

airport location, do not rush yourself. Choose a suitable area that allows for a safe approach/departure and will allow for another aircraft to bring maintenance personnel if necessary. There are several designated precautionary landing areas along the tour routes. These include: the Triangle, the Parking Lot, and 10-X Ranch. The pilot may use one of these designated areas or any other area that the pilot determines is suitable. Notify Papillon Tower on 978 FM of your location and when a safe landing is assured, upon landing press the green spidertracks button once to notify management that you have a maintenance issue. If you will be shutting down or swapping aircraft, brief your passengers prior to touchdown and keep them on-board until the blades have come to a complete stop. Keep control of your passengers after disembarking. When the replacement aircraft arrives, use the FM radio to inform them of the winds and conditions prior to landing. Upon landing the mechanic will take control of the passengers, and you will take control of the recovery aircraft. The recovery pilot will then load your passengers, and you will resume the tour. Call 978 FM when airborne.

SHUT DOWN/CLOSEOUT

Fueling: Unless otherwise directed by management, all aircraft will shutdown with a standard fuel load. If you are unable to comply with this procedure, write a note on a sick sack and place it over the cyclic for the next pilot.

Cooldown Times: Pilots are required to comply with the following cooldown times: 3 minutes for B206L's, and 30 seconds for EC130/AS350. If an EC130/AS350 has been at idle for more than 15 minutes, the pilot will advance the twist grip to flight for 1 minute and then return back to idle for normal shutdown.

A/C Shutdown: Prior to shutdown, check with Papillon Tower to determine if there are any last minute schedule changes. Visually check the area and monitor the heliport frequencies prior to shut down to ensure that your slow blades will not cause a delay to departing or arriving aircraft. During shutdown, monitor the gauges until N1/NG is Zero and the TOT/MGT/T4 has stabilized. Remain at the controls until the blades come to a complete stop.

Coast Down Times:

- EC130 / AS350 – 60% NG until 2% NG
Note: Notify Maintenance if coast down time is less than 30 seconds.
- Bell Aircraft – Throttle Closed until 10% NG
Note: Notify Maintenance if coast down time is less than 23 seconds, or varies by 5 seconds or more between shutdowns.

Ng/Nf Cycle: EC130/AS350 pilots will record Ng/Nf cycles on the Flight Tracking Sheet, but will not enter them into the aircraft logbook. Ng and Nf cycles will be recorded by maintenance.

Frictions: Do not over tighten the friction knobs on the cyclic or collective. These will strip out easily if abused. If the friction does not function properly, notify maintenance.

Spooling Up the AS350B2: When increasing the throttle from the “Flight Idle” position to the “Flight” position, the pilot must keep the Torque below 40%. Use caution when windy and/or slippery (snow, ice, or wet) conditions are present, as the aircraft can spin without warning.

Spooling Up the EC130B4 only requires the pilot to turn, or twist the throttle into the flight position. The increase in throttle is controlled by the FADEC system.

Spooling Up the BH206L: When increasing the throttle from the “Flight Idle” position to the “Flight” position, the pilot must keep the Torque below 35%. Use caution when windy and/or slippery (snow, ice, or wet) conditions are present, as the aircraft can spin without warning.

Exiting Running Aircraft: A pilot or authorized maintenance personnel must be at the controls of a running aircraft at all times.

The only exceptions to this rule are “Pilot Swaps” and “Control Holds” in the BHT 206 ONLY. In either case, the PIC will not leave the controls until all passengers are clear of the rotor disc. When giving a control hold, do not adjust any of the volume or selector switches in the aircraft. Control holds are permitted, but it is at the discretion of the PIC based on conditions.

Windows at South Rim: Flight line personnel are responsible for cleaning the aircraft windows between flights. The helicopter must be shut down whenever a ladder is required to clean the windows

Post Flight (Between Flights): After each shutdown the pilot will check all fluid levels, bypass/clogging indicators (LRB’s), and do a complete walk around of the aircraft. If maintenance action is required, it is the pilot’s responsibility to write up the discrepancy and then notify a maintenance inspector. If the maintenance action will delay flight operations the pilot will inform the Lead Pilot and tower. The PIC will also file an irregularity report.

Maintenance Discrepancies: Pilots are required to write-up **ALL** aircraft discrepancies in the logbook. Authorization / approval is **NOT** required to write-up a maintenance discrepancy. However, **the pilot is required to notify a maintenance inspector** of the discrepancy, and verify the appropriate wording for the write-up. If the aircraft is grounded as a result of the write-up, the pilot will notify the Lead Pilot, and give them the approximate time that the aircraft will be returned to service. The Lead Pilot will notify the Tower, who will notify Customer Service.

Aircraft Delay Due to MX at Boulder City: The following procedure will be used whenever an aircraft is found to have a maintenance problem, or will be delayed due to maintenance.

- Pilot: contact the Papillon Control Tower via FM radio while in flight.
- If on the ground: the pilot will contact lead or chief pilot, then contact maintenance.
- Papillon Tower: contact Front Counter or Customer Service Supervisor (CSS) via phone.
- Pilot File Flight Irregularity Report on Flight and Duty Tracker

B. HELIPORT PROCEDURES

Always use caution and maintain SITUATIONAL AWARENESS when operating within Ramp area at Boulder or Las Vegas!!

1. GENERAL

Winds: Anytime the winds at the airport exceed 30kts, or the gust spread exceeds 20kts, the Papillon Tower must notify the Lead Pilot.

Walk-around Inspection: Prior to each start, the PIC will perform a walk-around inspection of the aircraft and the surrounding area looking for FOD, tie downs and engine covers that are still attached. Also check for latches that are open or not completely latched, missing or improperly latched fuel caps, fluid leaks, etc. **THIS IS THE TIME TO FIND A PROBLEM.** Engine covers should not be used during the day unless inclement weather is expected (i.e. blowing snow, heavy rain, sand storm etc.)

Taking over an Aircraft: Any time a pilot takes over an aircraft that he/she did not pre-flight, the pilot will conduct a brief walk around the aircraft to inspect for any damage when giving the aircraft over to the new pilot. The pilot will then initial the walk around/ or preflight section of the back of the revenue sheet. The new pilot will then conduct his or her own walk around the aircraft to insure that no damage exists. The new pilot will also inspect the aircraft's log book to ensure that it is signed and all maintenance has been adhered to.

Scheduled Maintenance: In order to reduce the potential of a scheduled maintenance inspection over-flight: NO aircraft is to be released for a flight of any kind unless the aircraft will land with 1.5 hours remaining until the next inspection. This requirement may be waived with approval from Management.

Altimeter Setting: Prior to takeoff the pilot shall set the altimeter to the current setting as stated in the ATIS or AWOS. If official weather information is not available, local field elevation may be used in lieu of a current reported setting.

Movement around the Aircraft: Flight line personnel will remain outside the rotor disk of a spinning aircraft, and they will not approach an aircraft unless they receive an appropriate signal from the pilot. Flight line personnel are permitted within the rotor disk to operate an APU/GPU during start-up, but should remain close to the aircraft until the start sequence is complete. At no time will flight line personnel be permitted to cross under the tailboom of an aircraft.

General Hand Signals:

1. Thumbs up: OK. Ready for Passengers. Ready for departure.
2. Thumbs down: NO
3. Need fuel, at GCW, Thumbs up, or two fingers pointed down in a 45% angle and the thumb up.
4. Hand across throat: Shut Down.
5. Point to eyes: Lights on.
6. Arms crossed at wrist: Pilot switch.
7. Two fingers to palm: A.P.U.

Positive Control of Passengers: It is the Pilot's responsibility to maintain "positive control" of the passengers on the flight line. Passengers will be escorted by a pilot or ramp agent, keeping them within 10 feet at all times. Failure to do so may result in disciplinary action.

Loading / Unloading of Passengers: On the normal tour mission from Boulder and Las Vegas, no passengers will be loaded or unloaded while the aircraft is running, **or the blades are still turning**. Hot loading will only be conducted during up and downs at GCW, Strip Tours, and Hoover Dam tours from Boulder City.

EC130B4/ AS350B2 Passenger Doors: The right rear passenger door, otherwise known as the "suicide door" **WILL NOT** be used to load and unload passengers. Passengers are to be loaded and unloaded through the slider.

Manifests: It is the PIC's responsibility to review the manifest for accuracy. Each pilot will ensure that the manifest is for the correct aircraft, has the correct PIC listed, and verify the number of passengers, gross weight, and CG. It is also the pilot's responsibility that he/she has the correct passengers by conducting a role call. It is also strongly recommended that the PIC re-check the passenger names against the manifest at the helicopter before loading.

Flight Plans: Prior to each flight, and before lifting, the PIC will call the Papillon Tower on FM Channel 2, for Boulder, and Channel 1 for Las Vegas, with the number of passengers, the type of tour they will be flying and fuel load.

Training Flights/Ferry Flights: A manifest will be created for all training flights and ferry flights. It is the PIC's responsibility to provide the Flight Follower with the following information: PIC's name, the name, weight, and seating location for all passengers, amount of cargo in pounds, location of the cargo, fuel in percentage, destination, and duration of the flight. During training flights the PIC will check-in with tower every 30 minutes on the FM Radio.

Fueling Procedures, Fuel loads

General: Flight line personnel will follow the fueling procedures outlined in the company Operations Manual. No passengers are permitted within 50' feet of an aircraft being refueled.

Fuel loads - Boulder city departures: The basic fuel loads for the AS350 is 40% for one way and 55% for round trip. For the EC130B4, the one way fuel load is 66 gallons or 45%, and round trip is 87 gallons or 60%. For the Eldorado canyon tour, the fuel load is 60% for the AS350 and 65% for the EC130B4

Fuel loads - Las Vegas (McCarran): For the AS350 the fuel load for one way is 45%, round trip is 65%. For the EC130b4, the fuel load for one way is 73 gallons and round trip is 97 gallons.

Note: These amounts are based on normal WX conditions. If adverse conditions are expected, extra fuel is recommended.

Fueling at GCW: When the loader is ready to begin fueling the aircraft, he/she will alert the pilot by tapping on the side of the aircraft. The pilot will then signal the loader to commence fueling by making a stirring motion with his/her finger. While being fueled, the pilot must focus his/her attention on the fuel gauge to prevent over-fueling. When the pilot has the desired amount of fuel, give the “thumbs up” signal. The loader will then stop fueling the aircraft and will acknowledge the pilot’s signal by tapping on the side of the aircraft.

Spooling Up the AS35Bb2: When increasing the throttle from the “Flight Idle” position to the “Flight” position, the pilot must keep the Torque below 40%. Use caution when windy and/or slippery (snow, ice, or wet) conditions are present, as the aircraft can spin without warning.

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Post Flight (Between Flights): After each shutdown the pilot will check all fluid levels, bypass/clogging indicators (LRB’s), and do a complete walk around of the aircraft. If maintenance action is required, it is the pilot’s responsibility to write up the discrepancy and then notify a maintenance inspector. If the maintenance action will delay flight operations the pilot will inform the Lead Pilot.

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