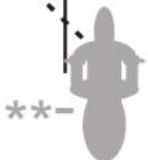
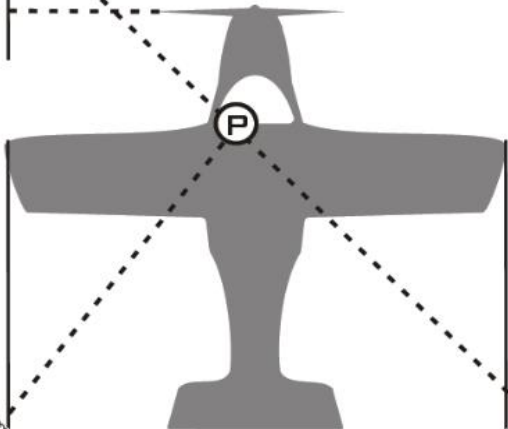


2023

AIRVENTURE
O S H K O S H
EAA



*Vintage Aircraft Association
Flightline Volunteer Handbook*



2023 AirVenture Oshkosh

Vintage Aircraft Association Flightline Safety Volunteers Handbook

Welcome! The rules and guidance in this handbook have been developed to help you do your job as a Vintage Aircraft Volunteer better. Airplanes are *not* inherently dangerous. However, they *are* terribly unforgiving of any inattention or neglect.

Due to the unique requirements specific to each parking area and ever-changing circumstances, please check in with the point manager for any procedures prior to participating in parking operations.

SAFETY- KEEP IT UP

Revised: 6/13/2023 1:24 AM

Next revision: By NOTICE

EMERGENCIES:
**FAMILIARIZE YOURSELF WITH THE
EMERGENCY
PROCEDURES LOCATED
IN THE BACK OF THIS BOOKLET**

NEW PROCEDURES/CHANGES

Operations:

Vintage Flightline Parking Area Updates

Volunteer:

None

Safety:

None

Reference:

**Updated AirVenture Dates
Oshkosh alert new text number**

Emergency Procedures:

None

Security:

None

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**HAND SIGNAL PICTURES ARE INSIDE FRONT AND
BACK COVER**

INTRODUCTION

Thanks for volunteering, and if you are a returning volunteer, thanks for coming back! This part of EAA AirVenture 2023 Vintage Aircraft Parking is responsible for the safety of people and airplanes on the south half of the field. The most obvious service we provide is aircraft parking and assistance in the movement of aircraft in the Vintage Aircraft display areas and all showplane camping.

OUR # 1 JOB PRIORITY IS SAFETY

The rules and procedures we use in our area of the airfield are the result of many years of practice and learning. Read this booklet, listen to our briefings, and learn from those volunteers who have been parking aircraft for many years.

The rules and procedures we have adopted help all of us work together more efficiently and safely.

General Priority #1

Have a great time at AirVenture 2023! Enjoy your vacation. Volunteering at this end of the field is intended to be an enjoyable and educational experience. Keep it fun and you'll be more valuable, *and you'll come back for more.*

PLEASE READ THIS BOOKLET CAREFULLY AND THOROUGHLY!

FLIGHTLINE OPERATIONS

WHAT FLIGHTLINE VOLUNTEERS DO DO

We protect people. We are here for the safety of the people on the flightline. Flightline volunteers must be alert to the dangers of the flightline environment at all times.

STAY ALERT!!!!

WHAT FLIGHTLINE VOLUNTEERS DON'T DO

We don't solve everyone's problems. If a problem arises that you are unable to resolve, please communicate with the nearest point man or co-chairman.

WHO WE ARE

We are ALL volunteers; the entire Vintage Aircraft Association is staffed by volunteers. Youth under age 18 need written parental consent, those under 16 cannot volunteer on the flightline per Wisconsin State Labor Law.

WHY VOLUNTEERS PARK AIRPLANES

All aircraft that taxi within the display or camping areas under power during the convention are required to have either wing walkers, or an escort vehicle anytime the propeller is turning. **The separation of people and propellers is our #1 priority.** Volunteers are uniquely capable of doing this job in the safest possible manner.

CAMARADERIE – “Airplanes bring us together, but friendship keeps us together.” *Quotes from EAA Founder Paul Poberezny

Flightline Leadership – VAA President Susan Dusenbury

FLIGHTLINE OPERATIONS

Chairmen:

Michael Kosta

Kathy McGurran

Co-Chairmen:

Patty Dorlac

Denny Gruizenga

Randy Hytry

Tom Taylor

Dave Thomas

OPERATION QUENCH

Chairman: **Pat Blake**

FEATURED AIRCRAFT POSITIONING

Chairman: **Dennis Lange**

PLANNING AND SPECIAL PARKING

Chairman: **Tim Fox**

GROUNDS

Chairman: **Dennis Lange**

SECURITY

Chairman: **Dave Beltz**

Co-Chairman: **Tim Cansler**

One of these individuals is always on the field. They also function as the complaint department.

JOB ASSIGNMENTS

Every flightline safety volunteer is expected to assist in the implementation and if necessary, enforcement of all flightline rules.

There are no specialists here.

Job Priorities

#1 - Safety- of pilots, pedestrians, and yourself

**#2 - Security- of aircraft and equipment
(Prevent damage)**

#3 - Pilot assistance

#4 - Public Relations

POINT PERSONNEL

There are four designated regions of our field. Each POINT building and volunteers command an intersection of diverse taxiways and parking areas. These are each staffed by the "POINT MAN" in charge of that point and a crew of volunteers on bike and on foot.

POINT MAN

Each year a group of qualified volunteers from previous years work as point men. They are qualified because they have already made the most mistakes. Everyone who is on duty will be assigned to work under a POINT MAN. The POINT MAN is your direct supervisor, and in most cases your most valuable source of training.

After each assignment, report back to your POINT.

INTERSECTION FLAGMEN

Flagmen assist the point men by directing taxiing aircraft at taxiway intersections.

POINT FOOTERS

Volunteers that are on foot will be assigned to each point to assist in flightline safety, taxiing and parking aircraft as well as assist pilots with directions and procedures. They also assist in providing information, crowd control and protecting parked aircraft during AirVenture (with a GREAT view)!!

POINT BIKERS

Volunteers assigned to park aircraft with a scooter are also responsible for the above. They are often called upon to make longer escorts, to escort departing aircraft and keep Point Persons informed of parking availability. To operate any motorized vehicle on the flightline, you must be 18 years of age, have a valid driver's license, speak English, be able to hear instructions over engine/scooter noise and have completed the required vehicle briefing.

Student Bikers - Until you have at least 4 hours of experience, you are only qualified as a student biker. You will be assigned to an experienced biker to learn the parking system, become familiar with the layout of the field, and learn our procedures. Please check in and out with the Pointman EVERY SHIFT.

Bikers - After 4 hours of training, you may be a qualified BIKER and are qualified to park aircraft. Bikers also work flightline safety during airshows.

All flightline volunteers from prior years must schedule a retraining SHIFT with Patty prior to solo.

OPERATIONS PERSON

Any time volunteers are working, the Operations Shack will be run by an operations person. All volunteers must report to the operations person when starting on duty.

Ops Shack- SHADE INCLUDED!!!

The building where all volunteers sign in and out to volunteer and check in and out all equipment. Because our “bell-ringing” computer is located here, along with many other operational tasks, **please keep this area clear of all non-operational activities.** Multi-taskers do great here - Ops Shack needs volunteers.

VOLUNTEER INSTRUCTORS

The instructors are responsible for teaching volunteers how to do the jobs safely and how to do the jobs effectively. Instructors will observe volunteers performing tasks and offer suggestions on ways to improve. The instructors also learn every day.

CROSSING GUARD

The intersections at the point taxiways and Wittman Rd. require crossing guards any time aircraft are being moved. This position is responsible for the safety of more people than any position on the field. New crosswalk guards must train with an experienced crosswalk guard. Volunteers needed.

GENERAL FLIGHTLINE OPERATIONS

Rule of Thumb: *Airport open = We park airplanes*

Stay alert! The sounds and sights of an airshow can be very loud and distracting.

1. AREA of OPERATIONS: (See Map at Ops)

All aircraft ground movements between Antique Point and South 40 are the responsibility of Vintage Aircraft Parking. This does not include Ultralight and Helicopter operations west of Wittman Road, or South 40 operations.

- **DITCH** – Parallel taxiway between Runway 18R-36L, "our runway," and the paved taxiway (Papa.)
- **EMERGENCY REPAIRS** - West of Wittman Road, Access at row 70-71 East - Emergency Aircraft Repair Taxiway - WITH ESCORT ONLY!
- **Seaplanes** - special section south of Pt. Fondy.
- **North 40** - Primary camping for non-showplanes at the north end of the airport.
- **South 40** - Overflow parking/camping for North 40.

2. VOLUNTEER OPERATIONS REQUIREMENTS:

All flightline volunteers MUST:

- Complete Vintage **ground school**, prior to reporting for duty in 2023.
- **Register** at the **Volunteer Registration Booth near Red Barn.**
- Display a **Name Badge.**

- Wear an **orange vest** at all times when volunteering in the flightline area and return it at the end of your shift, unless it's your own vest.

3. DRESS CODE and CODE OF CONDUCT

- We are not “official” representatives of EAA. However, in the eyes of visitors and members, we are EAA and AIRVENTURE. It is helpful if our appearance and actions meet the high standards of our organization. Your helpful and cheerful attitude will maintain a long tradition.
 - Clothing should be neat & clean.
 - Shirts must be worn.
 - Hats must be worn in the appropriate fashion.
 - Shoes must be appropriate to the job, shoe firmly attached to foot, laces tied and no flip-flops. **No** open toed shoes on scooters.
 - Please stay engaged and alert in your role while volunteering.
 - No PINK shirts (FAA Controllers)

4. EQUIPMENT

- **Motorscooters/Vehicles-**

The motorscooters are checked out to individuals for 4-hour shifts. You must deposit your driver's license at the operations shack to check out a motorscooter. The individual who checked it out must return it to operations.

EXCELLENCE – “EAA stands for family, high standards and cleanliness”

The scooters and other vehicles are for *flightline operations only*. They **must not be removed from the flightline area** except with the express approval of Michael Kosta or Kathy McGurran. If you are not working turn in your scooter immediately.

During the first few days preceding the airshow we need to train 250 – 300 volunteers, but we only have approximately 20 scooters. Scooter shifts are limited to four (4) hours. If you wish to work additional hours, please do so in another role. **These limits may be modified if prevailing conditions require experienced personnel.**

Anyone waiting for a scooter should report to operations and then be assigned to a particular point. Scooters will be assigned first to volunteers who are already on duty.

The POINT MAN may reassign scooters as required. **

- **Radios-** Radios will be issued only to point men and those persons authorized. Unnecessary radio traffic should be avoided. Proper radio etiquette should be observed at all times. Minimize chatter and obey radio protocol. **

****All equipment issued must be returned to the operations shack at the end of your shift.**

5. WHICH AIRPLANES WE PARK

The year of manufacturer is based on the year printed on the Aircraft Certificate of Airworthiness. The Ops Shack has a computer for verification known as “*Bell Ringer.*”

Prior to Dec 17, 1903 qualify as Experimental.

Aircraft permitted in *Vintage Showplane Parking and Showplane Camping:*

Antique Aircraft - Dec 17, 1903 - Aug 31, 1945
(with a few exceptions – see judging standards)

Classic Aircraft - Sept. 1, 1945 - Dec 31, 1955

Contemporary - Jan 1, 1956 - Dec 31, 1970

Experimental - Camping Only (parking by request)

Amphibians, Triphibians - Any year

6. WHEN WE PARK – **DO NOT** proceed east of the FAA Airshow burn line unless the Special NOTAM Procedures are in effect... **FOR ANY REASON.**

Special flight procedures (NOTAM) are in effect from 12 p.m. CDT on Thursday, July 20th, through Monday, July 31st, at 6:00 a.m. Aircraft arrivals are permitted after 7:00 a.m. until approximately 30 minutes before the daily airshow, and approximately 30 minutes after the airshow until 8:00 p.m. Aircraft departures begin at 6:00 a.m. and follow the same rules as noted above. The actual times may vary due to special circumstances. changes will be available from your point man. The airport and taxiways are subject to closure without prior notice at any time.

OPPORTUNITY “Can you imagine living years and years ago, as a person with a desire to fly but no way to achieve it?”

7. HOW WE PARK AIRPLANES

A. ARRIVAL SEQUENCE:

“AIRPLANE TAXIS OFF THE RUNWAY”

ACTIVE TAXIWAY PROCEDURES - All aircraft are greeted by flagmen after departing the runway (grass or paved) and arrive at the paved taxiway intersections. We are effectively “ground control” at our end of the airfield.

TAXIWAY FLOW AND HANDOFF PROCEDURES

Taxiway flow is generally circular, south on Papa, north on the ditch taxiway. Runway arrival/departure flow may cause this to reverse temporarily, or single exceptions may be made for pavement-only aircraft.

Intersection flagmen are responsible for initiating sorting based upon signage per the NOTAM. Intersections can easily become congested, flagmen must keep the intersections clear, prioritizing for aircraft egressing off the runway. If necessary, move aircraft into the circular flow and we can sort them out in the loop and bring them back around.

NEVER direct an aircraft onto the runway!

HANDOFF: Aircraft NOT destined for parking in the Vintage area may be sent north (Papa 2) or they may be sent to South 40 (via Fondy Taxiway) depending on parking saturation. The general handoff procedures to the north or south is to direct aircraft that way letting the next area pick them up to direct based upon their signage. Each area

expects taxiway arrivals based upon current taxi-flow direction. Aircraft on Papa, P2, P3, P4, P5, the ditch and south of Pt. Fondy typically taxi unescorted, although saturation and other special circumstances may call for group or individual taxi escorting.

When in doubt intersection flagmen should clear the runway egress and check with their point man by radio.

➤ **SORTING**

The aircraft are “sorted” at the intersections into four primary groups.

- 1) **Vintage aircraft display only** (1903-1970)
- 2) **Show aircraft camping** (1903-1970, Experimental)
- 3) **Specials, VIPs (Grand champions, etc.)**
- 4) **Anything else that flies** (does not park in Vintage)

The NOTAM for AirVenture 2023 is available from the FAA or AirVenture websites, and every pilot who arrives is required to have reviewed this information. The NOTAM lists these abbreviations for pilot held signs indicating the pilot's parking destination:

- VAP - Vintage Aircraft Parking – 1** (see sorting groups above)
- VAC - Vintage Aircraft Camping – 2**
- GAC - General Aviation Camping – 4**
- GAP - General Aviation Parking – 4**
- HBC - Homebuilt Camping – 4** (Could be 2)
- HBP - Homebuilt Parking – 4**
- WB - Warbird Area – 4** (Could be 1 or 2)
- FBO - Basler FBO Ramp – 4**
- SP - Seaplane Area (Amphibian) – 2** (south of Pt. Fondy)
- IAC - International Aerobatic Club – 4**

While intersection flagmen initiate the sorting process the point man is responsible for all decisions regarding sorting aircraft. **Point man decisions are final.**

NOTE: Just because someone has a sign indicating that they would LIKE to be in our area does not mean that they SHOULD be!!

➤ **ARRIVING AIRCRAFT (Intersection Flagmen)**

- After the aircraft has cleared the runway, signal the pilot to taxi in the appropriate direction, per their sign.

DO NOT: a) **assume the aircraft has brakes,**
b) **assume the pilot sees you.**

- Avoid standing directly in front of, or at 90 degrees to any moving propeller of all aircraft.
- Be careful of swinging tails and wings at all times. When turning, the outside wingtip moves faster than the fuselage. (*inside wing can swing backwards in a tight turn*)
- **It is a good habit** - to remain clear of the taxiway when not actively marshaling an aircraft.
- **Talking to the pilot** - If you must talk to a pilot with the engine running, approach the pilot from the tail of the aircraft (or the end opposite the propeller). After talking to the pilot walk away from the propeller towards the tail. Never climb onto a step or wing.

“AIRPLANE IS SORTED TO PARKING AREA”

➤ **TAXIING TO PARKING (Aircraft Escorts)**

The POINT MAN will assign the aircraft to a walker or a scooter escort by handing off the airplane to the escort.

GENERAL ESCORT RULES:

- 1) **Start** with eye contact with the pilot and be sure they acknowledge you.
- 2) **Know** where you are taking an aircraft before it crosses the FAA burn line.
- 3) **Remain** with the aircraft until the engine is stopped.
- 4) **Maintain** eye contact.
- 5) **Taxi** the aircraft **slowly**; pay special attention to the wingtip clearances. Use a second bike, wing walkers or bystanders to judge clearances, or park and walk the plane in; **as lead biker YOU are the pilot's eyes!**
- 6) **When in doubt stop** the aircraft and shut down the engine. Any aircraft **can** be pushed safely into place with enough volunteers.
- 7) **Maintain the attention of the pilot.** If the pilot is not paying attention, stop the airplane, and try again. Look at the pilot frequently; **if he isn't looking at you, you are not in control of the situation.** If you are unsuccessful in maintaining control of the situation, stop the plane and shut down the engine.
- 8) *Do not move to cross in front of the airplane* until you are ready to move into position to park it. Signal the pilot to slow down or stop before you move across the propeller line.

- TAXIING WITH SCOOTER ESCORT

The scooter escort should remain directly forward of the left wingtip, and never more than 45 degrees forward of the leading edge. The “10:30” position gives the pilot a better view of the biker. (**-See back cover) If you move too far forward, some pilots will trail directly behind you. **NEVER ride in front of the propeller or wings in case the airplane doesn't or can't stop.**

- TAXIING WITH WING WALKERS

Walk the airplane with one person on each wing tip. **ONLY** the left wing walker maintains **eye contact with the pilot**. Do not allow the pilot to taxi faster than a brisk walk. If an aircraft taxis too fast with wing walkers, you may not be able to stop them. If they speed up, get their attention and signal them to stop. After you have caught your breath, start again slowly.

- TAXIING WITH 2 SCOOTER ESCORTS

During dual instruction (training student bikers) and when extra scooters are available, we will use a 2nd scooter escort. The **2nd scooter** should always remain well **behind the trailing edge of the left wing**. When escorting a tight-fitting plane, the 2nd scooter will remain behind the trailing edge of the RIGHT wing. They may move ahead of the wing only to block pedestrian and vehicle traffic, or to signal wing tip clearance concerns to the lead biker. In the second position, **avoid eye contact with the pilot**. The pilot is under the control of the Lead Biker. If you need to leave the formation, stop and wait for the aircraft to taxi away from you.

** - See scooter escort diagram on back of booklet.

“AIRPLANE ARRIVES AT PARKING AREA”

➤ **PARKING THE AIRCRAFT**

At the parking spot stop the aircraft to secure your scooter out of the way and move in front of the space to direct it into its spot. (If narrow row conditions warrant, park the scooter and walk the aircraft down the row into the parking spot.)

- Park your scooter in the 10:30 position of the parking space you wish the aircraft to park in.
- Move to a position approximately 10 feet in front of the parking line directly in front of where you want the aircraft to park.
- Stand to the side of center (your right) to direct tail draggers.

If you can't see the pilot- THEY CAN'T SEE YOU!

- Park aircraft with leading edge on the parking line (if nose wheel,) mains on parking line (if tailwheel.)
- Maintain 2 feet between wingtips.
- Always maintain a straight line within the row as you park the aircraft. (dress and cover)

NOTE: If needed, shut down aircraft in lane and push back into line. (High-power prop wash will cause damage)

Once the propeller has stopped, MEET, GREET and EDUCATE. (page 21-22)

ESCORTING AIRCRAFT RULES SUMMARY

1. **WHEN THE PROPELLER IS RUNNING**, you must remain with the aircraft.
2. **MAINTAIN FREQUENT EYE CONTACT WITH THE PILOT FROM LEFT OF CENTERLINE**
3. **ALL AIRCRAFT MOVING UNDER POWER** on the flightline must have an escort.
4. **WHEN IN DOUBT..... SHUT IT DOWN!!!**

NEVER, NEVER, EVER touch a propeller!

NOTE: If you are assisting in pushing the aircraft, always ask the pilot where you can push/pull. On some occasions, pilots will suggest it is okay to push/pull on the propeller, indicate they may use the propeller and you will push/pull elsewhere.

EQUALITY "EAA is open to all. Who do we tell that they are not welcome? Who do we tell that they should just stay home?"

“AIRPLANE SHUTS DOWN IN PARKING”

➤ **AFTER PARKING THE AIRCRAFT**

As a volunteer, parking airplanes at the EAA convention, you will be the first person that people meet when they turn off the engine. Many of the people will have just flown further than they fly at any other time during the year. They will have just landed at the busiest airport in the world with the most complex VFR arrival and ground handling procedures in the world. After being waved at by every flagman on the airport, taxiing behind a motor scooter, successfully negotiating a maze of airplanes, around obstacles, and through ditches, they are squeezed into a parking place.

The engine turns off, and silence. You are the beginning of this pilot's EAA Convention vacation. Do them a favor; **help it start on a good note. Your smile can go a LONG WAY! Heck, maybe they will even come volunteer with us!**

If the pilot didn't do something exactly right, stop by and mention it tomorrow. Sometimes stress and fatigue can lead to confrontational or unintended exchanges between volunteers, pilots and guests. If you find yourself facing a potentially difficult circumstance, extricate yourself politely and notify your point man so that someone with more experience and authority can attend to the situation.

Our goal is to de-escalate when possible.

COMMUNITY “We are a family – a family brought together by aviation.”

A great greeting goes something like this:

- “MAGS OFF?”
- “MASTER BATTERY OFF?”
- “FUEL OFF?”
- “WELCOME TO OSHKOSH, WE’RE GLAD YOU’RE HERE.”
- “WHERE DID YOU FLY IN FROM?”

then.....

When you are sure they are listening to you,

- **“DO YOU HAVE TIEDOWNS? PLEASE TIE DOWN AS SOON AS POSSIBLE.”**
- **“REMEMBER THAT ALL ENGINE STARTS AND/OR AIRCRAFT MOVEMENTS MUST BE ACCOMPANIED BY AN ORANGE VESTED VAA ESCORT.”**

Additionally, most new arrivals will have a question or two. Answer the questions you can. Always remember, their experience at AirVenture begins with you!

ARRIVAL TIDBITS to pass along:

***CAMPING REGISTRATION** – Showplane camping registration is located south of Aircraft Repair, or south of row 135. All campers must register.

***TIEDOWNS** – If tiedowns are not available or are missing notify your point man (noting row and aircraft make.)

***Fuel Service at Oshkosh – Basler Flight Service**

920-236-7827. Unicom 122.95.

*A **weather computer** is available at the Vintage Red Barn, or call 1 800 WX-Brief (800-992-7433)

***Ground Transportation** – Shuttles run north & south on the flightline (Wittman) road daily, all transportation to town is near the AirVenture main gate.

***Departure Procedures** – All aircraft departures require a VAA escort prior to engine start.

**REMEMBER: We are here as a service to people
..... not airplanes.**

FLIGHTLINE PARKING AREA RULES SUMMARY

1. **TIE DOWNS** – All aircraft must be tied down. **NOW**
2. **WING OVERLAPS** – No wingtip overlaps. All aircraft should be parked with two (2) feet between wingtips.
3. **SMOKING/FIRE** – Smoking or open flames are not allowed in any showplane area, or on the flightline at any time during the convention. Smoking is permitted in the fenced areas in front of the restaurants.
4. **VEHICLES** – No bicycles, skateboards, electric anti-grav pogo sticks or personal transportation devices are permitted **unless a permit is obtained and displayed.**

After each movement, return to your point.

PASSION "I fell in love with aviation, as well as with people."

7. HOW WE PARK AIRPLANES (cont.)

B. DEPARTURE SEQUENCE:

“AIRPLANE READY TO DEPART”

➤ **PREP FOR AIRCRAFT TAXI OUT**

Aircraft wishing to depart need to signal for a biker. The aircraft **may not be started** until an orange-vested escort bike/walker is present. They may push out of their spot into the row to indicate their intent to depart.

- Before starting, suggest that the airplane be pushed forward, or back out of the ruts. This allows the aircraft to start taxiing with less power, and protects aircraft parked in the rear - as well as tents.
- **Clear the area** prior to engine start (front and back) do not rely on the pilot to yell “clear.”
- Never stand directly in front of, or in line with the propeller during starting. The 10:30 position approximately 15 ft from the pilot is the safest position.
- **Do NOT hurry the pilot**, give them time to organize themselves prior to taxi. Wait for the pilot to positively indicate they are ready to taxi. Signal the pilot to start moving. Escort the aircraft to the taxiway and handoff to the point man.

ALWAYS MAINTAIN EYE CONTACT!!

DEPARTURE TIDBITS to pass along:

***DEPARTURE BRIEFINGS** – Pilots may obtain a departure briefing per the published NOTAM or on field per specified hours and locations.

***DEPARTURE TIMES** – Aircraft may depart at any time after 6:00 a.m. and before, or after the airshow. However, due to flyby/airshow activity on 18-36, and taxiway congestion on the field, aircraft may not be able to taxi to runway 9-27 in time, after 1:00 p.m. If the pilot must leave, suggest a departure prior to 1:00 p.m. Taxiing for departure after this may be a slow or impossible process.

***EFFECTIVE DATES** – AirVenture arrivals, taxi and parking procedures are in effect beginning 12 p.m. CDT on Thursday, July 20th, through 6 a.m. Monday, July 31st. Before/after that Oshkosh is just a normal airport. Taxi procedures are identical to those used at a normal controlled airport. Off taxiway operations are at pilot's own risk.

LEGACY "Aviation seeds must be transplanted to future generations if we are to see our rich heritage passed on for others to see, to feel, to touch, to fly."

DEPARTURE RULES SUMMARY

1. **NO** engine starts without an escort or flagman present.
2. **NO** hand-propping by volunteers on duty. **WHY?**
Volunteers never, never, ever touch a propeller!
3. **NO** engine starts when the field is closed.
4. **UNTIE, REMOVE AND SECURE TIEDOWNS**
5. **PUSH AIRCRAFT OUT OF RUTS**
6. **Always ask the pilot before touching an airplane.**

IF YOU DON'T KNOW.....ASK!!!

8. HOW TO-

Le MOTORSCOOTER

A motor scooter is not a motorcycle. They are more difficult to ride safely than a motorcycle. Scooters were designed to operate at slow speeds on smooth hard surfaces. YOU will be on a variety of surfaces - wet, dry, grass, dirt, submerged, etc. while escorting an aircraft. Scooter burns hurt, scooter post-flight landings hurt more.

- **FUEL-** The gasoline for a scooter used on the flightline is pure unleaded, not premixed. The fuel tank is located under the seat or floorboard and requires the key for access. *Look in the Boom Box for fuel on OPS wall.
- **If other maintenance is required, please inform your point man or Operations, do not attempt any repairs.**
- **HANDLEBARS** – Scooters have one handle grip for each hand. Use both at all times, with both hands.

- **KEY** – The scooter requires a key in the on position to start or run. Always leave OFF unless you are scooting.
- **KILL SWITCH** – The kill switch must be on to run. Do not use it to shut off engine as the battery remains on.
- **BRAKES** – The scooter has two brakes, we only use the rear brake on the left handle bar. Do not use the front (right) brake, often referred to as the trick brake.
- **THROTTLE** – The throttle on a scooter is on the right side. Twist the throttle BACK to go, FORWARD to slow down. Releasing the throttle returns it to idle.
- **STARTING** – The scooter may be started either by using the electric starter or the kick starter. To start, turn the key to on, turn the kill switch (on the handle bar) to run. Do not open the throttle (Hondas,) hold the rear brake (left side) and engage the electric starter. To kick start the scooter it must be on its kick stand.
- **CLUTCH and GEARS** – None - Automatic
- **SPEED** – Pedestrians and propellers have right of way, always maintain a safe speed.

Las HAND SIGNALS

(Illustrations on inside of front and back cover.)

Hand signals are the method we use to communicate with the pilots. The standard airman's hand signals must be used to park airplanes.

When using hand signals make large clear gestures and maintain eye contact with the pilot.

- Use **BIG HANDS**.

- **Maintain eye contact with the pilot.**
- **Every flagman/escort must know and use the following Airman's Information Manual hand signals:** (see cover)
 - ✓ **STOP**
 - ✓ **COME AHEAD**
 - ✓ **GO THAT WAY**
 - ✓ **TURN RIGHT**
 - ✓ **TURN LEFT**
 - ✓ **SLOW DOWN**
 - ✓ **ALL CLEAR**
 - ✓ **START ENGINE**
 - ✓ **CUT ENGINE**

When you signal a plane to turn, you are showing the pilot the direction you want him to go, AND indicating to him that the path you are taking him on is **SAFE!** Make a habit of rechecking ***EVERY TIME*** just before you signal a turn to make sure that path is, and will remain clear.

VOLUNTEER RULES

1. **ALCOHOL/DRUGS** – No person may act, or attempt to act as an on-duty flight-line volunteer for EAA within 8 hours after consumption of alcohol, or while using any illegal drugs, (controlled substance), or drug or medication that affects the person's faculties in any way contrary to safety, or while having .04 percent by weight or more, alcohol in the blood. Any volunteer who fails to comply with this rule will immediately be removed from their duty post as a flight-line volunteer.

Incidents or accidents resulting from the actions of persons so impaired may result in criminal prosecution under Wisconsin State Law.

- 2. ESCALATION PROCESS** – You cannot make bodily contact with or threaten anyone as a volunteer. Conflicts may arise while volunteering at EAA. If a situation escalates, please walk or ride away, report the issue to your point man, and notify Vintage Security as needed. *NOTIFY Co-Chair Patty Dorlac ASAP with pertinent details.*
- 3. PERSONAL LIMITATIONS** – If you have physical limitations (sight, hearing, or physical) please do not volunteer to ride a scooter, park airplanes, or take a position requiring a radio, depending on your limitation. *Your personal discernment is greatly appreciated.*
- 4. FOOD & BEVERAGES** – Should be consumed at the points, or at duty stations. Please secure and dispose of all empty containers/wrappers.

VINTAGE VOLUNTEERISM

In addition to Flightline, there are many other areas looking for volunteers of all ages! From working at Tall Pines to opportunities in the Red Barn, we need you. Talk to our folks in the Vintage Volunteer Booth to find the perfect match for you.

EVANGELISM "EAA Chapters are like churches, each dedicated to spreading the word of sport aviation "

FLIGHT LINE SAFETY

SAFETY ALERT: If you observe a fellow volunteer not following flight line rules, or not practicing correct or safe procedures, please report this to the point man, a co-chairman, or a ground school instructor to remediate the behavior.

• During Aircraft Movements

The separation of people and propellers is our primary function. We keep all aircraft operational areas clear of persons and equipment during aircraft movements. We also provide security for the airplanes.

• Airport Closures (8:00p.m. - 6:00a.m., FAA emergency and TFR closures, and all flight demonstration periods)

When the airport is closed, per the 2023 NOTAM “*no arrivals, departures, engine operation or aircraft movements are permitted.*” As well, **AT ALL TIMES**, all unauthorized persons must remain west of the FAA Airshow “Burn” Line, and all designated paved and grass taxiways must remain clear for emergency vehicle egress.

• During an Emergency

Please assist with crowd control, wearing a vest and your name tag. Volunteers are there to maintain safety, not take videos or pictures while on duty following an incident. MAINTAIN a **calm and reassuring presence** and ask for the crowd’s help following our requests, in a **POSITIVE and POLITE** manner.

• At All Times All Volunteers

We are all responsible for crowd control and flightline safety at all times. Secure all trash and unattended items immediately. Airplane wings are not picnic tables. No smoking or open flames are permitted on the flightline.

VOLUNTEER REFERENCES

General Information:

- **AIRSHOW TIMES – (CDT) 2023** (all times may vary)
 - Monday, July 24th through Saturday, July 29th:
2:15PM - 6:30PM
 - Wednesday(July 26th) and Saturday(July 29th):
8:00PM - 10:00PM
 - Sunday, July 30th: 1:00PM - 4:30PM

- **ADMISSION WRISTBANDS** – are required to enter the flightline area during the convention week.

- **FOOD**
 - **Tall Pines Café** – Breakfast! It is located on the South end of Wittman Field, just north of the Ultralight runway. A tram is also available if you are coming from the North end of the field. (Open Saturday, July 23rd through Saturday, July 30th 6:30 - 9:30 a.m.)
 - Hangar Café – across the road from Vintage Operations
 - Other food/store/showers are located near South 40

- **PETS** – No pets are allowed on the flightline during the convention.

- **PILOT BRIEFINGS** – FSS flight plan filing service will be electronically or by phone: 1-800-992-7433

- **TOILETS** – Port-a-lets near the road. Not a good place in a severe storm...unless you look good in blue.
- **VEHICLES** – Only vehicles with “ALL-GATE” Flightline passes” are allowed on the flightline during the convention.
- **WATER** – On Whitman Rd. at Red Barn, Hangar Café, Ultralight building, Seaplane Parking and South 40

CHECKLISTS

PARKING REFERENCE CARD (Fill out during training)

Antique Point: _____

Classic Point: _____

Point Magoo: _____

Point Fondy: _____

South Point: _____

Emergency Repair: _____

Aircraft Registration: _____

Type Club _____ Row _____

Type Club _____ Row _____

Type Club _____ Row _____

VFO Operations Phone # - Write On Page 42

PERSONAL PREFLIGHT at SIGN-IN

Every year you must sign-in one time and check out at end of your volunteer time at the Vintage Volunteer Booth.

- 1) **MUST Sign in and out at OPS SHACK Daily**
- 2) **Always wear:**
 - a) **Orange vest on duty**
 - b) **Volunteer name badge**
 - c) **Proper shoes w/laces tied**
 - d) **No loose clothing**
 - e) **Nothing to scratch planes**
 - f) **Sunscreen/ Hat/ Sunglasses, as needed**
- 3) **License turned in if checking out equipment**
- 4) **Report to point man**
- 5) **NO gear around your neck while on scooters**

MOTORSCOOTER PREFLIGHT CHECKLIST

- 1) **FUEL, in gas tank**
- 2) **Oil level correct**
- 3) **Inspect for damage**
- 4) **Test the brakes**
- 5) **Key on**
- 6) **Engine kill switch to “run”**
- 7) **Apply left brake**
- 8) **START**

WISDOM “Through EAA, I’ve learned much more about people than I ever have about airplanes.”

PERSONAL SHUT-DOWN

- 1) Checkout with point man
- 2) Checkout with Operations
 - a) Turn in vest
 - b) Turn in radio
 - c) Replenish scooter gasoline
 - d) Turn in keys
 - e) Pickup driver's license
- 3) Checkout at VAA Volunteer Booth – if last shift
- 4) Have a MARVELOUS day, or night!!

• Wednesday:

- **VAA Picnic: Details shared when available**
The VAA Picnic is Wednesday evening 6:30PM during AirVenture, at the VAA Tall Pine Café. Shuttle service from the VAA Red Barn to the picnic is available. Tickets are available at the VAA Red Barn Information Desk.

• Thursday:

- **ORLO SHIRT DAY – ALOHA ATTIRE THURSDAY ALL DAY!!!**
- **ALL VOLUNTEER PICTURE: Thursday** before airshow at OPS building (approximately 2:30PM)
- **Vintage volunteer gourmet Pizza Feed (Thursday)**
Tall Pines Café - Shuttle from Red Barn

FREEDOM "EAA members discover the possibilities of using hand and mind to explore that great ocean of air above us."

- **FUTURE AIRVENTURE DATES:**
July 22 - July 28, 2024
July 21 - July 27, 2025

BENEFITS

As a volunteer, you will receive the following exciting benefits:

- ✓ Amazing view of airplanes!
- ✓ A name badge with your own name.
- ✓ A Vintage year-patch / 12 hours. EAA patch annually.
- ✓ Regular visits by Operations Quench & Thirst.
- ✓ Access to the Red Carpet Club volunteer lounge (SW corner of Vintage Hangar.)
- ✓ Mystery Meals and other completely unforeseen experiences.
- ✓ On the job training for an exciting career in parking aircraft.
- ✓ Lessons in high-stress non-verbal pantomime.
- ✓ Earn a well-deserved permanent moniker.
- ✓ Embrace multiple opportunities to be UV burnt, drenched, and slowly eaten.
- ✓ Make lifelong friends with squirrels, airplane nuts and amazing volunteers.
- ✓ Enjoy an opportunity to tell 20,000 pilots where to go.
- ✓ Free admission to the “Yes We Can” club; join us and see what we can do!!
- ✓ Our greatest benefit? Well, you decide what that is.

WHEN IN DOUBT, ASK...DON'T GUESS

DEFINITIONS

FAA Airshow “Burn” Line – A burnt and gravel line in the grass, marked by row markers and cones, separating the display area and the active taxiway. No one is permitted to cross the burn line unless they are wearing an orange vest and display an EAA/VAA name badge. All access to the point towers (Classic Point, Antique Point) requires EAA/VAA credentials and an orange vest. (Exception: CAP uses uniformed personnel with vests for crowd control; EAA photo staff wear numbered lime green vests.)

Flightline – the flight line is defined as anywhere we move or park aircraft. This is an active aircraft movement area.

Runways – All runways are controlled by the FAA. Only FAA personnel are authorized to move aircraft on, or across the runways. Aircraft are not authorized to taxi onto, or across the runway unless an FAA controller is present or the pilot is in direct radio contact with the tower.

Taxiways – All taxiways are to remain clear at all times. All vehicles on the active taxiways must have a flashing yellow light. No vehicles may be parked in any taxiway at any time. Flightline vehicle passes do not allow any vehicle to park on an active taxiway. Parked vehicles shall be moved immediately. Spectators are not allowed to sit in emergency taxiways adjacent to the point positions.

Wafers – volunteer/tent/cooler/etc. after prop encounter.

Additional Notices

Night airshows:

Wednesday July 26th, 8:00PM to 10:00PM

Saturday, July 29th 8:00PM to 10:00PM

Special briefing will be mandatory for all night airshow volunteers. (For those interested in volunteering, briefing will be at Vintage Flightline Operations.)

Severe Weather Procedures

Text OSHALERT to 855-485-5674 to sign up for weather alerts. Seek shelter in a sturdy building, a framed exhibitor tent, the Red Barn, Vintage Hangar, Tall Pines, or as directed by your point man.

PRE-RESERVING PARKING SPACES

VAA Board Policy now prohibits staking out and reserving aircraft parking or camping spots east of Whitman Rd. Stakes, tie-downs, banners, ribbons, ropes and credentials will be removed if an aircraft is not occupying that space. If you find such spaces, do not take action, notify your point manager; there may be exceptions. (e.g. aircraft is temporarily at Aircraft Repair or Showcase Display)

WEALTH "As a result of EAA, I have become a millionaire, because I have a million friends through aviation."

HUMOR/WISDOM

Volunteers are the soul of any thriving community.

“In flying I have learned that carelessness and over confidence are usually far more dangerous than deliberately accepted risks.” *Wilbur Wright*

“I hate to wake up and find my co-pilot asleep.” *Michael Treacy*

“As soon as we left the ground I knew I myself had to fly!”
Amelia Earhart

“Roger” Used when you're not sure what else to say.

With weather and fuel the choice to go flying vs keep flying should be the same, if they aren't it's time to land.

“When you look at the stars and the galaxy, you feel that you are not just from any particular piece of land, but from the solar system.” *Kalpana Chawla, SS Columbia, STS-107*

Learn from the mistakes of others. You won't live long enough to make all of them yourself.

“There is an art ... to flying. The knack lies in learning how to throw yourself at the ground and miss.” *Douglas Adams*

“You're only young once, but you can be immature forever.”
Dave Thomas

Experience is the knowledge that enables you to recognize a mistake when you make it again... and again.

Never let an airplane, or scooter, take you somewhere your brain didn't get to five minutes earlier.

"There isn't a flight goes by when I don't stare out of the window and thank my stars for what I'm seeing and feeling." *Richard Branson*

Be it aircraft or scooters, you can land anywhere once.

"To most people, the sky is the limit. To those who love aviation, the sky is home." *Jerry Crawford*

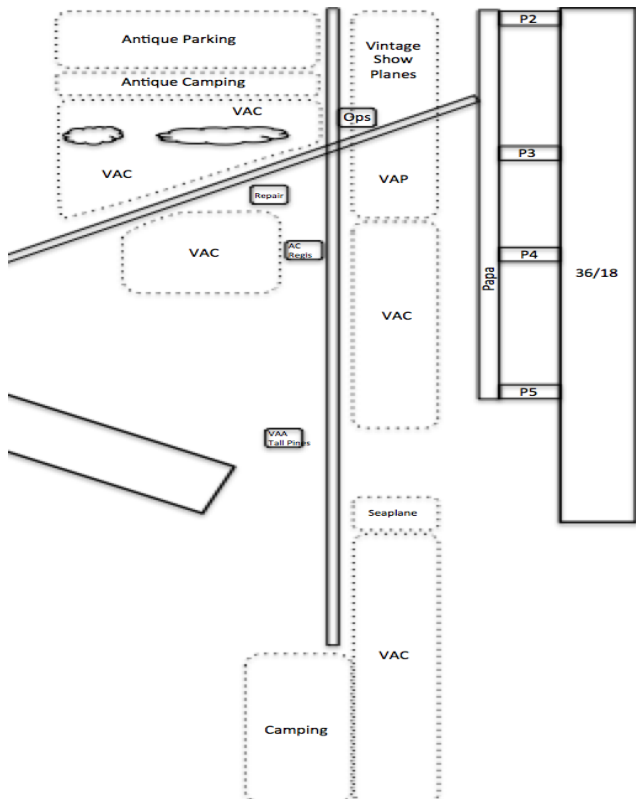
"I didn't feel like a giant. I felt very, very small." *Neil Armstrong standing on the Moon in July 1969*

Death is just nature's way of telling you to watch your airspeed.

"Just remember, if you crash because of weather, your funeral will be held on a sunny day." - *Layton A. Bennett*

The older I get the better I used to fly.

The scientific theory I like best is that the rings of Saturn are composed entirely of lost airline luggage.



South 40

VAA SECURITY EMERGENCY PROCEDURES

SECURITY- Vintage has its own security force. They are in communication with Operations and can help with almost any problem. In addition, they're sorta nice guys.

1. In the event of an emergency requiring medical or emergency services, **DIAL 911 FIRST**, and give the location and nature of emergency. (**WITTMAN FIELD**, **Vintage** area, Row #___, West or East of Wittman Road, any other descriptive information.)

2. Notify **VINTAGE** Operations of the emergency, the location by row# and that you have contacted 911.

Ops# _____/_____/_____

(If no radio/phone is available, solicit assistance to call/radio Operations.)

3. Remain at the location of the emergency to offer assistance. Vintage Security must be informed of emergencies and incidents. If you are involved in or witness any incident, you must be available to assist the investigators in the completion of their reports. Please stay at the scene until you have been excused by all investigative personnel.

4. Lost Child: Remain with child exactly where found. Immediately notify EAA Security @ 920-230-7754 and Vintage Operations to notify Vintage Security.

VAA SECURITY NON-EMERGENCY PROCEDURES

In the event of a “Non-Emergency Accident” such as airplane to airplane contact, or airplane to ground/ structure/ vehicular/ or scooter incident in which no emergency services are required:

1. Contact Operations or your point manager immediately to notify VAA security of location and situation.
2. Return to or remain at accident site and wait until released by Vintage Security.

FIRE EXTINGUISHERS in Security and Michael Kosta's / Kathy McGurran's vehicles and many other EAA VW's.

*IN THE EVENT OF AN INCIDENT ON THE RUNWAY YOU SHOULD **IMMEDIATELY DIRECT YOUR EFFORTS TO CROWD CONTROL**, POLITELY KEEPING EVERYONE BEHIND THE FAA AIRSHOW LINE.*

EAA HAS MADE EVERY REASONABLE EFFORT IN PREPARATION FOR EMERGENCIES. AFTER NOTIFICATION, SECONDS COUNT.

CROWD CONTROL, AND KEEPING TAXIWAYS AND EMERGENCY EGRESS LANES OPEN IS NECESSARY FOR A TIMELY RESPONSE!

A professional presence in the unlikely event of a major incident is instrumental in minimizing loss of life. We greatly appreciate the professionalism Vintage Volunteers bring to the flightline, especially when called upon in an emergency.



ALL CLEAR, OK
(THUMBS UP)



COME AHEAD



