

# **APSCON 2018**

**LOUISVILLE, KY | JULY 9-14**



**ADVANCING PUBLIC SAFETY AVIATION**

**FLIGHT OPERATIONS HANDBOOK**

## **Flight Operations Plan**

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## ***Welcome!!***

We are pleased you will be joining us for APSA's APSCON 2018, which will be held at the Kentucky Exposition Center, Louisville, Kentucky. This manual, available on APSA's website, [www.PublicSafetyAviation.org](http://www.PublicSafetyAviation.org), provides you with information regarding flight operations, ground aircraft movement and safety procedures for the event.

As always, safety is our primary focus, be it on the ground or in the air. Air Operations this year will benefit greatly from the hard work and support of the Louisville Metro Police Department Aviation Unit personnel. If you have any concerns or suggestions to improve safety, please contact Bryan Smith.

## Contact Information

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APSA Safety Program Manager  
Director of Flight Operations

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[safety@PublicSafetyAviation.org](mailto:safety@PublicSafetyAviation.org)

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301-631-2466

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Fly-In Air Boss

502-639-1494

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Brede Exposition Services

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Central American Airways - KLOU  
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**Todd Walter**

Atlantic Aviation - KSDF  
(Fixed Wing Towing)

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[sdffrontdesk@atlanticaviation.com](mailto:sdffrontdesk@atlanticaviation.com)  
[www.atlanticaviation.com/Locations/SDF](http://www.atlanticaviation.com/Locations/SDF)

## Important Event Notes

- Pilots of ALL aircraft being flown to the Exposition center for exhibit must attend the Pilot Orientation & Flight Operations Safety Briefing prior to the aircraft being flown to or departing from the Exposition Center. The briefing will be held on Monday, July 9th, 2018, at Central American Airways, Bowman Field, 2805 Taylorsville Rd, Louisville, KY 40205. The briefing will begin at 6:00 a.m.

Once again:

**No aircraft will be permitted to land at or depart from the Exposition Center unless THE PILOT has attended the briefing prior to their flight.**

- **Aircrews designated to fly aircraft in to the Exposition center on Monday morning need to be at Bowman Airport from the 0600 briefing until possibly early afternoon** depending on variable circumstances involved with this type of operation. The schedule cannot accommodate any aircrew needing to attend classes or meetings away from the airport on Monday morning.
- Aircraft will NOT be permitted to land at the Exposition Center without the specific insurance documentation that is delineated in these guidelines (Click here [6](#)).
- Per the Fire Marshall, display aircraft have specific fueling requirements (Click here [10](#)). Aircraft will be inspected prior to entry into the Exposition Center. **Any aircraft exceeding the maximum fuel requirement will be denied entry into the Exposition center.**
- There should be only the minimum aircrew necessary for the safe operation of aircraft to arrive and depart the landing zone – **No ride-alongs or other passengers** will be permitted in aircraft during flight operations.
- Loading dock doors at the Louisville Exposition Center center are 30 feet wide by 24 feet high. If you need to remove or fold blades or wings to fit through that doorway, bring the equipment needed to do so.
- No aircraft will be permitted to depart from the Exposition Center once the aircraft has landed until the specified date of departure following the show.
- No demonstration flights will be authorized to operate from the Exposition Center area.
- Exhibitors desiring to display aircraft must complete and submit the Aircraft Display Request Form by **May 20, 2018**. The form can be found at the bottom of this document, or download here:  
[https://publicsafetyaviation.org/images/Expo/APSCON\\_2018/ASPCON\\_2018\\_Forms/2018EXPO\\_-\\_Aircraft\\_Display\\_Form.pdf](https://publicsafetyaviation.org/images/Expo/APSCON_2018/ASPCON_2018_Forms/2018EXPO_-_Aircraft_Display_Form.pdf)

- Any exhibitor who intends to fly an aircraft that is “Experimental” should be familiar with FAA requirements regarding flight over congested areas. The process for gaining FAA approval for such flights should be initiated well in advance of the conference & exposition.
- **News media** will not be permitted to enter the landing zone, and will be required to remain a safe distance from the landing zone.
- In the event of an in-flight emergency, the pilot in command shall be responsible for taking appropriate action.
- Pilots shall be familiar with hand signals that will be used by the landing zone officer with respect to movement when approaching, hovering, landing and departing the landing zone.
- The landing zone and surrounding area will be swept prior to commencing flight operations. However, pilots should be mindful of the effect of rotor downwash and the possible FOD that can occur.
- There will be a fire/rescue crew adjacent to the landing zone in the event of a mishap, and only authorized rescue personnel shall be permitted in the landing zone.
- In the event of a mishap, the NTSB will have initial responsibility and authority for removal of aircraft. In the event the NTSB and/or the FAA choose not to respond, the owner/operator shall have responsibility for removal of their aircraft.
- Please review the material in this handbook before attending the Pilot Orientation & Flight Operations Safety Briefing. At this briefing, pilots will be asked to provide a contact name, hotel and telephone number, and the aircraft type and registration number, in the event of any problems or questions regarding exhibited aircraft.
- Please review the material in this handbook before attending the Pilot Orientation & Flight Operations Safety Briefing. At this briefing, pilots will be asked to provide a contact name, hotel and telephone number, and the aircraft type and registration number, in the event of any problems or questions regarding exhibited aircraft.

## Important Dates

- Aircraft display form due – **May 20, 2018**
- Aircraft insurance forms due – **June 15, 2018**
- 2018 Show Dates: **Monday, July 9th – Saturday, July 14th, 2018**
- Flight Operations Safety Briefing & Fly In to Exposition Center – 6:00 AM, **Monday, July 9th**
- Fixed Wing relocation to Exposition Center – **Sunday (night)/Monday (morning), July 8-9** (Time TBD)
- Exhibits open **July 11-13**
- Fly Out from Exposition Center – Friday, **July 13** (1600-2000)
- Fixed Wing relocation to airport – Friday (night), **July 13** (Time TBD)

## Insurance Requirements for Display of Aircraft

1. All aircraft exhibited in the Exposition Center for APSA's APSCON 2018, whether flown or trucked in, must be properly insured.
2. Any commercial exhibitor that brings an owned, leased or borrowed aircraft to be displayed in the Kentucky Exposition Center, including the use of aircraft belonging to a governmental agency, agrees to name APSA Inc., its agents, officers, directors and employees and Kentucky Exhibition Center, its owners, management company, officers, directors and employees as an 'additional insured' on the exhibitors policy of insurance covering the operation of the aircraft. In addition exhibitor acknowledges that APSA does not maintain any insurance to cover loss or damage to any property of the exhibitor. Exhibitors are advised to obtain commercial insurance to cover all losses and claims. Furthermore, it is requested that all exhibiting companies carry general liability and personal property insurance, including workers' compensation, if applicable.
3. Proof of insurance must be in the form of a "Certificate of Insurance" that identifies all aircraft, individually by serial number, stating the make, model, registration number, and owner of the aircraft. If the aircraft is owned/operated by someone other than the exhibitor, the documentation should so state and proof of insurance shall name both as insured or additionally insured. Without proof of insurance, the aircraft will not be permitted to land at or move into the Kentucky Exposition Center.
4. Aircraft **flown** to the Exposition Center: Exhibitors flying aircraft to the exposition center must provide proof of insurance to APSA in the form of a Certificate of Insurance. This

should be from the exhibitor's insurance broker, confirming a minimum of \$5,000,000 combined coverage for public liability and property damage.

5. Aircraft **trucked** to the Exposition Center: Exhibitors trucking aircraft to the exposition center must provide proof of insurance to APSA in the form of a Certificate of Insurance. This should be from the exhibitor's insurance broker, confirming a minimum of \$1,000,000 combined coverage for public liability and property damage.

### **ADDITIONAL INSURANCE REQUIREMENTS**

Whether an aircraft is flown or trucked to the exposition center, the Certificate of Insurance must also list as additionally insured:

- ✓ Airborne Public Safety Association, its Agents, Officers, Directors and Employees
- ✓ The Kentucky Exposition Center, its Owners, Management Company, Officers, Directors, and Employees

Additionally, the Airborne Public Safety Association shall be provided a "Waiver of Subrogation" under the hull/physical damage insurance coverage for each aircraft.

If hull/physical damage insurance coverage is NOT carried, or the aircraft is "self-insured" by the owner, APSA must receive a notarized letter on the aircraft owner's letterhead signed by an officer of the company stating that the owning/operating company will not hold the Airborne Public Safety Association liable for any damage incurred during the APSCON 2018, to include the time period of the aircraft's arrival at the Exposition Center to the time of its departure.

Proof of Insurance (original or copy is acceptable) should be transmitted by mail, email (bosborne@APSA.org) or fax (301-631-2466) to the Airborne Public Safety Association, Attention: APSCON Flight Operations, 50 Carroll Creek Way, Suite 260, Frederick, MD 21701.

**PROOF OF INSURANCE MUST BE RECEIVED BY APSA NO LATER THAN MONDAY, JUNE 15, 2018.**

### **FBO Services**

For APSCON 2018, **helicopter flight operations** to the Louisville Exposition Center be staged out of **Central American Airways Services**, located on the west side of the Bowman Field (KLOU). Central American Airways has agreed to waive any ramp fees for APSCON aircraft and offer reduced rates on fuel. Additional services, such as hangar space, can be arranged with them directly.

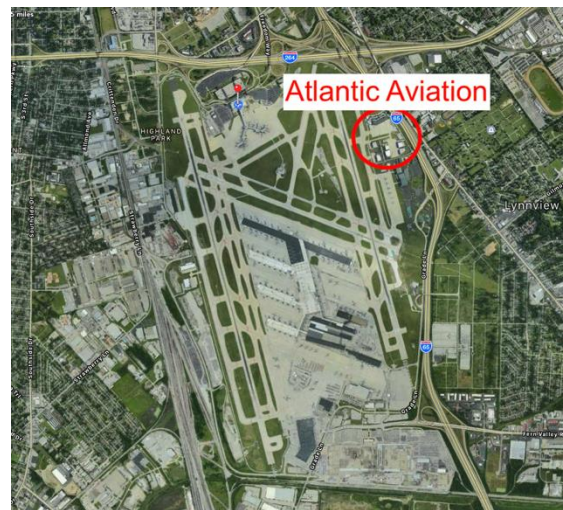
**Fixed wing aircraft** needing to be towed to the Kentucky Exposition Center will be staged out of **Atlantic Aviation** at Standiford International Airport (KSDF). There is a charge for the transport service and contact needs to be made with Atlantic Aviation to discuss the fee. Fixed wing aircraft will be towed to the exposition center on Sunday evening/Monday morning.



Central American Airways Services - KLOU  
Frankie Patton  
502-458-1475  
[Frankie@centralamericanairways.com](mailto:Frankie@centralamericanairways.com)  
[www.centralamericanairways.com](http://www.centralamericanairways.com)  
2805 Taylorsville Road  
Louisville, KY 40205



Atlantic Aviation Services - KSDF  
Todd Walter  
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[sdffrontdesk@atlanticaviation.com](mailto:sdffrontdesk@atlanticaviation.com)  
[www.atlanticaviation.com/Locations/SDF](http://www.atlanticaviation.com/Locations/SDF)  
1131 Standiford Ave.  
Louisville, KY 40213



## Pilot Briefing and Flight Ops

Date: Monday, July 9th, 2018

Location: Central American Airways Services - KLOU

6:00 a.m. Welcome

6:10 a.m. Pilot Orientation & Flight Operations Safety Briefing

7:00 a.m. Exposition Center Landing Area Opens

12:00 noon Exposition Center Landing Area Closes

**\*\*NOTE\*\*** Transportation will not be provided from the hotels to the airport for the Pilot Orientation & Flight Operations Safety Briefing



- During the pilot briefing details will be given as to the preferred flight path to the landing area and schedule.
- The Air Boss will be at the landing site. A LMPD Air Unit designee will be at the FBO in contact with the Air Boss. When the Air Boss confirms that the landing area is ready for the next aircraft, the LMPD designee will clear the next aircraft in the schedule to launch.
- No aircraft may land at the exposition center without first obtaining approval from the LMPD designee per the Air Boss. Because the landing area is so close to the airport, pilots will remain in on tower frequency at all times. If the Air Boss needs to relay instructions they will do so on that frequency. It is not anticipated that the Air Boss will need to communicate on tower frequency except in extreme circumstances. A landing team will be on hand to secure the site and marshal in aircraft.
- APSA reserves the right to assign time slots due to a possible need to sequence the aircraft based on an exhibitor's booth location.
- For safety considerations, only those personnel authorized by APSA will be allowed to approach an aircraft while the rotors are turning. Please advise persons meeting your aircraft to remain clear. Under no circumstances will any person be allowed to approach or depart from an aircraft during rotor run-up or coast-down.

**\*\*\*Final details on flight ops will be given during the pilot briefing\*\*\***

#### **"WEATHER DAY"**

Tuesday, July 10, 2018: APSA staff members are committed to other activities on this day and are not generally available to coordinate flight operations. APSA may arrange access to the landing area ONLY for extraordinary circumstances that prevent completing flight operations by 12:00 noon on Monday, July 9, 2018. Therefore, there will be no scheduled aircraft arrivals other than on Monday, July 9, 2018.

## **AIRCRAFT FUEL REQUIREMENTS**

Display of Aircraft inside a Building:

**The maximum amount of fuel that is permitted in aircraft that are flown to the display site is the minimum reserve\* that is required by Federal Aviation Regulations (CFR 49), enough fuel to reposition to an airport where commercial fuel is available and sufficient fuel to accomplish any ground runs necessary after the aircraft has been on display.**

\* Minimum fuel on arrival shall be defined as: "Enough fuel to start up, conduct ground runs sufficient to determine airworthiness after the display (10 minutes), fly to the refueling airport and have a 20 minute reserve upon landing".

The general rule of thumb for 'minimum fuel' is ¼ tank, though this is not the defining fuel level in all cases.

**\*\*\*De-fueling will not be allowed at the landing site\*\*\***

**Exposition Center regulations stipulate gas caps must be locked or sealed with tape. Batteries must be disconnected. Igniter breakers must be pulled and tie-strapped.**

**Aircraft fuel quantity will be checked** prior to movement into the exposition center. Pilots are reminded to plan their departures from the exposition center back to Bowman Field or another nearby destination where necessary refueling can be accomplished.

Should a fuel, oil, or hydraulic leak occur while the aircraft is inside the exposition center, APSA will have a number of "spill kits" available. However, if a leak cannot be stopped or contained, the aircraft will be removed from the exposition center.

Aircraft being **trucked to the exposition center** must arrive with **no fuel**. It is recommended, but not required, that the fuel system be purged prior to arrival.

Aircraft being trucked in (and, therefore, containing no fuel) will be required to be trucked out of the Exposition center.

**\*\*\*NOTE: Fueling and/or de-fueling WILL NOT be permitted at the Exposition Center\*\*\***

## Airport Information

Bowman Field - KLOU

<http://www.airnav.com/airport/KLOU>

Elevation: 545 ft.

From City: 5 miles SE of Louisville

UNICOM: 122.95

Tower: 119.5 (0700-2200hrs)

Ground: 121.8

Clearance: 118.9

ATIS: 118.275

Louisville International/Standiford - KSDF

<http://www.airnav.com/airport/KSDF>

Elevation: 500 ft.

From City: 4 miles S of Louisville

UNICOM: 122.95

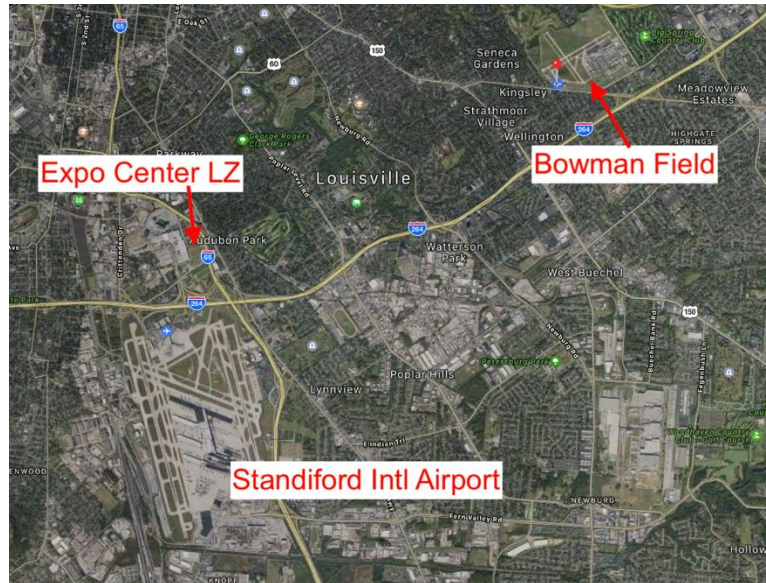
Tower: 124.2

Ground: 121.7

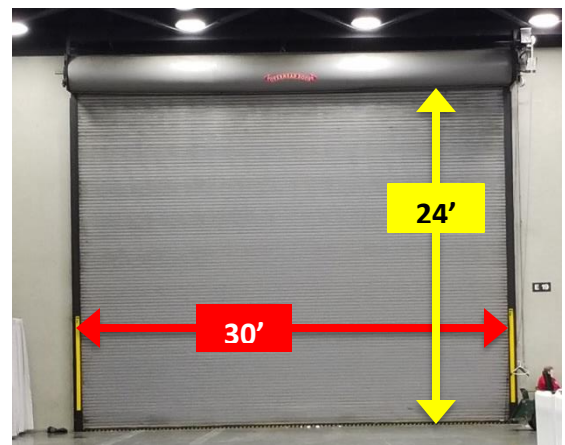
Clearance: 126.1

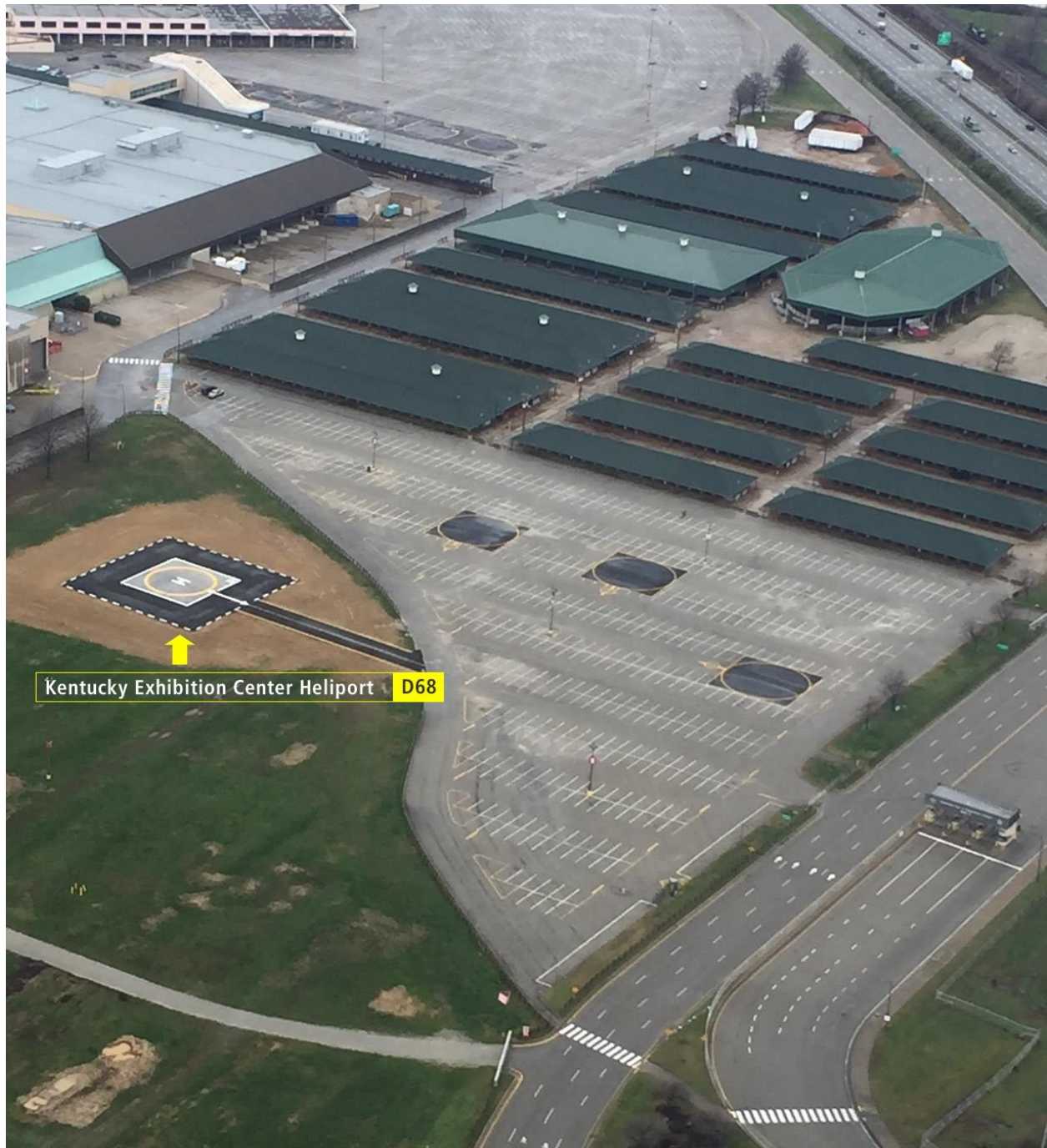
ATIS: 118.725

ASOS: 502-367-1492



## Arrival / Landing Site Information







## **AIRCRAFT MOVE-IN to EXHIBIT HALL and STATIC AREA**

Fixed wing aircraft towed in on Sunday will be brought into the exhibit hall first thing Monday morning, before helicopters are brought into the landing area.

Upon landing at the Exposition Center, the aircraft will be prepared as follows:

1. Aircraft will be cooled down in accordance with manufacturers' recommendations.
2. Aircraft will be verified as having the allowed amount of fuel in the fuel tanks.
3. Aircraft fuel systems will be shut off and verified for no leakage or seepage.
4. Circuit breakers for fuel and starting systems will be deactivated, tie-wrapped to prevent inadvertent activation and verified by exhibitor personnel. Batteries shall be disconnected.
5. Aircraft fuel caps and fuel vents will be taped shut. (Locking fuel caps are preferred!)
6. If necessary, main rotor blades will be folded or removed at this time. Advise Bryan Smith, Director of Flight Operations, or other authorized APSA representative as rotor downwash from other aircraft might damage loose cowlings or hinder blade removal.
7. Aircraft without documentation and proof of insurance will not be allowed to enter the Exposition Center or remain parked on Exposition Center property.
8. Know your booth number! This will expedite getting your aircraft to the proper area of the Exhibit Hall.
9. After Director of Flight Operations approval and completion of preparation, aircraft will be moved to the Exhibit Hall as instructed.
10. All exhibitors moving aircraft into the Exposition Center must provide Ground Guides ("wing-walkers") to avoid possible damage to your aircraft, or other exhibits, while moving into the Exposition Center.
11. Provide Bryan Smith with a point of contact (name, hotel, room number, and telephone number) should an emergency with your aircraft occur during the Conference & Exposition.
12. Aircraft, ground handling equipment, dollies, etc. may not be left outside overnight at the Exposition Center before, during, or after the show, as there is no dedicated security for these types of things

Once each helicopter is prepped for entry into the building they will be shut down and towed in through the door shown below. We will have a standard tow bar and a tug. Aircraft wheels, tools to remove blades or secure battery connections, etc. and other ground handling equipment must be provided by the exhibitor. LMPD and APSA personnel are available to assist in that effort, but we do not have the equipment ourselves. Please be sure that same equipment is available on Friday to remove the aircraft as well.

Exhibitors must provide personnel to assist in the ground movement of their helicopters into the Exhibit Hall and Static Area. If you require special equipment on-site during move-in, i.e. cranes or forklifts, contact Tom Coccia, Brede Exposition Services: 678-520-3278, [tcoccia@brede.com](mailto:tcoccia@brede.com).

## **Aircraft Move-Out Procedures**

1. Obtain clearance from the Brede Exposition Services and Flight Operations Director Bryan Smith or LMPD flight ops representative to move aircraft from the Exposition center to the departure area. Do NOT move aircraft to the operations area until you are ready to depart. Once on the flight line, do not leave the aircraft unattended!
2. Assemble aircraft, remove gas cap and vent tape, remove tie-wraps, and reconnect batteries. Complete a thorough preflight inspection, in accordance with maintenance procedures, to ensure that any precautionary steps taken to prepare the aircraft for display have been corrected and the aircraft has been returned to a full airworthy condition.
3. Establish two-way radio communication before start-up. DO NOT start aircraft engines until cleared by the on-site Flight Operations Director. Contact SDF tower before takeoff.

Exhibitors must advise Bryan Smith if their aircraft cannot be moved out promptly. Exhibitors are responsible for security of the aircraft outside the Exhibit Hall or Static Area when departures are delayed.

If an aircraft is sold, or ownership otherwise transferred during the Conference & Exposition, the aircraft must, nevertheless, be flown by a company pilot who attended the Pilot Orientation & Flight Operations Safety Briefing, preferably the same pilot who flew the aircraft to the Exposition Center, and with the original insurance still in force.

All aircraft to be flown from the Exposition Center must be removed from the Exposition Center by 8:00 p.m. on Friday, July 13. Any aircraft remaining at the Exposition Center after 8:00 pm, other than those

to be trucked out, are subject to being removed by ground transport to the nearest FBO at the owner's expense.

## **Aircraft Fly-Out**

Friday, July 13, 2018  
4:00 p.m. – 8:00 pm

**Note:** Only those pilots who attended the Pilot Orientation and Flight Operations Safety Briefing for the Fly-In into the Exposition Center may fly aircraft during the Fly-Out from the Exposition Center unless prior arrangements have been made with Bryan Smith.

Only day/VFR operations are permitted. No aircraft will be permitted to depart after dark.

Aircraft will not be permitted to move from their booths or the static area of the Exhibit Hall floor until after the show closes at 4 p.m.

A departure briefing will be provided to pilots on Friday.

**PLEASE BE POLITE AND PROFESSIONAL DURING  
LINEUP TO EXIT THE EXPOSITION HALL!**

**Please Fly Neighborly!  
Take the Time for a Safe Flight Home**



# APSA's 2018 APSCON

## **CHECK LIST**

### **FOR AIRCRAFT EXHIBITORS AND PILOTS**

1. Aircraft Display forms due: May 20, 2018
2. Aircraft Insurance Certificates due: June 15, 2018
3. Arrange for FBO/Flight-line services with one of the fixed based operators at Savannah Airport.
4. Plan for required fuel in tanks upon arrival as outlined in this document.
5. Review current Arrival/Departure procedures and charts.
6. Tow bars/ground handling/rotor blade removal equipment and personnel to move aircraft into Exposition Center.
7. Aircraft will be in booth number \_\_\_\_\_.
8. Monday, July 9, 2018 @ 6:00 a.m. - Pilot Orientation and Flight Operations Safety Briefing (required for aircraft flown to/from Exposition Center) at Savannah airport, Sheltair.
9. Monday, July 9, 2018, 7:00 to 12:00 – Aircraft Fly-In to Exposition Center.
10. Friday, July 13, 2018, 16:00 to 20:00 – Aircraft Fly-Out from Exposition Center.
11. Remember, all pilots must attend the Pilot Orientation and Flight Operations Safety Briefing before they can fly an aircraft to/from the Exposition Center.
12. Ask questions if you are unfamiliar with these guidelines.

# APSA's 2018 APSCON

## CHECK LIST

### FOR AIRCRAFT ENTERING THE EXPOSITION CENTER

Aircraft without documentation and proof of insurance will not be allowed to enter the Kentucky Exposition Center or remain parked on exposition center property.

Complete and sign a form for each aircraft. Upon landing at the exposition center, verify that the aircraft is prepared as follows:

Enter Aircraft Registration No. \_\_\_\_\_

Verified By (Initial) \_\_\_\_\_

1. Aircraft fuel level verified as required. \_\_\_\_\_
2. Aircraft fuel systems will be shut off and verified for no leakage or seepage. \_\_\_\_\_
3. Circuit breakers for fuel and starting systems deactivated and tie-wrapped to prevent inadvertent activation. \_\_\_\_\_
4. Aircraft battery disconnected. \_\_\_\_\_
5. Aircraft fuel caps and fuel vents taped closed.  
(Locking fuel caps are preferred!) \_\_\_\_\_
6. APSA Flight Operations Director clearance (*signed by APSA rep*) \_\_\_\_\_

Use Ground Guides ("wing-walkers") to avoid possible damage to aircraft, or other exhibits, while moving into the exposition center.

Be sure you have provided APSA Flight Operations Director Bryan Smith with a point of contact, should an emergency with your aircraft occur during the exposition: Name, Hotel, Telephone Number and Room Number!!

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# APSA's 2018 APSCON

## CHECK LIST

### FOR AIRCRAFT EXITING THE EXPOSITION CENTER

- |                                                                                                                                                                             | Verified By<br>(Initial) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| 1. Ensure that any ground handling equipment required to move the aircraft from your booth to the flight operations area is on-site.                                        | _____                    |
| 2. If it was necessary to fold or remove any main rotor and/or tail rotor blades, re-install in accordance with the manufacturer's appropriate instructions and procedures. | _____                    |
| 3. Remove any tape that may have been used to seal any fuel and battery vents, aircraft fuel caps, static ports and or pitot systems                                        | _____                    |
| 4. Remove any tie-wraps from circuit breakers that were used to prevent inadvertent activation of fuel and starting systems and reactivate.                                 | _____                    |
| 5. Reconnect the battery.                                                                                                                                                   | _____                    |
| 6. Complete all appropriate logbook entries in accordance with FAA Regulatory requirements for maintenance performed.                                                       | _____                    |
| 7. Perform a thorough preflight inspection.                                                                                                                                 | _____                    |

Remember that the aircraft came in with minimum fuel, so the first stop needs to be planned with that in mind.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**APSCON 2018**  
LOUISVILLE, KY JULY 9-14



ADVANCING PUBLIC SAFETY AVIATION

**AIRCRAFT DISPLAY  
INFORMATION &  
REQUEST FORM**

LOCATION:

Kentucky Exposition Center

All Exhibitors  
Displaying Aircraft  
Must Complete And  
Return This Form To  
The APSA Main Office  
By May 20, 2018.

Please return all  
completed forms to:

APSCON 2018  
50 Carroll Creek Way  
Suite 260  
Frederick, MD 21701

Fax: 301-631-2466

Email (as attachment):  
bosborne@publicsafet  
yaviation.org



Please complete the information below for the Exhibitor displaying the aircraft in their booth

Exhibiting Company Name:

Exhibiting Company Address

City/State/Zip

Telephone

Point of Contact

Email

Telephone

Name of Pilot

Email

Telephone

Pilot's Contact Information during APSCON 2018 (Hotel and/or Telephone Number):

*Please provide the information requested below for all aircraft to be displayed at APSCON 2018.*

MAKE	MODEL	REGISTRATION NUMBER	ANTICIPATED FBO	BOOTH #

Please complete the information below if the aircraft is owned or operated by someone other than the Exhibitor:

Owner/Operator Name:

Owner/Operator Address

City/State/Zip

Owner/Operator Point of Contact

Email

Telephone