



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Southern Region Policy

**ORDER  
SO 8720.5C**

Effective Date:  
11/28/11

**SUBJ:** Management of FAA Activities For Sun 'N Fun Fly-In

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This order establishes guidance and procedures for the planning, preparation, and execution of the Federal Aviation Administration's (FAA) required regulatory support at the Sun 'n Fun Fly-In at Lakeland, Florida. The order encompasses guidance for all FAA organizations providing regulatory support of the Fly-In. This revision of the order comprehensively updates policies, procedures, guidance, and assignments of responsibility. It reorganizes the order in a manner more useful for agency personnel and is available electronically to agency personnel.

A handwritten signature in blue ink that reads "Doug Murphy".

Douglas A. Murphy  
Regional Administrator

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## Chapter 1. General Information

### 1. Purpose of This Order.

a. The scope and focus of the Sun ‘n Fun Fly-In event is not only an airshow. FAA provides valuable services to the public during the event. These services are the FAA’s number one way to promote safety and reduce general aviation accident rates.

b. This order establishes guidance and procedures for the planning, preparation, and execution of the Federal Aviation Administration’s (FAA) required regulatory support at the Sun ‘n Fun Fly-In in Lakeland, Florida.

c. This order encompasses guidance for all FAA organizations providing regulatory support for the Fly-In.

c. This revision of the order comprehensively updates policies, procedures, guidance, and assignments of responsibility. It reorganizes the order in a manner more useful for agency personnel and is available electronically to agency personnel and the public.

2. **Audience.** All FAA Southern Region employees supporting Sun ‘n Fun.

3. **Where Can I Find This Order.** You can find this order on the Directives Management System (DMS) website: [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/).

4. **What This Order Cancels.** Order SO 8720.5B, Management of FAA Activities for Sun ‘n Fun Fly-In, dated 09/29/2010, is canceled.

## Chapter 2. Sun 'n Fun On-Site/Planning Coordinators Assignments & General Responsibilities

**1. General responsibilities.** Each individual organization has general responsibility for administration of activities within its area. Other responsibilities shall include:

**a.** Provision of adequate on-site manpower for packing, shipping, and receiving equipment or supplies during the preparation phase, as well as for the set up, tear down, and return after the event. Unless previously coordinated and agreed upon, organizations shall not rely on each other to accept or store shipped items, to assist in the preparation or staffing of facilities, or to provide office supplies or equipment.

**b.** Coordination through the ARC On-site/Planning Coordinator, for the contracting of hotel rooms for employees or invited official guests. Each organization shall ensure proper accountability for uniforms utilized by assigned personnel. This excludes Lockheed Martin Flight Service (LMFS) personnel who will contract hotel and uniforms IAW DTFAWA 05-C-00031.

**c.** Coordination through the Manager, Technical Services for Eastern Service Area, for installation of telecommunications equipment.

**d.** Appointment of an Organization's On-Site/Planning Coordinator (OPC).

**e.** Provide budgetary resources necessary to support activities within its area.

**2. Coordinators.** The following positions are established in order to achieve the objectives of this order:

**a. Primary Regional Sun 'n Fun Coordinator (PRC).** A Primary Regional Sun 'n Fun Coordinator (PRC) is appointed by the Southern Region Regional Administrator to oversee FAA activities for Sun 'n Fun Fly-In. This appointment is made 180 days prior to the start of the event, with the term extending until completion of a close-out report following the event. The Regional Administrator identifies his/her selection via email to the appropriate organizations.

**b. Secondary Regional Sun 'n Fun Coordinator (SRC).** A Secondary Regional Sun 'n Fun Coordinator (SRC) is appointed by the PRC to assist in the oversight of FAA activities for Sun 'n Fun Fly-In. This appointment is made 180 days prior to the start of the event, with the term extending until completion of a close-out report following the event. The PRC identifies his/her selection via email to the appropriate organizations.

**c. Building Coordinator.** A Building Coordinator is appointed by the PRC to provide oversight for the appearance and maintenance of the FAASite NRC. This appointment is made 180 days prior to the start of the event, with the term extending until completion of a close-out report following the event. The PRC identifies his/her selection via email to the appropriate organizations.

**d. Region and Center Operations (ARC) On-Site/Planning Coordinator (ARC OPC).** The ARC On-Site/Planning Coordinator (OPC) serves as a focal point for many support services for the

participating FAA organizations during Sun 'n Fun Fly-In and acts as the organization's point of contact with the PRC during the pre and post-event planning phases. The Regional Administrator (RA) designates the individual who will serve as the ARC-On-Site/Planning Coordinator. This appointment is made 180 days prior to the start of the event, with the term of duty extending until completion of a close-out report following the event.

**e. Organization On-Site/Planning Coordinator (OPC).** Each participating organization appoints an On-Site/Planning coordinator (OPC), who acts as the organization's point of contact with the PRC during the pre and post-event planning phases. The Organization On-Site/Planning Coordinator (OPC) is selected no later than 90 days prior to the Sun 'n Fun Fly-In by the respective Lines of Business (LOB) or pertinent entities. The OPC must immediately contact the PRC to provide contact information and exchange information.

### **3. Specific Organizational Responsibilities.**

#### **a. Primary Regional Sun 'n Fun Coordinator (PRC).**

- (1) As the representative of the Regional Administrator, the PRC is charged with the oversight of all FAA preparations and planning for Sun 'n Fun Fly-In.
- (2) Serves as the Sun 'n Fun Chairman for Area 361 (FAA) with Sun 'n Fun Fly-In, Inc.
- (3) Collaborates with Sun 'n Fun Fly-In, Inc. for all needed coordination between the FAA and Sun 'n Fun Fly-In, Inc.
- (4) Administrative support for the PRC (typing, mailing, etc.) is provided at the coordinator's office or facility. Additional support, as needed and requested by the PRC, will be provided by the Office of the Regional Administrator.
- (5) The PRC is responsible for requesting and distributing the Sun 'n Fun Fly-In credentials, vehicle passes and equipment obtained from Sun 'n Fun Fly-In to studio volunteers, speakers and all FAA LOB personnel and support staff.
- (6) The PRC provides inter-organizational coordination and may act as an arbitrator, with the advice and consent of the Regional Administrator, should the need arise. Additional responsibilities include the following:
  - (a) Overall point of contact throughout the year.
  - (b) Maintenance of a roster of key personnel during the week of the event, to include on-site location and phone numbers as well as hotel and other off duty contact information.
  - (c) Designates a Secondary Regional Coordinator no later than 180 days prior to the event.
  - (d) Designates a Building Coordinator no later than 180 days prior to the event.

(e) Requests support personnel from the Quality, Integration & Executive Services Office (AQS-200) in order to manage, oversee and support the FAA Intranet and Internet infrastructure and users during the event at the FAAS Team NRC.

(f) Conducts a pre-briefing for all lines of business the day prior to the event; daily briefings during the event; and an out-briefing with each organization's On-Site/Planning Coordinators (OPC), prior to close of the Sun 'n Fun Fly-In.

(g) The PRC compiles a closeout activity report on problems encountered and lessons learned. A copy of the closeout activity report is provided to the Regional Administrator and each organization's On-Site/Planning Coordinators within 45 days of the conclusion of Sun 'n Fun.

**b. Secondary Regional Coordinator (SRC).** The PRC designates the individual who will serve as the Secondary Regional Coordinator. The Secondary Regional Coordinator is responsible for the following:

(1) Assists the PRC in all planning meeting preparations.

(2) Serves as the Sun 'n Fun Co-Chairman for Area 361 (FAA) with Sun 'n Fun Fly-In, Inc.

**c. Production Manager (PM).** The Regional FAAS Team Manager (RFM) designates the individual who will serve as the Production Manager. The Production Manager is responsible for the following:

(1) Procurement and operation of sound, lighting and projection equipment as well as preparation of the forum area training aids or displays.

(2) Ensures the forums will be recorded, edited and uploaded to FAASafety.gov.

(3) Assesses the equipment and manpower needed for the FAA Safety Forums during the event.

**d. NRC Building Coordinator (NRC BC).** The PRC designates the individual who will serve as the NRC Building Coordinator. The NRC Building Coordinator is responsible for the following:

(1) Coordinates with tenants of the FAAS Team NRC to ensure they are familiar with their responsibilities to maintain cleanliness in their respective areas.

(2) Oversees the daily safety seminar forums and speaker coordination with the Production Manager.

(3) Focal point for any mechanical, electrical, or structural problems concerning the FAAS Team NRC and maintains coordination with Sun 'n Fun Fly-In management to arrest or solve problems with the building.

(5) Coordinates the required office needs and set-up space for the temporary FAA FSDO and FSS.

(6) Monitors the FAASite NRC use to ensure operational areas (FSDO, offices, etc.) are not to be used as lounge, hospitality, or informal meeting areas.

(7) Coordinates all the IT needs for the facility with AQS.

(8) Controls access to the observation deck on the roof of the FAASite NRC.

(9) Ensures control of the FAASite NRC Studio facilities, the production control room and storage space established for the FAA Safety Team Program on the second floor, and the office trailer on the south side of the facility.

(10) Provides office space dedicated for the exclusive use of ARC On-Site/Planning Coordinator. This private area shall be equipped with basic office furniture and at least one exclusive-use telephone line.

(11) Efforts are made to create a dedicated space available for accident investigation activities such as private interviews and security of reports, etc.

(12) Serves as the main focal point regarding the compliance of security and OSHA requirements during the event within the facility. Any additional guidance and support will be coordinated with the PRC, ASO-750 (Security and Hazardous Materials) and/or ASO OSHECOM whenever necessary.

(13) Responsible for the oversight in opening and closing the NRC office complex within the designated times as established by the PRC.

**e. ARC On-site/Planning Coordinator (ARC OPC).** The Regional Administrator (RA) designates the individual who will serve as the ARC On-site/Planning Coordinator. The ARC On-Site/Planning Coordinator is responsible for the following:

(1) Serving as a focal point for many support services for the participating FAA organizations during Sun 'n Fun Fly-In. The ARC On-site/Planning Coordinator acts as the organization's point of contact with the PRC during the pre and post-event planning phases.

(2) Determination of the number of admission and parking passes required for exhibitors, RA's office and Regional Management Team. The request for passes submitted to PRC includes provision for participating personnel coming from outside the Southern Region, such as VIPs and the FAA Hangar 6 crew. Procedures for the issuance and recovery of the passes are coordinated with the PRC.

(3) Notification to prospective exhibitors soliciting exhibit registration – early October.

(4) Ensures exhibits are open by 9:00 a.m. and close at 5:00 p.m. each day of the event including the last day of the event. The exhibits may close on the last day of the event prior to 5:00 p.m. only in the event of inclement weather.

(5) Accomplish a post-event review of this order, to include the writing of revisions and updating of information. This post-event review is accomplished no later than July 1.

**f. Administrative Support.** The PRC designates the individual who will serve as Administrative Support. Administrative Support is responsible for the following:

(1) Scheduling the conference rooms for use during the event and for the studio on the weekend prior to the event's start date for FAA personnel training for those attending the event.

(2) Temporarily issues facility keys to critical personnel as determined by the PRC following the current policy and regulations (Order 1600.69B, FAASTeam NRC Facility Security Plan, Occupant Emergency Plan, etc.). Administrative Support is also responsible for collecting the keys at the close of the event.

(3) Maintains current information on the Sun 'n Fun SharePoint site.

(4) Develops feedback forms for FAA LOB's.

(5) Keeps meeting minutes from all Sun 'n Fun meetings.

(6) Compiles data from the FAA LOB's feedback forms for the PRC's required close out report.

**g. Advanced Imaging Division, National Exhibit Program Office, AJP-796.** Exhibitor registration is coordinated by the National Exhibit Program Office, AJP-796. Responsibilities include:

(1) Maintaining exhibit registration website for exhibitor signup.

(2) Registration deadline for Sun 'n Fun Fly-In is December 1.

(3) Coordination with the ARC On-Site/Planning Coordinator in the event of more registrants than space allows. The Regional Administrator, ASO-1 will retain authority for final decision of accepted participants.

(4) Work directly with exhibitors to develop requirements for booth design.

(5) Provide turn-key setup and teardown of the exhibit hall.

(6) Coordinate with the ARC On-Site/Planning Coordinator for hotel accommodations, passes, etc.

**4. Milestones.** The following list of events and deadline dates for Fly-Ins, are incorporated into the planning phase portion of each Line of Business (LOB).

**a. All Participating Organizations.** The following milestones apply to all participating organizations:

(1) Tentative hotel room reservation requirements forwarded to ARC On-Site/Planning Coordinator by October 1 and firm hotel room requirements by January 31.

(2) Each organization is required to submit a waiver request for volunteers traveling less than the 50 mile minimum distance to Sun 'n Fun for PC&B and travel reimbursement 120 days prior to the event.

(3) Offices/facilities installed, tested, and operating by 6:00 p.m. Friday prior to opening of Sun 'n Fun Fly-In. NOTE: See Chapter 4 for Flight Service Program Office (FSPO) LMFS roles and responsibilities.

(4) Offices/facilities open for business by 8:00 a.m. opening day.

(5) Participate in ASO-1 Planning Meetings / Teleconferences

(6) Participate in Sun 'n Fun Volunteer Meetings in January, February, and March.

**b. Regional Administrator.** The Regional Administrator's selection of the Primary Regional Sun 'n Fun Coordinator (PRC) is designated 180 days prior to the start of the event.

**c. Secondary Regional Sun 'n Fun Coordinator (SRC).**

(1) The SRC shall arrive at the site no later than the Monday prior to the air show and remain at the site at least until Tuesday after the Sun 'n Fun Fly-In.

(2) Coordinate with the PRC and Sun 'n Fun Chairman Coordinator to order equipment for all LOB's from Sun 'n Fun at least 45 days prior to the event.

(3) Request access to the Sun 'n Fun SharePoint site for all necessary personnel at least 30 days prior to the event.

(4) Assist the PRC in all FAA Forum seminar selections and submit final schedule to the necessary publications no later than December 15.

**d. Production Manager (PM)**

(1) Requests that FAA Safety Forum speakers submit their PowerPoint presentation 30 days prior to the event.

**e. NRC Building Coordinator (NRC BC).**

(1) The BC shall arrive at the site no later than the Monday prior to the air show and remain at the site at least until Tuesday after the Sun 'n Fun Fly-In.

**f. ARC On-Site/Planning Coordinator.** All activities and functions pertaining to Logistics are coordinated with the ARC On-Site/Planning Coordinator.

(1) FAA organizations requesting lodging services shall finalize lodging requirements, with supporting Procurement Requests submitted, to the Eastern Logistics Service Area, Acquisition Group, ASO-52 and forward a copy to the ARC Planning/On-site Coordinator, no later than February 15.

(2) The ARC On-Site/Planning Coordinator shall arrive at the site no later than the Monday prior to the air show and remain at the site at least until Tuesday after the Sun 'n Fun Fly-In.

(3) Prepare and submit letter requesting per diem rate adjustment 120 days prior to start of the event.

(4) Work with Regional Administrator's office to update VIP list, invitation letter, and submission of VIP list to Sun 'n Fun Fly-In, Inc. 60 days prior to start of the event.

(5) Provide information package and lodging information to all accepted exhibitors 60 days prior to the start of the event.

(6) Request attendee list and dates of attendance from participating Exhibitors, for pass distribution at least 60 days prior to the start of the event.

(7) Request parking and admission passes from the PRC at least 45 days prior to the start of the event.

(8) Submit final rooming lists (where required) to lodging facilities at least 45 days prior to the start of the event.

(9) Prepare and provide rooming list to OPCs as appropriate at least 30 days prior to the start of the event.

(10) Mail/distribute parking and admission passes to exhibitors, RMT and personnel coming from outside Southern Region with the exception of those traveling on the FAA plane from HQ three weeks prior to the start of the event.

(11) Submit list of attendees for the City of Lakeland/Sun 'n Fun Fly-In, Inc. Appreciation Dinner to City of Lakeland Airport Office Coordinator two weeks prior to the start of the event.

### **Chapter 3. Flight Standards Division Assignment & General Responsibilities**

**1. General Responsibilities.** Each organization within the FAA Flight Standards Division is responsible for budgeting, funding, and procurement related to its participation in the Fly-In. These functions will be performed by the Regional FAAS Team Manager (RFM), ASO-204, for individuals whose participation is in direct support of the FAA Safety Team Program, as determined by the RFM in coordination with ASO-200. ASO-200 reserves the right to deviate from these procedures due to mission, budget, staffing and other resource constraints or safety priorities.

#### **2. Regional FAAS Team Manager (RFM), ASO-204.**

##### **a. RFM Responsibilities.**

(1) The RFM is responsible for ensuring the accomplishment of all required activities concerning Safety Educational Program participation in Sun 'n Fun Fly-In.

(2) The RFM ensures that planning and preparation for the Safety Team Program activities by selecting the following positions:

- (a) Production Manager
- (b) Project Preflight Manager
- (c) VIP Manager

(3) The RFM ensures that a schedule of Safety Educational Forums and other Safety Team Educational Program activities at the NRC is developed in direct support of the National and Regional FAAS Team Business Plans. The RFM will have final approval of the FAA Forum Schedule and other Safety Team Educational Program activities. Invitations and scheduling for guest speakers (except senior government officials and other individuals for whom formal protocol is indicated) is overseen by the RFM. Additional duties include, but are not limited to:

(a) Assist in the overall budgeting, funding, and procurement assistance for all personnel whose event participation is in direct support of the FAA Safety Team Program as sanctioned by the National and Regional Business Plans for required safety educational programs.

(b) Assist in the coordination with ARC On-Site/Planning Coordinator (ARC OPC) to determine the total FAAS Team requirements for the acquisition of hotel rooms. The RFM will have final approval of the number of hotel rooms needed.

(c) Ensure coordination with Regional Public Affairs Office and ARC OPC, regarding the invitation of dignitaries participating in the forum series and obtaining speaker biographical data, in support of the Sun 'n Fun Fly-In.

(d) Ensures advance publication of the Program Schedule of Forums and other activities and for on-site advertising during the Sun 'n Fun Fly-In.

(e) Assist the Orlando Flight Standards District Office (FSDO) to provide an adequate supply of FAA and other safety publications for dissemination at the meetings or forums.

(4) The RFM will coordinate the resources necessary for the following:

(a) Funding, publication and distribution of the Quick Reference Book. The book will be distributed 30 days prior to the event and will be uploaded to the FAASafety.gov website.

(b) Contractual funding for live streaming of the FAA Safety and Aviation Education events.

**b.** Due to the size and scope of the FAA Aviation Safety Program activities at Sun 'n Fun Fly-In, the RFM oversees the program and designates a FAASTeam Program Manager (FPM) or other personnel as required to support various FAA Aviation Safety Program activities as sanctioned by the National and Regional Business Plans for required safety educational programs.

**3. Orlando FSDO.** The Office Manager of the Orlando FSDO is responsible for establishing a temporary FSDO in the FAASTeam National Resource Center (NRC). Determination as to where the FSDO will be located in the NRC will be coordinated with all affected parties by the PRC with final approval from the RFM. The FSDO Manager designates a FSDO On-Site/Planning Coordinator (OPC).

The Orlando FSDO Manager is responsible to provide staffing to meet the regulatory and support positions necessary to oversee the Sun 'n Fun Fly-In. A reduction in resources (budget, staffing, etc.) will result in reduced capability for the event. Safety critical positions will not be reduced. Safety critical positions are notated with an asterisk in paragraph 3.g Minimum Staffing.

**a. FSDO On-Site/Planning Coordinator (OPC).** The FSDO On-Site/Planning Coordinator coordinates pre-event temporary FSDO activities, to include the assignment of personnel, and the transfer of supplies for use by the temporary FSDO to and from the FAASTeam NRC. Additional duties include, but are not limited to:

- (1) Represent the FSDO Manager.
- (2) Ensure that minimum staffing requirements are filled appropriately.
- (3) Schedule personnel to operate the temporary FSDO.
- (4) Arrange for transportation of those personnel to and from the Sun 'n Fun Fly-In site.
- (5) Manage the counter area in the temporary FSDO.
- (6) Arrange for NTSB support during the Sun 'n Fun Fly-In.
- (7) After the event, the FSDO OPC participates in the post-event review with the PRC.

**b. Air Show Monitor Team.** The Office Manager designates one Aviation Safety Inspector (Operations) to serve as Air Show Monitor and one Aviation Safety Inspector (Operations) Assistant Air Show Monitor. The Air Show Monitor is responsible for issuing the required Certificates of Waiver and Authorization for activities included in appropriate applications from Sun 'n Fun Fly-In and/or the air show participants. The Air Show Monitor Team reports directly to the FSDO Manager or the FSDO OPC. Additional duties include:

(1) Issues a Certificate of Waiver and Authorization is required for the daily air show and a separate Certificate of Waiver and Authorization is required for the daily experimental aircraft fly-bys.

(2) Provides adequate surveillance of air show activities and is responsible for the scheduling and conduct of Air Show participant briefings and meetings.

(3) Attends the pre-show participants' briefing each day. The War Bird briefing is normally conducted on the flight line at the War Bird headquarters building.

(4) Is located at Air Show Control during the scheduled show time period and may be relocated during the show for specific surveillance tasks at his/her discretion.

(5) Assists the FSDO OPC in the operation of the temporary FSDO as directed.

**c. Accident Investigation Team.** The Accident Investigation Team, consisting of one Operations and one Airworthiness ASI, is on-site during the Sun 'n Fun Fly-In to investigate all accidents/incidents associated with the Sun 'n Fun Fly-In. The team is responsible for keeping the communication open with air traffic in the event of an accident providing information for the accident package, runway condition, etc. Personnel assigned to the Accident Investigation Team are under the supervision of the FSDO OPC and assist in the operation of the temporary FSDO as directed. The Aviation Safety Inspector that is assigned to Telephone Availability for the Orlando FSDO during the Sun 'n Fun Fly-In event provides back-up accident/incident coverage as necessary.

**d. Support Personnel.** The FSDO Support Personnel consists of one Operations Inspector and one Airworthiness Inspector. These Aviation Inspectors provide customer service support at the temporary FSDO and are supervised by the FSDO OPC. The Aviation Inspector may be required to assist in accident/incident coverage.

**e. Roving Safety Support Team.** The Roving Safety Support team is in place to assist in the areas of special interest i.e. Light Sport Aircraft. The Roving Safety Support Team may be required to assist in accident/incident coverage.

**f. Administrative Support.** The Administrative Support position may be replaced by an AST depending on mission requirements and/or administrative support availability.

**g. Minimum Staffing.** The following is a summary of the minimum staffing required to support the Orlando FSDO commitment to the Sun 'n Fun Fly-In event. Core team assignments are based on

FAA/Sun 'n Fun Fly-In needs, mission requirements, continuity of operations, experience, availability, and other variables as appropriate. (\* Denotes a safety critical position)

- (1) Temporary FSDO Manager. \*
- (2) FSDO On-Site/Planning Coordinator. \*
- (3) Air Show Monitors (Two Ops ASIs). \*
- (4) Accident Investigation Team (One Ops ASI, One A/W ASI). \*
- (5) Support Personnel (One Ops ASI, One A/W ASI)
- (6) Roving Safety Support Team for special emphasis areas and safety monitoring. \*
- (7) AFS Exhibition Booth (Two FSDO ASIs - One A/W, One Ops and/or AST)
- (8) Administration (AST, ASA)

#### **h. Operational Procedures.**

(1) The Temporary FSDO is in operation one day prior to the Sun 'n Fun Fly-In event and remains in operation an additional day after the conclusion of the Sun 'n Fun Fly-In event.

(2) The Temporary FSDO maintains core hours of operation from 7:30 a.m. to 4:00 p.m.

(3) FAA ASIs on the flight line are to maintain communication with the FSDO OPC. Any problems noted during the event are brought to the attention of the Sun 'n Fun Fly-In Management by the OPC.

(4) FAA ASIs should be ready to assist Sun 'n Fun Fly-In management in maintaining safety during the event by bringing deficiencies noted during surveillance to the Sun 'n Fun Fly-In management. Deficiencies which indicate non-compliance with the CFRs, or the limitations of the Certificate of Waiver and Authorization, are communicated to the Air Show Monitor Team Leader, or the FSDO OPC, whichever is most expeditious.

(5) The AFS Exhibition booth will be staffed dependent upon the location of the temporary FSDO. The ASI, AST, or FPM staffing the AFS Exhibition Booth will maintain core hours established by Sun 'n Fun management. Booth personnel are responsible to attend all exhibition meetings and to maintain the booth in a clean, professional manner. Booth personnel are responsible to filter FAA questions or issues and direct the individual to the correct organization's exhibition booth. AFS questions or issues requiring ASI assistance will be directed to the temporary FSDO for resolution.

**i. Coordination Procedures.**

(1) The FSDO OPC maintains communication with the PRC for resolution of any issue involving the various tenants of the FAAS Team NRC or the temporary FSDO. FAA Managers assigned to the Sun 'n Fun Fly-In will coordinate their efforts to resolve all critical situations during the event. FAA Managers must communicate often until the emergency or critical situation is resolved.

(2) Issues requiring resolution are elevated from the level of occurrence through the Teams to the FSDO OPC. When necessary, the FSDO OPC elevates the issue to the Office Manager for resolution.

## Chapter 4. Air Traffic Organization

**1. Air Traffic Organization.** The Air Traffic roles, responsibilities, administrative and operational requirements are contained within the air traffic Sun 'n Fun Standard Operating Procedures. Solicitation, bidding and selection procedures for bargaining unit employees assigned to special air traffic events are contained within the FAA/NATCA Memorandum of Understanding for special air traffic events.

**2. Flight Service Program Office (FSPO).** The Flight Service Program Office (FSPO) shall task Lockheed Martin Flight Services (LMFS) with operational support of Sun 'n Fun. The FSPO will provide the ARC On-Site/Planning Coordinator with a copy of the executed Task Order (TO).

a. When tasked by the FSPO, LMFS shall provide routine and special operation of a Temporary Flight Service Station (TFSS) at Lakeland Linder Regional Airport (LAL), located within the FAA National Resource Center (NRC).

b. The LMFS Sun 'n Fun Support Management Team is authorized to coordinate and execute the logistics and operations of the TFSS directly with the Primary Regional Sun 'n Fun Coordinator (PRC), Eastern Service Area Technical Operations and Air Traffic Services management as necessary/required.

c. **FSPO Responsibilities.** The LAL TFSS is responsible for providing Flight Services. Flight Services are specific air traffic services which include: Pilot Weather Briefings (PWB), Flight Data & NOTAM support, Search and Rescue (SAR), and Inflight support (primarily activation and closure of VFR flight plans). Specialists use on-line data sources, such as AISR and commercially available weather graphics. All procedures will be in accordance with pertinent FAA Directives.

(1) **Preflight Weather Briefings.** Conduct preflight weather briefings both over the phone, face-to-face and at the LAL TFSS. Typically, group briefings are provided to special interest groups such as Air Show, War Birds and Ultra-light pilots/participants, as well as Emergency Services or others as requested.

(2) **Flight Data & NOTAM Support.** LMFS Specialists shall file, activate and close flight plans upon request. Additionally, NOTAMs are received, formatted and issued in coordination with event organizers and Air Traffic facilities.

(3) **Search and Rescue (SAR).** Provide a life-saving service to lost or overdue aircraft and concerned parties. This service is provided through the combined efforts of the agencies responsible for SAR and requires extensive coordination responsibilities. On-site, direct communications with Civil Air Patrol (CAP) is conducted using hand-held radios or at the request of the CAP their cell phones. LMFS shall transmit all necessary SAR messages regarding overdue aircraft.

(4) **Inflight Support.** An air-to-ground frequency is provided to assist aircraft arriving or departing LAL.

d. **Hours of Operation.** LAL TFSS shall operate between the hours of 6:00 a.m. to 7:00 p.m. EST daily, from one day prior until the final day of the event and 6:00 a.m. to 12:00 p.m. on the day after the event closes. All LAL TFSS communications and briefing equipment shall be setup and operational no later than one day prior to the start of the event.

e. **LAL TFSS After Hours Procedures.** Pilots may obtain a PWB and file, open or close their flight plans after hours by using the telephone located on the South end of the FAASTeam NRC, which rings directly to Lockheed Martin Flight Service or call 1-800-WX-BRIEF from any telephone at any time.

f. **Weather Warnings.** Upon receipt of pertinent local weather warnings, LAL TFSS will relay the information to LAL ATCT, Flight Operations, Flight Standards and ESATO personnel.

g. **Staffing.** LMFS will provide staffing for LAL TFSS, as approved by the FSPO.

(1) On-site staffing of the LAL TFSS shall include the following classifications:

(a) Station Management Senior – LMFS Event Services Manager (ESM)

(b) Station Management Mid-Level – Operations Manager (OM)

(c) Station Management Junior – Operations Supervisor (OS)

(d) Senior Engineer (SE) – IT Systems Support Technician

(e) Air Traffic Control Specialist (ATCS)

(2) The OM must ensure that each specialist and supervisor complete training and local area orientation prior to providing Flight Services support at Sun ‘n Fun.

(3) FAA Daily and Post-Event Activities. The OM (or designee) shall participate in daily status meetings, the PRC’s Outbrief, All Hands Meeting (one day prior to close of Sun ‘n Fun Fly-In), and/or any other meetings as required.

h. **Equipment.** All equipment operations will be in accordance with pertinent Lockheed-Martin and FAA Directives. Government furnished equipment (GFE) by Southern Region will include at a minimum:

(1) Suitable physical location for the LAL TFSS

(2) Four desks

(3) Five desk chairs

(4) Seven counter stools

- (5) A direct ring (drop down) phone and line from the TFSS to the Air Traffic Control Tower (ATCT)
- (6) Two commercial phone lines (one to Flight Data position and one to the OS desk)
- (7) Radio transmitter and receiver
- (8) Keys to the secure facility after hours
- (9) On-line connectivity adequate for concurrent operations for 10 computers
- (10) Connectivity for Lockheed Martin provided fax machine

**i. Timelines**

**(1) January**

- (a) Review draft of special Air Traffic Management NOTAM, when requested by ETSA.

**(2) February**

- (a) Order reference publications (aeronautical charts and materials).
- (b) Coordinate with the State of Florida Department of Transportation – Aviation Office for appropriate publications (hand outs) such as Florida Airport Directories and/or Florida Aeronautical charts.

**(3) Prior/Post Sun ‘n Fun Event**

- (a) Government furnished equipment (GFE) will be installed, tested and operational no later than 2 days prior to the opening of the TFSS.
- (b) The OM must ensure that each specialist and supervisor complete training and local area orientation prior to providing Flight Services support at Sun ‘n Fun.
- (c) The TFSS will be open beginning at 6:00 a.m. the day prior to the fly-in opening day.
- (d) One day prior to close of Sun ‘n Fun Fly-In, attend PRC out-brief and all hands meeting.

**(4) May**

- (a) Submit suggested GFE revisions for subsequent events.

**(5) June**

(a) Following coordination with FAA FSPO, submit any suggested revisions for the SOP.

(b) Following coordination with FAA FSPO, submit revisions to the Sun 'n Fun Order to the ARC On-site/Planning Coordinator.

**3. Eastern Service Area Technical Operations**

**a. Eastern Service Area Technical Operations (ESATO) Director.** The ESATO Director is responsible for coordination within the Eastern Service Area for Technical Operations.

(1) The ESATO Director provides overall budget and procurement assistance for ESATO personnel and activities.

(2) Technical Operations coordinates with subordinate organizations in determining total requirements for submission of travel, hotel room, and uniform procurement requests, as well as on-site purchase of special supplies or equipment.

(a) Provision of contracting services and coordination for the installation and operation of all telecommunications systems at the FAAS Team NRC, requested by user organizations. This includes communications lines for inter-facility control, special and administrative telephones, data circuits for modem and facsimiles, A & B circuits, instruments and Weather Services International (WSI) radar data circuits.

**b. Organization and Staffing.** The ESATO Director endorses the Tampa District Manager and Technical Support Office Group (TSOG) Manager to designate an Operations Sun 'n Fun Fly-In On-Site Planning Coordinator (OPC) and Alternate OPC from Technical Operations.

(1) The OPC and Alternate will serve a two-year term beginning in the month of June.

(2) The Alternate OPC will shadow the OPC for one year to become familiar with the roles and responsibilities of the position.

**c. Responsibilities.**

(1) The Tampa District Manager and Technical Support Office Group (TSOG) Manager participate in all regionally scheduled Sun 'n Fun Fly-In planning meetings on behalf of ESATO Director.

(2) The Tampa District Manager and TSOG Manager are responsible to coordinate all Technical Operations activities associated with the Sun 'n Fun Fly-In. Activities include and are not limited to installing and optimizing equipment, operating the ESA Technical Operations exhibit booth, Safety Risk Management (SRM), maintenance and repair of temporary equipment.

(3) The OPC is responsible to coordinate with the Tampa District Manager and TSOG Manager for all non-technical support activities associated with the Sun 'n Fun Fly-In activities. i.e., Fiscal requirements, exhibit acquisition, travel, and lodging requirements, uniform procurement and special requirements.

(4) The OPC is responsible to coordinate with the Field Network Operations Team Manager, AJW- 94342 for all telecommunications service requirements such as telephone circuits, telephones, data circuits, Weather Services International (WSI) radar circuits, etc.

(5) The OPC is responsible to coordinate with the Spectrum Engineering Services Group, AJW-935 for all frequency requirements and assignments. The OPC will coordinate with Tampa District SSC Managers who are responsible to support greeter and associated frequencies.

(6) The OPC is responsible to coordinate with the Tampa District Manager and TSOG Manager for volunteers who will install and optimize temporary facilities, equipment, and services used during the Sun 'n Fun Fly-in at Lakeland, Lake Parker, and Plant City locations.

(7) The OPC is responsible to coordinate with Terminal and Flight Service Operations, as well as responding to other technical requirements.

(8) The OPC will coordinate with the St. Petersburg SSC Manager and the Lakeland Aviation Authority to have the trees trimmed at Lake Parker in order to identify aircraft overlying Lake Parker.

(9) Technical Operations personnel will provide on-site installation and maintenance of temporary radio communications and navigation facilities, visual aids, special airport aids, signal lights, obstruction markings, and standby power generators and batteries used during Sun 'n Fun for the Lakeland ATC Tower, Lake Parker, Plant City locations and Lakeland Temporary Flight Service Station.

(a) There will be a minimum of seven (7) volunteers from the Technical Operations organization.

(b) A list of alternates will be selected and on standby to provide support for the Sun n' Fun Fly-In.

(c) The volunteers and alternates will be selected in January prior to the start of the Sun 'n Fun Fly-In.

(d) Volunteers and alternates will be available at least (3) days prior to the Sun n' Fun Fly-in and at least (2) days following.

(e) Volunteers are responsible for all Sun 'n Fun Fly-In event equipment repairs.

(10) The OPC will coordinate with the St. Petersburg SSC Manager and the Lakeland Aviation Authority to have safety areas established around the AOA FAA facilities and their access roads.

**d. Operational Procedures and Coordination Instructions.** (Set-up time frame)

(1) **October** - The Tampa District Manager will send a Memorandum to Technical Operations System Support Centers asking for volunteers who would like to participate in Sun 'n Fun.

(2) **November** - A meeting will be held six (6) months prior to the Fly-in between Tech OPS, Terminal & Flight Services, and the Non-Federal Air Traffic Control Tower Chief at Lakeland, Florida, to confirm equipment requirements.

(a) Number of Frequencies required.

(b) Number of telephone lines required to support frequencies and point-to-point communications.

(c) Lake Parker requirements.

(d) Plant City requirements.

(e) Gainesville SSC – Greeter Frequency telcommunication and spectrum requirements.

(f) Sun 'n Fun Fly in exhibit requirements for Technical Operations (Booth and displays).

(3) **December** - The Technical Operations Coordinator and the TSOG coordinator determine event staff and prepare names of primary and alternates to be submitted.

(4) **January** - Temporary lodging requirements and request for lodging exemptions less than 50 Miles from residence are submitted to Regional Administrators for processing. Uniform requirements, number, and sizes submitted to TSOG Manager. Strategic Event Coordination (SEC) will be submitted to the AOCC for coordination of extended shut down of NAS Facilities impacted by Sun 'n Fun.

(5) **March** - The OPC will coordinate the equipment installation a minimum of one month prior to the Fly-In.

(6) **March** - At least fourteen (14) days prior to the start of the Fly-In, coordination with the Non-Federal Air Traffic Control Tower Chief in Lakeland shall be accomplished which involves scheduling the time of day for equipment installation and tune-up.

## Chapter 5. FAASTeam National Resource Center

**1. FAASTeam National Resource Center (NRC).** The Regional FAASTeam Manager (RFM) is responsible for controlling the utilization of the FAASTeam National Resource Center (NRC) on a year-round basis.

**2. Rules and Regulations.** The following rules and regulations apply to all tenants of the FAA National Resource Center, Lakeland Regional Airport, Lakeland, Florida, including governmental and non-governmental personnel and organizations. Use of the FAASTeam NRC at Lakeland, Florida is allowed for non-commercial purposes by only non-profit aviation-oriented organizations. No commercial or non-aviation activities will be scheduled or conducted at the FAASTeam NRC.

**3. Prohibitions.** The following activities are prohibited at the FAASTeam NRC:

- a. Gambling.
- b. Consumption, sale, serving or possession of alcoholic beverages, or illegal substances.
- c. Smoking or use of any tobacco product.
- d. Any activity which increases the risk of damage to the NRC beyond normal usage.
- e. Pets are not allowed in the FAASTeam NRC with the exception of service animals.
- f. Any illegal or unlawful activity or enterprise.

**4. General Use of Facility.** Any tenant performing tasks on behalf of FAA in support of the event within the FAASTeam NRC facility is responsible to be familiar with the current Facility Security Plan and the Occupant and Emergency Operations Plan. If questions or concerns arise, they should be directed to the PRC or the Building Coordinator.

a. Each FAASTeam NRC user organization agrees to comply with all local codes and ordinances applicable to the use and operation of the building, and to obtain all necessary permits and related items.

b. The FAASTeam NRC user organization shall not assign any part of the premises and shall not be relieved from any obligations under this assignment by reason of any such assignment.

## Chapter 6. Emergency Procedures for Severe Weather

**1. Emergency Procedures.** An emergency plan is being developed in collaboration with Sun 'n Fun Fly-In, Inc. A briefing will be held for all participating LOB's notifying them of the procedures and a table top exercise will be conducted no later than 45 days prior to the event. This information will also be briefed during the pre-briefing meeting prior to the event.

In the event of inclement weather, an announcement will be made over the internal PA system for all FAA personnel to take shelter in the NRC hallway. Area monitors will be selected to ensure members of the public within the NRC at the time of an emergency are kept away from windows, doors and the rooftop. An area monitor briefing will be held prior to the event start date.

## Chapter 7. Administrative Information

**1. Distribution.** This order is distributed to all divisions within the Southern Region, the Lockheed Martin Program Office, the Orlando Flight Standards District Office, the Lakeland Regional and Miami International Airport Traffic Control Towers (South Florida District), Flight Service Programs Office (FAA Headquarters), the Tampa Service Management Office, Southern Region Public Affairs Office, Eastern Terminal Service Area (ETSA), Eastern Service Area Technical Operations Services (ESATO), ARC and HQ Flight Services Safety and Operations.

### **2. Background.**

a. The Experimental Aircraft Association (EAA) began sponsoring the Sun 'n Fun Fly-In at the Lakeland, Florida, Airport in 1974.

b. Sun 'n Fun Fly-In is the second largest airshow in the U.S.; therefore, this necessitates the need for adequate participation by the FAA for safety oversight and education.

c. Most participating elements of the FAA are headquartered in the FAAST National Resource Center (FAAST NRC).

**3. Authority to Change This Order.** The authority to revise or cancel material in this order resides with the Regional Administrator.

**Appendix A. Acronym List**

ARC	Regions and Center Operations
ATO	Air Traffic Organization
ESATO	Eastern Service Area Technical Operations
FAASTeam	FAA Safety Team
FPM	FAASTeam Program Manager
FSDO	Flight Standards District Office
FSPO	Flight Services Program Office
FSS	Flight Service Station
LAL	Lakeland
LMFS	Lockheed Martin Flight Service
NRC	National Resource Center
OPC	Organizational Planning Coordinator
OOSC	Organization On-Site Coordinator
OSHECOM	Occupational Safety, Health and Environmental Compliance Committee
PM	Program Manager
PRC	Primary Regional Coordinator
SMO	Service Management Office
RFM	Regional FAASTeam Manager
TFSS	Temporary Flight Service Station
TO	Task Order
TSOG	Technical Services Operations Group

**Appendix B. FAA Form 1320-19, Directive Feedback Information**

Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order

To: Directive Management Officer, \_\_\_\_\_

*(Please check all appropriate line items)*

An error (procedural or typographical) has been noted in paragraph \_\_\_\_\_ on page \_\_\_\_\_ .

Recommend paragraph \_\_\_\_\_ on page \_\_\_\_\_ be changed as follows:  
*(attached separate sheet if necessary)*

In a future change to this order, please include coverage on the following subject  
*(briefly describe what you want added):*

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Routing Symbol: \_\_\_\_\_