



REQUEST FOR PROPOSALS

AOPA Fly-Ins 2019 – 2022 Seasons



ABSTRACT

This request for proposals (RFP) seeks to draw interest and information from potential communities who would like to be considered for an AOPA Fly-In at their airport.

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About the AOPA Fly-Ins

Aircraft Owners and Pilots Association is pleased to present this Request for Proposals for airports throughout the United States to consider hosting an AOPA Fly-In during our 2019 – 2022 event seasons.

An AOPA Fly-In is a tremendous opportunity for local airports, communities, and regions to work together to bring aviators and aviation enthusiasts from hundreds of miles to enjoy a weekend exploring your community, discovering the airport, developing friendships, and deepening their aviation experiences. Airports that host an AOPA Fly-In can expect between 3,000 and 7,000 attendees over a two-day period, who will fly in more than 500 aircraft to the event. Economic impact to the local economy is estimated to be above \$680,000.



The AOPA Fly-Ins were created in 2014 to “meet our members where they fly” and create an atmosphere of flying, fun, friends, and food. During our first four years, more than 68,000 members, guests, and aviation enthusiasts have gathered in nineteen locations throughout the United States for a weekend of celebrating aviation and building relationships. Over the next four years, we anticipate continuing to grow the reach of these events into new communities and regions of our nation.

About AOPA

Since 1939, AOPA has protected the freedom to fly by creating an environment that gives people of all ages the opportunity to enjoy aviation and all it has to offer. As the world's largest community of pilots and aviation enthusiasts with representatives based in Frederick, MD., Washington, D.C., and seven regions across the United States, AOPA's events, initiatives, and services bring current and future pilots together and make aviation more accessible to everyone. To learn more, visit www.aopa.org.



Executive Summary

This Request for Proposals seeks to draw interest and information from potential communities who would like to be considered for an AOPA Fly-In at their airport for the following opportunities:

2019 Event Season

- AOPA will hold **two** 2019 Fly-Ins – one in the east, and one in the west.
- AOPA will hold a dynamic, nationwide **2019 Air Tour** in celebration of our 80th anniversary that will involve dozens of airports throughout the nation.

2020 – 2022 Fly-in Seasons

- AOPA will hold up to **four** fly-ins each year, rotating around the country for maximum coverage and access to the majority of the nation.



Initial Proposal Response

Due Date: May 14, 2018

Format

Please submit a one-page **Statement of Interest** detailing essential qualifications outlined in **Section Two**, and the expressed interest of the airport community, to:

Chris Eads, AOPA Senior Director of Outreach and Events
421 Aviation Way, Frederick, MD 21701
Chris.Eads@aopa.org / 301-695-2183

Schedule an initial phone interview with Chris Eads during the month of May 2018.

Full Proposal Response

Due Dates

For the 2019 Event Season – June 29, 2018

***For the 2020-2022 Event Seasons – Submissions
may begin June 1, 2018, and will remain open
through Summer 2019***

Format

Please submit a detailed response to the full Request for Proposals.

Submission content should follow the guidelines in **Section Three** of this RFP.

Co-presenting / required signatories

All proposals to host an AOPA Fly-In must be co-presented by the following entities, with signatures indicating full support and commitment:

- The bidding airport's manager
- Management of at least one on-field FBO/Fuel Provider
- The governing airport authority (airport commission, board, municipality, etc.)

Additional signatories such as local government, aviation organizations or clubs, local Convention and Visitors Bureau, AOPA Airport Support Network Volunteers, etc. are encouraged.

Section One: Introduction

This section includes

- Event Structure
- Value Proposition for local communities
- Request for Proposals Details

Event Structure

The AOPA Fly-In is a two-day event held on a Friday and Saturday during the spring, summer, or fall months. It is focused around the local airport and seeks to draw pilots and aviation enthusiasts together for flying, fun, friends, and food. The event consists of two parts:

Friday

- Intensive “Early Bird” Workshops around core aviation skill topics
- Daytime local activities and excursions, tours of local attractions, fly-outs, etc.
- Exhibit Hall and Aircraft Displays
- Evening Social Events
 - Exhibit Hall Happy Hour
 - Barnstormers Party – great food and entertainment
 - Aircraft Camping

Saturday

- Pancake Breakfast
- Exhibit Hall, Aircraft Display, Educational Seminars
- Aeronautical Demonstrations
- Pilot Town Hall with AOPA President and CEO Mark Baker



Value Proposition for Local Communities

Hosting an AOPA Fly-In is a significant undertaking, but one that brings a great sense of accomplishment and positive attention for the entire community involved. Feedback from stakeholders at previous fly-in locations has provided great insight into the value an airport and its community can anticipate in return for the effort and commitment to host:

Contribution to the aviation industry and positive public exposure – participating in this event brings your strengths to our shared aviation community, helps to grow the pilot population, inspires new people to explore flying, and helps active pilots grow in their skills and passion. The value of general aviation can also be shared with those from your community who choose to come to the event, creating a positive experience at the airport for local families.

National exposure and marketing for local area and airport businesses – with more than 6,000 pilots and aviation enthusiasts attending an average fly-in event, your city, airport, and businesses will gain highly valuable exposure:

- Over 1,000,000 marketing impressions are engaged through AOPA’s multiple media channels to include *AOPA Pilot* and *Flight Training* magazines, weekly ePilot emails, www.aopa.org, AOPA Live, social media, and extensive email marketing campaigns.
- Nationwide exposure of your city and airport will be highlighted to more than 300,000 AOPA members, a majority of whom own aircraft and are looking for destinations to fly to in the future.
- Regional direct marketing campaigns will target pilots and AOPA members within 350nm through print, social media, emails, and other online content.
- Attendees are sure to remember your airport and want to return many times as they fly around the region.

Direct economic impact to community – the financial value of an AOPA Fly-In goes well beyond the immediately obvious sale of aircraft fuel or hotel nights:

- Each AOPA Fly-In typically brings up to \$680,000 in direct economic impact to the host city and local economy:
 - More than 80% of our attendee’s purchase food, rent cars, book hotel rooms, engage in hospitality services, and purchase fuel, estimated to bring more than \$500,000 in economic impact.
 - AOPA staff and vendor travel costs typically bring \$87,000 in economic impact to the region.
 - AOPA uses local event production firms to supply infrastructure, resources, catering, and supplies at a value of over \$93,000.
- There is a much broader value to the long-term economic impact as attendees make choices to return again and again to your community based on their positive experiences at the fly-in.

The most effective AOPA Fly-In location will be one where there are other reasons to come to town than just the aviation event. AOPA values creating opportunities for pilots to bring their families and “make a weekend of it.” When the pilot can engage the family in positive, memory-building experiences, everyone wins. The family gains new appreciation for the place of flying in mom and/or dad’s lifestyle. The local community benefits from new interest in the surrounding attractions. The airport businesses benefit from ongoing interest to return to see more.

AOPA is most interested in working with local communities, CVB’s, amenities, and attractions to provide additional reasons to attend, thereby increasing both the value proposition to the attendee and the value proposition to the local economy. Working together to incentivize activity and overnight stays beyond the airport event are healthy additions to the AOPA Fly-In.



Request for Proposals Details

2019 AOPA 80th Anniversary Celebration Fly-Ins

AOPA will be selecting two (2) airports to host large-scale fly-ins for our special **2019 AOPA 80th Anniversary Celebration** events. One airport will be selected east and west of the Mississippi River respectively. **Deadline for submission** of proposals for consideration for a 2019 event is **June 18, 2018**. Our site research and final selection process will last through August 2018, with commitment to host being finalized by September 2018 and announced publicly shortly thereafter.

2019 AOPA 80th Anniversary Celebration Air Tour Destinations

In addition to our two-major fly-ins for 2019, AOPA will also be hosting a very special **80-day “Air Tour”** for pilots throughout the United States to engage in a wide variety of flying activities. There are multiple opportunities for dozens of airports to participate in significant events in connection to this Air Tour. Details regarding this opportunity will be available in a separate Request for Proposals, to be published approximately June 1, 2018. Please contact Chris Eads, AOPA Senior Director of Outreach and Events for this separate Air Tour RFP. Airports that wish to participate in these special Air Tour events may also be considered to host a traditional AOPA Fly-In during any upcoming event year.

2020 – 2022 AOPA Fly-Ins

During the summer of 2018, AOPA will commence site research and long-range planning to ultimately select up to four (4) airports per year for our 2020 – 2022 fly-ins. The timeline for submission of proposals for early consideration in this selection process will begin June 1, 2018. Proposals may continue to be submitted at any time thereafter for continued consideration in our long-range planning. Each year during this site research and selection process, the final commitment for the coming year’s fly-in locations will be confirmed and announced during the 4th quarter of each year. Qualified airports not selected for a given year will continue to be considered for future years as research and long-range planning continues.

Section Two: Airport Qualifications and Requirements

Average Operations Statistics

Since the inception of AOPA’s regional fly-in model in 2014, our events have proven to be vastly popular, and as a result, have consistently brought in hundreds of aircraft, thousands of automobiles, and thousands of attendees per event. Our current average attendance and operations statistics include:

Two-day attendance totals averaging 6,200 attendees per weekend

- Low attendance points range between 2,000 - 4,000 attendees during events where inclement weather has negatively affected attendance.
- High attendance points have topped 10,500 attendees during beautiful weather and with strong local community participation in the event.

Aircraft operations totals range from 500 - 600 aircraft per weekend

- Low attendance points during significant Instrument Meteorological Conditions (IMC) range from 200 – 300 aircraft, depending on severity of weather.
- High attendance points during beautiful high-pressure weekends covering the broad region in Visual Meteorological Conditions (VMC) have topped 700 aircraft per weekend.

Automobile parking totals range from 1,200 – 2,500 automobiles handled per weekend

- Peak Saturday automobile counts have topped 2,000 vehicles at events with strong local community participation.
- Automobile counts are naturally higher at events where inclement weather diminishes the aircraft arrival counts.

Minimum Criteria

Airports interested in hosting an AOPA Fly-In should possess the following characteristics and qualifications:

1. **At least one paved runway** exceeding 3,500’ in length, with published instrument approaches.
 - a. Two paved runways are preferred.
 - b. Airports with single runway layouts may be required to provide additional considerations to accommodate capacity and to address risks associated with ability to maintain operations in the event of a disabled aircraft temporarily blocking a runway.
2. Located within **Class C, D, E, or G Airspace**. Class B airports will not be considered.

3. Demonstrated **on-field parking capacity** for a **minimum of 500** single-engine general aviation aircraft utilizing a combination of the following parking surfaces:
 - a. **Paved ramp areas** able to be dedicated to attendee aircraft parking Thursday through Sunday.
 - b. Paved surfaces along **additional runways and taxiways temporarily closed** for the event Thursday through Sunday.
 - c. **Grass or non-paved surfaces** that drain well in wet weather conditions and suitable for aircraft to taxi under power and park.
 - i. Non-paved surfaces must be free of significant ruts, ditches, clump grass, rocks or other hazards, and possess multiple smooth transitions from pavement.
 - d. Recognizing that most general aviation airports do not possess ramp space able to handle 500 aircraft at one time, a typical aircraft parking layout for an AOPA Fly-In will **combine** ramp, temporarily closed airfield surfaces, and non-paved surfaces to accomplish our attendee aircraft needs. In a typical high-density parking arrangement, **approximately 28 acres** (1,250,000 sf) of available parking areas in these combined surfaces will be necessary to accommodate both the aircraft and associated taxi lanes for aircraft movement.



4. **Air Traffic Control Tower** facilities prepared to handle a high-volume inbound flow of 500+ aircraft during short peak arrival windows.
 - a. **OR, for non-towered airfields**, willingness of airport management to engage enhanced advisory services (air boss) or temporary control tower solutions to maximize safety protocols.
 - b. At peak arrival times, inbound VFR traffic could be as high as one aircraft approximately every 30 seconds and may require utilization of the legal minimum runway spacing of 3,000' separation per arrival for Category I aircraft (FAA ATCPM 3-10-3.1 / ATC 7110.65).
 - c. Outbound departure peaks may require expedited departure rates that utilize the legal minimum runway spacing of 3,000' separation per departure for Category I aircraft (FAA ATCPM 3-9-6.1 / ATC 7110.65).

5. **On-field FBO/fuel provider(s)** with desire and ability to participate in the event, with the capacity to provide 100LL fuel service at a rate of 250 aircraft per six hours or better.
 - a. Includes adequate line staff and capacity to expand manpower as needed to meet service demands.
 - b. AOPA is able to assist FBOs with recruiting volunteers to serve under FBO direction for aircraft marshalling and parking, greeting and concierge services, and taking of fuel orders.

6. **Demonstrated on-airport automobile parking capacity** for a minimum of 1,500 automobiles within walking proximity to the show center area.
 - a. May include **grass or other non-paved surfaces** that drain well in wet weather conditions
 - b. If automobile parking locations are **further than reasonable walking distances (1/2 mile is a good rule of thumb,)** please provide details of adequate ground transportation (shuttle) services that can be procured at no cost to AOPA.

Critical Criteria

Generally speaking, AOPA considers the following criteria most ideal, and can consider airports that **do not** meet these criteria only in cases where thoughtful solutions can mitigate the concerns or associated risks:

1. **Uncomplicated surrounding airspace that is easily transitioned by VFR pilots** with lower experience levels. Airports underlying Class C or B airspace, situated within complex airspace, or surrounded by significant restricted or Military Operations Areas (MOAs) should be prepared to **present recommended arrival and departure routes** that will minimize complexity or risk for less experienced pilots.

2. **Low-risk surrounding terrain and field elevation** to allow for safe operation of single-engine piston aircraft in visual flight conditions by less experienced pilots.
 - a. Airports at higher elevations and with significant surrounding terrain that may present mountain flying challenges should be prepared to:
 - i. **Present recommended arrival and departure routes** that will minimize complexity or risk for less experienced pilots.
 - ii. **Present maps that detail altitudes and routes where ATC radar coverage and radio reception** is assured for VFR flight following.

3. **No on-field airline service that would conflict with high-density, high-traffic-volume arrival and departure peaks** for general aviation aircraft, and that would present any security and airfield access concerns. Typically, AOPA prefers airfields without any airline service; however, a successful AOPA Fly-In may be conducted at airfields with:
 - a. **Minimal regional air carrier service** with airline schedules totaling less than 24 air carrier operations per day.
 - b. **A strong, supportive relationship with TSA** officials committed to assist in developing an amended security plan to support the event.
 - c. Airports with air carrier service should be prepared to **present an initial security and operations proposal** that allows for the AOPA Fly-In to safely and efficiently co-exist with the overall airport operations.



Primary Event Support Criteria

AOPA depends upon the generosity of airports and their tenants to provide ample space for the fly-in events. With more than 6,000 people in attendance at the average show, it is vital to build a significant “show center” to accommodate the crowds and activities that the AOPA Fly-In generates (see **Appendix C**). Airports interested in hosting an AOPA Fly-In should possess the following characteristics and qualifications:

Available Aircraft Hangars and Host Facilities

1. **Large aircraft hangar(s)** available to host one or more primary event venue(s).
 - a. Up to two (2) separate large hangars or fixed facilities with a minimum of 13,000 sf per facility to support: “Main Stage” for keynote addresses and meals; “Exhibit Hall” for traditional pipe-and-drape / exhibit booths
 - b. Facilities will be needed for exclusive event use Wednesday through Saturday for event set-up, execution, and clean-up.
 - c. AOPA can utilize large structure tents to fulfil these needs where hangar space is limited

2. **Additional smaller hangar(s)** or conference room(s) to accommodate up to four (4) seminar venues seating 100 – 200 guests per venue, with a minimum of 3,000 sf per facility.
 - a. Facilities will be needed for exclusive event use Wednesday through Saturday for event set-up, execution, and clean-up.
 - b. AOPA can utilize large structure tents to fulfil these needs where hangar space is limited

3. **Supplemental space** on pavement or well-draining grass areas to accommodate **large structure tents** to be erected for venue needs not otherwise provided for by hangars or other fixed facilities.
 - a. Total square footage needed for all venue spaces (**inclusive** of hangars and tents) is approximately 27,000 sf. (Typical tent dimensions shown below)

<i>Description</i>	<i>Dimensions</i>	<i>sf</i>
<i>Exhibit Hall</i>	100 X 120	12000
<i>Main Stage</i>	100 X 100	10000
<i>AOPA Village</i>	40 X 100	1000
<i>Seminar 1</i>	40 X 80	800
<i>Seminar 2</i>	40 X 80	800
<i>Seminar 3</i>	40 X 80	800
<i>Tickets and Info</i>	20 X 30	300
<i>Food Service</i>	30 X 50	500
<i>Food Prep</i>	20 X 30	300
<i>Welcome Tents (2)</i>	10 X 20	200
<i>Volunteer Tents</i>	20 X 20	200
<i>Exhibitor Hospitality</i>	10 X 10	100
<i>Emergency Services</i>	10 X 10	100
<i>Drink Tent</i>	10 X 10	100
<i>Shuttle Stops (4)</i>	10 X 10	100
Total		27,300 sf

4. **No less than 175,000 sf of contiguous paved ramp space** adjacent to primary event venues for “Show Center” static aircraft display.
5. Available hangars and ramp space must be available for **exclusive use** and dedicated to show preparation and execution from **Wednesday 8:00 a.m. through Saturday 9:00 p.m.** of the show week. All normal aircraft and business operations in these areas should plan to be relocated during these hours.
6. **Grass or non-paved surfaces inside the airfield** suitable for **aircraft camping** that will accommodate up to 100 single-engine general aviation aircraft. The airport should be able provide for 24-hour gate access to aircraft campers, with any additional security protocols or necessary security personnel at no cost to AOPA.



Airport Management and Operations Support

AOPA will plan, develop, and execute the event through our full-time event planning staff. However, a very vital relationship must exist between AOPA and the airport management team. Airports hosting an AOPA Fly-In should be prepared to provide:

1. **Direct leadership and oversight of a local event committee** to support the development and execution of the AOPA Fly-In.
 - a. Organizing key airport and community stakeholders to participate in event planning and execution.
 - b. **AOPA will assume responsibility** to provide all event planning direction, procurement of resources and assets, volunteer recruitment, program development, and production of the event in collaboration with the local event committee.
2. **Airport operations staff and resources** to support the development of flight procedures and ground operations, to include:
 - a. Participation in development of event NOTAM, led by AOPA Senior Aviation Technical Specialists
 - b. Preparation of airfield prior to the event
 - c. Staffing all necessary security personnel and protocols
 - d. Preparation and protocol development for emergency response and public safety
 - e. Operations staff support during all hours of event set-up and execution
3. **Signature of a mutually agreeable Airport Use Agreement** (see **Appendix F**) that mutually protects the interests of the airport, community, and AOPA.
4. **Waiver of any landing fees, ramp fees, or facility fees** for AOPA attendees during published arrival and departure windows, Thursday through Sunday of the event week.

Unlimited Ramp and Security Access During Show Production

The AOPA Fly-In brings hundreds of staff and volunteers onto the airport to help produce the event, and thousands of general public to attend. Recognizing that airports by nature must maintain a safe and secure environment at all times, it is important for host airports to work closely with AOPA to develop a security protocol that supports both the event needs and the airport's traditional operations. Typical needs for efficient event production include:

1. **AOPA event production staff and their contractors granted unlimited and unescorted access** to the “Show Center” areas and airfield areas assigned to the AOPA event for set-up and clean-up during the week prior and the week after the event.
 - a. May be restricted to dedicated event areas only.
 - b. May include security badging for key AOPA production staff.
 - c. AOPA staff will assume responsibility to ensure safety and appropriate security practices for all contractors involved in event set-up and clean-up.
2. **AOPA volunteers and attendees granted unlimited and unescorted access** to the “Show Center” area, with **airport access gates into these show areas set in the open position** during principal activity hours.
 - a. Any necessary additional security or personnel to attend gates or other secure areas will be **staffed by, and at the expense of**, the airport or local community.

Government and Local Community Support

Hosting an AOPA Fly-In requires an airport community ready to work together to co-create an event that is much larger than any one group could put together by itself. Enthusiasm, creativity, flexibility, resourcing, and collaboration are all attributes of successful fly-in hosts. AOPA depends upon the generosity of local government and communities to assist with:

1. **Donation of “in-kind” services, assets, and personnel** such as public safety, traffic control supplies, barricades, ground transportation shuttles, golf carts, utilities connections, forklifts, portable restrooms, electrical generators, etc. (see **Appendix E** for a complete “wish-list” for potential in-kind contributions).
2. **Streamlining of any necessary event permits**, food permits, fire and life safety permits, and waiver of any associated fees.
3. **Availability of local groups** interested in participating and volunteering, such as state or local pilots associations, local aviation clubs, EAA chapters, Civil Air Patrol, aircraft type clubs, Boy/Girl Scouts, etc.
4. **Local hotels and other amenities** interested in offering discounts or other incentives to help draw attendees to “make a weekend” of their visit to the airport. AOPA will offer quality online promotion of these hotels or amenities in exchange for discounts or incentives provided to our attendees.

Sponsorships and Financial Partnership

A frequently asked question is “who pays for this?” The short answer is that this is an AOPA Fly-In, and we bear the expense to put it on. However, since AOPA is a non-profit organization, we are vigilant to make the most of our members’ contributions. Airports and communities that can offer financial support in a variety of ways make a tremendous difference and will garner special attention in the proposal process. Such participation may include, but not be limited to:

1. **Procurement of direct cash sponsorships** from local business and government entities as a part of the proposal process.
2. **Development of potential leads for local sponsorships** for later commitment.
3. **Securing of cash grants** from state and local agencies such as tourism boards or aeronautical boards.

Opportunities for sponsorship and financial participation are outlined in **Appendix D**. Airports proposing to host an AOPA Fly-In should include information about potential sponsorships, grants, and in-kind assets in their proposal.



Section Three: Proposal Submission Requirements

Initial Proposal Response

Due Date: May 14, 2018

Format:

- Please submit a one-page **Statement of Interest** detailing essential qualifications outlined in **Section Two**, and the expressed interest of the airport community, to:

Chris Eads, AOPA Senior Director of Outreach and Events
421 Aviation Way, Frederick, MD 21701
Chris.Eads@aopa.org / 301-695-2183

- Schedule an initial phone interview with Chris Eads during the month of May 2018

Full Proposal Response

Due Date: 2019 Event Season – June 29, 2018

***Due Date: 2020 - 2022 Event Seasons – Submissions
may begin June 1, 2018, and will remain open
through summer 2019***

Format:

- Please submit a detailed response to the full Request for Proposals.
- Submission content should follow the guidelines for “Required Content” in **Section Three** of this RFP.

Your proposal will be reviewed by a committee of AOPA leadership, to include two distinct operational teams: event leadership, and air operations/safety teams. To help both teams quickly review your proposal, please submit **two** printed hard copies of your **Full Proposal Response** to:

Chris Eads, AOPA Senior Director of Outreach and Events
421 Aviation Way, Frederick, MD 21701
Chris.Eads@aopa.org / 301-695-2183

- Additionally, please include one electronic PDF version of the proposal on data stick or disc in your mailed package. An electronic copy of the PDF may also be emailed for back-up purposes only to Chris.Eads@aopa.org. Please copy Erick.Webb@aopa.org.
- Please format to standard 8 ½ x 11 size. There is no page limit to your proposal.

Required Content

To provide for efficient consideration by our selection committee, please ensure that your **Full Proposal Response** contains the following information placed in this order:

Cover / Cover Page

- Please list airport name and ICAO airport identifier in large font.
- Please list **email and phone contact** information for all parties desiring follow-up and communication; please also note primary “point of contact” for your proposal.

Sections and Headings – Please provide detailed proposal information in the following order:

- **Introductory comments**
 - Why you are interested in hosting an AOPA Fly-In?
 - Who is involved from your airport and community in this proposal?
 - What leadership / governing structure will be involved in approving an AOPA Fly-In (municipality, airport authority, etc.)?
- **Host Airport Criteria**
 - Please provide detailed responses to each element of **Section Two** of this Request for Proposals:
 - Airfield and Airspace: Minimum and Critical Criteria
 - Primary Event Support Criteria
 - Airport Management and Operations Support
 - Unlimited Ramp and Security Access
 - Government and Local Community Support
 - Sponsorships and Financial Partnership

- **Community Information**
 - Please provide detailed information about surrounding attractions and amenities, to include information on hotels interested in participating with the AOPA Fly-In
- **Maps and Diagrams** – Please provide detailed maps of the airport environment to include:
 - Areas designated for primary “Show Center”
 - Hangars, ramps, and other facilities available for “Show Center” with dimensions and square footages noted
 - Aircraft parking areas with aircraft parking counts highlighted to scale (see **Appendix B**) and square footage noted
 - Automobile parking areas with square footage noted
- **Photos** – Please provide photographs of:
 - “Show Center” area
 - “Show Center” hangars or other facilities – interior and exterior photos
 - Aircraft and automobile parking areas
- **Signatories** – please co-submit this proposal with the following signatories indicating commitment to your proposed solutions:
 - Airport manager
 - Senior official of airport governing authority
 - FBO owner(s)/manager(s)
 - ATC Tower manager (if applicable)
 - Any owner(s) or leaseholder(s) on whose property event elements could occur (including parking)

Deadlines

To ensure consideration of your proposal for a 2019 event date, please submit your **one-page Initial Proposal Response** no later than Monday, **May 14, 2018**, and your **detailed Full Proposal Response** no later than Friday, **June 29, 2018**. Proposals may be submitted at any time after June 1, 2018 for consideration for our 2020 - 2022 show seasons.

Section Four: Selection Process and Timeline

Depending on the number of responses to this Request for Proposals and the workload while also executing our 2018 events, AOPA anticipates investing up to 14 weeks in the selection process, with the goal of announcing our 2019 sites by the 4th Quarter of 2018. Additional discussions about potential 2020 - 2022 locations will follow.

We will utilize the following selection process:

- **Initial Proposal Response Interview** – A phone interview with the Senior Director of Outreach and Events will be scheduled upon receipt of an initial one-page Statement of Interest to help airports assess their overall viability for hosting an AOPA Fly-In.
- **Receipt and review of Full Proposal Responses** – The AOPA Outreach and Events Team will confirm receipt of your Full Proposal Response via email. Review of the proposals will be conducted by a selection committee of AOPA leadership from multiple departments.
- **Regional consideration** – We place a high value on positioning our events in varying locations so that we can maximize our exposure throughout the nation. Highest consideration will be placed on proposals from locales that help us move our events around to new locales and regions.
- **Interviews and discovery** – Phone interviews will be conducted with airport leadership of a select number of sites, not necessarily in order of priority, but rather in order of internal and regional considerations.
- **Site visits** – While we would love to make a physical visit to every airport that submits a proposal, time and resources may limit our visits to only a handful of final candidates. If your airport team is able to assist in providing transportation costs for a site-visit, please indicate that in your proposal.
- **2019 selection** – Our two 2019 sites will be selected and confirmed, with ongoing consideration placed on potential candidates for future years
- **2020 - 2022 potentials** – sites not selected for 2019 but that hold great promise for a potential event will be considered for placement in a “queue” of leading contenders for 2020 - 2022 seasons.
- **Commitment** – final commitment to host an AOPA Fly-In will be confirmed by signature of a finalized Use Agreement to be determined in cooperation between AOPA and the host airport (see **Appendix F**). The signature of this Use Agreement must be completed prior to site selection and commitment.

Appendices

- Appendix A – FAQs
- Appendix B – Site Layout Example
- Appendix C – Show Center Example
- Appendix D – Event Sponsorship Assets
- Appendix E – Resourcing your Fly-in
- Appendix F – Sample Use Agreement



Appendix A – FAQs

Frequently Asked Questions - FAQs

What date do we want to hold this event? AOPA will ask the proposing airport to provide insight into the most ideal dates to hold a fly-in. We want to find potential dates that offer the best typical weather patterns, that are de-conflicted from other regional or local major events, and that would balance well with the other AOPA Fly-In locations also being considered for that year. Final date selection is not confirmed until the end of our annual site selection process.

Who pays for this? This is an AOPA event, and we fund the event entirely through donations and other resources internal to AOPA. We do not make a profit on these events; only about 10-15% of the event costs are underwritten through modest fees charged to exhibitors. However, as outlined in Section Two, host airports and communities that can assist with in-kind donations, development of sponsorships, securing state grants or other contributions will garner special attention in the proposal process.

What do you do for food? We cater the Friday evening Barnstormers Party (BBQ social,) we recruit a large group of volunteers to cook the Saturday morning pancake breakfast, and we either cater or bring in gourmet food trucks for the midday lunches on Friday and Saturday. All food arrangements are made by the AOPA team.

Can the general public come? Yes, all are welcome, and the event is free to everyone who attends. We do, however, work closely with the local leadership to ensure that any public promotion sets the right expectation for the local community (i.e. this is not an airshow, etc.)

How do you market the event? We utilize a variety of marketing methods, most of which focus on our electronic media (email, website, social media, *AOPA Live* broadcasts) and our *AOPA Pilot Magazine*. Additional local marketing will be developed in cooperation with the airport leadership.

How many volunteers are needed? We typically engage between 300 and 400 volunteers to help produce the AOPA Fly-In.

What do we have to do to help recruit volunteers? AOPA bears the burden of volunteer recruitment through an online registration system, but we do look to the local aviation community to help rally interested volunteers. Members of pilots associations, EAA, Civil Air Patrol, the Ninety-Nines, or other aviation groups are essential partners with us in developing a solid volunteer core.

What if we do not meet all the criteria in this RFP? Please reach out directly to Chris Eads, Senior Director of Outreach and Events, for discussion related to those criteria. It is possible that creative solutions could mitigate the concerns of one or two missing elements. We are eager to work with any interested airport to consider the potential of hosting one of these great events.

Appendix B – Example Site Layout



Figure 1- Example Site Layout

Appendix C – Example Show Center



Figure 2- Example Show Center

Appendix D – Sponsorship Assets

AOPA Fly-Ins 2018 Sponsorship Opportunities



Benefits and Exposure

AOPA brings national exposure to your city and airport to our more than 350,000 members through over a dozen media and social media channels

Media / Print / Social Media

Beyond AOPA's dozen media channels, the AOPA Fly-Ins receive coverage in many other aviation publications throughout the United States.

State / Government Support

State or other government grants may be available to assist in resourcing the AOPA Fly-in, to include tourism funds, state aviation administrations, etc.

Local Sponsorship

Local businesses interested in sponsoring the AOPA Fly-in will receive significant exposure to a broad population of people who love to travel—AOPA pilots!

Fly-in Presenting Sponsor | \$25,000 per Fly-in



Our highest-profile opportunity. Presenting sponsor receives unrivaled on-site presence.



National Recognition

Customized activation opportunities to meet your objectives, and nationwide recognition

Brand Exposure

includes editorial coverage, social media promotion, online advertising, event signage,

Regional AOPA Pilot

Sponsor logo on the cover of AOPA Pilot magazine's regional edition.



Pavilion Title Sponsor

\$5,000

Education programming presented within four large anchor pavilions. Each pavilion will be a central organizing feature, housing large-format sessions throughout two full days of continuous programming.



Exhibit Hall Happy Hour

\$5,000

Exclusive opportunity to be Title Sponsor of the high-profile Friday Exhibit Hall opening. Sponsor branded bar and signage at Exhibit Hall. Pre-event and onsite marketing.



Specialty Tents & Areas

\$3,000

- Volunteer Hospitality Tent
- Exhibitor Hospitality Tent
- Welcome Tent
- Camping Hospitality Tent
- Kids Zone



VOLUNTEER HOSPITALITY

with Fly-in at Tomlin, CT, presented by PETER O. KNIGHT AIRPORT (KTPF)



Program Guide

\$2,000

Sponsor logo on cover. Exclusive ad in Program Guide. Distribution up to 5,000 attendees



Pilot Information Packet

\$2,000

Distributed online and in email marketing to up to 2,000 pilots. Sponsor logo on cover of information packet and on-site. Departure briefing cards



Sling Backpack

\$2,000

Distributed to the first 1,000 attendees. Sponsor logo and AOPA logo on sling backpack. Opportunity for collateral distribution



Auto Dealer Showcase
\$2,000

Exclusive 1,500 sq. ft., display. High-visibility signage. Logo in program guide



Ice Cream Social
\$2,000

Announced from the Main Stage by AOPA President Mark Baker during the Pilot Town Hall. Logo on Signage at Main Stage. Logo on ice cream stations. Sponsor name in pre-event and onsite marketing.



Ground Transportation/Golf Carts
\$2,000

Exclusive sponsor high visibility. Sponsor logo on shuttle signage and vehicles. Logo in program guide.



Hometown Sponsorship/In-Kind Trade

High-visibility opportunity to sponsor Event resources using in-kind trades or cash donations



\$1,000 Platinum
\$500 Gold
\$250 Silver



Sponsor recognition in event Program Guide
High – visibility signage
Logo on T-shirt
Logo and verbal recognition during Pilot Town Hall



For more information contact

Karla Smith – Aviation Event Planning, Logistics & Sponsorships

Karla.Smith@AOPA.org / Office: 301-695-2161 / Cell: 931-581-558

Appendix E – Resourcing your Fly-in



A Guide Resourcing Your AOPA Fly-In

Checklist of Commitments, Donations, In-Kind, Grants, and Sponsorship Resources

The success of any event of this scale depends on strong partnerships between, AOPA, the sponsoring airport, and the supporting community.

AOPA recognizes that most airport budgets do not contain large cash reserves for this kind of program. To that end, we believe the greatest contributions the host airport and local community can make are through “in-kind” donations of equipment, facilities, and personnel.

In addition to these incredibly valuable in-kind trades, airports and communities may also work with AOPA to secure direct cash grants and sponsorship agreements with state and local government, local businesses, and tourism agencies. AOPA provides a robust set of sponsorable assets within the event and event marketing that may be of considerable value to these entities in exchange for their cash sponsorship.

To better understand your own ability to sponsor and ensure congruent expectations, please indicate your (collective) commitment on the checklist that follows. Remember, support may come from many sources: the airport, city, county, public works, businesses, and other municipal entities.

We thank you in advance for your commitment to a strong partnership and a successful event!

The AOPA Outreach and Events Team

AOPA Commitments

The Outreach and Events team at AOPA will bring to the table a team of seasoned professionals with a collective experience leading these types of events around the United States. Our leadership will:

- Provide overall event production leadership, event content, schedule and programming
- Develop and publish all production schedules and checklists
- Lead monthly / weekly conference calls with airport stakeholders
- Manage all on-site event production, set-up, clean-up
- Guide the process of developing and publishing arrival and departure procedures, NOTAM, and Pilot Information Packet in coordination with airport management and air traffic control
- Develop all aircraft ground operations and parking procedures in coordination with airport management, air traffic ground control, and FBOs
- Develop and deploy online registration for event attendees and volunteers
- Market the event through all relevant aviation media channels
- Own primary responsibility for volunteer recruitment in cooperation with airport event committee
- Train, deploy, and support all volunteer operations
- Recruit and deploy all exhibits and display aircraft
- Coordinate with FBOs for excellent customer service and provide assistance in aircraft handling and servicing through recruited and trained volunteers
- Ensure all production teams and production processes meet the highest standards of excellence, safety, and efficiency, and meet with all agreed upon expectations of airport management
- Ensure the airport and its facilities are left in excellent condition following the event

AOPA is looking for the following support and commitments from the host airport, FBO(s), hangar operators/owners, and Air Traffic Control. Please indicate your ability to commit to the following:

Airport Management Commitments

- Develop a work group / event committee of local airport stakeholders to support the event in various leadership roles; participate in monthly and weekly planning meetings/conference calls
- Invite broad range of stakeholders to initial event planning kick-off meeting
- Prepare airfield prior to event, to include all necessary barricades/fencing to protect aircraft operations areas and pedestrian/general public access
- Staff all security needs on the airfield to ensure adequate security of operations areas, to include gate access and control for the general public, attendees, staff, and volunteers during event hours on Thursday, Friday, and Saturday
- Gate access to show areas open for attendees and public in the timeframes noted in the detailed checklist below
- Collaborate with AOPA in the development and execution of plans for emergency response, public safety, and security
- Collaborate with AOPA in the development of Special Flight Procedures and NOTAM
- Assist with general show set-up, execution, and clean-up as appropriate
- Support the securing of sponsorship, assistance, and in-kind services with city, county, state, and/or other local government agencies
- Waive any landing fees or other operations fees for attendees during NOTAM times
- Provide airport operations staff to be on duty to support the event during the following times:
 - Thursday 8:00 a.m. – 9:00 p.m.
 - Friday 6:00 a.m. – 10:00 p.m.
 - Saturday 5:00 a.m. – 6:00 p.m.

FBO Commitments

- Support attendee aircraft arrivals and service needs, to include aircraft fueling, assisting with aircraft marshalling and parking in event parking areas, and any light maintenance needs (tires, batteries, etc.)
- Serve attendee aircraft early arrivals (outside of NOTAM times) through normal FBO operations; provide parking area and parking assistance for arrivals outside NOTAM times
- Provide normal “red-carpet” service and special parking for those attendees who choose to make a specific reservation with the FBO in advance; FBO should charge normal fees for those services, and may limit the number of reservations to the level of capacity per the FBO’s discretion
- Waive any ramp or overnight fees for attendee aircraft parked in pre-defined show parking areas
- Collaborate with AOPA on defining a “normal operations area” that will be reserved for FBO operations not associated with the event; event attendee aircraft will not park in those areas without prior reservation and normal FBO fees
- Assist AOPA in supporting Rental Car operations to include receiving of returns and coordinating with rental car companies
- Support attendee access to airfield and event attendee aircraft parking areas outside of NOTAM times when the airfield is open
- Provide FBO operations staff to be on duty during entire NOTAM periods, not to include hours the airfield is NOTAM’d closed
- Participate in monthly and weekly planning meetings/conference calls

Hangar Operator/Licenser

- Hangars dedicated to show use cleared of all normal operations and equipment in the areas agreed upon with AOPA during the following times:
 - For hangar(s) dedicated to the “Exhibit Hall”, provide full access to AOPA for set-up, event execution, and clean-up 8:00 a.m. Wednesday through 9:00 p.m. Saturday
 - For hangar(s) dedicated to the “Main Stage” or seminar presentations, provide full access to AOPA for set-up, event execution, and clean-up 8:00 a.m. Thursday through 9:00 p.m. Saturday
- Provide unlimited access to AOPA staff, volunteers, and contractors during the timeframes noted above, to include keys or access codes for pre-defined AOPA staff who will assume responsibility for safety and security of the premises during their access

AOPA agrees to return the hangar to the operator/licenser “broom clean” by 9:00 p.m. Saturday for the resuming of normal operations.

ATC Commitments

- Collaborate with AOPA in the development of Special Flight Procedures and NOTAM
- Support attendee and display aircraft arrivals and departures, to include maximizing spacing and timing to allow for both safe and efficient operation of high volumes of VFR traffic, providing support and coordination for ground operations of arriving aircraft, and coordinating with ground marshallers in areas NOTAM’d as non-movement
- Participate in monthly and weekly planning meetings/conference calls

Airport Facilities and Support:

It is our mutual goal to ensure that all airport businesses and operations have a successful weekend, and that impact to their normal operations are as minimal as practical. At the same time, producing such a large-scale event as the AOPA Fly-In with anticipated crowds in the multiple thousands will by its nature call upon the airport and host facilities to adjust normal operations to allow for set-up and the overall event experience. The following items represent key facilities and support functions that will provide a solid foundation for a successful AOPA Fly-In. Please indicate which items your airport is able to commit to:

Commitment			Item
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable <input type="checkbox"/> Tented infrastructure permitted	<input type="checkbox"/> Uncertain	Dedicated hangar space for "Main Stage" <i>Please check all items you can commit to for this venue:</i> <ul style="list-style-type: none"> <input type="checkbox"/> No less than 10,000 sf. <input type="checkbox"/> Dedicated for exclusive use (no aircraft storage, maintenance, or in/out operations) <input type="checkbox"/> Available exclusively to AOPA from Thursday, 8:00 a.m. until Saturday 8:00 p.m.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable <input type="checkbox"/> Tented infrastructure permitted	<input type="checkbox"/> Uncertain	Dedicated hangar space for "Exhibit Hall" <i>Please check all items you can commit to for this venue:</i> <ul style="list-style-type: none"> <input type="checkbox"/> No less than 13,000 sf. <input type="checkbox"/> Must be separate facility from main stage <input type="checkbox"/> Dedicated for exclusive use (no aircraft storage, maintenance, or in/out operations) <input type="checkbox"/> Available exclusively to AOPA from Wednesday, 8:00 a.m. until Saturday 8:00 p.m.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable <input type="checkbox"/> Tented infrastructure permitted	<input type="checkbox"/> Uncertain	Dedicated hangar space for seminar locations <i>Please check all items you can commit to for this venue:</i> <ul style="list-style-type: none"> <input type="checkbox"/> Up to four venues - number available: _____ <input type="checkbox"/> Approximately 3,000 sf. <input type="checkbox"/> Dedicated for exclusive use (no aircraft storage, maintenance, or in/out operations) <input type="checkbox"/> Available exclusively to AOPA from Thursday, 8:00 a.m. until Saturday 8:00 p.m.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	For asphalt ramp areas utilized for tented infrastructure, permission for tent company to secure tents by staking into asphalt; patching and repair guaranteed by tent company.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Dedicated ramp space for "Show Center" / aircraft display <i>Please check all items you can commit to for this venue:</i> <ul style="list-style-type: none"> <input type="checkbox"/> No less than 120,000 sf. <input type="checkbox"/> Dedicated for exclusive use (no transient or other business operations) <input type="checkbox"/> Areas related to tented infrastructure exclusively available to AOPA from Sunday prior to event 12:00 p.m. until Tuesday after event 12:00 p.m. <input type="checkbox"/> Areas related to aircraft display exclusively available to AOPA from Wednesday 8:00 a.m. until Saturday 6:00 p.m.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Dedicated aircraft parking area(s) for attendees No less than 26 acres (1,125,000) sf. In combination of:

			<input type="checkbox"/> Hard surface ramp space: _____ sf. <input type="checkbox"/> Hard surface runway or taxiway: _____ sf. <input type="checkbox"/> Grass surfaces (well drained): _____ sf.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Dedicated aircraft camping area to accommodate no less than 100 aircraft: Thursday 12:00 p.m. through Sunday 1:00 p.m.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Hard barricades to segregate normal operations from Show Center that restrict pedestrian and vehicle access for the entire perimeter of Show Center (i.e. bike-rail barricades, hard fencing, etc.) Equipment type available: _____ Length available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Unrestricted gate access with gates secured in open position <i>Please check all items you can commit to for this purpose:</i> Show Center ramp area for set-up: <input type="checkbox"/> Daylight hours Monday through Thursday Show Center ramp area for volunteers and attendees: <input type="checkbox"/> 5:00 a.m. – 8:00 p.m. Friday <input type="checkbox"/> 5:00 a.m. – 6:00 p.m. Saturday Access for campers to/from camping areas (may be by posted gate codes / contact number): <input type="checkbox"/> 24-hours/day Thursday through Sunday
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Any security / posted personnel required for gate access times noted above to be staffed by airport
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Overnight airfield security for Show Center ramp, camping areas, and general airfield to be staffed by airport
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Airfield to be NOTAM'd closed (except Prior Permission Required) from sundown to 7:00 a.m. Thursday, Friday, and Saturday
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Automobile parking area of no less than 300,000 sf. in well-drained, smooth grass areas or hard surface areas within walking distance of Show Center
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Automobile parking leadership—established group of volunteers or paid staff to manage high-volume automobile parking marshalling: <input type="checkbox"/> Friday 5:00 a.m. - 10:00 a.m. <input type="checkbox"/> Friday 3:00 p.m. – 7:00 p.m. <input type="checkbox"/> Saturday 5:00 a.m. – 2:00 p.m.
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	FBO aircraft parking personnel to support attendee aircraft parking areas <i>Please check all items you can commit to for this purpose:</i> <input type="checkbox"/> Thursday 12:00 p.m. - sundown o Number of personnel available: ____ <input type="checkbox"/> Friday 7:00 a.m. – sundown o Number of personnel available: ____ <input type="checkbox"/> Saturday 7:00 a.m. – 2:00 p.m. o Number of personnel available: ____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	FBO aircraft fueling registration system designed for attendees to place fueling order at time of aircraft parking
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	FBO aircraft fueling personnel to support fueling of attendee aircraft upon arrival
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Receiving and storage of AOPA and exhibitor shipments week prior to show through Monday after (approximately 30 pallets)
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Restricted vehicle access to Show Center area Wednesday through Saturday: no tenant access by vehicle (automobile or golf cart); strict limitation to only airport vehicles, AOPA golf carts, and emergency personnel.

Local Municipality / Government / Business Cash Grants and Sponsorships:

In some cases, direct cash contributions to the overall fly-in production and marketing expenses may be secured from local businesses, state and local governments, and tourism agencies. Cash may be contributed in the form of a grant, or in the form of a sponsorship trade. Please indicate any cash commitments that are secured for this event. (**Note:** These amounts should NOT include cash or budgetary commitments to underwrite increased internal airport operations expenses such as overtime, infrastructure costs, etc. that will be paid by the airport.)

Commitment			Item
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Direct cash grant from State Aeronautical agency: Amount \$ _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Direct cash grant from State Tourism agency: Amount \$ _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Direct cash grant from local municipality: Amount \$ _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Direct cash grant from local CVB / Tourism agency: Amount \$ _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Direct cash sponsorship agreement / trade: Amount \$ _____ Business / agency: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Direct cash sponsorship agreement / trade: Amount \$ _____ Business / agency: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Direct cash sponsorship agreement / trade: Amount \$ _____ Business / agency: _____

In-Kind Equipment and Infrastructure Donations:

Local municipalities or businesses may be able to provide hard assets for no cost / loan during the event week. Exact needs will vary depending on airfield layout, traffic plans, auto parking arrangements, etc. Equipment will be needed for approximately one week during show set-up, execution, and clean-up. Please indicate the availability of the following items for a donated commitment:

Commitment			Item
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Traffic cones – Up to 400 Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	“Candle Stick” delineator cones – Up to 200 Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Crowd line barricades / “bike rail” barricades – Up to 2,500 feet around Show Center Length available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Snow Fencing – Up to 2,500 feet on airfield as needed (dependent on parking plans) Length available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Portable Light Towers – Up to 6 Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Special event signage / directional signage Please attach list of existing available signage

<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Electronic "Variable Message Sign Boards" to place on local highways / roadways – Up to 6 Number available: _____ Controlling agency: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Cooling equipment: fans / porta-cools – Up to 20 Equipment type available: _____ Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Gas-powered golf carts – Up to 20 Equipment type available: _____ Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Fuel source for re-fueling gas-powered golf carts (automotive gasoline)
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	25-passenger shuttles / 15-passenger vans for on-field or reliever airfield transportation – Up to 6 vehicles; needed daylight hours Friday and Saturday Equipment types available: _____ Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Sand bags (approximately 25 lbs.) – Up to 400 Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Event trash cans: 95 gallon rolling cans with hinged lid – Up to 100 Equipment type available: _____ Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Trash dumpster for event trash – 40-yard dumpster
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Electrical generators: (1) 25-35Kw (2) 70-100Kw (18-20) spider boxes / distribution panels / quad boxes 2000' – 2500' of spider box cable 75' of cable ramp Equipment types available: _____ Number available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Forklift exclusively dedicated to event service – Tuesday through Sunday
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Scissor lift – As needed
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Ice trailer (60 Cubic Feet), lockable – Wednesday through Saturday

In-Kind Services Donations (Time / Service / Personnel):

Additional partnership in resources may be achieved through the donation of time and personnel. This includes the payment of staffing salaries or overtime, to provide these services free-of-charge to the event production. In some cases, certain outside volunteer groups may be appropriate to utilize, such as a Corrections Department work-release program, or mandatory community service volunteers, or a well-organized civic club, etc. Please indicate the commitment of the airport and/or the host community to provide items noted:

Commitment			Item
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Equipment installation and removal: Crowd line / Show Center barricades
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Equipment installation and removal: Snow fencing on airfield as needed
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Staff / drivers to drive on-field or reliever airfield shuttles– Up to 6 vehicles; needed daylight hours Friday and Saturday Drivers available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Staff to service trash collection and haul-off - Daylight hours Friday and Saturday; Haul off the following Monday
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Electrical generator staff support / electrician – set-up days Wednesday / Thursday; on-call for event days Friday / Saturday
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Public Safety: Show Center first aid staff – Daylight hours Friday and Saturday Personnel type: _____ Numbers available: _____
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Public Safety: Fire / Rescue / ARFF for airfield operations – Thursday 12:00 p.m. – sundown; Friday / Saturday 7:00 a.m. to sundown
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Public Safety / Law Enforcement: Automobile traffic control at entry/exit from highway – At peak traffic flow times; to include any necessary manual traffic light control
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Overnight airfield and Show Center security patrol Thursday and Friday night – sundown to sunup (See Airport Facilities section for detail)
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Additional support to airfield gate access security personnel (See Airport Facilities section for detail)

Local Services and Hospitality:

One of the major benefits to hosting an AOPA Fly-In is the ability to showcase your community to thousands of pilots and aircraft owners in your region. Providing clear access to the tourism and hospitality amenities your community offers will not only help attract pilots to return again and again to your airport, it will also bring immediate economic benefit to the community during the event week. Estimates from previous AOPA Fly-Ins suggest up to \$650,000 of direct economic benefit may be obtainable. Please indicate the items your community is able to commit to the AOPA event:

Commitment			Item
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Publishable hotel discounts for fly-in attendees Please attach list of participating hotels, and terms available
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	General ground transportation solutions for attendees to access hotels from airport (i.e. taxi services, Uber, hotel shuttles, etc.) Please attach list of participating ground transportation services
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Rental car solutions for attendees to secure cars on-field Please attach list of participating rental car companies and their vehicle capacities
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Shuttle buses (25 passenger or 50 passenger) for off-site Friday excursions to local attractions Equipment type available: _____ Number available: _____ <input type="checkbox"/> For hire (Cost: _____) <input type="checkbox"/> Donated / In-Kind
<input type="checkbox"/> Will Provide	<input type="checkbox"/> Unable	<input type="checkbox"/> Uncertain	Marketing information / website links to publish for local attractions

To understand the relationships and commitments available, please provide signatures from the key stakeholders participating together to complete this proposal:

Signature: Airport Management

Signature: FBO Representative

Printed Name / Email

Printed Name / Email

Organization

Organization

Signature: Local Government / Community

Signature: Other

Printed Name / Email

Printed Name / Email

Organization

Organization

Appendix F – Sample Airport Use Agreement

AIRPORT USE AND LICENSE AGREEMENT

between
Aircraft Owners and Pilots Association
and

THIS AIRPORT USE AND LICENSE AGREEMENT, made and entered into this ___ day of _____, 2018, by and between _____, a _____ organized under the laws of the State of _____, hereinafter referred to as "Licensor," and Aircraft Owners and Pilots Association, a non-profit, tax-exempt corporation, organized under the laws of the State of New Jersey with its principal place of business at 421 Aviation Way, Frederick, MD 21701, hereinafter referred to as "Licensee";

WITNESSETH:

WHEREAS, the Licensor administers and operates _____ Airport, hereinafter referred to as "Airport" and Licensee desires to utilize certain portions of the Airport and its facilities in conjunction with a fly-in ("Event") to be conducted from _____ to _____, 2019; and

WHEREAS, the parties desire to enter into an Airport Use and License Agreement, hereinafter referred to as "Agreement", to provide for the terms and conditions of the use of the Airport and its facilities;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties hereto agree, for themselves, their successors and assigns, as follows:

1. Premises: The Licensor does hereby grant unto the Licensee permission to utilize such portions of the Airport runways, taxiways, ramp space, improved and unimproved areas, roads, walkways and such other facilities as shall be from time to time approved by the Licensor or the Licensor's Executive Director; and Licensee shall submit, for such approval, an Airport Use Plan and Location Layout (the "Premises"). In connection therewith, Licensee shall have the right to arrange, coordinate, host, and manage the Event, including the sale of food and beverages excluding alcoholic beverages, aircraft static displays, airplane rides, and specialty novelty sales, and Licensee shall be solely responsible for arranging for and contracting with all parties invited by Licensee to participate in or provide services to the event. It is understood by both parties that in so permitting such use for purposes of conducting the Event, close contact and cooperation between Licensee and the Licensor shall be required. Licensee commits itself to make every effort to keep the Licensor apprised of developments concerning the event through its designated representative.

2. Term: The term of this Agreement shall commence as of 6:00 a.m., _____ Time, on _____, _____, 2018, and terminate at 9:00 p.m. on _____, _____, 2019. Notwithstanding the foregoing, the parties acknowledge that they shall mutually cooperate in establishment of concession stands, designated parking areas, parking and storage of aircraft and equipment so as to cause the least disruption of normal aviation and business activity at the Airport prior to, during and subsequent to the Event.

3. Rights of Ingress and Egress: Licensee shall, upon the days of the fly-in, be allowed the right to

control ingress and egress for its participants, members, employees, agents, and invitees in accordance with standards for the same to be agreed upon between the Licensee and the Licensor, not to derogate against contractual rights of tenants. Licensee is required at all times to maintain safe and complete crowd control. Licensee shall be granted access to Airport facilities on _____, 2019 for the purpose of setting-up displays or other required appurtenances without disrupting normal business activities.

4. Airport Surfaces Closure: Licensee acknowledges that only representatives of the Licensor are authorized to close or open Airport taxiways and runways and issue applicable Notices to Airmen (NOTAMs). The parties hereto agree that Airport shall remain open and there shall be no disruption to normal business activities on the Airport during the Event.

5. Rights and Privileges: While it is contemplated the Licensee shall be, and is hereby, granted the right to conduct its Event upon the Premises on the dates designated herein, said rights shall be subordinate to Federal Aviation Administration rules and regulations, regulations of the Airport, and needs of the flying public. Notwithstanding the foregoing, the parties acknowledge their mutual intent that arrangements be made satisfactory to all involved, including third parties, to the end that the general public as well as the flying public may benefit from both the contemplated event and utilization of the Airport for its normal purposes.

6. Taxes and Assessments: If Licensee is required to pay any taxes, charges, or fees with respect to its Event, together with the planning therefore, cleanup, or in any other fashion connected therewith, Licensee shall pay the same when due, and shall defend, indemnify and hold harmless the Licensor, its agents and employees from any claims, actions or expenses in conjunction therewith.

7. Maintenance, Utilities and Cleanup: Licensee shall be solely responsible for maintenance and utilities necessary or utilized in conjunction with the conduct of its Event and shall make appropriate arrangements for acquisition of those items. Licensee shall furnish appropriate personnel and equipment to clean up the Premises, the Airport areas utilized in conjunction with the Event, any areas affected thereby, and shall restore the same to the condition that prevailed immediately prior to commencement of the Event. If Licensor incurs any reasonable expenses to return the grounds and facilities to the original state that existed prior to the fly-in, Licensee agrees to reimburse Licensor for those expenses.

Licensee shall clean up the Air Operations Area of the Airport and the remainder of the Airport no later than 9:00 p.m. on _____, _____, 2019.

8. Airport Personnel: Licensee acknowledges that Airport personnel shall not be engaged in activities on behalf of the Licensee except at the direction of the appropriate staff of Licensor.

9. Rules and Regulations: Licensee agrees to observe and obey all existing Licensor, Federal, State and Local rules and regulations with respect to the use of the Airport and the conduct of Licensee's Event, including aircraft operations; and, provided further, that such rules and regulations shall not be inconsistent with the provisions of this Agreement or the procedures or orders prescribed or approved from time to time by the Federal Aviation Administration with respect to the operation of aircraft at Airport, as well as any ground activities subject to Federal Aviation Administration authority. Licensee shall ensure that vendors of food, beverages and novelties shall, at a minimum, meet all requirements of law, including those laws, ordinances and regulations with respect to

public health and sanitation.

10. Security: Licensee shall provide such security on or about the Premises as shall be required by the Licensor through the Licensor's CEO or the FAA. The Licensor shall advise Licensee of such security requirements upon execution of this Agreement to allow Licensee adequate time to schedule necessary services. Licensee shall observe all rules and regulations regarding safety as shall be required by the Licensor through the Licensor's CEO or the FAA. Licensee shall be responsible for the enforcement of such rules and regulations amongst its agents, employees, volunteers, guests, and invitees. Crowd control is the responsibility of the Licensee and any unsupervised activities will not be allowed.

11. Damage or Destruction of Premises: If any Airport facilities or those of tenants of the Licensor at Airport are damaged in any fashion by Licensee's negligence or willful misconduct in its conduct of the Event, said damage shall be repaired, or the damage items replaced, with due diligence by Licensee at Licensee's own cost and expense, except, however, to the extent caused by the negligence or willful misconduct of Licensor, its officers, directors, agents or employees.

12. Insurance:

A. Licensee shall, at its expense, maintain insurance in full force and effect for the Event during the term of this Agreement as defined in Article 2 in such amounts as to meet the minimum limits of liability specified below, and insurance shall be placed with companies or underwriters authorized to do business in the State of _____ and carry a Best's rating no lower than A-. Failure to obtain and maintain such insurance shall constitute a default under this Agreement. The insurance policy(ies) shall be the standard comprehensive insurance coverage, for operations of the Licensee and shall cover bodily injury; property damage; automobile liability including owned, non- owned, leased and hired; aviation risks excluding aircraft owned or operated by Licensee; and contractual coverage. The Licensor shall be named as additional insured with respect to Licensee's use of the Premises which are subject of this Agreement. Licensee shall promptly upon execution of this Agreement, furnish to the Licensor appropriate certificates of insurance evidencing coverage affected and to be maintained for the term of this Agreement. The coverage shall not be less than Two Million Dollars (\$2,000,000), combined single limit equal or split limits equal to and not less than Two Million Dollars (\$2,000,000), for bodily injury and property damage with respect to each occurrence.

B. Licensor shall, at its expense, maintain insurance in full force and effect during the term of this Agreement as defined in Article 2 in such amounts as to meet the minimum limits of liability specified below, and insurance shall be placed with companies or underwriters authorized to do business in the State of _____ and carry a Best's rating no lower than A-. The insurance policy(ies) shall cover bodily injury; property damage; premises liability, automobile including owned, non- owned, leased and hired; and hangar keepers liability. Licensor shall promptly upon execution of this Agreement, furnish to the Licensee appropriate certificates of insurance evidencing coverage affected and to be maintained for the term of this Agreement. The coverage shall not be less than Two Million Dollars (\$2,000,000), combined single limit equal or split limits equal to and not less than Two Million Dollars (\$2,000,000), for bodily injury and property damage with respect to each occurrence.

13. Indemnification of Licensor:

A. The Licensee shall indemnify, hold harmless and defend the Licensor, its officers, directors, officials, and employees from and against any and all claims and actions, demands, damages, civil penalties, charges, judgments, losses, liabilities of any character or kind and other legal actions and proceedings of whatever nature, including reasonable attorney's fees (including fees to establish the right to indemnification) resulting from, arising out of, or caused by, Licensee's conduct of the Event, or from any activity or other things done, permitted, or suffered by Licensee in, or about the Premises and/or Airport or other act or failure to act, excluding only claims or actions arising out of the negligence or willful misconduct of the Licensor, its officers, directors, officials, and employees, provided that the Licensor shall give the Licensee prompt and reasonable notice of any such claim or actions made or filed against it.

B. Licensee hereby agrees to release and hold harmless the Licensor, its officers, directors, officials and employees, from any damages to the Licensee caused by noise, vibrations, fumes, dust, fuel particles and all other effects that may be caused by the operation of aircraft landing at or taking off from, or operating at or on Airport; and the Licensee does hereby fully waive and release any right or cause of action which it may now have or which it may have in the future against the Licensor, its successors and assigns, due to such noise, vibrations, fumes, dust, fuel particles, and all other effects that may be caused or may have been caused by the operation at or on the Airport. The above exception shall not limit a cause of action against other persons or entities, including licensees, concessionaires or aircraft operators.

C. Licensee further agrees to hold the Licensor, its officers, directors, officials and employees free and harmless for any claims arising out of the damage, destruction or loss of Licensee's equipment excluding any claims arising out of the negligence or willful misconduct of the Licensor, its officers, directors, officials, and employees.

14. Termination by Licensor: If Licensee fails to timely and fully perform any provision of this License Agreement, the Licensor may, at its sole option, after providing Licensee notice of such deficiency and a reasonable opportunity to cure, terminate this Agreement immediately, regardless of whether the contemplated event has commenced, is in process, or has been terminated.

15. Surrender of Possession: Within the cleanup period referred to herein, Licensee shall surrender all Airport premises, or portions thereof, utilized in conjunction with the contemplated event, and shall cease and vacate Airport premises without delay.

16. Inspection by Licensor: The Licensor, through any of its members, agents, or other Airport staff, may enter any premises, including concessionaires' premises placed or allowed to be placed on Airport premises by the Licensee in conjunction with the Event, at any time for any purpose necessary or incidental to Airport operations for assurance of proper performance of this Agreement by Licensee.

17. Prohibition Against Assignment: Parties acknowledge this Agreement is personal to Licensee, which shall have no authority to assign, sublet, delegate, or any other way alienate this Agreement or its responsibilities or its benefits hereunder.

18. Signs - Advertising: No signs or other advertising matter or devices shall be used or displayed in or about Airport premises without the prior express approval of Licensor or Airport management. Any such signs, advertising, tickets, promotional devices, or the like, shall clearly and expressly designate Licensee as the promoter of the Event, and shall in no fashion indicate, imply nor suggest

that the Licensor is the sponsor of or responsible for the Event.

19. Nondiscrimination Clause: In the Event Licensee engages in service to the public in its contemplated activity conducted on or from Airport, Licensee agrees and promises to furnish such services to the public on a fair, equal and not unjustly discriminatory basis to all users thereof, and to charge fair, reasonable and not unjustly discriminatory prices for each unit or service, provided, that the Licensee may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers of services. Licensee further promises and agrees that it will not, on the grounds of race, color, or national origin, discriminate or permit discrimination against any person or group of persons in any manner prohibited by federal law and regulations in providing such services. Licensee's breach of any promise or agreement contained in this paragraph shall constitute grounds of immediate termination of this Agreement; and, in addition thereto, the Licensor shall have the right to take such other remedial action as the United States Government may direct.

20. Non-liability of Licensor: In the event of termination of this Agreement by the Licensor pursuant to the provisions of Paragraph 14 or Paragraph 23 of this Agreement, neither the Licensor, its officers, directors, officials or employees shall be responsible for any damages, claims or actions ("Damages") either from the Licensee, its intended participants, observers, ticket holders, concessionaires, nor any other persons. Licensee agrees to hold harmless, defend and indemnify the Licensor, from such Damages provided that the Licensor gives the Licensee prompt and reasonable notice of, and shall not voluntarily accept responsibility for, such Damages.

21. Relationship of the Licensor and Licensee: Nothing contained herein shall be deemed or construed as creating the relationship of principal and agent, partnership, or joint venture partners, and no provision contained in this Agreement nor any acts of Licensee and the Licensor shall be deemed to create any relationship other than that of Licensee and the Licensor.

22. Notices and Contacts: All notices and demands required herein shall be deemed to be properly served if hand delivered, or if sent by certified or registered mail, to the last address previously furnished by the parties hereto. Unless changed by the parties, in writing, notices shall be sent to the following addresses:

(LICENSOR)

Aircraft Owners and Pilots Association
Chris Eads, Senior Director, Outreach & Events
421 Aviation Way
Frederick, Maryland 21701

_____, _____

Telephone contacts for the Event shall be as follows:

LICENSOR-

- FAA coordination: _____, (office) () ____ - ____ , (cell) () ____ - ____
- Airport operations: _____, (office) () ____ - ____ , (cell) () ____ - ____
- For airport facilities and maintenance issues: _____, (office) () ____ - ____ , (cell) () ____ - ____

LICENSEE:

- Event Director: Chris Eads, Senior Director, Outreach and Events, (301) 695-2183(office); (703) 999-4845 (cell)

(FBO):

- _____, (office) (____) ____ - ____ , (cell) (____) ____ - ____

23. Force Majeure. Neither party shall be responsible or liable for, or deemed in default for, any delay or failure of performance due to causes beyond its control, including but not limited to accidents, acts of God, labor disputes, acts of a government agency, interruptions or delays in transportation, fuel supplies or electrical power.

24. Integration, Venue and Attorney Fees: This Agreement contains the entire understanding of the parties. Any attempted modification or addition hereof shall be enforceable only if in writing and signed by the party to be charged. This Agreement shall be governed by the laws of the State of _____. In the event of litigation to enforce the rights and obligations hereunder, venue shall lie in _____ County, _____; and the prevailing party shall be entitled to its reasonable attorney fees in addition to court costs.

IN WITNESS HEREOF, the parties have fixed their signatures hereto the day and year first above written.

AIRCRAFT OWNERS AND PILOTS ASSOCIATION

Erica J. Saccoia
Title: Senior VP, Finance and Accounting

(LICENSOR)

By: _____
