

NOTES

The Annual Virginia State
EAA Fly-In

**AIRCRAFT
PARKING
MANUAL**

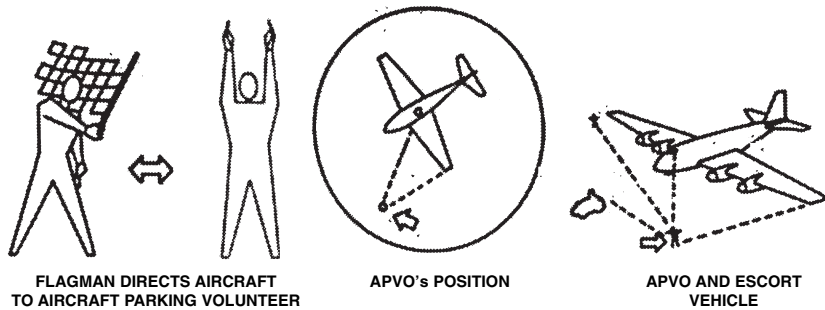
Operating Instructions
for
Aircraft Parking Volunteers

Sponsored by
The Virginia Council of EAA Chapters, Inc.

AIRCRAFT PARKING MANUAL OPERATING INSTRUCTIONS FOR VOLUNTEERS

SAFETY is our prime concern. **The safety of people and aircraft is our #1 priority.** Learn the rules for Aircraft Parking and follow them while on duty.

EMERGENCY—In the event of any emergency, time is critical, seconds count. Find the nearest crew member with a radio and have him contact the proper emergency unit. Crowd control is next. Keep the crowd away from the site of the emergency and keep all taxiway and roadways open for emergency vehicles.



FLAGMAN DIRECTS AIRCRAFT TO AIRCRAFT PARKING VOLUNTEER

APVO's POSITION

APVO AND ESCORT VEHICLE

FLY-IN OPERATIONS Chain of Command

Fly-In Operations Manager (FOM)—Except during the airshow, the **FOM** is in charge of all aircraft activity on the airport.

Aircraft Parking Personnel Coordinator (APCO)—On the days of the fly-in, you must sign in with the APCO. He will give you an orange vest and assign you to a **Crew Chief**.

Crew Chief (CC)—Your Crew Chief will direct your activities while you are on duty. He will assign you to your work station and review your responsibilities.

Aircraft Parking Volunteer (APVO)—That's YOU! Prior to the fly-in you must attend one or more training classes to learn proper aircraft parking procedures and airfield safety. Learn the rules. They can mean the difference between safe operations and possible unhappy events. Be sure to check out with your **CC** at the end of your daily assignment and then report back to the **APCO** to return your orange vest.

DEFINITIONS

Air Boss—That person in charge of all elements of the fly-in and airshow when the airport is shut down (closed) for the airshow.

Flagman—An **APVO** who will direct all aircraft as they exit the active runway after landing.



STOP

COME AHEAD

EMERGENCY STOP

CUT ENGINES

START ENGINES

PULL CHOCKS

INSERT CHOCKS

SLOW DOWN

ALL CLEAR (O.K.)

LEFT TURN

RIGHT TURN

Aircraft Taxiway—During the fly-in a taxiway (or parts of a taxiway) can fall into one of three categories:

- **Inactive**—For pedestrian or vehicular use only, no moving aircraft.
- **Pilot Controlled**—For taxiing aircraft under pilot control and authorized vehicles.
- **Escort Required**—Taxiing aircraft must be escorted by **Wing Walkers** or **Guide Vehicles** or both.

Wing Walker—An **APVO** assigned to guiding aircraft on a taxiway that requires an escort.

Crossing Guard—An **APVO** assigned to control vehicular and pedestrian traffic where they must cross an active taxiway or runway.

Guide Vehicle—A vehicle, such as a John Deere Gator, that is used to lead an aircraft to a parking area.

Aircraft Parking Area (APA)—Several areas on the airport will be designated for aircraft parking. There will be two types of parking areas:

- **General AC Parking**—Areas where the pilot can taxi to the parking spot and park with the aid of an **APVO**.
- **NO PROP MOVEMENT Parking**—Aircraft will shut down at the entrance to the area and will be moved by hand or tug to a parking spot. (The Fly-In Operations Manager may remove this restriction if there are no Fly-In visitors in that parking area)

Airshow Safety Zone—That area over which the airshow takes place. Defined with orange fencing or yellow tape along the length of the runway. Under no circumstances is the general public allowed beyond this point during the fly-in without direction from a **CROSSING GUARD** and **AT NO TIME DURING THE AIRSHOW. APVOs** will patrol this fence during the airshow.

Holding Line—A line on a taxiway past which an aircraft may not taxi without an escort (**Wing Walkers** or a **Guide Vehicle** or both).

NO PROP MOVEMENT Parking—Aircraft will be escorted from the **Holding Line** to the entrance of the **NO PROP MOVEMENT** Parking Area. At that point the engine will be shut down and the aircraft will be moved by hand or tug to the designated parking space.

WHEN IN DOUBT SHUT IT DOWN!!!

Wing Overlaps—No wingtip overlaps. All aircraft should be parked with a minimum of two (2) feet between wingtips.

Greeting—After the aircraft is parked and the propeller has stopped, direct the pilot to the registration tent. Tell him he can obtain fly-in information and departure instructions there.

GENERAL INFORMATION

TIE DOWNS—We do not supply tie downs. It is recommended that the pilot bring and use his own.

SMOKING—Smoking is only allowed in designated areas. The designated smoking areas are listed in the Program Book.

VEHICLES—No unauthorized personal transportation devices are permitted in the airport during the fly-in.

LAWN CHAIRS/BLANKETS AND OTHER OBJECTS—Unattended personal property should be collected and sent to the information booth.

Every APVO must know and use the following approved hand signals.

STOP (See Page 6 for pictures)
COME AHEAD
EMERGENCY STOP
CUT ENGINE
START ENGINE
SLOW DOWN
ALL CLEAR
TURN LEFT
TURN RIGHT

Talking to the Pilot—If you must talk to a pilot with the engine running, stay well clear of the prop. After talking to the pilot walk away with great caution until you are well clear of the aircraft. Never climb onto a step or wing. Be careful of swinging tails and wing tips. The pilot may not see you when he is turning.

Wing Walkers—Walk the airplane with one person on each wing tip. Tell the pilot to watch the left wing walker. Do not allow the pilot to taxi faster than a brisk walk. If a pilot taxis too fast, get his attention and signal him to slowdown or stop.

Taxiing with Vehicular Escort—Two APVOs are required in any escort vehicle. One to drive and one to monitor the following aircraft. The escort vehicle should be approximately 40' in front of the aircraft and along the edge of the taxi way. Do not drive in a position in front of the prop. Do not drive over 10 mph. If any people, vehicles or other aircraft are in your path, stop and hold the aircraft you are escorting until the way is clear.

RULES FOR PARKING AIRCRAFT

General AC Parking—Aircraft will arrive at these parking areas under Pilot Control. The APVO will then have the pilot taxi into the assigned parking space or to a position in front of the parking space from which the aircraft can be pushed into the parking space after the prop has stopped turning. Offer to help the pilot push his aircraft, if needed. Do not touch the aircraft without permission and directions from the pilot.

FLY-IN SAFETY

During the Fly-In—The separation of people and aircraft is your primary function. You are responsible to keep all unauthorized persons and vehicles off the active runway and taxiways and to guide or direct AC to parking areas. All aircraft taxiing on an **Escort Required** taxiway are required to have an escort and no aircraft will have its prop moving while in the **No Prop Movement Area**. The active taxiways are not walkways. They are for aircraft and authorized vehicles only!!

During the Airshow—When the airport is closed for flight demonstrations, all persons must be out of the **Airshow Safety Zone**. In addition all designated taxiways must be available for emergency vehicle use.

Where we Park Airplanes—See page 7 and the field layout on the back cover of this Guide.

When we Park—APVO's are responsible for directing the parking of all airplanes that fly to the airport during the period of the Fly-in. Aircraft movement on the airport is permitted until approximately 30 minutes before the daily airshow, and approximately 30 minutes after the airshow. The **AIR BOSS** will determine the actual times and you will be advised by your **Crew Chief**. However, the airport and taxiways are subject to closure at any time. Should that need arise you will be notified by your **Crew Chief**.

APVO Parking Safety Rules

- Avoid standing directly in front of, or at 90 degrees to any moving propeller of any aircraft.
- Do not assume the aircraft has brakes.
- Do not assume the pilot sees you.
- Beware of wings, they are sometimes longer than they look.
- In a turn, the wingtip moves faster than the fuselage.
- Return to the side of the taxiway when not actively directing or escorting an aircraft.
- **Stay alert**, the sounds and sights of an airshow can be very distracting.

Hand Signals—Hand signals are the preferred method of communicating with the pilots. The standard hand signals listed in this Guide **must** be used to park airplanes. Memorize them. When using hand signals, make large intentional gestures, and maintain eye contact with the pilot.

Last Updated: August 13, 2002

