

Ford

TRI-MOTOR



Chapter Manual



Tri-Motor Tour EAA Chapter Handbook

TABLE OF CONTENTS

Roles

Tour Stop Chairman	3
Marketing Chairman	6
Volunteer and Equipment Chairman	8
Volunteer Roles	9

Briefings

Passenger Escort Briefing Sheet	12
Starter Briefing Sheet	12
Passenger Briefing Card	13

Additional Information

Emergency Operations	14
EAA Ford Tri-Motor Fact Sheet	14

Tour Contact Information



Kristy Busse

Air Tours Manager
kbusse@eaa.org
Phone: (920) 426-4843
Cell: (920) 252-3455



Olivia Rasmus

Air Tours Program Coordinator
orasmus@eaa.org
Phone: (920) 426-6599
Cell: (920) 378-6802



Jackie Welch

Chairman, Volunteer Support
jackiewelch@charter.net
Cell: (586) 946-5382



Cody Welch

Chairman, Flight Ops
Cell: (586) 946-5381

Aircraft Information

Ford 4-AT

Wingspan: 74 feet 8 inches
Length: 49 feet 10 inches
Height: 11 feet 9 inches
Fuel: 100LL Avgas
Cruise Speed: 80-110 mph
Turning Radius: 60-foot-wide runway

Ford 5-AT

Wingspan: 77 feet 6 inches
Length: 50 feet 3 inches
Height: 12 feet 8 inches
Fuel: 100LL Avgas
Cruise Speed: 122 mph
Turning Radius: 60-foot-wide runway

Tour Stop Chairman

Overview

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, and serving as liaison to the Ford Tri-Motor crew.

Good planning, along with recruiting of volunteers with the requisite skills, will lead to a very successful event. This handbook will help you plan your event and identify the key volunteer positions and their responsibilities.

Planning Timeline

A successful tour stop requires good planning. Start early and plan on having regular meetings with your volunteers to ensure all the details are worked out and you have a smooth visit. The timeline shown below provides a guideline to help you prepare. Tours booked less than four months in advance should work to get this accomplished as soon as possible.

4 months before tour stop

- Make the Ford Tri-Motor the main focus of a chapter meeting
- Obtain early commitments for rides and volunteers
- Recruit co-chairs
- Select site

3 months before tour stop

- Complete volunteer recruitment
- Work on obtaining sponsor dollars
- Seek out all free calendars, tourism websites, CVB assistance, etc., to list dates and times of event

1-2 months before tour stop

- Create volunteer work schedules
- Post fliers, signs, and banners provided by EAA headquarters in all locations tourists and locals visit

7-10 days before tour stop

- Review tour stop needs and reconnect with volunteers working

Day of Arrival

- Ford Tri-Motor arrives morning of scheduled tour stop—you will be contacted if there is going to be a delay due to weather or mechanical issues
- First day of tour, media flight(s): 2:00 p.m. (1:30 p.m. arrival)
regular flights: 2 p.m.-5 p.m.
- VIP flight(s)—arrange to have your VIPs at the airport ready to go
- Sponsorship flights can be arranged directly with our on-site ticket sales crew. Communicate with them on your needs and they will work it into the schedule.

Co-Chairs

To help with planning and running the visit, it is recommended you have two co-chairs responsible for specific areas. These co-chairs will each have to recruit volunteers for a variety of areas and are very important to your success.

Marketing Chairman – This person is responsible for promoting and advertising the event. You will be working with the EAA air tours team.

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.

These individuals will handle many of the operational responsibilities during the visit, freeing you to deal with issues that may arise and coordinating with the EAA staff and Ford Tri-Motor crew. Please provide copies of this manual to each co-chair.

Site Selection

One of the first things you will need to do is select the airport and FBO for the visit. The following items need to be considered:

- Would the Ford Tri-Motor tour stop program be welcome?
- **REQUIRED:** Is there an adequate hangar for the Ford Tri-Motor on-site? (80 feet by 80 feet with a 80-foot door)
- Are there adequate parking facilities for visitors?
- Is there easy access on the airport property?
- If anyone is requesting additional insured status, please have them contact the Air Tours Manager at 920-426-4843.
- Do they have restroom facilities that may be used by visitors? If not, an adequate number of portable toilets needs to be supplied.
- Is there a good place to set up a table for signing in passengers in the FBO or hangar?
- Is there adequate ramp area for dedicated Ford operations?
- Are there any special security concerns?

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, cook-outs, and Airport Days. You will also have the ability to sign up new chapter members.

Please feel free to contact EAA's chapter manager 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 year-round. Our crew would be happy to do a small presentation as part of the event.

Visit Schedule

The schedule below will help with planning the visit.

Arrival

The Ford Tri-Motor will be flying into your site from a previous tour stop or straight from Oshkosh. Subject to the distances involved, the main office will notify you of the time of arrival when discussing the tour stop. Please remember this is weather permitting. Media and VIP flights generally take place on arrival day. This is also a good time to give chapter members a chance to see the aircraft and meet the pilots. Flights run from 2 p.m. to 5 p.m.

Full Tour Days

The crew will arrive at the airport around 8 a.m. to ready the aircraft for the day's flights. The first flights are scheduled to start at 9 a.m. and the last flight is at 5 p.m. (Special evening flights can be added, if necessary. This will need to be discussed with the pilot beforehand). Please arrange for having volunteers to help the pilot with pre-flight and end-of-day airplane cleanup duties. We value this rare artifact, and keeping it clean while promoting your chapter is paramount to us.

Special Flights

We encourage the scheduling of special flights on the afternoon of the first day of the tour stop and around 9 a.m., 12 p.m., and between 4:30 and 5 p.m. on remaining days of the tour. Further information regarding special flights is available through the air tours coordinator.

Departure

Subject to the distances involved, the Ford Tri-Motor will usually depart the morning following your last tour day, unless weather or mechanical issues necessitates an earlier or later departure. Any variance of this will be communicated to the chapter by the pilot.

Customer Pricing

Advance ticket sales (available for purchase on FlyTheFord.org.)

- Adults: \$70
- Children (17 and under): \$50
- On-site ticket sales:
 - Adults: \$75
 - Children (17 and under): \$50

Pre-booking on the website closes the day prior to the start of the tour stop.

Refunds will be issued for weather or maintenance cancellations (if the ticket was prebooked this will be done by EAA headquarters).

Financial

Your financial arrangements will be specifically agreed to in advance with EAA. Given favorable weather, a well-planned and well-executed event can produce a nice revenue-making opportunity for the host. Remember, the more rides sold, the more profitable the event will be. Net income is not the only benefit. If your event is properly marketed, you will have a chance to gain new members for your chapter and you can use this opportunity to become a goodwill ambassador for your local airport, FBO, and EAA membership.

Sponsorship

Tour stop chairman should lead this initiative with assistance from the marketing chairman

EAA's positioning and per diem (lodging, meals, car rental) costs associated with a weekday tour stop is \$3,000 and a weekend tour stop is \$4,000. We encourage local sponsorship to help offset this cost. This has to be a major local push. The following are some ideas:

- Local Ford dealers are always a good starting point, they have access to co-op dollars that can offset 50 percent of their donation total. Note: We will provide 10 free passenger rides for a \$1,500 sponsor.
- Some chapters have landed several small commitments while others have been successful with a single large donor. At any rate, if the chapter can raise the minimum sponsorship fee determined for your tour stop up front, it will participate in revenue sharing from the onset on a per passenger basis. This is \$5 per seat sold. If your sponsorship goal is not met, revenue sharing will not commence until the sponsorship fee for that tour stop (per diem and positioning costs) is met through flight revenue.
- Get the fuel supplier (who the FBO gets their product from) to donate 500 gallons to EAA. If they can't donate 500, make it 300! With fuel averaging more than \$6/gal, this can provide a substantial amount of help.
- Knock on doors. One chapter rallied the troops and got 12 sponsors for every 35 cold calls.
- EAA's air tours coordinator can share with you both a document detailing sponsorship guidelines and a document focused on sponsorship ideas to get you started.
- You may schedule sponsor passengers together on a flight or provide a list of passenger names to the tour coordinator and allow them to fly at their own convenience.

Chapter Revenue

One of the goals of the EAA Ford Tri-Motor tour is to share the income generated at each stop. Chapters can make significantly more or less depending on the effort put forth. This partnership offers three ways to raise money in addition to any projects or programs your chapter may choose to incorporate.

Your commission is based on revenue seats flown. If the sponsorship threshold is not met, EAA can still offer commission once the threshold is met by money from passengers flown at your tour stop. Questions on this structure can be discussed prior to hosting so all parties are in agreement on the revenue formula. EAA will guide chapters in what ways have worked best to secure sponsorships. In addition to seat revenue, if a chapter surpasses the stop's maximum sponsorship threshold, all cash donations above that threshold will be split equally between EAA headquarters and the hosting chapter.

After the tour stop, sponsorship wrap-up paperwork will be sent to the tour stop host contact. All paperwork must be assembled and forwarded to EAA headquarters. All revenue will be paid to the chapter in the form a check written by EAA's finance department. This process can take six to eight weeks. Please see the commission structure below.

Commission Structure

Weekend: \$4,001 and up = \$5 per seat + 50 percent of all additional cash sponsorship funds

Weekday: \$3,001 and up = \$5 per seat + 50 percent of all additional cash sponsorship funds

It is necessary to reach a \$3,000-\$4,000 level of revenue. If that goal is not met you will receive the \$5 per seat after you reach the equivalent dollar amount of the \$3,000-\$4,000 in seat revenue.

Example of sponsorship minimum calculation: If a tour stop is short \$750 in sponsorship dollars, you would not earn the \$5 commission on the first 10 seats sold. The shortage in sponsorship dollars is calculated at the total ticket price of \$75, until the minimum is met.

Visit Requirements

There are a few conditions that are required for your visit, such as:

- Provide ground transportation for our crew while on site (one four-passenger vehicle).
Note: Chapters usually are able to get a donated automobile from a local car dealer (another potential tie-in with a Ford dealership).
- Arrange a hangar with a door 80 feet wide by 14 feet high to house the Ford Tri-Motor overnight and in case of inclement weather during the day.
- Provide enough volunteers to safely operate the Ford Tri-Motor during the visit (minimum of four per shift, two shifts per day).
- Coordinate tour stop with airport and FBO management. **This is critical for a good tour stop.**
- Acquire a fax number for EAA headquarters to fax the manifest to the crew on the first day of the tour stop.

Marketing Chairman

Overview

The marketing chairman coordinates promotions and advertising. While not required, it is helpful if the marketing chairman has experience in promotions and/or media relations. The key is to use all of the tried and proven tips below in a coordinated, rational, and strategic approach. You are not limited to the list of tactics below. Be creative! Most importantly, you must excite your volunteers and get them involved in the promotion and advertising.

Promotion and Marketing

There are two main parts of the promotion effort: message and exposure. The message is that attendees have a rare chance to experience the early days of air travel in an aircraft that made aviation history. The Ford Tri-Motor was the first all-metal, multiengine commercial airliner. All major airlines began with a tri-motor. Only 199 were originally built, with less than three that remain airworthy today. Find a connection to your community to feature in your pre-event contacts. For example, Columbus, Ohio, was one of the national air tour stops for the Tri-Motor. Find someone who can speak to the early days of air travel and the subsequent impact on a community.

If executed correctly, promotion will provide much larger rewards than paid advertising. It is important to get the message to the public sooner rather than later. EAA will be contacting you before your tour stop to assist you.

It is very important to note that EAA has a very limited marketing budget for each tour stop. While we welcome suggestions from chapters regarding ad placement and potential media flight attendees, the EAA marketing team will research each location's local media outlets to make the most informed decision possible. The marketing department at EAA headquarters is solely responsible for the marketing budget, the ad placement, and the media flight for each tour stop. Please be advised that the EAA marketing team must abide by multiple deadlines set by internal and external clients and may not be able to accommodate all last-minute requests.

Media Releases/Kits

The EAA team will electronically send media kits to viable media outlets in your area approximately two weeks before your scheduled tour stop. If you know of individuals or media outlets EAA should solicit for media flights, please let us know as soon as possible.

Media Flights

Offering media a complimentary flight is a great way to get coverage with various types of media outlets. Typically, media flights are held at 2:00 p.m. (1:30 arrival time) on the first day of the tour stop. Tri-Motor representatives are available to do live interviews whenever possible. Note: Media flight reservations are secured through EAA, however, we welcome suggestions of media outlets to invite from your chapter.

Posters and Fliers

Approximately 4-6 weeks in advance of your tour stop, EAA will mail you 100 large posters (11 inches by 17 inches) and 150 small posters (8.5 inches by 11 inches), 50 rack cards, and 50 table tents for distribution in airports, grocery stores, hotels, public buildings, etc. EAA can provide extra materials at a minimal cost. Please contact the Air Tours Coordinator for all requests.

Signs and Banners

Advertise to drive-by traffic by placing signs near high traffic areas or in the terminal building. EAA will provide two large 8-foot-wide by 3-foot-high high banners prior to the event.

Radio

We encourage chapters to secure donated air time on the radio. EAA's air tours team can work with you on a case by case basis to discuss a ticket giveaway in trade for air time.

Community Leaders

Enlist the support and cooperation of your surrounding community as they are invaluable resources! Find out if there are any conflicting events in your area that may draw from potential attendees as they may siphon our ridership. Be sure to reach out to cvb's, volunteer groups, photography clubs, schools, car clubs, and history clubs as these groups may have an avenue to solicit your tour stop and add to your event.

Chamber of Commerce / Tourism

These groups need to be on board immediately after your dates are confirmed. Ask them to post the tour stop information on their websites or feature it in their weekly newsletters. EAA may provide assistance where needed.

EAA Advance Visitation

If you are a first time host, upon request, one of EAA's Tri-Motor captains will travel to the new tour stop location prior to the event to discuss the operation and promotion. Tour stops that have hosted the Tri-Motor before will receive a phone call to go over the questions that might arise. This is an excellent opportunity to address concerns and solve problems.

Food Service

It is 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.

Merchandise Sales

EAA headquarters will provide a banner display and a set of examples which will accompany the aircraft, to promote Ford Tri-Motor merchandise available online. Corresponding merchandise brochures, to be given to attendees at the event, will also be sent to the chapters along with the marketing collateral. These brochures contain a unique tour stop code for customers to use to receive 20 percent off their online purchase. EAA headquarters will pay the chapter 10 percent of the online sales made within two weeks of the event. This amount will be included in the final commission check that is sent to the chapter from the finance department. Processing of this check may take up to eight weeks.

Volunteers and Equipment Chairman

Overview

The Ford Tri-Motor travels with one or two ticket sales agents, one or two pilots, and necessary equipment for the stop. Unless otherwise noted, hours of operation are 8 a.m. for pre-flight and 9 a.m. to 5 p.m. for flights. The sponsor chapter provides support for the Ford Tri-Motor aircraft operations as well as crowd control.

Hangar

Hangar space is an absolute requirement. In addition to overnight storage, the aircraft may be sheltered during the day if weather dictates (if more than 35 mph winds or hail is forecast).

The hangar door opening should be 14 feet high and 80 feet wide. EAA provides a tow bar and chocks. If the aircraft needs to be pushed, eight volunteers are required.

Support Requirements

- Area adjacent to the aircraft for selling tickets, shaded with restroom facilities just inside an open hangar door or inside the FBO is preferred. If not inside, a tent is required.
- One long table for additional ticket sales space.
- One long table for merchandise display.
- Ten chairs for seating passengers prior to each flight. This queue ensures that flights will depart in a timely manner by allowing us to assemble the group.
- Wastebasket and drinking water.
- Four barrels, stanchions, or other fixed objects for rope placement.
- Adequate crowd control barriers to prevent passengers from wandering around restricted areas of the airport.

Fueling

Only pilots fuel the aircraft, but we need prompt response to a fuel truck request. The pilot will brief the refueling attendant on fueling of the aircraft.

If at all possible, the chapter should negotiate a discount on the fuel. A running tab saves time and paperwork. EAA prefers to pay at the end of the tour stop. A discount of \$.50-\$1 per gallon is typical. Try to get the discount from the wholesaler who sells to the FBO. One-third of chapters get all fuel donated.

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 a.m. to 1:30 p.m. and 1 p.m. to 6:30 p.m. The volunteers assist with passenger loading/unloading, crowd control, and assistance with EAA ticketing and merchandise sales. EAA will provide safety training video upon request.

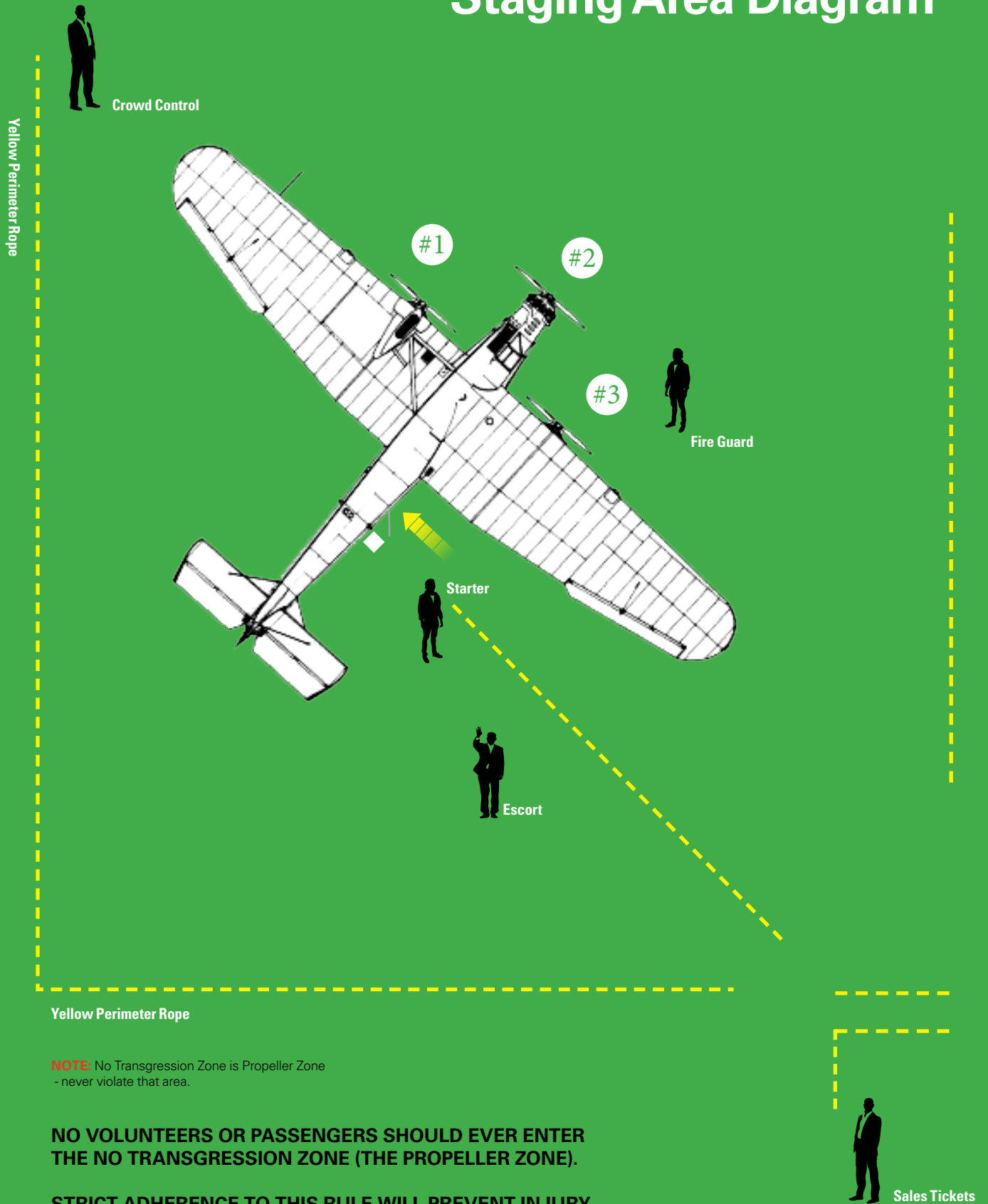
It is imperative that all volunteers understand the necessity of ensuring the safety of all passengers, as well as the safety of their co-volunteers.

At busy outings, we prefer to leave two engines running for hot turn-arounds. To do this, we require crowd control barriers and volunteers to staff them. Without this support, safe practice dictates that all engines are shut down on every cycle. This restricts the number of rides during a busy day. All volunteers/escorts must be familiar with approved hand signals for communication around the aircraft.

Staging Area

Please have a designated area on the ramp cordoned off for the Ford Tri-Motor operation. We will provide yellow rope and several safety cones; however, we require four barrels, or other fixed objects, to tie the ropes. Ideally this location will provide optimum access to the taxiways/runways for any prevailing wind. In a pinch, with the permission of the airport, we can taxi through the grass if the captain has personally inspected the area and deemed it usable. (See the staging area diagram on Page 10 for further details.)

Staging Area Diagram



Volunteer Roles

**EAA will provide orange safety vests and whistles upon request.*

Cashier

The Ford Tri-Motor operation will provide its own EAA cashier for selling tickets and processing the passengers.

The cashier will have the passenger read the liability waiver and sign the flight manifest. It is very important that the manifest be completed correctly. This provides important information for tracking cash and credit card revenue and passenger addresses, when necessary.

Shift Team Leader (Appointed by the Volunteer and Equipment Co-Chair)

The shift team leader must wear an orange safety vest, carry a whistle, and be on constant alert. The safety of passengers and volunteers is a major priority.

The shift team leader is responsible for supervising the flight operation to ensure that all volunteers are working efficiently and safely. If there are not enough volunteers for one to be designated shift team leader then one other volunteer must assume that position. 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 Escorts

All escorts must wear orange safety vests, carry a whistle, and be on constant alert. The safety of passengers and volunteers is a major priority.

If the volume of business dictates hot turns, a minimum of three volunteers will be required for escorting passengers to and from the Ford Tri-Motor. The cashier cannot leave the ticket sales unattended, nor assist in the passenger escort process. If there are not enough volunteers, hot turns will not be possible.

Once a passenger has paid for their flight and signed the necessary waivers, a passenger escort (see Page 12) will prepare the passengers for the flight by reading the passenger briefing sheet, answering questions, and

taking the ticket stubs. Use any free time here to tell the passengers about your chapter and its year-round activities and invite them back for your evening event if you are planning one. Once the shift team leader has signaled that it is safe to approach the aircraft, two escorts will approach the door—one with the bench and the other with the yellow rope, holding the rope taut and waist-high (refer to diagram).

The bench escort (see Page 12) will open the door and hand off to the rope escort (see Page 12) to secure. Both escorts will direct deplaning passengers to exit via the rope path, ensuring that no passengers wander around either side of the aircraft. (See passenger escort briefing sheet for further details.)

As the last three passengers exit, the rope escort signals the passengers waiting for the next flight to approach aircraft. The passenger escort will prompt the passengers to the aircraft, following the yellow rope.

As the last two passengers enter the aircraft, the bench escort ensures that all have fastened their seatbelts (demonstrating the correct procedure), shuts and secures the door, and returns the bench to the boarding area. After ensuring that all passengers have returned to the waiting area, the rope escort walks back to the boarding area reeling in the line.

If hot turns are not possible due to low volume or limited volunteers, engines will be shut down after each flight.

Starter

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 No Transgression Zone (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. (See starter briefing sheet for further details.)

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; 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 prefer four crowd control volunteers.

Clean Up

Part of the volunteer responsibilities at the end of the day is to assist in securing the Ford Tri-Motor in the hangar and cleaning for the next day. Duties include: tidying the inside of the aircraft by sweeping the floor, picking up debris, and washing windows inside and out. The Ford Tri-Motor attracts a lot of bugs and leaks oil.

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 No Transgression Zone (Propeller Zone).

The passenger escort will perform the following duties:

- Assemble each group of passengers by flight number. If right seat is 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 signal from the team leader or rope escort that the next flight is ready for boarding.
- Direct passengers to aircraft, and be alert for safety concerns and straying passengers.

The bench escort will perform the following duties:

- As aircraft makes turn 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 door, position bench, open door, and hand off to rope escort to secure.
- Step back near tail of aircraft to help direct deplaning passengers to exit, ensuring that no passengers wander around aircraft.
- As last two passengers enter aircraft, ensure all aboard are properly seated with seat belts fastened (demonstrate if necessary).
- Shut and secure door and take bench back to staging area.
- Be constantly alert for safety concerns or straying passengers.

The rope escort will perform the following duties:

- With bench escort, watch for signal from team leader that it is safe to approach aircraft.
- Walk to aircraft door, holding line taut and waist-high and secure door in open position.
- Keep passengers away from 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 passenger escort in staging area for next flight group to approach aircraft as last three passengers exit.
- Walk back to staging area while reeling in line as last two passengers enter. Be alert for the passengers who might wander in for photo shoots.
- Be constantly alert for safety concerns and straying passengers.

Starter/Fire Guard Briefing Information

The escorts are responsible for ensuring the general safety of the aircraft and public during aircraft operations.

- 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 sheet)
- Always maintain eye contact with the flight crew
- Never allow excursions into the No Transgression Zone (Propeller Zone)
- As the Tri-Motor taxis in, signal captain to keep engines running if next flight is ready to go
- Provide necessary communication with the captain using approved hand signals
- Position so that direct eye contact may be made with captain and so you can see crowd control volunteers and area in front of aircraft
- Never enter into the No Transgression Zone of the aircraft at any time
- If necessary to talk with the captain, enter the aircraft; do not go into No Transgression Zone
- Remain alert to positions of all volunteer members
- Be constantly alert for safety concerns

- Wear safety vest and whistle
- Notify captain of any emergency and any injury sustained by personnel no matter how minor
- Confer with captain on schedule for fueling aircraft. No passengers shall be loaded while fueling is in progress

Passenger Briefing Card

- There are three exits from the Ford Tri-Motor:
 1. The door you entered
 2. An overhead hatch (up the ladder behind the cockpit)
 3. 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.

EMERGENCY OPERATIONS

Fire During Engine Start

1. Signal to captain which engine is on fire. DO NOT APPROACH AIRCRAFT!
2. Alert ground crew members with whistle.
3. 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.
4. If fire continues to burn and captain abandons cockpit, DO NOT APPROACH THE AIRCRAFT UNTIL THE PROPELLER HAS COME TO A COMPLETE STOP!
5. 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.
6. Crew leader will summon firefighters and alert ticket personnel of hazard.

EAA Ford Tri-Motor 4-AT-E Facts

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. The airplane is hangared today at Pioneer Airport's Pitcairn Hangar, except when it is making one of numerous public appearances throughout the country.

Model 4-AT-E

Original Engine	Wright J6-9 300 hp
Gross Weight	10,130 pounds
Cruise speed	107 mph
Stall speed	57 mph
Range	570 miles
Rate of Climb	920 fpm
Ceiling	16,500 feet
Engine Out	7,100 feet
Wing Span	74 feet
Wing Area	785 square feet
Length	49 feet 10 inches
Height	11 feet 9 inches
Cabin Width	4 feet 6 inches
Cabin Height	6 feet
Cabin Length	16 feet 3 inches
Cabin Cubic Feet	461 feet
Max. Seating	11
Fuel Capacity	231 gallons

EAA Ford Tri-Motor 5-AT-B Facts

Liberty Aviation Museum's 1928 Ford Tri-Motor 5-AT-B, serial No. 8, flew its first flight on December 1, 1928. It was sold to Transcontinental Air Transport (TAT, the logo that graces the aircraft's fuselage today) in January 1929 where it became NC9645 and was named *City of Wichita*. It inaugurated westbound transcontinental commercial air service on July 7, 1929, with sister ship *City of Columbus*.

In April 1931, ownership of the aircraft was transferred to Transcontinental and Western Air (TWA). Here the aircraft helped in the development of TWA's route system.

In July 1935, NC9645 was sold to G. Ruckstill and entered the fleet at Grand Canyon Airlines. From there the Tin Goose was sold to Boulder Dam Tours in February 1937, where it entered sightseeing air tour service.

The Ford was registered AN-AAS with Transportes Aereos del Continente Americano (simply known as TACA Airlines) in Honduras in December 1937, where it stayed until 1942 when purchased by an unknown operator in Compeche, Mexico, and reregistered as XA-FUB. The registration changed again in 1950 to XA-NET while under the ownership of another individual in Compeche.

1951 brought major overhaul and repairs for serial No. 8, including removal of the aircraft's corrugated skin, which was replaced with flat sheet metal. This change earned the aircraft nickname "the smooth-skin Ford."

The aircraft was sold to another private owner in July 1953 and was damaged in an accident in January 1954, after which it was put in storage.

Eugene Frank of Caldwell, Idaho, acquired the aircraft in 1955, moving it back to the U.S. and reregistering it as N58996. It remained in storage until July 1964, when it was purchased by Nevada's William F. Harrah of Harrah's Hotel and Casinos. Harrah returned the plane's registration to NC9645 and began an extensive seven-year restoration, that brought the aircraft back to airworthy status and replaced the smooth skin with corrugated

sheet metal. The former smooth-skin Ford had its first post-restoration flight in 1971 and flew in Reno several times before being moved to static display as part of Harrah's impressive automobile collection. After Harrah's death, parts of his collection, including NC9645, were auctioned off in June 1986 to high bidder Gary Norton of Athol, Idaho.

In February 1990, the Evergreen Aviation and Space Museum in McMinnville, Oregon, acquired the aircraft. It remained in storage there until 1996 when another restoration of the aircraft started, returning it to flying condition once again.

In 2014, the aircraft was acquired by Ed Patrick and the Liberty Aviation Museum in Port Clinton, Ohio. Volunteers ferried the aircraft across the country to its new home. After further maintenance to ensure the aircraft was tour-ready, Liberty entered into a lease agreement with EAA, working together to showcase the historic aircraft around the country.

Model 5-AT-B

Original engine	Pratt & Whitney Wasps, 420 hp
Gross weight	13,500 pounds
Cruise speed	122 mph
Stall speed	64 mph
Range	560 miles
Rate of climb	1050 fpm
Ceiling	18,500 feet
Engine out	10,500 feet
Wingspan	77 feet 6 inches
Wing area	835 square feet
Length	50 feet 3 inches
Height	12 feet 8 inches
Cabin width	4 feet 6 inches
Cabin height	6 feet
Cabin length	18 feet 9 inches
Cabin area	529 cubic feet
Seats	12
Fuel capacity	277-355 gallons

P.O. Box 3816
Oshkosh, WI 54903-3816
920.426.4800
www.EAA.org

