

RAPID ↓ DESCENT

General Policies

&

Operations Manual

General Operations

Rapid Descent is an LLC under the state of Missouri. The aircraft, equipment, and management services are provided by Barron Aviation Private Flight Services (BAPFS). Neither company has any insurance coverage for the aircraft, equipment or any of the skydiving activities. Due to the fact that coverage is not available we have a strict waiver policy that requires anyone utilizing any of our services agree to all aspects of our waivers.

BAPFS has implemented a simplified structure of services, pricing, scheduling, and accounting for the skydiving operation. While this may not cater to everyone's wishes, it will make the operation manageable and provide financial accountability. This system is conducted entirely on paper then reconciled and transferred into the computer accounting system. Due to our size we do not have the traffic or resources to hire full time staff to handle scheduling, manifesting, and ticket sales. BAPFS will handle most of this at no extra charge until such a time that Rapid Descent has recovered and grown to a size that will support this staffing. During times when no BAPFS staff is present some of these duties will fall on the staff present, especially walk-ins and manifesting. Rest assured, both of these tasks are very simple and will take only a minute or two of anyone's time.

Rapid Descent operations are conducted entirely on pre-purchased tickets for each and every one of our services. These tickets are available for purchase at BAPFS or by phone (573-221-3230 ext.300) Monday thru Friday between the hours of 8am and 5pm. Tickets may be available for walk-ins from any staff member who chooses to participate in the "ticket holder" program.

This system is intended to address the efficiency of scheduling for our staff as well as our customers. It should be our goal to have each and every one of our customers on time and happy. Efficiency is extremely important to our operation as well. The schedule is designed around groups of 3 back to back flights with a fueling break between groups. The success of this will depend greatly on our staff for each group, making sure they are ready and waiting when the plane taxis in. Our 195 is extremely sensitive to overheating during ground runs so if a group is not ready it will force a shutdown and cool down time.

As always safety, customer satisfaction and quality are our primary objective with all that we do. Quality before quantity – Always! The following pages will address the specifics related to each area of our operation. This manual will always be a work in progress document so constructive inputs and ideas are strongly encouraged.

Services

The following are the services we have to offer and the associated charges. No additions or modifications will be made to any of these services without express consent of Mike Barron – DZO.

- Low Dive: solo jump 5,000 feet and below - \$20
- High Dive: solo jump above 5,000 feet - \$30
- Observer: use high or low dive ticket as appropriate for highest altitude of flight
- Rig Rental: student/sport rigs - \$25 per jump (repacking is responsibility of renter)
- Rig Rental: tandem rig - \$35 per jump (repacking is responsibility of renter – must sign lease agreement with BAPFS if rig is leaving premises)
- Video and editing: standard one jump - \$120
- Tandem instruction: includes equipment and instructor - \$225
- IAD instruction: Ground instruction - \$100, jumps (ea) - \$150
- AFF instruction: Ground instruction - \$100, jumps A-C (ea) - \$300, jumps D1 – F1 (ea) \$250, jump F2 - \$200.
- Coach jumps: (ea) - \$125
- Supervised jumps: ground supervision (ea) - \$85
- Check dive: A license or recurrent - \$150

All instructional, coached, supervised, and check dives include rig and repack. Instructors and solo jumpers will have to work directly with our packers for their services.

Sales

With the exception of contract agreements, all services will be conducted via pre-purchased tickets. These can be purchased at BAPFS during the week or on site through “ticket holder” participants. Tickets are issued upon full payment only and only ticket holders will have reserved schedule slots. A 25% charge will be assessed for lost ticket replacement; this is due to the time involved as well as the people who will try to cheat the system. This replacement fee does not apply to staff members or damaged tickets that are identifiable and can be verified. BAPFS will handle the sales of all merchandise due to the accountability of sales tax.

“Ticket Holder” program

BAPFS will issue limited quantities of tickets to staff members that choose to participate and maintain a positive account balance sufficient to cover ticket sales as they occur. Each member will be able to choose what type of tickets they want to have on hand. For example it will be advantageous for tandem instructors to have a few tandem tickets on hand and videographers to have video tickets, etc. These tickets will be issued in the name of the staff member and charged to the staff member's account when they are used. It will be the member's responsibility to collect for the ticket in whatever manner they deem fit. This is a completely voluntary program but is of benefit to the individual members as well as the whole group's effort. We hope everyone will consider participating.

Scheduling

All advance scheduling will be done through BAPFS during normal business hours. This task will be assumed by BAPFS free of charge until Rapid Descent has recovered and grows enough to sustain these services for itself. Until then our scheduling will be somewhat a group effort due to the fact that the workload at BAPFS was extremely busy with flight school, maintenance, aircraft management, sales, charter, glider flights and training, and airport management duties with the city, MoDOT, FAA, TSA and homeland security prior to taking over this task. Many of these duties take absolute priority so we hope everyone will understand during times when things get busy. Simplicity and efficient use of time and resources are the goals of our scheduling.

Scheduling will be based around weekend activities with Saturdays being primary and Sundays if demand is sufficient. This means we will attempt to completely fill Saturday's schedule before beginning one for Sunday. If circumstances or demand requires a Sunday priority or a weekday schedule and staffing is available, that is always an option.

Instructors, videographers, packers and pilots will be added to the schedule by notifying BAPFS the days and times they desire to be scheduled. From this we will try to cover the schedule. If we find a shortage in any area we will attempt to contact anyone not on the schedule to confirm their unavailability prior to turning anyone away.

Scheduling of tandems or other instruction will begin with morning slots and run consecutively after that so as not to unnecessarily consume everyone's time. The normal schedule sequence (3 instructors) allows for one hour with the student prior to takeoff and 30 minutes with them

afterwards. This time is reduced with only two instructors on rotation (every other load). If there is only one instructor we will utilize only every other load and eliminate the others unless there are solo jumpers to fill loads. Solo jumpers can add themselves to the schedule as well by letting BAPFS know what day and how many jumps they would like to make; otherwise they will be worked in with empty slots as they come along during the day or at the end of the scheduled activities. If an instructor sees they will not be ready in time it would be best to see if the slot can be switched with another instruction jump. If this cannot be accomplished then filling the slot with solo jumpers would be prudent. The only times an aircraft may depart without it's minimum load is to fly the schedule as it is planned if no additional solo jumpers join in. If a load of solo jumpers is short, the remaining slot(s) will have to be covered.

Scheduled ticket holders that cannot be there for their reservation will have to cancel by Friday at 5pm with BAPFS or there will be a \$50 charge assessed to their ticket to revalidate. If weather does not allow for normal operations the students should be notified of the situation as soon as possible from the contact list on the back of the schedule. The determination of what operations can be accomplished safely and legally rests with both the pilot and instructors.

Organization and Staff

We will be organizing our operation into the specific divisions listed below. As your DZO I have a vast knowledge of the aviation world but very little experience with skydiving operations. Because of this I need the direction of all of our staff to make Rapid Descent what we all want it to be. What I think will work the best is to have one person for each area to work with. Each member can watch their area in day to day operations, talk with and get input from everyone with regard to needed changes then discuss with me the best action to take. Likewise, if there is a problem on my end I can talk to the person in charge and they can gather thoughts and ideas then let me know the best course of action.

The divisions are as follows:

- Safety and Training Advisor: **Mark Welchert**
- Rigger and equipment advisor: **Kevin Hennen**
- AFF training advisor: **Steve McAnulty**
- Tandem training advisor:

- IAD training advisor:
- Video services advisor: **Baglock**
- Manifest and Loading:
- Packing advisor: **Tim Wilson**
- Chief Pilot: **Sam Foreman**
- Sales and scheduling advisor: **Robin Carroll**
- Promotion and advertising advisor:
- Shows and Demos:

Video Services

All video services offered through Rapid Descent will be conducted, formatted and packaged in a manner set forth by Baglock. This will provide a similar and quality product to all of our customers. Video pick-up at Rapid Descent or BAPFS will be the responsibility of the customer unless special arrangements are made with the videographer.

Contracted Services

Rapid Descent has no employees. All work (instruction, video, packing, etc.) is performed under contract services. This manual serves as the contract for anyone performing services for Rapid Descent LLC. Prior to performing any services your name, address, phone contact, and ss# need to be submitted to BAPFS. Service providers will be issued a 1099 form at the end of each calendar year. Payouts will be conducted monthly along with the others at BAPFS. Checks will be issued to anyone not specifying a desire to credit their account. It is the desire of Rapid Descent not to have excessive amounts of credit on the books however some will be required if you are a "ticket holder".

Contract rates:

- Tandem instruction: \$50
- AFF instruction: \$50

- IAD instruction: \$
- Coach jump: \$20
- Coach ground: \$10
- Ground school (per student): \$50
- Tandem pack: \$15
- Student/sport rig pack: \$7
- Packing school (per student): \$25

Forms and Procedures

Please refer to the individual form examples at the back of this manual.

Drop Zone Rules

Please see the "DZ Rules" attachment at the back of this manual.

Our drop zone is going to be maintained as a fun and family friendly environment. While there are always disagreements and certain issues that arise with any group of people, there are certainly limits to what will be accepted. The degree of what will be tolerated remains the discretion of Mike Barron acting as DZO and Airport Manager. No-one will be discriminated against for any reason and adequate warning will be given prior to any official exclusion. The following offenses will not be tolerated and are grounds for immediate exclusion from airport property without warning:

1. Stealing of any kind or the attempt to steal from anyone.
2. Verbal threats of physical assault toward any member, customer, or other airport patron either direct or indirect.
3. The use of illegal drugs on airport property.
4. Tampering with any equipment or aircraft.

5. Statements of slander toward the DZ or any other member. (this means non-factual statements that are damaging)
6. Physical aggression toward another member, customer, or airport patron.

These offenses will be met with immediate verbal exclusion from airport property and most will be followed by legal action. A certified letter will be issued to document the restraint. Failure to comply with the instructions (verbal and/or written) issued by any BAPFS Staff member will result in action from the local authorities as well as the TSA division of homeland security as is any situation on airport property.

BAPFS Skydiving Services

Flight services will be provided utilizing Cessna 172, Cessna 195, and Beechcraft 18 aircraft. Each aircraft will be charged a dry rate with pilot along with a reimbursement charge for the actual fuel costs. The minimum loads and jump prices for Rapid Descent insure a break even operation with solo jumpers and a profit margin on all instruction.

All rigs are provided by BAPFS and will be charged for on a per jump basis. Normal maintenance and 180 day re-packs will be covered by BAPFS. Component replacement due to damage or loss, cleaning of mud or grass stains, repair and unscheduled reserve re-packs will be the responsibility of the renter.

Merchandise sales will be conducted by BAPFS for sales tax reasons. The Rapid Descent name and logo is the personal property of Mike Barron and Rapid Descent LLC. This name and logo cannot be used or reproduced for any purpose other than official business unless express written permission is obtained from Mike Barron.

Flight services and equipment rental other than Rapid Descent will require a signed rental agreement.

Skydiving Schedule Month: _____ Day: _____ Date: _____

Pilots:

Name	0900 to 1130	1130 to 1330	1330 to 1530	1530 to 1730	1730 to 1930

Packers:

Name	1030 to 1230	1230 to 1430	1430 to 1630	1630 to 1830	1830 to 2030
1					
2					

Videographers:

Name	A	B	C	D	E
1					
2					

Instructors:

Name	A	B	C	D	E
1					
2					
3					
1a					
2a					
3a					

Schedule:

Sched #	0900	0930	1000	1030	1100	1130	1200	1230	1300	1330	1400	1430	1500	1530	1600	1630	1700	1730	1800	1830	1900
1	A				B				C				D				E				
2		A				B				C				D				E			
3			A				B				C				D				E		

Note: Schedule lines 1 thru 3 can accept up to 6 tandem instructors each depending on video requests, aircraft availability, tandem rigs and packers. If more than one instructor is assigned to a line the schedule designations will be the line number with an alpha character suffix (1a, 1b, 1c,...). If we have only one or two instructors they should be scheduled on a "rotation" meaning every other load. This will maximize efficiency with minimum staff. Students name on scheduled block will be followed by their services desired (T=tandem, V=video, AFF followed by jump #=accelerated freefall, IAD= instructor assisted deployment)

Skydiving Manifest

Total Load:

Load #:

Date:

Aircraft:

Takeoff:

Tandem	1	2	3	4	5	6
Instructor						
Student						
Videographer						

AFF	1	2	3
Instructor			
Instructor			
Student			
Videographer			

IAD	1	2	3
Instructor			
Student			
Videographer			

Solo (Hi/Low)	Name
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	

172: Min Load 3, Max Load 4*, Low Jumps Only

195: Min Load 4, Max Load 5*, or 3 High with 2 Low*

G-18: Min Load 10, Max Load 12 (13*), High Jumps Only

*: check with pilot

Pilot:

Time:

Skydiving Contact List

NAME	PHONE	E-MAIL	Notes
Greg "Baglock" Palmer			(video, IAD, Tandem, AFF)
Barron , Dillon			packer
Barron , John			Pilot, mechanic (all planes)
Barron , Mike - DZO			DZO, Pilot, mechanic (all planes)
Baxter, Dean			FAA/Pilot
Bieniek , Quinn			Ground crew
Califf , Jacob			Ground crew
Carroll , Robin - schedules			Scheduling and bookkeeping
Dan O			(video)
Derham , Chris			(video)
Dolphin , Tom			Lexington
Foreman , Sam – Chief pilot			Chief pilot (all planes)
Frankenbach , Mark			Pilot (172)
Gardner , Destin			
Hechst , Suzette			(AFF)
Hennen , Kevin – senior rigger			(tandem, video)
Jamerson			(packer)
Jasnos , Jason			(Tandem W/ Rigs)
Kula , Amanda			(coach)
Lahm , Lenny			(packer)
McHenry, Jeff			
McAnulty , Steve – AFF			(AFF instr)
Ottenger , Randy - USPA			
Peek , Gary – USPA Regional			
Prey , Van			twin otter & 3 206's
Putter			(editing)
Roman , Robert			
Roth , Gabe			(packer)
Salaz , Dave			pilot/skydiver
Shorten , Craig			(tandem w/ rigs and plane/pilot)
Sparrow , Brandon			Pilot (195)
Thomas , Brandon & Elisa			

