



Helistop Usage Procedures / Required Documents:

1. Helistop License Agreement provided to interested party - "Licensee".
2. Licensee complies with all elements of "Helistop License Agreement" and inspects Helistop.
3. Copy of Operations Manual is provided in order to comply with Section 2. of Helistop License Agreement.
4. Certificates of insurance provided as required in Section 6. of Helistop License Agreement.
5. Compliance with Part 3 - Flight Operations of the Helistop "Operations Manual":
 - o Copy or proof of Pilot's License issued according to FAR Part 61 "Certification - Pilots, flight instructors and ground instructors". Certification under Federal Aviation Regulation Part 135 (FAR 135) which is required for those who operate aircraft for hire is not a prerequisite to use the KDC helistop. However, those operators that are certified under FAR 135 shall provide a copy of their FAA-issued Part 135 operating license.
 - o Names and contact addresses and phone numbers for directors of operations, chief pilots and/or other persons in positions of flight responsibility.
 - o Registration numbers (N numbers) and models of helicopters in their fleets that they intend to use if authorized to do so.
 - o A letter certifying that the operator /pilot clearly understands and accepts conditions of use including (1) days and hours of operation, (2) designated flight routes, (3) noise mitigation procedures including the Helicopter Association International's Fly Neighborly Program, (4) cool-down and warm-up period policy, (5) minimum necessary use of landing lights.
 - o A resume' of each pilot who is seeking landing authority along with copies of his or her FAA pilot's license.
6. Helicopter operators shall provide ground training to each pilot-in-command that they intend to be dispatched to the Bellevue Place Helistop. Ground training shall consist of a briefing and a review of a PowerPoint training presentation provided by KDC which orients pilots to the facility. This training may be completed by Kemper Development Company [KDC] staff.

Once all the above criteria is met, and at the discretion of KDC, a revocable "Authorization of Use Letter" will be provided.

Kemper Development Company Contact:

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