

# **ORBIC AIR, LLC**

## **GENERAL OPERATIONS MANUAL**



**Revision 11**

1.1. Management Personell  
[135.23(a)]

ORBIC AIR, LLC has appointed the following persons to the management positions as listed in OpSpecs A006:

President .....Brady Bowers\*  
Director of Operations.....Stephen Gould\*  
Chief Pilot .....Brian Petschauer\*  
Director of Maintenance .....Stephen Cranswick\*

\*Has operational control

All personnel who are appointed operational control must be direct employees of *ORBIC AIR, LLC*.

*ORBIC AIR, LLC* principal base of operations (PBO) is located at the Atlantic Aviation FBO at:

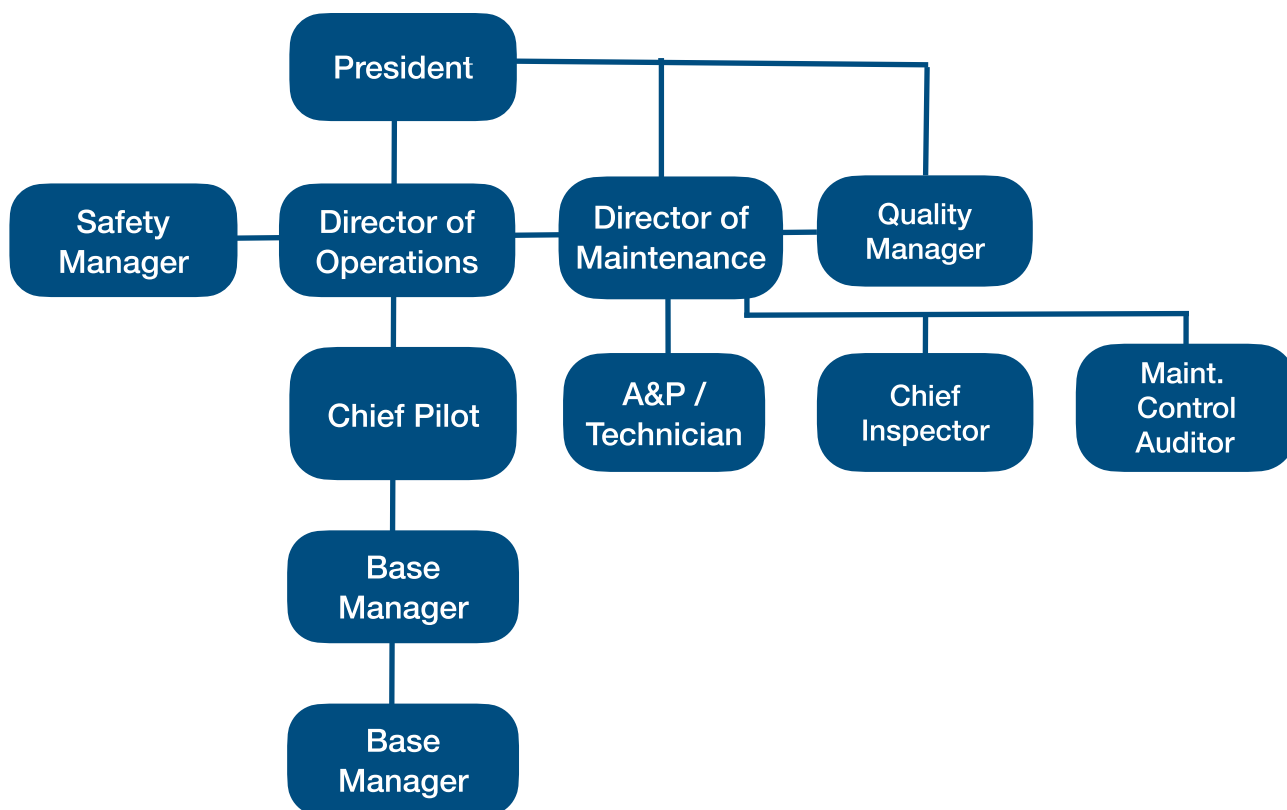
Burbank Airport (KBUR)  
10750 Sherman Way  
Burbank, CA 91505

In the event of a change in the location of *ORBIC AIR, LLC* 's PBO, *ORBIC AIR, LLC* will notify FAA at least 30 days prior.

In the event of changes or vacancies to the companies FAA Part 119 management positions, *ORBIC AIR, LLC* will notify the FAA within 10 days.

1.2.

## Organizational Chart



### 1.3. Duties and Responsibilities

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

#### 1.3.1. **President**

1. Responsible for the selection and employment of all employees.
2. Ensures that all employees are properly trained to perform their duties in compliance with all Federal Aviation Regulations, Operations Specifications, and Company policies.
3. Responsible for overall safety in the workplace.
4. Responsible for the performance of Director of Operations and Director of Maintenance.
5. Responsible for the overall performance and efficiency of *ORBIC AIR, LLC* operations.
6. Provide the financial and human resources for the safety and quality of the operator.

1.3.2. Director of Operations

1. Meets the requirements of FAR 119.71 (b) and is qualified through training, experience and expertise.
2. Must hold a commercial pilot certificate. In order to serve as PIC, DO must be qualified.
3. An employee of the operator and reports directly to the President.
4. Supervises employees as directed by the President. Ensures that all employees understand their safety role and how it contributes to overall safety performance.
5. Ensures that all flight operations are conducted according to Aviation Safety Standards and safe operating practices, Federal Aviation Regulations, OpSpecs, the Airworthiness requirements, and Company policies as outlined in this GOM.
6. Controls resources, changes procedures, and makes key determinations including safety risk decisions, based upon the operation.
7. Responsible for initiating, conducting, and terminating each flight. This responsibility can be assigned to a Flight Follower if they have been appropriately trained and qualified as documented in section A, par. 1.12.
8. Has authority to act for the Certificate holder, including the signing of FAA correspondence and operations specifications. Has overall operational control.
9. Communicates with the FAA Flight Standards District Office and the National Transportation Safety Board. Files all required reports and documents.
10. Evaluates operational procedures on a recurring basis and devises 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 manual holders.
11. Schedules aircraft availability, including scheduling the aircraft for required inspections.
12. Coordinates with the Director of Maintenance the timely correction of mechanical irregularities and discrepancies.
13. Hires and terminates flight personnel. Will maintain a list of each pilot listed by name and certificate number, and keep this list at its PBO.
14. Manages the MEL Program.
15. If necessary, must discharge your duties to meet legal requirements and maintain a safe operation.

1.3.3. **Chief Pilot**

1. Meets the requirements of FAR 119.71 (d) and is qualified through training, experience and expertise.
2. Employee of the operator and reports directly to the Director of Operations.
3. Has a full understanding of the following materials with respect to the operation: Aviation Safety Standards and safe operating practices, Federal Aviation Regulations, OpSpecs, the Airworthiness requirements, and Company policies as outlined in this GOM.
4. Must be qualified to serve as PIC in at least one of Orbic's aircraft as listed in OpSpecs A003-1, and maintains proficiency as PIC.
5. Supervises flight crew personnel, and conducts or supervises all training activities of flight crew personnel.
6. Assists the Director of Operations in formulating operations policies, coordinates those policies, and coordinates operations and training.
7. Ensures that all aircraft are properly equipped for applicable operations to include current and appropriate check lists and aeronautical charts.
8. Disseminates information to all crewmembers pertaining to routes, airports, NOTAMS, NAVAIDS, company policies, and regulations.
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.
14. May have Operational Control if assigned by the Director of Operations, and has been properly qualified and trained.
15. If necessary, must discharge your duties to meet legal requirements and maintain a safe operation.

1.3.4.

**Director of Maintenance**

1. Meets the requirements of 119.71 (e) and is qualified through training, experience and expertise.
2. Reports to the Director of Operations.
3. Is responsible for all maintenance and inspection personnel and signing of Part D of the Operations Specifications.
4. Has a full understanding of the following materials with respect to the operation: Aviation Safety Standards and safe operating practices, Federal Aviation Regulations, OpSpecs, the Airworthiness requirements, and Company policies as outlined in this GOM.
5. Ensures that company aircraft are maintained in an airworthy condition, and all inspections, repairs, and component changes are accomplished in accordance with manufacturers or FAA approved procedures.
6. Ensures compliance with maintenance procedures, airworthiness directives, service bulletins, service letters, and applicable Federal Aviation Regulations.
7. Ensures that all maintenance technicians are certified and supervised according to the requirements specified in the Federal Aviation Regulations, and trained and current on the types of aircraft for which approved.
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.

Director of Maintenance (cont.)

13. Maintains the weight and balance records for all aircraft.
14. Completes the required Service Difficulty Report (SDR) and Mechanical Interruption Summary (MIS) report and submits them to the Director of Operations for forwarding to the FAA.
15. Has operational control with respect to the maintenance of the aircraft. Not operational control with respect to flight.
16. If necessary, must discharge your duties to meet legal requirements and maintain a safe operation.

18.10. Manipulation of controls.

Only a qualified Orbic Air pilot shall manipulate the controls of a flight conducted under this Part with the exception of an authorized safety representative of the Administrator who has the permission of the pilot in command, is qualified in the aircraft, and is checking flight operations.

18.11. Reporting Potential Hazardous Conditions.

If an Orbic Air's pilot encounters potentially hazardous meteorological conditions or irregularities of communications or navigation facilities, she/he will report it immediately to Air Traffic Control.

18.12. Admission to Pilot's Compartment.

All Orbic Air's pilots shall give free access to the pilot's compartment to FAA Inspectors with FAA Form 110A ID, the pilot shall also provide the inspector with a properly functioning headset.

18.13. VFR Weather Minimums.

18.13.1. No pilot may operate an airplane under VFR conditions in uncontrolled airspace when the ceiling is less than 1,000 feet unless flight visibility is at least 2 miles.

18.13.2. No pilot may operate a helicopter under VFR in Class G airspace, or within the lateral boundaries of the surface area of Class B, Class C, Class D, or Class E airspace designated for an airport unless the visibility is at least:

1. During the day - 1/2 mile; or
2. At night - 1 mile.

18.13.3. Additional Weather Minimums.

(a) Charter Flights:      Day:    500' ceilings and 1 mile visibility.  
                                     Night: 500' ceilings and 2 miles visibility.

(b) HAA Flights:            See GOM Appendix: A, Par. 2.21

18.13.4. No pilot may operate a helicopter unless that person has visual surface reference or, at night, visual surface light reference, sufficiently to safely control the helicopter.

Note: These minimums are mandatory and are set for the safety of passengers and crewmembers. Pilots have the authority to increase these minimums when weather, visibility, aircraft or human factors dictate.

#### 18.14. Minimum Altitudes.

Except when necessary for takeoff and landing, no person may operate under VFR:

(a) An airplane -

- (1) During the day, below 500 feet above the surface or less than 500 feet horizontally from any obstacle; or
- (2) At night, at an altitude less than 1,000 feet above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown or, in designated mountainous terrain, less than 2,000 feet above the highest obstacle within a horizontal distance of 5 miles from the course intended to be flown; or

(b) A helicopter over a congested area at an altitude less than 300 feet above the surface.

### 19. **Inadvertent IMC**

#### 19.1. Procedures for inadvertent IMC

- a) Maintain aircraft control.
- b) Level wings on the artificial horizon.
- c) Maintain heading.
- d) Only turn to avoid known obstacles.
- e) Adjust torque to Best rate of climb. Use "GO-AROUND" mode if equipped and airspeed is sufficient.
- f) Climb to an altitude that will avoid obstacles.
- g) Adjust airspeed to best rate of climb Airspeed.
- h) Turn off landing/taxi, Nightstun, lights, Strobe and/or anti-collision lights to avoid spatial disorientation.

- i) Set transponder to emergency code 7700.
- j) Contact ATC facility on emergency Frequency or appropriate frequency and declare an emergency. Request assistance.

#### 19.2. Sterile Cockpit Requirements

Crewmembers are prohibited from engaging in any duty or activity during a critical phase of flight, except those required for safe operation of the aircraft. "Critical phase of flight" includes but is not limited to takeoffs, landings and operations around high traffic density areas. Pilots will utilize the CRM before Takeoff/ Landing Checklist (Section S) prior to these events. Crewmembers need to be aware of what is happening outside of the aircraft to assist the pilot in traffic and obstacle avoidance. Patient care will determine how much attention the medical crew can devote to this area however to the extent possible all crewmembers' attention shall be focused outside the aircraft during the takeoff and landing phase of a flight.

Examples of duties and activities prohibited are:

- 1. Announcements concerning sights of interest, etc.
- 2. Non-critical paperwork.
- 3. Reading, except for appropriate charts.
- 4. Eating, drinking.
- 5. Nonessential cockpit conversation (remarks not pertinent to safe aircraft operation).
- 6. Examples of duties and activities not prohibited are:
- 7. Passenger briefings essential to safety of flight.
- 8. Weight and balance corrections.
- 9. Performance calculations.
- 10. Use of checklists.
- 11. Crew Resource Management (CRM).
- 12. Discussion of MEL items with Company or other personnel.
- 13. Communications inside or outside the aircraft pertaining to safe operation.

1.4.

**OPERATIONAL CONTROL**

**1.4.1.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 of 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, NOTAMs, and flight planning.

*ORBIC AIR, LLC* is responsible for ensuring that both flight crew and operational control employees comply with published policies and procedures. *ORBIC AIR, LLC* is accountable and responsible for the safe operation of its flight operations.

A. Operational Control for charter flights, HAA flights, tours and general transportation covered under Part 135 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 with flight duty and rest requirements when departing on a flight.
- Designating a pilot-in-command (PIC) for each flight.
- Designated aircraft will be operated with no less than the minimum flight crew specified in the aircraft flight manual and as required for the kind of operation being conducted.
- Providing the PIC and flight control personnel access to the information necessary for the safe conduct of the flight (such as weather, NOTAMS, and 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.
  - 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. Operational Control systems vary with the type of operation authorized. *ORBIC AIR, LLC* is authorized to use a flight locating system.

When operating as an Air Carrier, *ORBIC AIR, LLC* shall comply with the requirements of a flight locating system. 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. The persons delegated to exercise active operational control are termed Flight Followers.

Within a flight locating system the air carrier is not required to be able to establish direct radio contact with a flight while enroute. The flight follower must, however, concur with the PIC that a flight can be conducted safely before the flight may be initiated. This requirement necessitates a suitable means of communication between the flight follower and the PIC at each point of departure. GPS technology tracking (ie: SpiderTracks), improves the accuracy and reliability of the flight following process.

## 1.5. Definitions

The following is a partial list of terms and definitions used by flight followers and other personnel in the daily operations of *ORBIC AIR, LLC*.

- A. **Alternate Airport** - An airport which the flight follower or PIC may designate to be used if weather conditions at the departure or intended destination are less than required.
- B. **Ceiling** - The height above the ground or water of the base of the lowest layer of clouds that is reported as broken, overcast, or obscuration, and not classified as "thin" or "partial". Partial obscuration (-X), thin broken (-BKN), and thin overcast (-OVC) do not constitute a ceiling.
- C. **ETA** - The estimated time of arrival of a flight at its intended destination.
- D. **Repositioning Flight** - Relates to the movement of an aircraft on which no payload is carried, the purpose of which is to locate the aircraft at a point where passengers and/or cargo are to be boarded for revenue service. The aircraft may carry a full crew complement and other non-revenue passengers as approved, but will not carry revenue payload under this classification. A repositioning flight is normally operated under FAR Part 91.

A repositioning flight is not to be confused with a maintenance ferry flight. The only correct reference to a ferry flight is when the authorization to operate is in accordance with a special ferry permit.

- E. **Fuel Burn** - The total burn off of fuel from the departure airport to the destination airport and to land. Included in this figure is pre-computed fuel for taxi to and from a given runway. *ORBIC AIR, LLC* uses some pre-computed fuel burns for frequently flown routes. As an alternative, fuel burns are agreed upon by the PIC and flight follower prior to the release of the flight.
- F. **Maintenance Ferry Flight** - A maintenance ferry flight operating under the authority of the Director of Maintenance or his representative and applicable FAR's. Such a flight must be issued a maintenance ferry flight authorization, specifying the limitations and conditions under which it is to operate. A maintenance ferry flight is not to be confused with a repositioning flight.
- G. **Minimum Fuel** - The minimum allowable fuel for an aircraft's release on a particular flight segment. This includes fuel to destination, then to the most distant required alternate, required reserves, contingency, and fuel

for start and taxi. Known delays, diversions, etc. are considered in this figure. Also included is fuel for acceleration, climb, cruise, descent, and landing.

- H. **Overwater Operations** - Those flights conducted over any body of water beyond that point at which an aircraft is unable to glide to the shoreline of land when all engines fail.
- I. **Extended Overwater Operations** - Those flights conducted at a horizontal distance of more than 50 nautical miles from the nearest shoreline.
- J. **Reserve Fuel** - The amount of fuel required for an aircraft to fly at its normal cruising speed for 20 minutes after reaching the alternate/destination airport.
- K. **Visibility** - The distance in statute miles or fraction thereof by which conspicuous objects can be readily identified.

#### 1.6. **Flight Follower**

Flight Followers are employees of *ORBIC AIR, LLC*. Flight Followers will have the responsibility of Operational Control. To perform the functions of Flight Follower, he/she shall be qualified and trained before accepting this responsibility. Therefore, all flight Followers must complete the Company Flight Follower Training Course (GTM Appendix B). *ORBIC AIR, LLC* shall maintain current records for each Flight Follower, which shows compliance with FAR's relating to proficiency, and required training.

#### 1.7. **Flight Follower Duties**

- A. No aircraft will be released unless it is in airworthy condition. However, an aircraft may be released with inoperative or missing components in accordance with the Minimum Equipment List. Consideration must be given to the number of MEL items in effect on any aircraft so that flight crew management is not compromised.
- B. The Flight Follower will coordinate and release FAR Part 135 operations and monitor FAR Part 91 operations. They will be responsible for adherence to all applicable Federal and Company regulations and policies and will keep the PIC fully informed of all flight, traffic, and airport conditions pertinent to the safety and completion of the flight.
- C. The Flight Follower is responsible for solutions to operational problems, caused by cancellations, delays, diversions, and mechanical interruptions.

- D. Each Flight Follower on duty will remain on duty until each flight released by him/her has terminated or until properly relieved by another Flight Follower.
- E. A Flight Follower will check with crew scheduling as required prior to releasing any flight that the flight crew is within their legal rest, duty, and flight time limitations.
- F. The Flight Follower is responsible for flight planning, release generation, and flight locating of each flight within his/hers jurisdiction.
- G. All aircraft departing a station for the purpose of revenue flight, must be authorized by an approved Flight Follower.
- H. Flights may only be released to an airport if the appropriate weather reports and forecasts or combination thereof indicate that the destination and alternate weather conditions at the estimated arrival time at each airport will be at or above authorized landing minimums.
- I. No flight may depart unless both the PIC and the Flight Follower are thoroughly familiar with the reported and forecast weather and considering all factors and conditions. The Flight Follower will notify the pilot which flight legs are Part 135 using the Flight Release form or Gyronimo. The PIC will review the following information immediately prior to each flight:
  - 1) All available weather reports and forecasts or subsequent changes thereto affecting the proposed flight.
  - 2) All current NOTAMs for origin, destination, and alternate airports, plus any en route abnormalities that may affect the proposed flight.
  - 3) All Sigmets or convective Sigmets affecting the proposed route of flight.
  - 4) Advisories of all anticipated adverse changes in the weather phenomena affecting the proposed flight.
  - 5) All inoperative or missing components on the aircraft to be flown and any restrictions that may apply IAW the MEL.
  - 6) Any irregularities of facilities and services, even though a NOTAM has not been issued.
  - 7) Anticipated or known traffic delays.
  - 8) Field condition reports and braking action reports that might adversely affect the operation.
  - 9) Forecasts or reported icing conditions that exist, including the intensity thereof.

- 10) Any information not discussed above, but having an adverse effect on a safe operation.
- J. No person may transfer the operational control of a flight in progress to another person exercising operational control, except when that person assuming operational control is thoroughly briefed on all aspects of the release and the associated conditions of the flight.

#### 1.8. **Flight Release Procedure**

- 1) The person with operational control (Flight Follower) using Gyronimo or the Flight Release (Form F103) will:
  - a. Assign a PIC who is qualified and eligible for the flight;
  - b. Assign an aircraft that is listed in OpSpec D085 and is airworthy;
  - c. Will determine which series of flights will be conducted under FAR part 135 or FAR part 91.
- 2) Before a Part 135 flight is initiated, the flight follower and PIC will verify all available information regarding the flight.
- 3) PIC will use Gyronimo to find the flight assigned to him/her or the Flight Release (Form F103).
- 4) If there are any discrepancies on the flight release, they must be resolved with the appropriate person (PIC, Director of Operations, Chief Pilot, etc.).
- 5) Pilot will complete the Flight Manifest and Weight and Balance.
- 6) A copy of the flight manifest will be retained at the Operator's principal base of operations, or at other places designated by the certificate holder, until the completion of the flight.
- 7) Once the flight has departed, the Flight Follower is responsible to ensure the aircraft has arrived at each intended point of arrival at the specified times.
- 8) The PIC has authority to divert to an alternate airport, based on weather or customer requests, up to 30 minutes beyond the original ETA (GOM A 1.15).
- 9) If 30 minutes beyond ETA has passed, begin flight locating procedures (GOM L-1)

#### 1.9. **Flight Manifest Procedure**

The PIC is responsible for completing the Flight Manifest for each Part 135 flight they have been assigned. The Gyronimo app or the Flight Manifest (Form F-102) will be used in lieu of an FAA flight plan, but will include at least the information required in a VFR flight plan.

- 1) PIC will log onto the company network drive to access the Flight Manifests.
- 2) Ensure all data fields are completed. (Date, aircraft, trip flight ID, Pilot)
- 3) Complete passenger information fields. (Name, weight, seating location)
- 4) Complete routing information. (Departure, route, destination, fuel quantity, distance, altitude, TAS, and ETD/ETA)

- 5) Before take off, the pilot will phone or text the Flight Follower with the departure time, souls on board and fuel on board in minutes of flight time.
- 6) If the operation will be conducted in a remote area in which radio contact cannot be maintained, this should be noted on the manifest, including the estimated time for reestablishing communications.
- 7) A copy of the flight manifest will remain accessible by the PIC for the duration of the flight.
- 8) During the flight the PIC will remain the PIC at all times during that flight.
- 9) PIC has the authority during flight to deviate from their planned release per paragraph 1.10 following this section.
- 10) Once the flight has arrived at their intended arrival location or PIC deviation location, the pilot will text or call the Flight Follower and the Flight Plan is closed. If another location is requested by the customer at this time, a new Flight Release will be required.
- 11) If a flight plan was filed and activated with an ATC facility instead of a company flight plan, the pilot will close the flight plan with the ATC facility after arriving at the destination.

#### **1.10. Deviation From Planned Release**

The PIC is, during flight time, in command of the aircraft and crew and is responsible for the safety of the passengers, crewmembers, cargo, and airplane. The PIC has full control and authority in the operation of the aircraft, without limitation, over the other crewmembers and their duties during flight time.

A deviation from the planned release may occur by request of the customer, or as a result of the PIC decision for safety and/or operational requirement. In the event that a diversion from the planned flight release occurs the PIC will, as soon as possible, notify the company by whatever means are available. The aircraft may not proceed from the intermediate airport without the concurrence of a Flight Follower and the issuance of a new release. The diversion should not extend more than 30 minutes beyond the ETA of the first intended point of arrival, and not beyond a 30 NM distance from the intended point of arrival.

Before accepting the in-flight deviation, the PIC will verify the following:

- A. Before flight, obtains briefing information regarding the assigned flight, including purpose, weather, and NOTAM's.
- B. Ensures the aircraft equipped and legal for the extended flight.
- C. Ensure the pilot will not violate any rules due to accepting the extended flight.
- D. Ensure that no medical deficiency exists that would affect the safety of the extended flight.