



Aircraft Loading and Off-Loading Procedures

Passengers, baggage or cargo can be loaded and off loaded on the Sound Aircraft Services apron at East Hampton airport under the following conditions:

1. Aircraft shut down with rotors not turning;
2. Engine(s) running and rotors turning on Spot 7, and on no other portion of the apron. In these circumstances, loading and off-loading will be accommodated only:
 - a. with a qualified pilot at the controls and a second aircraft crew member taking responsibility for and actually performs the safe loading or off-loading of passengers, baggage or cargo between the aircraft and the edge of the apron; **or**
 - b. a qualified pilot at the controls **and** an appropriately trained individual who is currently enrolled in an approved US DOT drug testing program and where such individual takes responsibility for and actually performs the safe loading or off-loading of passengers, baggage or cargo between the aircraft and the edge of the apron.
3. Aircraft with engine(s) running and rotors turning contrary to this apron safety policy will result in a cessation of all services to all aircraft on the apron until such time as the aircraft either departs or shuts down with rotor blades stationary.

Current records of training in airport ramp safety and of enrollment in a US DOT approved drug testing program must be provided to Sound Aircraft Services prior to any aircraft loading or off-loading while engines are running and with rotors turning. Any drug test failure, disqualification from a drug

Sound Aircraft Services, Inc.

PO BOX 19, 173 Industrial Road, Wainscott, NY 11975

Phone: (631) 537-2202

ceo@soundaircraftservices.com



testing program shall be reported immediately to Sound Aircraft Services and the individual shall not be permitted access to the ramp for any purpose whether or not provided notice by Sound Aircraft Services.

Sound Aircraft Services has the right to verify records and assess the individual for proper training and safety and will be the final approval for third party personnel on its ramp. This policy shall be in effect until modified, suspended or revoked in writing.

Dated: June 7th, 2023