



FAIRBANK BASE OPERATIONS MEMO 14-01

To: All APSC/Fairbanks Staff

From: David A. Jones
Fairbanks Base Manager

Date: 30 May 2014

Subject: Operational Control/Maintenance Control

Effective 1 June 2014 all Operational/Maintenance Control concerns will go through either Dave Jones or Isaac Mackey. Pilots and Mechanics will not call the Homer Office directly without first going through the Fairbanks Office. This action will streamline day to day operations as we go forward. All billing and maintenance documents will continue to go directly to Fairbanks for processing.

If you have any questions contact Dave Jones or Isaac Mackey at (907) 452-1197.



FAIRBANK BASE OPERATIONS MEMO O-14-02

To: All APSC/Fairbanks Pilots

From: David A. Jones
Fairbanks Base Manager

Date: 30 May 2014

Subject: Single Engine Weight Log/Risk Assessment

Effective 1 June 2014, all pilots will daily complete the single engine weight log and conduct a risk assessment for the days flights. For all operations (other than those designated Low risk) require my approval prior to executing the operation.

Completed single engine weight log will be turned in with all billing documents.

If you have any questions contact Dave Jones or Isaac Mackey at (907) 452-1197.



FAIRBANK BASE OPERATIONS MEMO O-14-03

To: All APSC/Fairbanks Staff

From: David A. Jones
Fairbanks Base Manager

Date: 30 May 2014

Subject: Fall Protection Helmets

Effective 1 June 2014, the fall protection helmets are no longer required to be utilized when working on aircraft. All employees are expected to remain diligent when working at heights.

If you have any questions contact Dave Jones or Isaac Mackey at (907) 452-1197.



FAIRBANK BASE OPERATIONS MEMO O-14-04

To: All APSC/Fairbanks Staff

From: David A. Jones
Fairbanks Base Manager

Date: 6 June 2014

Subject: In and Around Mileage (GRB and Valdez)

Effective 1 June 2014, mechanics working at either Glennallen Response Base (GRB) or Valdez (VDZ) will be authorized to file for reimbursement of up to 100 miles per shift when utilizing their personal vehicle as a job related expense.

The Maritime Helicopters Inc. Expense Reporting Policies and Procedures Manual outlines the procedures to be followed.

If you have any questions contact Dave Jones at (907) 452-1197.



FAIRBANK BASE OPERATIONS MEMO O-14-05

To: All APSC/Fairbanks Staff

From: David A. Jones
Fairbanks Base Manager

Date: July 7, 2014

Subject: Company Flight Plans

IAW GOM Chapter 2, page 6 (Flight Plans), all aircraft (Excluding APSC contract aircraft) will either file a FAA or Company flight plan.

Company flight locating is routinely available weekdays from 8 AM to 5 PM. Company flight locating is available during other times with prior coordination. Pilots desiring to file a Company flight plan will comply with the following:

Operations out of Metro during normal business hours: File Company flight plan with Jessica Del Rosario. There is no need to call when you depart Metro. Upon returning to metro field notify Jessica of your return.

Operations outside normal business hours to include work at remote locations: File Company flight plan electronically to both djones@maritimehelicopters.com and faiadmin@maritimehelicopters.com. If no confirmation is received within 10 minutes, the PIC must file an FAA flight plan. There is no need to call when you depart the field location. Upon arrival at the final destination, you must close your flight plan by either email, text, or telephone. I can be reached at 907-388-8390.

Note: The aircraft will not be considered overdue providing that the satellite tracking system shows the aircraft is in flight.

If you have any questions contact Dave Jones at (907) 452-1197.