

04/04/2005**SUBJ: MANAGEMENT OF FAA ACTIVITIES FOR SUN 'N FUN FLY-IN**

1. **PURPOSE.** This order establishes guidance and procedures for the planning, preparation, and execution of the Federal Aviation Administration's (FAA) required regulatory support at the Experimental Aircraft Association's (EAA) Sun 'n Fun Fly-In at Lakeland, Florida. The order encompasses guidance for all FAA organizations providing regulatory support in the Fly-In. Each organization, however, is only responsible for familiarity and compliance with the following:

- a. Paragraph 6.a, "General Responsibilities."
- b. The subsection of paragraph 7, "Specific Organizational Responsibilities," applicable to that organization.
- c. Paragraph 8, "Operation of the FAA Aviation Safety Center, Sun 'n Fun Building".
- d. The pertinent subsection(s) of paragraph 9, "Milestones."
- e. The Standard Operating Procedure (SOP) appendix pertaining to that organization.

2. **DISTRIBUTION.** This order is distributed to all divisions within the Southern Region, the Eastern Flight Service Area (EFSA), the Orlando Flight Standards District Office, the Lakeland Regional and Miami International Airport Traffic Control Towers (South Florida HUB), Saint Petersburg Automated Flight Service Station, the Tampa Service Management Office, Southern Region Public Affairs Office, Eastern Terminal Service Unit (ETSU), and Eastern Technical Operations Services (ETOS).

3. **CANCELLATION.** Order SO 8720.4, Management of FAA Activities for Sun 'n Fun Fly-In, dated November 08, 1996, is canceled.

4. **BACKGROUND.** The Experimental Aircraft Association (EAA) began sponsoring the Sun 'n Fun Fly-In at the Lakeland, Florida, Airport in 1974. As Sun 'n Fun has grown, so has involvement by the FAA. Participating elements of the FAA are now headquartered in the new FAA Aviation Safety Center, Sun 'n Fun Building, (FAA ASC) a permanent structure opened in 1990. Recent experience has shown the need for a delineation of responsibilities among the participating organizations, and the enlarged scope of the FAA's involvement has dictated the establishment of an overall coordinator to provide centralized direction and oversight in the planning and execution of each year's activities.

5. COORDINATIONS. The following positions are established in order to achieve the objectives of this order:

a. Primary Regional Sun 'n Fun Coordinator.

(1) A Primary Regional Coordinator (PRC) shall be appointed by the Southern Region Administrator to oversee FAA activities for Sun 'n Fun. This appointment shall be made no later than one month prior to the preceding year's Fly-In, with the term of duty extending throughout the next year until completion of a close-out report and revision of this order following the succeeding year's event. The Regional Administrator will identify his/her selection via email to the appropriate organizations.

(2) Administrative support for the Regional Sun 'n Fun Coordinator (typing, mailing, etc.) shall be provided at the coordinator's office or facility, to the greatest extent possible, with additional support, as needed, provided by the office of the Regional Administrator.

b. Organization Planning Coordinator. Each participating organization shall appoint a planning coordinator, who shall act as the organization's point of contact with the Regional Sun 'n Fun Coordinator during the pre-and post-event planning phases. The Organization Planning Coordinator (OPC) will be selected no later than one month prior to the preceding year's Fly-In by the respective lines of business or pertinent entities. The OPC, upon selection, will contact the PRC to provide contact information and exchange information.

c. Organization On-Site Coordinator. An on-site coordinator for each organization shall be appointed, who may be the same individual serving as the organization's planning coordinator.

6. GENERAL RESPONSIBILITIES. Each individual organization shall have 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 Logistics Division, ASO-50, for the contracting of hotel rooms for employees or invited official guests and for the procurement of uniforms. Each organization shall ensure proper accountability for uniforms utilized by assigned personnel.

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

d. Appointment of a planning coordinator, and an on-site coordinator, as described in paragraphs 5.b. and 5.c., above.

- e. Development of SOP's to be attached as appendices to this order in accordance with paragraph 10.
- f. Revision of SOP's annually, to be completed no later than June 1. SOP preparation and revision shall be the responsibility of the organization planning coordinator.
- g. Provide budgetary resources necessary to support activities within its area.

7. SPECIFIC ORGANIZATIONAL RESPONSIBILITIES.

a. Regional Sun 'n Fun Coordinator. As the representative of the Regional Administrator, the Primary Regional Sun 'n Fun Coordinator (PRC) is charged with the oversight of all FAA preparations and planning for Sun 'n Fun. The PRC will review this section and all SOP's, and may assign additional responsibilities (having no impact on an organization's budgetary resources) to participating organizations, as needed. The PRC will provide 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:

- (1) Overall point of contact throughout the year with the EAA and the management of the Sun 'n Fun Fly-In.
- (2) 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.
- (3) On-the-job training for the coordinator-designate. Although the coordinator-designate will be on site to act as an assistant to the current-year PRC, the PRC shall ensure that the necessary on-the-job training is received, allowing as much exposure as possible to the various activities involved.
- (4) Control of parking facilities adjacent to the FAA ASC, Sun 'n Fun Building. A system of access control by parking passes shall be developed and enforced.
- (5) Monitoring of the FAA ASC, Sun 'n Fun Building use to ensure operational areas (FSDO, FSS, offices, etc.) will not be used as lounge, hospitality, or meeting areas.
- (6) Conduct an out-briefing with organization coordinators, and an all-hands meeting, prior to close of the Fly-In, with the PRC compiling a closeout activity report on problems encountered and lessons learned. A copy of the closeout activity report shall be provided to the Regional Administrator and the OPCs.
- (7) The final act of the PRC shall be to accomplish a post-event review of this order, to include the writing of revisions and updating of information. The PRC shall coordinate the revision, as necessary, of organization SOP's as a part of this order. This shall be accomplished no later than July 1.

b. Flight Standards Division. Each organization within the FAA Flight Standards Division shall be responsible for budgeting, funding, and procurement related to its participation in the Fly-In. These functions will be performed by the Regional Safety Program Manager (RSPM), ASO-204, for individuals whose participation is in direct support of the Aviation Safety Program, as determined by the RSPM in coordination with ASO-200.

(1) Orlando FSDO. The FAA Orlando FSDO shall be responsible for the operation of the FAA ASC, Sun 'n Fun building as delineated by the FAA Logistics Division, ASO-50, SOP (Appendix 7). Though organizations housed within the FAA ASC, Sun 'n Fun Building shall be responsible for the care and cleanliness of their assigned areas, oversight responsibility for cleanliness and maintenance of the building and surrounding area shall be with the FSDO. The FAA Orlando FSDO shall also be responsible for the following:

(a) The operation of a limited service, temporary satellite office to provide routine airman and aircraft certification functions.

(b) Scheduling of the conference rooms.

(c) The approval of any waivers requested by the Sun 'n Fun management for air shows or other aerial events, and for the safety monitoring of all aviation activities, both ground and air, throughout the Fly-In.

(d) Preparation and update of an SOP to be attached to this order as Appendix 1.

(e) Coordinate with the on-site Air Traffic Managers to reserve the Aviation Safety Center for the purpose of briefing and training air traffic control specialist to work at the Fly-In.

(2) Regional Safety Program Manager (RSPM), ASO-204. The RSPM shall ensure that planning and preparation for the Aviation Safety Program activities such as: Preflight Contest, Vertigo Chair Demonstration, Young Eagle Presentation, Internet Demonstration and the Forums are accomplished by designated chairmen. The RSPM will ensure that a schedule of Forums and other Safety Program activities at the FAA Safety Center will be developed. Invitations and scheduling, for guest speakers (except senior government officials and other individuals for whom formal protocol is indicated) will be overseen by the RSPM. Additional duties are:

(a) Assist in the overall budgeting, funding, and procurement assistance for all personnel whose Fly-In participation is in direct support of the Aviation Safety Program. This assistance shall include coordination with Logistics Division, ASO-50, to determine the total Flight Standards Division requirements for the acquisition of hotel rooms and uniforms (as appropriate).

(b) Ensure coordination with Public Affairs Office and Logistics Division, regarding the invitation of dignitaries participating in the forum series and obtaining speaker biographical data, in support of the Fly-In.

(c) Ensure advance publication of the Aviation Safety Program Schedule of Forums and other activities, and for on-site advertising during the Fly-In.

(d) Ensure control of the FAA Aviation Safety Center Studio A and Studio B, the production control room and storage space established for the Aviation Safety Program on the second floor, and the Green room. Procurement and operation of sound, lighting, and projection equipment, as well as preparation of the forum area training aids, or displays, shall be coordinated by the Orlando SPM and all scheduling of studio facilities shall be accomplished through the SPM.

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

(f) Prepare and update the Aviation Safety Program SOP (Appendix 2).

c. Air Traffic Organization. The Air Traffic Organization (ATO) has undergone a major re-organization with new service areas established. Each service area within the ATO shall be responsible for budgetary, funding and procurement related to their participation in the Fly-In. These functions will be performed by each ATO Service Area, for individuals whose participation is in direct support of the Fly-In.

(1) Eastern Terminal Service Unit (ETSU). ETSU shall provide overall budget and procurement assistance for terminal air traffic personnel and activities. ETSU will coordinate with subordinate organizations in determining total requirements for submission of travel, hotel rooms, and uniform procurement requests, as well as on-site purchase of special supplies or equipment. Additional responsibilities include:

(a) Processing of the special air traffic management NOTAM for forwarding to Air Traffic publications.

(b) Preparation and update of the Eastern Terminal Service Unit (ETSU) SOP (Appendix 3).

(c) ETSU – Facility Operations and Responsibilities

1. Lakeland Regional ATC Tower. Responsibilities for terminal related air traffic control services during the Sun 'n Fun Fly-In will be assumed by the FAA with the establishment of the Lakeland Temporary FAA Tower. Facility management will be responsible for utilization and scheduling of personnel from this non-federal tower.

2. Lakeland Temporary FAA Tower. The Lakeland Temporary FAA Airport Traffic Control Tower shall be responsible for routine and special terminal related air traffic services throughout the Sun 'n Fun Fly-In. Staffing of this tower will be accomplished by temporarily assigned FAA controllers. Utilization and scheduling of non-FAA personnel shall be the responsibility of the facility management with additional FAA staffing scheduled by FAA management, as per letter of agreement. Additional responsibilities include:

(a) Provision of a representative for all air show briefings and other special events during the week of the Fly-In.

(b) The Lakeland Temporary FAA Tower planning coordinator shall prepare and update an SOP as Appendix 3 to this order.

3. South Florida HUB. The South Florida HUB is responsible for providing FAA air traffic controllers to augment the staff of the Lakeland Regional Tower. Schedule and staffing of FAA personnel shall be the responsibility of FAA management through coordination with Lakeland Regional ATC Tower management as per letter of agreement. Additional responsibilities include:

(a) Preparation of a special air traffic management NOTAM for publication in Section 2, "Special Notices," four weeks prior to the event. The NOTAM shall be processed through ETSU for forwarding to Air Traffic publications.

(b) Coordination with the Manager, Technical Services for Eastern Service Area, for acquisition of an FM repeater to be used for ground communications between Flight Standards and other organizations supporting the Fly-In.

(c) Preparation and update of an SOP to be attached as Appendix 3 to this order.

d. Eastern Flight Service Area

(1) The Eastern Flight Service Area (EFSA) shall be responsible for coordination within Flight Services and shall provide overall budget and procurement assistance for air traffic personnel and activities. EFSA will coordinate with subordinate organizations in determining total requirements for submission of travel, hotel rooms, and uniform procurement requests, as well as on-site purchase of special supplies or equipment.

(a) Saint Petersburg Automated Flight Service Station. The St. Petersburg AFSS shall be responsible for the routine and special operation of a temporary flight service station (LAL TFSS) located within the FAA ASC Sun 'n Fun Building, and shall also:

1. Provide a representative for all air show briefings and other special events prior to and during the week of the Fly-In, and will conduct a daily weather briefing at the forum auditorium.

2. Coordinate with U.S. Air Force/Civil Air Patrol for support assistance.

3. Prepare and update an SOP as Appendix 4 to this order.

(b) Lakeland Temporary Flight Service Station. The Lakeland Temporary Flight Service Station (LAL TFSS) shall be responsible for, flight service related air traffic control services such as: pilot weather briefings, group weather briefings, processing flight plans and flight notification messages, overdue aircraft search and rescue inbound to Lakeland, and In-Flight services to aircraft arriving or departing Lakeland. Additional responsibilities include:

1. Provision of a representative for all air show briefings and other special events during the week of the Fly-In.

2. The LAL TFSS planning coordinator shall prepare and update an SOP to be attached as Appendix 4 to this order.

e. Technical Operations Services for Eastern Service Area.

(1) The Manager, Technical Services for the Eastern Service Area, shall be responsible for coordination within the Eastern Service Area for Technical Operations. Technical Services shall provide overall budget and procurement assistance for airway facilities personnel and activities. Technical Services will coordinate 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. Additional responsibilities include:

(a) Provision of contracting services and coordination for installation and operation of all telecommunications systems at the FAA Aviation Safety Center, as requested by user organizations. This includes communications lines for inter-facility control, special telephones, administrative telephones, data circuits for modem and facsimile usage, Service A & B circuits and instruments, Weather Services International (WSI) radar data circuits, personal pagers, and cellular telephones.

(b) Preparation and update of an SOP to be attached as Appendix 5 to this order.

(2) Tampa Service Management Office (SMO). The Tampa SMO shall be responsible for on-site installation and maintenance of all radio communications and navigation facilities, visual aids, special airport aids, signal lights, obstruction markings, and standby power generators and batteries for the Lakeland ATC Tower and Lakeland TFSS. The Tampa SMO shall prepare and update an SOP as Appendix 6 to this order.

(3) Logistics Division, ASO-50. The Logistics Division shall serve as a focal point for many support services for the participating FAA organizations during Sun 'n Fun, to include:

(a) ASO-50 shall be responsible for the selection of exhibitors, the setup, daily manning, and tear-down of the exhibit and display area of the FAA Aviation Safety Center.

(b) Contracting of hotel rooms for all FAA personnel assigned to temporary duty at Sun 'n Fun, and for official guests and dignitaries upon request from user organizations. Procurement for other items such as uniforms for FAA personnel (caps, shirts, etc., as appropriate).

(c) Provision and control of small purchase procurement (credit card, etc.).

(d) In coordination with the Primary Regional Coordinator, acquisition of admission and parking passes from Sun 'n Fun Fly-In management. The request for passes submitted to Sun 'n Fun management will include provision for participating personnel coming from outside the Southern Region, such as the FAA DC-3 crew.

Procedures for the issuance and recovery of the passes will also be coordinated with the PRC.

(e) Preparation and update of an SOP as Appendix 7.

(f) Control and maintenance of the reception area, and maintenance of the area on the second floor assigned as office space for ASO-50.

(4) Aviation Medical Division, ASO-300. ASO-300 shall provide budget and procurement for participating personnel and aero medical activities. Staff members shall be made available to conduct informational programs in support of the FAA Aviation Safety Program (through coordination with the RSPM), and to maintain daily availability for pilot consultations. The Aviation Medical Division shall prepare and update an SOP as Appendix 8.

(5) Public Affairs, ASO-5. ASO-5 shall be responsible for Media Relations. Also, ASO-5 shall be responsible for coordinating media activities and responding to media inquiries during the air show. ASO-5 shall be informed of any accident, incident, or other media-worthy activity that takes place during the air show. Additional responsibilities include:

(1) Ensuring sufficient personnel are available to provide media relations.

(2) Provision of budget and procurement for participating personnel and activities.

(3) Preparation and update of an SOP to be attached as Appendix 9.

8. OPERATION OF THE FAA AVIATION SAFETY CENTER, SUN 'N FUN BUILDING. The manager of the FAA Orlando Flight Standards District Office is responsible for controlling the utilization of the FAA Aviation Safety Center, Sun 'n Fun Building, on a year-round basis. (Procedures for non-Sun 'n Fun usage of the building are contained in Standard Operating Procedures issued December 11, 1990, by FAA Logistics Division, ASO-50, and attached to this order as Appendix 10.)

a. The following summarizes the control and responsibility for specific areas of the FAA ASCPS outlined in paragraph 7 above:

<u>Organization</u>	<u>Area(s) Controlled</u>
Orlando FSDO	FSDO area, Studio C, 2nd floor Conference Room
St. Petersburg AFSS	LAL TFSS
RSPM & Production Crew	Studios A, Production Control Room, Storage Space on second floor, and Studio B, Observation Deck and the Green Room
Public Affairs	Shared office space as required
Regional Coordinator	Parking area adjacent to Center
Logistics	Exhibit Area and Logistics area of Logistics/Public Affairs room on the second floor.

b. Office space shall be dedicated for the exclusive use of Public Affairs, Logistics, Regional Sun 'n Fun Coordinator, and the RSPM. These private areas shall be equipped with basic office furniture and at least one exclusive-use telephone line. Efforts will be made to create a dedicated space available for accident investigation activities such as private interviews and security of reports, etc.

c. Temporary storage of guest luggage, etc., shall be provided in the offices of the Logistics Coordinator or Regional Coordinator, or in other space designated by the Regional Coordinator.

d. Temporary storage space shall be provided for equipment and supplies required for operation of the Lakeland TFSS.

e. Controlled access storage space shall be provided for audiovisual equipment and other materials utilized in the studio area. This storage space shall be under the control of the Orlando SPM.

9. MILESTONES. The following list of events and deadline dates for Fly-Ins shall be incorporated into the planning phase portion of appropriate SOP's.

a. General. The following milestones apply to all participating organizations:

(1) Submission of SOP revisions to Regional Coordinator (Jun 01).

(2) Hotel room reservation requirements forwarded to Logistics Division, ASO-50 (Oct 01).

(3) Orders for uniforms forwarded to Logistics Division, ASO-50 (Jan 15).

(4) Copy of current working "Sun 'n Fun Organizational Planning Guide" portion of SOP forwarded to Regional Sun 'n Fun Coordinator (Mar 01).

(5) Offices/facilities installed, tested, and operating (by 6 p.m. Friday prior to opening of Fly-In).

(6) Offices/facilities open for business (by 8 a.m. opening day).

(7) Completion of close-out activity report by organization coordinators (May 15).

(8) Submission of SOP revisions to Regional Coordinator (Jun 01).

b. Regional Administrator. Selection of Regional Sun 'n Fun Coordinator designate (Mar 01 of the preceding year: For example, the individual designated to be Coordinator for 2005 Fly-In shall be selected by Mar 01, 2004).

c. Regional Coordinator.

(1) Conduct an in-brief meeting (in the morning one (1) day prior to opening of Fly-In).

(2) Conduct an out-brief meeting (in the afternoon one day prior to close of Fly-In.

(3) Revision to Sun 'n Fun Order completed (Jul 01).

d. Orlando FSDO.

(1) FAA Safety Center, Sun 'n Fun building fully opened for preparations three (3) working days prior to opening of Fly-In).

(2) Restoring the FAA Safety Center, Sun 'n Fun building to normal operation conditions, three (3) working days after close of Fly-In.

e. RSPM.

(1) Officials and guest speakers.

(a) Initial invitations extended (Oct 01).

(b) R.S.V.P. deadline (Oct 31).

(c) Supplemental invitations extended (Oct 31).

(d) R.S.V.P. deadline for supplemental invitations (Nov 30).

(e) Review Schedule of Forums and Programs completed (Nov 15).

(2) Complete schedule revision and confirmation (end of first week in December).

(3) Submit schedule to EAA and Sun 'n Fun for publication (Jan 15).

(4) Submit Flyer to publisher or other source for publication (Dec 31).

(5) All studio systems and equipment will be routinely operationally checked on a monthly basis by the Orlando SPM and five (5) working days prior to opening of Fly-In.

(6) Aviation Safety Program exhibits/training aids to be placed inside building (three (3) days prior to opening, and remain after Fly-In).

f. Tampa International ATC Tower. Special Air Traffic Management NOTAM sent to Air Traffic publications for publication (Feb 01).

g. Logistics. Large exhibits/training aids in place inside building three (3) days prior to opening and, to remain until two (2) days after Fly-In.

10. STANDARD OPERATING PROCEDURES FORMAT. Each organization, as directed by this order, shall prepare and update a Standard Operating Procedure (SOP) document to be added to this order as an appendix. This document shall include direction in sufficient detail to afford personnel a clear understanding of the operational duties and organization activities conducted specifically for the Sun 'n Fun Fly-In.

a. The SOP shall also be a guidance document for use by the Regional Sun 'n Fun Coordinator in the overall management of the event. For ease of use, all SOP's shall be written in the same format, as described below.

b. "The Sun 'n Fun Organizational Planning Guide" shall be developed as a part of each SOP in the format noted. It shall contain a checklist of required planning activities, including milestones listed in paragraph 8 of this order, plus any other internal deadline items necessary. It shall also identify, by name, those personnel designated by title in paragraph 4 of the SOP. A current working copy of the planning guide shall be provided to the Regional Sun 'n Fun Coordinator at least one month prior to the opening of the Fly-In, but revisions may be submitted at any time.

c. The SOP shall be written in the following format: (See following page)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION
(Edition #_: August, XX, 20XX)

SUBJECT: (Organization Name) STANDARD OPERATING PROCEDURE
FOR SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for (organization name) activities in conjunction with the annual EAA Sun 'n Fun Fly-In.

2. DISTRIBUTION. This set of procedures is distributed to....

3. DEFINITIONS. (As required.)

4. ORGANIZATION OF STAFFING. (This paragraph shall designate the personnel - by title, not by name - required to conduct the organization's activities. This includes personnel in subordinate organizations, if applicable. If desired, parent organizations may assign positions and duties "in accordance with the (sub-organization name) SOP."

a. (Subparagraph a. shall designate personnel specifically involved in the year-round planning and preparation phases of the operation. The "planning coordinator" position, as required by paragraph 7, shall be described.)

b. (Subparagraph b. shall designate personnel involved in on-site operations, including the "on-site manager.")

5. RESPONSIBILITIES. (The duties and responsibilities of each position listed in paragraph 4 shall be assigned in this paragraph. Additionally, tasks and responsibilities to be assigned subordinate organizations shall be noted.)

6. OPERATIONAL PROCEDURES. (Paragraphs 4 and 5 have provided the "who" and "what"; this section shall include the "where", "when", "how", and perhaps "why" of the activities, both in the planning and execution phases. Planning milestones, as contained in paragraph 8 of this order and developed by the organization, shall be included here.)

7. COORDINATION INSTRUCTIONS & PROCEDURES. (Instructions for communication within the organization and coordination requirements and procedures are included in this section.)

8. MISCELLANEOUS. (This section is for organization use, to cover areas not included in the above paragraphs.)

9. "SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE". (Each organization involved with Sun 'n Fun shall establish a Planning Guide.)

Signature of Organization Manager

A handwritten signature in cursive script that reads "Carolyn Blum".

Carolyn Blum
Regional Administrator

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: FAA ORLANDO FLIGHT STANDARDS DISTRICT OFFICE 15
STANDARD OPERATING PROCEDURE FOR SUN 'N FUN FLY-IN.

1. PURPOSE. This document prescribes the staffing positions and operational procedures for FAA Orlando Flight Standards District Office 15 activities in conjunction with the annual EAA Sun 'n Fun Fly-In.
2. DISTRIBUTION. This set of procedures is distributed to FAA Orlando FSDO 15 personnel, the Sun 'n Fun Regional Coordinator and to the FAA ASC Schedule Book.
3. DEFINITIONS. Not required.
4. ORGANIZATION OF STAFFING. The following personnel are required to: issue Certificates of Waiver or Authorization to Sun 'n Fun, and/or participants therein; provide required surveillance of the temporary FSDO at the FAA ASC; provide scheduling of conference rooms within the FAA ASCPS; and provide oversight of FAA ASC physical appearance and maintenance:
 - a. Planning Coordinator. The Office Manager will designate the Planning Coordinator. The individual selected for this position will also serve as the On-Site Coordinator (see below).
 - b. On-Site Coordinator. The On-Site Coordinator will act as the Office Manager's representative during the Fly-In event (normally the Planning Coordinator).
 - c. Air Show Monitor Team. The Office Manager will designate one (1) Aviation Safety Inspector (Operations) to serve as Air Show Monitor. This person will be under the supervision of the On-Site Coordinator.
 - d. Accident Investigation Team. The On-Site Coordinator will select an Accident Investigation Team consisting of one (1) Aviation Safety Inspector (Operations) and one (1) Aviation Safety Inspector (Maintenance). When these inspectors are not engaged in an accident/incident investigation, they will support the temporary FSDO and serve as alternate support personnel.
 - e. Support Personnel. The FSDO Support Personnel will consist of one Operations Inspector and one Airworthiness/Avionics Inspector. These inspectors will provide customer services at the temporary FSDO and will be supervised by the On-Site Coordinator.

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

g. FSDO Building Coordinator. The Office Manager will select a Building Coordinator who will coordinate the required FAA ASCPS appearance and maintenance functions, and accomplish the scheduling of the upstairs conference rooms. The Building Coordinator will be under the general supervision of the On-Site Coordinator and will assist in the manning of the temporary FSDO when so directed.

h. The following is a summary of the minimum staffing required to support the Orlando FSDO commitment to the Sun 'n Fun Fly-In:

- (1) On-Site Coordinator/Building Coordinator.
- (2) Air Show Monitor (One ASI Ops).
- (3) Accident Investigation Team (One ASI Ops, One ASI A/W).
- (4) Support Personnel (One ASI Ops, One ASI AW and One ASA (ASA may be replaced by an ASI – (See Paragraph 4f)

Core teamwork assignments will be based on FAA/SNF needs, mission requirements, continuity of operations, experience, availability, and other variables as appropriate.

5. RESPONSIBILITIES.

a. Planning/On-Site Coordinator. The Planning Coordinator will coordinate 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 Lakeland Aviation Safety Center. Additionally, the Planning Coordinator will schedule personnel to operate the FSDO and arrange for transportation of those personnel to and from the Sun 'n Fun site.

This individual will serve as the On-Site Coordinator during the event, and while in this capacity, will represent the Office Manager. This will include managing the counter area in the Safety Center, as well as scheduling inspector and administrative personnel to serve at the temporary FSDO during the event.

After the event, the Planning Coordinator will participate in the post-event review with the Regional Coordinator.

b. Air Show Monitor: The Air Show Monitor will be responsible for issuing the required Certificates of Waiver and Authorization for activities included in

appropriate applications from Sun 'n Fun and/or participants. A Certificate of Waiver is required for the daily air show and a separate Certificate of Waiver will be required for the daily experimental aircraft fly-bys. The Air Show Monitor will also be responsible for providing adequate surveillance of air show activities and will be responsible for the scheduling and conduct of Air Show participant briefings and meetings. The Air Show Monitor will attend the pre-show participants' briefing each day. These meetings are conducted at the FAA ASC.

The War Bird briefing is normally conducted on the flight line at the War Bird headquarters building. The Air Show Monitor is responsible for attending the briefing.

The Air Show Monitor will be 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.

All Personnel assigned to the Air Show Monitor Team will be under the supervision of the On-Site Coordinator and will assist in the operating of the temporary FSDO as directed.

c. Accident Investigation Team. The Accident Investigation Team will be on-site during the Sun 'n Fun Fly-In to investigate all accidents/incidents associated with the Fly-In. Personnel assigned to the Accident Investigation Team will be under the supervision of the On-Site Coordinator and will assist in the operating of the temporary FSDO as directed.

The Duty Officer for the Orlando FSDO will provide back-up accident/incident coverage as necessary. Standard reporting procedures will be followed if an accident/incident occurs.

d. FSDO Building Coordinator. (These duties will be assigned to the On-Site Coordinator). The Building Coordinator will provide oversight for the appearance and maintenance of the FAA ASC. In this capacity, the building coordinator will coordinate with residents of the Aviation Safety Center to ensure they are familiar with their responsibilities to maintain cleanliness in their respective areas.

The Building Coordinator may require personnel from the temporary FSDO or other residents of the FAA ASC to accomplish certain cleaning tasks. In these cases, coordination will be accomplished with the On-Site Coordinator or the Regional Coordinator as appropriate.

The Building Coordinator will be the focal point for any mechanical, electrical or structural problems concerning the FAA ASC and will maintain coordination with Logistics and/or Sun 'n Fun management to arrest or solve problems with the building.

The Building Coordinator will also be responsible for scheduling the upstairs conference rooms for use during the event.

6. OPERATIONAL PROCEDURES.

The Sun 'n Fun Fly-In will submit an application for a Certificate of Waiver or Authorization to the FAA Orlando FSDO no less than 30 days prior to the scheduled air show. The Air Show Monitor will process the application.

During the process, an on-site visit to the air show site will be required to assure that all show line parameters are as stated in the application. If there are any areas of concern, the applicant, or representative, will be contacted, the concern will be discussed, and changes made as appropriate.

Upon issuance of the Certificate of Waiver or Authorization, appropriate inspector personnel will be provided copies of the Certificate and will receive a briefing on the limitations contained therein.

During setup of the temporary FSDO, inspector personnel will be on site three (3) days prior to opening of the Sun 'n Fun Fly-In. This procedure will assist in maintaining aviation safety during the arrival of participants and spectators.

FAA Inspectors will be available to assist in the FAA ASC temporary FSDO when their presence is not required at some other assigned task.

FAA Inspectors on the flight line are to maintain communication with the Sun 'n Fun Air Operations Coordinator. Any problems noted during the event will be brought to the attention of the Sun 'n Fun management, through the Air Operations Staff. It is the responsibility of the Sun 'n Fun management, through the Air Operations staff, to ensure air safety at the event. FAA Inspector personnel should be ready to assist Sun 'n Fun management in this task by bringing to its attention deficiencies during noted during surveillance. Deficiencies which indicate non-compliance with the FAR's, or the limitations of the Certificate of Waiver or Authorization, will be communicated to the Air Show Monitor Team Leader, or the On-Site Coordinator, whichever is most expeditious.

7. COORDINATION PROCEDURES.

The On-Site Coordinator will maintain communication with the Regional Coordinator for resolution of issues and problems involving the various tenants of the Aviation Safety Center and the temporary FSDO, and for consultation in critical situations.

Issues requiring resolution will be elevated from the level of occurrence through Team Leaders, to Coordinators, and to the On-Site Coordinator. When necessary, the On-Site Coordinator will elevate resolution to the Office Manager.

8. MISCELLANEOUS.

The following is a summary of the minimum staffing required to support the Orlando FSDO commitment to the EAA Sun 'n Fun Fly-In:

- (1) On-Site Coordinator/Building Coordinator
- (2) Air Show Monitor [One ASI (OPS)]
- (3) Accident Investigation Team [One ASI (OPS), One ASI (A/W)]
- (4) Support Personnel [One ASI (OPS), One ASI (A/W), One Aviation Safety Assistant]

9. "SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE". This guide is to be developed, with a target submission date to the Regional Coordinator no later than March 1st of the subject Fly-In year.

Augusto Casado
Manager, Orlando FSDO-15

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: FAA AVIATION SAFETY PROGRAM STANDARD OPERATING PROCEDURES FOR SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for the Aviation Safety Program activities in conjunction with the annual Sun 'n Fun Fly-In.
2. DISTRIBUTION. This set of procedures is distributed to all divisions within the Southern Region, to the Orlando Flight Standards District Office, the Lakeland Regional and Tampa International Airport Traffic Control Towers, the Saint Petersburg Automated Flight Service Station, the Tampa Airway Facilities Sector Office, and to the Southern Region Public Affairs Office, and the FAA Safety Center in Lakeland Florida.
3. DEFINITIONS.
 - a. SPM - Safety Program Manager
 - b. RSPM - Regional Safety Program Manager (understood to include "or designee")
4. ORGANIZATION OF STAFFING. Due to the size and scope of the Aviation Safety Program activities at Sun 'n Fun, the RSPM, ASO-204, oversees the program and designates an SPM or other personnel as required to support various Safety Program activities. The personnel required are at least:
 - a. Preflight Chairman
 - b. Vertigo Chairman
 - c. Young Eagles Chairman
 - d. Automation Administrator - The Orlando SPM will serve in this position due to year-round support in this area, including but not limited to internet web development and systems administration.
 - e. Studio Director -The Orlando SPM will serve in this position due to year-round support for the development and system administration of the numerous regional and national events.
 - f. The RSPM, ASO-204, shall be responsible for assigning SPM's to conduct

the year-round planning and preparation for Aviation Safety Program participation in Sun 'n Fun.

g. The RSPM shall oversee all on-site Aviation Safety Program operations at Sun 'n Fun.

5. RESPONSIBILITIES. The RSPM shall be responsible for ensuring the accomplishment of all required activities concerning Aviation Safety Program participation in Sun 'n Fun.

6. OPERATIONAL PROCEDURES.

a. The Orlando SPM shall maintain continuous control over the Production Control room and the studio area in the FAA Aviation Safety Center, Sun 'n Fun Building, from the active preparation stage through and including the final post-event cleanup. The Orlando SPM shall regularly monitor activities in the studio area.

b. The milestones mandated by Paragraph 9e of this order are incorporated herein by reference.

7. COORDINATION INSTRUCTIONS AND PROCEDURES. The RSPM shall be the focal point, initiator, and respondent with respect to all communications and coordination requirements.

8. SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE. Attached.

Kenneth R. Spivey, Jr.
Regional Safety Program Manager

SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE
AVIATION SAFETY PROGRAM

1. Officials and guest speakers.
 - a. Initial invitations extended (Oct 01).
 - b. R.S.V.P. deadline (Oct 31).
 - c. Supplemental invitations extended (Oct 31).
 - d. R.S.V.P. deadline for supplemental invitations (Nov 30).
 - e. Review Schedule of Forums and programs completed (Dec 15).
2. Complete schedule revision and confirmation (end of first week in December).
3. Submit schedule to EAA and Sun 'n Fun for publication (Dec 15).
4. Submit flyer to publisher or other sources for publication (Dec 31).
5. The Orlando SPM Studio Director and Production Crew will support January, February and March Sun 'n Fun Volunteer meetings.
6. The Orlando SPM Studio Director and Production Crew will support monthly aviation training broadcasts as needed (currently broadcasts occur at least on the 1st and 3rd Mondays).
7. All Studio systems and equipment will be routinely operationally checked on a monthly basis (a full operational check will be preformed 5 days prior to the Fly-In)
8. Aviation Safety Program displays will be placed inside the building three (3) days prior to opening of the Fly-In.

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: EASTERN TERMINAL SERVICE UNIT, TAMPA
INTERNATIONAL AT TOWER, SOUTH FLORIDA HUB, LAKELAND
TEMPORARY FAA TOWER STANDARD OPERATING PROCEDURES FOR
SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for Lakeland Temporary FAA Tower activities in conjunction with the annual Sun 'n Fun Fly-In.
2. DISTRIBUTION. This set of procedures is distributed to all divisions within the Southern Region, to the Orlando Flight Standards District Office, the Lakeland Regional and Tampa International Airport Traffic Control Towers, the Saint Petersburg Automated Flight Service Station, the Tampa Airway Facilities Sector Office, the FAA Safety Center in Lakeland, Florida, the Southern Florida Hub (Miami ATCT) and the Eastern Terminal Service Unit (ETSU).
3. DEFINITIONS.
4. ORGANIZATION OF STAFFING. Manager, Eastern Terminal Service Area, Air Traffic Manager, Miami International Tower, (South Florida HUB), Air Traffic Planning Coordinator, Sun 'n Fun.

An Air Traffic Planning Coordinator (ATPC) shall be selected by the South Florida HUB Manager. The ATPC will be involved in the year-round planning and preparation of all phases of the annual Sun 'n Fun event. The ATPC will coordinate all activities through the Operations Branch, ETSU-530, (Eastern Terminal Service Unit), and keep the Eastern Terminal Service Unit aware of all planned activities. The ATPC shall serve as the LAL Temporary Tower Air Traffic Manager.

5. RESPONSIBILITIES. The following position duties are set forth for each position of operation used for the temporary ATC services being provided at Lakeland, Florida. All personnel are expected to work as a "team" and to do whatever is required and/or assigned:

a. ATM – AIR TRAFFIC MANAGER:

Directs the planning and preparation of all activities pertaining to air traffic for the upcoming Sun 'n Fun Fly-In. Determines personnel qualifications, makes personnel selections and has overall responsibility for air traffic control portion of the Fly-In.

b. AATM – ASSISTANT AIR TRAFFIC MANAGER:

Works closely with and under the direction of the Air Traffic Manager in the planning and preparation of all activities pertaining to air traffic for the upcoming Sun 'n Fun Fly-In.

c. OM – OPERATIONS MANAGER:

(1) Directs the operation from the tower or from a mobile unit.

(2) Coordinates with Sun 'n Fun officials, airport management and the Lake Parker feeder facility.

(3) The OM shall be the approving authority for all deviations from standard procedure.

d. OS – OPERATIONS SUPERVISOR:

(1) Provides overall supervision for assigned area during a shift.

(2) Coordinates with the OM for all deviations from standard procedures through team leaders.

(3) Provides direction to all personnel in the tower cab, mobile units (departure/fly-by), and the Lake Parker feeder facility.

(4) Ensures that the ATIS is current and that all equipment problems are reported to the assigned technician.

e. PC – PROCEDURAL COORDINATOR:

(1) POSITION SUMMARY

This position serves as a procedural coordinator at various positions of operation away from the tower cab at the annual EAA convention. The position requires a minimum of three years experience at the annual convention. It is considered one of the most sensitive positions due to the interaction necessary with all levels of the air show industry at the convention. On the spot decisions are necessary to insure the safe and efficient operation of daily convention air demonstration activities including the actual air show operations and fly-by pattern events.

(2) PRINCIPAL DUTIES AND RESPONSIBILITIES

(a) Provides the necessary coordination between the control tower and the EAA for all arrivals and departures during the air show and other periods when fly-by operations are in effect.

(b) Represents the Sun 'n Fun air traffic manager while attending numerous scheduled daily and impromptu briefings with all entities of the convention, and informs the OM and/or the air traffic manager of operational impacts.

(c) Provides OJT for individuals selected by the air traffic manager and the OM on the duties, responsibilities and action of the procedural coordinator position to ensure future coordinators are available for the event.

(d) Reflects the highest FAA image while working with all industry participants in the event: such as the EAA, other FAA Representatives, NTSB, FSDO, Military, Air Carriers, Air show Performers, and Congressional or industry VIP's.

(3) SUPERVISION RECEIVED

Works under the general supervision of the OM. Day-to-day operating decisions are frequently made under circumstances, which permit only a post-review for conformance to policies and procedures.

f. TL – TEAM LEADER:

(1) Acts as controller-in-charge of his/her team.

(2) Is responsible for the operation of assigned functions (tower, feeder, departure, fly-by).

(3) Responsible for the training, conduct, and performance of each controller on his/her team.

(4) Works under general supervision of the Operations Supervisor.

(5) Team leader position in tower works closely with the local controller to ensure a smooth safe traffic flow.

g. LCN – LOCAL NORTH:

(1) Positioned in the southeast corner of the tower on a “27” operation and in the southwest corner of the tower on a “9” operation.

(2) Sequences inbound traffic using color and type to identify aircraft.

(3) Utilizes runway 9L or 27R for landings, but assigns runway 9R or 27L when the traffic flow will be enhanced, or if high performance or difficult to maneuver aircraft request.

(4) May control departing aircraft during periods when departure control is not staffed.

(5) Receives information from local control south, ground control, and spotters, and instructions from the team leader.

h. LCS – LOCAL SOUTH:

(1) Positioned in the southwest corner of the tower on a “27” operation and in the southeast corner of the tower on a “9” operation.

(2) Coordinates all war bird arrivals, aircraft landing from the fly-by patterns and straight in approaches with ground control and local north.

i. GC/FD – GROUND CONTROL/FLIGHT DATA:

(1) Positioned at the mid-console position in the tower.

(2) Issues advisories to traffic operating on the non-movement areas.

(3) Passes information on war bird arrivals, aircraft landing from the fly-by patterns, straight in approaches and aircraft sidestepping to the wide runway To Departure Control Via Radio.

(4) Coordinates with LCS and DC-1 for mid-field departures.

(5) Obtains IFR clearances and releases from Tampa Approach Control.

(6) Coordinates IFR releases with departure control.

(7) Performs other data duties as directed.

j. NS – NORTH SPOTTER:

(1) Positioned in the northwest corner of the tower at the top of the stairs.

(2) Observes aircraft inbound from the north and advises the team leader of anything that the local controller needs to tell any of these aircraft (or to all of them).

(3) Phrases This Advise so that if local hears it, he or she can Parrot the phrase and accomplish the task, i.e. (Cherokee follow the Tail Dragger!).

(4) Says nothing if nothing needs to be said.

(5) Identifies aircraft by color and type.

(6) Type can be general (high wing, low wing) or specific (Sky hawk, Gee Bee), but it must be accurate.

(7) Spotters must not direct the communicator to make meaningless transmissions.

k. BS – BASE SPOTTER:

(1) Positioned at the west window on a “9” operation, and at the east window on a “27” operation.

(2) Observes aircraft on downwind nearing base, on base leg, and on final.

(3) Advises team leader/local of anything that needs to be broadcast to an aircraft or to all aircraft.

(4) Phrases This Advice so that local could Parrot the phrase and accomplish the task, i.e. (Mooney Start Your Base).

(5) Says nothing if nothing needs to be said.

(6) Identifies aircraft by color and type.

(7) Type can be general (Tail Dragger, Bi-Plane), or specific (Waco, Warrior), but, it must be accurate.

(8) Spotters must not direct the communicator to make meaningless transmissions.

l. DC-1 – DEPARTURE COORDINATOR:

(1) Must be a team leader or supervisor.

(2) Positioned between the runways to provide greatest visibility. Monitors arrival and departure flow.

(3) Listens and acknowledges all transmissions from ground control.

(4) Ensures via hand signals or radio that all departure controllers are aware of arrivals or any other occurrences that affects their operation.

(5) This information can come from direct observation, ground control, radio, or another departure controller.

(6) Actively monitors the arrival flow and directs the departure operation to insure the most efficient traffic flow.

(7) Insures that coordination is effected between DC-2 and DC-3 when departing on both runways.

m. DC – 2 SOUTH LAUNCH:

(1) Positioned on the centerline of the wide runway to provide optimum scanning of arrival traffic and visible to pilots taxiing into position.

(2) Flags departures for takeoff using orange batons.

(3) Maintains awareness of aircraft type and performance. Provides slot for departures off the narrow runway when appropriate.

(4) Constantly scans for arrival traffic side- stepping from the parallel runway, making a straight-in approach, landing out of fly-by or the war bird arrival.

(5) Acknowledges transmissions from DC-1 by hand signals or radio as appropriate.

(6) Clears the runway on either side for arrival traffic.

n. DC – 3 NORTH LAUNCH:

(1) Positioned east of the intersection of taxiway "F" and runway 9L on a "9" operation and west of the approach end of runway 27R on a "27" operation to provide optimum scanning of arrival traffic and visible to pilots taxiing into position.

(2) Flags departures for takeoff using orange batons.

(3) Maintains awareness of aircraft type and performance.

(4) Ensures that aircraft do not depart simultaneously with departures on the wide runway.

(5) Constantly scans for arrival traffic when departing or crossing the narrow runway.

(6) Acknowledges transmissions from DC-1 by hand signals or radio as appropriate.

(7) Clears the runway on either side for arrival traffic.

o. DC – 4 SOUTH FEEDER:

(1) Positioned at the southwest corner of the intersection of taxiway

“F” and runway 9R on “9” operation, and at the southwest corner of the intersection of taxiway “C” and runway 27L on a “27” operation.

(2) Feeds aircraft to DC-2 or DC-6 as appropriate from the south side, or crosses to the north side for departure on the narrow runway as necessary or directed.

(3) Listens to ground control and acknowledges to DC-1 with hand signals.

(4) Acknowledges transmission from DC-1 via hand signals or radio.

(5) Loads runway with one stream, no more than two deep during heavy arrivals periods, and with two streams, no more than two deep during heavy departure periods, or as directed by DC-1.

(6) Constantly scans for arrivals and holds aircraft short of the runway accordingly. Stops feeding runway when directed by DC-1, DC-2, or DC-6.

p. DC – 5 NORTH FEEDER:

(1) Positioned at the northwest corner of the intersection of taxiway “F” and runway 9R on a “9” operation and at the northwest corner of taxiway “C” and the approach end of runway 27R on a “27” operation.

(2) Crosses aircraft to the wide runway or feeds aircraft to DC-3 on the narrow runway as necessary or directed.

(3) Listens to ground control and acknowledges to DC-1 via hand signals.

(4) Acknowledges transmissions from DC-1 via hand signals or radio.

(5) When departing on the narrow runway, does not stack the runway more than two deep.

(6) Constantly scans for arrivals and holds aircraft short of the runway accordingly.

q. DC – 6 SPLITTER:

(1) Positioned on the centerline of the wide runway in a position to direct departures being fed by DC-4 or coming from the north side to the left or right side of the runway, or to cross to the north side if appropriate.

(2) Stacks no more than 2 stream and no more than 2 deep.

(3) Considers aircraft performance and wake turbulence when positioning aircraft.

(4) Loads runway with one stream during heavy arrival periods.

(5) Acknowledges transmissions from DC-1 via hand signals or radio, as appropriate.

r. DC – 7 POSITIONER:

(1) Used only during extremely heavy departure periods.

(2) Positioned on the centerline of the wide runway between DC-2 and DC-6.

(3) Takes aircraft from DC-6 and positions them at the desired takeoff point.

(4) Point's pilot to DC-2 for departure wave-off.

(5) Must be careful that pilot does not mistake his/her hand signals for takeoff clearance.

s. FLY-BY 1 (FB-1):

(1) Team Lead assigned to the fly-by mobile group.

(2) Closes the fly-by pattern if deemed necessary, or if instructed by the tower.

(3) Participates as an active member of the fly-by mobile group in directing aircraft moving on the ground, and in clearing aircraft for takeoff from the midfield intersection as appropriate.

(4) Fly-by 1 takes direction from the OM and informs the OM of any problems or requirements of the group by use of a hand-held radio.

t. FLY-BY 2 - (FB-2/FLY-BY 3(FB-3):

(1) Are stationed along the runway as directed by fly-by 1.

(2) These positions direct aircraft off the narrow runway 9L/27R and take action to prevent aircraft from inadvertently turning southbound onto the wide runway 9R/27L.

(3) These positions determine when to cross the wide runway 9R/27L by observing landing and departing traffic on 9R/27L and by monitoring ground control for coordination with all concerned.

u. FLY-BY 4 - (FB-4):

(1) Acts as the local controller on the wide runway 9R/27L .

(2) After coordination with GC, clears aircraft for takeoff using hand signals.

(3) Observes arriving traffic on the wide runway landing out of the fly-by pattern, war bird south arrival, straight in approaches and side steps from the narrow runway.

(4) Observes departing traffic from the narrow runway 9L/27R and insures that departures from the wide runway are staggered to achieve separation.

(5) Monitors ground control frequency.

v. FLY-BY 5 - (FB-5):

Is stationed at the taxiway leading into the EAA area and directs traffic off the runway into the EAA area.

6. OPERATIONAL PROCEDURES. The following list of events and deadline dates shall be accomplished prior to and after the Fly-In.

June

Air Traffic Planning Coordinator shall:

- a. Prepare close-out report for current year's event
- b. Prepare budget for next year's event
- c. Submit resource letter to the Eastern Terminal Services Unit through the Manager, South Florida HUB.

September

Air Traffic Planning Coordinator shall:

- a. Advise the City of Lakeland to submit their request to ETSU for air traffic assistance for upcoming Fly-In.

- b. Submit telephone requirements to ETSU-510 through the Director of Terminal Operations.
- c. Submit equipment requirements and request for support for temporary ATC services to Tampa AFS.
- d. Submit reservation for fire tower at Lake Parker for use during Fly-In.
- e. The South Florida HUB shall review budget submissions (AT and Terminal) and prepare budget submission for the ETSU. NOTE: Additional funds to cover ATC specialist's travel to Great Lakes Region the next summer should be included with this budget submission.
- f. Air Traffic Planning Coordinator prepares bid for volunteers and submits to the South Florida HUB for signature and dissemination.

November

- a. Air Traffic Planning Coordinator will request waiver to FAA Order 7110.65 through Air Traffic Operations Branch, ETSU-530.
- b. Air Traffic Planning Coordinator makes personnel selections to staff temporary tower at Sun 'n Fun Fly-In.

December

Air Traffic Planning Coordinator will, through ETSU-540, South Florida HUB, announce personnel selections for staffing temporary tower.

January

Air Traffic Planning Coordinator shall:

- a. Process the special Air Traffic Management NOTAM for forwarding to Air Traffic Operations Branch, ETSU-530.
- b. Prepare Letter of Agreement with Tampa ATCT.
- c. Prepare Letter of Agreement with the City of Lakeland.
- d. Prepare a Memorandum of Understanding between Temporary FAA Lakeland Tower and Sun 'n Fun.
- e. Coordinate temporary housing and special attire needs with ASO-50 through the ETSU. Purchase Request must accompany the special attire request.

- f. Make arrangements for rental cars through the ETSU.

February

Air Traffic Planning Coordinator shall:

- a. Prepare watch schedules for use during Sun 'n Fun.
- b. Prepare and mail informational packages to selected personnel.

May

Coordinate with South Florida HUB for travel orders/accounting codes to be used for tower CPC participating at Oshkosh Fly-In.

Richard J. Ducharme
Director, Eastern Terminal Service Unit

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: EASTERN FLIGHT SERVICE AREA (EFSA), ST. PETERSBURG
AUTOMATED FLIGHT SERVICE STATION, LAKELAND TEMPORARY FLIGHT
SERVICE STATION STANDARD OPERATING PROCEDURES FOR
SUN 'N FUN FLY-IN.

1. PURPOSE. This document prescribes the staffing positions and operational procedures for Lakeland Temporary Flight Service Station (LAL TFSS) activities in conjunction with the annual EAA sponsored Sun 'n Fun Fly-In.
2. DISTRIBUTION. EFSA, Tampa AFS, Orlando FSDO-15, and PIE AFSS.
3. DEFINITIONS.
4. ORGANIZATION OF STAFFING.
 - a. Personnel
 - (1) Air Traffic Manager (ATM), PIE AFSS
 - (2) ATM, LAL TFSS
 - (3) Operational Supervisor(s) (OS), LAL TFSS
 - (4) Air Traffic Control Specialists (ATCS), LAL TFSS
5. RESPONSIBILITIES.
 - a. ATM, PIE AFSS. Through coordination with the EFSA shall provide for the overall budgeting, funding, and procurement assistance to all LAL TFSS Eastern Enroute Service Area and Eastern Terminal Service Area personnel including the travel and special attire required for LAL TFSS personnel and guests. The ATM, PIE AFSS shall select all personnel detailed to the LAL TFSS.
 - b. ATM, LAL TFSS. The LAL ATM is under the direct supervision of the ATM, PIE AFSS and is responsible for managing and operating a temporary Flight Service Station. The ATM or designee shall participate in all air show briefings and other special events during the week of the fly-in.
 - c. OS, LAL TFSS. The LAL TFSS OS provide overall supervision during assigned shift(s). Coordinates with the ATM, LAL TFSS any unusual situations, requirements, or procedural changes. Directs all FSS personnel. Reports all equipment outages to the technician responsible. Completes appropriate checklists and insures accuracy of facility records and paperwork.

d. ATCS, LAL TFSS. The LAL TFSS ATCS shall provide search and rescue for all overdue aircraft inbound to Lakeland; provide weather briefings to pilots and face-to-face tailored briefings. Process flight plans and flight notification messages, and provide In-Flight services to Lakeland arrival and departure aircraft.

6. OPERATIONAL PROCEDURES. The following procedures have been established for LAL TFSS. All equipment operations and procedures will be in accordance with FAA Handbooks 7110.10 and other national directives.

a. Staffing. The ATM, PIE AFSS, determines the staffing at the LAL TFSS with recommendations from the ATM, LAL TFSS. The qualifications and bid process are included as Figure 1. All LAL TFSS personnel will arrive two days before the Fly-In begins for training, briefings, and duty assignments. The ATM, LAL TFSS will ensure all selected personnel receive pertinent information about their temporary duty assignments, conduct all training, and briefings.

b. Search and Rescue. LAL TFSS coordinates search and rescue operations between the PIE AFSS and Civil Air Patrol. The Civil Air Patrol, at LAL AFSS request, provides personnel and conducts the airport field search until the aircraft is located. Direct communications with the Civil Air Patrol is through walkie-talkie. The PIE AFSS transmits all necessary INREQS and ALNOTS regarding overdue aircraft.

c. Preflight Weather Briefing. Preflight weather briefings are conducted face-to-face at the LAL TFSS. Controllers use Leased Service A to gather current and forecast weather, warnings, and NOTAMS. They are provided with WSI graphics for weather charts and weather RADAR. Local current weather is provided by the FAA ATCT at Lakeland Airport.

d. Flight Planning. Pilots can file, activate and close their flight plan directly with LAL TFSS. This information is forwarded to the PIE AFSS for processing. All necessary flight planning charts and publications are located at LAL TFSS and all necessary assistance is provided by LAL TFSS controllers. An air/ground frequency is provided to assist pilots with opening or closing their flight plans.

e. Dissemination of Weather Warnings. Upon receipt of a pertinent local weather warning, LAL TFSS controllers relay the information to LAL ATCT, Flight Operations, Flight Standards and Airway Facilities personnel via landlines.

f. Obtaining Services when LAL TFSS is closed. Pilots may obtain weather briefings, file, open/close their flight plans after hours by using a telephone located on the South end of the Safety Center building. This telephone rings directly to the PIE AFSS. Pilots may also use any of the commercial telephones located throughout the convention site, dialing 1-800-WX-BRIEF for service from PIE AFSS.

g. Hours of Operation. LAL TFSS operates from 6 a.m. to 7 p.m. daily, beginning one day before the Fly-In starts and ending the day the Fly-In closes.

7. COORDINATION PROCEDURES. All coordination from the LAL TFSS is through the PIE AFSS.

8. MISCELLANEOUS.

Bill Yuknewicz
Director, EFSA

FIGURE 1

1. Selection of ATCS personnel for duty at the LAL TFSS.

PROCEDURES AND RESPONSIBILITIES:

a. ATM'S AFSS's shall:

(1) Determine ATCS selections through coordination with the EFSA and ATM, PIE AFSS.

(2) Determine selections and issue travel orders at least 60 days prior to the first day of the Fly-In.

(3) Submit budget requests to support travel/per diem for those detailed to the LAL TFSS.

(4) Maintain T&A's for their selectees assigned to the TFSS. ATM's will be advised of the hours worked.

b. On Site Coordinator, LAL TFSS shall:

(1) Prepare a work schedule for the Fly-In and forward to ASO-530 and each concerned AFSS ATM.

(2) Coordinate with Logistics Division (ASO-50) EFSA arrangements for accommodations for selectees during the period of assignment.

(3) Provide the following information to assist and prepare selectees.

- (a) Map showing location of motel, airport, and parking
- (b) Current Fly-In NOTAM's published in AIM
- (c) Airport diagram
- (d) Special procedures
- (e) Emergency notification cards
- (f) Watch schedule
- (g) Other information deemed necessary

c. Support AFSS/FSS Air Traffic Managers shall:

(1) Forward the completed application for each ATCS desiring consideration prior to the closing date.

(2) Issue travel orders to provide the selectee the opportunity to obtain a travel advance.

(1) Maintain T&A's for personnel working at the Fly-In. Your facility will be furnished a copy of the Lakeland work schedule and notified of any changes to the published work schedule.

FIGURE 2

ASSIGNMENT OF ATCS PERSONNEL TO SUPPORT THE LAKELAND TFSS

1. To the extent possible, Lakeland TFSS staffing will consist of the following
 - a. One (1) On Site Coordinator (OSC)/ATM
 - b. Three (3) Operations Supervisors (OS)
 - c. Specialist of the Year (SOY) from previous year's Oshkosh EAA Fly-In
 - d. Fourteen (14) FPL's from participating AFSSs

(1) Breakdown:

1. **Even years:**

PIE AFSS.....	1 OSC, 3 OS's, 7 FPL's
AND AFSS.....	1 FPL
ANB AFSS.....	1 FPL
BNA AFSS.....	1 FPL
GNV AFSS.....	1 FPL
GWO AFSS.....	1 FPL
LOU AFSS.....	1 FPL
MIA AFSS.....	1 FPL
SOY Oshkosh EAA Fly-In.....	1 FPL

2. **Odd years:**

PIE AFSS.....	1 OSC, 3 OS's, 8 FPL's
MCN AFSS.....	1 FPL
MIA AFSS.....	1 FPL
MKL AFSS.....	1 FPL
RDU AFSS.....	1 FPL
SJU AFSS.....	1 FPL
GNV AFSS.....	1 FPL
SOY Oshkosh EAA Fly-In.....	1 FPL

2. The OSC/ATM is responsible for all planning, coordination, and related actions necessary to set-up, staff, operate and shut down of the LAL TFSS.

3. The OS's are under the direct supervision of the OSC/ATM and are responsible for all training, pre-duty briefings, scheduling and other actions related to the daily operation of the TFSS.

These positions will be provided by the PIE AFSS via in house bidding process.

4. The FPL's, OSC/ATM and OS's from PIE AFSS will remain overnight at Lakeland.

a. Travel and overnight arrangements for the FPL's from facilities other than PIE AFSS and for the SOY from Oshkosh will vary depending on travel distance involved.

b. Travel and overnight arrangements for the SOY from Oshkosh will be covered by Letter of Understanding (LOU) between ASO and AGL.

FIGURE 3
MILESTONES FOR LAKELAND FSS

YEARLY EVENTS:

MAY

Order new/additional equipment.

JUNE

Submission of SOP revisions to EFSA.

JULY

Review and submit revisions to the Sun 'n Fun Order to EFSA, Operations Support Branch, ANE-530.

SEPTEMBER

Submit request for budget, equipment, staffing, etc., to EFSA, Operations Support Branch, ANE-530.

OCTOBER

Forward requirements for hotel room reservations to Logistics Division, ASO-50 and EFSA, Operations Support Branch, ANE-530.

Prepare and submit draft bid to EFSA, Operations Support Branch, ANE-530 to advertise for volunteers for LAL TFSS.

NOVEMBER

Select and notify personnel for TDY assignments to LAL TFSS.

DECEMBER

Forward orders for uniforms (shirts and caps) to EFSA, Operations Support Branch, ANE-530. Purchase Request must accompany this request.

FIGURE 4

FEBRUARY

Send Special Air Traffic Management NOTAM to Air Traffic publications for publication through the ETSU.

MARCH

Forward copy of current working Sun 'n Fun Organizational Planning Guide to EFSA, Operations Support Branch, ANE-530.

APRIL

Week prior to fly-in:

- a. Equipment will be installed, tested, and operational no later than three (3) days prior to the TFSS opening.
- b. Flight Service is OPEN at 6 am one day prior to the Fly-In opening day.

FIGURE 5

One-day prior to close:

Attend Sun 'n Fun Coordinator's Out-brief and All-Hands Meeting.

MAY

Completion of closeout activity report forwarded to EFSA, Operations Support Branch, ANE-530.

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATIONSUBJECT: EASTERN SERVICE AREA TECHNICAL OPERATIONS
STANDARD OPERATING PROCEDURES FOR SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for Eastern Service Area Technical Operations activities in conjunction with the annual Sun 'n Fun Fly-In.
2. DISTRIBUTION. This set of procedures is to be included as Appendix 7 of Eastern Service Area Technical Operations Order 8720.5.
3. DEFINITIONS. SMO - Service Management Office.
4. ORGANIZATION AND STAFFING. The Manager, Engineering Services for Eastern Service Area shall designate an Airway Facilities Sun 'n Fun Coordinator. The coordinator will be designated for two years, starting the month of June. During the year, the individual will shadow the veteran coordinator to become familiarized with the roles and responsibilities of the position. During the second year, the coordinator will be responsible for coordination of all Technical Operations activities associated with Sun 'n Fun (including scheduling volunteers to operate the Technical Operations exhibit) and training the in-coming coordinator.
5. RESPONSIBILITIES.
 - a. The Manager, Technical Services for Eastern Service Area, is responsible for all non-technical support of activities associated with the Sun 'n Fun activities: i.e., fiscal resources, exhibit acquisition and operation, travel, lodging, uniform procurement, etc.
 - b. The Engineering Services for Eastern Service Area, is responsible for all telecommunications service requirements: i.e., telephone circuits, telephones, data circuits, Weather Services International (WSI) radar circuits, etc.
 - c. The Engineering Services for Eastern Service Area, is responsible for all support of operational facilities: i.e., equipment acquisition, installation, and support at the regional level when required in support of the Tampa Technical Operations SMO.
 - d. The Tampa, Florida, Technical Operations SMO is responsible for the full, year-round support of permanent facilities, and special support for temporary facilities at the Lakeland Airport. Further SMO responsibilities are provided in Appendix 8 of this order.

6. OPERATIONAL PROCEDURES. The Operations Branch, ASO-470, will attend all regionally scheduled Sun 'n Fun Planning Meetings on behalf of Eastern Service Area Technical Operations. In January, the Operations Branch will coordinate with the Logistics Division for use of the Technical Operations exhibit for the Sun 'n Fun activities and Technical Operations uniforms. The Engineering Services for Eastern Service Area, will meet all telecommunications requirements in support of Sun 'n Fun.

7. COORDINATION/CONTACTS.

Resource Management Branch, ASO-420
Commercial (404) 305-6280

Operations Branch, ASO-470
Commercial (404) 305-6550

Tampa Airway Facilities SMO
Commercial (813) 243-5819

Teresa Hudson
Director, Eastern Service Area for
Technical Operations

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: TAMPA AIRWAY FACILITIES SMO STANDARD OPERATING
PROCEDURE FOR SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for Airway Facilities Sector Office activities in conjunction with the annual Sun 'n Fun Fly-In.
2. DISTRIBUTION. This set of procedures is distributed to all divisions within the Southern Region, to the Orlando Flight Standards District Office, the Lakeland Regional and Tampa International Airport Traffic Control Towers, the Saint Petersburg Automated Flight Service Station, the Tampa Airway Facilities SMO, the Southern Region Public Affairs Office, and the FAA Safety Center in Lakeland, Florida.
3. DEFINITIONS. None.
4. ORGANIZATION OF STAFFING. The Tampa Airway Facilities Sector Technical SMO Support Office shall provide a local Airway Facilities Sun 'n Fun Coordinator and an assistant. There shall be three (3) volunteers from within the Tampa SMO or other Southern Region Sectors. An alternate shall also be selected to replace any volunteer technician that is not able to work this event because of an emergency situation at the Sector Field Office. The volunteers and the alternate volunteer shall be selected two (2) months prior to the start of the Fly-In. Their tour of duty will extend from two (2) days prior to the Fly-In until two (2) days after the Fly-In.
5. RESPONSIBILITIES. The local Airway Facilities Sun 'n Fun Coordinator shall be responsible for coordinating with terminal & flight service options, and responding to radio communication equipment and other associated technical needs. The local Airway Facilities Coordinator will also be responsible for installation of equipment for the Sun 'n Fun Fly-In at Lakeland, Florida. The volunteers will be responsible for watch-standing and equipment repairs during the Fly-In.
6. OPERATIONAL PROCEDURES AND COORDINATION INSTRUCTIONS.

(SET-UP TIME FRAME)

- a. A meeting will be held six (6) months prior to the Fly-in between Airway Facilities, terminal & flight service options, and the non-Federal Air Traffic Control Tower Chief at Lakeland, Florida, to confirm equipment requirements.

b. 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. This will involve scheduling the time of day for equipment installation and tune-up.

c. The Tampa Technical Support Staff personnel shall begin equipment installation ten (10) days prior to the Fly-In.

d. The Local Airway Facilities Coordinator shall contact the Tampa Airway Facilities Sector Office ten (10) days prior to the Fly-In to obtain a key to the Lakeland facilities (LOC/GS, VOR, and MALSR Building).

e. Coordination between the local Airway Facilities Coordinator and the Lakeland EAA office for entrance to the temporary Flight Service Station in the Aviation Safety Center shall be accomplished (10) days prior to the Fly-In. Flight Service Station radio equipment shall be installed in the FAA SCPS.

f. Coordination between the local Airway Facilities Coordinator and the Lakeland Fire Chief shall be accomplished (10) days prior to the Fly-In. A time frame will be established to set up the Lake Parker radio equipment and shelter.

g. Coordination between the local Airway Facilities Coordinator and Lakeland GTE Telco shall be accomplished five (5) days prior to the start of the Fly-In. Operational check of the Lake Parker Voice Line and a frequency response on the ATIS line will also be checked during this time period.

7. MISCELLANEOUS. None.

8. COORDINATION OF INFORMATION. The below-listed contact point telephone numbers will be used during the Fly-In:

TAMPA SECTOR FIELD OFFICE	813-243 5819
LAKELAND AIR TRAFFIC CONTROL TOWER	863-644 2361
EAA LAKELAND, FLORIDA	863-644 2431
LAKELAND FIRE DEPARTMENT	863-688 5469
ST. PETERSBURG AUTOMATED FLIGHT SERVICE STATION	727-539-7491
TAMPA AIR TRAFFIC CONTROL TOWER	813-872-1528

The primary point of contact for local activities involving Airway Facilities technical matters will be the Assistant Manager for Technical Support in Tampa, Florida. The telephone number is (813) 228-2571.

C. H. Schulze
Manager, Airway Facilities Sector, Tampa Florida

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: LOGISTICS DIVISION STANDARD OPERATING PROCEDURE FOR
SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for Logistics Division activities in conjunction with the annual Sun 'n Fun Fly-In. This appendix provides procedures and coordination for the planning and managing of the exhibit space at the FAA ASC, for the procurement of uniforms, contracting of hotel rooms for employees and invited official guests, and the provision and control of small purchase procurement.
2. DISTRIBUTION. This set of procedures is distributed to all divisions within the Southern Region, Orlando Flight Standards District Office, Lakeland Regional and Tampa International Airport Traffic Control Towers, Saint Petersburg Automated Flight Service State, Tampa Airway Facilities Sector, Southern Region Public Affairs Office, and the FAA Safety Center in Lakeland, Florida.
3. ORGANIZATION OF STAFFING. The Logistics Division Manager shall designate the individual who will serve as the Planning and On-site Coordinator for the Logistics Division responsible for the management of the exhibit space and for providing all supplies and services. The Logistics Division Planning/On-site Coordinator shall act as the organization's point of contact with the Regional Sun 'n Fun Coordinator during the pre-event and post-event planning phases.
4. RESPONSIBILITIES. The Logistics Division Planning/On-site Coordinator shall work with ETSO and EFSA regarding FAA budgetary requirements and serve as a focal point for support services for the participating FAA organizations during Sun 'n Fun, to include:
 - a. Identification of exhibitors, the setup, daily staffing and teardown of the exhibit and display area of the FAA ASC. The coordinator works with regional and headquarters organizations, the FAA Technical Center, the Mike Monroney Aeronautical Center, other governmental agencies and private industry to identify appropriate exhibits for the FAA ASC.
 - b. Contracting of hotel rooms for all FAA personnel assigned temporary duty, official guests, and dignitaries, upon request from user organizations.
 - c. Coordinating the procurement for other items such as uniforms for FAA personnel. (as appropriate).
 - d. Provision and control of small purchase procurement (credit card, etc.)

e. In coordination with the Primary Regional Coordinator, obtains admission and parking passes from Sun 'n Fun Fly-In management and provides for distribution to all FAA personnel.

f. Providing assistance to the Primary Regional Coordinator in the control of access to the rooftop observation deck through an efficient system of passes, buttons or displayed credentials.

g. Maintaining the second floor room which shall serve as office space for Logistics Staff (ASO-50) and the Public Affairs Staff (PA).

h. Advising of budget and procurement requirements for participating personnel and activities.

5. OPERATIONAL PROCEDURES. Other FAA organizations requesting services shall submit the following:

a. Finalize hotel room reservation requirements, with supporting Procurement Requests, shall be forwarded to the Planning/On-site Coordinator, ASO-50B, not later than January 15.

b. The Planning/On-site Coordinator for ASO-50 shall arrive at the site no later than the Thursday prior to the air show to oversee exhibit set-up and remain at the site at least until the Sunday after the air show to oversee the tear-down of the exhibits. ASO-50 will oversee the exhibit and the observation deck areas from 8 a.m. until 5 p.m. each day of the air show.

6. COORDINATION INSTRUCTIONS & PROCEDURES. All activities and functions pertaining to Logistics shall be coordinated with the Planning/On-site Coordinator. It shall be the responsibility of the Planning/On-site Coordinator to update the Logistics Division Manager concerning all exhibit and support functions.

7. "SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE". The following list of events and deadline dates shall be adhered to by the Logistics Division Planning/On-site Coordinator:

a. Letter to prospective exhibitors soliciting exhibit requests - early October. Deadline for response is December 1.

b. Exhibitor space determination and notification - early January.

c. Final layout/design for exhibit space - late February.

d. Prepare and mail initial letters requesting Sun 'n Fun room reservations (Nov 01).

- e. Prepare and submit letter requesting per diem rate adjustment (Dec 01).
- f. Procurement Requests for uniforms (hats, shirt, etc.) shall be submitted to ASO-50B (Dec 01).
- g. Procurement Requests to cover lodging shall be submitted to ASO-50B (Jan 15).
- h. Request parking and admission passes from Sun 'n Fun Fly-In, Inc. (Feb 01).
- i. Prepare Purchase Orders and Rooming List (where required) to be submitted to lodging facilities (Mar 01).
- j. Prepare and mail Rooming List to Orlando FSDO as appropriate (Mar 05).
- k. Submit list of employees attending City of Lakeland Appreciation Dinner to Sun 'n Fun Fly-In, Inc. (Mar 15).
- l. Prepare and submit Letter of Waiver to Executive Director, Sun 'n Fun Fly-In, Inc. (Mar 15).
- m. Prior to departing Lakeland, Florida, finalize lodging accounts and make room reservations for next year (Apr 10).
- n. Prepare Letters of Appreciation to President, Sun 'n Fun Fly-In, Inc., all participants (including exhibitors, speakers, volunteers, etc.), GES, and any other contributing parties. (May 01).

D. Alan Bryan
Manager, Logistics Division

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: AVIATION MEDICAL DIVISION STANDARD OPERATING
PROCEDURE FOR SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for the Aviation Medical Division activities in conjunction with the annual Sun 'n Fun Fly-In.
2. DISTRIBUTION. This set of procedures is distributed to all divisions within the Southern Region, to the Orlando Flight Standards District Office, the Lakeland Regional and Tampa International Airport Traffic Control Tower, the Saint Petersburg Automated Flight Service Station, the Tampa Airway Facilities Sector Office, and to the Southern Region Public Affairs Office, and the FAA Safety Center, Lakeland, Florida.
3. DEFINITIONS.
 - a. RFS - Regional Flight Surgeon
 - b. ADAP - Aviation Drug Abatement Program
4. ORGANIZATION OF STAFFING.
 - a. The RFS or designee shall direct the year-round planning and preparation.
 - b. The RFS or designee shall direct on-site operations.
5. RESPONSIBILITIES. The RFS shall appoint all speakers for the general sessions, as required. The RFS shall appoint the staff members needed to operate the aviation medicine table or booth.
6. OPERATIONAL PROCEDURES. The Aviation Medical Division shall be provided a table and four chairs in the exhibition area. During the program the RFS shall assign duties at the table, including the ADAP.
7. COORDINATION INSTRUCTIONS & PROCEDURES. The RFS shall serve as coordinator and shall issue all instructions to the staff.
8. MISCELLANEOUS. None.

9. "SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE". Attached.

David P. Millett, M.D., M.P.H.
Regional Flight Surgeon

SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE
AVIATION MEDICAL DIVISION

1. Submit Standard Operating Procedures (SOP) to Regional Coordinator (Jun 01).
2. Review revisions to Sun 'n Fun order (Jul 01).
3. Receive invitations to participate in program and provide speakers (Sep 01).
4. R.S.V.P. to invitations (Oct 15).
5. Forward hotel reservation requirements to ASO-50 (Oct 01).
6. Submit orders for special attire to ASO-50 (Dec 01).
7. Forward copy of current working Sun 'n Fun organizational planning guide to Regional Coordinator (Mar 01).
8. Participants proceed to Lakeland on Saturday as directed by Regional Flight Surgeon.
9. Open medical display for business at 8:00 a.m. on day Fly-In begins. Assure that display is staffed at all times between the hours of 8:00 a.m. and 5:00 p.m. each day for the duration of the show.
10. Attend Regional coordinator out brief meeting Saturday prior to closing.
11. Attend all-hands meeting.
12. Close out display the afternoon of the final day of the event.
13. Submit SOP revisions to Regional Coordinator (Jun 01)

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: ASO-5 STANDARD OPERATING PROCEDURES FOR SUN 'N FUN FLY-IN

1. PURPOSE. This document prescribes the staffing positions and operational procedures for ASO-5 activities in conjunction with the annual Sun 'n Fun Fly-In.
2. DISTRIBUTION. This set of procedures is distributed to all divisions including ETSO & EFSA involved in the planning and implementation of Sun 'n Fun activities.
3. DEFINITIONS. Reference to ASO-5 means the Public Affairs Staff.
4. ORGANIZATION OF STAFFING. The on-site manager for ASO-5 shall be the Public Affairs Officer. In the absence of the Southern Region Public Affairs Officer, the On-Site Manager shall be the Sun 'n Fun Coordinator.
5. RESPONSIBILITIES. ASO-5 shall be responsible for Media Relations.
 - a. Media Relations - ASO-5 shall be responsible for coordinating media activities and responding to all media inquiries during the air show. ASO-5 shall be informed of any accident, incident or other media-worthy activity that takes place during the air show. ASO-5 is also responsible for publicizing FAA activities at the air show through the on-site daily publication, *Southern Aviator*, and generating national coverage through other trade publications. ASO-5 also provides coverage for FAA's internal publications such as the FAA *INTERCOM*.
6. OPERATIONAL PROCEDURES. ASO-5 shall escort media members who wish to observe and/or photograph the air show from the roof. ASO-5 shall coordinate any media interviews with FAA officials visiting the air show and coordinate with the EAA public relations personnel on any media-worthy events.
7. COORDINATION INSTRUCTIONS & PROCEDURES. All activities concerning media activities shall be coordinated through ASO-5.
8. MISCELLANEOUS. None
9. "SUN 'N FUN ORGANIZATIONAL PLANNING GUIDE". The following are general time frames ASO-5 shall use when planning its' Sun 'n Fun responsibilities.

Deadline for submissions to trade and regional publications on FAA activities - early March.

Kathleen B. Bergen
Public Affairs Officer

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION

SUBJECT: LAKELAND, FLORIDA, LAKELAND REGIONAL AIRPORT:
FAA AVIATION SAFETY CENTER, SUN 'N FUN BUILDING, STANDARD
OPERATING PROCEDURES

1. PURPOSE. This prescribes procedures for controlling FAA Aviation Safety Center, Sun 'n Fun Building utilization, alterations and repairs, and equipment modifications and additions.
2. RESERVED.
3. DISTRIBUTION. This set of procedures is distributed to Logistics Division (ASO-50), Flight Standards Division (ASO-200), Southern Region Flight Standards District Offices (FSDO's), Eastern Enroute Service Area and Eastern Terminal Service Area, Eastern Flight Service Area, St. Petersburg AFSS, Central Florida Air Traffic Facilities, Eastern Area Technical Operations Services, Tampa, Florida, Airway Facilities Sector, the FAA Safety Center and Sun 'n Fun Fly-In, Inc.
4. DEFINITIONS.
 - a. EAA is the Experimental Aircraft Association.
 - b. Sun 'n Fun EAA Fly-In, Inc. is the owner and lessor of the Sun 'n Fun Building, Lakeland Regional Airport, Lakeland, Florida.
5. POLICY.
 - a. No utilization of the FAA Aviation Safety Center, Sun 'n Fun Building shall be allowed without the approval of the Manager or designee of the Orlando Flight Standards District Office, Orlando, Florida.
 - b. No alteration to the FAA Aviation Safety Center, Sun 'n Fun Building, and no acquisition of equipment for the building shall be undertaken without the approval of the Manager, Logistics Division (ASO-50).
 - c. Maintenance of the FAA Aviation Safety Center, Sun 'n Fun Building shall be accomplished by the Director, Sun 'n Fun Fly-In, Inc.
 - d. The FAA Aviation Safety Center, Sun 'n Fun Building may be used for non-commercial purposes by any non-profit organization promoting or studying aviation and aircraft.

6. RESPONSIBILITIES.

a. Manager, Orlando Flight Standards District Office, Orlando, Florida is responsible for controlling utilization of the FAA Aviation Safety Center, Sun 'n Fun Building.

b. Director, Sun 'n Fun Fly-In, Inc. is responsible for security of the Sun 'n Fun Building and equipment.

c. Manager, Logistics Division (ASO-50) is responsible for lease administration and coordination of alterations, repairs, and modifications to the FAA Aviation Safety Center, Sun 'n Fun Building and equipment acquisition.

d. Manager, Technical Services for the Eastern Service Area is responsible for all architectural, engineering, and telecommunications work related to the FAA Aviation Safety Center, Sun 'n Fun Building.

7. PROCEDURES.

a. Building Utilization.

(1) The Orlando Flight Standards District Office (FSDO) Manager or designee (Telephone: Commercial: 407-816-0000 x129) shall accept and screen requests for use of the FAA Aviation Safety Center, Sun 'n Fun Building by maintaining a log of utilization, including name, address and telephone of the using organization, and the name of the organizational contact; and issue a copy of Rules and Regulations for the use of the facility (Appendix "13" hereto), and secure a Waiver of Liability, Notice of Insurability and Restoration Agreement (Appendix "14" hereto) from the using organization prior to the planned event. The waiver shall provide notice of insurability for the using organization and a disclaimer of liability for damage to the organization's personal property on the site. A deposit shall not be required.

(2) The Director, Sun 'n Fun Fly-In, Inc., or designee (Telephone: 863-644-2431), shall control the keys to the FAA Aviation Safety Center, Sun 'n Fun Building and provide them to authorized users upon receipt of an authorization from the Orlando FSDO. Sun 'n Fun Fly-In, Inc. shall be responsible for limited equipment control (PA system, overhead projector, and slide projector), orientation of users, and follow up to see that the building and equipment is left in the condition which existed prior to its use. The use of all other production equipment must be utilized only by trained authorized personnel. The Orlando SPM is responsible for all such training and authorization.

(3) The using organization shall be responsible for maintaining the FAA Aviation Safety Center, Sun 'n Fun Building and equipment in the condition they

found it, and restoring the building and equipment to its initial condition following use. During and after use, the organization shall clean the facility, including rest rooms, or hire a janitorial service to do so.

b. Building and Equipment Changes and Modifications.

(1) All requests for changes and modifications to the FAA Aviation Safety Center, Sun 'n Fun Building or equipment shall be directed by the sponsoring organization to the FAA Logistics Division, ASO-50, which will coordinate and facilitate such matters.

(2) All architectural and engineering (A&E) work required for changes and modifications shall be handled by the FAA Airway Facilities Division, ASO-400.

(3) Funding for the changes and modifications shall be determined and provided by FAA Flight Standards Division, ASO-200. A procurement request shall be provided by ASO-200 to the FAA Logistics Division, ASO-50, prior to procurement or acquisition.

(4) Plans and specifications for major changes and modifications shall be cleared and approved by Sun 'n Fun Fly-In, Inc. (pursuant to lease provisions), FAA Logistics, ETSU, FAA Airway Facilities and EFSA prior to acquisition, installation or construction.

(5) Changes and modifications shall be procured by the FAA Logistics Division, or by Sun 'n Fun Fly-In, Inc. under terms of the lease or other agreement.

c. Telecommunications System Changes and Modifications.

(1) All requests for changes and modifications to FAA Aviation Safety Center, Sun 'n Fun Building's telecommunications equipment shall be directed by the sponsoring organization to the FAA Airway Facilities division, ASO-400, which will coordinate and facilitate such matters.

(2) Funding for the changes and modifications shall be determined and provided by either FAA Flight Standards Division, ASO-200, FAA Eastern Enroute Service Area, Eastern Terminal Service Area, or Eastern Flight Service Area, as appropriate. Procurement Requests shall be provided by ASO-200 and ASO-500 to the FAA Airway Facilities Division, ASO-400, prior to procurement or acquisition.

D. Alan Bryan
Manager, Logistics Division, ASO-50

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION, FAA AVIATION SAFETY CENTER,
SUN 'N FUN BUILDING
LAKELAND REGIONAL, LAKELAND, FLORIDA

RULES AND REGULATIONS

The following rules and regulations apply to all users of the FAA Aviation Safety Center, Sun 'n Fun Building, Lakeland Regional Airport, Lakeland, Florida, including governmental and non-governmental personnel and organizations.

1. Administration: Use of the FAA Aviation Safety Center (FAA ASC) 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 ASC.
2. Prohibitions: The following activities are prohibited at the FAA ASC:
 - a. Gambling in any form. Provided, this prohibition does not affect the award of door prizes to attendees when no entry fee or requirement is made to participants and the prizes are completely free with no cost actual or implied upon the winner.
 - b. The consumption, sale, serving or possession of alcoholic beverages, or illegal substances, or the presence of persons obviously under the influence of alcohol or illegal substances. If such is discovered by the user of the FAA ASC, the user will immediately notify an appropriate law enforcement agency.
 - c. Any illegal or unlawful activity or enterprise. The user will immediately notify an appropriate law enforcement agency if such activity or enterprise is discovered at the FAA ASC.
 - d. Smoking, or other use, of any tobacco product.
 - e. Any activity which increases the risk of damage to the FAA ASC beyond normal usage.
3. General. The user of the FAA ASC will contact an appropriate Fire Department whenever a fire or suspected fire has occurred, regardless of whether the fire appears to have been extinguished.
 - a. The user will contact an appropriate ambulance/rescue service whenever an occupant of the FAA ASC has been, or appears to be, injured or ill to the point that medical assistance is considered.

b. The FAA ASC will be evacuated immediately upon the activation of any smoke detector, sprinkler, fire alarm, or the suspected presence of fire or other hazardous condition affecting the structural integrity or safety of the building, including bomb threat.

c. Each FAA ASC 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.

d. The FAA ASC 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.

e. Each FAA ASC user organization must agree to notify the FAA Orlando Flight Standards District Office as soon as possible after the occurrence of any event described in Article 2, Prohibitions, or Article 3, General.

I, (Name) _____,

(Title) _____, of

(Organization) _____,

In effect for the period of _____ I hereby certify that I have read, and I do understand, these Rules and Regulations and agree to abide by them. In addition, I agree to comply with any limitations placed upon activities at the FAA ASC by the FAA whether written or verbal. I also understand that failure of any member of the above stated organization to abide by said rules and regulations will result in the organization's disqualification from further use of the facility.

_____	_____	_____	_____
User Representative	Date	FAA Orlando FSDO-15 Manager or Representative	Date

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
SOUTHERN REGION, FAA AVIATION SAFETY CENTER,
SUN 'N FUN BUILDING
LAKELAND REGIONAL AIRPORT, LAKELAND, FLORIDA

WAIVER OF LIABILITY
NOTICE OF INSURABILITY
and
RESTORATION AGREEMENT

The following Waiver of Liability, Notice of Insurability and Restoration Agreement applies to all users of the FAA Aviation Safety Center (FAA ASC), Sun 'n Fun Building, Lakeland Regional Airport, Lakeland, Florida, including governmental and non-governmental personnel and organizations.

1. Waiver of Liability.

The FAA ASC user organization shall indemnify and save harmless the United States, its agencies and employee, for and against all claims for injury or loss of property, or personal injury or death, which may occur due to any actor omission by any of it's members, employees or agents of the organization who are using the FAA Aviation Safety Center (FAA ASC), Sun 'n Fun Building.

2. Insurability.

a. The FAA ASC user organization shall not be required to provide evidence of insurance coverage, but is advised to insure, or self-insure, as relates to liability and property damage.

b. The United States, its agencies and employee, does not assume any responsibility for the user organization's personal property, or be required to pay any pro-rata share of any casualty which the Lessor is required to repair, except to the extent permitted by law for the acts or omissions of the United States, its agents and employees.

3. Restoration.

a. In the event of damage to the FAA Aviation Safety Center (FAA ASC), Sun 'n Fun Building or equipment during the user organization's period of responsibility, the FAA (Lessee) and Sun 'n Fun Fly-In, Inc. (Owner), requires restoration of the premises. In this event, the user organization agrees to restore the building and equipment to its condition prior to use, or reimburse the FAA, or Sun 'n Fun Fly-In, Inc. (the appropriate party to be determined by FAA), for the actual costs of restoration.

b. The user organization shall provide or perform janitorial services. During and following use of the building and grounds, the user organization shall, at its own effort or expense, return the premises to its condition immediately prior to its use. All litter and trash must be gathered and placed in designated areas and containers.

I, (Name) _____,

(Title) _____, of

(Organization) _____,

In effect for the period of _____ I hereby certify that I have read, and I do understand, the conditions expressed in this WAIVER OF LIABILITY, NOTICE OF INSURABILITY and RESTORATION AGREEMENT, and agree to abide by them. I also understand that failure of the above stated organization to abide by said conditions will result in the organization's disqualification from further use of the facility.

User Representative	Date	FAA Orlando FSDO-15 Manager or Representative	Date
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