

Ford

TRI-MOTOR



Chapter Manual



EAA CHAPTER HANDBOOK

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Tour Contact Information

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Aircraft Information

Arrange for a hangar - 80 feet by 80 feet with a minimum of a 65-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.

Fill out Chapter event insurance as soon as possible after the event is confirmed, making sure to include any additionally insured.

This can be done online at: www.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 (920-426-4843) 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!

Standard Visit Schedule (Thursday through Sunday Operations)

Monday 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 - Media Day and Passenger Rides 2-5PM:

A complimentary media flight will be scheduled for 2:00PM on the first day (Thursday) of the tour stop. Attendees are asked to arrive by 1:30 PM for check-in. Passenger flights will follow from 2-5PM.

Friday - Sunday Passenger Rides 9AM-5PM:

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

Monday Aircraft/Crew Departure:

Subject to the distances involved, 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 VIP's) with headquarters and we can coordinate with the assigned crew in advance.*

Customer Pricing

Advance Ticket Sales (available for purchase at www.FlyTheFord.org or by calling the membership team at 1-877-952-5395):

- Adults \$80
- Children (17and under) \$55

Onsite Ticket Sales (begin Thursday at 2PM for standard tour stop visit):

- Adults \$85
- Children (17and under) \$55

***Refunds will be issued for weather or maintenance cancellations (if the ticket was pre-booked, this will be processed by EAA headquarters).*

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

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 Tri-Motor tour stop be welcome? Are there any special security concerns?
- **REQUIRED:** Is there a hangar large enough to accommodate the aircraft every day we are onsite (a typical tour stop requires hangar accommodations Monday through Monday). The hangar requirements for the Ford are 80 feet by 80 feet with a minimum of a 65-foot door. The Ford Tri-Motor will not remain onsite unless hangar is available for the duration of the stay.
- 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.

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.

Marketing Chairman –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. 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. Advising your local Visitors Bureau, Tourism Center, or Chamber of Commerce can also lead to event calendar placement and advertising opportunities through their organization. At your request, EAA can provide any graphics needed for sponsored advertising as well as any pilot phone interviews in advance of the visit. The marketing chairman should ensure that all printed materials are distributed in the community prior to the event. As the chairman is spreading the news about the event, they are welcome to invite outlets to the complimentary Thursday media flight. 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 8AM to 12PM and 12 to 5:30PM. 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>

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. A Chapter volunteer to assist in this role may be requested by the crew.

Shift Team Leader - 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 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 (roles outlined below).

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).

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 door, position bench, open door, and hand off to rope escort to secure.
- Step back near the tail of aircraft to help direct deplaning passengers to exit, ensuring that no passengers wander around aircraft.
- As the last two passengers enter 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 aircraft.
- Walk to the aircraft door, holding the line taut and waist-high and secure the door in the open position.

- 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 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.

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 prefer 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 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.

Starter/Fire Guard Briefing Sheet

- 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 No Transgression Zone (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 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.
- 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.

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 year-round. Upon request, our crew would be happy to do a small presentation as part of the event. 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.

Event 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 sponsorships (fuel discounts or donated gallons, donated hangar space, etc). These help offset the program costs so we can keep our family-friendly ticket prices!

EAA's air tours department can share with you both a document detailing sponsorship guidelines and a document focused on sponsorship ideas to get you started. 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. Any sponsorship checks should be made out to "EAA" and mailed to the air tours office (1145 West 20th Avenue, Oshkosh, WI 54902) or given to the crew onsite.

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 headquarters will provide a set of sample Ford Tri-Motor merchandise to display while onsite (please provide a small table for set-up).

Media Flight Invitations/Releases

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.

Miscellaneous Tour Stop Notes

- The Ford Trimotor crew typically consists of two individuals (pilot and ticket sales). We will let you know if we have any additional training crew scheduled.
- All crew hotel and transportation arrangements are made by EAA headquarters although suggestions are always welcome!

- Marketing will be placing paid advertisement for your tour stop location. While the budget is limited, they try their best to make it stretch, focusing on print/radio/and digital. If you have any leads or suggestions please let us know and we will be sure they include it in their research.
- The right-seat 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 ticket sales representative. If training is required in a city location this may limit the availability of the right-seat, however, our crew will work to accommodate as many interested parties as possible.

Chapter Revenue

After the tour stop, the crew will mail all paperwork to EAA headquarters. A wrap-up email will be sent to the tour stop chairman after the two-week online merchandise sales timeline is complete for Chapter approval prior to processing the check. 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

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 – 107 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)

Liberty Ford Tri-Motor 5-AT-B History and Stats

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, which 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, OH. 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.

Cruise Speed – 122 MPH
Range – 560 Miles
Ceiling – 18,500 Feet
Wing Span – 77 Feet 6 Inches
Length – 50 Feet 3 Inches
Height – 12 Feet 8 Inches
Max Seating – 12
Cruise Speed – 122 MPH
Turning Radius – 60 Foot-Wide Runway
Fuel – 100LL Avgas (Capacity 277-355 Gallons)

Staging Area Diagram

