



SOUTHEAST ALASKA POWER AGENCY (SEAPA)  
Swan Lake Hydroelectric Project

**SOP**  
**Version 1**  
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## Swan Lake Hydroelectric Project Aircraft Standard Operating Procedure (SOP)



### 1.0 Introduction:

The Southeast Alaska Power Agency ('SEAPA' or 'Agency'), owner of the Swan Lake Hydroelectric Project, has a floatplane and marine boat dock facility (depicted below) which is available for unloading and loading of passengers from aircraft and vessels. SEAPA owns, operates, and maintains the dock facility including designated parking available for public use on a first-come, first-serve basis.



These Standard Operating Procedures shall serve as a guide to ensure safe and consistent protocols are in place for ground-to-air-carrier communications, but do not, in any manner, relieve air carriers of responsibility in determining the overall safety of flight conditions. It is the intent of SEAPA to provide the safest possible atmosphere for its employees, contractors, and other guests visiting the Swan Lake Facility. Failure to abide by these Standard Operating Procedures could result in Agency review and action.

## **2.0 Federal Aviation Regulations**

All air carriers transporting passengers to the Agency's Swan Lake Facility must operate in accordance with applicable Federal Aviation Regulations. These Standard Operating Procedures are not intended to replace Federal Regulations or common sense.

## **3.0 Swan Lake Dock Description and Visitor Entry Instructions**

The Swan Lake Hydroelectric Facility is located approximately 22 air miles northeast of Ketchikan, Alaska at the mouth of Falls Creek in Carroll Inlet. A floatplane and small boat dock are available on Carroll Inlet along the north end of the Swan Lake Project's tideland facilities. A sign is posted at the dock pier describing the facility layout and information concerning visitor safety. Visitors arriving at the Swan Lake Facility are required to contact site personnel upon arrival prior to their entrance to the site. A dedicated phone for this purpose is located midway along the left-hand side of the dock pier when entering the facility. The Visitor's Site Notification Phone is within a water-tight enclosure; phone use instructions can be found inside the phone enclosure.

All pets and small children shall be secured prior to the arrival of any aircraft.

The Agency has issued Swan Lake Dock Standard Operating Procedures, which serve as a guide to ensure safe and consistent protocols are in place for use of the dock facility. It is the intent of SEAPA to provide the safest possible atmosphere for its employees, contractors, and other guests visiting the Swan Lake Facility. Failure to abide by these Standard Operating Procedures could result in Agency review and action.

## **4.0 Local Hazards**

All air carriers or flight contractors must be aware of local hazards at or near the navigable airspace in the vicinity of the Swan Lake Facility which include, but are not limited to, power transmission lines, frequent water fowl activity, ice, snow, sudden wind and weather changes, and mountainous terrain.

## **5.0 General Communications**

The Swan Lake Facility typically utilizes an air carrier for its crew changes which are generally two flights per day one day each week on an annual basis. The flights are typically between Ketchikan and Swan Lake but may also be between Ketchikan and the Agency's other locations. SEAPA's Swan Lake Foreman must update the crew flight schedule(s) and the manifest at least one (1) day prior to departure. Information to be provided to SEAPA Administration at 907.228.2281 or email to [adminassist@seapahydro.org](mailto:adminassist@seapahydro.org) includes:

- Names of all incoming and outgoing passengers
- Freight items incoming or outgoing and approximate weight
- If there are no passengers or freight, the flight shall be canceled

Prior to each inbound flight, the Air Carrier must call Swan Control at 907.225.6135 to announce its departure to Swan. The information to be exchanged includes:

- Confirmation of flight manifest (passengers and freight)
- Current weather and water conditions
- Expected ETA

While the aircraft is inbound, the pilot and the Swan Lake Foreman will be able to communicate via a handheld aviation transceiver. The pilot must advise Swan Lake when the aircraft is approximately five (5) miles from its final approach. It is important for the pilot to announce his or her intentions and the Swan crew on the ground to relay any additional or last-minute updates on weather/water conditions. Communications shall be clear, concise, and professional with minimal 'small talk'.

## 6.0 Weather and Water Conditions

One (1) hour prior to the expected arrival of each flight, local weather conditions must be observed so that information can be relayed to the air carrier prior to its departure for Swan. On-site staff at the Swan Lake Hydroelectric Project do not hold a Certificate of Authority to take Weather Observations and can only provide generalized weather information, which may include the following:

- Current temperature
- Estimated ceiling and visibility
- Estimated wind direction and severity
- Estimated water conditions (e.g., white capping, boats, debris, logs, etc. near area)

For consistency in information, a drawing of SEAPA's Transmission Line, with Marker Balls located at the Swan Lake Project in Carroll Inlet is attached as **Appendix A**. The Swan Lake Foreman or his designee shall reference this transmission line when relaying ceiling and visibility information to the air carrier.

## 7.0 Aircraft Operations

- ✦ The pilot in command is solely responsible for assessing conditions and ensuring safe aircraft operation.
- ✦ Air Carriers are expected to utilize sound, conservative judgment in their approach to their duties
- ✦ The aircraft pilot's word is final in assessing all safety considerations related to each flight; however, users of this SOP shall become familiar with the FAA's consumer education program titled "Circle of Safety Program for Alaska" (COS) which is focused on arming aircraft passengers with the knowledge to be proactive about their own safety. A COS flyer on Passenger Rights and Responsibilities is attached as **Appendix B**. Additional information may be accessed online at:

[https://www.faa.gov/about/office org/headquarters offices/arc/programs/fly\\_alaska/?template=CircleOfSafety](https://www.faa.gov/about/office_org/headquarters_offices/arc/programs/fly_alaska/?template=CircleOfSafety)

- ✦ When traveling to Swan Lake, SEAPA personnel and contractors must arrive at the aircraft departure point in time to load themselves and their gear on the aircraft to meet the scheduled departure time
- ✦ SEAPA personnel and contractors must wear Personal Flotation Devices (PFDs) (e.g., manually deployed Suspenders or similar) on all aircraft
- ✦ Passengers and Swan Lake personnel shall not operate any aircraft equipment unless directed by the pilot to do so
- ✦ Passengers and Swan Lake personnel must follow the pilot's directions while onboard the aircraft
- ✦ The Swan Lake Foreman, or his designee, shall assure that at least one Swan crewmember is at the dock to meet arriving aircraft and have a response boat ready in the event of an emergency
- ✦ Swan personnel meeting the inbound flight should have direct access to a functioning radio tuned to the local aviation channel for Carroll Inlet
- ✦ Airplane contractors providing flight services to the Agency's Swan Lake Facility shall:
  - tune their Aviation Radio to the local aviation channel
  - represent and warrant that they are a certificated air carrier pursuant to all local, State, and Federal regulations, and shall provide the following:
    - qualified pilots: (i) with a minimum of one thousand (1,000) hours in the type of aircraft they are flying and a minimum of one thousand (1,000) hours flying in Southeast Alaska who are familiar with local operating conditions, and in all other ways qualified to perform services for SEAPA, consistent with all local, State and Federal regulations, (ii) that possess exemplary safety records, and have current FAR Part 135 approval for the make and model of aircraft used for services to Swan Lake;
    - a pilots' list that shall be updated as necessary submitted to SEAPA with the names of current qualified pilots who will pilot flights to and from Swan Lake. Only the pilots named on the pilots list shall be used for SEAPA flights

and shall:

- obtain the best available weather data and carefully evaluate it prior to filing flight plans
- be familiar with any weather conditions that may, in any manner, affect cost and/or delivery of the flight services.
- operate and maintain all aircraft in flight-worthy condition, and in full compliance with all local, State and Federal regulations
- certify that its owners and operators have knowledge of all local, State and Federal regulations and that they are now and will continue to comply with all local, State and Federal regulations
- be responsible for implementation of all health and safety measures taken to complete the required services
- carry survival equipment in accordance with Alaska Statute (AS) 02.35.110 and in a readily accessible location made known to all passengers by the pilot.

- provide aircraft with a good appearance, including, but not limited to a neat and clean interior with no visible corrosion or damage, and no fuel or oil leaks
- be responsible for the safety of the aircraft, occupants and cargo/freight
- refuse any flight or situation which he/she considers hazardous or unsafe
- not allow smoking, consumption of alcohol, or the use of any judgment impairing substance by any occupant during flights to and from Swan Lake
- refuse passage to anyone that, in his/her opinion, is under the influence of any judgment impairing substance\
- be in possession of an air carrier certificate under the provisions of Federal Aviation Regulations (FAR) 14 CFR Part 135 "Air Taxi/Commercial Operations" and shall comply with all provisions of approved FAA Operating Specifications and FAR Parts 43, 91 and 135

## 8.0 Standard Operation Procedure Deviations

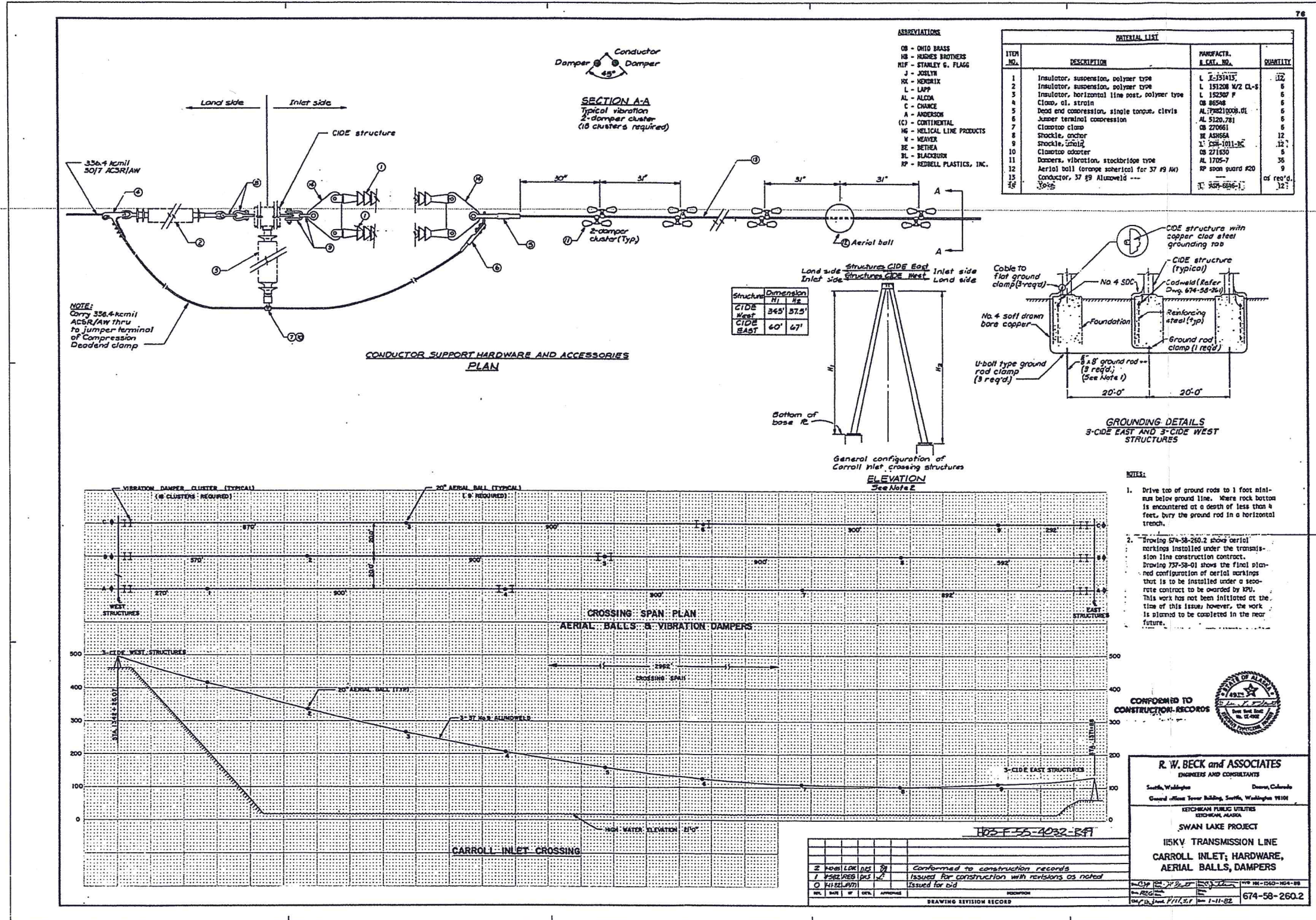
Any deviation from this SOP that may be dictated by conditions, or other circumstances, must be reported by the Swan Foreman or his designee to SEAPA Management at 907.228.2281, who must be thoroughly briefed in writing, if necessary, and understood by all Swan crewmembers.

## 9.0 Prohibited Activities

- Smoking is prohibited within fifty feet (50') of any aircraft
- Use or possession of non-prescription drugs and alcohol is not permitted on any SEAPA facilities at any time

## 10.0 Amendments and Corrections

- 10.1 Amendments, additions, deletions, or corrections to this SOP may be initiated by SEAPA Management as conditions warrant.
- 10.2 This SOP supersedes and cancels all previous SOPs that may have been published for SEAPA.
- 10.3 The SOP Change Table attached as **Appendix C** and made a part hereof shall be maintained and updated with each amendment, addition, deletion, or correction to this SOP and attached to each new version of the SOP issued by SEAPA.



## Passenger Rights and Responsibilities

You have the **right** to...

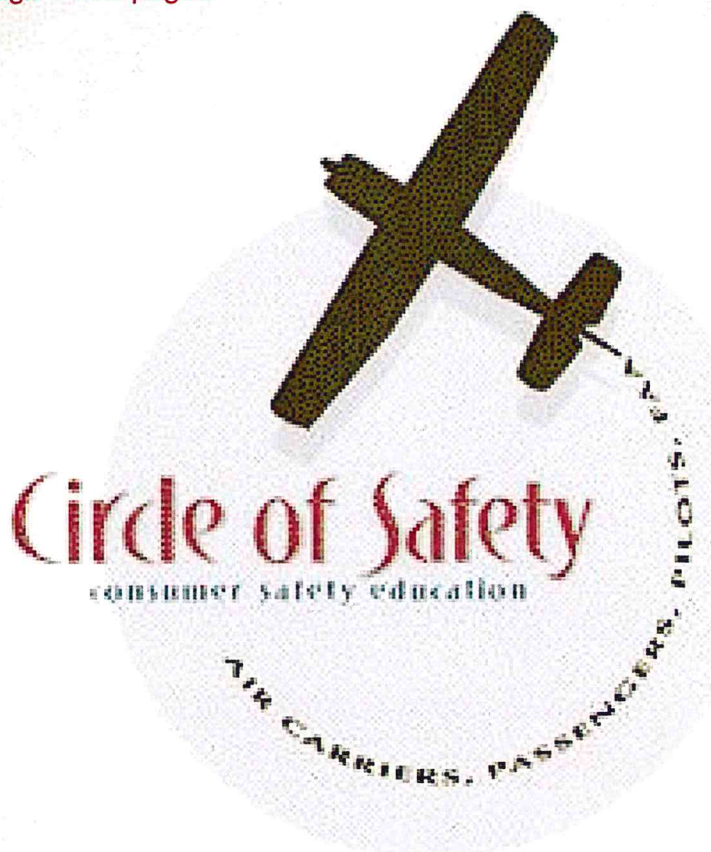
- Know location and use of survival equipment, emergency locator transmitter (ELT), fire extinguisher, flotation devices and oxygen
- Understand the operation and know the location of the emergency exits
- Know how to work the seatbelt
- Ask whether the aircraft is equipped with instruments for flying at night and in clouds. Be assured the pilot is trained to fly using those instrument
- Know if the aircraft weight and balance has been calculated
- Be apprised of and understand the weather forecast
- View the pilot's license, rating and training currency
- Know if a flight plan has been filed

Take **responsibility** for your safety...

- Pay attention during the safety briefing
- Tell the pilot that you can fly at another time if the weather is questionable
- Accept any decision to delay or cancel a flight.
- Heed established load limits for the airplane
- Be alert to pilot fatigue and that pilots have flight and duty time limitations
- Wear clothing that's appropriate for the season
- Do not ask the pilot to fly below 500 feet
- Remember that pilots can make mistakes; if you have a question, ask it

Closing the **Circle of Safety**  
is all of our responsibility

For more information, contact:  
FAA Flight Standards Office – 907.271.5514



Flying is a necessity for Alaskans and we put our safety in the hands of others every time we fly. It's time to take control by understanding your responsibilities as a passenger for your safety. With the Federal Aviation Administration's Circle of Safety program you can do just that.

## One Accident is One Too Many

As aircraft passengers we place tremendous trust in the people we've hired to fly the airplane to take us where we want to go. Rules, regulations and systems are in place to ensure our safety. At the same time, we can unknowingly place pressure on airline personnel that puts us in danger. Asking the pilot to fly in questionable weather, get a better look at wildlife or load extra gear increases everyone's exposure to risk.

[ we can unknowingly place  
pressure on airline personnel  
that puts us in danger ]

Alaska's accident rate has been steadily decreasing since 1998. The FAA continues its work to provide ongoing pilot training, improve airfields and strengthen communication programs. To further ensure the safety of passengers, the Alaska Air Carriers Association is instituting a Medallion Program to recognize carriers who choose to exceed FAA, standards.

## Share the Responsibility for your Safety

Today, the FAA wants passengers to close the circle around safety. By taking part in the **Circle Of Safety**, passengers and companies share the responsibility for, and take an active part, in their own flight safety.

## Designating an Aviation Coordinator is an Organization's First Step to Safety

An aviation coordinator is the person who ensures air carriers doing business with your organization meet your standards. The coordinator also trains travelers regarding their rights and responsibilities as a passenger.

Using a combination of the FAA's criteria and your organization's policies, the coordinator will develop a list of approved air carriers, eliminating some of the pressure that comes with choosing an air carrier.

Traveler training addresses rules, weather requirements, how to discuss concerns with pilots and what constitutes basic service.

To help with the program, a **Circle of Safety** kit is available from the FAA's Flight Standards offices. It includes sample policies, a coordinator's handbook and training materials. Flight Standards Safety Program managers are also available to help implement this program.

To complete the circle, coordinators are responsible for reporting aviation safety issues to a Flight Standards district office. This helps the FAA identify and correct problem areas that could result in accidents.

By having these systems in place, aviation customers can make a difference in aviation safety.



APPENDIX C  
TO  
SWAN LAKE HYDROELECTRIC PROJECT  
AIRCRAFT STANDARD OPERATING PROCEDURE (SOP)

SOP CHANGE TABLE

Date of Change	SOP Version	Page Changed	Reason for Change