

From: [Daphne Robinson](#)
To: [Christopher Watt](#); [William E. Sexton](#); [Peter Lee](#)
Subject: FW: Sky Elements <> City of Ocala, FL Meeting Follow up
Date: Friday, January 10, 2025 2:32:29 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[Sky Elements Pre-Flight Check list.pdf](#)
[image007.png](#)

Please see the communication received from Sky Elements summarizing our call yesterday and providing additional information.



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From: Collin Dishman <Collin.Dishman@skyelementsdrones.com>
Sent: Friday, January 10, 2025 2:30 PM
To: Daphne Robinson <drobinson@ocalafl.gov>
Cc: Rick Boss <Rick@skyelementsdrones.com>; Preston Ward <Preston@skyelementsdrones.com>; Cassandra McCarthy <Cassandra.McCarthy@skyelementsdrones.com>
Subject: Sky Elements <> City of Ocala, FL Meeting Follow up

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Hi Daphne,

Thank you, Christopher, and William for gathering on a call yesterday to discuss how we, Sky Elements, are moving forward in 2025. We are excited to partner with you and the City of Ocala to perform another incredible show and look forward to beginning the creative process.

Please see below the Key Takeaways and bullet points of what we reviewed in yesterday's call. You will also see more detail below along with the attached Pre-Flight check list.

If you need anything else from our team at this time, please do not hesitate to reach out.

Safety Enhancements

- Implementing two-pilot system for redundancy in the human element
- 55-item pre-flight checklist now verified by two people
- Addressing potential issues like incorrect show heading, positioning
- See below for extensive procedures and checklist

Contract and Payment Considerations

- Current contract effective Feb 7th; partial payment due within 6 months
 - Sky Elements flexible to delay payment until FAA waiver reinstatement
 - Flexibility offered to ease sponsor and stakeholder concerns

Detailed Information:

1. Effective immediately, all Sky Elements' drone shows will have no less than two part 107 holders. There will be defined Pilot and Copilot roles.
2. All pilots and copilots will undergo retraining to reiterate existing safety and operating procedures, as well as to inform the pilots and copilots of the newly implemented enhanced policies described herein. This is to include details on the duties and responsibilities of the copilot as well as enhanced safety and emergency procedure training. This training will also include a review of the NTSB Advisory on drones dated July 29, 2016.
3. Effective immediately, Sky Elements has terminated the use of a digital checklist. Instead, Sky Elements will require copilots to complete a paper checklist confirming that the pilot performed each checklist item. The paper checklist will be signed by both the copilot and the pilot at the end of the operation. Should this form not be returned or signed by both pilot and copilot, they will no longer be allowed fly a drone show for Sky Elements. A copy of the paper check list is attached.
4. In the event the screen recording device is not functioning, the show set up procedures will halt until it is functional. Should the screen recording device be deemed not functional, the RPIC will call Sky Elements' support, who will troubleshoot and verify non-functionality. If the screen recording device cannot be repaired, a software screen recording device will be used as a backup. These recordings, as well as the paper preflight checklists will be stored and randomly audited for compliance with Sky Elements' policies and procedures.
5. All drone shows will have two additional hours of setup time to avoid any time pressure.
6. We will implement a "15 minute rule" from being "show ready" from the schedule show start time. If all aspects of the drone show are not "show ready" before this 15 minute time frame, the show time shall be pushed by a minimum of 15 minutes. For example, if a drone show start time is supposed to be 6:30PM and the RPICs have not completed all

their preflight checks by 6:15PM, the earliest possible show time would be 6:45PM.

7. There has been a full equipment recall for computers to ensure consistency across the ground control stations and to ensure that newly implemented geofence policies are in place on all machines. The horizontal distance from takeoff position to first point will be reduced to two meters on all ground control stations going forward. The standard geofence offset distance between the normal fence and the hard fence is to be set at half of a meter effective immediately. All pilots and copilots are required to confirm this setting before uploading geofence. Drone shows will be halted until all computers have been verified. These settings are to be verified on the checklist before each flight as well.
8. After setting grid and preparing the show, pilots and copilots will be required to contact Sky Elements' support helpdesk for any show heading that deviates more than one degree from the estimated show heading sent with the show file. The helpdesk will then involve other departments as needed. The pilot and copilot must get express authorization from the helpdesk for heading deviation.
9. The Sky Elements' Operation handbook will be updated with more specific procedures for what to do in the event of an accident. The updated procedure is as follows: If an accident occurs, the RPIC is to immediately (chronologically): call 911, the NTSB (following the procedure outlined below), and Preston Ward. Within ten days after any accident, the pilot shall complete a drone zone incident form and send proof directly to Preston Ward.

NTSB reporting: Contact the NTSB's 24-hour Response Operations Center (ROC) at 844-373-9922 to file a report. When you contact the following information will be provided:

- (a) Type, nationality, and registration marks of the aircraft;
 - (b) Name of owner, and operator of the aircraft;
 - (c) Name of the pilot-in-command;
 - (d) Date and time of the accident;
 - (e) Last point of departure and point of intended landing of the aircraft;
 - (f) Position of the aircraft with reference to some easily defined geographical point;
 - (g) Number of persons aboard, number killed, and number seriously injured;
 - (h) Nature of the accident, the weather and the extent of damage to the aircraft, so far as is known; and
 - (i) A description of any explosives, radioactive materials, or other dangerous articles carried.
10. For the next 90 days, the RPIC shall be required to contact Preston Ward for authorization prior to being able to start a show sequence. At that time, Preston Ward shall remotely connect to the ground control station to verify each of the settings of the show to confirm compliance with the show design. After the 90-day period, this system will be re-evaluated and extended as necessary. Should there be extenuating circumstances preventing my availability, an alternate point of contact will be identified and communicated to all pilots the morning of the show.


Once we get further information we are able to share, I will be sure to give you a call to inform you of any updates regarding the FAA waiver status.

Thanks and have a great weekend,

Collin Dishman

Business Development



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