
MANAGEMENT PERSONNEL
[135.23(a)]

OFFICERS

President.....Michael Laughlin
Vice-President/Secretary.....Michael Laughlin

REGAL AIR has appointed the following persons to the management positions listed:

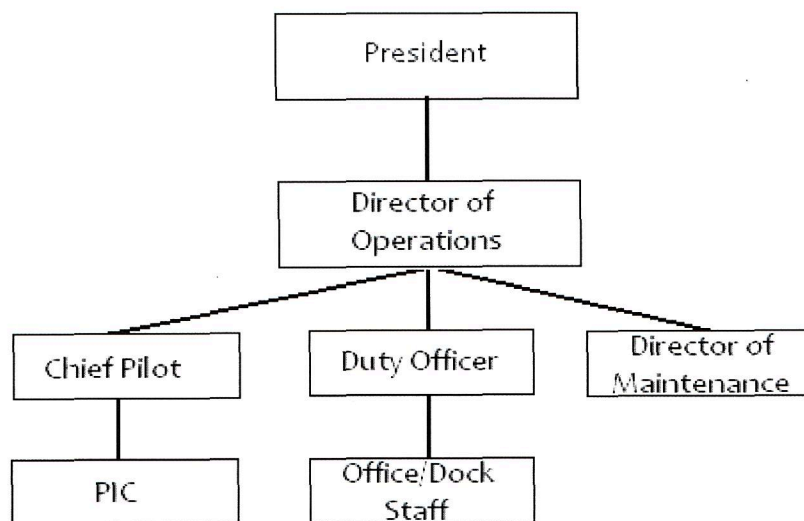
MANAGEMENT PERSONNEL

Director of Operations.....Michael Laughlin
Chief Pilot.....C. David Oberg
Director of Maintenance.....William Farmer

The following persons are authorized to exercise operational control for REGAL AIR as per requirements of FAR 135.77;

1. Michael Laughlin

Company Flow Chart



DUTIES AND RESPONSIBILITIES

Each of these people has the authority to act for REGAL AIR and, in his respective sphere, exercises operational control under FAR Part 135.77. Their specific duties and responsibilities are:

President

1. Has full operational control over all aspects of the company.
2. Supervises the Director of Operations, and all other employees as he deems necessary.
3. Has final authority for the selection of all employees.
4. He may fly as PIC to maintain current and proficient flight status.
5. Communicates with the FAA Flight Standards District Office and the National Transportation Safety Board. Files all required reports and documents.

Director of Operations

1. Reports to the President.
2. Supervises the Chief Pilot, Director of Maintenance, Duty Officer and other employees as directed by the President.
3. Ensures that all flight operations are conducted safely and in compliance with all Federal Aviation Regulations, Operations Specifications, and Company policies.
4. Has authority to act for the Certificate holder, including the signing of FAA correspondence and operations specifications parts B and C.
5. Communicates with the FAA Flight Standards District Office and the National Transportation Safety Board. Files all required reports and documents.
6. Coordinates with the President to devise revisions to this manual as needed, submits the proposed revisions to the FSDO, receives confirmation from the FSDO that the revisions are acceptable, and then distributes those revisions to all manuals.
7. Coordinates with the President to Hire and Fire flight personnel.

Chief Pilot

1. Reports to the Director of Operations.
2. Supervises flight crew personnel.
3. Conducts or supervises all training activities of flight crew personnel.
4. Advises the Director of Operations regarding the training of flight crew personnel.
5. Assists the Director of Operations in formulating operations policies, coordinates those policies, and coordinates operations and training.
6. Ensures that all aircraft are properly equipped for applicable operations.
7. Disseminates information to all crewmembers pertaining to routes, airports, NOTAMS, NAVAIDS, company policies, and regulations.
8. Maintains proficiency as Pilot-in-Command.
9. Schedules flight crewmembers, including assigning Pilot-in-Command duties.
10. Prepares and maintains proficiency records, pilot files, flight schedules, duty time records, reports, and correspondence pertaining to flight operations activities.
11. Submits all reports regarding flight personnel to the Director of Operations.
12. Keeps the aircraft copies of this Operations Manual current.
13. Ensures that all flight crew personnel are certified and supervised according to the requirements specified in the Federal Aviation Regulations. Ensures all crew qualifications are current.

Director of Maintenance

1. Reports to the Director of Operations.
2. Is responsible for all maintenance and inspection personnel and signing of Part D of the Operations Specifications.
3. Ensures that company aircraft are maintained in an airworthy condition.
4. Ensures that all inspections, repairs, and component changes are accomplished in accordance with manufacturers or FAA approved procedures.
5. Ensures compliance with maintenance procedures, airworthiness directives, service bulletins, service letters, and applicable Federal Aviation Regulations, including reporting service difficulty and mechanical interruption reports as required by 135.415 and 135.417.
6. Ensures all maintenance technicians are trained and current on the types of aircraft for which approved.
7. Ensures that all maintenance technicians are certified and supervised according to the requirements specified in the Federal Aviation Regulations.
8. Coordinates with maintenance contracting agencies when maintenance activities are being performed on company aircraft.
9. Provides the Director of Operations with the current airworthiness status of the aircraft and the forecast down times to facilitate maintenance scheduling and insure timely deferral or correction of aircraft discrepancies.
10. Maintains a close liaison with manufacturer's representatives, parts supply houses, repair facilities and the FAA.
11. Makes available to maintenance personnel the necessary overhaul manuals, service bulletins, service letters, airworthiness directives, applicable sections of this manual, and any other required technical data.
12. Maintains all necessary work records and logbooks, including certification in the aircraft permanent maintenance records that the aircraft is approved for return to service.
13. Maintains the weight and balance records for all aircraft.
14. Completes the required MRR and MIS reports and submits them to the Director of Operations for forwarding to the FAA.

PIC

1. Keep his or her navigation charts current and up to date.
2. Report for duty not less than 30 minutes prior to dispatch time. This is for the accomplishment of preflight inspections and paperwork.
3. Notify the Chief Pilot whenever the pilot may violate any rule due to being dispatched on a flight.
4. Notify the Chief Pilot whenever a medical deficiency exists that would affect the safety of flight.

Duty Officer

1. Reports to the Director of Operations.
2. Must keep the daily Flight Log updated and accurate and handle flight following with the company flight plan.
3. May be any company officer, management personnel, or employee.

OPERATIONAL CONTROL

1. GENERAL

Operational Control is defined in FAR 1 as "the exercise of authority over initiating, conducting, and terminating a flight". Operational Control is exercised through both active and passive means. Passive control consists of developing and publishing policies and procedures for operational control personnel and flight crews to follow in the performance of their duties and assuring adequate information and facilities are available to conduct the planned operation. Active control consists of making those decisions and performing those actions necessary to operate a specific flight such as crew scheduling, accepting charter flights from the public, reviewing weather and NOTAMS, and flight planning.

REGAL AIR is responsible for ensuring that both flight crew and operational control employees comply with published policies and procedures.

- A. Operational Control includes, but is not limited to, the performance of the following functions:
- Ensuring that only those operations authorized by the operations specifications are conducted.
 - Ensuring that only crewmembers trained and qualified in accordance with the applicable regulations are assigned to conduct a flight.
 - Ensuring that crewmembers are in compliance flight, duty, and rest requirements when departing on a flight.
 - Designating a pilot-in-command (PIC) for each flight.
 - Providing the PIC and flight control personnel access to the information necessary for the safe conduct of the flight (such as weather, NOTAMS, airport information).
 - Specifying the conditions under which a flight may be released (weather minimums, flight planning, airworthiness of aircraft, aircraft loading, and fuel requirements).
 - Ensuring that each flight has complied with the conditions specified for release before it is allowed to depart.

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- Ensuring that when the conditions specified for release cannot be met, the flight is canceled, delayed, or re-routed.
 - Monitoring the progress of each flight and initiating timely actions when the flight cannot be completed as planned, including diverting or terminating a flight.
- B. When carrying out duties as an operator, REGAL AIR shall comply with the requirements of a flight plan. Any flight operated as an Air Carrier will be conducted under a company flight plan, which will contain at minimum all information contained in an FAA flight plan. In accordance with company policy, the major responsibility for operational control is with the Director of Operations. The Director of Operations may delegate the active control of flight to other persons but always retains full responsibility. Within a flight following system the air carrier is not required to be able to establish direct radio contact with a flight while enroute.

AIRCRAFT GROUND DEICING PROCEDURES

GENERAL

During winter time operations, before any flight the PIC will ensure that the Aircraft's wings, control surfaces and propeller are free of frost, ice, and snow within 5 minutes prior to beginning takeoff.

A. If icing exists on any of the components stated previously, deicing will be accomplished by mechanically brushing the snow, ice or frost; or by placing the aircraft in a hangar until the snow, ice or frost melts.

MAINTAINING CURRENT CHARTS AND SUPPLEMENTS

The Chief Pilot will ensure that all charts and supplements are current in each aircraft, a record of expiration dates will be kept on the aircraft status board in the office.

OBTAINING WEATHER AND WEATHER MINIMUMS

Before the flight to each new destination the pilot will use whatever means he/she deems appropriate for obtaining current weather. These could include one or more of the following:

- Flight Service Station
- Computer Weather – DUATS or NOAA websites
- Call to destination for current analysis
- Pilot reports

The decision to embark on the flight will be at the decision of the PIC should poor weather exist, however no flight shall be flown in weather below FAR allowable minimums.

TAXIING FLOATPLANES IN HIGH WINDS AT LAKE HOOD

Taxiing any floatplane downwind in the Commercial Finger at Lake Hood Seaplane Base can be problematic. If at any time a company pilot encounters a tailwind that appears to exceed 25 knots or considers operating in the Commercial Finger constitutes a hazard to company or other aircraft, the pilot is encouraged to park on the Alaska Airmen's dock (or any other suitable mooring facility) and contact the company office for assistance.