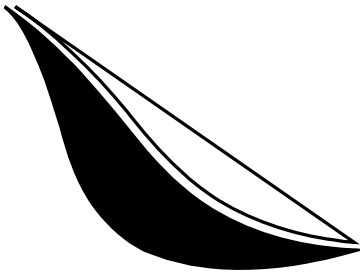

Key Lime Air

Part 135 Company Operations Manual

Director of Operations

Key Lime Air
Document OPS-001

Key Lime Air Corp.
FAA Air Carrier KY7A882H
13252 E. Control Tower Road
Englewood, CO 80112
(303) 768-9626

List of Effective Chapters and Approvals

Revisions to this manual are always distributed as complete reprints of the chapter(s) containing the revised material.

Chapter	Title	Pages	Revision Level	Control Date
TOC	TOC, List of Effective Chapters, Revision Record, Approval	i – xviii	11	04/20/2016
1	Introduction	1-1 – 1-2	7	10/31/2013
2	Qualifications, Duties and Responsibilities	2-1 – 2-12	10	04/20/2016
3	General Policies and Procedures	3-1 – 3-17	11	04/20/2016
4	Training	4-1 – 4-4	11	04/20/2016
5	Flight Operations	5-1 – 5-132	11	04/20/2016
6	Maintenance	6-1 – 6-24	11	04/20/2016
7	UPS Procedures	7-1 – 7-16	10	04/20/2016

Manual/Program Approvals

☒ **Accepted Manual/Program:** Corporate approval is required prior to implementation of any policies, procedures, and/or standards contained herein. The program is considered "provisionally accepted" upon submission to the CHDO. No FAA CHDO signature is required – record "Approval Not Required" in the FAA CHDO signature block below.

☐ **FAA-Approved Manual/Program:** Corporate approval AND FAA CHDO Principal Inspector approval are required prior to implementation of any policies, procedures, and/or standards contained herein.

	Key Lime Air Approval	FAA CHDO Approval
Signature	[redacted]	Approval Not Required
Name	David Carrizo	
Title/Designation	Director of Operations	
Approval Date	04/20/2016	

1.0 Introduction

1.1 Purpose and Construction

[135.21 (c)]

The purpose of this manual is to provide firm guidelines to enable all Key Lime Air personnel to carry out their assigned duties and responsibilities in accordance with Key Lime Air policies as well as all appropriate FAA regulations.

This manual is not intended to override or replace any Federal Aviation Regulation or the practice of common sense. Policies in this manual are designed for guidance and standardization within the company. When these policies or procedures are in conflict with FAA regulations, the regulation must be followed and complied with.

An 8 point Gray in brackets, [8 Point Gray]; will be used to reference FAR unless the regulation has been listed in the sentence. The [8 Point Gray] reference will be placed under the subsection heading. The FAR reference will be listed as [135.123] if the entire regulation is covered in the corresponding section. The FAR reference will be broken down as, [135.63(a)] and any subsections, (4) (I) if only certain sections and subsections of the FAR are applicable to KLA operations.

Each section and subsection is listed in the Table of Contents at the front of the Manual.

1.2 Manual Distribution

[135.21 (a)(b)(d)(e)(f)(g)]

Distribution of this manual, or appropriate portions of this manual, will be furnished as follows:

1. Aircraft operated by Key Lime Air - 1 Copy each
2. Principal Base of Operations - 1 Copy (Master)
3. FAA FSDO - 1 Copy
4. KLA Website - 1 Copy (Electronic)

It will be the responsibility of each department head to determine that all personnel under his direction has read, is familiar and complies with applicable portions of this Operations Manual and Operations Specifications authorized contained herein.

Each PIC or SIC, will be assigned to a particular aircraft (aircraft assignments may be different on a daily basis) and will be responsible for keeping the aircraft copy of this manual up-to-date with all Key Lime Air issued revisions. Each PIC and / or SIC will then be issued new revisions along with a new "Record of Revisions" page reflecting the new revision. Each holder will then be expected to add or replace the affected pages as well as completely familiarize him or herself with the current revision.

1.3 Manual Revisions

[135.23]

Revisions to the Operations Manual are issued as required by changes in regulations, company policies or procedures. Suggestions for changes may be made in writing to the Chief Pilot or Director of Operations.

Each manual revision is numbered consecutively and each revised page includes the revision number and revision date in the header. Chapters are revised as whole chapters to avoid the problems and confusion surrounding page-by-page changes. Accompanying each revision is a comment sheet that specifies what in each chapter was changed, removed or added. Distribution of revisions is in accordance with the manual distribution list contained in the master

manual. Each revision includes a revised Master Page Control and Record of Revision sheet to indicate status of the current manual.

1.3.1 Form 70-177 Manual Revision Record

When a revision has been issued, the holder shall record the change on the *Manual Revision Record*. The holder signs and dates the form and returns it to KLA operations upon insertion and review of the revision. This signature represents verification that the manual revision has been properly inserted and recorded in the manual indicated on the Manual Revision Record.

It is the responsibility of the Director of Operations to ensure that all effective copies of the Operations Manual current.

This manual is accepted by the FAA and approved by Key Lime Air for use in its operations. Changes/revisions to this manual must be approved by one of the following Key Lime Air management personnel:

1. President
2. Vice President
3. Director of Operations
4. Chief Pilot

All changes or revisions to this manual shall be transmitted to the FAA via a method acceptable to the FAA within 72 hours of the revision or change becoming effective.

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2.0 Qualifications, Duties and Responsibilities

[119.69(a)]

2.1 Operational Personnel

[119.69(a)(1)(2)(3), Ops Spec A006]

Position Title	Name	Phone	Address and Email
President	[redacted]	[redacted]	13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Director of Safety			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Director of Operations			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Chief Pilot			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Director of Maintenance			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Chief Inspector			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Technical Programs Director			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Operations Manager			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]
Information Systems Engineer			13252 E. Control Tower Rd. Englewood, CO 80112 [redacted]

2.2 Reserved

2.3 Duties and Responsibilities

[119.69(a)]

2.3.1 President

1. Has the overall responsibility to maintain a safe and compliant operation.
2. Has responsibility for the quality, content and execution of the process of maintaining required management personnel.

3. Has the authority in conjunction with the DS to authorize external resources to conduct audits and/or evaluations of KLA operations, the KLA manual system, and external contractors that provide operational services or training to KLA.
4. Interfaces and communicates with the DOT for all matters relating to Economic Authority including mandatory reporting.
5. Is responsible for the operating budget, vendor selection, and capital expenditures.
6. Monitors subordinate(s) performance to ensure employees perform duties and responsibilities in a satisfactory manner.
7. May delegate any duty or authority but retains the responsibility.

2.3.2 Director of Operations

2.3.2.1 *General*

The DO reports to the Vice President of KLA. The DO must discharge his duties to meet the applicable legal requirements and to maintain safe operations.

2.3.2.2 *Duties, Responsibilities and Authority*

1. Has overall responsibility for the quality and content of the following processes:
   a. Deicing procedures
   b. All KLA Manual Development and Revisions (Currency, Content Consistency, Distribution, Availability and Supplemental Operations)
   c. Airmen Duties/Flight deck Procedures
   d. Passenger Handling/Cabin Procedures
   e. Exit Seating
   f. Carriage of Cargo
   g. Aircraft Performance Operating Limitations
   h. Lower Landing Minimums
   i. Computer-based Record Keeping
   j. HAZMAT (Handling and Training)
   k. Operational Control and Other Persons with Operational Control
   l. Load Manifest/Weight Balance Procedures
   m. MEL Dispatch/Flight Crew Procedures
   n. Training of Flight Crewmembers, Check Airmen, Instructors, Dispatcher/Flight Follower and Station Personnel
   o. Simulators/Training Devices, Outsource Crew Training
   p. Pilot Operating Limitations/Recent Experience/Checks and Qualifications
   q. Scheduling/Reporting/Pilot Flight Time/Duty Rest
   r. Appropriate Operational Equipment
2. Retains authority to establish and revise the information, instructions, policy and procedures for ALL of the processes listed in item 1 above except Manual Currency/Consistency/Distribution and Availability.
3. Responsible for ensuring that all aspects of KLA's Air Carrier Certificate are compliant.

4. Serves as a member of the CAS Review Board.
5. The DO is responsible to the Chief Inspector to correct any deficiencies reported to him/her by the Chief Inspector are properly corrected in accordance with the procedures in the CAS.
6. Has the authority to request amendments to KLA's Air Carrier Certificate when appropriate.
7. Actively manages the operational portion of the Weight and Balance program.
8. Responsible for the execution and oversight of the Alcohol Misuse Prevention Program (AMPP) and Anti-Drug Program Policy (ADPP).
9. Responsible for ensuring all flight operations publications are revised and approved as required to incorporate newly acquired aircraft.
10. Manages the Appropriate Operational Equipment.
11. Manages the Operational Control (including Other Personnel with Operational Control).
12. Manages the Aircraft Performance Operating Limitations process by ensuring all performance information is current and applicable. Manages the Lower Landing Minimums process, when applicable.
13. Monitors subordinate(s) performance to ensure employees perform duties and responsibilities in a satisfactory manner.
14. Responsible for maintaining a permanent training record for each KLA flight crewmember
15. May delegate any duty or authority but retains responsibility.

2.3.2.3 *OPERATIONAL CONTROL*

The Director of Operations is authorized to exercise operational control in all aspects of Key Lime Air's operations.

2.3.2.4 *Minimum Qualifications*

1. This position must be filled by an individual who is qualified through training, experience and expertise and in accordance with the contents of this position description.
2. This position must be filled by an individual on a full-time basis.
3. The individual holding this position must be designated by KLA and approved by the Federal Aviation Administration.
4. To serve as Director of Operations for KLA the individual must:
   a. Hold an airline transport pilot certificate,
   b. Have at least 3 years supervisory or managerial experience within the last 6 years in a position that exercised operational control over any operations conducted with large airplanes under 14 CFR Part 121 or Part 135; and
   c. In the case of a person becoming a Director of Operations for the first time ever, have at least 3 years experience, within the past 6 years, as pilot in command of a large airplane operated under 14 CFR Part 121 or 135.
   d. In the case of a person having previous experience as a Director of Operations, have at least 3 years experience as pilot in command of a large airplane operated under 14 CFR Part 121 or 135.

2.3.3 Chief Inspector

Duties and responsibilities are contained in Chapter 2 of the GMM.

2.3.4 Director of Maintenance

Duties and responsibilities are contained in Chapter 2 of the GMM.

2.3.5 Director of Safety

2.3.5.1 *Responsible To*

President

2.3.5.2 *Duties and Responsibilities*

The Director of Safety is responsible for the implementation, maintenance and oversight of our safety program

2.3.5.3 *Objective*

His/her main objective is to manage the systematic process of collecting information about hazards, evaluating the risk and developing, implementing and monitoring mitigation strategies. Along with top management, the DOS is the organization's most important safety advocate and holds a top management position.

The DOS's lines for communication and data collection regarding safety related issues are unobstructed by management and open to all company and related personnel including but not limited to pilots, mechanics, ramp personnel, etc. The DOS is responsible only to the President which gives him/her unburdened authority to conduct analysis, and implementation of safety related procedures concerning Key Lime Air's operations in accordance with our Safety Program.

2.3.6 Shop Foreman

Duties and responsibilities are contained in Chapter 2 of the GMM.

2.3.7 Parts Manager

Duties and responsibilities are contained in Chapter 2 of the GMM.

2.3.8 Chief Pilot

2.3.8.1 *General*

The Chief Pilot reports to the Director of Operations. The Chief Pilot must discharge his duties to meet the applicable legal requirements and to maintain safe operations.

2.3.8.2 *Duties, Responsibilities and Authority*

1. Manages the following programs:
    a. Training of Pilots, Dispatchers, Check Airmen, Instructors
    b. Pilot Operating Limitations/Checks and Qualifications
    c. Scheduling/Reporting system
    d. Flight Crewmember Flight/Duty/Rest time
    e. Airmen Duties/Flight deck Procedures
2. Has the authority to establish and revise the content of the SOP.
3. Responsible for the construction of the KLA flight schedule.
4. Monitors subordinate(s) performance to ensure employees perform duties and responsibilities in a satisfactory manner.
5. He/she will check and review crew medical certificates and have procedures in case of a temporary medical condition.

2.3.8.3 *OPERATIONAL CONTROL*

The Chief Pilot is authorized to exercise operational control in the absence of the Director of Operations.

2.3.8.4 *Minimum Qualifications*

1. This position must be filled by an individual who is qualified through training, experience and expertise and in accordance with the contents of this position description.
2. This position must be filled by an individual on a full-time basis.
3. The individual holding this position must be designated by KLA and approved by the Federal Aviation Administration.
4. To serve as Chief Pilot for KLA the individual must:
   a. Hold an airline transport pilot certificate with appropriate ratings for at least one of the airplanes used in the certificate holder's operation and:
   b. In the case of a person becoming a Chief Pilot for the first time ever, have at least 3 years experience, within the past 6 years, as pilot in command of a large airplane operated under 14 CFR part 121 or part 135 if the certificate holder operates large airplanes. As long as KLA uses only small airplanes in its operation, the experience may be obtained in either large or small airplanes.
   c. In the case of a person with previous experience as a Chief Pilot, have at least 3 years experience, as pilot in command of a large airplane operated under 14 CFR Part 121 or part 135, if KLA operates large airplanes. If KLA uses only small airplanes in its operation, the experience may be obtained in either large or small airplanes.

2.3.9 Dispatchers

2.3.9.1 *Responsible To*

Chief Pilot and Director of Maintenance

2.3.9.2 *Duties and Responsibilities*

The Dispatchers are responsible for air operations regarding management of pilot schedules, monitoring of real-time aircraft operations, quoting and dispatching and monitoring of adhoc (unscheduled) charters and coordination with maintenance department regarding dispatch of aircraft to and from maintenance bases for required maintenance.

He/she will assist the Director of Operations and Director of Maintenance by providing an additional level of oversight to help ensure continuity and safety during flight planning and real time flight operations at Key Lime Air.

2.3.9.3 *OPERATIONAL CONTROL*

The Dispatchers maintain the following items of operational control as authorized by Key Lime Air:

Scheduling crews (PIC's and SIC's and Flight Attendants as required) for each flight based on available qualified personnel.

Scheduling aircraft for each flight based on available assets.

Monitoring the progress of each flight in real time and initiating timely actions when the flight cannot be completed as planned, including diverting or terminating the flight.

2.3.10 Mechanics

Duties and responsibilities are contained in Chapter 2 of the GMM.

2.3.11 RII Inspector

Duties and responsibilities are contained in Chapter 2 of the GMM.

2.3.12 Maintenance Control

Duties and responsibilities are contained in Chapter 2 of the GMM.

2.3.13 Lead Pilots

2.3.13.1 *Responsible To*

Chief Pilot

2.3.13.2 *Duties and Responsibilities*

His/her main objective is to monitor and check the crewmembers in their team by providing an additional level of oversight to help ensure continuity and adherence to Key Lime Air's SOP. Specific duties are to include, but not limited to the following items:

On all operations check on team members and inquire about A/C condition and any potential WX problems and report any issues to the Chief Pilot or Dispatch as needed.

Ensure that all teams' members are on time and in proper uniform for all assigned flights.

Provide training to all team members on any change transmittals as directed.

2.3.13.3 *OPERATIONAL CONTROL*

The Lead Pilots have no operational control in this capacity.

2.3.14 Pilot in Command (PIC)

2.3.14.1 *Responsible To*

Chief Pilot

2.3.14.2 *Duties and Responsibilities*

The pilot in command of the aircraft is at all times directly responsible for, and is the final authority as to, the operation of that aircraft.

The pilot in command is ultimately responsible for the safety of his / her passengers and crew. He / she shall, before the loading of passengers, assign emergency evacuation duties to his / her crew. If in the event there is a passenger on board in need of another's aid in evacuation, an attendant (or passenger) shall be assigned to that person and be briefed on procedures by the pilot in command or flight attendant (as applicable).

He / she may delegate functions to other personnel but retains responsibility. He / she must be highly knowledgeable of the operations manual, FAA regulations, operations specifications, flight manuals, etc., and other instructions pertinent to his / her duties.

Prior to flight, each pilot in command is responsible for familiarizing him/herself with all available information concerning that flight. Specific duties are as follows:

1. Determine that his / her crew is legally certificated, adequately rested and in proper dress.
2. Briefs the SIC and flight attendant (if assigned) on normal and emergency procedures.
3. Plans flight assignments and obtains briefing information regarding purpose of the flight, weather, operating procedures and special instructions and files the appropriate flight plan(s) for the intended flight.
4. Prepare or supervise preparation of flight plans considering such factors as altitude, terrain, weather, range, weight, cruise control data, airport facilities and navigational aids.
5. Supervise crewmembers to ensure proper planning and flight preparations.

6. Ensure all required items are aboard aircraft in accordance with Chapter 5 of this manual.
7. Ensure aircraft is preflighted, inspected, loaded, equipped and manned for the flight assignment.
8. Inspect or supervises inspection of engines, fuselage and control surfaces for mechanical and structural soundness and proper operation of communications and navigational equipment.
9. Load and distributes cargo and / or passengers and determines that the weight and balance is within prescribed limitations per appropriate sample loading schedules, load computer or applicable information and graphs contained in the Aircraft Flight Manual.
10. Ensure cargo is properly secured and provisions for passenger's comfort and emergency equipment such as life rafts, life vests, etc., are aboard.
11. Operate aircraft at favorable altitude taking into account turbulence, oxygen requirements and comfort of passengers during flight.
12. Ensure proper preparation and execution of flight logs, records and required maintenance forms. Check "Aircraft Status Record" and applicable "Flight / Maintenance Log" to determine the airworthiness status of any aircraft prior to departure.
13. Verify through review of "Aircraft Status Record" and applicable "Flight / Maintenance Log" that any planned flight can be completed prior to the next scheduled maintenance.
14. Verify which flights or series of flights will be conducted under Part 91 or Part 135 (Key Lime Air is accountable and responsible for the safe operations of these flights or series of flights). All flights or series of flights with cargo or passengers will be conducted under Part 135 (except when authorized by Key Lime Air to conduct the flight under Part 91). All flights or series of flights without cargo or passengers will be conducted under Part 91 (except when authorized by Key Lime Air to conduct the flight under Part 135).
15. Obtain approval to operate the aircraft on each assigned flight or series of flights from Key lime Air prior to departure. Key Lime Air ultimately holds the responsibility for operational control of all aircraft.

Failure to adhere to Key Lime Air's directions and instructions, or compliance with directions or instructions from an aircraft owner (other than Key Lime Air), or any other outside private person or private entity, that are contrary to Key Lime Air's directions or instructions, while operating aircraft under the operations specifications, may be contrary to Parts 119 and/or 135, and therefore may be subject to legal enforcement action by the FAA.

2.3.14.3 *OPERATIONAL CONTROL*

The Pilot in Command is authorized to exercise operational control in all areas allowing the safe completion of each flight to which he/she is assigned. Operational control includes, but is not limited to, the following areas:

1. The PIC must obtain and check current and forecast weather for the applicable airports.
2. The PIC will do all flight planning to each flight they are assigned.
3. The PIC must select an alternate airport if applicable for the intended flight.
4. The PIC will load the aircraft within its applicable CG limits and weight limitations.
5. The PIC will check to make sure the aircraft is in airworthy condition prior to flight.

2.3.15 Second in Command (SIC)

2.3.15.1 *Responsible To*

The second in command is responsible to the pilot in command on the flight to which he / she is assigned.

2.3.15.2 *Duties and Responsibilities*

As the second in command's knowledge and proficiency increases, his / her duties will be those delegated to him / her from the pilot in command's job description and only when the pilot in command believes the second in command to be sufficiently competent.

Failure to adhere to Key Lime Air's directions and instructions, or compliance with directions or instructions from an aircraft owner (other than Key Lime Air), or any other outside private person or private entity, that are contrary to Key Lime Air's directions or instructions, while operating aircraft under the operations specifications, may be contrary to Parts 119 and/or 135, and therefore may be subject to legal enforcement action by the FAA.

2.3.15.3 *OPERATIONAL CONTROL*

The Second in Command is authorized to exercise operational control only when the PIC becomes incapacitated.

2.3.16 Flight Attendant (FA)

Duties and responsibilities are contained in the Flight Attendant Manual (FAM).

2.4 Operational Control Facilities and Primary Business Address

[Ops Spec A001, A008]

The primary operational control facility is located at:

Key Lime Air 13252 E. Control Tower Rd. Englewood, CO 80112

2.5 Aircraft and Facilities for Recent Flight Experience

[135.97]

KLA provides aircraft and facilities that allows each pilot to maintain and demonstrate their abilities for each operation that they are authorized to conduct in accordance with KLAs Operations Specifications.

2.6 Composition of Flight Crew

[135.99]

KLA Dispatch or Management will not assign a pilot to operate nor may a KLA pilot operate an aircraft with less than the minimum flight crew specified in the aircraft operating limitations or the Aircraft Flight Manual.

KLA Dispatch or Management will not assign a pilot to operate nor may a KLA pilot operate an aircraft without a second in command if that aircraft has a passenger seating configuration, excluding any pilot seat, of ten or more passenger seats.

2.7 Designation of Pilot-in-Command (PIC) and Second in Command (SIC)

[135.109]

For each flight KLA Dispatch shall designate a PIC and a SIC, (if required). Once designated, the PIC shall remain the PIC for the entire flight.

2.8 Command and Sequence of Command

2.8.1 Designation of Command

The assignment of a crew for a specific flight will be determined by KLA dispatch and shall be in accordance with applicable regulations of the FAA and this Operations Manual. In the absence of a KLA dispatcher, the assignment of flight crews shall become the responsibility of the Director of Operations.

2.8.2 Succession of Command

If for any reason the PIC becomes unable to perform his duties in flight, the SIC (if applicable) will assume command over the passengers, the airplane, and the flight. When the PIC and the SIC are incapacitated, the flight attendant (if applicable) will assume command. The flight attendant is responsible for primary communication with the flight deck crew. That command authority will end when the airplane lands and is parked.

2.8.3 Authority of the PIC

[135.77]

The PIC of an aircraft is directly responsible for, and is the final authority as to the operation of the aircraft. The flight attendant will recognize that the PIC has management, control, and responsibility including command authority over all his crew, from the time they report for duty, while in the air or on the ground at origin, intermediate cities, or destinations until released from his crew by flight operations or at home base.

When two captains are assigned as operating crew on the same flight, one will be assigned as PIC by dispatch.

2.9 Flight Crew Qualifications

2.9.1 General

[14 CFR 61.23, 135.95, 135.247]

No KLA pilot may act as PIC or SIC unless that pilot holds a current and appropriate airman plastic pilot certificate and medical certificate.

KLA pilots must comply with the medical certificate requirements of 14 CFR 61.23.

2.9.1.1 *Halliburton Charters*

No High-Minimums captains will be assigned to Halliburton charters.

2.9.2 Pilot in Command Recency of Experience

[135.247]

1. Made three (3) takeoffs and three (3) landings as the sole manipulator of the flight controls in the preceding ninety (90) days in an aircraft of the category and class in which that person is to serve. This recency requirement only applies to passenger carrying operations.
2. The pilot will have made three (3) takeoffs and landings at night as the sole manipulator of the flight controls in the preceding (90) days in an aircraft of the category and class in which that person is to serve, if assigned to night flying duties. This recency requirement only applies to passenger carrying operations.
3. The PIC, if assigned to IFR duties, must have completed a 14 CFR 135.297 IFR Proficiency check within the past 6 months or as defined by 14 CFR 135.301(a).
4. No pilot will be assigned as PIC on any flight unless he has completed a competency check (14 CFR 135.293) and line check (14 CFR 135.299), within the preceding twelve (12) calendar months.
5. No pilot will be assigned to duties as a PIC or second in command when required, until he has satisfactorily completed the appropriate sections of Key Lime Air's approved Part 135 Training Program in the capacity of which he is to serve.

2.9.3 Second in Command Recency of Experience

[135.105 Ops Spec A015]

1. Must comply with the recency of experience requirements as set forth in Part 61 of the FARs for IFR recency requirements if the intended flight is to be conducted under IFR.

2. He must also have passed within the preceding 12 calendar months a written or oral test given either by the administrator or an authorized Key Lime Air Check Airman under 14 CFR 135.293 for the type of aircraft that he is to serve in.
3. The use of an autopilot, in lieu of a second in command, will not be allowed unless specifically authorized in Key Lime Air's Operations Specifications issued by the FAA, and a letter of authorization is in the pilot's personal file.
4. No pilot will be assigned as second in command on any flight unless he has completed a competency check within the preceding twelve (12) calendar months.
5. No pilot will be assigned to duties as a PIC or second in command when required, until he has satisfactorily completed the appropriate sections of Key Lime Air's approved Part 135 Training Program in the capacity of which he is to serve.

2.9.4 Upgrade Selection

Prior to being selected for upgrade:

1. Chief Pilot (or designee) will ensure that Pilot Aeronautical Experience form (60-766) has been completed, to ensure regulatory experience requirements have been met. [135.243]
2. Chief pilot will complete the Upgrade Eligibility form (60-765).
3. Ground instructor will confirm eligibility prior to beginning upgrade training.

2.10 Certification Requirements

The following minima will be followed prior to assigning any flight duties for pilot personnel.

2.10.1 PIC / IFR Flight

[135.243]

No pilot will be assigned to these duties unless he possesses at least a Commercial Pilot Certificate with appropriate category and class ratings (type rating when required) and an instrument rating, or an Airline Transport Pilot Certificate with appropriate category and class ratings (type rating when required). A minimum of 1200 hours as a pilot, including at least 500 hours of cross country, at least 100 hours of night, and 75 hours of actual or simulated instrument flight hours of which 50 hours were in actual flight are required.

2.10.2 Reserved

2.10.3 Second in command

[135.245]

A Commercial Pilot Certificate with appropriate category and class ratings and an instrument rating.

For flights under IFR that person must meet the recency of experience requirements of 14 CFR Part 61.

2.10.4 Flight Instructor

To serve as a Key Lime Air Flight Instructor, that person must first meet the qualifications of 14 CFR 135.338 and have the required Initial or Transition training required under 14 CFR 135.340 for the type of equipment he will be authorized to provide instruction in.

That person must also within the preceding 24 months have satisfactorily conducted instruction under the observation of an FAA inspector, Key Lime Air Check Airman, or an Aircrew Designated Examiner employed by Key Lime Air.

2.10.5 Check Airman

To serve as a Key Lime Air Check Airman, that person must first meet the qualifications of 14 CFR 135.337 and have the required Initial or Transition training required under 14 CFR 135.339 for the type of equipment he will be authorized to provide checks in.

That person must also within the preceding 24 months have satisfactorily conducted a proficiency or competency check under the observation of an FAA inspector or an Aircrew Designated Examiner employed by Key Lime Air.

Check Airmen are authorized to conduct flight instruction for up to 8 hours per day.

2.10.6 Flight Attendant (49 USC 44728)

No person may serve as a flight attendant aboard a Key Lime Air aircraft unless that person holds a certificate of demonstrated proficiency (Flight Attendant Certificate) from the FAA.

When Key Lime Air notifies the FAA that an individual has demonstrated proficiency to be a flight attendant, the individual shall be treated as holding a certificate issued under 49 USC 44728.

To serve as a Flight Attendant, that person must have the required initial or transition training required under 14 CFR 135.349. The grace provisions under 14 CFR 135.301(a) also apply to Flight Attendants.

Key Lime Air will determine by appropriate initial and recurrent testing that each Flight Attendant is knowledgeable and competent in areas as appropriate to his assigned duties and responsibilities required under 14 CFR 135.295.

An individual record for each flight attendant who is required under 14 CFR Part 135 will be maintained in sufficient detail to determine compliance with the applicable portions of 14 CFR 135.265 and 14 CFR 135.273.

2.11 Exemption 5560 Air Carrier Pilot Certificate Verification Plan

2.11.1 General

Key Lime Air has been granted an exemption by the FAA which allows KLA to issue to their flight crewmembers, on a temporary basis, confirmation of any Pilot certificate based upon information contained in this section in order to complete a flight assignment.

When this method of airman and medical certificate verification is used, the following conditions apply:

1. The privileges of this exemption are authorized for use only within the District of Columbia and the 48 contiguous states of the United States.
2. The privileges of this exemption shall not be exercised in Alaska or Hawaii.

The KLA DO is responsible for the process of complying with Exemption 5560 and has complete authority to establish and modify these procedures. The DO delegates the management of the process to the Chief Pilot.

2.11.2 Chief Pilot and/or Operations Manager Procedures

The CP will maintain legible copies of the following documents in each pilot's permanent training folder:

a. Current Airman Certificate (both sides)

b. Current Medical

All KLA pilots will provide a legible copy of their airman certificate and current medical to the CP within 10 days of receipt either directly or by fax to [redacted] attention Chief Pilot.

The CP will provide access to the Operations Manager for purposes of retrieval of this information should the need arise.

Should a pilot lose one of his required certificates just prior to or during a trip, the CP or OM will verify the currency of the certificates on file by checking the dates and by direct consultation with the pilot and provide or fax a copy of the certificate to the pilot for temporary use.

The CP must follow up with the pilot to ensure the pilot requests by telegram or fax to the FAA requesting a replacement certificate and ensure that the pilot provides a copy of that request to the CP or OM within 24 hours. The CP or OM is authorized to make this application to the FAA on behalf of the pilot.

The CP or OM must write “Issued under the authority of Exemption No. 5560, amended” on the temporary certificate copy.

If the pilot has lost all identification, the CP or OM must verify the identity of the pilot by:

2. Consultation with the other pilot or Station Manager who can attest to the identity of the pilot, or

3. Referring to the pilot’s personnel files and asking specific questions with answers that are likely only to be known to the pilot.

2.11.3 Pilot Procedures

KLA pilots shall provide the CP directly or by fax with a legible copy of their airman certificate and current medical within 10 days of receipt either directly or by fax to [redacted] attention Chief Pilot.

Should a pilot lose a required certificate, he shall follow these procedures:

1. Immediately notify the Chief Pilot, Operations Manager or Dispatcher, as necessary, with details of the loss.

2. Consult with the Chief Pilot or Operations Manager to verify the currency of the file copies of the required certificates.

3. Provide information to confirm pilot identity as required by CP or OM.

4. Comply with 14 CFR Part 61 requirements to ensure that a request for a telegram or fax from the FAA confirming the applicable certificate is made within 72 hours of the initiation of any flight conducted under this exemption. The air carrier is authorized to make this application to the FAA on behalf of each applicable airman. The airman must provide copy of the telegram or fax to the air carrier within 24 hours of receipt.

3.0 General Policies and Procedures

3.1 Safety Standards

[135.120]

It is the intention and policy of Key Lime Air to establish and operate with the highest of safety standards. Employees must operate within the scope of all Key Lime Air policies and Federal Aviation Regulations. The operations of Key Lime Air are governed by the mandatory compliance of the applicable parts of 14 CFR as well as our Operations Specifications issued by the FSDO.

A basic policy of safety will be enforced by all department heads and safety will come first in all operations. All ground and flight equipment and Key Lime Air facilities will be kept in excellent condition. Thorough training of personnel, strict attention to duty, and exercising the use of good judgment in conducting all operations will promote safety.

Safety standards to be observed in day-to-day operations include but are not limited to the following:

1. No pilot will land at an airport that does not meet the minimum runway length prescribed in the aircraft flight manual without prior clearance from the Director of Operations.
2. No pilot may leave the controls of an aircraft with the engine(s) running.
3. A fire extinguisher will be available when refueling the aircraft.
4. No passengers will be boarded on an aircraft while a prop is turning on the passenger loading side.
5. No KLA aircraft will be taxied between passenger loading facilities and another aircraft that is loading passengers.
6. No passengers will be permitted to enter the ramp area until authorized Key Lime Air personnel have given permission to board.
7. No pilot will be assigned to more than two types of aircraft unless approved by the Vice President.
8. Approved motion-based simulator training is required for PIC's and SIC's at least annually in each type of aircraft they maintain currency. If motion-based simulators are unavailable for the aircraft type then annual based training in the actual aircraft is acceptable.
9. Pilots must get approval from the Director of Operations or Chief Pilot to operate into high-altitude airports (greater than 8000 ft. MSL).
10. Pilots and Flight Attendants must conduct joint emergency drill training for each type of aircraft they are assigned.
11. Management pilots must communicate with Dispatch or Operations Manager when working in the office, so duty/rest time can be tracked in CharterLog.
12. Except for single pilot operations, each captain must have at least 100 hours PIC time in the type of aircraft they are assigned. If a captain has less than the 100 hours PIC time in type then the total sum between the PIC and SIC must be at least 250 hours in type.
13. Flight crews will not conduct simulated emergencies or simulate abnormal operations with passengers aboard the aircraft.
14. No person will be allowed to assault, threaten, intimidate, or interfere with a KLA crewmember in the performance of their duties aboard an aircraft. Immediate and

appropriate action shall be taken against a threatening person and the appropriate authorities will be notified as soon as practicable.

15. While deicing, pilot must set parking brake.

3.1.1 Use of Corrective Lenses

Pilots who require corrective lenses should carry a spare set of lenses for use within the US and they must carry a spare pair of lenses while flying internationally.

Part 67 of Title 14 of the Code of Federal Regulations (14 CFR), requires that pilots wear corrective lenses while flying if prescribed. These same regulations do not require pilots to carry a spare set of corrective lenses while flying. However, ICAO Annex 1 to the Chicago Convention (Personnel Licensing) do require that pilots carry a spare set of corrective lenses while flying in international or foreign airspace. Pilots who fly internationally should be aware that some foreign aviation civil authorities, as part of their ramp inspections, are checking pilots to ensure that they have a spare set of corrective lenses in their possession. If a pilot does not have a spare set of lenses, they will not be allowed to fly.

3.2 Reserved

3.3 SIC Duty Limitations(SA-227DC, EMB-120 and DO328-300)

In an effort to facilitate a better environment for new pilots to gain proficiency in their cockpit flows, ATC communication skills and gain an adequate understanding of their real-time charter responsibilities, the following Second in Command (SIC) limitations shall be observed:

1. SIC's with less than 50 hours time in type: The SIC shall conduct Pilot Monitoring (PM) duties only.
2. SIC's with 50 hours and less than 75 hours time in type: The SIC can conduct takeoffs, climbs, enroute legs, and descents to 12,000 feet.
3. SIC's with 75 or more hours time in type: The SIC can conduct any flight operation approved by the PIC.

The PIC shall conduct all operations as indicated below:

1. Landings or takeoffs on contaminated runways.
2. Landings or takeoffs on runways that have a braking action less than good or a Mu report of less than 40.
3. Intersection takeoffs.
4. Landings or takeoffs at any airport designated by the FAA as a Special Airport.
5. All flight operations below 12,000 MSL when the ceiling and visibility are less than 1000/1 at the destination airport.
6. Landings or takeoffs when winds (steady or gusts) are greater than 30 knots or a crosswind component of greater than 15 knots is present.
7. Landings or takeoffs when wind shear or convective activity is observed or reported at or near the arriving or departing airport.
8. When an emergency or abnormal condition exists.

3.4 Flight Risk Assessment Tool

3.4.1 General

The Flight Risk Assessment Tools (FRAT) is part of a mature Safety Management System (SMS). This tool will provide a method for Key Lime Air (KLA) to determine which flights have

more risk, and allow KLA management to intervene and reduce risk when necessary. This FRAT is only a tool and part of the larger SMS system.

Each flight has hazards and some level of risk associated with it. It is critical that KLA and pilots are able to differentiate, in advance, between a low risk flight and a high risk flight, then establish a review process and develop risk mitigation strategies to address flights throughout that range.

This FRAT allows operators and pilots to see the risk profile of a flight in its planning stages. KLA has established an acceptable level of risk for flights based upon the type of operation, environment, aircraft used, crew training, and overall experience. When the risk for a flight exceeds the acceptable level, the hazards associated with that risk should be further evaluated and the risk reduced. A higher risk flight should not be operated if the hazards cannot be mitigated to an acceptable level. The FRAT cannot guarantee a safe flight. Safety is ultimately the responsibility of the pilot and operator. However, it does provide an additional tool to help the pilot and operator make sound safety decisions.

The following personal will be responsible for generating the FRAT for flight that they are dispatching or, as assigned by KLA management in their operational duties, coordinating and overseeing the flight:

- The Ramp Supervisor or a Dispatcher for Cargo Flights.
- The Charter Coordinator or a Dispatcher for all On Demand Passenger Flights.
- Dispatch for all Scheduled Passenger Flights.

Generating the FRAT may be delegated to a properly qualified KLA employee but the overall responsibility remains with the responsible personal listed above.

3.4.2 Procedures

The FRAT can be accessed via the KLA website, Operations menu, Flight Risk Assessment Tool. (See attached example)

The crew and flight information will be completed on the top of the form.

No more than four hours prior to the flight, a pre-flight briefing will be obtained from an authorized weather reporting station. (See OpSpec A-010)

Values from that briefing are placed in the column marked “Flight Value” according to the conditions of the flight.

Persons completing the tool will check the fleet status on the Key Lime Air website under the Operations tab. If a dispatched aircraft has a MEL listed, the value on that column of the tool will be filled in.

Crew, Operating Environment and Equipment values are very clear and objective. Mitigation values are subjective. Persons completing the FRAT shall use their knowledge of the pilots experience to complete this criterion. If the Dispatcher is unfamiliar with the pilot’s experience, they will inquire before completing the FRAT.

If the sub-total is greater than 20, mitigation points, if applicable, can be subtracted from the sub-total to yield a flight total. No flight will have a negative value. For example, if the flight sub-total is 12, no mitigation will be subtracted to yield a negative flight total.

If the FRAT risk value exceeds a predetermined value, the PIC will be contacted by the person that has generated the FRAT and advise the PIC of increased risk on that leg of the flight. Set mitigation values will be calculated into the FRAT equation and options will be discussed with the pilot. These steps include:

1. Accessing the familiarity of the airport with the pilot.
2. Adding an SIC.

3. Delaying the flight.
4. Changing the destination, or
5. Changing aircraft.

If the FRAT risk value still exceeds the predetermined value after the mitigation process, a discussion between the pilot and one of the following KLA managers before the pilot may accept and be approved for the flight:

1. The Director of Operations.
2. The Chief Pilot.
3. The Director of Safety.
4. The Vice President of KLA, or
5. The President of KLA.

After the mitigation discussion, the PIC will make a decision whether or not to accept the flight, keeping in mind that the pilot remains the ultimate authority on accepting the flight.

3.4.3 Flight Total value less than 21:

If the value for the flight/leg is less than 21, pilots need not be contacted and may depart without further action.

3.4.4 Flight Total value 21-25:

If the value for the flight/leg is 21-25, the person responsible for generating the FRAT will consult with the pilot to assure the risk is known and properly mitigated

The consultation should include a conversation about mitigating the risk by possibly:

1. Delaying the flight
2. Adding an SIC
3. Changing aircraft
4. Changing the destination airport
5. Changing the PIC

After consultation, a cooperative decision will be made whether to depart or not. Pilots have the ultimate decision to depart.

3.4.5 Flight Total value above 25:

If the value for the flight/leg is above 25, the person responsible for generating the FRAT will consult with the pilot to assure the risk is known and determine if the risk can be mitigated to an acceptable level.

The consultation should include a conversation about mitigating the risk using the five criteria listed above. After consultation, if the value remains above 25, the person responsible for generating the FRAT must consult with one of the following persons and get authorization for the flight to depart

1. Director of Operations
2. Chief Pilot
3. Director of Safety
4. Vice President of KLA
5. President of KLA

A cooperative decision will be made if the flight to depart or not. Pilots have the ultimate decision whether the flight is to depart or not.

3.4.6 Reporting a refusal

If, after consultation, a flight is refused by the pilot, the Director of Operations or Chief Pilot will be contacted by the person completing the FRAT. The refusal will be listed on the Operations Report and in the Notes section of the FRAT tool.

The Director of Safety will review all refusals for risk analysis.

3.4.7 Non Retaliation

KLA will not retaliate or take negative action against a pilot who elects not to depart due to clear and justifiable reasons regarding excessive risk associated with the flight.

3.4.8 FRAT Record Retention

FRATs for all flights/legs will be preserved electronically on the Key Lime Air website for 30 days.

Note: The FRAT Tool will not be used as a Destination Airport Analysis tool.

3.4.9 Flight Risk Assessment Tool (FRAT)

Flight Risk Assessment Tool		
Crew	Risk Value	Flight Value
Capt. with less than 100 hrs. in type	3	
Duty day greater than 10 hours	2	
3Flight time over 3 hours per leg	2	
Pop up trip (less than 3 hours notice)	2	
Crew rest less than 9 hours	4	
Training flight	10	
Operating Environment		
Departure Airport		
VMC (1000/3)	5	
Surface winds greater than 20 kt cross	3	
Mountain Airport	3	
Wet runway/contaminated	3	
Braking action less than fair	5	
Night takeoff	3	
Convective activity present	3	
Icing predicted/present	3	
Visibility less that 1 mile	4	
Runway < 5000'	3	
Arrival Airport		
VMC (1000/3)	5	
Surface winds greater than 20 kt cross	3	
Mountain Airport	2	
Wet runway/contaminated	3	
Braking action less than fair	5	
Night landing	3	
Convective activity present	3	
Icing predicted/present	3	
IMC with precision approach	2	
IMC with Non Precision Approach	3	
Visibility less than 1 mile	5	
Circling approach necessary	2	
Equipment		
Ferry Permit	3	
Open MEL	2	
Passenger Flight	3	
Mitigation		
Crew familiarity	-5	
SIC aboard	-3	
Turbine Powered	-3	
Flight Total		
GO	<21	
Consult	21-25	
Permission needed	>25	

3.5 Customer Relations

The principle goal of Key Lime Air is to provide all customers with the best possible service and maximum comfort and convenience.

5.0 Flight Operations

5.1 Definitions

5.1.1 Rest

Rest is a FAR requirement defined as that period of time when a crewmember is free from all responsibility for duty to the Company. The required rest period must not include training, Company business before or after pilot duty, and deadheading for Company business.

Rest ends either when a crewmember comes “on call” or at the scheduled report time for an assigned crew duty, whichever comes first. When a crewmember is on call, they must be within one hour of reporting for an assignment.

A rest period for a Line Flight Crew begins 15 minutes after the actual block-in time at the end of the assignment.

A rest period for an on call crewmember (if not flying) begins when that crew is no longer responsible to be available for work to the company.

5.1.2 Deadheading

Deadheading is company required travel and is not considered rest.

5.1.3 Commuting

Commuting for the employees benefit or at their discretion is considered a rest period.

5.1.4 Standby

Standby is defined as being at the assigned airport and ready to depart. Standby is not ”On Call”.

5.2 Crew Scheduling

[135.263, 135.267, 135.265, 135.267 135.273(c) Ops Spec A032, Ops Spec A033]

5.2.1 Duty Time

Flight crewmembers are required to be available for duty at all times except during scheduled rest periods or vacation. Flight crewmembers will be scheduled so that flight time is evenly distributed among those in the same crew positions with consideration given to individual training and proficiency requirements. No crewmember will be scheduled so that his flight and duty time will exceed the applicable standards set forth in 14 CFR 135.265 for Scheduled Operations, which are:

a. KLA will not schedule any flight crewmember, and no flight crewmember may accept an assignment, for flight time in scheduled operations or in other commercial flying if that crewmember’s total flight time in all commercial flying will exceed—

- 1,200 hours in any calendar year.
- 120 hours in any calendar month.
- 34 hours in any 7 consecutive days.
- 8 hours during any 24 consecutive hours for a flight crew consisting of one pilot.
- 8 hours between required rest periods for a flight crew consisting of two pilots qualified under this part for the operation being conducted.

KLA will not schedule a flight crewmember, and no flight crewmember may accept assignment, for flight time during the 24 consecutive hours preceding the scheduled completion of any flight segment without a scheduled rest period during that 24 hours of at least the following:

(a)(1) 9 consecutive hours of rest for less than 8 hours of scheduled flight time.

(a)(2) 10 consecutive hours of rest for 8 or more but less than 9 hours of scheduled flight time.

(a)(3) 11 consecutive hours of rest for 9 or more hours of scheduled flight time.

KLA may schedule a flight crewmember for less than the rest required in paragraph or may reduce a scheduled rest under the following conditions:

1. A rest required under paragraph (a)(1) of this section may be scheduled for or reduced to a minimum of 8 hours if the flight Crewmember is given a rest period of at least 10 hours that must begin no later than 24 hours after the commencement of the reduced rest period.
2. A rest required under paragraph (a)(2) of this section may be scheduled for or reduced to a minimum of 8 hours if the flight crewmember is given a rest period of at least 11 hours that must begin no later than 24 hours after the commencement of the reduced rest period.
3. A rest required under paragraph (a)(3) of this section may be scheduled for or reduced to a minimum of 9 hours if the flight crewmember is given a rest period of at least 12 hours that must begin no later than 24 hours after the commencement of the reduced rest period.

KLA shall relieve each flight crewmember engaged in scheduled air transportation from all further duty for at least 24 consecutive hours during any 7 consecutive days.

Other commercial flying

"Other commercial flying" is defined as any flying that a Key Lime Air crewmember may perform for other employers while employed by Key Lime Air. Some common examples would be flying for another 135/121 operator or flight instruction giving under 14 CFR Part 91. While this is permissible under the regulations, this flight time must to be counted towards Key Lime Air's flight time limitations and tracked in our system.

As a company policy this kind of flying is PROHIBITED while a crewmember is employed by Key Lime Air. A request may be made to management to allow this kind of operation on a case by case basis.

Any request that is granted will be agreed upon by both the crewmember and management and a letter will be placed in the crewmembers pilot records detailing the steps needed to ensure accurate tracking of the other commercial flying.

Note: Any other commercial flying MAY NOT interfere with any required rest period assigned to the crewmember and must take place during scheduled off time only.

5.2.2 Tracking Flight Time Limitations and Rest Requirements

The tracking of flight time limitations and rest requirements under 14 CFR 135.265 will be tracked in our CharterLog Database Program. Key Lime Air Dispatch or designee will enter the flight information from the Aircraft Flight / Maintenance Log GMM-076, into the program on a daily basis. The program will generate a report listing flight time and rest for each individual pilot.

5.3 Weather Briefings

[135.213, Ops Spec A010]

Flight crewmembers will obtain a weather briefing from an approved weather station, FSS, or any other source approved by the FAA prior to all flight operations. The briefing may be received via phone or the internet (QICP approved). Regardless of how the weather briefing is received, it will contain at least the following information:

1. Synopsis of current weather

2. AIRMETS, SIGMETS
3. Surface analysis over route of flight
4. Enroute forecast and enroute terminal weather
5. Destination forecast and current terminal weather
6. Departure forecast and current terminal weather
7. Alternate forecasts (if needed)
8. Winds and temperature aloft
9. PIREPS (if available)
10. NOTAM information

5.4 Crew Reporting and Briefings

5.4.1 Crew reporting

As a general rule, 60 minutes prior to departure will be considered sufficient when reporting for duty.

Management or crewmembers may adjust the reporting time in order to comply with the appropriate regulation.

All flight crew personnel will be in prescribed Key Lime Air uniform at the time of reporting per the company uniform policy.

All flight crew personnel will contact dispatch either in person or by telephone prior to operation of the aircraft. This will allow the flight crew and dispatch adequate time to review and adjust their duty and rest period as required.

5.4.2 Crew Briefing

The PIC of passenger flights is responsible to brief the flight crew prior to departure. It is the PIC's responsibility to communicate flight conditions, weather, possible delays, flight deck entry signal, etc. The PIC should include the following when briefing the crew:

C = Crew present: Confirm all crewmembers are present.

L = Loads: Review passenger or and cargo loads for each leg (if available).

E = Enroute operations: Review projected weather for trip.

A = Altitude: Review altitudes, turbulence, and sterile cockpit signal and procedures.

R = Repairs (MEL): Review any deferred items affecting the particular crewmember.

E = Entry signal: Review flight attendant flight deck entry signal (if required).

D = Discuss any other pertinent safety information for the flight.

5.4.3 Route and Airport Qualifications

Before departure, if the pilot has not flown the route or to the destination airport within the preceding 90 days, he will study charts, approach plates, NOTAMS, and airport diagrams to become familiar with all available information required for the safe operations of that flight.

5.5 Destination Airport Analysis for Small Aircraft

Before each flight, the PIC will calculate the aircraft performance as provided by the aircraft manufactures and shall consider:

1. Their qualification and experience over the route
2. Normal procedures

Except for takeoff or landing, no KLA pilot will operate under VFR:

1. During the day, below 500 feet above the surface or less than 500 feet horizontally from any obstacle; or
2. At night, at an altitude less than 1,000 feet above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown or, in designated mountainous terrain, less than 2,000 feet above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown.

5.38 VFR Visibility Requirements

[135.205]

No KLA pilot will operate an airplane under VFR in uncontrolled airspace when the ceiling is less than 1,000 feet unless flight visibility is at least 2 miles.

5.39 VFR Fuel Supply

[135.209 (a)]

No KLA pilot will begin a flight operation in an airplane under VFR unless, considering wind and forecast weather conditions, it has enough fuel to fly to the first point of intended landing and, assuming normal cruising fuel consumption:

1. During the day, to fly after that for at least 30 minutes; or
2. At night, to fly after that for at least 45 minutes.

5.40 VFR Over the Top Carrying Passengers Operating Limitations

[135.211(a)(b)(1)]

In addition to the performance requirements of FAR 135.181 for multiengine aircraft, no KLA pilot will operate an aircraft under VFR over the top carrying passengers unless the weather reports or forecasts, or any combination of them, indicate that the weather at the intended point of termination of over-the-top flight:

1. Allows descent to beneath the ceiling under VFR and is forecast to remain so until at least 1 hour after the estimated time of arrival at that point; or
2. Allows an IFR approach and landing with flight clear of the clouds until reaching the prescribed initial approach altitude over the final approach facility, unless the approach is made with the use of radar, and
3. Allows a multi engine aircraft to descend or continue the flight under VFR if it's critical engine fails.

5.41 Second In Command Required Under IFR

KLA will not operate an aircraft carrying passengers under IFR unless a qualified Second in Command in the aircraft.

5.42 IFR Operating Limitations

[135.215 (a)(b) Ops Spec A014, B032 B050]

No KLA Pilot will operate a KLA aircraft under IFR outside of controlled airspace or at any airport that does not have an approved standard instrument approach procedure.

KLA has been issued Operation Specifications A014 that allows KLA aircraft to operate under IFR in Class G airspace provided that the facilities and services necessary to safely conduct IFR operations in Class G airspace are available and operational during the period of operations in Class G airspace provide that:

An instrument approach to an airport for which there is in use a current approved standard or special instrument approach procedure; or

1. Climb into controlled airspace during an approved missed approach procedure; or
2. Make an IFR departure from an airport having an approved instrument approach procedure.

5.43 IFR Takeoff Minimums / All Airports

[135.217 Ops Spec C057]

Standard takeoff minimums are defined as 1 statute mile visibility or RVR 5000 for airplanes having 2 engines or less and 1/2 statute mile visibility or RVR 2400 for airplanes having more than 2 engines. RVR reports, when available for a particular runway, shall be used for all takeoff operations on that runway. All takeoff operations, based on RVR, must use RVR reports from the locations along the runway specified in this section.

When a takeoff minimum is not published, the PIC may use the applicable standard takeoff minimum and any lower than standard takeoff minimums authorized by these operations specifications. When standard takeoff minimums or greater are used, the Touchdown Zone RVR report, if available, is controlling.

When a published takeoff minimum is greater than the applicable standard takeoff minimum and an alternate procedure (such as a minimum climb gradient compatible with airplane capabilities) is not prescribed, the PIC shall not use a takeoff minimum lower than the published minimum. The Touchdown Zone RVR report, if available, is controlling.

When takeoff minimums are equal to or less than the applicable standard takeoff minimum, the PIC is authorized to use a takeoff minimum equal to the lowest authorized straight-in Category I IFR landing minimum applicable to the PIC for that particular airport. The Touchdown Zone RVR report, if available, is controlling.

If the minimums permit takeoff, but not landing, a takeoff alternate within 1 hour's flying time (at normal cruising speed, in still air) of the airport of departure must be available.

5.44 IFR Destination Airport Weather Minimums

[135.219]

No KLA pilot will take off an aircraft under IFR or begin an IFR or over-the-top operation unless the latest weather reports or forecasts, or any combination of them, indicate that weather conditions at the estimated time of arrival at the next airport of intended landing will be at or above authorized IFR landing minimums.

5.45 IFR Alternate Airport Weather Minimums

[135.221]

No KLA pilot will designate an alternate airport unless the weather reports or forecasts, or any combination of them, indicate that the weather conditions will be at or above authorized alternate airport landing minimums for that airport at the estimated time of arrival.

5.46 IFR Alternate Airport Requirements

[135.223]

5.46.1 Weather Requirements for Filing an Alternate

No alternate airport is required if the weather reports at the first airport of intended landing, for one hour before and one hour after the estimated time of arrival, the appropriate weather reports or forecasts, or any combination of them, indicate that:

1. The ceiling will be at least 1,500 feet above the lowest circling approach MDA; or

2. If a circling instrument approach is not authorized for the airport, the ceiling will be at least 1,500 feet above the lowest published minimum or 2,000 feet above the airport elevation, whichever is higher; and
3. Visibility for that airport is forecast to be at least three miles, or two miles more than the lowest applicable visibility minimums, whichever is the greater, for the instrument approach procedure to be used at the destination airport.

5.46.2 Fuel Requirements

No KLA Pilot will operate an aircraft in IFR conditions unless it carries enough fuel (considering weather reports or forecasts or any combination of them) to:

1. Complete the flight to the first airport of intended landing;
2. Fly from that airport to the alternate airport; and
3. Fly after that for 45 minutes at normal cruising speed.

5.47 IFR Takeoff, Approach and Landing Minimums

5.47.1 Part 135 Operations

[135.225 (a)(b)(c)(d)]

No KLA pilot may begin an instrument approach procedure to an airport unless:

1. That airport has a weather reporting facility operated by the U.S. National Weather Service, a source approved by U.S. National Weather Service, or a source approved by the Administrator; and
2. The latest weather report issued by that weather reporting facility indicates that weather conditions are at or above the authorized IFR landing minimums for that airport.

If there is no weather reporting facility that has been approved by the Administrator, a KLA pilot may begin an instrument approach procedure if:

1. The designated alternate airport has a weather reporting facility that is operated by the U.S. National Weather Service, a source approved by the U.S. National Weather Service, or a source approved by the Administrator; and
2. The latest weather report issued by the weather reporting facility includes a current local altimeter setting for the destination airport. If no local altimeter setting for the destination airport is available, the pilot may use the current altimeter setting provided by the facility designated on the approach chart for the destination airport.

If a KLA pilot has begun the final approach segment of an instrument approach to an airport and the pilot receives a later weather report indicating that conditions have worsened to below the minimum requirements, then the pilot may continue the approach only if when the later weather report is received and the aircraft is in one of the following approach phases:

1. The aircraft is on an ILS final approach and has passed the final approach fix.
2. The aircraft is on an ASR or PAR final approach and has been turned over to the final approach controller.

If the aircraft is on a non-precision final approach and the aircraft:

1. Has passed the appropriate facility or final approach fix; or
2. Where a final approach fix is not specified, has completed the procedure turn and is established inbound toward the airport on the final approach course within the distance prescribed in the procedure; and
3. The PIC finds, on reaching the authorized MDA or DA/DH, that the actual weather conditions are at or above the minimums prescribed for the procedure being used.

5.47.2 Reserved

5.47.3 Part 91 Operations

In the interest of safety, all Part 91 operations will be conducted in accordance with Part 135 standards and limitations unless the Chief Pilot or Director of Operations specifically authorizes the use of applicable Part 91 standards and limitations.

5.48 Airport Requirements

[135.229 (a)(b)(1)(2)(l)]

No KLA Pilot will designate for use any airport unless it is adequate for the proposed operation, considering such items as size, surface, obstructions, and lighting.

No KLA pilot will carry passengers at night or will takeoff from, or land on, an airport unless:

1. He has determined the wind direction from an illuminated wind direction indicator or local ground communications or, in the case of takeoff, that pilot's personal observations.
2. The KLA pilot ensures that the limits of the area to be used for landing or takeoff are clearly defined by boundary or runway marker lights.

Note: Also see Mountain Policy in COM 3.17

5.49 Airport Limitations: Landing Requirements for Large Turbine Transport Category Airplanes(EMB-120 and DO328-300)

[135.379, 135.385, 135.387]

Prior to departure, the PIC will ensure compliance with the following limitations that pertain to all phases of flight.

The PIC will not initiate the flight if calculations show that the weight of the aircraft is greater than that listed in the computed analysis for that airport elevation, ambient temperature, and available runway length. The following criteria must be met prior to the aircrafts departure:

1. The accelerate-stop distance must not exceed the length of the runway plus the length of any stopway.
2. The takeoff distance must not exceed the length of the runway, plus the length of any clearway, except that the length of any clearway included must not be greater than one-half the length of the runway.
3. The takeoff run must not be greater than the length of the runway.

5.49.1 Destination Landing Limitations

The PIC will not initiate the flight if calculations show that the departure weight would put the aircraft at the destination at a weight that is either above the maximum landing weight for the aircraft or at a weight that would not allow the safe landing and stopping of the aircraft in the first 60 percent of the runway, considering:

1. Wind and runway conditions and landing on the most favorable runway and in the most favorable direction, in still air, or
2. The airplane is landed on the most suitable runway considering the probable wind velocity and direction and the ground handling characteristics of the airplane and considering the other conditions such as landing aids and terrain.

5.49.2 Wet Runway Criteria for Landing

The PIC will not initiate the flight when forecast weather at the destination airport indicates wet or slippery conditions at ETA unless the effective runway length at the destination airport is at least

115% of runway length required for aircraft under normal conditions. This section does not apply to the alternate airport.

5.49.3 Alternate Landing Limitation

The limitations for the alternate airport are such that at the estimated landing weight upon arrival you must be able to land the aircraft and come to a complete stop in the first:

- 70 percent of the effective length of the runway for turboprop aircraft, or
- 60 percent of the effective length of the runway for turbojet aircraft.

5.50 Large Aircraft Operations

5.50.1 Takeoff Limitations (Large Transport Category – Turbine)

1. Takeoff will not be made in at a weight greater than that listed in the Airplane Flight Manual for the elevation of the airport and for the ambient temperature existing at takeoff.
2. Takeoff will not be made at a weight greater than that listed in the Airplane Flight Manual that complies with the following:
   a. The accelerate-stop distance must not exceed the length of the runway plus the length of any stopway.
   b. The takeoff distance must not exceed the length of the runway plus the length of any clearway, except that the length of any clearway included must not be greater than one-half the runway length.
   c. The takeoff run must not be greater than the length of the runway.
   d. Not more than the maximum takeoff weight listed in the AFM.
3. No person operating a turbine engine powered large transport category airplane may take off that airplane at a weight greater than that listed in the Airplane Flight Manual that allows a net takeoff flight path that clears all obstacles either by a height of at least 35 feet vertically, or by at least 200 feet horizontally within the airport boundaries and by at least 300 feet horizontally after passing the boundaries.
4. In determining maximum weights, minimum distances, and flight paths, correction must be made for the runway to be used, the elevation of the airport, the effective runway gradient, the ambient temperature and wind component at the time of takeoff, and, if operating limitations exist for the minimum distances required for takeoff from wet runways, the runway surface condition (dry or wet). Wet runway distances associated with grooved or porous friction course runways, if provided in the Airplane Flight Manual, may be used only for runways that are grooved or treated with a porous friction course (PFC) overlay, and that the operator determines are designed, constructed, and maintained in a manner acceptable to the Administrator.
5. For the purposes of this section, it is assumed that the airplane is not banked before reaching a height of 50 feet, as shown by the takeoff path or net takeoff flight path data (as appropriate) in the Airplane Flight Manual, and after that the maximum bank is not more than 15 degrees.
6. For the purposes of this section, the terms, "takeoff distance," "takeoff run," "net takeoff flight path," have the same meanings as set forth in the rules under which the airplane was certificated.

5.50.2 Enroute & One Engine Inop (Large Transport Category – Turbine)

No person operating a turbine engine powered large transport category airplane may take off that airplane at a weight, allowing for normal consumption of fuel and oil, that is greater than that which (under the approved, one engine inoperative, en route net flight path data in the Airplane

Flight Manual for that airplane) will allow compliance with items 1 or 2 of this section, based on the ambient temperatures expected en route.

1. There is a positive slope at an altitude of at least 1,000 feet above all terrain and obstructions within five statute miles on each side of the intended track, and, in addition, if that airplane was certificated after August 29, 1958 (SR422B), there is a positive slope at 1,500 feet above the airport where the airplane is assumed to land after an engine fails.

2. The net flight path allows the airplane to continue flight from the cruising altitude to an airport where a landing can be made under 14 CFR 135.387 clearing all terrain and obstructions within five statute miles of the intended track by at least 2,000 feet vertically and with a positive slope at 1,000 feet above the airport where the airplane lands after an engine fails, or, if that airplane was certificated after September 30, 1958 (SR422A, 422B), with a positive slope at 1,500 feet above the airport where the airplane lands after an engine fails.

   For the purpose of paragraph 2 of this section, it is assumed that--

   a. The engine fails at the most critical point en route;

   b. The airplane passes over the critical obstruction, after engine failure at a point that is no closer to the obstruction than the approved navigation fix, unless the Administrator authorizes a different procedure based on adequate operational safeguards;

   c. An approved method is used to allow for adverse winds;

   d. The alternate airport is selected and meets the prescribed weather minimums; and

   e. The consumption of fuel and oil after engine failure is the same as the consumption that is allowed for in the approved net flight path data in the Airplane Flight Manual.

5.50.3 Landing & Destination Airports (Large Transport Category – Turbine)

1. No person operating a turbine engine powered large transport category airplane may take off that airplane at a weight that (allowing for normal consumption of fuel and oil in flight to the destination or alternate airport) the weight of the airplane on arrival would exceed the landing weight in the Airplane Flight Manual for the elevation of the destination or alternate airport and the ambient temperature anticipated at the time of landing.

2. Except as provided in paragraph (3), (4), or (5) of this section, no person operating a turbine engine powered large transport category airplane may take off that airplane unless its weight on arrival, allowing for normal consumption of fuel and oil in flight (in accordance with the landing distance in the Airplane Flight Manual for the elevation of the destination airport and the wind conditions expected there at the time of landing), would allow a full stop landing at the intended destination airport within 60 percent of the effective length of each runway described below from a point 50 feet above the intersection of the obstruction clearance plane and the runway. For the purpose of determining the allowable landing weight at the destination airport the following is assumed:

   a. The airplane is landed on the most favorable runway and in the most favorable direction, in still air.

   b. The airplane is landed on the most suitable runway considering the probable wind velocity and direction and the ground handling characteristics of the airplane, and considering other conditions such as landing aids and terrain.

3. A turbo propeller powered airplane that would be prohibited from being taken off because it could not meet paragraph (2)(b) of this section, may be taken off if an alternate airport is selected that meets all of this section except that the airplane can accomplish a full stop landing within 70 percent of the effective length of the runway.

4. Unless, based on a showing of actual operating landing techniques on wet runways, a shorter landing distance (but never less than that required by paragraph (2) of this section) has been approved for a specific type and model airplane and included in the Airplane Flight Manual, no person may take off a turbojet airplane when the appropriate weather reports or forecasts, or any combination of them, indicate that the runways at the destination airport may be wet or slippery at the estimated time of arrival unless the effective runway length at the destination airport is at least 115 percent of the runway length required under paragraph (2) of this section.

5. A turbojet airplane that would be prohibited from being taken off because it could not meet paragraph (2)(b) of this section may be taken off if an alternate airport is selected that meets all of paragraph (2) of this section.

5.50.4 Landing & Alternate Airports (Large Transport Category – Turbine)

No person may select an airport as an alternate airport for a turbine engine powered large transport category airplane unless (based on the assumptions in 14 CFR 135.385(b)) that airplane, at the weight expected at the time of arrival, can be brought to a full stop landing within 70 percent of the effective length of the runway for turbo-propeller- powered airplanes and 60 percent of the effective length of the runway for turbojet airplanes, from a point 50 feet above the intersection of the obstruction clearance plane and the runway.

5.51 Airport Limitations: Takeoff / Landing Requirements for Small Non-Transport Category Airplanes

[135.399]

The PIC will not initiate the flight if calculations show that the weight of the aircraft is greater than that listed in the AFM at which compliance with the following may be shown:

1. The takeoff distance must not exceed the length of the runway, plus the length of any clearway, except that the length of any clearway included must not be greater than one-half the length of the runway.

2. The takeoff run must not be greater than the length of the runway.

In determining maximum weights, minimum distances, and flight paths in the preceding paragraphs. The pilot must consider the following when calculating the aircrafts takeoff roll and takeoff distance for the runway to be used:

1. The elevation of the airport.

2. The effective runway gradient.

3. The ambient temperature.

4. The wind component at the time of takeoff.

Note: For the purpose of this section, it is assumed that the airplane is not banked before reaching a height of 50 feet, as shown by the takeoff path or net takeoff flight path data (as appropriate) in the Takeoff Charts, and thereafter that the maximum bank angle is not more than 15 degrees.

Note: For the purposes of this section, the terms "takeoff distance," "takeoff run," "net takeoff flight path," and "takeoff path" have the same meanings as set forth in the rules under which the airplane was certificated.

5.52 Weather Radar (EMB-120 and DO328-300)

[135.175 (a)(b)(c)(e)]

5.52.1 General

Airborne radar installed in Key Lime Air aircraft will be utilized for severe weather avoidance, and whenever possible, used in conjunction with ground radar to avoid severe weather. When airborne or ground radar indicates potential thunderstorm activity, the PIC will alter his route of flight to avoid the core of the cell by a minimum of 15 miles.

When attempting to use ground radar as a primary source of severe weather avoidance, it is important to understand that frequently the center radar is in the horizontal polarization mode to gain maximum attenuation of primary targets and may not paint all the cellular activity encountered in flight.

Should airborne radar become inoperative in forecast severe weather conditions, the PIC will ascertain from the controller if his radar is in fact in the horizontal mode and request radar vectors out of the area of un-forecast severe weather.

5.53 Severe Weather Avoidance

No Key Lime Air aircraft, under IFR, will fly into areas of known or forecast light or moderate icing conditions, or VFR into known light or moderate icing conditions, unless the aircraft is certified for operations in known ice conditions. Anti-icing procedures recommended in the appropriate pilot aircraft handbook or aircraft flight manual will be utilized.

No Key Lime Air aircraft is ever to deliberately penetrate a thunderstorm. A thundershower is at best very difficult to determine. Pilots will base their decisions on all available information, i.e., forecasts, availability of radar, cloud formations, amount of precipitation with particular attention to forecast severe thunderstorm and tornado areas.

5.54 Icing Conditions and Limitations

[135.227]

5.54.1 General

No pilot may take off an aircraft that has frost, ice, or snow adhering to any propeller, windshield, stabilizing or control surface; to a powerplant installation; or to an airspeed, altimeter, rate of climb, flight attitude instrument system, or wing, except that takeoffs may be made with frost under the wing in the area of the fuel tanks if authorized by the FAA.

The primary method for removing snow and ice from aircraft surfaces is with the use of brooms and scrapers.

KLA will not authorize an airplane to take off and no pilot may take off an airplane any time conditions are such that frost, ice, or snow may reasonably be expected to adhere to the airplane unless the pilot has completed all applicable training as required by 14 CFR 135.341 and unless a pre-takeoff contamination check has been completed within 5 minutes prior to takeoff.

Deicing (Type 1 fluid) and anti-icing fluids (Type 4 fluid) have the capability of preventing the formation of frost, snow, or ice for a finite period of time. Type 1 fluid is used for removing ice and snow from the aircraft and is not designed as a preventive method to keep it from building back up. Type 1 fluid is approved for the use on Key Lime Air aircraft. Type 4 fluid is applied to prevent the accumulation of snow and ice after the aircraft has been deiced.

TYPE 4 FLUIDS ARE AUTHORIZED FOR USE ONLY ON KEY LIME AIR EMB-120 AND DO-328 JET.

5.54.2 Pretakeoff Contamination Check

[Ops Spec A041]