

Tour Planner Guidelines: Barnstorming

General - A barnstorming stop can be one to four days. It may be a weekend, or may be a mid-week stop in between other stops on a longer tour. These stops usually include only *Texas Raiders* but may include other aircraft like Houston Wing or other CAF wings in or near the destination city. Usually, the more aircraft involved, the better the public response. GCW is typically responsible for managing the planning and logistics and marketing, however, we can defer part or all of this to other wings/organizations in certain cases.

Airport Requirements - Determine that the airport meets TR necessary criteria

- 100 LL avgas available via fuel truck in quantities TR might need (could be several hundred to 1000 gallons)
 - if the airport does not have a fuel truck, consult with operations regarding fueling options
- 5000 ft. runway minimum length
- Taxiways that are wide enough for TR (typically 50 ft. min) and free of obstacles like high fences or poles that could impair wing clearance
- Adequate ramp space for TR and other aircraft, if included, to operate, maneuver, turn, etc.
- Make sure that our operations will not impede normal FBO operations, traffic, or business.

Large cities will have a number of potential airports we can operate out of. Work with Operations to determine the best location for TR. It is generally desirable to operate out of NON-TSA airports if they are suitable because it makes operations much less complicated, especially with ramp access for crew and public for tours and rides.

Determine our Host - FBO/Airport/Museum We will normally be hosted by an FBO or aviation museum, however, sometimes the airport (or airport authority) may host our event. You need to contact the host management to make sure they are OK with our plans to visit. Remember, for an FBO especially, we are usually asking them to do things to support us, decorating their ramp with oil, and thus are causing them some problems. Most are more than willing to help us, but if resources are tight, you may get a pretty cold shoulder. Make sure that we do not adversely affect their normal business traffic and space. Make sure they don't have a local event that we might cause problems with – like a college football game, for instance.

Museums usually operate a little differently than an FBO. We are actually a plus for museums because we generate publicity and foot traffic for their facility. They also help us because they will have extensive marketing capabilities and social media contacts that help generate interest in our visit. You need to determine how the museum wants to handle their admission fees and our tour fees. Most places will charge a flat fee that includes our tour fee and their admission. Make sure this is sorted out well prior to the trip and we know who to talk to get our share of the gate.

Review with the host the various elements of the visit, such as proposed dates and times, tours, rides, PX tent(s), admission, ramp operations, requirement for the public such as parking, access, host security requirements. If we haven't been there before, they may have no idea what warbird events look like. Get the appearance agreement completed and signed by both sides. Don't forget to ask if there is any opportunity for sponsored or discounted fuel, hotel rooms or rental cars. Dealerships may provide cars, fuel vendors may discount fuel, visitor bureau or FBO or museum may have room comps or discounts.

Airport Permissions/Approval One of the most important items in barnstorming tour planning is to get the airport management on board. It may consist of just a manager or may include a county board or airport authority, depending on how the airport is organized and operated. County boards/airport authorities may have to approve our plans and this can require several weeks lead time because they usually only meet once a month. This means that the earlier you start with airport approval, the better.

Don't depend on the FBO to get the required approvals for you. Many FBO's have a great relationship with airport management and will tell you "Don't worry about the airport manager, we will handle it for you". Thank them profusely, but politely ask for their contact so you can touch base yourself.

If the airport is a TSA facility, this adds another layer of complexity to the situation. That is why we avoid TSA facilities if possible. Get TSA contacts from airport management and start working TSA for approval as soon as possible.

Multiple Aircraft Events (Flying Circus) We usually operate under the premise that the more aircraft, the better, so often invite other CAF wings or sometimes civilian aircraft to join in. This is especially the case for local Houston area events where we invite Houston Wing and oftentimes other wings like Cen-Tex, Bluebonnet, or Devil Dog. The same goes for other Texas venues like Austin and San Antonio. We usually have a multiple aircraft event at these locations each year.

Determine who is invited to attend. If others are invited, contact additional participants, invite them for specific dates and locations. Be sure other units understand the model for sharing tour money. Usually one gate charge is split among participants that grants public access to all aircraft. The typical model is the “per engine” proportionate split. Other financial arrangements may be made depending on who is paying for advertising, fuel, or other costs.

Develop Daily Operational Plan When will we be open to the public, where is PX/RC to set up? How to handle ramp security and keep the public from accessing non-event aircraft or other off limit areas on the ramp? Complete the Tour Ops plan document. Get copies to Marketing, Ride Coordinator, PX and Flight Ops and Mission Tour Director. Be sure MTD knows who are key contacts at FBO/host and who should be contacted in the host organization to fill open seats on revenue flights.

Ramp Plan Draw a ramp plan to demonstrate that there is enough space, where aircraft will park, and that how a/c will move without negative impact on PX tents, rides tables, etc. Show auto parking, layout of PX/RC, public access, crowd control spaces. Use Google Maps as a basis. Especially important with multiple plane events.

Marketing Who does Marketing? – typically GCW for single and multiple aircraft events. Get marketing or public relations contacts from the host and or airport for Marketing team to work with.

Certificate of Insurance Many airports, FBO’s, etc need a special rider to the CAF insurance policy. Get it from Rita McNew at CAF HQ (rmcnew@cafhq.org). Get specific information from the airport, FBO, or whoever is requesting the COI about party(s) named on COI including names, job title, addresses, contact information and relationship to the event. They need to supply us with the exact wording they require

Hotels and Cars Unlike airshows, you will need to arrange for hotels and cars. Determine with operations how many crew will be required and if the truck/trailer are coming so you can account for the driver(s). Oftentimes, FBO’s have discount arrangements for their customers at hotels, and car rental, so be sure to check this out.

PX/Ride Coordinator Make sure there is space for the PX and RC to be set up. RC is usually indoors at the FBO or museum, or air terminal.

Scheduling Revenue Rides Work with the rides coordinator (Jane Copeland) to determine the best time to schedule revenue rides. Make sure that daylight hours are sufficient to get early and late rides in early and late in the year.