

APSCON 2021

NEW ORLEANS  **JULY 26-31**



50th ANNUAL CONFERENCE & EXPOSITION

FLIGHT OPERATIONS HANDBOOK

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Welcome!!

We are pleased you will be joining us for APSA's APSCON 2021, which will be held at the Ernest N. Morial Convention Center in New Orleans, Louisiana. This manual, available on APSA's website, 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. If you have any concerns or suggestions to improve safety, please contact Bryan Smith.

Contact Information

Bryan Smith APSA Safety Program Manager Director of Flight Operations	407-222-8644 safety@PublicSafetyAviation.org
Benay Osborne APSA Operations Manager (Registration and Insurance)	301-631-2466 bosborne@PublicSafetyAviation.org
Tom Coccia Levy Show Services	678-520-3278 tcoccia@levyexpo.com
Leah Sulony Convention Center Mgmt	504-655-0255 lsulony@mccno.com
Duane Chadbourne Convention Center Logistics	504-252-1118 dchadbourne@mccno.com
Wendy Bell or Robert Amos FBO: Flightline KNEW Lakefront: New Orleans	504-244-4448 flightlinefirst@gmail.com

Important Event Notes

1. Pilots of ALL aircraft being flown to the convention center for exhibit must attend the Pilot Orientation & Flight Operations Safety Briefing prior to the aircraft being flown to or departing from the convention center. The briefing will be held on Monday, July 26th, 2021, at Flightline First, Lakefront Airport. The briefing will begin at 7:00 a.m.
2. **No aircraft will be permitted to land at or depart from the convention center unless THE PILOT has attended the briefing prior to their flight.**
3. **Aircrews designated to fly aircraft in to the convention center on Monday morning need to be at Lakefront Airport from the 0700 briefing until possibly early afternoon,** depending on variable circumstances involved with this type of operation.
4. The schedule cannot accommodate any aircrew needing to attend classes or meetings away from the airport on Monday morning.

2. Aircraft will NOT be permitted to land at the convention center without the specific insurance documentation that is delineated in these guidelines (Click here 5).
3. Per the Fire Marshall, display aircraft have specific fueling requirements (Click here 8). Aircraft will be inspected prior to entry into the convention center.
4. **Any aircraft exceeding the maximum fuel requirement will be denied entry into the convention center.**
5. There should be only the agency or APSA aircrew necessary for the safe operation of aircraft to arrive and depart the landing zone.
6. Loading dock doors at the convention center are 60 feet wide by 25 feet high.
7. No aircraft will be permitted to depart from the convention center once the aircraft has landed until the specified date of departure following the show.
8. No demonstration flights will be authorized to operate from the convention center area.
9. Exhibitors desiring to display aircraft must complete and submit the Aircraft Display Request Form by **June 11, 2021**. The form can be found at the bottom of this document, or download here:
https://publicsafetyaviation.org/images/Expo/APSCON_2021/21EX_Aircraft_Display_Form_v010521.pdf
10. 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 & convention.
11. News media will not be permitted to enter the landing zone, and will be required to remain a safe distance from the landing zone.
12. In the event of an in-flight emergency, the pilot in command shall be responsible for taking appropriate action.
13. 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.
14. 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.

15. 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.
16. 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.
17. 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 | June 11 |
| ▪ Aircraft insurance forms due | June 25 |
| ▪ 2021 Show Dates | July 26 - 31 |
| ▪ Safety Briefing & Fly-In | July 26 - 0700 |
| ▪ Exhibits open | July 28 - 30 |
| ▪ Fly Out from convention center | July 30 - 1600 |

Insurance Requirements for Display of Aircraft

1. All aircraft exhibited in Ernest N. Morial Convention Center for APSCON 2021, 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 Ernest N. Morial Convention Center, including the use of aircraft belonging to a governmental agency, agrees to name APSA, Inc., its agents, officers, directors and employees and exhibition convention 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 Exhibitor. Furthermore, it is

requested that all exhibiting companies carry 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 Ernest N. Morial Convention Center.
4. This insurance must be in force during the lease dates of the event, July 26-31, 2021.
5. Aircraft **flown** to Ernest N. Morial Convention Center: Exhibitors flying aircraft to Ernest N. Morial Convention 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.
6. Aircraft **trucked** to Ernest N. Morial Convention Center: Exhibitors trucking aircraft to Ernest N. Morial Convention 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 per occurrence and \$2,000,000 aggregate for public liability and property damage.

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 FRIDAY, JUNE 25, 2021.

FBO Services

For APSCON 2021, **helicopter flight operations** to APSCON 2021 will be staged out of **Flightline First**, located at Lakefront Airport, KNEW. Additional services, such as hangar space, can be arranged with them directly.

Flightline First

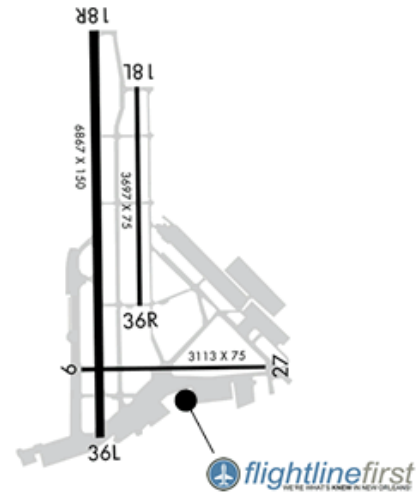
<https://flightlinefirst.com>

6101 Guieppe Bellanca St.
New Orleans, LA 70126

Wendy Bell or Robert Amos

504-244-4448

flightlinefirst@gmail.com



Pilot Briefing and Flight Ops

Date: Monday, July 26th, 2021

Location: Flightline First – Lakefront Airport

7:00 a.m. Welcome

7:10 a.m. Pilot Orientation & Flight Operations Safety Briefing

8:00 a.m. convention center Landing Area Opens

12:00 noon convention 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 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 designee will clear the next aircraft in the schedule to launch.

- No aircraft may land at the convention center without first obtaining approval from the Air Boss. Pilots will use 123.025 to make contact with the Air Boss after leaving Class D airspace. If the Air Boss needs to relay instructions, they will do so on that frequency.
- 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 27, 2021: 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 26, 2021. Therefore, there will be no scheduled aircraft arrivals other than on Monday, July 26, 2021.

AIRCRAFT FUEL REQUIREMENTS

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*****

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

1. **Aircraft fuel quantity will be checked** prior to movement into the convention center. Pilots are reminded to plan their departures from the convention center back to Lakefront Airfield or another nearby destination where necessary refueling can be accomplished.
2. Should a fuel, oil, or hydraulic leak occur while the aircraft is inside the convention 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 convention center.
3. Aircraft being **trucked to the convention center** must arrive with **no fuel**. It is recommended, but not required, that the fuel system be purged prior to arrival.
4. Aircraft being trucked in (and, therefore, containing no fuel) will be required to be trucked out of the convention center.

NOTE: Fueling and/or de-fueling **WILL NOT** be permitted at the convention center

Airport Information

Lakefront Airfield – KNEW

<https://www.airnav.com/airport/KNEW>

Elevation: 7 ft.

From City: 4 miles NE of New Orleans

Tower: 119.9 (0700-2100)

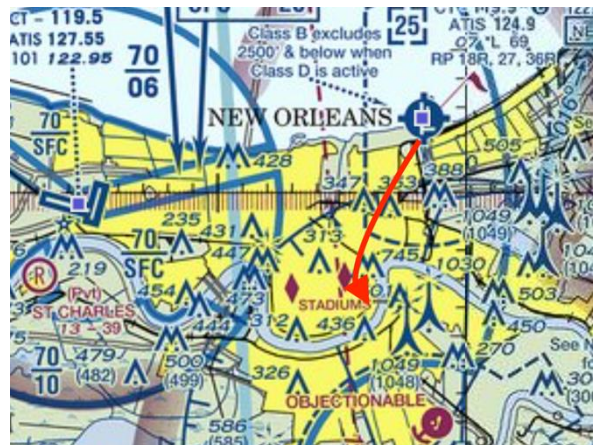
APP/DEP 123.85 South; 133.15 North

Ground: 121.7 (0700-2100)

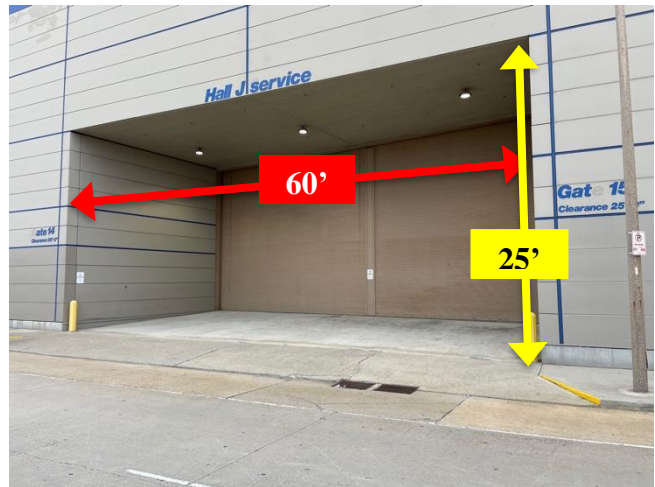
Clearance: 127.4 (When TWR closed)

ATIS: 124.9

KMSY ASOS:504-471-4486



Arrival / Landing Site Information



AIRCRAFT MOVE-IN to EXHIBIT HALL and STATIC AREA

Upon landing at the convention 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 convention center or remain parked on convention 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 convention center must provide Ground Guides ("wing-walkers") to avoid possible damage to your aircraft, or other exhibits, while moving into the convention 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 & convention.
12. Aircraft, ground handling equipment, dollies, etc. may not be left outside overnight at the convention 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. PD 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, Levy Show Services: 678-520-3278, tcoccia@levyexpo.com.

Aircraft Move-Out Procedures

1. Obtain clearance from the Levy Show Services and Flight Operations Director Bryan Smith or PD flight ops representative to move aircraft from the convention 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.
4. 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.
5. If an aircraft is sold, or ownership otherwise transferred during the convention, 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 convention center, and with the original insurance still in force.
6. All aircraft to be flown from the convention center must be removed from the convention center by 8:00 p.m. on Friday, July 30. Any aircraft remaining at the convention 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 30, 2021
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 convention center may fly aircraft during the Fly-Out from the convention center unless prior arrangements have been made with Bryan Smith.

1. Only day/VFR operations are permitted. No aircraft will be permitted to depart after dark.
2. 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.
3. A departure briefing will be provided to pilots on Friday.

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

Please Fly Neighborly!

Take the Time for a Safe Flight Home

APSA's 2021 APSCON

CHECK LIST

FOR AIRCRAFT EXHIBITORS AND PILOTS

1. Aircraft Display forms due: June 11, 2021
2. Aircraft Insurance Certificates due: June 25, 2021
3. Arrange for FBO/Flight-line services with one of the fixed based operators at Lakefront 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 convention center.
7. Aircraft will be in booth number _____.
8. Monday, July 26, 2021 @ 7:00 a.m. - Pilot Orientation and Flight Operations Safety Briefing (required for aircraft flown to/from convention center)
9. Monday, July 26, 2021, 8:00 to 12:00 – Aircraft Fly-In to convention center.
10. Friday, July 30, 2021, 16:00 to 20:00 – Aircraft Fly-Out from convention center.
11. Remember, all pilots must attend the Pilot Orientation and Flight Operations Safety Briefing before they can fly an aircraft to/from the convention center.
12. Ask questions if you are unfamiliar with these guidelines.

APSA's 2021 APSCON

CHECK LIST

FOR AIRCRAFT ENTERING THE CONVENTION CENTER

Aircraft without documentation and proof of insurance will not be allowed to enter the New Orleans Ernest N. Morial Convention Center or remain parked on convention center property.

Complete and sign a form for each aircraft. Upon landing at the convention 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 convention 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 convention: Name, Hotel, Telephone Number and Room Number!!

PRINT NAME:

SIGNATURE:

_____ DATE: _____

APSA's 2021 APSCON

CHECK LIST

FOR AIRCRAFT EXITING THE CONVENTION CENTER

- | | Verified By
(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 2021
NEW ORLEANS JULY 28-31



50th ANNUAL CONFERENCE & EXPOSITION

**AIRCRAFT DISPLAY
INFORMATION &
REQUEST FORM**

LOCATION:

Ernest N. Morial
Convention Center

All exhibitors displaying
aircraft must complete
and return this form to
the APSA Headquarters
by May 31, 2021.

Please return all
completed forms to:

APSCON 2021
50 Carroll Creek Way
Suite 260
Frederick, MD 21701

Fax: 301-631-2466

Email (as attachment):
[bosborne@publicsafety
aviation.org](mailto:bosborne@publicsafetyaviation.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 2021 (Hotel and/or Telephone Number):

Please provide the information requested below for all aircraft to be displayed at APSCON 2020.

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