SCIENCE AND ENGINEERING SERVICES

HELIPORT OPERATIONS GUIDE

SES-LSF-001-01 Rev R

EFFECTIVE DATE: 2 May 2025

SCIENCE AND ENGINEERING SERVICES
ATTN: Flight Operations
248 Dunlop Blvd
Huntsville, Alabama
Phone: 256-258-0500

HELIPORT OPERATIONS GUIDE

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HELIPORT OPERATIONS GUIDE

SUBJECT: Operational procedures for the SES West Heliport and the SES Hangars located on Huntsville International Airport (HSV).

PURPOSE: To provide guidelines for the safe operation of aircraft utilizing any SES Facility, and establish the procedures for inbound and outbound aircraft operations. These procedures are not meant to replace but supplement any applicable FAA Regulations.

SCOPE: These Procedures pertain to all SES aircraft operations and all flight crews who will use the SES West Heliport and/or the SES Hangars located on HSV.

MANDATORY USE REQUIREMENTS:

a. **Notification:** All Aircraft Operators must provide prior notification of the date and time of use. See General Information under the appropriate Procedures section.

   i. **Section 1: SES Heliport**

   ii. **Section II: SES Huntsville Airport Facilities**

b. **Operations Guide:** Each Operator agrees to follow the procedures set forth in this Heliport Operations Guide. If you have questions, please contact Flight Operations PH 256-258-0580.

DEFINITIONS:

Heliport: The area of land, water or a structure used or intended to be used for the landing and takeoff of helicopters, together with appurtenant buildings and facilities.

Final Approach and Takeoff Area (FATO): A defined area over which the final phase of the approach to a hover, or a landing is completed and from which the takeoff is initiated.

Prior Permission Required (PPR) Heliport: A heliport developed for exclusive use of the owner and persons authorized by the owner.

Touchdown and Lift-off Area (TLOF): A load bearing, generally paved area, normally centered in the FATO, on which the helicopter lands or takes off. White square marked with an **H**.

REFERENCES:

- Huntsville Tower and Science and Engineering Services **Letter of Agreement** dated November 15, 2019

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SECTION I

SES

Heliport

HELIPORT OPERATIONS GUIDE

SES Heliport Diagram

Overhead View looking South

HELIPORT OPERATIONS GUIDE

SES Heliport Information:

ADMINISTRATIVE DATA		
Address:		248 Dunlop Blvd. Huntsville, AL, 35724
Telephone:	Receptionist: Flight Operations: Production Control:	(256)258-0500 (256) 258-0580 (256) 258-0565
Website:		http://sesllc-us.com/ArriveDepart.html

OPERATIONAL DATA:	
Type Heliport	**Prior Permission Required (PPR)**
Type of Traffic Permitted:	**DAY VFR ONLY**
Operational Hours:	Mon-Fri 0600-1430. Accept aircraft deliveries from **0730-1400** CST (if requesting to deliver outside this window prior coordination will be necessary).
Direction & Distance:	Approximately 1 miles Northeast of Huntsville Airport (HSV)
Lighting:	None
Windsock Locations:	North Helipad: Approximately 100 ft. Southwest of the pad. East Helipad: Approximately 100 ft. East of the pad. West Helipad: Located on the Northwest corner of SES building roof.
Security:	Security Fence with a Guard on duty during non-operational hours.

SERVICES:	
Fuel Availability:	Fuel available for departing Aircraft.

RESCUE AND FIRE FIGHTING SERVICES:	
ARFF Truck with trained ARFF crew.	4 each 125lb Purple K Fire Extinguishers

SES COMMUNICATIONS:	
Flight Operations:	122.850

HUNTSVILLE (HSV) ATS COMMUNICATIONS:		
Approach Control:	118.05 (180° - 359°) 239.00 (180° - 359°)	125.6 (360° - 179°) 354.1 (360° - 179°)
Control Tower:	127.6	350.35
ATIS:	121.25	

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North Helipad: Location Identifier 32AL. This is the **ONLY** authorized landing and take-off area on the north side of the SES facility.

Looking southwest; this is the preferred landing direction.

NORTH HELIPAD DATA: FAA Location Identifier **32AL**	
Location:	N 34° 39.89’ W 086° 44.80’
Elevation:	Approx. 633 feet.
Landing direction:	Primary: **240°**
Landing surface:	Asphalt (level surface)
Identifiable markings:	**H** (with a 60-foot white TLOF marking)

Notes:

- All take-off and landings must be made to the **H.**
- The preferred landing direction is to the southwest and the preferred take-off direction is to the northeast.
- **Use Caution:**
  - Aircraft landing to the North Helipad need to keep a steeper than normal approach.
  - Avoid overflight of the large building on the north side of the road.

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East Helipad: This is the **ONLY** authorized landing and take-off area on the east side of the SES facility.

View landing to the South:	**View landing to the North:**
	

EAST HELIPAD DATA:	
Location:	N 34° 39.77’ W 086° 44.57’
Elevation:	Approximately 630 feet.
Landing direction:	Primary: 360°/180°
Landing surface:	Asphalt (level surface)
Identifiable Markings:	**H** (with a 100-foot white TLOF marking)

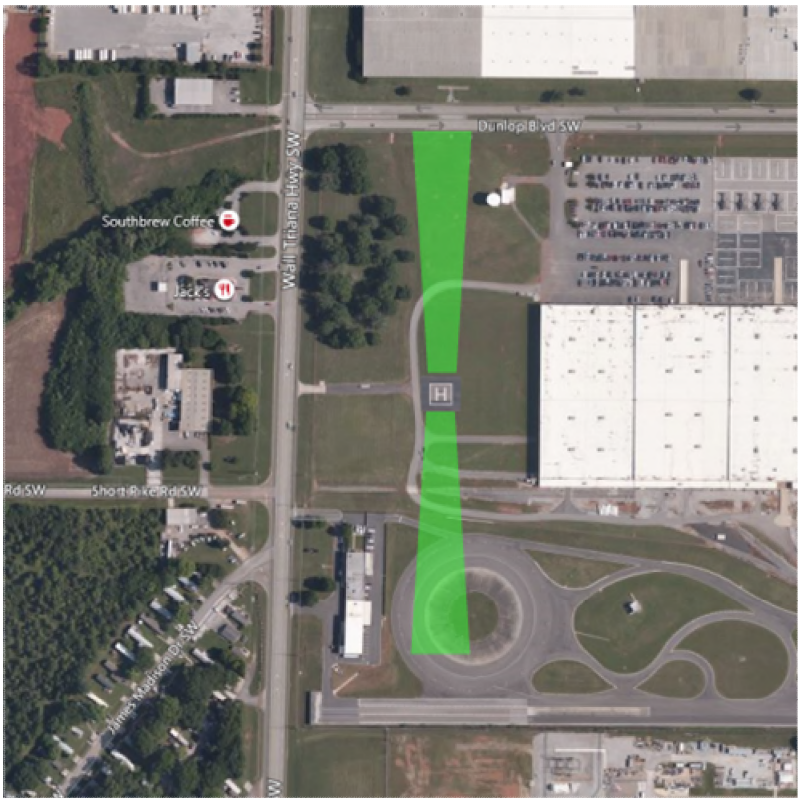
Notes:

- All take-off and landings must be made to the **H.**
- Landing and take-offs can be made to the north or south.
- **Use Caution:**
  - Cell phone tower approximately 1 mile south of the heliport.
  - Marked high-tension wires located to the north and south of East Pad.

HELIPORT OPERATIONS GUIDE

West Helipad: This is the **ONLY** authorized landing and take-off area on the west side of the SES facility.

Overhead View of West Pad (North is at the top):



WEST HELIPAD DATA:	
Location:	N 34° 39.81’ W 086° 45.05’
Elevation:	Approximately 631 feet.
Landing direction:	Primary: 360°/180°
Landing surface:	Concrete (level surface)
Identifiable Markings:	**H** (with a 100-foot white TLOF marking)

Notes:

- All take-off and landings must be made to the **H.**
- Landing and take-offs can be made to the north or south.
- **Use Caution:**
  - When arriving from (departing to) the North maintain a steeper than normal approach/departure to avoid over flying the building located North of Dunlop Blvd. at low altitudes.
  - When arriving from (departing to) the South be advised of the unmarked high-tension wires located just south of the Oval Track.

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HELIPORT PROCEDURES:

General Information:

The SES Heliport is a **General Aviation - Prior Permission Required (PPR) Heliport**. All flight crews delivering aircraft to the SES facility must provide prior notification of the date and time of use. This can be accomplished by completing the online PPR form at the above listed website. (See link under Administrative Data).

Additionally, flight crews are requested to contact SES flight operations or production control if your arrival time stated in the PPR Form is expected to change by **more than 30 minutes**.

Visual Flight Rules (VFR) only operations will be authorized. Instrument Flight Rules (IFR) arrivals must cancel their IFR flight plan with Huntsville Tower prior to landing. Departures requesting IFR clearance must do so only after departing VFR.

Arrivals and departures must verify that VFR conditions exist for the Huntsville Class C Surface Area prior to contacting Huntsville Tower. This should be done by monitoring the Huntsville ATIS, frequency 121.25. If this determination cannot be made via ATIS, the pilot shall call Huntsville Tower via telephone on (256) 542-2070.

Note: The PIC is responsible for opening and closing of their flight plans.

Note: Pilots are reminded to remain clear of the restricted area located to the east of the SES facility.

Arrival Procedures:

1. Inbound aircraft are requested to notify SES flight operations on 122.850 at least 15 minutes prior to arrival. Timely communications with SES flight operations is especially paramount when multiple helicopters are in-bound to the facility.
2. Obtain Huntsville ATIS information prior to calling Huntsville Approach.
3. Arrivals must contact Huntsville Approach on the published frequency in relation to the aircraft's position (West 118.05/239.0 or East 125.6/354.1) and request flight following to **SES Dunlop Facility**. Based on the volume and complexity of traffic at Huntsville International Airport, aircraft will be allowed to proceed direct to SES Dunlop or they may be vectored.
4. Pilots of aircraft inbound to the SES Heliport will report the landing area in sight as soon as practical. Once the landing area is reported insight and when traffic allows, ATC will instruct aircraft to proceed to the heliport.

HELIPORT OPERATIONS GUIDE

Ground Operations:

North Helipad: 32AL

The following are the preferred taxi modes to/from the **H**:

- Wheeled Aircraft – **Ground Taxi**
- Skid Aircraft - Hover Taxi

With the exception of getting to or from the parking pads, hover work is only authorized over the **H**.

*(Depending on ramp activity during the day; Hover work may be authorized on the ramp area **east** of the **H** if prior coordination is made with Flight Operations.)*

After landing to the **H**, crews are required to contact SES flight operations for taxi instructions to Pad B (see diagram below). Once taxi instructions are given, aircraft are requested to follow the taxi line to the parking pad. If wind conditions allow, park with the aircraft facing south towards the SES building. Do not deviate north of the white taxi line when taxiing to Pad B for parking. If aircraft tail is North of the line during a left pedal turn, adequate clearance from the fence on the North side of that asphalt may not be assured.

Departing Crews are required to contact SES flight operations for approval to taxi to the **H**. Once taxi instructions are received, aircraft may reposition to the **H**.

	Helipad	Pad B	Pad A

North Helipad Parking Area.

Pad A: Ground Runs Only
Pad B: Authorized Taxi Pad

East Helipad: After landing to the **H**, pilots are requested to shut down on the helipad. Ground or Hover taxi from the **H** is prohibited. Hover work is authorized on East Pad, but only over the **H**.

West Helipad: After landing to the **H**, pilots are requested to shut down on the helipad. Ground or Hover taxi from the **H** is prohibited. Hover work is authorized on West Pad, but only over the **H**.

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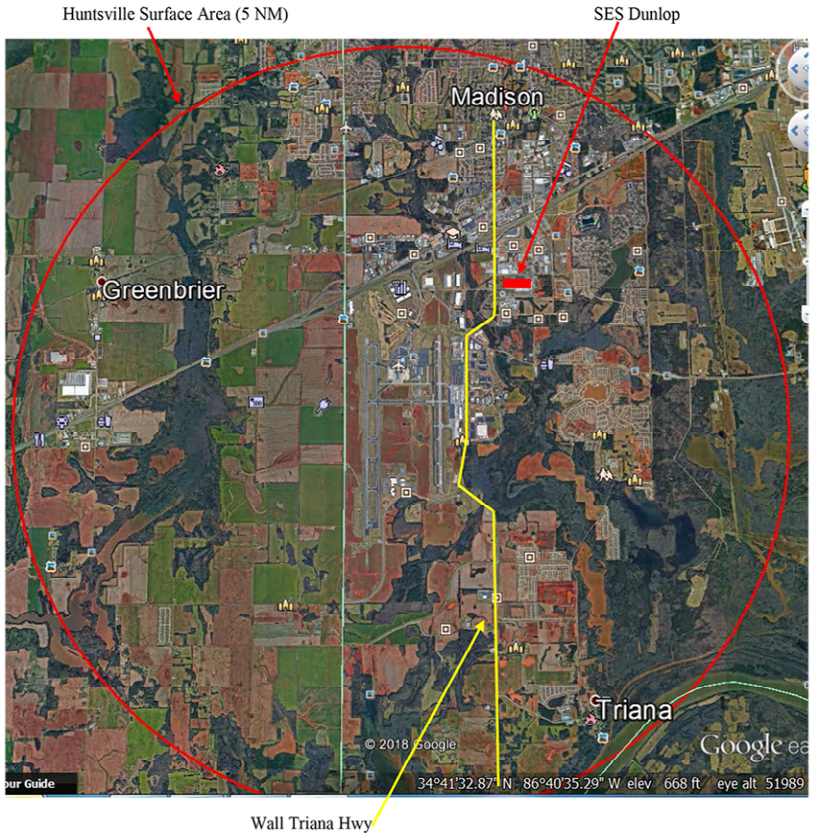
Departure Procedures:

1. Departing aircraft are requested to notify SES flight operations on 122.850 prior to departure.
2. Obtain Huntsville ATIS information prior to calling Huntsville tower.
3. Departures must contact Huntsville Tower on frequency 127.6 for departure instructions. Unless instructed by Huntsville Tower to do otherwise, departures must remain east of the Wall Triana Highway until clear of the Huntsville Class C Surface Area as depicted below. Pilots will provide aircraft call-sign, type, ATIS, and inform tower of current location (SES Dunlop Heliport). Additionally, they should relay pertinent information such as, departure direction, destination and requested altitude.
4. While operating in the Class C Surface Area, aircraft shall always maintain two-way radio communications with Huntsville Tower.



Additional Procedures:

1. SES is a no smoking facility.
2. Do not leave any articles or loose items lying on the ramp.
3. Maintain eye contact with the pilot when approaching a running aircraft.
4. Do not walk behind any running aircraft.
5. Do not drain fuel or oil onto the ramp surface.

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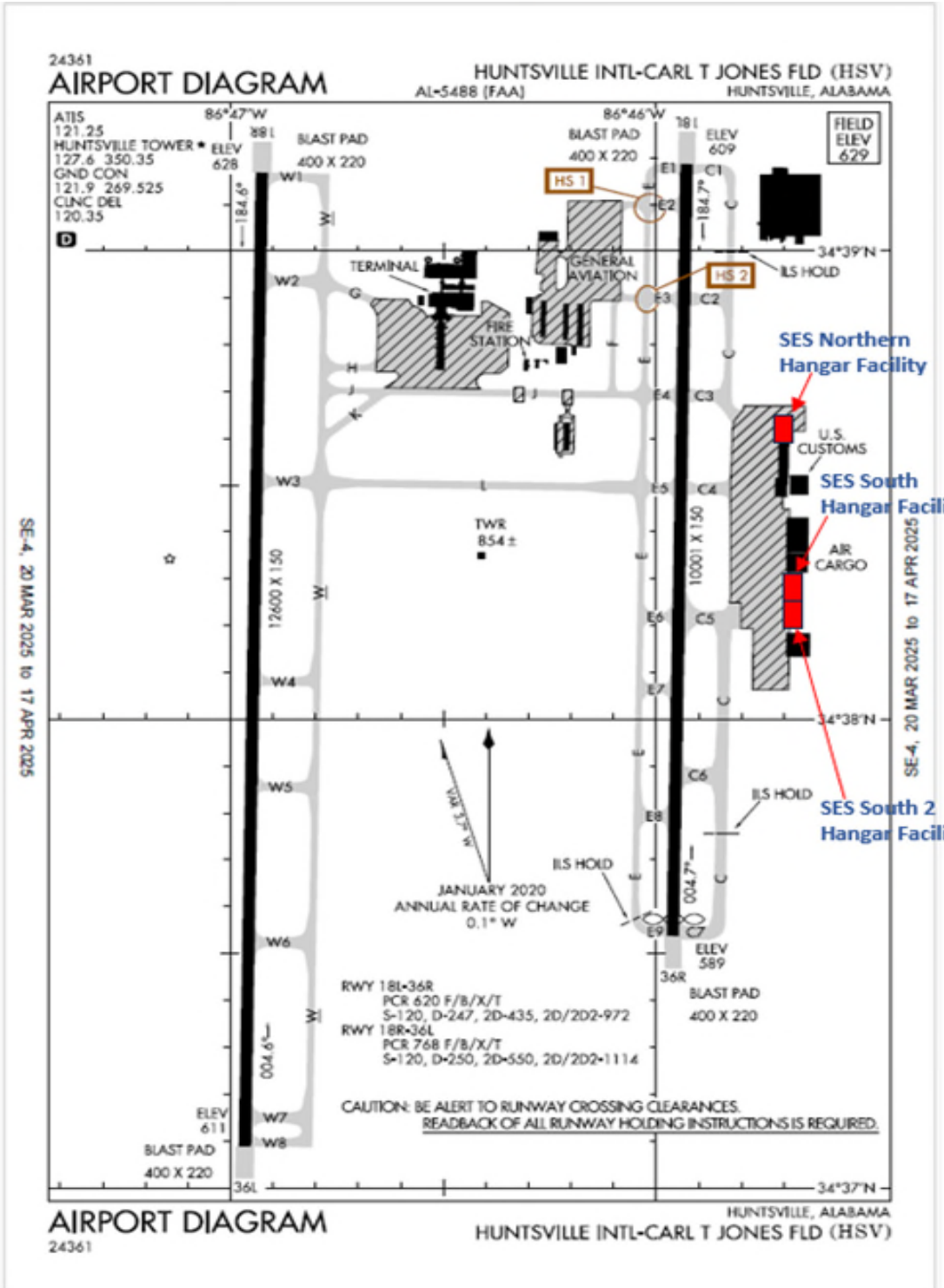
SECTION II

SES Huntsville Airport Facilities

HELIPORT OPERATIONS GUIDE

Huntsville International Airport Facility Diagram (HSV)



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SES Huntsville Airport Facility Information:

ADMINISTRATIVE DATA		
Address:		248 Dunlop Blvd. Huntsville, AL, 35724
Telephone:	Receptionist: Flight Operations: Production Control:	(256)258-0500 (256) 258-0580 (256) 258-0565
Website:		http://sesllc-us.com/ArriveDepart.html

OPERATIONAL DATA:	
Type Airport	**See Airport/Facility Directory**
Type of Traffic Permitted:	**See Airport/Facility Directory**
Facility Hours:	**See Airport/Facility Directory** for Airport Hours. **SES Facility:** Mon-Fri 0730-1530 Local Time (other days and hours by arrangement)
Direction & Distance:	Located on the Air Cargo Ramp of Huntsville International Airport (HSV)
Lighting:	**See Airport/Facility Directory**
Windsock Location:	Located between Taxiway C3 and C4
Security:	Security Fence with Guards on duty.

SERVICES:	
Fuel Availability:	Contract fuel available via Signature Flight Support. (256) 772-9341

RESCUE AND FIRE FIGHTING SERVICES:	
ARFF index C.	

SES COMMUNICATIONS:	
Flight Operations:	122.850

HUNTSVILLE (HSV) ATS COMMUNICATIONS:		
Approach Control:	118.05 (180° - 359°) 239.00 (180° - 359°)	125.6 (360° - 179°) 354.1 (360° - 179°)
Control Tower:	127.6	350.35
ATIS:	121.25	
Clearance Delivery:	120.35	
Ground Control	121.9	269.525

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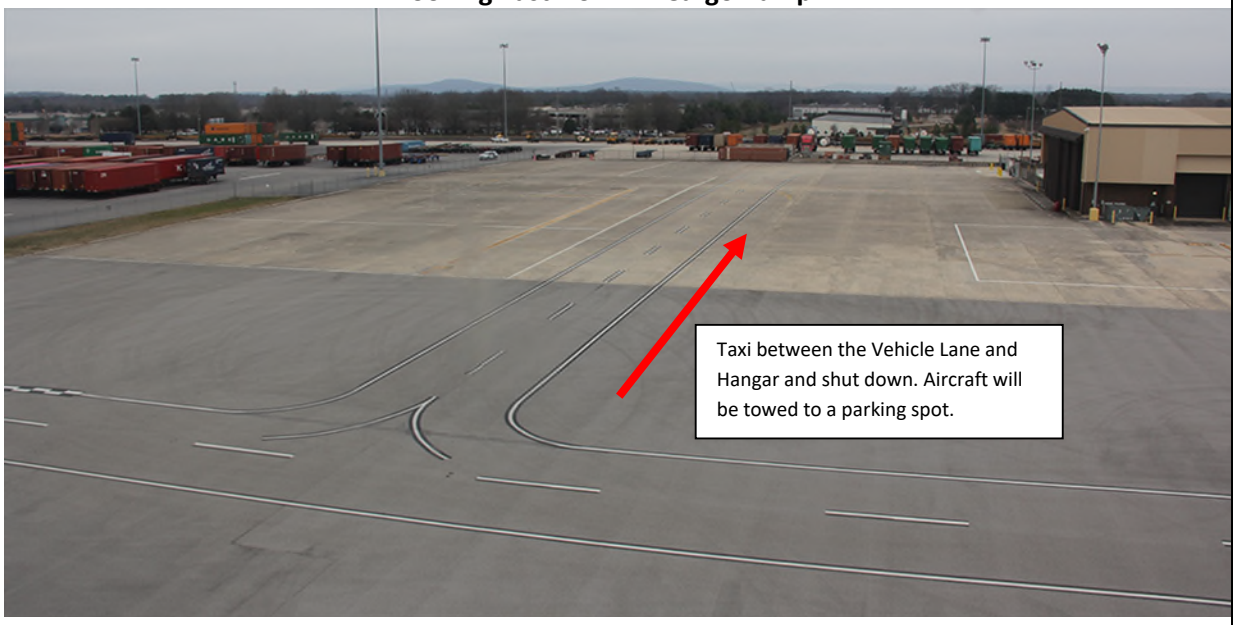
North Hangar:

Looking East from Air Cargo Ramp.



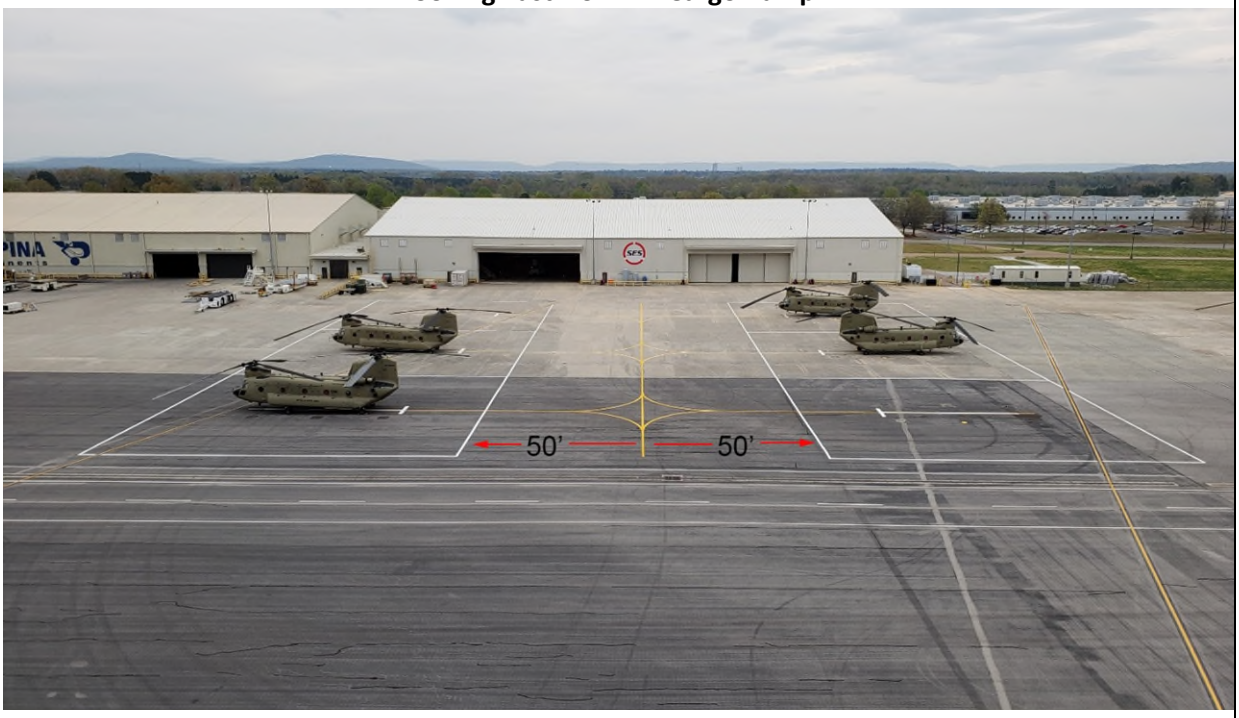
NORTH HANGAR DATA:	
Location:	N 34° 38.64’ W 086° 45.80’
Elevation:	Approx. 589 feet.
Landing Direction:	Primary: 180° / 360°
Landing Surface:	Asphalt and Concrete (Level Surface)
Identifiable Markings:	None

Notes:

HELIPORT OPERATIONS GUIDE

South Hangar:

Looking East from Air Cargo Ramp.



SOUTH HANGAR DATA:	
Location:	N 34° 38.31' W 086° 45.80'
Elevation:	Approx. 589 feet.
Landing Direction:	Primary: 180° / 360°
Landing Surface:	Asphalt and Concrete (Level Surface)
Identifiable Markings:	6 Aircraft Parking Pads marked by white box.

Notes:

Obstacle permitting, Aircrews are authorized to enter and exit all six parking pads from the North or the South. If taxiing up the center taxi lane, Aircrews shall follow the yellow taxi line to maximize obstacle clearance. Parking spaces on the ramp meet FAA guidelines. However, Aircrews are ultimately responsible for maintaining obstruction clearance during all ramp operations.

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South 2 Hangar:

Looking East from Air Cargo Ramp.

SOUTH 2 HANGAR DATA:	
Location:	N 34° 38.21’ W 086° 45.80’
Elevation:	Approx. 589 feet.
Landing Direction:	Primary: 180° / 360°
Landing Surface:	Asphalt and Concrete (Level Surface)
Identifiable Markings:	2 Aircraft Parking Pads marked by yellow lines

Notes:
Obstacle permitting, Aircrews are authorized to enter and exit all parking pads (2 Ea) from the North or the South. If taxiing up the center taxi lane, Aircrews shall follow the yellow taxi line to maximize obstacle clearance. Parking spaces on the ramp meet FAA guidelines. However, Aircrews are ultimately responsible for maintaining obstruction clearance during all ramp operations.

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SES HUNTSVILLE AIRPORT FACILITY PROCEDURES:

General Information:

Prior Permission Required (PPR). All flight crews delivering aircraft to the SES facility located on Huntsville International Airport, must provide prior notification of the date and time of use. This can be accomplished by completing the online PPR Form at the above listed website. (See link under Administrative Data).

Note: The PIC is responsible for opening and closing of their flight plans.

Note: Pilots are reminded to remain clear of the restricted area located to the east of the Huntsville International Airport.

General: Arrivals and departures operating into or out of the SES buildings located on Huntsville International Airport shall only refer to this area as **"Air Cargo Ramp"** when making requests with ATC.

Arrival Procedures:

1. Inbound aircraft are requested to notify SES flight operations on 122.850 at least 15 minutes prior to arrival whenever possible. Timely communications with SES flight operations is especially paramount when multiple aircraft are in-bound to the facility.
2. Obtain Huntsville ATIS information prior to calling Huntsville approach.
3. Prior to entering the Huntsville Class C airspace, pilot shall establish two-way communications with Huntsville Approach control on the published frequency in relation to the aircraft's position and request landing at the **"Air Cargo Ramp"** (This request should include the aircraft call-sign, type aircraft, ATIS code, position, and altitude).
4. Huntsville Approach control will advise flight crews to contact Huntsville tower upon visual contact with the airfield. Arriving aircraft may request to land directly to the Air Cargo ramp **(preferred)** or the active runway.

Ground Operations:

Note: The Air Cargo ramp is a non-movement area. Pilots are advised to use extreme caution when taxiing in the vicinity of other aircraft, vehicles, and personnel.

North Hangar: The north hanger is located at the far north end of the Air Cargo ramp near Taxiway C3 (See airport diagram on page 15). After landing you are requested to taxi between the vehicle lane and the hangar. Continue taxiing to the east, placing the Hangar doors out the right side of the aircraft. At that point, you are clear for aircraft shutdown.

South Hangar: The south hanger is located between **Taxiway C4 and C5** (See airport diagram on page 15). After landing you are requested to taxi to one of the six parking pads located directly in front of the SES hangar. Each parking pad can be identified by a large white painted box with a "T" marking in the center. All aircraft are requested to center the aircraft as much as possible within the parking pad. The center taxi line may be used to proceed to and from all six parking pads.

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South 2 Hangar: The south 2 hanger is located between **Taxiway C4 and C5** (See airport diagram on page 15). After landing you are requested to taxi to one of the two parking pads located directly in front of the SES hangar. All aircraft are requested to center the aircraft as much as possible within the parking pad. The center taxi line may be used to proceed to and from all parking pads.

Departure Procedures:

Note: The Air Cargo ramp is a non-movement area. Pilots are advised to use extreme caution when taxiing in the vicinity of other aircraft, vehicles, and personnel.

1. Departing aircraft are requested to notify SES flight operations on 122.850 prior to departure.
2. Obtain Huntsville ATIS information prior to calling Huntsville tower.
3. Pilots shall contact Huntsville clearance delivery to obtain an IFR clearance. If departing VFR, provide destination, on course heading, and requested altitude.
4. Aircraft may ground (preferred) or hover taxi to the western or southern portion of the Air Cargo ramp to conduct engine HIT or hover checks without clearance from Huntsville ground. However, crews should monitor the Huntsville ground control frequency at all times.
5. Aircraft may request to depart from either the **Air Cargo ramp** or the active runways. Aircraft desiring to depart from via runway, are required to contact Huntsville Ground Control before entering Taxiways C3-C5. Aircraft desiring to take off from the Air Cargo ramp will contact Huntsville tower for their take off clearance.

Additional Procedures:

1. SES is a no smoking facility.
2. Do not leave any articles or loose items lying on the ramp.
3. Maintain eye contact with the pilot when approaching a running aircraft.
4. Do not walk behind any running aircraft.
5. Do not drain fuel or oil onto the ramp surface.

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SECTION III

OTHER INFORMATION

Bird and Animal Avoidance and Strike Hazard (BASH) Program.

Bird and wildlife hazards within the confines of the SES facility are minimal. However, the local flying area contains a large and potentially dangerous bird population. Daily and seasonal bird movements in the vicinity can create various hazards to aircraft.

NOTE: During the migration season, large flocks of Canadian geese have been observed in the area. Pilots are encouraged to check the Airport/Facility Directory and NOTAMs for the local area airports. Also, the United States Avian Hazard Advisory System is a good source of information on bird risk data. It can be accessed at: http://www.usahas.com

Below is a list of commonly reported wildlife that may be seen in the vicinity of SES.

Redstone AAF: Deer, turkey, and coyotes. Source: (Airport/Facility Directory)

Huntsville International Airport: According to the HSV wildlife strike and control logs there are occasional reports of small birds on the airfield. The most common species include mourning doves, horned larks, starling, and killdeer. On occasion, they do sight Canadian geese but they tend to stay off airport property.

Mid-Air Collision Avoidance Program (MACA):

The intent of this program is to take a proactive approach to Mid-Air Collision Avoidance by identifying the local threats and educating flight crews to help reduce them. Below is some useful information about the outlying airspace and common traffic flow within the surrounding area. Knowledge of this local area traffic is a critical step in reducing the likelihood of mid-air collisions.

1. **Flight Environment:** Mid-Air Collision Avoidance awareness is particularly important within the designated SES flight activity area due to the geographic location of its facilities. SES West Heliport is located one mile east of Huntsville International Airport (HSV) and approximately three miles west of Redstone Army Airfield (HUA). These airports have multiple arrivals and departures on a daily basis. HSV occasionally has a high density of commercial and military traffic conducting multiple traffic patterns and practice approaches. HUA has daily military aircraft arrivals/departures. There are also numerous test and training flights in and around the airfield as well as throughout the SES designated local flying area. Additionally, there are numerous general aviation airports within the local flying area. Columbus 1, 2, and 4 Military Operations Areas are also located in the northwest and southwest local flying sector respectably. Due to the potential for high volumes of traffic, flight crews are encouraged to emphasize airspace surveillance techniques and take advantage of flight following with ATC whenever possible. **See Diagram on page 27.**
    a. **SES West Heliport:** SES West Heliport is located within HSV Class C surface airspace. Flights departing from this facility obtain approval for departure from HSV tower and receive a transponder code. Tower will advise of any aircraft conducting traffic pattern work or landings and take offs at HSV. Positive radar control is maintained by HSV departure radar services. This service is not to be depended upon as the primary means of collision avoidance. See and avoid is always the primary means for aircraft flight path de-confliction. On occasion, a simultaneous HUA departure may occur. Flight crews departing the heliport

may not be advised until they frequency change to departure. As part of a good scanning technique, when departing the SES West Heliport, conduct an enhanced visual sweep to the east in the direction of HUA.

b. **MTF / Training Areas:** The Local Flying Area is divided into four quadrants for the use of training and maintenance test flights: Northeast, Northwest, Southeast, and Southwest. The most heavily used quadrant is the Northeast. This quadrant is often used by HUA aircraft as well as the MDQ flight school and transient traffic. During typical flight operations, aircraft can be found between 500FT AGL and 10,000 FT MSL. Typically, government and military aircraft will flight follow with HSV approach control when operating within the local flying area. General aviation aircraft do not flight follow as frequently and are often unaware of other aircraft positions outside of their own see and avoid field of view. Flight crews are urged to use increased visual scanning techniques when operating in the Northeast area and remember that not everyone in the area is talking and squawking**. See Diagram on page 28 for MTF / Training Area boundaries.**

c. **Operations in Vicinity of MOAs:** The Northwest and Southwest areas overlap the eastern edges of the Columbus 1,2, and 4 MOAs. These MOAs typically have a floor of 8,000 FT AGL. Most SES operations will be conducted below this altitude. However, the potential exists for military aircraft operating in MOAs to descend below 8,000 FT AGL without warning. Again, it is highly recommended to flight follow with ATC whenever operating in a radar visible environment. Operational information for these MOAs and all Special Use Airspace (SUA) can be found at the following website: https://sua.faa.gov

d. **Operations at Other Airports:** Use of general aviation airports within the Local Flying area is sometimes a necessity. VFR advisories from a radar service may not be available within the vicinity of these airports. Ensuring Notices to Airman (NOTAMS) for airports to be utilized are reviewed prior to flight, proper Common Traffic Advisory Frequencies (CTAF) are tuned, proper aircraft lighting is being utilized, and making use of proper see and avoid techniques will assist in mitigating mid-air collision risk.

2. **UAS Hazards:** A new and growing hazard within the Local Flying area are Unmanned Aerial Systems (UAS) operations. Several sightings of UAS activities have been reported throughout the area. The majority of these reported activities have taken place in the vicinity of Huntsville Executive Airport (MDQ). With the increase of UAS activity, the FAA and other online flight planning websites have begun including Drone NOTAMS (sometimes referred to as DROTAMS) in their provided notices. It is recommended that if this situation is encountered, cease operations in that particular area until the hazard is no longer a factor. In the event of a near midair with a UAS, report the incident just as one would with a manned aircraft.

3. **Midair Collision Avoidance Fundamentals:**
   a. Utilize “See and Avoid” procedures at all times.
   b. Knowing visual cues and practicing proper scanning techniques is paramount. If an aircraft appears to be stationary, but increasing in size, then it is likely to be on a collision course with you.
   c. Execute appropriate clearing procedures before all climbs, descents, turns, and maintenance/training maneuvers.

d. Maintain awareness of the type airspace in which you intend to operate and comply with the applicable rules.
e. If your aircraft is equipped with a transponder, turn it on and adjust it to reply on both Mode 3/A and Mode C.
f. Utilize proper radio frequencies for your area of operations.
g. Traffic advisories should be requested and used when available to enhance the pilot's own visual scanning techniques. These advisories in no way reduce the pilot's obligation to use see and avoid techniques.
h. If unable to initiate radio contact for traffic information, monitor the appropriate frequency.
i. Broadcast your position and intent at uncontrolled airports.
j. Make your aircraft as visible as possible. Turn on exterior lights and landing lights as required or when necessary. Conditions of reduced visibility, where any bird activity is expected, or operating under special VFR clearance should all be factors of consideration in determining proper aircraft lighting.
k. Know your airspace. Be aware of high-density traffic areas.
l. When flying at night, minimize the use of white interior lights. It may take several minutes for the eyes to re-adapt to the low light levels.
m. When flying VFR, comply with the hemispheric altitudes (East – Odd Thousands +500, West – Even Thousands + 500).

4. Near Midair Collision Reporting:

a. **Purpose and Data Uses.** The primary purpose of the Near Mid-Air Collision (NMAC) reporting program is to provide information for use in enhancing the safety and efficiency of the National Airspace System. Data obtained from NMAC reports are used by the FAA to improve the quality of FAA services to users and to develop programs, policies, and procedures aimed at the reduction of NMAC occurrences. All NMAC reports are thoroughly investigated by flight standards facilities in coordination with air traffic facilities. Data from these investigations are transmitted to FAA Headquarters in Washington, D.C., where they are compiled and analyzed. This data is what drives the development of safety programs and recommendations.
b. **Definition.** A NMAC is defined as an incident associated with an aircraft in which a possibility of collision existed as a result of proximity of less than 500 feet to another aircraft, or a report is received from a pilot or a flight crew member stating a collision hazard existed between two or more aircraft.
c. **Reporting Responsibility.** It is the responsibility of the pilot and/or flight crew to determine whether an NMAC did actually occur and, if so, to initiate a NMAC report. Be specific, as ATC will not interpret a casual remark to mean that a NMAC is being reported. The pilot should state: "I wish to report a near mid-air collision."
d. **Where to File Reports.** Pilots and/or flight crew members involved in NMAC occurrences are urged to report each incident immediately:
    i. By radio or telephone to the nearest FAA ATC facility or FSS or,
    ii. In writing to the nearest Flight Standards District Office (FSDO).
e. **Items to be Reported.**
    i. Date and time (UTC) of incident.
    ii. Location of incident and altitude.

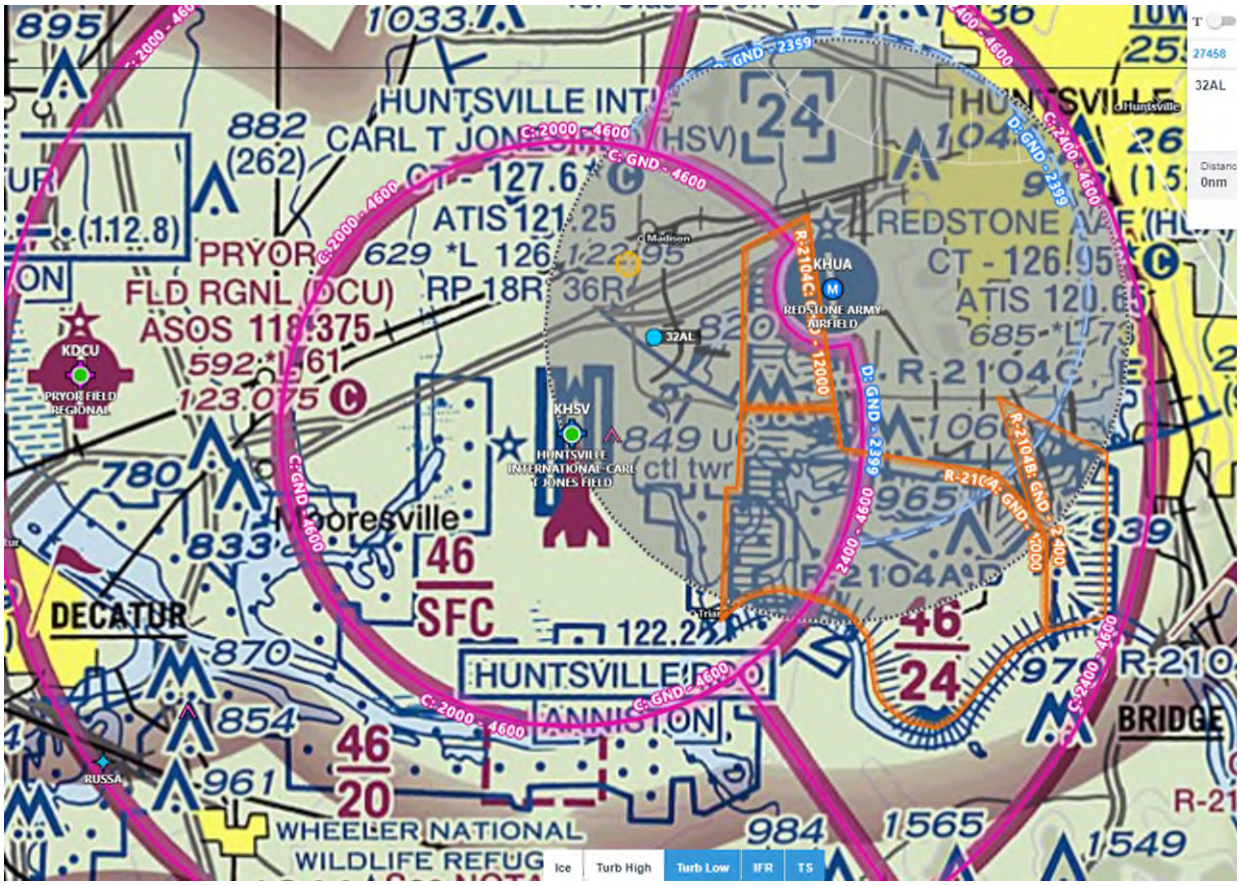
iii. Identification and type of reporting aircraft, aircrew destination, name and home base of pilot.
iv. Identification and type of other aircraft, aircrew destination, name and home base of pilot.
v. Type of flight plans; station altimeter setting used.
vi. Detailed weather conditions at altitude or flight level.
vii. Approximate courses of both aircraft: indicate if one or both aircraft were climbing or descending.
viii. Reported separation in distance at first sighting, proximity at closest point horizontally and vertically, and length of time in sight prior to evasive action.
ix. Degree of evasive action taken, if any (from both aircraft, if possible).
x. Injuries, if any.

f. Flight Standards District Office (FSDO) contact info:

1500 Urban Center Drive
Birmingham, AL 35242
Phone: (205) 876-1300

5. Report any and all near miss incidents to SES flight operations.

HELIPORT OPERATIONS GUIDE



Local Traffic:

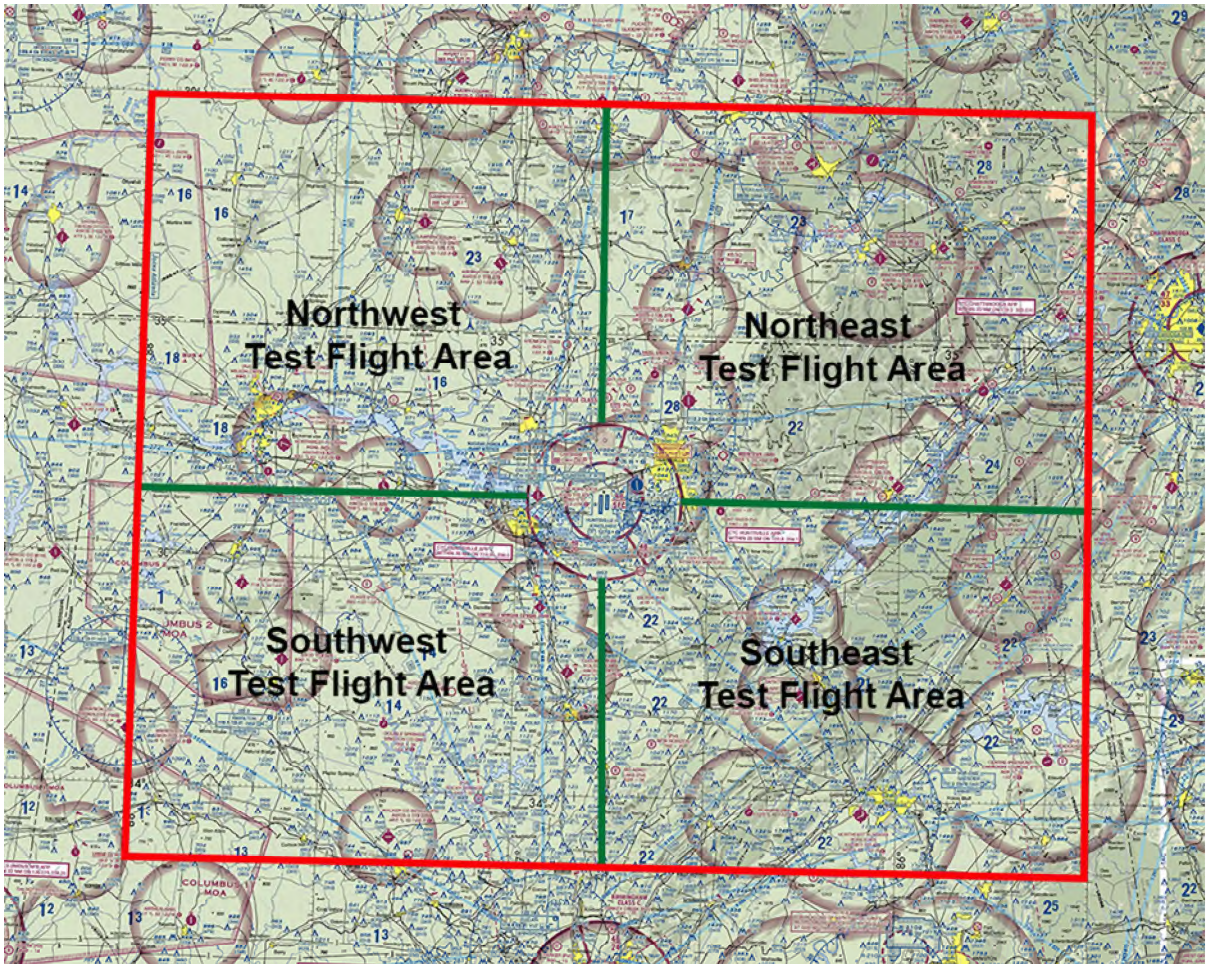
SES Heliport: Is located approximately 1-mile northeast of the Huntsville International Airports active runways. The SES West Facility is within the Class C surface area. Additionally, Restricted Area R-2104 is located approximately 2 miles to the East.

Huntsville International Airport (HSV): Traffic consists of Large Military and Civilian Aircraft, along with smaller General Aviation Aircraft.

Redstone Army Airfield: Large Military Aircraft, Helicopters, and does operate a Flying Club. In addition to the Airfield, Redstone does operate Restricted Area R-2104.

Local Flying Area / Maintenance Test Flight Areas:

The Local Flying Area is divided into four areas used for training and maintenance test flights. These areas are depicted below.



Boundaries: The **North/South** and **East/West** Center lines dividing the 4 areas are based off Huntsville International Airport.

Northern Boundary:	N35° 30.00
Southern Boundary:	N33° 50.00
Eastern Boundary:	W085° 30.00
Western Boundary:	W088° 00.00

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