

**Cypress Soaring  
Hemet Flight Operations  
Safety/Launch Operations Officer**

**Start up and shut down procedures (Hanger)**

- Open hanger and put on red vest.
- Push the cart out of hanger manually, put fuel in cart, check the rotating beacon for operation. IF INOP: Attach the flag to the cart. Cords are on the rear left cab to tie the flag on. NOTE: If the cart is not available to use, a private vehicle may be used, but it must have a rotating beacon (we have two) or airport flag attached.
- From the charge stand: load batteries that will be needed for the gliders scheduled today. If not using your own handheld VHF radio, get a club radio and be sure it is charged or has extra batteries. (Hemet CTAF: 123.00 Mhz)
- Get the file box with:
- AOM and sign off sheets (be sure that all club members on the field have read and signed the acknowledgement sheet).
- Forms: Liability release for any non-club members riding in our gliders.  
Club application forms.

Load also:

- “Pop Up” if available
- Folding chairs if available
- Extra reel of tow rope
- Extra weak links – Heavy Tost, Light Tost, Light Schweizer

If the area is relatively dry proceed to the north side by way of the perimeter road. Monitor the radio, STOP, LOOK & LISTEN to be sure it is clear to cross under the landing approach paths for both Runway 23 and 22.

If the area is wet or muddy you may proceed to cross on Taxi Way [C]. Use the rotating beacon on the cart (or the flag) and use the proper radio procedures for ground taxi. Stop at the Runway Hold Line, observe, listen then announce.

## **AT THE END OF THE DAY**

- Check that all gliders are properly tied down.
- Put all equipment back in hangar. Batteries back on charge stand.
- Cart key OFF and place it on the dash, beacon switch OFF – If the flag has been used remove it before attempting to put the cart back in the hanger.
- Hand move the cart into the hanger AFTER the tow plane has been returned to the hanger.
- Cover the benches on both sides with tarps. The hanger leaks in even the slightest precipitation.
- Notify the Flight Committee Chairman or ??? if any tow ropes or weak links need repair or replacement.

### **EMERGENCY CONTACTS**

Hemet Airport: 951-955-4838

Hemet Maintenance: 951-212-0496

Daniel: 951-652-3672 (office)

Cal Fire: 951-652-2066

FAA FSDO: 951-276-6701

**Cypress Soaring**  
**Hemet Glider Operations**  
**Safety Officer Standard Practices and Procedures**

For each day we fly at Hemet-Ryan Airport, we must have a designated SAFETY OFFICER. That person must be familiar with proper ground handling and procedures as well as proper radio communications, both ground to ground and ground to air. It will be the responsibility of the Safety Officer to ensure that all communications, ground movements of aircraft, tow cart, people, and takeoff and landing aircraft are done according to these rules, the Hemet Glider A.O.M. and established safety standards.

A Safety Officer may designate another person as Safety Officer when the first Safety Officer takes a break or goes to fly. The second person must also be competent to carry out the duties of Safety Officer, as described above. A Safety Officer may also designate an additional person to assist with launch and retrieval procedures.

1. The Safety Officer **MUST** wear the red vest, monitor the radio, and be present at the launch line continuously.
2. The Safety Officer will not run the cart, nor will he/she retrieve gliders. The Safety Officer will not assist in moving gliders from the tie downs to the staging area while flight operations are going on.
3. The Safety Officer will constantly monitor the launch line. If needed, the Safety Officer may assist in launching a glider, but it is preferable that, if possible, someone else should manage that task. The job of the Safety Officer is strictly to observe and direct ALL operations. It is important that the Safety Officer always monitor the radio and observes all movements and operations on the ground. The Safety Officer will have the authority to stop any operation at any time.
4. There will be NO glider launches without a Safety Officer present and observing the launch.
5. A change in Safety Officers may be made, but a complete briefing of the status of the flight operations must be given to the new Safety Officer.

Refer to the Hemet AOM and Hemet Radio Procedures. Please read these documents. We must be sure we are in compliance with them.

## **Operating Rules and Procedures**

***IMPORTANT: Refer to the Hemet Glider A.O.M. for additional operating rules.***

1. When a glider is staged for launch, no one should be in the launch area in front of, beside or behind the aircraft, or near the runway within 60 ft. except for the pilot/passenger and the launch person (wing runner). All other pilots and spectators should congregate behind the non-Movement area 60ft from the runway.
2. Before a glider enters the runway for launch, stage the glider perpendicular to the runway (wings parallel) in the designated staging area abeam the runway numbers and behind the road, at least 60 ft. from the runway edge, so as to avoid a collision hazard.
3. The glider pilot and glider should be prepared for launch (seat, rudder pedals and belts adjusted, parachute on if being used, radio and instruments on, altimeter set before entering the runway in order to minimize the time spent staged on the runway.
4. The Safety Officer and the glider pilot will monitor the CTAF frequency. If clear to taxi, the pilot will announce “glider is taxiing onto Runway 22 (or 04) for aerotow launch.”
5. The tow plane should not taxi onto the runway until the glider is ready for hookup and the wing runner has signaled the tow pilot to taxi onto the runway. The glider may be hooked up prior to the towplane taxiing to the runway. Once the towplane has taxied onto the runway, the tow plane engine should not be shut down and the launch procedure should be expedited.
6. All takeoffs and landings will be conducted from and to Runway 04-22, and no takeoffs or landings may be conducted on any surface other than the paved runway, except in an emergency.

7. If a glider or airplane pilot in flight announces their intention to land, any staged aircraft must immediately evacuate the runway and give way to the landing aircraft. The only exception is if the glider and towplane are hooked up and ready to launch, they may proceed with the launch if there is enough time before the landing aircraft reaches the final approach leg of their landing.

8. At an altitude of 3,000 ft. agl, the glider pilot should announce his/her intention to land. The glider pilot should also announce his/her position at the I.P., downwind, base and final legs of the pattern. Use proper radio phraseology. If you are not familiar with it, please study the Hemet Radio Procedures Document.

9. Gliders landing should roll off the runway into the roll-out area and up to or past the roll-out line on the north side of the runway. Be vigilant for gopher holes, obstacles and people. The pilot should immediately move the glider well clear of the runway and rollout area and into the movement area. See A.O.M.

Rev. 06/01/24

# HEMET RADIO PROCEDURES

## Hemet-Ryan Airport

Reference: NON-POWERED SAILPLANE/GLIDER AIRPORT OPERATIONS MANUAL (AOM) Revision 1 8/01/2011, Riverside County Economic Development Agency, and (AIM) Aviation and Aeronautical Information Manual, FAA, Ch. 4-1-9 and 4-2.

1. (AOM) All sailplanes and tow planes are required to be equipped with an operable VHF radio for communications and to make, and monitor calls on the Common Traffic Advisory Frequency (CTAF) that is currently listed in the Airport Facilities Directory (A/FD) as 123.0 MHz. A portable VHF radio will satisfy this requirement.
2. (AOM) When CALFIRE is in frequent or continuous operation, sailplane operations are restricted so as not to interfere with or impede CALFIRE air attack operations. The Air Attack Base Officer will contact the Sailplane operations via Unicom or telephone to establish a glider operational “stand down” and provide estimated length of time for the suspension, and will thereafter give clearance so that sailplane operations may safely resume.
3. (AOM) Once the tow rope is connected and preparations are complete, the sailplane pilot signals his or her readiness by radio communication to the tow plane pilot.
4. Tow pilot will announce before departure on 123.0 “Hemet traffic, Glider on tow departing glider runway 22 (or 4), Hemet .”
5. (AOM) Sailplane tow rope break practice will be conducted with an announcement made by R/T communications, once the rope break is underway.
6. Gliders being towed will monitor 123.0 MHz until off tow. Announcing “off tow” is not mandatory but sometimes polite after a “soft” release. Any emergency announcements will be made over 123.0 MHz by the tow pilot, Safety Officer or Pilots in Command. Keep Communications on 123.0 MHz to a minimum. No Chatter.
7. Gliders wanting to communicate with base stations and other gliders may use 123.3 MHz after being off tow. Lake Elsinore gliders may be on 123.5 MHz.
8. Monitor 123.0 MHz well before pattern entry.
9. Everyone will use the “Self-Announce Position and/or Intention” procedure outlined in the AIM 4-1-9g broadcasting on 123.0MHz their intentions for landing when approaching the IP.
  - a. Example: “HEMET TRAFFIC, GLIDER 32B AT THE IP ENTERING A RIGHT 45 FOR LANDING GLIDER RUNWAY 22, HEMET.” Note: Announcing the IP assumes that you are at 2500’. If that is not the case, announce Position, Altitude and Intention.
  - b. “HEMET TRAFFIC, GLIDER 32B AT THE IP ENTERING A (left) 45 FOR LANDING GLIDER RUNWAY 4, HEMET.” (left is not necessary)
10. Announce base leg and final approach. Example: “HEMET TRAFFIC, GLIDER 32B, RIGHT BASE FOR GLIDER RUNWAY 22, HEMET.”
11. Remember: LISTEN before you transmit. THINK before you key the transmitter.





Movement Area

Rollout Area

60 Ft.

Towplane  
Parking

60 Ft.

Staging  
Area

60 Ft.

Launch  
Area

22

## HEMET TOW FEE SCHEDULE

AGL	MSL	FEE
<b>200</b>	1700	\$30.00
<b>400</b>	1900	\$30.00
<b>600</b>	2100	\$30.00
<b>800</b>	2300	\$60.00
<b>1000</b>	2500	\$60.00
<b>1200</b>	2700	\$60.00
<b>1400</b>	2900	\$60.00
<b>1600</b>	3100	\$60.00
<b>1800</b>	3300	\$77.00
<b>2000</b>	3500	\$80.00
<b>2200</b>	3700	\$83.00
<b>2400</b>	3900	\$86.00
<b>2600</b>	4100	\$89.00
<b>2800</b>	4300	\$92.00
<b>3000</b>	4500	\$95.00
<b>3200</b>	4700	\$98.00
<b>3400</b>	4900	\$101.00
<b>3600</b>	5100	\$104.00
<b>3800</b>	5300	\$107.00
<b>4000</b>	5500	\$110.00
<b>4200</b>	5700	\$113.00
<b>4400</b>	5900	\$116.00
<b>4600</b>	6100	\$119.00
<b>4800</b>	6300	\$122.00
<b>5000</b>	6500	\$125.00

The minimum fee for all releases below 200 ft. AGL will be the same as the 200 ft. AGL tow. For odd altitudes round up to next higher altitude. "Non-members purchasing aerotows will be assessed a \$60 aircraft surcharge per aerotow"

Rev. 06/01/24





**HEMET RYAN AIRPORT**

**NON-POWERED SAILPLANE/GLIDER**  
**AIRPORT OPERATIONS MANUAL (AOM)**

**AIRPORT MANAGER'S OFFICE**

Riverside County Economic Development Agency  
Aviation Division

3403 10<sup>th</sup> Street, 4<sup>th</sup> Floor  
Riverside, California 92501

**Airport Director**  
**Tim Miller**  
Email: [tmiller@RIVCO.org](mailto:tmiller@RIVCO.org)

**Airport Maintenance**  
**Daniel Vasquez**  
Email: [dvasquez@RIVCO.org](mailto:dvasquez@RIVCO.org)

**General Information**  
**(951) 955-9722 or (951) 600-7297**

# **FORWARD**

## **Introduction**

This Airport Operations Manual (AOM) has been prepared as a condition for non-powered Sailplane/glider operations at Hemet-Ryan Airport. This manual specifies the standards that are to be met and the services that must be provided by the Sailplane Fixed Base Operator (FBO), as well as compliance by all sailplane operators. The terms sailplane and glider are interchangeable when referred to herein. The terms only apply to non-powered sailplanes and gliders. This Airport Operations Manual (AOM) serves as:

- a) a legal reference with respect to sailplane operations standards, conditions and levels of service to be maintained for continued operations;
- b) a reference document for all sailplane operators;
- c) a reference document for all sailplane operations and pilots; and
- d) a legal instrument to record any approved changes to or deviations from the sailplane AOM standards, conditions, or levels of service affecting sailplane operations.

## OPERATIONS: GENERAL PROCEDURES

### General Operating Rules

1. All non-powered sailplane operations will be conducted from and to Runway 4-22. No landings or operations may be conducted to any surface other than a paved runway.
2. Simultaneous (i.e. independent) operations on Runways 4-22 and 5-23 are **prohibited**. Runway 5-23 aircraft traffic shall have priority for take-offs.
3. No non-powered sailplane operations may be conducted on the main Runway 5-23 (except in an emergency situation. Notification of an emergency must be made to the Airport Supervisor immediately as detailed in the emergency plan.) Tow plane landing operations will be conducted only on the main Runway 5-23 during sailplane launch operations and on Runway 4-22 at all other times.
4. All sailplanes and tow planes are required to be equipped with an operable VHF radio for communications and to make, and monitor calls on the Common Traffic Advisory Frequency (CTAF) that is currently listed in the Airport Facilities Directory (A/FD) as 123.0MHz. (A portable VHF radio will satisfy this requirement).
5. All winch launches and operations must adhere to the British Glider Association's (BGA) Winch Operator's Manual, and must provide a two-minute window clear of any other runway traffic, assuring the safe retrieval of the launch tow line without compromising the operation of the adjacent runway.
6. The separation between Runways 4-22 and 5-23 is an object-free area. There shall be no activity conducted in this area, nor shall there be any objects, such as Vehicles, personnel etc. There shall be no take-offs, no landings, no parking, and no Vehicle transport across this area.
7. The vacant area north east of Runway 4-22, as outlined in Exhibit A is a Non-Operations Area. There shall be no take-offs or landings by sailplanes or tow aircraft on this area.
8. All sailplanes must be parked in the designated Parking Area, when not being moved to the designated Movement/Staging Area.
9. Vehicle parking will only be allowed in designated areas as sign posted.
10. When CALFIRE is in frequent or continuous operation, sailplane operations are **restricted** so as not to interfere with or impede CALFIRE air attack operations. The Air Attack Base Officer will contact the Sailplane FBO via

Unicom or telephone to establish a glider operational “stand down” and provide an estimated length of time for the suspension, and will thereafter give clearance so that sailplane operations may safely resume.

11. Non-powered sailplanes are restricted to daylight VFR operations only.

12. Towing of sailplanes/gliders by a vehicle for the purposes of launching into the air is prohibited.

### **Deviations/Violations of Operating Procedures**

1. Any individual, sailplane pilot and other airport user who fails to adhere to the operational procedures shall be subject to penalties and/or fines, up to and including termination of airport privileges. If at any time an operator/pilot/flight crew of a sailplane willfully violates or otherwise deviates from any of the procedures contained herein, airport management will proceed with enforcement as stated below.

#### **First Violation:**

Verbal warning confirmed in writing

#### **Second Violation:**

Warning letter

#### **Third and Final Violation:**

Expulsion from the airport and denial of airport use privileges

### **Sailplane Operating Procedures**

1. Sailplane operations will be conducted within the Movement/Staging area north of Runway 4-22 as delineated on Exhibit A. Landing and take-off operations will be conducted from runway 4-22. There must be a designated safety/launch operations officer and sufficient ground handling crew to conduct a launch. The process for placing a sailplane for takeoff on Runway 4-22 will be as follows:
  - a. A single sailplane will be staged on the runway prior to being towed. A white bar is painted on the runway approximately 360 feet from the northeastern end. This bar marks the limit of the sailplane staging position for tows on Runway 22. Personnel in the Movement/Staging Area will be limited to and consist of the sailplane pilot and passenger, and ground crew and/or safety officer.

- b. Following a launch, the next sailplane, stationed in the Movement/Staging area, will be rolled forward and positioned for the tow. Once the tow rope is connected and preparations are complete, the sailplane pilot signals his or her readiness by **radio communication** to the tow plane pilot. After sufficient height has been reached, and the sail and tow plane have passed beyond the adjacent mobile home park, the tow plane may make a right turn and proceed to its release height.
  - c. Except in the case of an emergency, returning sailplanes may **only** land on the paved surface of Runway 4-22 as shown on Exhibit A. The sailplane FBO operator or safety officer will manage the launch cycle and the recovery cycle utilizing radio telephonic transmission (R/T) communications. Once the launch cycle is complete, the recovery of the airborne sailplanes can commence. **NO** sailplane may be placed in the Movement/Staging Area for launch when the recovery cycle is being conducted.
  - d. Tow plane landing operations will be conducted to runway 5-23 **only during sailplane launch operations**, as shown on Exhibit A. Following a landing, the tow plane will taxi on taxiway C, onto Runway 4-22, making sure that the towrope has cleared Runway 5-23 and proceed to the staging position to hook up the next single sailplane. Ground crew may retrieve the towrope once it is clear of Runway 5-23. Ground crew or the sailplane pilot will connect the towrope, and another launch may proceed.
  - e. Following landing, the sailplane will be rolled out of the operational area immediately and placed in the Movement/Staging area. Thereafter, the sailplane shall either be moved to the tie-down area or queued for another takeoff.
2. Sailplane tow rope break practice will be conducted with an announcement made via R/T communications, once the rope break is underway. Practice operations will be conducted above 200ft AGL.

## **Aircraft Emergency Notification Procedure**

1. Immediately following any incident or accident involving physical damage or injury to any person, sailplane, tow-plane, and/or other property, the FBO or involved flight/ground crew shall contact:

**Daniel Vasquez, Airport Maintenance**  
(951) 212-0496 Cell – (951) 652-3672 Office  
**Tim Miller, Airport Director**  
(951) 955-4838 Office

**In the event of injury or death, such notification shall be as quickly as possible after medical attention has been obtained.**

2. A written report of an incident or accident on or near the airport shall be compiled by the flight crew or FBO, and submitted to the Airport Supervisor or Manager within 3 days of the incident/accident.
3. To the extent that the incident/accident has occurred on or adjacent to the runway 4-22, and the runway is obstructed or its use is otherwise determined to be unsafe for operations, all sailplane operations will cease on runway 4-22 until removable of the obstruction and/or hazard, as well as a review of the incident/accident and the operational procedures has been conducted by Airport Management. Once the runway has been cleared for continued operations, written notification for approval to continue operations and or any changes to the current operational procedures will be provided by Airport management.

## **VEHICLE OPERATION PROCEDURES**

### **Guidelines for the Operation of Vehicles on Airport Movement Areas**

No person shall operate a Vehicle on the Airside area unless:

1. The Airport Manager or his/her designee authorizes that person to operate a vehicle in the designated area. All Vehicle parking areas will be sign-posted.

2. That tow Vehicle (golf cart, quad, etc., no automobiles allowed.) is used to tow sailplanes within the Movement/Staging Area. All tow vehicles must be parked out of the Movement Area when not in use.

## **DEFINITIONS**

**Vehicle:** An automobile, bicycle, truck, bus or any self-propelled vehicle or device in, on or by which a person or thing is or may be transported, carried, or conveyed on land.

**Airside:** The area of the airport intended to be used for activities related to aircraft operations and to which public access is normally restricted.

**Operational Area:** That part of an airport intended to be used for the taking off and landing of aircraft and the movement of aircraft associated with taking off and landing, excluding aprons.

**Movement/Staging Area:** That part of an airport to be used for the surface movement of aircraft and includes aprons and sailplane staging area.

**Parking Area:** That part of an airport that may be used for the parking and tie-down of aircraft.

Exhibit A – Sailplane Operational Configuration

Exhibit B – Sailplane Flight Patterns

## **Exhibit A**



## **Approved Sailplane Operational Configuration**

Runway 4-22 will be utilized for all sailplane take-off and landing operations as shown on the exhibit. Tow plane aircraft will only land on Runway 5-23 and exit across Taxiway C then back taxi onto Runway 4-22.



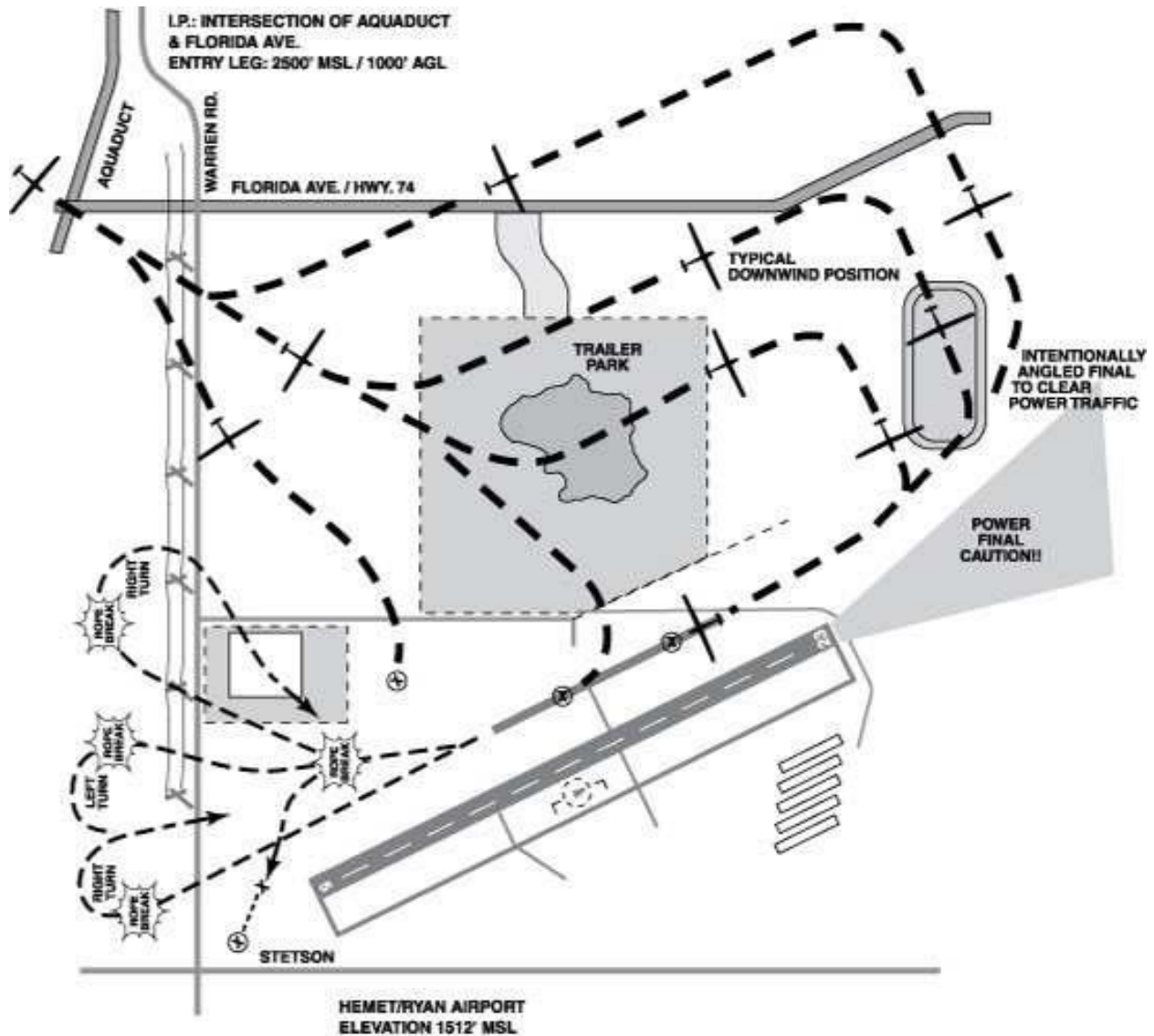
## **Sailplane Operational and Non-Operational Area Diagram**





## Exhibit B

### Sailplane Flight Patterns



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