

# Flying Cargo

## AmeriFlight

### *Getting To The Airport*

1. You will be parking at Jackson Jet Center, 2710 E Old Tower Road, at the Phoenix Sky Harbor airport. **All show times during cargo will be the standard one hour prior to scheduled departure, unless otherwise notified by the Director of Operations, Chief Pilot, or Assistant Chief Pilot.**
2. If you're flying for UPS directly, go to the Jackson Jet Center lobby. Most of the procedures below apply to UPS except as noted.
3. If you're flying for AmeriFlight, go to the AmeriFlight entrance, which is not signed. Ask at Jackson Jet Center if you can't find it.

### *Once Inside*

1. Go to the dispatch office and introduce yourself. Check the whiteboard for your N number and AmeriFlight flight number. Ask the dispatcher where the Westwind airplanes are parked- they will either be on the South Cargo ramp or the Cutter ramp, and also ask for the "walk time", that is, when you need to be on the ramp if there are any delays in the scheduled departure time. This is the time to ask any other questions.
2. Then get your run sheets from dispatch. Pick up the run sheets for your outbound and inbound legs. The run sheets show the scheduled departure time, but check with dispatch as above. If you have any questions on what to fill in feel free to ask one of their pilots or their dispatch personnel.
3. What to fill in? (See the sample run sheet on the SOP page of the training website.) At the top left of the page, you will see spot for tail number, your name, and the legs you will fly (meaning airports you are picking up from for the day). On the right hand side of the page, you will see a spot for the current date. Most other stuff on the upper part of their run sheet does not apply to Westwind pilots. Note that each block has a label below telling you the units to use- for example, Fuel is in gallons. Blocks to fill in:
  - Fuel Added- gallons
  - Lbs Loaded- Total Cargo Weight
  - Cargo Total Weight- Total weight of all cargo loaded
  - Cargo % Cap- Percentage of cargo capacity used
  - Lbs Unloaded- On single leg runs (PHX-FLG), the weight loaded is the weight unloaded. On multi-leg runs (PHX-SOW-P14), this is the weight unloaded at each stop
  - Block Out- Aircraft start time
  - Off- Takeoff time
  - On- Time of landing

- Block In- Shut down time
- Flight Time- Flight time
- Block Time- Start up to shut down time
- Fuel Burn- pounds. You need to take note of your starting fuel for this
- Fuel Remaining- pounds
- **Also, put the AmeriFlight flight number in the Flight # column of the Westwind DFR. This is essential for billing purposes**

### ***Flight Planning***

1. If you are unfamiliar with cargo parking at your destination and/or intermediate stops, check the binder in the conference room for airport diagrams showing the parking at each AmeriFlight destination.
2. **Flight following, you must always file an FAA flight plan. If flying for AmeriFlight , you must flight follow with AmeriFlight Dispatch as well.**

### ***Getting Out To The Plane***

1. AmeriFlight will transport pilots to the cargo ramp

### ***Weather***

1. AmeriFlight is a valuable client and must be taken care of, but at the same time safety must always be the highest priority.
2. As winter cargo runs are often in the dark, especially on the return, be conservative about the weather. Scud running is never a good idea, but it's a really, really bad idea in the dark.
3. In the winter, weather in the high country can be low IMC when PHX is CAVU.
4. Inform the AmeriFlight dispatcher if weather is a no-go for your assigned route as soon as possible after show time. They can often reassign you to a VFR route and use one of their IFR airplanes to cover your old route.
5. If you have any weather questions, ask a senior pilot, the Assistant Chief Pilot, or Chief Pilot.

### ***PreFlight***

1. You will be out to your plane long before the cargo gets there and will have plenty of time for preflight. There a lot of moving objects on the ramp at all hours of the night and day, so always make sure you are doing a full preflight and a thorough walk around.
2. Oil should be in the forward pod, but if not, there is oil stacked in the center of the AmeriFlight hangar near the main doors. Otherwise, ask AmeriFlight maintenance for anything of this nature.

3. Your fuel will have been ordered for you at the end of the previous day, by the last pilot flying.
4. There are drums to dump sump fuel on the east end of the Cutter hangar.

### ***Loading Cargo***

1. The cargo loaders are not allowed to load your plane if you are not there to oversee their work. You always need to be present for all cargo loading.
2. The cargo will be brought to your plane via a large metal bin called, “The Can”. There will be a tug pulling the Can, and a handful of people around. Always watch to oversee that the can is not going to crash into your plane.
3. Once the can is at your plane, there will be a carbon copy sheet on the front of the can with the total cargo weight and % capacity. Enter these numbers into your run sheet. This copy will also need to be signed by the PIC, and the head loader will advise you of any HAZMAT to be loaded. Keep the run sheet and the carbon copy- these need to be turned into AmeriFlight dispatch at the end of the day.
4. Always feel free to tell them how you would like to have your plane loaded, heavy stuff towards the front, lighter stuff in the back, ext.
5. Your weight and balance are done by hand while hauling cargo. You should have some blank W/B sheets in the aircraft book, if not they can be faxed to AmeriFlight for you. It is much easier to use the 208 whiz wheel.

### ***HAZMAT***

1. Dry ice, biological substance, and lithium batteries are the only HAZMAT we carry. There is no limit on the total dry ice carried, but if any single package exceeds 5.5 pounds (2.2 kg) of dry ice,, **you must fill out a NoPic (form 110), take pictures of the NoPic and the airway bill, and text or email them to Westwind Operations before departure.** Verify that Westwind Operations received the pictures.
2. If all dry ice packages contain less than 5.5 (2.2 kg), **regardless of the total weight of dry ice,** you need do nothing.
3. Loading is at pilot’s discretion, but it is advisable to place all dry ice on a cargo pod.
4. Refusal of HAZMAT- It is the PIC’s responsibility to ensure that not other HAZMAT is loaded on the aircraft. **If you refuse HAZMAT, you must follow these steps:**
  - Notify loader
  - Move the HAZMAT a safe distance away from the aircraft
  - Notify Westwind Director of Operations
  - **If flying for AmeriFlight, notify Ameriflight Dispatch (602-244-1800)**

## ***Getting Ready For Departure***

1. Once loading starts, check the ATIS (127.575) and get your VFR or IFR clearance (118.1).
2. Call AmeriFlight dispatch (602-244-1800) with their flight following. The dispatcher will ask for the cargo numbers from your run sheet, so make sure they are filled out. **AmeriFlight flight following does not substitute for FAA flight following**
3. Once the cargo is loaded, and your paperwork is signed, remove the tail stand and close the cargo door. The ramper will pull your chocks before engine start, and marshal you out.
4. Do your run up at the north side of the Cutter or South Cargo ramp, short of the taxiway line. Position the airplane tail toward the blast fence and away from any other aircraft or vehicles. Call for taxi after your run up is complete.
5. As you taxi, when you are within a couple of hundred feet of the runway hold line, switch to tower and standby. **They'll call you, don't call them.**

## ***After Take Off***

Once you have a break on the radios call AmeriFlight dispatch (122.87) with your Block out, Off time, pounds of cargo, and percent capacity.

## ***At Destination or Each Intermediate Stop***

1. Call AmeriFlight dispatch with down and block times. AmeriFlight will also want fuel burned and remaining, in pounds.
2. Marshal the driver backing up to the cargo door. **It is Westwind policy and just plain courteous to help the driver unload by moving the cargo to the cargo door.**
3. Once unloaded you will then be in a hotel day room until 1600 (or 1 hour before the departure time on the AmeriFlight run sheet).
4. When the UPS driver gets there, it is the same as the morning routine, load the plane, sign the carbon copy, take it with you. Call AmeriFlight Dispatch before departure.

## ***Arriving at PHX***

1. Call AmeriFlight twenty minutes out with your ETA.
2. Once you land, tell ground that you are parking at South Cargo or Cutter (same place you left.)
3. Complete your Westwind DFR and use CamScanner, GeniusScan, or the like to send a PDF to [info@westwindairservice.com](mailto:info@westwindairservice.com). Leave the flight book in the plane for the night. Always have a few extra blank DFRs for the A/C book.
4. Turn in your run sheet and carbon copies to AmeriFlight dispatch, then write your fuel order in pounds on the whiteboard on the line with your tail number- for example, write 40/40 for 40 gallons left and 40 gallons right.
5. **If flying for UPS, give your fuel order to Cutter and make sure they bill UPS.**
6. You are done for the day. Nice work!

## ***Recommendations***

- The Westwind uniform is not required while flying cargo. You may want an extra set of clothes for the standby, especially in summer.
- A phone charger or powerbank battery is a good idea- you will find yourself on your phone a lot.
- Bring a tablet, computer, or book, or other entertainment- you will be on the ground about 8 hours.
- Always remember that unless you have been told your airplane is at DVT, it will be on the ground in PHX for all of your cargo runs.
- Always watch your duty time, as you will be right at 14 hours every day.
- When you get home after a long day, a adult beverage sounds nice, but always keep the 8 hour rule in mind. Most of the time you will have right at 10 hours of rest once you leave the airport.
- Always remember cargo is a charter flight, and will be treated as such. Be professional to anyone you encounter, and always look professional. You can take a friend on a cargo flight, as long as it has been cleared with the chief pilot or assistant chief pilot.
- **NOTE: We are operating as a contractor, under the our 135 certificate, so we have to remain in compliance with our WWA General Operations Manual (GOM)**