

SeaPort Airlines
Juneau, AK
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ANC15FA049

**NATIONAL TRANSPORTATION SAFETY BOARD
WASHINGTON, D.C.**

ATTACHMENT 10

General Operations Manual Section L

2 Pages

SeaPort Airlines, Inc.

This section contains flight locating procedures, when applicable.

L.1 Dispatch and Flight Locating (ref. 135.23(l), 135.79, 91.153)

The following information will be retained at the Company's principal place of business, or at other places designated by the DO until the completion of each flight.

1. Aircraft identification.
2. Type of aircraft.
3. PIC's name (and SIC's name, if applicable).
4. Departure point.
5. Proposed departure time.
6. VFR routing, if applicable.
7. Destination point.
8. Estimated time en route.
9. Number of passengers.
10. Fuel on board.
11. Estimated time of reestablishing contact with the Flight Locating Service.
12. Number of passengers.
13. Time at which flight will be overdue.

L.1.1 Flight Plans (ref. 135.23(l))

At the PICs discretion, an IFR or VFR flight plan may be filed with a Flight Service Station prior to departure. If weather conditions at the destination are forecast at the time of arrival to be at or below VFR, or Special VFR weather minimums, then a VFR departure to that destination is not allowed. However, an IFR flight plan can be filed and flown provided the destination airport weather is at or above authorized IFR landing minimums per FAR 135.219. VFR plans filed with FSS are not necessary if utilizing company flight dispatch and locating procedures.

FAA Flight plans are not required for tour flights or other similar operations involving two or more aircraft if communications are maintained between aircraft when company flight following is used.

L.1.2 Flight Locating

For every flight conducted under Part 135, the following procedure for locating each flight, for which an FAA FSS flight plan is not filed, is as follows:

For flights departing from outlying airport, the station agent or PIC shall provide the base dispatch office (i.e. JNU, PDX, etc.) the information listed in items number 1, 6, and 9 in L.1 above.

For every arrival at an outlying airport, the station agent or PIC shall inform the base dispatch office (i.e. JNU, PDX, etc.) within 15 minutes of the flight's safe arrival.

If a flight is delayed more than 15 minutes from the scheduled arrival time at an outlying station or airport, the base dispatch office will then follow the procedures listed in Section L.1.5.

SeaPort Airlines, Inc.

Our company utilizes ARINC, an aviation support company, to provide radio relay support to our company to contact airborne aircraft to maintain operational control. Through a system of ground based repeaters, similar to those used by ATC, ARINC supports a radio network across the US that feeds directly to their primary relay facility in San Francisco. Through this facility they are able to patch a radio call into a telephone line, or simply take a message and relay that from either air to ground, or ground to air.

Procedures for using ARINC are very similar to those for using FSS. Transmit on the ARINC frequency, your initial call should sound something like, "ARINC San Francisco, this is (call sign), transmitting and receiving on (frequency)". Once they contact you back, request either a phone patch with, or that they send a message. Once you have completed your phone patch and/or stated your message, they may come back on the line to ensure the call went through.

During all flights outside of our company's ground based station's range; the crew is required to monitor the appropriate ARINC frequency for their call sign. If the flight will be conducted in an area where radio communications cannot be maintained, the PIC will provide the following information to our company's ground based station prior to exiting radio communication coverage: location and estimated time for reestablishing radio communications. This information will be updated as appropriate, until the flight is terminated at its final destination.

L.1.3 Communications

The PIC is responsible for keeping the base dispatch office (i.e. JNU, PDX, etc.) and/or the FAA Flight Service Station informed of each flight. If flying VFR and altitude permitting, the pilot shall contact by radio the appropriate en route center control agency for VFR advisories and flight following. If out of radio contact with en route center control agency or flight service, the crew shall, as soon as practical, use a telephone to call the base dispatch office (i.e. JNU, PDX, etc.) and/or FAA Flight Service upon arrival at their destination.

L.1.4 Contact While Away From Base

If a flight terminates at the end of the day at an outlying station, the PIC will ensure that the base dispatch office (i.e. JNU, PDX, etc.) and/or the FAA Flight Service Station are informed of the flight status.

L.1.5 Overdue Flights (ref. 135.23(l))

If a flight is more than 15 minutes overdue, the company individual with operational control shall:

1. Initiate a ramp check to see if the aircraft has returned.
2. If possible, contact the intended place of departure to affirm the aircraft has departed.

If a flight becomes 30 minutes overdue, the company individual with operational control shall:

1. Inform the DO;
2. Notify the nearest National Transportation Safety Board (NTSB) field office by the most expeditious means possible at the numbers listed in Table L-1.