf carts, and large-ticket items over the winter, as well as some parts, special event equipment, and administrative files.

FLIGHT OPERATIONS

Documentation. All required documentation is to be submitted to the office before preparing to fly. For details, see Associations/Clubs and Private Pilots under Community of People above.

Initial Checkout. For details, see Associations/Clubs, Associations/Club Instructors, and Private Pilots under Community of People above.

Weather. TTSA posts the weather report/forecast every day on the flight office window. As a pilot, you should obtain and need to understand all conditions that could pertain to your flight before launch. If you do not understand a certain notation, ask!

Density Altitude. Always expect:

- Slow takeoff acceleration/prolonged period without full aerodynamic control

- Must use negative flaps if available
- Must be prepared to abort takeoff if all goes south
- Increased TAS/decreased climb rate/dramatically reduced climb gradient
 - Affects obstacle clearance/rope break planning
 - Prolongs critical phase of tow/increases need for vigilance

TTAD Noise Abatement Procedures. This information regarding powered aircraft arrival and departure procedures will provide enhanced situational awareness for TTSA glider pilots. View videos at <https://truckeetahoeairport.com/aviation/procedures>.

Landmarks. The landmarks marked (Glider) are locations useful in reporting your location to Tower; they are also frequently good thermal generators. The landmarks marked (Airplane) are used by pilots flying Truckee Tahoe Airport's published noise abatement arrival and departure procedures. The landmarks marked (Glider or Airplane) are used by both gliders and airplanes, either for reporting position to Tower or flying a published noise abatement procedure.

Lone Pine	(Glider)
Brockway Summit	(Glider or Airplane)
Hot Rocks	(Glider)
Frog Pond	(Glider)
Northstar Village	(Glider)
Highway 267 Bypass	(Airplane)
Truck Scales ("Bug Station")	(Airplane)
Gateway (Hwy 89 and I80)	(Airplane)
Railyard (East of town of Truckee)	(Airplane)

Official Lone Pine Location. North of the extended centerline of RWY 29 and East of Martis Dam Road.



Parachute Operations. Truckee Tahoe Skydive, Inc. (Skydive) has offices, repacking facilities, and a 300'x300' drop zone located directly south of TTSA, and conducts parachute operations out of TRK. Their ground entry to that area will be via the same entry TTSA uses off Martis Creek Road. Skydive will be providing commercial jumps using commercially rated parachutists for paying customers (similar to TTSA's commercial glider ride business) and may allow experienced parachutists to jump.

Skydive will load their clients in the angled turn-off area in front of their office and proceed to the threshold of Runway 20 for launch operating with the same procedures as any other powered aircraft. ***When using the angled turnoff from Runway 20, glider pilots must be aware of the position of the jump plane, which may be located in this area. Stay alert for their positioning.***

Tower coordinates the jump plane's climbout. The jump plane's "standard departure" will be a 540-degree left turnout departing Runway 20 passing over the campground area thence to the sewage plant continuing over the departure end of Runway 29 intercepting Highway 267 to Kings Beach, climbing to 16,500' MSL. At that time, the plane will return to fly over the airport (with a correction for winds) and release the jumpers. If, due to weather or aircraft, the jump plane has to fly a "non-standard" departure, the specifics will be requested on Tower frequency.

Glider pilots operating in this jumper release and descent area must remain alert to parachute operations. Glider traffic should vacate this area during parachute operations; if that cannot be done safely, the glider pilot should advise Tower/jump plane of the glider's position and intentions. It is the jump plane's obligation to clear the area and assure that no aircraft are below them in the drop/landing area and their obligation to hold their jump until they have clear air below them. It is each pilot's prerogative to declare that he/she cannot safely comply with the request to vacate the area. Please try to accommodate Skydive operations if possible.

The jump plane is equipped with radios and a transponder and the pilot will announce on Tower frequency 120.575 before commencing parachute operations. "Three minutes to jumpers away at Truckee," and then "Jumpers away over Truckee Airport." The time from the initial jump until they are on the ground is approximately five minutes.

Parachutists will generally approach the landing zone from the south/west and are supposed to remain inside of the left downwind for Runway 20; however, glider pilots operating in the pattern during parachute ops must exercise vigilance and maintain a visual lookout in all directions. Glider pilots must not compromise their own safety but should be prepared to adjust their landing pattern if necessary and practical in the event of potential conflict with parachute activity. Communication is key.

Skydive will announce: "All jumpers on the ground" on Tower frequency 120.575 when all jumpers are down.

Glider Preflight. Pilots are required to conduct a thorough preflight and a positive control check before moving their glider to the staging area, including radio checks in the tie-down area — but not on Tower or Ground frequency. Only after preflight should you move your sailplane into the lineup for takeoff. Perform all preflight activities and do all errands before you get to the staging area. ***Do not leave your glider unattended.***

Tow Ticket. Pilots must provide a completed and legible tow ticket with all the necessary information to a TTSA Line Crew member upon entering the takeoff staging area. Motor glider pilots must turn in a self-launch ticket to the office before takeoff. Tow tickets are available in the office. Relay any instructions to the tow pilot via Line Crew when you submit your tow ticket.

Radio. As previously stated, you must have a working radio to fly at TTSA. No launches will commence without direct radio communication between Tower, tow pilot, and the glider pilot. This will be strictly enforced! Do your radio check before getting in the lineup. Remember, doing a radio check while on the launch pad is not acceptable. For radio check use UNICOM frequency 122.95 or glider frequency 123.3.

Transponders. TTSA strongly encourages all pilots to have and use transponders. The FAA has assigned transponder code 1202 for use by gliders not in contact with an ATC facility. Make sure the office knows what kind of transponder you use (Mode C/S or ADS-B out capable). Additionally, the office needs to know what kind of spot tracker you have, if applicable, so we know how to keep track of your flight.

Communicating with Tower. Air Traffic Control (ATC) message format is: who is being addressed, who is speaking, what the message is. Expect and listen to Tower's response. "Party line" communications: listen to other traffic to understand what is happening in the airport traffic area (situational awareness). ATC controllers are professionals – treat them as such. ATC controllers have jurisdiction over their airspace; however, you remain in command of your own aircraft.

Pilots should use the glider's tail letters/numbers or the last three digits of N-number, always preceded by the word "Glider" so Tower will recognize a glider and provide the special handling sailplanes need. An example would be "Glider Whiskey Juliet/Glider 531."

All the tow planes use the color of the tow plane on all radio calls, i.e., White Tow and Green Tow.

Tow pilot will request Tower clearance to stage for launch.

Advise tow pilot you are "ready for takeoff" on Tower frequency.

Tow pilot will request takeoff clearance from Tower.

Monitor this exchange but do not transmit, except in an emergency.

There is no need for a glider to call "off tow."

If a pilot releases within the control area say, "Glider [tail number] circling [east, etc.] of the airport." It is not required to report leaving the controlled area, i.e., within 4.2 NM of airport center and 8,400' MSL.

Make any "non-standard" request as soon as possible so Tower has adequate warning to accommodate.

Make the request to circle at Lone Pine as soon as possible with Tower. Circling maneuvers at or above 8,000' MSL at Lone Pine is acceptable unless there is other traffic. Tower will advise if able, when the pilot requests this.

Monitor Tower frequency 120.575 within ten miles of the airport per TTSA/Truckee Tower Letter of Agreement.

Updates are to include the pilot's stating he/she has the weather, i.e., "one-minute weather," "AWOS," "weather," etc.

If you are unable to comply with a given clearance, say, "***Glider [tail number] unable.***" If possible, suggest an alternative course of action. Then, if necessary for the safety of your flight, and you still need a clearance the Tower is not providing, you may have to ***declare an emergency***: "Truckee Tower, glider [tail number] is declaring an emergency, will be landing immediately on Runway [20]."

Lineup. Pilots must remain with their sailplane once it has been placed into the takeoff lineup! Do not leave your glider unattended with the tail wheel dolly on at any time anywhere on the airport. Dust devils and/or wind can damage your glider and other gliders in the blink of an eye.

The launch window for private pilots is between 11:30 and 13:00 when, in general, priority is given to their activities. Sometimes other activities such as scenic rides and instruction overlap into the launch window. When this happens, it is not intentional, but simply how the timing of the day has proceeded given any interruptions or unforeseen issues. Be patient if it is a busy day. Pressure on Line Crew or office staff will not make the tow plane fly faster.

Complying with TTSA Line Crew Directions. Trust us, they have the "big picture"— you do not. All pilots must comply with directions given by TTSA personnel, including all Line Crew regardless of age. Your assignees may run your wing only if they have been thoroughly vetted by TTSA staff before beginning preflight activities.

Training Maneuvers Request/Tower Clearance. The instructor will call Tower prior to takeoff to discuss the training scenario if it entails a rope break. The tow pilot will request a pattern tow. A return to landing on Runway 2 requires Tower to clear Runways 11/29 of any potentially conflicting traffic.

Any tow requests/instructions or intent to practice tow maneuvers (slack line, boxing the wake) should be relayed to the tow pilot via the tow ticket. The tow pilot will make every effort to comply with requests, given no other safety or traffic considerations. You will not be allowed to direct the pilot to your preferred heading or area once airborne.

Staging. To reduce runway incursions, take care not to cross the hold short line while in the staging area. The tow plane, golf cart, personnel, and glider must remain behind the runway hold short line until the tow plane is cleared by Tower onto the runway for glider staging/launch.

In the interest of expeditious traffic flow on an active runway, the glider and pilot must be prepared for flight in the staging area before taking the runway. Complete takeoff checklist (except rope and release) before entering runway. Establish radio contact with the tow plane before it starts to move into position. Do not cross the hold short line until ready in all respects for flight. Once the glider pilot has indicated ready for takeoff, the tow pilot will contact Tower for clearance using glider tail number for staging on the runway. Everyone needs to be alert for radio calls from Tower.

Once the tow plane begins proceeding onto the runway, Line Crew may cross the runway hold short line, ground-tow the glider onto the runway, and maneuver the glider onto the runway centerline, where the glider pilot releases the golf cart tow rope. Line Crew will line up the glider and remove tail dollies. Line Crew will help you move your glider into position, but the glider pilot is responsible for correct positioning and tail dolly removal. The glider pilot assumes full responsibility for assistance by TTSA personnel.

A locally developed hand signal to communicate a lack of radio communication while staging on the runway in Tower airspace is: ***If the tow plane lowers its flaps and/or rocks its ailerons, or you get a “thumbs down” hand signal from the tow pilot, radio communication has not been established and you must immediately establish communication or you will be pulled from the launch position by Line Crew.*** Please be aware the signal may also indicate an impending conflict and you will have to immediately release the tow rope from your end so you can be moved off the runway.

Have your cockpit secured and complete your pre-launch checklist before towline hookup. The wing runner will conduct a visual inspection of the tow rope for knots and damage. The wing runner will then present the tow ring to the glider pilot; once accepted, the wing runner will attach the tow rope to the glider.

Once the glider has been hooked up to the tow rope and upon signal from the wing runner, the tow plane will taxi down the runway to tighten the rope.

Upon the “thumbs-up” signal from the pilot, the wing runner will confirm that the spoilers are locked, the tail dolly is removed, and there is no conflicting traffic. The wing runner will then raise the wing. If carrying water, wings will already be level – but give the signal nonetheless. And give the windsock and ALL runways and approaches a final look.

Takeoff. When completely ready for tow to begin, advise tow pilot using correct signals. The glider pilot will then announce on tower frequency, “Glider [tail number] ready for takeoff.” The tow pilot will obtain a takeoff clearance from Tower, and takeoff will commence. On take off, your tow pilot will handle all radio communications with Tower on 120.575. Set your transponder to 1202 unless assigned another discreet squawk by ATC.

The pilots of both aircraft should maintain awareness for traffic throughout the tow. Upon release, the glider MUST conduct a right turn; the tow plane will conduct a descending left turn.

Even with an operating control tower, all personnel involved in the glider launch must remain vigilant in looking for traffic in the air or on the ground.

Threshold Takeoff. Under certain conditions (e.g., downwind takeoffs and high density altitude days), it is better to tow from the threshold of Runway 20 so that the runway's full length is available for takeoff. Bear in mind that on hot days, density altitude may approach 10,000'. ***Ballasted and powered gliders must operate from the threshold of Runway 20 without exception.***

Water Ballast Takeoffs. Water ballast takeoffs must stage at the runway threshold so the full runway length is available. Be prepared to abort if unable to control glider. Do not allow glider to stray into TTSA ramp under any circumstances.

Downwind/Crosswind Takeoffs. Coupled with high density altitude, downwind and crosswind takeoffs drastically demand more technique. If negative flaps are available, the pilot must use them. The glider pilot must be proficient in the wing-down crosswind technique.

Maintaining Aerotow Position. The natural horizon is unavailable until reaching ridgetop level. Maintain correct position by keeping tow plane in a fixed location on canopy. Remember: correct high rates of position change immediately; correct out-of-position deliberately.

Emergency Off-Airport Landing Options. There are no ideal options and, very few tolerable ones, which places a premium on accurate aerotow technique. Remember, the glider pilot is incapable of breaking the rope because of drag alone. To break the rope requires a pilot allowing slack to form, then to abruptly run out. Do not be the guy who does that!

Tow Release. Glider pilots do not announce "off tow" on Tower frequency. Both pilots should note altitude release.

Minimum Release Altitude. The minimum tow release altitude is **8,000' MSL, no exceptions** (unless emergency); this will be the minimum charged for your flight. Even if strong lift is encountered below this altitude you must stay on tow until 8,000'. This is required to effectively and safely work under Tower operation. ***We cannot have a low release and an immediate set-up for landing because it could interfere with other Tower landing instructions and incoming aircraft.*** Turbine traffic pattern altitude may be 7,400' MSL and have very steep climb and descent gradients.

Only when the aircraft is under the command of a TTSA instructor and after receiving approval by Tower for maneuver training, a release can be made under 7,000' MSL. However, if the glider pilot needs pattern ***tows for training under 7,000' MSL***, put a note on the tow ticket to make this request. The tow pilot will pass along the request to Tower. The glider pilot must coordinate this desire with the tow pilot prior to requesting clearance onto the runway.

Self-Launching Motor Gliders. The motor glider pilot is required to ask and have answered any questions regarding procedures prior to operating. A tan self-launch ticket is to be turned in to the office before takeoff.

A properly working radio is critical for safe motor glider operation. Prior to entering the runway environment, the pilot of the motor glider will ensure the radio is functioning, and that the pilot can properly monitor transmissions from Tower despite engine noise. The pilot of the motor glider is

responsible for radio communication with Ground Control and Tower while in the Class D airspace of the Truckee Tahoe Airport.

A motor glider will always stage and conduct its engine ***run-up/pre-takeoff checks in the run-up area*** located on the west side of the runway threshold, not on the runway. Prior to entering the runway environment, the motor glider pilot shall contact ground control 118.3, saying position and intention. "Truckee Ground, motor glider [tail number] east side of Runway 20, request permission to taxi to the run-up area." Only when given permission by ground control may the motor glider cross to the run-up area.

After completing run-up, pilot will contact Tower for takeoff clearance. Motor gliders cannot take the runway without clearance. When the motor glider is ready for takeoff, the pilot shall then call Tower on 120.575 and call for takeoff. "Motor glider [tail number] is ready for takeoff." Tower will respond with either, "hold short," "motor glider [tail number] lineup and wait," and/or "motor glider [tail number] cleared for takeoff."

If the motor glider takeoff must be aborted for any reason, the motor glider pilot is expected to be able to safely execute this maneuver.

Motor gliders are expected to follow the same general left downwind departure procedures as the tow plane during takeoff and climb out, including noise abatement procedures.

Glider Sector. The northeast quadrant of the airport is defined by the extended centerlines of Runways 11/29 and 2/20.

Powered arrivals from over Brockway sometimes will fly base entry to Runway 29. Tower will generally keep airplane traffic out of "our" sector. The principal exception will be skydivers descending from 16,500' MSL to the landing zone immediately south of the TTSA office building. ***Skydivers have the right of way over all other traffic, including gliders.***

Gliders should plan to fly a left pattern to Runway 20, a right pattern to Runway 2. If a glider pilot needs something else or an abbreviated pattern, advise Tower as soon as possible! In an emergency, all runways are available – but Tower needs to know ASAP.

Glider Ride Profiles. Glider rides are flown only by TTSA commercial pilots. They take tows to 9,000'/10,000'/11,000' MSL and release over Hot Rocks/Brockway Summit/Tahoe lakeshore, respectively. Flights gradually return to Hot Rocks, then enter the pattern for landing. There may be a need for immediate return due to airsickness. SGS 2-32 approaches may be flown as high as 80 knots indicated airspeed (KIAS). Glider rides may briefly gaggle with you to provide passengers a view of you.

Gagging. Do not expect to make radio contact with other glider pilots in gaggle. Glider pilots are likely to be monitoring Tower (120.57), not glider (123.3) frequency. Keep a sharp lookout for all other traffic, and move your head, not just your eyes. When other pilots look into your cockpit they will expect to see your head moving and your eyes looking at them. When entering gaggle, wave your hand at the other glider pilot(s). Look to see the other pilot(s) return your wave. This establishes

mutual I-see-you without radio chatter. If you do not see the other pilot's eyes, leave the gaggle immediately!

Reno Class C Airspace. If within Reno Class C lateral limits, you must have and use an ADS-B transponder unless above 10,000' MSL. Time permitting, monitor ATIS 135.8 before contacting NCT (NorCal Tracon) (119.2, 126.3). Contact NCT if landing at Reno is necessary or contemplated. Make contact prior to entering Class C airspace. If denied clearance, consider declaring an emergency. State your position by reference to charted Visual Reporting Points (SFO Sectional) or VORs. NCT will generally not vector gliders. At appropriate time, NCT will instruct you to contact Reno Tower (118.7). Tower will clear you for landing. Land on the runway you are cleared to, not the taxiway.

In an emergency, with a landing at Reno necessary due to an electrical failure or something equally dire, continue toward airport even if your transponder and radio are inoperable (worst case scenario). Plan to cross directly over middle of airport, above pattern altitude. Enter a normal downwind for an unused runway if possible, normally Runway 25. (Note: during Air Races at Reno, Runway 25 will be NOTAM'ed Closed.) Rock your wings to make your glider more conspicuous, look at Tower, and expect to see a bright green flash of light. This will be your clearance to land. In rollout, if possible, hold short of all other runways.

Approach to Truckee. All pilots must contact Tower when re-entering Class D airspace controlled by Tower. Returning from extended flight, monitor AWOS (118.0) for winds, weather or other changes since takeoff. Listen for other traffic, assemble mental picture of what is going on. ***This is a very busy airport with many transient power pilots who are not familiar with the airport and its unique arrival procedures and who are task-saturated by our Great Basin operating conditions.*** Expect the unexpected!

Within 10 miles out (NLT 4.2 NM), contact Tower (120.57), with position, advise AWOS and intentions (landing/staying aloft, etc.). Do not force your right-of-way over powered aircraft unless necessary. Gliders use a left pattern for Runway 20 while power aircraft make right traffic for Runway 20. Be aware of Truckee's standard arrivals and departure tracks for powered aircraft (view videos at <https://truckeetahoeairport.com/aviation/procedures>). This will provide you better situational awareness with respect to where powered aircraft are relative to your position.

If you do not plan to immediately proceed to the pattern for landing, advise Tower you are maneuvering and where (i.e. "Truckee Tower, Glider 123, maneuvering over Frog Pond at 8,300'."). Be mindful of the implications of circling at pattern altitude at or near "Lone Pine." This is a potentially dangerous flight maneuver to you and other gliders, and may hold up launch operations.

Do not dump water ballast over the airport below 8,500' MSL without obtaining clearance from Tower or unless there is an emergency.

Terrain Considerations. There is high terrain all quadrants, funneling air traffic into narrow corridors! Plan to remain well clear of these natural "animal runs." Trees near Runway 20 threshold create low-level turbulence during crosswinds. Drop-off short of Runway 20 threshold creates sink on windy day. Sink increases when headwind speed increases, so synergy exists. Increased headwind on approach

results in enhanced sink. Combination of headwind and sink can make reaching the runway difficult. Danger! ***Never extend your downwind leg on an approach to Runway 20!***

Landing. When approaching for landing, obtain weather information on AWOS 118.0 and advise Tower you are inbound for landing (“Truckee Tower, Glider [tail number], inbound for landing Runway 20, with AWOS (the “weather”, “minute weather” or "information") and advise of any special considerations. When landing, plan your approach while you have plenty of altitude.



Expect to be routed to and report “Lone Pine” for entry (Lone Pine is the tree by itself east of Martis Dam Road and North of the arrival corridor to Runway 29) to a left downwind to Runway 20. You will likely be cleared for landing upon turning downwind. Lower your gear and plan to complete your checklist prior to pattern entry. Do not test airbrakes until close enough to reach the runway if they become stuck.

Remember, a gear-up landing will tie up the entire runway, possibly the airport. TTSA takes gear-up landings very seriously. They are evidence the landing checklist was neglected. This is unacceptably poor airmanship and flight discipline and may be grounds for suspension of flying privileges.

Tower will assume you will hold short of and remain clear of the Runway 11/29 intersection. If unable to do so, advise Tower immediately.

Use caution during the approach to Runway 20, as there is often wind shear/turbulence/downdrafts present on short final due to the cliff at the end of the runway. Plan to touch down beyond the runway

numbers; there is nowhere to land if you come up short, which can be a fatal mistake. Because of these conditions, it is highly recommended that you make your turn to base leg opposite the Runway 20 threshold.

With the Control Tower in effect, you do not have to report turning base or final. Tower will provide clearance to land, i.e., "Glider [tail number], cleared to land." If Tower does not respond with a clearance by your base turn, call again, but concentrate on a safe landing: aviate, navigate, communicate!

After landing, immediately clear the runway. Be mindful of the fact that if and when you stop on the runway, you are effectively closing the runway to all traffic. The ground retrieve crew cannot enter the runway until specifically cleared by Tower.

Turnoff Lane. The turnoff lane is effectively part of our glider "runway," so treat it as such. Manage your landing energy to roll past the hold short line on the angled turnoff. If you stop short of the hold short line, immediately exit the aircraft and pull the glider past the hold short line, then advise Tower that you are clear of the runway.

As soon as practical, pull your glider off the angled taxiway and onto the taxiway back to the launch area. ***This is important because there may be gliders landing right behind you who might need the entire angled turnoff.*** Vacate the turnoff lane ASAP; it may be necessary to push glider off pavement to expedite the process to make room for the next glider landing. Here again, you must follow line crew directions, without exception!

Do not turn off at the first turnoff where the tow planes and gliders stage. If you miss the second (angled turn-off), there is a third turnoff, "P" (Papa – a right 90-degree alleyway off Runway 20). If for some reason you miss the turnoffs, push your glider off the edge of the runway between the runway lights and wait for assistance to retrieve your aircraft. Notify Tower of your predicament.

Tower will assume that if you miss the angled turnoff, you will stop on Runway 20 short of the intersection with Runway 11/29. If you cannot stop before that intersection, communicate to Tower that you intend to roll through.

Clearing Runway 20 with a Quartering Right Crosswind. In these conditions, impeccable crosswind technique is imperative; keep that right wing down. The pilot must retain sufficient IAS to provide enough rudder authority to turn left onto TTSA turnoff lane. A left turn against a right crosswind—you figure it out. Once established on angled turnoff, you must quickly dissipate groundspeed. Here again, density altitude is a factor. The operation places high demand on wheel brakes. Plan to have a spare pair of brake pads or other essential rotables. As a note, if you are not comfortable with landing on Runway 20, you always have the option of landing on any of the other three runways. Just make that request to Tower and fly the appropriate pattern, i.e., right-hand pattern to Runway 2.

Positioning Tail Dollies. Tail dollies and wing wheels are positioned near rollout end of angled turnoff. If you do not use a tail dolly, use an orange highway cone with your ID on it. (These items provide a secondary check of who is still unaccounted for at day's end.)

Cross-Country Flights. Under normal circumstances, TTSA monitors 123.3 (inter-glider communications) especially for cross-country flights as well as Tower frequency. Please note, however, that while good, there is a limit to our reception range. Please relay messages for other gliders if they are out of the area and cannot reach TTSA by radio. If you are going cross-country, please radio the TTSA office on 123.3 or phone a landline by 16:30 letting TTSA know your status.

TTSA, at its sole discretion, may contact authorities for any overdue aircraft that does not return or contact the office by dusk, and a search and rescue operation may be initiated. For this reason, failure to contact the office if you land out and/or are overdue may result in a loss of flying privileges at TTSA.

Aero Retrieves. TTSA encourages cross-country flight and will make every effort to provide an aero retrieve consistent with safety and our operational requirements. TTSA cannot, however, perform or participate in “land” retrieves. Please make personal arrangements with your fellow glider pilots for land retrieves. There can be no TTSA aero retrieves from Topaz or Herlong due to hazardous conditions. Aero retrieve from Sweetwater might be possible, but this is not guaranteed. There are also practical endurance limits to our retrieve abilities. Please check with the General Manager about potential retrieve locations.

Please also make sure to advise the office (530-587-6702) of your land-out status. Every pilot should also carry a cell phone with the personal number of someone who will be at the airport base.

Prices for standard aero retrieve locations are listed the 2020 Season Pricing. Tow pilots will not be available after 17:00 unless previous arrangements have been made. A pilot must call in over the radio or via phone if mid-flight. The standby fee for a tow pilot is \$35 per hour in addition to the retrieve fee. If the pilot needs a staff member to stay to assist in ground retrieval after landing, the fee is \$35 per hour until all assistance is completed.

EMERGENCY LANDING OPERATIONS AND ACCIDENTS

Emergency Procedures. In the event of an emergency, pilots are expected to aviate, navigate, and then communicate. In the vicinity of TRK, radio calls should be made on Tower frequency (120.575). Anticipate emergency situations and your response ahead of time. Your reactions should be virtually automatic.

All **emergency communications** are made on Tower frequency; once outside controlled airspace, the emergency channel is 121.5.

If you are unable to comply with a given **clearance**, say, “Glider [tail number] unable.” If possible, suggest an alternative course of action. Then, if necessary for the safety of your flight and you still need a clearance the Tower is not providing, you may have to **declare an emergency**: “Truckee Tower, glider [tail number] is declaring an emergency, will be landing immediately on Runway [20].”

If tow plane calls “Emergency, [green or white] tow **aborting takeoff**, Runway []” RELEASE IMMEDIATELY. If the glider does not immediately get off tow, tow plane will release the towrope, and stay clear to the left of the overtaking sailplane.

In an **emergency tow abort scenario**, we expect these radio calls, including calls in the event of further complications:

Tow plane calls “Emergency, [green or white] tow **releasing tow**, Truckee.” Keep Tower informed of your intentions.

Glider calls “Truckee Tower, emergency, glider **rope break**, must land immediately, request all traffic stand clear.” Tower should give you an immediate landing clearance.

If unable to release, glider calls “**Tow release failed**, tow plane release rope.” Tow plane, inform Tower of the situation and request glider landing clearance on the preferred runway, given the situation. The tow plane will position the glider in the airport pattern with extra altitude and will release the rope from the tow plane. The glider should land long to avoid catching the towrope on objects at the approach end of the runway. Again, throughout the emergency keep Tower informed as to your intentions as best you can. Ensure landing clearance is received.

If neither tow plane nor glider can release, tow plane calls “Emergency, [green or white] tow requests to **land** on Runway [] at Truckee **with glider in tow.**” The approach to the runway will be made straight into the wind if possible (choose the best runway) with the glider in a low tow position. Use spoilers as necessary to prevent a slack line. A long runway is preferable (most likely Runway 29), and the landing will be made long. Use your glider’s wheel brake to stop your aircraft and the tow plane. If unable to stop, the tow plane will continue down the runway and guide left to stay clear of the overtaking glider that will guide right during the landing rollout. Some glider types, typically those equipped with a nose wheel, may be unsuited to landing on tow and in the highly unlikely case of a dual release failure these pilots **may opt to break the tow rope** rather than attempting to land with the tow plane.

If you cannot land on the runway and have to make a landout, identify your aircraft and state the **location of intended off-airport landing**. Pick a field and plan your approach early while you have time to think. Maintain control at all times. Stay calm and touch down with minimum airspeed, uphill, and into the wind in that order of priority. After landing, attempt to establish radio contact with TTSA. It may be necessary to have someone relay your messages.

If aborting a motor glider takeoff, motor glider calls “**Motor glider** [tail number] **aborting takeoff**, Runway [].” TTSA expects all motor glider pilots to be able to safely abort their takeoff at any point during their ground roll in case of engine problems, conflicting traffic, or any other emergency situation that may develop.

A “**hazardous spill**” is defined as an unauthorized or unintended release of a chemical or substance that may be injurious to the environment. In our case, a potential spill could include AVGAS, battery acid, oil(s), solvents, resins, or similar materials. In the event of a hazardous spill, call Stacey Justesen (Safety and Security Manager) at 858-735-7529 or Dave Hoffman (Director of Operations and Maintenance) at 530-386-1700.

Reporting Requirements. FAA (and, in turn, NTSB) will be notified by Tower of any fatal or serious accident or any event that involves a disabled aircraft in the airport environment. For accidents that involve substantial damage to aircraft but minor or no injuries (such as a hard landing) or any of the following incidents, notification should be made as soon as possible to NTSB:

- Flight control system malfunction or failure
- In-flight fire
- Mid-air collision
- Damage to property (other than the aircraft involved) that is estimated to exceed \$25,000
- Overdue aircraft that is believed to have been involved in an accident

Information to be Provided in a Notification.

- a) Type, nationality, and registration marks of the aircraft;
- b) Name of owner and operator of the aircraft;
- c) Name of the pilot-in-command;
- d) Date and time of the accident;
- e) Last point of departure and point of intended landing of the aircraft;
- f) Position of the aircraft with reference to some easily defined geographical point;
- g) Number of persons aboard, number killed, and number seriously injured;
- h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and
- i) A description of any explosives, radioactive materials, or other dangerous articles carried.

Note: this includes ballistic recovery systems (BRS) if aircraft is so equipped.

NTSB Part 830 Definitions.

Accident: An occurrence associated with the operation of an aircraft, that occurs between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Incident: An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Substantial Damage: Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Engine failure or damage, bent fairings or cowlings, dented skin, small punctured holes in skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wingtips are not considered substantial.

Serious Injury: Any injury which 1) Requires hospitalization for more than 48 hours commencing within 7 days from the date the injury was received; 2) results in a fracture of any bone [except simple fractures of fingers, toes, or nose]; 3) Causes severe hemorrhages, nerve, muscle, or tendon damage; 4) involves any internal organ; or 5) involves second- or third-degree burns, or any burns affecting more than 5 percent of the body surface.

Media Considerations. Only Hardy Bullock (the Truckee Airport Director of Aviation and Community Services) or his designee is trained and authorized to speak with the media concerning any emergency event on TTSA/TTAD property.

TTSA SOP AGREEMENT AND ACKNOWLEDGMENT

By signing this SOP document, you agree to hold TTSA harmless for any injury to your person or to any of your visitors, and for any damage that may occur to your property, including but not limited to automobiles, gliders, trailers, and/or RV's, including contents thereof, while on TTSA property. TTSA also cannot be responsible for the security of your glider and/or RV.

By signing below, you hereby acknowledge you have read and understand the SOPs and agree to abide by them while visiting, operating on, and/or flying from TTSA grounds. Again, you are encouraged to ask questions and clarify any issues you do not fully understand *before* signing your name.

Failure to abide by these SOPs may result in immediate suspension or revocation of flying privileges at TTSA and in severe cases, expulsion.

TTSA leadership reserves the right to decline to give aero tows, flight instruction, or any other services to anyone who TTSA, in its sole discretion, deems does not possess the aeronautical skills or temperament required for safe flight or ground activities involving any of TTSA's property or agreements.

Printed Name: _____

Signature: _____ Date: _____

TTSA Representative Name: _____

Signature: _____ Date: _____