

Ford

TRI-MOTOR



Chapter Manual



EAA CHAPTER HANDBOOK

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Tour Contact Information

Flight Experience Contact

(920)-718-3193

FlyTheFord@EAA.org

FlyTheFord.org

Basic Chapter Requirements

Arrange for a hangar that is at least 80 feet by 80 feet with a minimum of a 75-foot door. Hangar space is an absolute requirement. In addition to overnight storage, the aircraft may also need to be sheltered during the day if weather dictates (if more than 35 mph winds or hail is forecast).

Provide a tent (if not located indoors), table, and chairs for ticket sales operation. Coverage and chairs for briefing passengers is highly recommended.

Provide enough volunteers to safely operate the Ford Tri-Motor during the visit (minimum of four per shift, two shifts per day). Volunteer roles are outlined in this handbook.

Submit chapter event insurance information as soon as possible after the event is confirmed, making sure to include any additionally insured. This can be done online at: EAA.org/ChapterResources (click on the Insurance and Risk Management link). Any special agreements or requests should be brought to the attention of the Air Tours Program Manager (920-718-3193) as early as possible in the planning process.

Coordinate tour stop information with the local airport and FBO management. Their support of the event is critical for a good tour stop!

Spread the word in your local community! Each host will receive digital and printed promotional marketing materials. Put these up in your area and talk to the public/media about the upcoming event!



Chapter Roles

Tour Stop Chairman – The Ford Tri-Motor tour stop chairman has overall responsibility for the Ford Tri-Motor visit. This includes selecting the host site, recruiting co-chairs listed below, and serving as a liaison to the Ford Tri-Motor crew. This will be the main contact with EAA headquarters air tours staff. The tour stop chairman will relay all pertinent visit information to their chapter as well as the FBO and airport.

Volunteers and Equipment Chairman – This person is responsible for recruiting, scheduling, and briefing volunteers, as well as making equipment arrangements needed for a successful visit. The chapter is to provide the Air Tours Office with the names of the volunteer chairmen.

Marketing Chairman – The marketing chairman coordinates promotions and advertising. While EAA's marketing department will place paid advertisement (s) for your city location, the budget is limited and we encourage all chapters to contact local media and inquire about sponsored or donated ad space, or getting a story written about the upcoming event. The marketing chairman should ensure that all printed materials are distributed in the community prior to the event. Please communicate any confirmations to the Air Tours Office, and we will combine these with our marketing team's efforts and relay the complete attendee list to the crew onsite.

Onsite Event Volunteers – The Ford Tri-Motor operation requires a minimum of four volunteers per shift depending on the anticipated volume of business and the area to be monitored. Recommended shifts are 8:00 a.m. to 12:00 p.m. and 12:00 p.m. to 5:30 p.m. The volunteers assist with passenger loading/unloading, crowd control, and assistance with EAA ticketing and merchandise sales. All volunteers are required to review the online safety training video prior to the event: <https://www.youtube.com/watch?v=wfpu3PR1enA>

Shift Team Leader – The shift team leader must wear an orange safety vest, carry a whistle and wand, and be on constant alert. The safety of passengers and volunteers is our number one priority. The shift team leader is responsible for supervising the flight operation to ensure that all volunteers are working efficiently and safely. The shift team leader will also signal the passenger escort, the bench escort, and the rope escort when it is safe to approach the aircraft.

Passenger/Bench/and Rope Escorts - The passenger, bench, and rope escorts are responsible for briefing the passengers, taking the ticket stubs, and escorting them to and from the Ford Tri-Motor. Although safety of the passengers will be the primary concern, the escort will also set the tone for their flight experience. Please make sure it is an enjoyable experience. All escorts must wear a safety vest and whistle. Never enter or allow any passengers or other volunteers to enter the Propeller Zone.

Passenger Escort Duties:

- Assemble each group of passengers by flight number. If the right seat has been sold, that person should be staged first in line.
- Ensure passengers have read and understand the EAA-provided passenger briefing sheet, demonstrate the correct seat belt operation, and answer any questions.
- Brief passengers on the loading and unloading procedure.
- Take the ticket stubs to give to the cashier.
- Watch for the signal from the team leader or rope escort that the next flight is ready for boarding.
- Direct passengers to the aircraft, and be alert for safety concerns and straying passengers.

Bench Escort Duties:

- As the aircraft turns and stops, watch for the team leader to signal that it is safe to approach the aircraft. (Only after it has turned broadside; do not position between the horizontal stabilizer and aircraft's door until the aircraft has come to a complete stop.)
- Approach the door, position the bench, open the door, and hand off to the rope escort to secure.
- Step back near the tail of aircraft to help direct deplaning passengers to exit, ensuring that no passengers wander around the aircraft.
- After all passengers have entered the aircraft, ensure all aboard are properly seated with seatbelts fastened (demonstrate if necessary).
- Shut and secure the door and take the bench back to the staging area.
- Be constantly alert for safety concerns or straying passengers.

Rope Escort Duties:

- Along with the bench escort, watch for signal from team leader that it is safe to approach the aircraft.
- Walk to the aircraft door, hold the line taut and waist-high, and secure the door in the open position.
- Help greet and direct deplaning passengers to keep passengers away from the right wing area.
- Help greet and direct deplaning passengers to exit, ensuring that no passengers get under the line or wander around the aircraft.
- Signal the passenger escort in the staging area for the next flight group to approach the aircraft as the last three passengers exit.
- Walk back to the staging area while reeling in the line as the last two passengers enter. Be alert for passengers who may wander in for a photoshoot.
- Be constantly alert for safety concerns and straying passengers.

General Crowd Control - Crowd control volunteers must wear an orange vest and carry a whistle. Crowd control volunteers and barriers are necessary and enhance safety. Please provide stanchions or barrels if possible; safety ropes will be provided by EAA. This does not prevent people from walking up to the aircraft when it is static, but rather allows us to provide an escorted visit. We recommend four crowd control volunteers.

Starter/Fireguard - The starter must wear an orange vest and carry a whistle. One individual will be designated the starter and be responsible for ensuring the general safety of the aircraft and public during aircraft operations. Only the starter should provide direction to the pilots. The starter will provide taxi and parking directions to the pilot. The starter will remain alert and aware of any passengers or volunteers who might wander into the Propeller Zone. The starter will always remain in sight of the flight crew. When all passengers are buckled in, the door is latched, and passenger escorts are safely out of the way, the starter will clear the area and signal the pilot that it is safe to start the No. 3 engine if the hot turn scenario is in effect or to start all engines according to approved procedures. The pilot will not start any engine without making eye contact with the starter.

Starter/Fire Guard Briefing Process

- Communicate with the Tri-Motor captain for engine start and shutdown.
- Assure that area is clear of obstacles and personnel before signaling captain to start engine(s) or move the aircraft for taxi.
- Alert captain to obstructions or people in the area.
- Be responsible for fire extinguisher operation.
- Alert captain to hazards such as engine carburetor fire (see Fire During Engine Start below).
- Always maintain eye contact with the flight crew.
- Never allow excursions into the Propeller Zone.
- As the Tri-Motor taxis in, signal the captain to keep engines running if the next flight is ready to go.
- Provide necessary communication with the captain using approved hand signals.
- Position so that direct eye contact can be made with captain and so you can see crowd control volunteers and area in front of aircraft.
- Never enter into the Propeller Zone of the aircraft at any time.
- If necessary to talk with the captain, enter the aircraft; do not go into the Propeller Zone.
- Remain alert to positions of all volunteer members.
- Be constantly alert for safety concerns.
- Wear safety vest and whistle.
- Confer with captain on schedule for fueling aircraft. No passengers shall be loaded while fueling is in progress.

Emergency Operations - Fire During Engine Start

- Signal to captain which engine is on fire. **DO NOT APPROACH AIRCRAFT!**
- Alert ground crew members with whistle.
- Ground crew shall station themselves at the aircraft's door in preparation for passenger evacuation. **CAPTAIN OR TEAM LEADER WILL MAKE DECISION REGARDING PASSENGER EVACUATION OF AIRCRAFT.**
- If the fire continues to burn and captain abandons cockpit, **DO NOT APPROACH THE AIRCRAFT UNTIL THE PROPELLER HAS COME TO A COMPLETE STOP!**

- Ground crew shall ensure that passengers exit the aircraft and go to the tent. If the aircraft is burning out of control, all must evacuate the area in case of an explosion.
- Crew leader will summon firefighters and alert ticket personnel of hazard.

Passenger Briefing Card

- There are three exits from the Ford Tri-Motor: the door you entered, an overhead hatch (up the ladder behind the cockpit), and a removable cockpit canopy.
- No smoking.
- Note the location of the fire extinguisher.
- Seat belts must be fastened at all times (demonstrate seat belt operation).
- Remain seated until advised by crew.
- Seat belt extensions are available.
- Hold small child on lap; do not place belt around both of you.
- When boarding, please move to forward seat to expedite loading.
- Please walk straight to and from aircraft; do not go around engine or tail.
- Please advise passengers to hold photography until after flight.

Airport/FBO Selection

- Would the Tri-Motor tour stop be welcome? Are there any special security concerns?
- Is there adequate ramp space for Ford Tri-Motor operations?
- Is there adequate parking facilities for visitors?
- Is there easy access on the airport property for crew, volunteers, and passengers?
- Are there adequate restroom facilities onsite? If not, an adequate number of portable toilets need to be supplied.

Standard Visit Schedule (Thursday through Sunday Operations)

Aircraft Arrival:

The Ford Tri-Motor will be arriving at your location from a previous tour stop typically on the Monday prior to your event start. Subject to the distances involved, the repositioning pilot will notify you of the time of arrival. Please remember this is weather permitting. The repositioning pilot will depart your location once the aircraft is secured in the hangar. The operating crew for your event typically arrives on Wednesday evening before the tour stop begins.

Thursday - Passenger Rides 2:00-5:00 PM.

Attendees are asked to arrive by 1:30 PM for check-in. Passenger flights will follow from 2:00-5:00 PM.

Friday - Sunday Passenger Rides 9:00 AM-5:00 PM:

The crew will arrive at the airport at approximately 8:00 a.m. to ready the aircraft for the day's flights. Advertised flight times are from 9:00 a.m.-5:00 p.m. Please arrange for volunteers to help the pilot with pre-flight and end-of-day airplane cleanup duties.

Aircraft/Crew Departure:

The Ford Tri-Motor will typically depart the morning following your last tour day unless weather, mechanical, or pilot scheduling requires an earlier or later departure. The pilot will communicate any schedule variance to the chapter.

****The above schedule is based on our standard Ford operations. Please discuss any needed changes to operating times or special flights (for sponsors or VIPs) with the Air Tours Office and we can coordinate with the assigned crew in advance.*

Customer Pricing

Advance Ticket Sales

Tickets can be purchased in advance at FlyTheFord.org or by calling the membership team at 1-800-359-6217.

- Adults \$99
- Children (17 and under) \$75

Onsite Ticket Sales

Tickets can be purchased onsite beginning Thursday at 2:00 p.m. prior to event start for standard tour stops

- Adults \$99
- Children (17 and under) \$75

***Refunds will be issued for weather or maintenance cancellations that cannot be rescheduled to another day onsite. If the ticket was pre-booked, this will be processed by the Air Tours Office.*

****There are no assigned flight times. Individuals purchase for a specific day. Passengers are assigned flights on a first come, first served basis. Pre-paid and walk-up passengers will check in with the ticket sales representative onsite and will be listed on the next available flight.*

Sponsorship

While not required, the Ford Tri-Motor visit creates a great opportunity for your chapter to raise sponsorships. It also helps chapters build relationships with other local businesses and organizations through the process. Fifty percent of all cash sponsorships raised are shared back to the local chapter host. While some chapters have been successful in securing a large Ford dealership cash sponsorship, others have had equal success talking to local banks, grocery stores, etc. Keep your options open!

Equally important to the success of the tour stop are the non-cash, in-kind donations (fuel discounts or donated gallons, donated hangar space, etc). These help offset the program costs so we can keep our family-friendly ticket prices!

As long as it is approved with the local airport, we welcome any sponsorship displays or involvement onsite. Please coordinate any flight fulfillment needs through the Air Tours Office. Our crew can also work with you onsite for any last minute fulfillment needs.

EAA Ford Tri-Motor Tour Sponsorship Packages/Eligibility & Procedure

The use of this tool is specifically designed to offer value to larger donors. EAA greatly appreciates sponsorship in order to offset operational costs and keep ticket rides at a family-friendly rate. Please note that merchandise is not available for thank-yous. Sponsors can work with headquarters in advance to

schedule a set flight time for the group if all seats are redeemed at once. If the sponsor wishes to give the tickets out individually, the passengers will be worked into the regular first come, first served mix.

Suggested Sponsor Levels

\$5000 PREMIER Tour Sponsor Level - Donor receives:

- 3 complimentary private flights plus the co-pilot seat on all 3 flights
- Private aircraft viewing and a historical presentation/Q&A with the aircraft captain can be arranged during the aircraft's visit
- Booth/table representation of sponsor is encouraged at the event

\$3000 GOLD Tour Sponsor Level - Donor receives:

- 2 complimentary private flights plus a co-pilot seat on both flights
- Private aircraft viewing and a historical presentation/Q&A with the aircraft captain can be arranged during the aircraft's visit
- Booth/table representation of sponsor is encouraged at the event

\$1500 SILVER Tour Sponsor Level - Donor receives:

- 1 complimentary private flight plus the co-pilot seat
- Private aircraft viewing and a historical presentation/Q&A with the aircraft captain can be arranged during the aircraft's visit
- Booth/table representation of sponsor is encouraged at the event

\$1000 Tour Sponsor Level – Donor receives:

- 5 complimentary seats on the Ford Tri-Motor (the co-pilot seat can be substituted in exchange for 2 cabin seats)
- Private aircraft viewing and a historical presentation/Q&A with the aircraft captain can be arranged during the aircraft's visit
- Booth/table representation of sponsor is encouraged at the event

\$500 Tour Sponsor Level – Donor receives:

- 2 complimentary seats on the Ford Tri-Motor (the co-pilot seat can be substituted for these 2 cabin seats)

Non-Cash Tour Sponsors - Examples are airport management staff, ATC, community leaders, media, hangar owners, hotels, and chapter volunteers. These comps are welcomed, but always must be approved onsite with the EAA ticket person. The co-pilot seat cannot be guaranteed; revenue passengers will normally take priority.

In-Kind Donations - Associated comped seats must be reviewed on a case-by-case basis by onsite crew and Air Tours Office. These comped seats are welcomed, but cannot be guaranteed. Revenue passengers will normally take priority, however, there may be exceptions made.

Procedure:

- Sponsors can work with headquarters in advance to schedule a set flight time for groups of seats. If the sponsor wishes to give the tickets out individually, the passengers will be worked into the regular first come, first served mix.
- All passengers regardless of revenue or comp MUST sign the waiver and manifest.
- All passengers will be issued a boarding pass upon check in.
- The chapter tour stop chairperson makes the final decision as to which volunteers are eligible to take a comp flight.

All sponsor checks should be made payable to EAA and mailed to the following address:

Attn: EAA Air Tours Manager
EAA Weeks Hangar
1145 W. 20th Ave
Oshkosh, WI 54902

- Checks may also be given to the ticket sales person onsite.
- Check may also be given to the local chapter who will in turn remit to EAA.
- Please keep chapter record of sponsor dollars to be settled with Oshkosh's air tours coordinator or air tours manager upon event wrap up.

Chapter Revenue

The Ford Tri-Motor commission is outlined below:

- \$5 per revenue passenger
- 10% of online sales made with the specified city coupon code (open for two weeks following the tour stop)
- 50% of any cash sponsorships raised

Additional Chapter Activities

The Ford Tri-Motor visit will provide great publicity for your chapter. The exposure and crowds make this an ideal time for additional chapter activities such as Young Eagles flights, pancake breakfasts, and airport days. Use this event to sell your chapter. Contact local volunteer groups, photography clubs, schools, car clubs, and history clubs as these groups may have an avenue to promote your tour stop and add to your event.

Please feel free to contact EAA's chapter department for ideas and suggestions to help your chapter leverage this tour stop to grow participation and membership. New member rallies advertised as "Experience Aviation," held during one evening of the tour stop, are a great way to get the local community out and share what the chapter offers yearround.

It is also recommended that you provide some type of food/drink with the ride event. Chapters have actually used this as an additional fundraiser. A joint venture with a local scout group, church group, or service club is an easy way to provide food services. Please check with your local airport on any regulations surrounding food service on the field.

Merchandise Sales

Each host will receive personalized merchandise brochures in their initial marketing collateral kit. Save these to pass out to attendees during the event. They contain a coupon code customers can use on Ford merchandise purchased online. This coupon code is for 20% off and redeemable up to two weeks following the event. EAA's Retail Department will provide a set of sample Ford Tri-Motor merchandise to display while onsite (please provide a small table for set-up).

Miscellaneous Tour Stop Notes

- The Ford Tri-Motor crew typically consists of two individuals (Pilot and Tour Coordinator). We will let you know if we have any additional training crew scheduled.
- The rightseat is available for purchase onsite only. The cost of this seat is \$200. Those who have purchased tickets in advance are able to pay the upgrade amount onsite with our Tour Coordinator. If training is required in a city location this may limit the availability of the rightseat, however, our crew will work to accommodate as many interested parties as possible.

EAA Ford Tri-Motor 4-AT-E History and Stats

No. 146 of 199 Tri-Motors built between 1927 and 1931. EAA's Ford Tri-Motor (NC8407) was manufactured on August 21, 1929, and was purchased by Pitcairn Airways, which flew it up and down the East Coast of the United States in the late 1920s and early 1930s. Eastern Airways, the forerunner of Eastern Airlines, subsequently purchased Pitcairn Airways. In the mid-1930s, the airplane was sold and moved to Cuba, where it flew for a Cuban airline for several years and also spent time in Central and South America. In the 1940s, the airplane was flown in Idaho and Montana, transporting smoke jumpers who fought forest fires. At that time, the large 450-hp engines were installed. The passenger door was also converted into a square jumping threshold, so that jumpers' equipment would not become snagged during an exit. The airplane was also used as a borate bomber that dropped chemicals on forest fires. In the 1960s, the airplane was part of an operation that flew around the country, offering rides to the public. In 1973, the airplane was at a tour stop in Burlington, Wisconsin, when a severe thunderstorm moved through the area, lifted the plane 50 feet in the air, and smashed it to the ground on its back. The airplane, which broke into three pieces, was considered a total loss.

EAA purchased the Tri-Motor from an insurance company shortly afterward and began the long process of restoring it. The 12-year restoration was completed in 1985. For the next six years, the Tri-Motor was on display at the EAA AirVenture

Museum in Oshkosh, Wisconsin, and was only flown occasionally. In 1991, the airplane began regular passenger flights once again, based from the museum's Pioneer Airport. In preparation for her 75th birthday, during the winter of 2003-04, the airplane received a "makeover" through the kind generosity and many hours of hard work by Gulfstream Aerospace Corporation in Appleton, and EAA's own team of mechanics.

Cruise Speed – 80-110 MPH

Range – 570 Miles

Ceiling – 16,500 Feet

Wing Span – 74 Feet 8 Inches

Length – 49 Feet 10 Inches

Height – 11 Feet 9 Inches

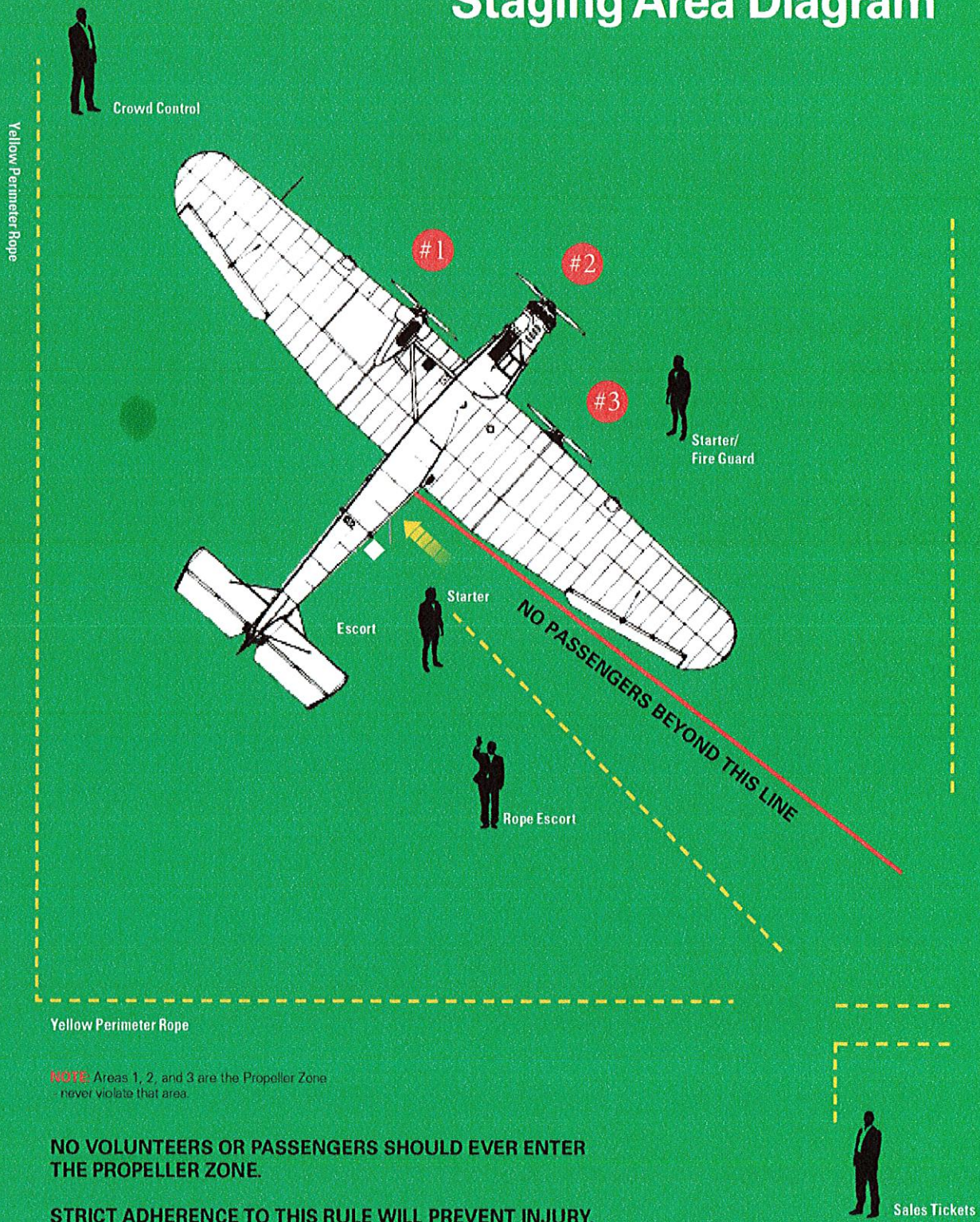
Max Seating – 11

Cruise Speed – 80-110 MPH

Turning Radius – 60 Foot-Wide Runway

Fuel – 100LL (Capacity 231 Gallons)

Staging Area Diagram



Michael the Archangel Catholic...

Mitchell Flying Club

Trimotor Event

Summit Flight Academy

Lee's Summit Municipal Airport

Adams Kansas City Toyota Collision Center

The Cure Church Lees Summit

NE Hagan Rd

NE Jones Industrial

Dahmer Powertrain, Inc

NE Hagan Rd

M.C. Tingle Company

NE McBaine Dr

Porter Justice

Sky Zone Trampoline

Kansas City Facial

CARS 'N' R of Lees Summit

Pete & Mac's Recreational Resort

Image Landsat: Copernicus

Ad Trends Advertising, Inc

Go

38°57'49.50" N 94°22'01.39" W elev 995 ft

