



## QUICK INFO

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## FAST FACTS

<b>Years in Existence:</b>	23 years	
<b>Average Attendance:</b>	65,000	2009: 84,750
<b>Typical # Volunteers:</b>	2,000	2009: 2,025
<b># of Sponsors/Vendors:</b>	~100	2009: 61 Sponsors, 32 Vendors
<b># of Performers/Displays:</b>	~100	2009: 25 Military, 54 Civilian Static Displays: 32
<b>\$ Donated to Charities:</b>	>\$1,100,000 total	2009: \$78,000
<b># of Promo cards Distributed (2009):</b>		10,000
<b>Newspaper Ad circulation (2009):</b>	6, 270, 163 total impressions (circulation x ads)	

### Recent Awards and Recognitions:

Organization of Year – Hillsboro Chamber of Commerce - 2009

Best Air Show Support – Golden Knights at ICAS - 2009

1<sup>st</sup> place Commercial Newspaper Ad – ICAS – 2009

3<sup>rd</sup> place Marketing Website – ICAS – 2007

1<sup>st</sup> Place and/or Sweepstake winner for 4<sup>th</sup> of July Parade – Hillsboro Rotary  
– 2005, 2007, 2009



## AIRSHOW HISTORY...1988-2009

<b>Year</b>	<b>Date</b>	<b>Est Attendance</b>	<b>Historical Act</b>	<b>Weather</b>
2009	August 28-30	<b>84,000</b>	Thunderbirds Robosaurus- Night and two day shows	Sunny/partly cloudy Some rain Low 80's
2008	August 8-10	<b>65,000</b>	Patriots Jet Team- Night and two day shows	Sunny/partly cloudy'Low 80's
2007	August 9-11	<b>90,000</b>	Blue Angels- Night and two day shows	Sunny, clear weekend Mix 80's
2006	July 11-12	<b>58,000</b>	Non jet Team Twilight- Sat 2-9 pm;Sun 9-5pm	Sunny, clear weekend Low 80's Tragic Accident ends show
2005	Sept 9-11	<b>72,000</b>	Thunderbirds Sat/Sun – Friday Night Show	Cloudy Fri/Sat; Warmer and clear skies on Sunday; Mid 70's all weekend
2004	Aug 13-15	<b>85,000</b>	Blue Angels- Sat/Sun Friday night show	Mid 80's, sunny Beautiful night show
2003	Sept 20-21	<b>55,000</b>	Patriots Civ Jet Team Sat 2-9p; Sun 9-4p	75-78 degrees, sunny – Cool night show
2002	Aug 17-18	<b>75,000</b>	Thunderbirds – Sat Only Twilight show – Sun – NO TB's	Sunny, clear weekend -
2001	June 30 July 1	<b>75,000</b>	Non Jet Team – 1 <sup>st</sup> Twilight Show – Saturday	Drizzle Sat. AM, sunny 80's Sun
2000	July 21-24	<b>95,000</b>	US Navy Blue Angels	Mid 80's Fri/Sat/Sun
1999	June 25-27	<b>48,000</b>	Non Jet Team year	Cldy/RainyFri/Sat:Warm Sun
1998	June 12-14	<b>86,600</b>	U.S. Air Force Thunderbirds	70s, sunny
1997	June 13-15	<b>96,105</b>	U.S. Navy Blue Angels	70s, sunny
1996	July 12-14	<b>46,000</b>	Non Jet Team Year	90s Friday; 100+ Saturday and Sunday
1995	July 14-16	<b>97,000</b>	Blue Angels	Cloudy Friday, mid-70s Sat., 90s Sunday

1994	July 15-17	<b>92,000</b>	Thunderbirds	Mid 70's/sunny
1993	July 16-18	<b>81,000</b>	Canadian Snowbirds	Rain Friday cloudy Sat., Sunny 80s Sunday
1992	June 12-14	<b>102,000</b>	Blue Angels and Russian MIGS	Rain Friday cloudy Sat., sunny mid-70s Sunday
1991	June 15-16	<b>85,000</b>	None	Showers, mid 60s
1990	June 16-17	<b>120,000</b>	Blue Angels	Drizzle Sat., sunny, 60s to 70s Sunday
1989	June 10-11	<b>80,000</b>	None	Sunny, upper 60s-70s
1988	June 11-12	<b>100,000</b>	Blue Angels	Sunny, mid- 60s-70s

2009 Oregon International Airshow-Hillsboro  
Performance Plan; Subject to Change  
**Friday, August 28**

Updated 8/18

PERFORMER	BEGIN	DURATION	END	START	CALL SIGN	HOLD FIX	MAX ALT
<b><i>Air Show Practice &amp; Night</i></b>							
<b><i>Briefing at Hospitality</i></b>	1100						
Team Oracle	13:15	0:15	13:30	A	Oracle	West	3000
Patty Wagstaff	13:30	0:15	13:45	G	Extra	West	3000
Air Force Reserve Biplane	13:45	0:15	14:00	G	Hamster	West	3,000
USAF Thunderbirds Demo	14:00	1:00	15:00	A	Thunderbirds	BANKS	15,000
Super Hornet Demo w/Legacy	15:00	0:25	15:25	G	Hornet	BANKS	15,000
Collaborators	15:25	0:15	15:40	A	Collaborators	West	3,000

<b><i>Night Show</i></b>							
CAP Color Guard & Anthem	18:57	0:05	19:02	G	Color Guard	HIO	0
Hammerhead Aerobatics	19:03	0:12	19:15	G	Sukhoi	West	4,000
Air Force Reserve Biplane	19:16	0:10	19:26	G	Hamster	West	3,000
Collaborators	19:27	0:15	19:42	A	Collaborators	West	3,000
Patty Wagstaff	19:43	0:13	19:56	G	Extra	West	3,000
<b><i>Sunset</i></b>	19:57		19:57				
Oregon Model Aerobatic Team	19:58	0:15	20:13	G	Models	HIO	1,000
Golden Knights takeoff & drift	20:14	0:05	20:19	G	Knights Air	HIO	13,000
Shuttle Arrival	20:20	0:05	20:25	A	Techjet	BANKS	4,000
Robosaurus	20:26	0:20	20:46	G	Robo	HIO	0
Golden Knights Jump	20:47	0:15	21:02	A	Knights Air	HIO	13,000
Vertigo Airshows	21:03	0:09	21:12	G	Vertigo	West	2,000
Fireworks	21:13	0:30	21:43	G	Fireworks	HIO	0

Frequencies	
Show Control	119.3/239.3
Discreet	118.42
ATIS	127.65
Ground	121.7
Tower	119.3/239.3
PDX Approach	126.0/294.7

Divert Locations	
Portland International PDX	Aurora UAO
060/15NM	137/19NM
PDX 111.8	UBG 105/10.8
ATIS 128.35	ASOS 118.525
Tower 118.7	Unicom 122.7
Ground 121.9	Runway 17/35; 5000x100

Air Boss 615-785-0282  
Airshow Office 503-629-0706

Hold Areas
West=West and a little North of the airport over the farm land. South=Hold by runway 30 extended center line southwest of the four lane street about 3 miles out. BANKS=NDB 356Mhz on 5+ mile final to runway 12. Formerly ILS 12 LOM

2009 Oregon International Airshow-Hillsboro  
Performance Plan, Subject to Change  
**Saturday, August 29**

Updated 8/19a

PERFORMER	BEGIN	DURATION	END	START	CALL	HOLD FIX	MAX ALT
<b>Briefing at Hospitality</b>	<b>0830a.m.</b>						
Team Oracle teaser	10:30	0:10	10:40	Grnd.	Oracle	West	3,000
Golden Knights takeoff & drift	10:40	0:05	10:45	Grnd.	Knights Air	HIO	13,000
EAA Flight	10:45	0:20	11:05	Grnd.	Magneto	West	3,000
Air Force Reserve Biplane teaser	11:05	0:07	11:12	Grnd.	Hamster	West	3,000
HPD Color Guard/Flag Jump/Anthem	11:12	0:07	11:19	Grnd.	Guard	HIO	13,000
Golden Knights Full Show w/Flag	11:19	0:28	11:47	Air	Knights Air	HIO	13,000
Hammerhead Aerobatics	11:47	0:12	11:59	Grnd.	Sukhoi	West	4,000
Pietsch Airshows - Comedy	11:59	0:08	12:07	Grnd.	Cadet	West	4,000
Powered Paraglider	12:07	0:10	12:17	Air	Paraglider	HIO	1,000
OANG F-15's	12:17	0:10	12:27	Air	Redhawk	BANKS	15,000
Sport Copter	12:27	0:12	12:39	Grnd.	Sport Copter	West	1,000
Collaborators	12:39	0:15	12:54	Air	Collaborators	West	3,000
Vertigo Airshows	12:54	0:10	13:04	Grnd.	Vertigo	West	2,000
Classic Air Museum Performance	13:05	0:20	13:25	Grnd.	Classic Air	West	10,000
Pietsch Airshows - Truck landing	13:26	0:10	13:36	Grnd.	Cadet	West	2,000
C-17 Fly by	13:37	0:05	13:42	Air	Danda 31	BANKS	4,000
Patty Wagstaff	13:43	0:13	13:56	Grnd.	Extra	West	3,000
Robosaurus	13:56	0:20	14:16	Grnd.	Robo	HIO	0
Team Oracle	14:16	0:15	14:31	Air	Oracle	West	3,000
Oregon Model Aerobatic Team/KP t.o.	14:31	0:15	14:46	Grnd.	Models	HIO	1,000
Super Hornet Demo w/Legacy	14:46	0:25	15:11	Grnd.	Hornet	BANKS	15,000
Pietsch Airshows - Deadstick	15:11	0:08	15:19	Air	Cadet	West	6,000
Air Force Reserve Biplane	15:19	0:11	15:30	Grnd.	Hamster	West	3,000
USAF Thunderbirds Announcer	15:30	0:15	15:45	Grnd.	Thunderbirds	HIO	15,000
USAF Thunderbirds Demonstration	15:45	0:45	16:30	Air	Thunderbirds	BANKS	15,000

Frequencies	Divert Locations
Show Control 119.3/239.3	Portland International PDX
Discreet 118.42	060/15NM
ATIS 127.65	PDX 111.8
Ground 121.7	ATIS 128.35
Tower 119.3/239.3	Tower 118.7
PDX Approach 126.0/294.7	Ground 121.9
	Aurora UAO
	137/19NM
	UBG 105/10.8
	ASOS 118.525
	Unicom 122.7
	Runway 17/35; 5000x100

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2009 Oregon International Airshow-Hillsboro  
Performance Plan, Subject to Change  
**Sunday, August 30**

Updated 8/19a

PERFORMER	BEGIN	DURATION	END	START	CALL	HOLD FIX	MAX ALT
<b>Briefing at Hospitality</b>	<b>08:30a.m.</b>						
Team Oracle teaser	10:30	0:10	10:40	Grnd.	Oracle	West	3,000
Golden Knights takeoff & drift	10:40	0:05	10:45	Grnd.	Knights Air	HIO	13,000
EAA Flight	10:45	0:20	11:05	Grnd.	Magneto	West	3,000
Air Force Reserve Biplane teaser	11:05	0:07	11:12	Grnd.	Hamster	West	3,000
HPD Color Guard/Flag Jump/Anthem	11:12	0:07	11:19	Grnd.	Guard	HIO	13,000
Golden Knights Full Show w/Flag	11:19	0:28	11:47	Air	Knights Air	HIO	13,000
Hammerhead Aerobatics	11:47	0:12	11:59	Grnd.	Sukhoi	West	4,000
Pietsch Airshows - Comedy	11:59	0:08	12:07	Grnd.	Cadet	West	4,000
Powered Paraglider	12:07	0:10	12:17	Air	Paraglider	HIO	1,000
OANG F-15's	12:17	0:10	12:27	Air	Redhawk	BANKS	15,000
Sport Copter	12:27	0:12	12:39	Grnd.	Sport Copter	West	1,000
Collaborators	12:39	0:15	12:54	Air	Collaborators	West	3,000
Vertigo Airshows	12:54	0:10	13:04	Grnd.	Vertigo	West	2,000
Classic Air Museum Performance	13:05	0:20	13:25	Grnd.	Classic Air	West	10,000
Pietsch Airshows - Truck landing	13:26	0:10	13:36	Grnd.	Cadet	West	2,000
C-17 Fly by	13:37	0:05	13:42	Air	Danda 31	BANKS	4,000
Patty Wagstaff	13:43	0:13	13:56	Grnd.	Extra	West	3,000
Robosaurus	13:56	0:20	14:16	Grnd.	Robo	HIO	0
Team Oracle	14:16	0:15	14:31	Air	Oracle	West	3,000
Oregon Model Aerobatic Team/KP t.o.	14:31	0:15	14:46	Grnd.	Models	HIO	1,000
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Show Control 119.3/239.3	Portland International PDX
Discreet 118.42	060/15NM
ATIS 127.65	PDX 111.8
Ground 121.7	ATIS 128.35
Tower 119.3/239.3	Tower 118.7
PDX Approach 126.0/294.7	Ground 121.9
	Aurora UAO
	137/19NM
	UBG 105/10.8
	ASOS 118.525
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**Performer Summary – End of Show Report**  
**Susan Warrens 9/2/2009**

REGISTERED PERFORMERS AND STATIC DISPLAYS:

**Non Military Performers and Support Services:**

Air Boss	Kedric Rutz
Air Show Audio	Joe Arreola
Air Force Reserve Biplane	Ed Hamill
Classic Aircraft Aviation	Roger Kelsay/Scott Powell, Frank Scoggins
MIG 17F, Fouga CM-170 Magister, F-86	Invader
Collaborators	Eric Tucker, Ben Freelove, Bill Stein
EAA – Magneto Flight	Rion Bourgeois, Steve Payne, Ron Singh, James (Michael) Wilson, Leonard Kauffman
Hammerhead Aerobatics	Renny Price
Homeland Fireworks	Advanced Technology Group
Legacy Flight Demo-AD4 Skyraider	Alan Anders
Oregon Model Aerobatic Team	Dave Davis
Paraglider	Marty Blaszczyk
KP Stunt Productions – Interstate Cadet	Kent Pietsch
Robosaurus	Mark Hays
Sounds of the Sky	Mike Berriochoa
Sportcopter	Jim Vaneck, William Granewich
Sean Tucker/Team Oracle	Sean Tucker, Brian Norris
Vertigo Airshows – Jet Salto Glider	Bob Carlton
Patty Wagstaff - Extra 300S	Patty Wagstaff

**Military Performers:**

F-15 Oregon Air National Guard	Col Kent
F/A-18 Hornet West Coast Demo Team	Lt Michael “Smokey” Harris
US Air Force Thunderbirds	
US Army Golden Knights Parachute Team	

**Military Fly Bys/Statics:**

C-17 Globemaster III	Fly By – Lt Col Ben Morely
T-6 Texan 2	Lt Col Scott Hughes
UH-60 Blackhawk (MEDEVAC) (helicopter)	Maj Jerry Brennan
A-10 Thunderbolt III	Lance Orr
A-10 Thunderbolt III	Capt Tice

**Warbirds:**

6A Nanchang	Gary Hagstrom
PZL MielecM-2601	Jack Mykrantz
Ryan Navion	Lanny Zoeller
T-6L	Mark Kandianis
MiG-17F	CAAM (Classic Aviation Air Museum)
Lockheed TF-104 Starfighter	CAAM
Douglas A-26 Invader	CAAM
Canadair North American F-86	CAAM

**Warbirds (cont):**

MiG 21F-13 Fishbed	CAAM
BAC Jet Provost mk.3	CAAM

**Misc:**

1929 TravelAir	Dana Andersen
B-25 Pacific Prowler	DAV – Disabled American Veterans

**Documentation on file: (military aircraft exempt from all except registration / contract**

Registration forms

Insurance

Static Displays requested to have copies of Licence, Air Worthiness, Medical Cert,  
Maintenance Inspection form

**Performer Signature Tent and Chalet Participants:**

Over 500 performer posters signed. Each performer at signature booth for ½ hour:

Air Force Reserve Biplane	Ed Hamill
Collaborators	Eric Tucker, Ben Freelove, Bill Stein
EAA – Magneto Flight	Rion Bourgeois, Steve Payne, Ron Singh, James (Michael) Wilson, Leonard Kauffman
Hammerhead Aerobatics	Renny Price
Legacy Flight Demo-AD4 Skyraider	Alan Anders
Paraglider	Marty Blaszczyk
KP Stunt Productions – Interstate Cadet	Kent Pietsch
Robosaurus	Mark Hays
Sportcoptor	Jim Vaneck
Sean Tucker/Team Oracle	Sean Tucker
Vertigo Airshows – Jet Salto Glider	Bob Carlton
Patty Wagstaff - Extra 300S	Patty Wagstaff
F/A-18 Hornet West Coast Demo Team	Lt Michael “Smokey” Harris
US Army Golden Knights Parachute Team	

**Meetings Held:**

Performers attended mandatory briefings as required Thurs-Sunday by Kedric Rutz(Airboss)

**Fuel and Oil Requirements:**

Attached

**Robosaurus:**

Extra support required. Pro-Tow contracted for 9 vehicles and preparation of vehicles. Propane required over weekend at a premium cost. Salvage and clean up after each act man-power intensive and requires trailers and forklifts. Generator required for recharging of battery and saws-all. T-shirt sales required. Mileage charge. ~\$3000- \$4000 additional costs incurred.

## 2009 Exhibitors – Excluding Sponsors

Company	Product
4 Your Amusement	5 inflatable games
ADT Security	home security solutions
Agri-Business Council of Oregon	Oregon Agriculture--wishing wells
Air Show Essentials	umbrellas, sun screen, ear plugs, ear muffs, sunglasses, military visors, disposable cameras
American Red Cross	community blood drive
B&E Aviation	promoting flight training & aviation to prosp.pilots
Bath Fitter	1-day bathroom remodelling
Beaverton Family Chiropractic	chiropractic evaluations
CERT	
Classic Eyewear	sunglasses, sunscreen, instant cameras
EAA 105	aviation information & kids entertainment
Elite Truck School	Truck school services/enrollment
FAA	Aviation & space information
Full Gospel Businessmens' Fellowship	Gospel
Gorge Winds Aviation Inc.	flight instruction/chartering/rental
Hillsboro Aviation	airplane and helicopter services
Island Daydream Shave Ice	Hawaiian Shave Ice
Kettle Corn Mania	kettle corn, caramel corn & cotton candy
Maui Wowi Portland	smoothies
MyHealtheVet	MyHealtheVet promotion for Veterans health care
New York Life	Life insurance/financial services
Oregon 150	
Oregon Republican Party	
Paradise Getaways LLC	\$1000 giftcard giveaway, prize wheel
PCC	PCC Fire Science--Friday night only
Penguin Windows	demonstrate energy efficient windows
Robosaurus	
Scooter's Coffee House	Coffee drinks
SeaPort Airlines	brochure magazine, ticket giveaway
Sweet Oregon Rain	kettle corn & caramel corn
Timber Home Improvements	windows & doors
Tropi Bar	Mexican snacks
Unitus	
Wash. Co. Disability Aging & Vet Svcs	donations--patriotic battery operated fans
Wearables Etc.	Models, diescast planes, lawn chairs, balsa planes, drink insulator, dog tags
West Coast Vinyl	Factory direct vinyl framed windows
WGAS Motorsports	monster truck rides
Wimberly Flying Toys	diecast pullbacks, collectibles, toys, military hats, booney hats, mini stealth kites, r/c, etc.
Windows America of Portland	vinyl windows
Xtreme Toys	radio controlled helicopters, cars, boats, plans, jets, tanks, trucks

## 2009 FAQs

### What is Kids Day and how is it different than last year's?

We moved Kid's Day from a two hour morning event and made it part of the Friday evening show. Friday has special discounted admission for children 2-12 (two children are admitted free with the purchase of one adult ticket and two school supply donations). The inflatable playground will be at no charge from 5pm-7pm and there will be other special children events held. Robosaurus will perform and of course the fireworks display is always a hit with the kids!

### Is each ticket good for one day?

Yes, each ticket is only good for ONE day.

### Are credit cards accepted at the gate?

Yes, you can purchase tickets at the gate using a Visa or MasterCard only. ATM machines are also located on the Airport field during Air Show weekend.

### How much is parking?

Parking at the Intel Jones Farm parking lot located on NE 25th Avenue and is included in the Air Show ticket price. Additional Parking is available at the Sunset West Business Park (also on NE 25<sup>th</sup> Ave) and the Washington Fairgrounds Parking lot – cost for these lots is \$5 per car. Tri-Met and MAX also make frequent stops at, or around, the Hillsboro Airport. Visit [www.tri-met.org](http://www.tri-met.org) to find out more about their schedules.

Please remember that the parking lots are PRIVATE property and should be used for parking only. No "tail-gating", alcoholic beverages, picnicking, cooking/barbequing, camping or loitering in the parking lot area will be tolerated.

### What can I bring to the Air Show?

The Oregon International Air Show is held on airport property and must adhere to FAA safety regulations.

To ensure your safety, please remember the following items are NOT ALLOWED through the Air Show gates:

- **ALL** types of knives
- Leatherman tools
- Guns
- Brass knuckles, Nunchucks
- Nightsticks, Batons
- Baseball bats

**Other items not permitted include:** Tents, Bicycles (bike parking provided outside both gates) & coolers - unless medically necessary (baby formula/food is considered medically necessary). **NO GLASS BOTTLES/ containers of any kind. ABSOLUTELY NO FIREWORKS!!**

All bags and carry in items will be checked at the gate. Necessary items in a small backpack or bag such as medication, baby supplies/food, light clothing/blankets, sunscreen will be allowed.

If you are sitting in general admission, feel free to bring blankets and/or folding chairs to sit in. Reserved Seating provides you with a seat.

Strollers are welcome in the general admission area, boxed seating area and President's Chalet area. Strollers are allowed in designated areas at the back of the reserved seating area.

The Air Show will provide complimentary water in the large tanks as well as bottled water which can be purchased at all concession booths.

**Can I leave and re-enter the Air Show?**

Yes, please keep your ticket.

**Are there Military and Senior Discounts?**

Yes, Senior citizens receive a discount off of the regular ticket price; Military (active and honorably discharged) receive complimentary admission on any day of the Air Show (Reserved ticket on Friday, GA ticket on Saturday and Sunday). Military Personnel must show military documentation plus photo ID at the ticket booth in order to receive a complimentary ticket.

**What are the conditions for Media?**

Media credentials will only be extended to media on assignment. Press/Media Credentials requests must be submitted in advance of Air Show dates on a Media Credentials Form and verification of assignment obtained before credentials will be issued. The Media Credentials Request Form is available from the Air Show Office or may be downloaded from the website. Press/Media Credentials requests must be submitted with a brief description of the representative's assignment on company letterhead and signed by the editor or news director. These requests should be faxed to Andy Boone c/o The Air Show Office at 503-648-7847. No children will be admitted to the media area.

**Are chalet tickets also good for admission to the show?**

Yes. Chalet tickets include admission to the show as well as the chalet area.

**Do you have any Bleacher Seating?**

No. Tickets in Reserved Seating and Box Seats have reserved chairs. General Admission area ticket requires guest to bring own chair or blanket – no seat provided with GA ticket.

**Will there be food and gift vendors at the Air Show?**

Yes, there will be concession booths where food and gifts can be purchased. Many of the concessions will be run by local charities and will greatly appreciate your support.

**Is there shade?**

General Admission, Reserved Seating and Box Seat ticket holders will be under open sky. Patrons are encouraged to plan accordingly and bring plenty of sunscreen. President's Club Chalet, Private Chalet, and the Ninkasi Beer Garden reserved table ticket holders will have partly covered area and some umbrellas in seating areas.

**What happens if there is inclement weather?**

The Air Show HAPPENS rain or shine. No refunds or exchanges.

**Are pets allowed?**

Pets are not allowed onto the Air Show spectator area.

**Are cameras allowed?**

Yes, cameras are allowed (still, video, and digital). Your camera bag will likely be checked upon entry.

**Can you direct me to a place to stay during the weekend?**

Please visit our Accommodations page online for local hotels.

**Is there any shuttle service to the Hillsboro Airport from other areas?**

Yes. A limited shuttle service is available from the Tri-Met Station at Fair Complex and from Intel/Jones Farm Parking Lot for senior citizens, disabled and small children.



## AIR SHOW STRUCTURE AND MANAGEMENT

Mission

Organization Charts

By-Laws and Procedures

Roles and Responsibilities

Donation History by Air Show

Critical Task & Meeting Timeline

Budget

Master Ops Plan



#### **MISSION STATEMENT**

**TO PROVIDE A SAFE, FAMILY EVENT THAT WILL PROMOTE AVIATION, INVOLVE COMMUNITY AND MAKE CONTRIBUTIONS TO CHARITY ORGANIZATIONS IN OREGON.**

#### **VISION OF THE AIR SHOW**

**PROMOTE THE HILLSBORO COMMUNITY, THE AIRPORT BUSINESSES AND PROVIDE A POSITIVE ECONOMIC IMPACT FOR THE CITY OF HILLSBORO.**

**PROVIDE AN OUTLET FOR LEADERSHIP THROUGH VOLUNTEERISM BY ENCOURAGING YOUTH TO SERVE.**

**HONOR OUR HISTORY OF AVIATION AND OUR MILITARY THROUGH THEIR ACTIVE PARTICIPATION IN THE EVENT.**

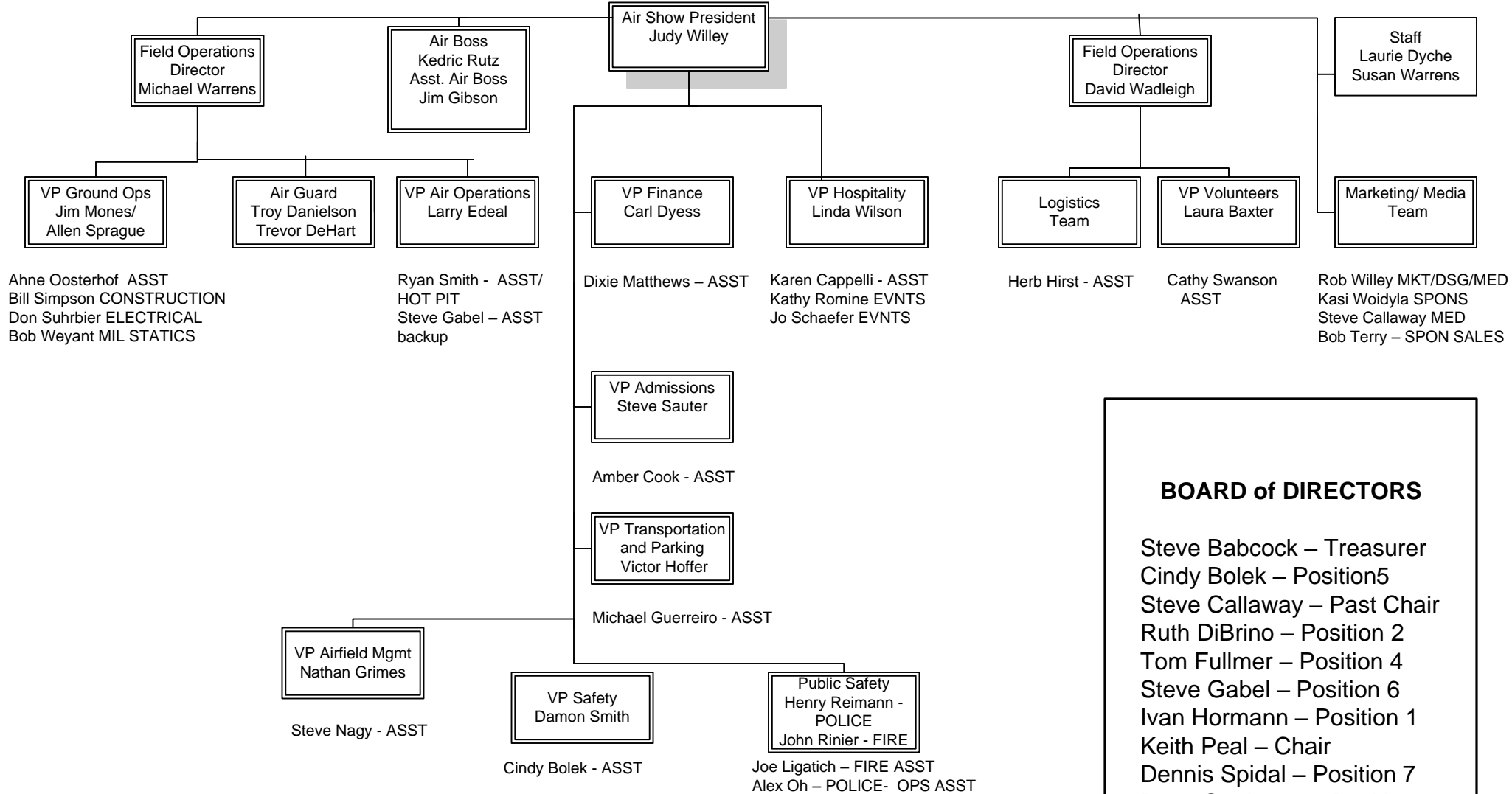
**INCLUDE COMMUNITY BUSINESSES AND ORGANIZATIONS AND STRIVE TO IMPROVE HILLSBORO ECONOMY.**

**PROVIDE FUNDING FOR WORTHWHILE HILLSBORO, WASHINGTON COUNTY AND OREGON COMMUNITY PROJECTS.**

**PARTNER WITH HILLSBORO VISION 2020 TO FULFILL COMMUNITY GOALS.**

# 2010 Oregon International Air Show

## Area Coordinators (year-round planning and leadership)

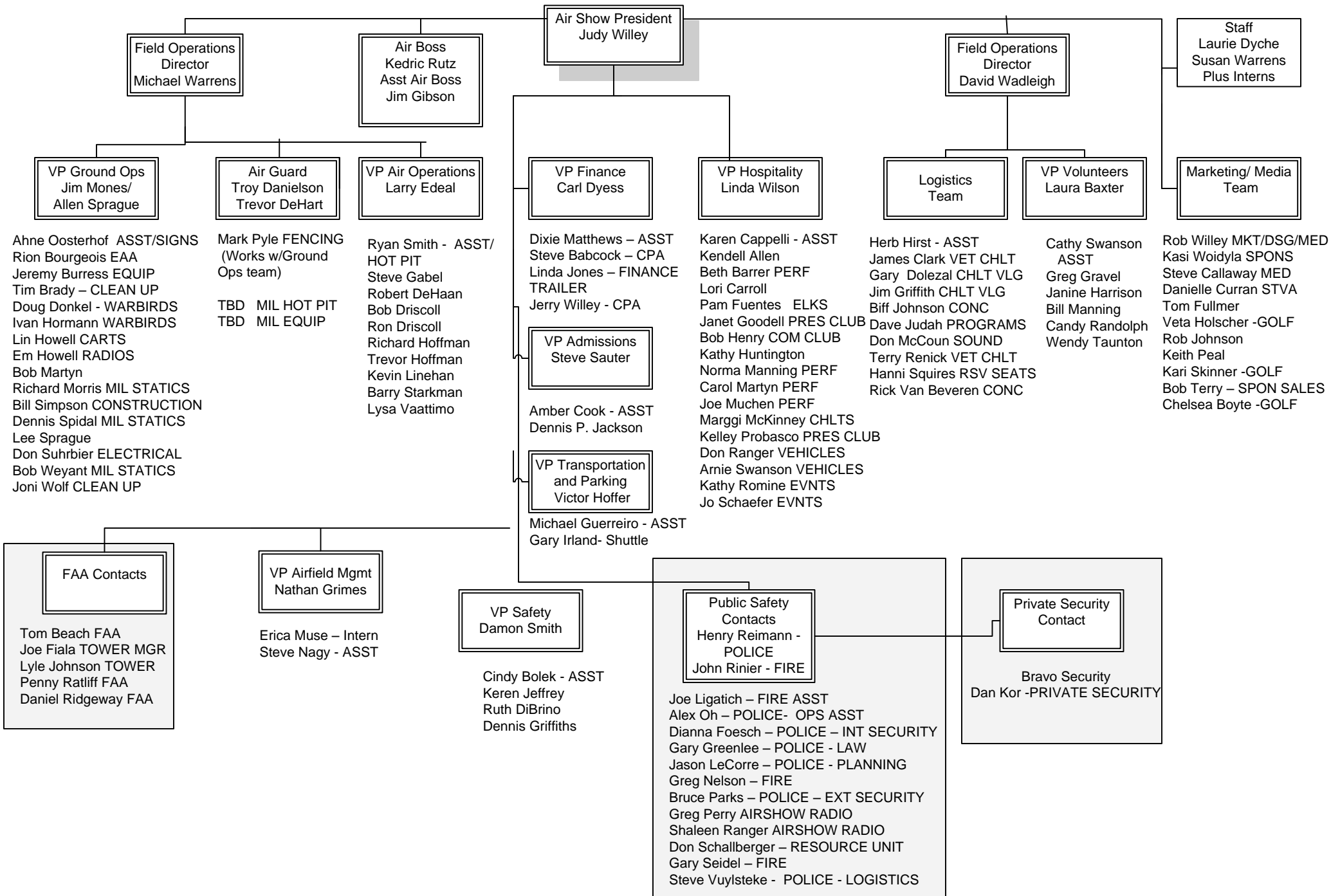


### BOARD of DIRECTORS

Steve Babcock – Treasurer  
Cindy Bolek – Position 5  
Steve Callaway – Past Chair  
Ruth DiBrino – Position 2  
Tom Fullmer – Position 4  
Steve Gabel – Position 6  
Ivan Hormann – Position 1  
Keith Peal – Chair  
Dennis Spidal – Position 7  
Barry Starkman – Position 8  
Bob Terry – Position 10  
Michael Warrens – Position 3  
Greg Wooldridge – Position 9

# 2010 Oregon International Air Show

## Full Committee (long standing teams that volunteer the entire weekend)



# ARTICLES OF INCORPORATION

of

## OREGON INTERNATIONAL AIRSHOW-HILLSBORO, INC.

The undersigned, acting as incorporator under the Oregon Nonprofit Corporation Law, adopts the following Articles of Incorporation:

### Article 1

The name of the corporation is **OREGON INTERNATIONAL AIRSHOW-HILLSBORO, INC.**

### Article 2

The period of the duration of the corporation shall be perpetual.

### Article 3

The initial registered office is: 3355 N.W. Cornell Road, P. O. Box 566, Hillsboro, Oregon 97123.

### Article 4

The initial registered agent of the corporation is Donald McCoun whose address is: 3355 N.W. Cornell Road, P. O. Box 566, Hillsboro, OR 97123.

### Article 5

The corporation is organized to carry out charitable and public purposes, to promote and/or sponsor both static and active displays of military and private aircraft through an air show at the Port of Portland – Hillsboro Airport and thereby to provide entertainment to the public at large and to promote entertainment and livability of the state of Oregon, county of Washington and city of Hillsboro. In that regard, the corporation shall:

(1) Administer for its charitable purposes any property donated to the corporation;

(2) Distribute property for such purposes in accordance with the terms of gifts, bequests, or devises received by the corporation for its charitable purposes, or in accordance with the determinations by the board of directors pursuant to these articles of incorporation;

(3) Distribute property to qualified charitable or other organizations of similar nonprofit status to that of the corporation; and

(4) Dispose from time to time property held by the corporation in such manner that its charitable and corporate purposes will be effectively served notwithstanding changed conditions that have arisen or will arise and which would affect the needs or purposes of the corporation from the time of original receipt of any property by the corporation from a donor.

#### Article 6

The corporation is a public benefit corporation which is organized not for profit and as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code of 1986 which is organized and existing for public benefit purposes and charitable purposes.

#### Article 7

No member, trustee, director or officer of the corporation, nor any private individual, shall be entitled to share in the distribution of any of the corporate assets upon its dissolution or the winding up of its affairs. Upon such dissolution or winding up, all of the remaining assets of the corporation shall be distributed for such uses and purposes of any other organization which then qualifies for exemption under the provisions of the Internal Revenue Code of 1986, as amended, or as may be hereafter amended.

No substantial part of the activities of the corporation shall consist of the dissemination of propaganda or otherwise attempt to influence legislation, except as may be permitted under Section 501(c)(3) of the Internal Revenue Code, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) of any political campaign on behalf of any candidate for public office.

Notwithstanding any other provisions of these articles of incorporation, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986 as now stated, or as it may be hereafter amended, or by any organization, contributions to which are deductible under Section 170(c) of the Internal Revenue Code as now stated or as it may be hereafter amended.

In general, and subject to the limitations and conditions which are or may be prescribed by law, or in the corporation's articles of incorporation or bylaws, the corporation shall have all powers which are now or hereafter conferred by law upon a corporation organized for the purposes set forth above, or necessary or identical to the powers so conferred, or conducive to the attainment of the purposes of the corporation as set forth above.

## Article 8

The corporation shall have no capital stock, and no part of its earnings shall inure to the benefit of any trustee, officer, director or member of the corporation, or any private individual. However, the corporation shall be authorized to pay reasonable compensation for services rendered and to make such other payments and distributions which further the purposes set forth in these articles of incorporation.

## Article 9

The corporation shall adopt bylaws which may provide for membership in the corporation. If the bylaws provide for membership, the bylaws shall also include a designation of any desired classes of membership along with the manner of election or appointment to membership. The bylaws shall define membership qualifications and shall further define the rights of members. The bylaws may limit or define in any other way members' voting rights. The bylaws may also deny voting rights to members. The corporation is not required to have members and the bylaws may provide that the corporation shall have no members as well.

## Article 10

The initial board of directors of the corporation shall consist of six persons whose names and addresses are:

<u>Name</u>	<u>Address</u>
Rick VanBeveren	2858 N.E. Jackson School Road Hillsboro, OR 97124
Robert Terry	34160 S.W. Peaks View Drive Hillsboro, OR 97123
Donald McCoun	26321 S.W. Vanderschuere Road Hillsboro, OR 97123
Lila Ashenbrenner	33480 S.W. Larkins Mill Road Hillsboro, OR 97123
Bob Henry	9252 S.W. Third Avenue Portland, OR
Judy Willey	16515 N.W. Pebble Beach Way Beaverton, OR 97006

The number of directors constituting the board shall be fixed by the bylaws from time to time. However, the maximum number of directors shall not exceed 35 and the minimum number of directors shall not be less than six.

The initial board of directors shall hold office until the first meeting of the board of directors, at which time the number of directors to serve on the board shall be established under the bylaws and the board members to serve in such capacity shall be either appointed or elected, as provided under the bylaws, and for the terms for each board seat as is established by such bylaws.

#### Article 11

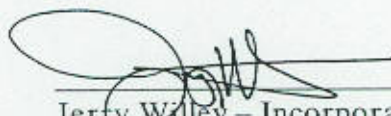
The name and address of the incorporator is: Jerry Willey

Address: 5635 N.E. Elam Young Parkway, Suite 100  
Hillsboro, OR 97124

#### Article 12

To the fullest extent permitted by law, the corporation shall indemnify any director or officer of the corporation made a party to a proceeding because the person is or was a director or officer of the corporation against liability incurred in that proceeding, provided, however, that there be no indemnification pursuant to this provision for any director or officer from or on account of any breach of the director's or officer's duty of loyalty to the corporation, acts or omissions not in good faith or involving intentional misconduct or a knowing violation of the law or any liability arising out of conduct on the part of the director or officer from which improper personal benefit was obtained or claimed by the corporation to have been obtained for improper personal benefit or from bad faith or intention misconduct or knowing violation of law.

DATED: January 16, 2003.

  
Jerry Willey - Incorporator

STATE OF OREGON )

) sis.

January 16, 2003

County of Washington )

I hereby certify that on the \_\_\_\_ day of January, 2003, personally appeared before me Jerry Willey, who being first duly sworn, declared that he is the person who signed the foregoing document as incorporator and that the statements therein contained are true.



  
Notary Public for Oregon  
My commission expires: July 11, 2005

## **BYLAWS**

### **OREGON INTERNATIONAL AIRSHOW-HILLSBORO, INC.**

#### **ARTICLE I**

##### **NAME**

This organization is incorporated under the laws of the State of Oregon and shall be known as The Oregon International Airshow.

#### **ARTICLE II**

##### **PURPOSE**

The corporation shall be organized and operated exclusively for charitable, scientific, and educational purposes. Subject to the limitations stated in the Articles of Incorporation, the purpose of the corporation shall be to engage in any lawful activities, none of which are for profit, for which corporations may be organized under Chapter 65 of the Oregon Revised Statutes (or its corresponding future provisions) and Section 501 (c)(3) of the Internal Revenue Code.

#### **ARTICLE III**

##### **MEMBERSHIP**

The corporation shall have no members.

#### **ARTICLE IV**

##### **BOARD OF DIRECTORS**

###### **Section 1. AUTHORITY**

The Board of Directors (Board) shall be the governing body of the corporation, shall establish policy and provide oversight of all aspects of management, operations and finance and have authority allowed such a Board under all applicable laws.

## **Section 2. COMPOSITION AND OPERATIONS OF THE BOARD**

- A. **Number:** The number of directors of the corporation shall be no less than nine (9) and no more than fifteen (15). The Board shall consist of the Chair, Past Chair, Chair Elect, President, Treasurer and other directors elected by two thirds vote of the then existing members of the Board.
- B. **Term of Office:** Directors, except for the President, shall serve a three year term and may serve one additional term if approved by a two thirds vote of the directors at any meeting of the Board. Terms shall begin January 1<sup>st</sup>, immediately following the person's election unless that person is filling a vacant position in which case their term shall begin immediately upon election and shall terminate at the date the position to which they were elected would normally terminate. Time limitation on Board service does not include years a person may serve as Chair, Past Chair, Chair Elect or Treasurer. A past director may again be elected to the Board after a one year absence. The term of office for the Chair shall be one year but may be elected to a second year by the Board. The Chair shall not serve more than two consecutive years as Chair. The President shall be a member of the Board so long as that person holds such office.
- C. **Election:** Election of the Directors and appointment of the Officers shall be at the regular December meeting each year. Approximately one third (1/3) of the directors, other than Chair, Past Chair and Chair Elect, shall be elected each year. Other than the Chair, Past Chair, Chair Elect, President and Treasurer, the other ten (10) director positions shall be numbered one (1) through ten (10). Positions one (1) through three shall be elected on the same year, positions four (4) through six(6) shall be elected the following year and positions seven (7) through ten (10) shall be elected the next year.
- D. **Chair:** The person elected as Chair Elect, shall automatically become Chair on January 1 of the year following the end of the prior Chair's term of office. The Chair shall automatically become Past Chair on January 1 of the year following his/her end of term of office.
- Should the Chair position become vacant for any reason during the term of office of a Chair, the Chair Elect shall serve the remaining term of office and also serve the term he/she would ordinarily have served.
- E. **Qualifications:** There shall be no qualifications other than directors shall be an adult of good standing in the community.
- F. **Removal:** Two thirds of the then sitting directors may remove a director

with or without cause at any meeting of the Board.

- G. Meetings: The Board shall hold regular monthly meetings at the corporation's principal place of business at 6:00pm on the first Monday of the month, or some other day, time and location designated by the Board. Special meetings of the Board may be called (with 5 days notice) by the Chair, by the President and either the Chair Elect or Past Chair, or at the request of a majority of the then sitting directors.
- H. Notice: Notice may be in writing or electronically and shall be sufficient if given in a manner which would ordinarily reach all members of the Board in the ordinary course of business. Directors may waive notice.
- I. Quorum: A quorum for any meeting of the Board shall be a majority of the then sitting directors. Once a quorum is established, it remains until adjournment of that meeting regardless how many directors may leave during such meeting. A director may appear in person or electronically.
- J. Presiding Officer: The Chair shall preside over all meetings of the Board. In the absence of the Chair, the Past Chair shall preside over a meeting of the Board. In the absence of the Chair and Past Chair, the Chair Elect shall preside over a meeting of the Board. In the absence of the Chair, Past Chair and Chair Elect, there shall be no meeting of the Board.
- K. The Board may appoint any past director to an advisory position as a Director Emeritus. The number of Director Emeritus positions are limited to two (2). Each Director Emeritus shall serve a two (2) year term. One Director Emeritus shall be appointed each year. A Director Emeritus may attend meetings of the Board and participate in discussion but shall not have the authority to make or second motions, to vote and shall not count toward the total number of directors or toward a quorum.
- L. Compensation: All directors shall serve without compensation except the President.
- M. Indemnification: Except as otherwise provided by law, no director shall be liable to the corporation or its employees for any conduct as a director subject to the following:

Except as otherwise provided by law, the corporation shall defend and indemnify any person that is made a party to a proceeding because he/she is or was a director of the corporation so long as the following requirements are satisfied: 1) the conduct of the person was in good faith; 2) the person reasonably believed that his/her conduct was in the best

interests of the corporation; and, 3) the person had no reasonable cause to believe that his/her conduct was unlawful.

For purposes of this section, defend and indemnify means payment by the corporation, of the person's reasonable expenses incurred in connection with the proceeding. Reasonable expenses includes attorneys fees, court costs, other direct expenses related to and cause by the proceeding, as well as any judgment entered against the director arising out of the proceeding.

## **ARTICLE V**

### **OFFICERS**

#### **Section 1. OFFICER POSITIONS**

The officers of the corporation shall be: President, a number of Vice Presidents to be established by the President with the approval of the Board, Treasurer and Secretary. The Board may, at its sole discretion, establish a position of Executive Vice President to act as President in the absence of the President.

#### **Section 2. APPOINTMENT OF OFFICERS**

The Treasurer and Secretary shall be appointed by the Board annually at its December meeting and those officers shall assume their office the immediate following January 1.

#### **Section 3. PRESIDENT**

The President shall be the chief executive officer of the corporation and shall have all the authority ordinarily held by such officer. The Board, at its sole discretion, may, in writing, set financial and contracting limits on the authority of the President.

#### **Section 4. TREASURER**

The Treasurer shall be the chief financial officer of the corporation and have the care and custody of and the responsibility for the funds of the corporation. The Treasurer shall be responsible for the oversight of the maintenance of regular books of account, the deposit of all funds and other valuable effects in the name of the corporation in such depositories as may be designated by the Board, for putting in place and maintaining fiscal controls during his/her term of office and for implementing any controls and procedures as directed by the Board, and shall assure a monthly financial report is submitted to the Board three days prior to each regular monthly meeting.

#### **Section 5. SECRETARY**

The Secretary shall keep records of the proceedings of the Board, maintain the Board roster and to maintain the orderly maintenance of all corporate documents including but not limited to Articles of Incorporation, Bylaws, resolutions and minutes of the Board meetings. The Secretary shall attend and record the proceedings of the Board but shall not vote nor have other privileges of the floor.

#### **Section 6. VACANCIES**

Vacancies in any office shall be filled by election by the Board at a special or regular meeting. Notice of the election shall be given to the directors prior to such meeting.

#### **Section 7. REMOVAL**

Officers serve at the pleasure of the Board and may be removed with or without cause. Any officer may be removed by the Board whenever, in the Board's judgment, the interests of the corporation will be served by such removal. Vice Presidents, except for the Executive Vice President, if one is in office, may be removed by the President with prior notice to the Chair.

#### **Section 8. BONDING**

All officers, managers, agents, key volunteers and other employees shall be bonded through a corporate surety satisfactory to the Board and in a sum satisfactory to the Board insuring the faithful and honest performance of the duties required of such officer, manager, agent or employee during their term of office and/or employment. The employment of an officer, manager or employee shall be contingent upon the person being qualified for bonding by the corporate surety.

#### **Section 9. INSURANCE**

The President shall be responsible to have the corporation continuously covered by current and valid premises and liability insurance. Premises insurance shall be in an amount to cover replacement of all structures and their contents at the then market price. Liability insurance shall cover the corporation, its employees, officers, directors, volunteers and agents in an amount of at least \$20,000,000. Liability insurance shall also contain a professional rider covering any professional who serves as a director or as a volunteer.

### **ARTICLE VI**

#### **COMMITTEES AND DIVISIONS**

## **Section 1. APPOINTMENT AND AUTHORITY**

The Board shall establish all committees and committee chairs. The Chair may appoint such ad hoc committees as he/she deems necessary to carry out the programs of the corporation. The Board may terminate any committee, except an ad hoc committee, at any time and the Chair may terminate an ad hoc committee at any time.

The President shall request the establishment of committees, define their purposes and nominate committee chairs.

## **Section 2. LIMITATION OF AUTHORITY**

No action by any committee member, employee, director or officer shall be binding upon the corporation or constitute an expression of the policy of the corporation until it shall have been approved or ratified by the Board.

## **Section 3. DIVISIONS**

The Board may create such divisions, bureaus, departments, councils, or subsidiary corporations, as it deems advisable to facilitate the purpose of the corporation.

The Board shall authorize and define the powers and duties of all divisions, bureaus, departments, councils, and subsidiary corporations. The Board shall annually review and approve all activities and proposed programs of such divisions, bureaus, departments, councils, or subsidiary corporations, including collection and disbursement of funds.

No action or resolutions of any kind shall be taken by divisions, bureaus, departments, councils, or subsidiary corporations that bear upon or express the will of the corporation unless approved by the Board.

# **ARTICLE VII**

## **FINANCES**

### **Section 1. FUNDS**

All money received by the corporation shall be placed in a general operating fund unless otherwise designated and restricted.

### **Section 2. DISBURSEMENTS**

Upon approval of the budget, the President may make disbursements on accounts and expenses of the corporation provided for in the budget without further approval of the Board. Disbursements shall be made by check or other vehicles supported by written document. The President may establish a revolving petty cash account not greater than \$500 with the approval of, and monitoring by, the Treasurer.

### **Section 3. FISCAL YEAR**

The fiscal year of the corporation shall close on December 31 each year.

### **Section 4. ANNUAL BUDGET**

The President shall present to the Board, at its January meeting, an annual budget for the then current fiscal year. The approval or modification of the annual budget is at the sole discretion of the Board.

### **Section 5. ANNUAL REPORT BY CERTIFIED PUBLIC ACCOUNTANT**

The financial report of the corporation shall be presented annually following the close of business on December 31 by a Certified Public Accountant. The result of the report shall be available within the offices of the corporation and in accordance with existing law. The Certified Public Accountant shall be requested to report on the operations of the corporation and to make recommendations as needed. The Board shall consider any such recommendations.

### **Section 5. LOANS PROHIBITED**

No loans shall be made by the corporation to any officer, director, employee or agent of the corporation.

## **ARTICLE VIII**

### **DISSOLUTION**

#### **Section 1. PROCEDURE**

The corporation shall use its funds only to accomplish the objectives and purposes specified in these Bylaws and its Articles of Incorporation. No part of any such funds shall inure or be distributed to the officers or directors of the corporation except as otherwise authorized by these Bylaws. Upon dissolution of the corporation, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations as defined in Section 501 (c)(3) or other applicable regulation of the Internal Revenue Code and other

applicable laws.

## **ARTICLE IX PROCEDURE**

### **Section 1. PARLIAMENTARY PROCEDURE**

A current edition of Roberts Rules of Order shall be the final source of authority in all questions of parliamentary procedure when such rules are not inconsistent with the Articles of Incorporation or the Bylaws of the corporation.

## **ARTICLE X AMENDMENTS**

### **Section 1. REVISIONS**

The Bylaws may be altered, amended, restated and adopted or repealed by an affirmative vote of two thirds of the directors of the Board at any regular or special meeting.

### **Section 2. LAST REVISION DATE**

These Bylaws were last amended by action of the Board on February 13, 2006.

## PROCEDURE FOR MEETING MINUTES

Meeting minutes serve to record what was done (the actions) at a meeting, not what was said at the meeting. Minutes serve as the legal record of what was decided at a meeting. During a lawsuit they will be among the first documents that all parties will request and will be given more weight than what any particular individual recalls happening at a meeting. **Robert's Rules recommends** that minutes contain the following items:

- Type of meeting
- Name of organization
- Date, time and place of meeting
- Names of presiding officer and recorder of minutes
- Members present (members absent is optional)
- Establishment of a quorum
- Record of action taken on the minutes of the previous meeting
- Exact wording of each main motion as it was voted on with name of the maker of the motion and whether the motion passed or failed
- If the vote on the motion was counted, the count should be included.
- Dissenting votes should be included only if a member requests that they go on record with their dissenting vote.
- Any notices given at the meeting, especially for items that require that previous notice be given.
- Points of order and appeals
- Reports should include the name of the committee/team/panel/liaison and the reporting member. If written reports are provided, it should be attached to the minutes and the minute should note that it is attached.

Robert's Rules recommends that the following should **not** be included in minutes:

- Opinions or interpretations of the recording secretary
- Judgmental phrases like "heated debate" or "valuable comment"
- Discussion (Remember, minutes are a record of what was done, not what was said)
- Motions that are withdrawn
- Name of the person who seconded a motion
- Flowery language
- Detailed reports
- Transcripts of the meeting (minutes should **not** be taken down verbatim)

Remember that it is not necessary, nor is it wise, to include who said what about a particular matter. Such comments are generally not informative later as they rarely reflect the consensus view and are more often likely to reflect the minority view. It is only necessary to reflect the result of the vote on each motion, which is then the true reflection of the majority view.

The minutes are official only after they have been approved, which generally happens at the next meeting. If the minutes need to be referenced between meetings, a draft unapproved version may be sent out, but should be clearly labeled "draft" or "unapproved".

After the minutes have been corrected and approved, they should be signed by the secretary. The word "approved" and the date of approval should be added.

The official copy of the minutes should be placed on file in a minutes binder at the headquarters office. The official copy should have attached to it the original signed copies of the following:

- Committee reports
- Officers' reports
- Written motions
- Correspondence

When copies of the minutes are distributed, it isn't necessary to include the attachments. The minutes should reference the attachments and indicate that they are on file. Copies of attachments may be requested if anyone wishes to reference them.

*Oregon International Airshow*

BOARD INPUT INTO PRESIDENT'S REVIEW

1. Do you have a clear sense of the OIA mission and purpose? Yes ☐ No ☐

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2. Do you understand the role and responsibilities of the Board of Directors? Yes ☐ No ☐

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3. Do you receive adequate support to fulfill your role as a Board member, such as timely information, training and guidance? Yes ☐ No ☐

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4. Do you feel that your time and expertise are effectively utilized? Yes ☐ No ☐

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5. Do you feel that OIA is well known in the community for its work and has a good reputation? Yes ☐ No ☐

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6. Please describe the strengths Judy brings to the position of the president

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*Oregon International Airshow*

BOARD INPUT INTO PRESIDENT'S REVIEW

7. What would you suggest Judy focus on next year to strengthen her performance or the work of OIA.

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8. Do you have other comments, or suggestions to be considered? Please take as much space as needed.

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## **Air Show Roles and Responsibilities**

The Oregon International Air Show is a volunteer driven organization with the equivalent of 1.5 staff to cover year round operation and an additional staff of 6 during the 2-3 months preceding the air show. The Air Show is guided by a Board of Directors. A President (full time paid position) reports to the Board and is responsible for the direction and leadership of all key leaders such as area Vice Presidents and the two Field Operation Directors – all of which are volunteers.

### **Air Operations**

#### **Overall Description**

Secure hangar space for performers, communicate and update the FAA including publishing the air show map for FAA and filing for waivers, coordinate with ground operations for Pyro set up area and manage the Hot Pit during the air show. Own updating the Master Ops Plan. Partner with air boss for week end activities.

Air Boss - develop and manage the performer schedule , conduct briefings and serve as the liaison between performers and FAA for required paperwork. Primary contact with FAA. Work with military liaison, hospitality vice president and staff to ensure performers understand expectations, arrival / departure requirements and times.

### **Field Operation Director**

#### **Overall Description**

Oversee and point person for general field operations and trouble shooting on the field during the air show weekend. Duties are split between two directors which focus on ground and military operations including clean up, equipment/vehicle movement and service, aircraft movement and maintenance, concessions, and volunteer management. Constantly monitor and communicate with President, security and safety, and other key leaders during air show.

### **Finance**

#### **Overall Description**

Oversee financial aspects during the Air Show and throughout the year. Provide monthly financial reports, oversee tax preparation, oversee all financial transactions including handling of money during and after the air show. Issue change funds, receive and count all cash, and manage the money from gate ticket sales. Manage the process of collecting money from concession booths during the air show and transporting it to the Finance Trailer.

## **Gate Admissions**

### Overall Description

Greet spectators at gates. Monitor entry gates and scan tickets. Perform bag check for security purposes. Monitor and check tickets of spectators walking in an out of reserve section. Hand out brochures if appropriate

## **Ground Operations**

### Overall Description

Coordinate field layout design and manage the negotiation for trades, order, delivery, set up and take down of equipment on the field. Includes operational supplies such as earplugs to steel plates for aircraft parking to portable restrooms. Work with Air National Guard and other military organizations, safety, police and fire department.

### Job Scope

1. Ground Crew
2. Fencing
3. Construction/Electrical
4. Field Clean-Up
5. Static Displays and EAA Aircraft
6. Carts
7. Radios
8. Equipment Management
9. Fly-In Spectator Shuttle
10. Signs

## **Hospitality**

### Overall Description

Coordinate hospitality services for Performers, Volunteers, Special Events and Chalet guests. Includes hotel arrangements, welcome packets and rental cars for performers as well as performer transportation to and from signature booth. Solicit and coordinate delivery of food donations, plan menus, decoration hospitality area, provide food service to Performers, Volunteers, Chalet guests and any special events.

### Job Scope

1. Chalets
2. Food Donations
3. Hospitality Suite
4. Hotels
5. Performer Food Tent
6. Performer Packets
7. Performer Liaison
8. Vehicles and Shuttles
9. Volunteer Food Tent

## **Logistics**

### Overall Description

Order and oversee setup and equipment required for concession booths, reserve seating and chalets. Assist in field layout. Ensure processes in place for food delivery throughout the air show. Oversee operations of concession booths by working with the Concessionaire.

### Job Scope

1. Reserve Seating
2. Concessions
3. Program Sales
4. Chalet Village Security

## **Marketing**

### Overall Description

Responsible for all advertising and marketing of Air Show. This position coordinates media and press events/releases, issues press passes and credentials, arranges for media rides and public appearances.

### Job Scope

1. Newspaper ads
2. Television ads
3. Radio spots
4. Creation of theme
5. Design and produce poster and brochure
6. Web page design

## **Safety**

### Overall Description – Safety Team During the Air Show:

Patrol, look for, prevent and respond to issues affecting safety and to be the eyes, ears, and voice of safety to the Air Show. Patrols operate in teams of 2, each team is expected to have 1 radio and 1 cart, however it is expected that the team will spend more time on foot than in the cart. Coordination of duties and request for support go through the leader. Communication is key. Security issues are the responsibility of law enforcement, not the Safety Team. Safety issues encountered by patrols are directed by the patrols until the issue elevates, at which point the patrols contact the leader. In an emergency, patrols contact law enforcement directly via Air Show Radio. Patrols keep general notes of the types, frequency, and count of issues encountered. Patrols encourage safety, responsibility and enjoyment among show goers and volunteers. They look, listen, communicate and are polite.

## **Staff**

### Overall Description

Manage office and administrative activities such as in the preparation and delivery of sponsor packages, issuing parking passes and wristbands for air show admission, exhibit booth and vendor registration and management, telephone and web coverage, meeting management, petty cash distribution, volunteer registration, assistance with public affair and marketing events, and general documentation.

## **Transportation**

### Overall Description:

Direct cars to the appropriate parking areas, assist in traffic management after the air show as requested by Police, and assist spectators in shuttle usage. Collect parking fees if applicable. Monitor entry by spectators from the Terminal parking lot into the Air Port Terminal building and restrict to those with paid tickets/ wristbands. Post appropriate signage for parking/no parking areas.

### Job Scope

1. Parking
2. Transportation
3. Airfield disability transportation

## **Volunteer Management**

### Overall Description

Solicit, communicate with, register and schedule approximately 1500 volunteers to operate and man designated areas of the Air Show. (see separate listing of volunteer roles). Train volunteers and coordinate volunteer parking. Distribute T-shirts to designated volunteers.

## Oregon International Air Show Donations 2003 - 2009

Estimated Donations as the Rose Festival Air Show (1988-2002):	\$645,600
Total Donations as the Oregon International Air Show (2003-2009):	\$507,623
<b>Total Donations from both organizations over 22 YEARS:</b>	<b>\$1,153,223</b>

### 2003

**Donated: \$24,575**

Oregon National Guard  
Hillsboro Reserves  
Clackamas Co Reserves  
Tuality District Boys Scouts  
Glencoe HS Cheerleaders  
Hillsboro HS Cheerleaders

### 2004

**Donated: \$95,195**

Hillsboro Schools Foundation  
Boys & Girls Club Hillsboro  
A Childs Place  
Community Action Organization  
Airway Science Program  
Bill Chedester Memorial Fund  
Oregon Air National Guard  
American Heart Association  
Doernbecher Foundation  
Oregon Food Bank  
Arts in Education  
Polaris Dance Theater  
HART Theater  
American Legion Foundation  
Bravo Family Fund

### 2004 (con't)

Hillsboro Elks Foundation  
Jobs Daughters  
ARMS  
Orengo Presbyterian Youth  
Evergreen Christian Center Youth  
Old Scotch Church Young Fund  
Tuality District Boy Scouts  
Boy Scout Troop 855  
Boy Scout Troop 240  
Westview High Grad Fund  
Liberty High Grad Fund  
Century High Grad Fund  
Glencoe High Grad Fund  
Hillsboro Fire Volunteers  
Hillsboro Police Reserves  
Newberg Police Reserves  
Wash County Reserves  
HilHi Band Program  
Century High Band Program  
Make A Wish Kids Foundation  
Hillsboro Library Foundation  
Hillsboro Rotary Club

### 2005

**Donated: \$78,997**

Boys & Girls Club/Hillsboro  
Susan G Komen Foundation

## 2005 (con't)

Hillsboro Schools Foundation  
Hillsboro Library Foundation  
Candlelighters for Children  
Lloyd Baron Rhodie Garden  
A Childs Place  
Classic Aviation Museum  
HART Theater  
CARES Northwest  
Bonnie Hays Animal Clinic  
Portland Alano Club  
Old Scotch Church Youth  
Young Life Association  
Ransom Family Fund  
Liberty Cheerleaders  
HilHi Cheerleaders  
Oregon Air National Guard  
Hilhi Key Club  
Beaverton HS Color Guard  
Faith Bible School  
Boys Scout Troop 240  
Arins House & Teen Center  
Tuality District Boy Scouts  
Century Jazz Dance Team  
Hillsboro Swim Team  
Jobs Daughters  
Orenco Presbyterian Youth  
Tualatin Valley Harmony Masters  
Westview HS Grad Night  
Century Cheerleaders  
Glencoe Cheerleaders  
Washington County Sheriff Res.  
Hillsboro Police Reserves  
Hillsboro Fire Volunteers  
Doernbecher Foundation  
Oregon Food Bank  
Arts in Education  
Polaris Dance Theater  
American Legion Foundation  
Bravo Family Fund  
Hillsboro Elks Foundation  
Jobs Daughters  
ARMS  
Orenco Presbyterian Youth  
Evergreen Christian Center Yth  
Old Scotch Church Young Fund  
Tuality District Boy Scouts  
Boy Scout Troop 855  
Boy Scout Troop 240  
Westview High Grad Fund

## 2005 (con't)

Liberty High Grad Fund  
Glencoe High Grad Fund  
Hillsboro Fire Volunteers  
Hillsboro Police Reserves  
Washington County Reserves  
HilHi Band Program  
Century High Band Program  
Make A Wish Kids Foundation  
Hillsboro Library Foundation  
Hillsboro Rotary Club

## 2006

**Donated: \$48,926**

Oregon Air National Guard  
Hillsboro Library Foundation  
Bonnie Hays Animal Shelter  
Northwest Medical Team  
Evergreen Christian Center Youth  
Banks Christian Center  
Glencoe Volleyball Team  
HilHi Band  
VHL Family Alliance  
Salem Schools Foundation  
Oregon War Veterans Program  
American Red Cross  
Hillsboro Police Reserves  
Hillsboro Fire Volunteers  
Clackamas Co Sheriffs Reserves  
Washington County Reserves  
Hillsboro Rotary Club

## 2007

**Donated: \$113,050**

Air Warrior Courage Fund  
Hillsboro Schools Foundation  
Hillsboro Library Foundation  
Swede Ralston Aviation Fund  
Make A Wish Foundation  
Vernonia Family Relief Fund  
NAMI  
Candlelighters for Children  
HomePlate Outreach  
ARMS  
CASA for Children  
A Childs Place

## 2007 (con't)

Boys & Girls Aid Society  
Boys & Girls Club Hillsboro  
Special Olympics  
Classic Aviation Museum  
Bonnie Hays Animal Clinic  
American Red Cross  
Community Action Org.  
HART Theater  
Jackson Bottom Wetlands  
Hillsboro Rotary Club  
Washington County Explorers  
Air Force ROTC  
Heritage Christian Church Yth  
Old Scotch Church Fund  
Century Cheerleaders  
Hillsboro HS Cheerleaders  
American Cancer Society  
Glencoe HS Band  
Glencoe HS Choir  
Century LaCrosse Team  
Albertina Kerr Foundation  
Young Life Association  
Hillsboro Police Reserves  
Hillsboro Fire Volunteers  
Clackamas County Reserves  
Washington County Reserves

## 2008

**Donated: \$68,500**

Hillsboro Schools (22 clubs & organizations)  
Beaverton, Forest Grove, Banks, Tigard Schools  
Hillsboro Schools Foundation  
Hillsboro Community Foundation  
Hillsboro Farmers Market  
Hillsboro Tuesday Market  
Tualatin Valley Gardeners Association  
Oregon Air National Guard  
142nd Fighter Wing Community Foundation  
Hillsboro Library Foundation  
Classic Aviation Museum  
Boys & Girls Aid Society  
NAMI of Washington County  
Washington County Museum  
Portland Children's Museum  
HART Theater  
Candlelighters for Children  
Jackson Bottom Wetlands  
Rebuilding Together Washington County  
Oregon Food Bank

## 2008 (con't)

Habitat for Humanity  
Air Force ROTC  
North Coast Down Syndrome Network  
Law Enforcement for Youth  
Hillsboro Police Shop with Cop program  
Hillsboro Fire Toys for Joy program  
American Red Cross  
Tuality District Boy Scouts  
Sherwood Boy Scout Group #240  
Hillsboro Rotary Club  
Habitat for Humanity  
Paralyzed Veterans Association  
Public Safety Reserve Units (Clackamas,  
Washington County, Hillsboro)  
Hillsboro Volunteer Fire Dept

## 2009

**Donated: \$78,380**

A Childs Place  
Candlelighters for Children with Cancer  
Casa For Children  
Classic Aviation Museum  
Essentials Health Clinic  
Friends Of Cornelius Library  
Habitat for Humanity  
Hillsboro Artists Regional Theatre  
Hillsboro Boys & Girls Club  
Hillsboro Community Foundation  
Hillsboro Elks Lodge  
Hillsboro Fire Volunteers  
Hillsboro Library Foundation  
Hillsboro - Portland Chamber Orchestra  
Hillsboro Rotary Club  
Hillsboro Schools  
Hillsboro Schools Foundation  
Loaves & Fishes  
National Alliance On Mental Illness  
Oregon Air National Guard  
Portland Children's Museum  
Public Safety Reserve Units  
Rebuilding Together Wash County  
Returning Veterans Project  
Special Olympics  
Washington Co Juvenile/Sky's The Limit  
Young Life - Hillsboro



### EVENT PLANNING CALENDAR/TIMELINE

<u>DATE</u>	<u>TASK</u>	<u>DIRECTOR/LEADER</u>
September	Board of Directors Debrief	Peal
	Wrap up Committee Debrief/BBQ	Willey
	Financial wrap up and recon	Finance Committee
October	Post Air Show Book	Woidyla/Marketing team
	Sponsorship Renewal letter/contact	Woidyla/Willey
	Volunteer Email Blast/Thank you	Marketing
	ICAS Convention Planning Meeting	Willey
November	Performer Review	Peal/Willey
	Board of Directors/Review	Peal
December	Board of Directors/Budget prep	Babcock/Finance Comm
	Christmas Card & Neighborhood Ltr	Willey/Marketing
	Christmas Wreath delivery	Willey/volunteers
	Volunteer update & assignments	Warrens/Vol team
	ICAS Convention	Willey
January	Sponsorship confirmations/sales	Woidyla/Willey
	Marketing Plan Development	Marketing Team
	Vol/Sponsor/Ticket Email Blast	Marketing Director
	Click N Print Ticket /contract renewal	Willey
	Seating Chart updated	Woidyla

Website update - Tickets on line	Marketing Director
Collateral Design drafts to Board	Willey/Marketing
Air Show VP Meeting Schedule	Willey
Budget Meeting	Babcock/Finance
Board Meeting/Budget approval	Peal
RFP's/Bids for printing, equipment, program	Dyche/Office
February	
Chalet Sales begin	Woidyla
Order Credentials for all areas	Duyche
Collateral proof review by Board	Marketing Director
Performer contracts/registration finalized	Warrens
VP Meeting/Board Meeting	Willey
Logistic Vendors notified/confirmed	Willey
Business/Hangar Tenant Letter sent	Dyche
Meeting/debrief with FAA/Port of Portland	Willey/Edeal
March	
Layout review	Warrens
Volunteer/Committee Wearing Apparel	Dyche
VP Meeting/Board Meeting	Willey/Peal
Vendor/Exhibitor mailing	Dyche
Media/Marketing meetings	Marketing Director
Meeting with Key Partners (City, Port, Intel)	Willey
Sunset Business Park confirmation	Terry
Volunteer Website update/coordination begins	Warrens
Volunteer Equipment order sent out	Warrens, M.
Community outreach /HAIR meetings	Willey
Face to Face meetings with confirmed sponsors	Woidyla/Willey

April - continued

Official Catering RFP/selection	Willey
Marketing Team meetings	Marketing Director
Committee Ticket Order Forms out	Duyche
VP/Board meetings	Willey/Peal
Sponsorship contact/sales continue	Woidyla
Vendor/Exhibitor sales continue	Dyche
Master Operations Plan update	Rutz/Edeal
Safety Manual update	Smith/Bolek

May

Committee equipment order finalized	Warrens, M
Trade contracts for Hospitality sent	Wilson
Hospitality team confirmed	Wilson
All printing/credentials done	Dyche
Office Staff schedule confirmed	Willey
VP meeting/Board Meeting	Willey/Peal
President's Club mailing	Woidyla
Full Committee Dinner	Caterer/Duyche

June

Chalet Village Layout confirmed	Dyche
Equipment vendors confirmed	Wadleigh
Layout Design confirmed	Warrens, M.
Sponsorships confirmed	Willey/Woidyla
Committee Badges/phone list	Dyche
Assemble Sponsor packages	Woidyla & Team
Assemble Tenant packages	Office staff
Assemble Vendor packages	Dyche

June- continued

Assemble Aerobatic Box packages	Warrens
Open Box Office	Staff
VP/Board Meetings	Willey/Peal

July

Full Time Staff hired and working	Willey
All packets delivered/mailed by July 15	Office
Confirm wearing apparel orders	Dyche
Tweak field layout/confirm military support	Warrens. M.
Team meetings (Volunteer, Logistics, Gr Ops, Hosp)	Willey
Confirm Chalet Village layout	Willey
VP Meeting/Board Meeting	Willey
Full Committee Dinner/BBQ	Caterer/Dyche
Performer welcome letter	Wilson
Static Display welcome letter	Wilson
Hospitality Trade/Equipment confirmation	Wilson/Willey
Aerobatic Box packet sent	Warrens
Mandatory Emergency Plan Training Session	Fire/Police
Vendor/Construction Meeting	Warrens/Willey
Final review with FAA representatives	Willey/Edeal
Vendor/Sponsor exhibitor packets sent	Woidyla/Dyche

August

Volunteer Training Sessions (2)	Warrens/Baxter
Marketing meetings & updates	Woidyla/Team
Prepare for arrival of performers, vendors	Warrens/Dyche
Set up of field and layout begins	Gr Ops/Logistics
Tear down - Sunday night and Monday	Entire Team

Oregon International Air Show-Hillsboro  
Income Statement and Reserves Comparison  
December 31, 2003-2009

<b>Income statement</b>	<b>Actual 2003</b>	<b>Actual 2004</b>	<b>Actual 2005</b>	<b>Actual 2006</b>	<b>Actual 2007</b>	<b>Actual 2008</b>	<b>Actual 2009</b>	<b>Budget 2010</b>
Revenue	\$ 728,912	\$ 1,077,069	\$ 974,698	\$ 714,698	\$ 1,001,886	\$ 801,172	\$ 1,071,620	\$ 845,000
Cost of sales	67,648	230,624	180,732	114,754	234,682	104,322	196,581	137,600
Gross profit	661,264	846,445	793,966	599,944	767,204	696,850	875,039	707,400
Gross profit %	90.7%	78.6%	81.5%	83.9%	76.6%	87.0%	81.7%	83.7%
Operating expenses	369,142	487,729	515,064	403,915	579,133	497,256	600,925	522,168
Operating profit (loss)	292,122	358,716	278,902	196,029	188,071	199,594	274,114	185,232
% of revenue	40.1%	33.3%	28.6%	27.4%	18.8%	24.9%	25.6%	21.9%
Miscellaneous	-	(13,846)	(619)	(1,318)	(3,029)	(6,064)	(3,669)	-
Donations-designated	-	-	10,000	8,000	12,000	7,500	20,000	20,000
Donations-discretionary	-	51,500	26,450	5,400	44,840	28,000	30,000	-
Net income (loss)-after donations	<u>\$ 292,122</u>	<u>\$ 321,062</u>	<u>\$ 243,071</u>	<u>\$ 183,947</u>	<u>\$ 134,260</u>	<u>\$ 170,158</u>	<u>\$ 227,783</u>	<u>\$ 185,232</u>
<b>Reserves</b>								
Beginning balance	\$ -	\$ (7,878)	\$ 113,184	\$ 62,572	\$ 57,369	\$ 201,129	\$ 187,687	\$ 235,470
Net income (loss)-after donations	(7,878)	121,062	(50,612)	(5,203)	143,760	(13,442)	47,783	185,232
Ending balance	<u>\$ (7,878)</u>	<u>\$ 113,184</u>	<u>\$ 62,572</u>	<u>\$ 57,369</u>	<u>\$ 201,129</u>	<u>\$ 187,687</u>	<u>\$ 235,470</u>	<u>\$ 420,702</u>
<b>Dates</b>	9/20-21	8/13-15	9/9-11	7/15-16	8/10-12	8/8-10	8/28-30	8/20-22
<b>Headline act</b>	Patriots	Blue Angels	Thunderbirds	No jet team	Blue Angels	Patriots	Thunderbirds	Patriots
<b>Friday night</b>	None	Air Show	Concert	None	Air Show	Air Show	Air Show	Air Show
<b>Weather (1-10)</b>	9	8	4	9	7	8	8	

Oregon International Airshow-Hillsboro  
Income Statement  
2008 Annual Budget

**Revenue**

<b>100.1 - Admissions</b>
100 - Gate sales
111 - Concert sales
110 - Box Office sales
120 - Advance sales
122 - Concert
Less ticket vendor fees
Total 100.1 - Admissions
<b>200.1 - Chalets</b>
200 - Corporate
210 - Club Sales
<b>300 - Entertainment Center</b>
<b>400.1 - Concessions</b>
400 - Food
405 - Umbrella Foods Conc.
410 - Chalet Food Commission
420 - Beer & Wine
<b>500 - Miscellaneous</b>
<b>505 - Parking Lot Sales</b>
<b>510 - Clothing Committee</b>
<b>600 - Programs</b>
<b>700 - Novelties</b>
<b>800.1 - Sponsorships</b>
800 - Corporate
810 - President Club
835 - Less Revenue Sharing

**Total Revenue**

**Cost of sales**

<b>3800.1 - Chalet Expenses</b>
3800 - Catering
3810 - Credentials/ID
3820 - Equipment Rental
3830 - Advertising
3840 - Tents & Equipment
3870 - Supplies
<b>4200.1 - Restaurant Expenses</b>
4200 - Equipment Rental
4210 - Tent Rental
4220 - Food/Bev concessions
4230 - Permits-Health
4240 - Beer/Wine
4250 - Beverages
<b>4100.1 - Entertainment Center</b>
4100 - Equipment Rental
4110 - Tent Rental
4111 - Kids Zone
Total 4100.1 - Entertainment Center
<b>2601 - Parking Lot Expense</b>
<b>Total 2500.1 - Programs Printing</b>

**Total Cost of Sales**

**Gross profit**

**Expense**

<b>900.1 - General Operating Exp.</b>
900 - Acts & Appearances
900.3-Acts & Appearances-Fri
1000 - Credit Card Fee
1010 - Ticket Sale Expenses
1100 - Buses
1200 - Catering/Food/Beverage
1300 - Clothing - Voll T Shirts
1310 - Clothing - Committee
1400 - Credentials
1500 - Setup Expense
1600 - Equipment (Purchased)
1610 - Equipment (Rental)
1620 - Memorial Expense
1700 - Fencing Set up*
1710 - Non-profit Services*
1800 - Fuel
1900 - Hotel
2000 - Insurance
2100 - Miscellaneous Expense
2200 - Payroll
2210 - Payroll - Interns
2220 - Temporary Payroll
2230 - Payroll Taxes
2240 - Contract Services
2250 - Commissions
2260 - Retirement
2300 - Postage
2400 - Printing
2410 - Graphic Design
2600 - Radios
2700 - Storage - Rental
2710 - Vehicle Rental
2720 - Vehicle Damage
2800 - Sanitation - Toilets
2900 - Security - Private
3000 - Signs & Banners
3100 - Sound System
3150 - Sterile Corridor
3200 - Novelties Expense
3300 - Subscriptions/Member
3400 - Office Supplies
3510.1 - Telephone
3500 - Cell
3510 - Office
3511 - Internet
3600.1 - Travel
3600 - Conventions
3610 - Performers
3620 - Staff
3630 - Volunteers
3700 - Utilities
900.1 - Operating Expenses - Other
Total 900.1 - General Operating Expenses

**3900.1 - Airport/Public Safety**

3900 - Port of Portland
3910 - Public Safety - Police
3920 - Public Safety - Fire
3930 -Donations*
Total 3900.1 - Airport/Public Sfty

**4000.1 - Committee Expenses**

4000 - Food & Beverage
4010 - Miscellaneous
Total 4000.1 - Committee Exp

**4300.1 - Promotional Exp**

4300 - Awards
4310 - Gifts
4320 - Meals & Entertainment
4330 - Meals & Entn- Press
4340 - Media Productions
4345 - Sponser Equipment
4350 - Miscellaneous
4360 - Posters & Framing
4370 - Printing
4375 - Web Design/Maintenance
4380 - Mileage
4391 - Veteran's Chalet
4390 - Music License
Total 4300.1 - Promotional Exp

**Total Operating Expenses**

**Operating Income (Loss)  
% of total revenue**

**Other (Income) Expense**

<b>4600 - Interest Income</b>
<b>4700 - Other Exp-Previous Year</b>
<b>4500 - Community Donations</b>
Designated-President's Club
Discretionary-Board

**Net Income (Loss)**

**Donations Summary:**

1620-Fencing Set-up ANG*
1700-General Set-up Non Profits*
3920-Public Safety Fire
3930-Public Safety Reserve Police*
3150-Sterile Corridor
Designated-President's Club
Discretionary-Board

**Cash  
Non-cash**

**Total Donations**

\*Certain prior year items reclassified  
to conform to 2007/08 presentation

Oregon International Airshow-Hillsboro  
Income Statement  
2008 Annual Budget

% of total revenue

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## Master Operations Plan

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Noise Complaints & Property Damage Claims	1-3	“ “	Orig.
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Disabled Access and Facilities	2-3	“ “	Orig.
Aircraft Placement and Staging	2-4	“ “	Orig.
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<b>SECTION 7 TRAFFIC AND TRANSPORTATION</b>			
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#### ORGANIZATION

- 1.1 An Air Show has been held on the Portland-Hillsboro Airport, which is owned and managed by the Port of Portland, since 1988. Since its inception, the Hillsboro Chamber of Commerce and Hillsboro community have been an integral partner of the Air Show production. From 1988 through 1996, the Hillsboro Chamber's main role was to coordinate all of the concession activities on the field with hundreds of volunteers. Proceeds from the concessions funded high-profile, year-round community projects and proved the value of the weekend of some inconvenience and noise from the Air Show. From 1997 through 2002, the Portland Rose Festival Association and the Hillsboro Chamber of Commerce formally merged their partnership into a joint-operating agreement in which the Portland Rose Festival Association and the Hillsboro Chamber of Commerce would share in all of the revenue and expenses of the Air Show. Today, the Oregon International Air Show – Hillsboro, a non-profit organization operating for the benefit of the community and charities in Oregon, continues this premier Oregon event with endorsements from the City of Hillsboro, the Hillsboro Chamber of Commerce, Hillsboro Airport Business Association and leading members of the community. This organization will secure a temporary permit with the Port for the Air Show activity and work directly with on-site tenants to minimize business disruption.

The Oregon International Air Show is governed by a management team called the Board of Directors. The event is planned and organized by an Operations Board consisting of volunteers who meet monthly throughout the year. An additional 2000 volunteers serve as manpower throughout Air Show week.

#### ON SITE OFFICE

- 1.2 30-60 days prior to the show date, the Air Show Board will open an office at the Hillsboro Airport.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

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- 1.3 The aim of the on-site office is to provide the Port of Portland, the airport tenants and businesses immediate access to the event organizers prior to and during the event. The President and staff will be available to work with Port officials, airport tenants, the community, vendors and contractors during this period. The office will normally be open from 0900 to 1700 hours, Monday through Friday, and on each of the event days.

#### EVENT INSURANCE

- 1.4 The Air Show will make arrangements for liability insurance to the amount specified in the Port's Permit and Right of Entry. An initial policy totaling \$20 million will be purchased by the Air Show and will name the Port of Portland and the City of Hillsboro as additional insured. Discussions will continue with the Port to provide necessary insurance coverage at a reasonable cost.
- 1.5 The Port will be provided proof of insurance no later than 14 days before the show date. Other insurance coverage may include:
  - a. Accident insurance for Air Show volunteers;
  - b. Aerial performers to have a minimum of \$1million liability insurance policy; and
  - c. Liquor liability insurance coverage of \$5 million provided by the Air Show and/or its vendor.

#### ADMISSIONS & CREDENTIALS

- 1.6 Current planning provides for 20,000 persons Friday night and 70,000 persons on each weekend day to be present on the Hillsboro Airport, inclusive of all categories.
- 1.7 Tickets will be sold through Click 'n' Print and the Air Show Office. Ticket Discount Coupons will be available in many local business locations. Ticket checkers and security personnel will be placed at each gate to ensure all spectators are properly ticketed.

# 2010 Oregon International Air Show – Hillsboro

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- 1.8 All persons requiring admission to the airport for the purpose of working, performing, security, aircraft crews, Port representatives and designated public officials will be given proper credentials which will allow them to carry out their specific duties. The credentials shall be a color-coded pass or wristband system. This system will ensure the safety and security of spectators, volunteers, performers and other authorized attendees. For security reasons, credentials will be of material so as to make unauthorized reproduction difficult.

### NOISE COMPLAINTS & PROPERTY DAMAGE CLAIMS

- 1.9 The Air Show will advertise and make available a dedicated telephone line to process noise complaint calls that may result from the Air Show. This phone number will be advertised in the media at least one week prior to the Air Show. The name and phone number of the staff member assigned will be provided to the Port. This line will be used only for noise complaints. The complaint as well as the date and time of the call and any action taken will be documented.
- 1.10 The Air Show will process property damage claims on a case-by-case basis. Crowd-control fencing will reduce the potential of airport tenant property damage. FBO's and other tenants based at the Hillsboro Airport will be protected from business losses that may be a direct result from the staging of the Air Show through the measures listed below. The Air Show and the Port will negotiate a payment with the Port's leaseholder if a crop is lost due to mowing requirement of the Air Show - specifically the show line to be located northeast and parallel to Runway 12/30
1. Set-up will be designed to minimize disruption of tenants.
  2. Clean-up will be prompt to permit tenants to resume normal operations Monday following the Air Show.

# 2010 Oregon International Air Show – Hillsboro

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3. Tenants are to be kept informed of layout, set-up and staging operations that may have an affect on their operations.
4. All Hillsboro tenants will have full use of their facilities by 1400 on Monday following the Air Show.
5. Efforts will be made to accommodate the needs of tenants to conduct business during non-closure hours of the airport.
6. The Air Show will work cooperatively with the Port and airport businesses during the Air Show. This may include providing display areas and equipment when available. To reduce potential complaints and improve communications, Air Show will notify the owners of livestock farms, stabling operations, and other impacted noise sensitive properties near the airport. The notice will specify the dates and hours of the Air Show flight promotions, practices and actual show activities, and request the owners take whatever action is deemed necessary to protect their animals.

### COMMUNICATION

- 1.11 Communications with key members of the Air Show Board, including security and Port representatives, will be accomplished using standard telephone, portable radios and cellular telephones. Regular and/or cellular telephones will be available in the Air Show offices, Communications Center and at the Operation platform. Channel assignment will be determined by the Communications manager; different channels being assigned for different show functions. Show control and executive net channels will be restricted to those with a need for access and will be highly controlled.
- 1.12 The Communications Center will be the center point, or hub, for all communications between various Air Show functions. The Communications Center will be manned "as required" during all hours of Air Show.

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#### LOST AND FOUND

1.13 The Lost & Found will be recognized by a prominent sign. One First Aid Station will also be used as initial contact point for lost children. Children will be taken to the Lost and Found by Air Show volunteers. All volunteers shall be familiar with the Lost and Found Procedures.

1.14 Announcements concerning lost children and personal items will be made as required via the public address system. Parents of young children will have to provide identification before any children are released. Again, Security and volunteer personnel will be familiar with these procedures.

#### VOLUNTEER ORGANIZATIONS

1.15 Volunteers will be solicited from the Hillsboro Community, Washington County and the greater Portland Metro area. The approximate number of volunteers used in the Air Show is 2000.

#### MAJOR CONTRACTORS & VENDORS

1.16 A current list of contractors and vendors is available by contacting the Air Show Office.

#### EVENT REVIEW

1.18 The Air Show will conduct an event review within 60 days after completion of the event. All members of the Operating Board will be asked to provide written comments and recommendations concerning the event. These comments shall be compiled and distributed to all members of the Operating Board.

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#### REGULATIONS

2.1 A survey was performed in 1989 to establish crowd lines. Additional surveys were conducted in 2004 and 2007 to establish the Category I show line. Federal Aviation Administration (FAA) regulations require specified distances for primary and secondary spectator areas from aerobatic performances. Aircraft must fly aerobatics no closer than the minimum distance specified in these guidelines. These distances are defined by the following categories:

Category I: Aircraft with Cruise speeds of 245 kts. or greater are centered 1,500 feet from the primary spectator area.

Category II: Aircraft with Cruise speeds of 156 kts. to 244 kts., are at least 1,000 feet from the primary spectator area.

Category III: Aircraft with Cruise speeds of less than 156 kts. must be at least 500 feet from the primary spectator area.

2.2 All show flight operations will be at least 500 feet from all spectator areas. The Air Show does not sanction a secondary spectator area but recognizes that people will tend to congregate around the event. Monuments in the form of 5/8" rods mark the show and crowd lines. These iron rods will be located with a hand-held GPS.

#### SHOW LINES & CORNER MARKERS

2.3 The Category I Show Line parallels runway 12/30 925 feet northeast of the runway centerline with the crowd line established 575 feet southwest of the centerline, 1500 feet of separation from the spectators is achieved. A separate Category II reference line will not be used so any aircraft in this category will use the Category I show line. The Category III show line for both day and night operations will be the runway centerline, allowing 575 feet of separation from the primary spectator area. Performers will be advised that the inboard edge of the runway is the 500 foot reference line from the spectators and constitutes the absolute minimum crowd separation that must be maintained at all times.

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- 2.4 Corner Markers provide fly bys and performers a reference at least 500 feet from the ends of the main spectator area. The Southeast corner marker is the restaurant on the hotel property located on the south side of Cornell Rd. nearly aligned with the Crowd Line. The Northwest corner marker is a blue tarp located on the crowd line approximately 500' northwest of Global Aviation.
- 2.5 The Air Show requests the Port, in coordination with the Air Show President, mark the Category I show line in time to meet any arriving performing aircraft. The marking parallels runway 12/30 and will be approximately 5000 feet in length by 40 feet in width. The day marking of the show line will be determined prior to show date, and will usually be agricultural lime. The night marking of the show line, if needed, will be yellow flashing lights placed on top of vehicles during Category I operations.

#### AEROBATIC AREAS

- 2.6 A 6005' (approximately 1 nm) long Aerobatic Box designed to meet the needs of Single Aircraft Tactical Demonstrations will be used. The Aerobatic Box will be in effect during the entire show with its center and dimensions carefully positioned to leave both Evergreen Rd. and Costco's parking lot open. The Primary show center is located on the Category I show line at N45 32 31.32 W122 56 48.69; approximately abeam the Life Flight hangar. Generally this area encompasses the width of the Category I aerobatic area and the length of Runway 12/30 with the exception of the first 1,000' of runway 12.
- 2.7 RESERVED:

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#### CROWD LINE

- 2.8 The crowd line will be established using a four-foot (4') fabric material (snow fencing) fastened to posts. In addition, a freestanding metal fence barrier will be constructed across hard surface areas such as ramps/taxiways/runways.
- 2.9 The crowd line will be parallel to runway 12/30, 575 feet southwest of the centerline. The Fire Station will have unrestricted access to the taxiway and Runway 12/30. The northwest end of the primary spectator area will be Aero Air's ramp. See the Airport Diagram in the annex section of this document for details.
- 2.10 Crowd-control fencing will be utilized where appropriate to provide protection for the property of airport tenants. This will be particularly important for tenant property near general admission gates.

#### SPECTATOR ADMISSION

- 2.11 There will be a minimum of two primary gates for spectator admission to airport premises, a VIP entrance for chalet and reserved seating and the disabled, and a gate for volunteer workers and vendors. All gates will be manned by security personnel, and the Spectator and VIP gates will also be manned by greeters. Maps of the airport will be posted at each gate and the information booths. The primary disabled entrance will be the White Gate entrance located off of Cornell Road.
- 2.12 The advertised gate opening time will be 1800 on Friday, 0900 on Saturday and 0900 hours on Sunday. Current planning, however, provides for the airport and all aircraft to be secure by 0730 on Saturday and Sunday; thereby permitting early opening should conditions warrant. Admission gates will be designed by color and cordoned in a fashion permitting orderly entrance of spectators.

#### DISABLED ACCESS AND FACILITIES

- 2.13 The Air Show will do the following to assist and accommodate Air Show spectators with physical impairments:

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- a. Disabled vehicle parking for the days of the Air Show will be at or near the west tie-down area. Additional Disabled Parking will be available near the VIP Gate off 25<sup>th</sup> Avenue. Vehicles must display a State of Oregon disabled license or sticker.
- b. Sidewalks at entrance of Fair Complex on Cornell Road have handicap access curbs in addition to signal for crossing. Traffic control will continue to be provided at this point.
- c. All electrical and sound system cables will be secured as to remove the barrier for wheelchair or walker access. Handicap sanitation facilities will be provided in each area of clustered sanitation facilities.
- d. The reserved seating arrangements at the Air Show are on "compacted" ground. The reserved seats are accessible for wheelchairs and walkers.
- e. An on-field shuttle service will be available specifically for the disabled using four-person golf carts. These golf carts are signed accordingly. Air Show will provide shuttle buses from two designated parking lots for transportation of elderly, disabled and families with young children.

#### AIRCRAFT PLACEMENT & STAGING

- 2.14 The positioning of Warbird aircraft on static display will be near the Premier Jet Center south hangar.
- 2.15 Other static display aircraft will be located on the closed Runway 2, center tie down and ramp areas. (See Chapter 3 for static display aircraft, gross weights, and landing gear configurations.) Antique and experimental airplanes, modern and corporate aircraft will be positioned on various ramps within the spectator area. The north 2000' of Runway 02 and its adjacent taxiway and ramp area will be used for transient aircraft. This area will accommodate up to 250 aircraft.
- 2.16 The performing aircraft will be positioned in a secured "hot pit" area. Final placement of military and civilian aircraft will be coordinated with

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the Port no later than 30 days preceding the first day of the Air Show. All performing and static display aircraft will meet strict Air Show safety guidelines. Only authorized personnel will be allowed in the hot pit area.

#### CHALETS & RESERVED SEATING

2.17 The Chalet VIP areas will be comprised of approximately 15 separate chalets. This area will extend along Taxiway AA Northwest to Southeast for a distance of about 300 feet and has a designated security and gate staff to ensure only chalet patrons are allowed entry.

2.18 The Air Show will make available approximately 4400 reserved seats, and 25 Box Seats which will be divided into four sections. The sections will begin in the grass area southeast of the chalets and extend as needed to accommodate demand. Except for tickets dedicated to corporate sponsors, all reserved seating tickets will be sold on a first come-first served basis.

#### CONCESSIONS & EXHIBITS

2.19 Approximately 38 concession booths will be located in safe locations throughout the airport area. Concessions will consist of food, beverages and novelty items. Each booth location will be marked or flagged on ramp areas or in non-paved areas to assure proper location.

2.20 One booth for up to 100 people, will sell wine and beer. Method of service will be approved by OLCC & Hillsboro Police Department. Alcohol monitors will be used according to OLCC guidelines.

#### FIRST AID STATIONS

2.21 Three First Aid Stations will be located at the airport. The locations will be selected to be central to the majority of the spectators.

#### SANITARY FACILITIES

2.22 There will be sufficient portable units based on forecast and actual ticket sales, plus one trailer located near Chalet Village area. Specific units designated exclusively for handicapped persons will be supplied according to Health Dept. guidelines. Appropriate signage

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will be placed on all sanitary facilities.

#### PYROTECHNICS

2.23 An approved contractor has been hired to provide pyrotechnics to be used in conjunction with flying performers acts. This may include:

- Simulated bomb hits
- Fireball explosions
- Strafing run, and
- Wall of Fire

2.24 The pyro may be performed on all days of the event. The pyro area is depicted in the Airport layout. Operations will be conducted in accordance with approved Port procedures contained under separate correspondence.

2.25 Pyrotechnics materials will be used, handled and stored in compliance with all applicable federal, state and local regulations. Pyrotechnic displays shall be designed and supervised by an experienced specialty contractor following industry “best practice” safety procedures. Any on-Airport storage of pyrotechnics will be approved by Port’s General Aviation Manager.

2.26 Fireworks will be provided by a fully registered, licensed and insured company that is adequately equipped and staffed to provide – in a safe, timely and professional manner – all of the necessary facilities and equipment, staff, service, transportation and removal thereof required by the Port of Portland and the Air Show. The Company will take every possible precaution against residual damage to ground, crops, aircraft and buildings on Airport and surrounding areas. They will provide thorough clean up of fireworks area after show on Friday.

2.27 Fireworks company will procure and maintain, at its own expense, including set up and tear down, Comprehensive General Liability Insurance covering public liability, bodily injury, and property damage including accidents, damages, losses, injuries, including death and other problems that may arise as a result of Contractor’s activities; with broad form coverage; including injuries to person (including death) liability coverage and damage to property (including damage

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to permit area); written on a occurrence basis. Limits of policy will not be less than required under the permit and by law; but in any case not less than, as to injuries to the person \$1 million and \$2 million aggregate limit per occurrence. Property damage per occurrence shall be for at least \$1 million. Fireworks Company shall provide – at own expense – Commercial Vehicle Liability coverage including coverage for all owned, hired and non-owned vehicles used to transport, support and/or present its contracted services & related activities. Combined single limit per occurrence shall not be less than \$1 million.

- 2.28 Air Show management will assist in immediate clean up of field after pyrotechnics and fireworks display to ensure prompt opening of air field and air space.
- 2.29 Air Operations will thoroughly brief performers on the location of pyrotechnics and fireworks.
- 2.30 Port Management, Hillsboro Fire Department Fire Marshall and Air Show Management will work together to determine safest area on airfield for Pyrotechnics act and Fireworks act.

#### TWILIGHT SHOW

- 2.31 The 2010 Air Show will feature a Twilight Show. This special event will occur on Friday, August 20, from 1900 to 2200 hrs. The gates will open at 1800 hrs with air performances beginning at 1900 hrs. Performances will conclude by 2200 hrs with Pyrotechnics and a Fireworks Finale presented by a fully registered, licensed and insured company.
- 2.32 Ground Operations and Logistics Team will be responsible for providing adequate lighting on the airfield and securing areas where definite crowd control must be maintained. Team will begin working Tuesday prior to Air Show weekend to set up specific equipment needed for the Twilight Show. The team will have all lighting set up by Thursday evening prior to Air Show weekend and do a “test run” to ensure lighting is appropriate and all equipment works properly.

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2.33 A review with staff and volunteers will be provided on Thursday night by Air Show VPs to ensure safe departure off the field Friday night.

2.34 Safety procedures/equipment supplied for Twilight Show:

- a. Construction Lights (15-25 4 bulb lights) on stands carefully placed to provide adequate lighting in spectator areas
- b. Construction Lights on stands provided in Compound area (near West Tie Down)
- c. Ample lighting at all Exit Gate areas.
- d. Golf Cart with lights to help senior citizens/disabled off the field safely. Fencing with lights will help direct walkways.
- e. Barricades with flashers to direct crowd to Exit Gates
- f. Volunteers with flashlights/wands to direct spectators to safe exit areas.

2.35 Any area that is not lighted appropriately will be closed at dusk on Friday night and fenced or manned by volunteers to ensure the area is traffic-free. Recommended areas will be:

- a. Back area of Entertainment Center
- b. Static Display Line
- c. Military Village
- d. Designated area of Concession Booths
- e. Designated area of Military/Warbird Display area

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#### RAMP AREAS AND TIE DOWNS

- 3.1 It is anticipated that most ramp and tie down areas will be required for aircraft displays (static), concessions and sanitary facility locations. Use of these areas will be coordinated with the Port and the individual Airport tenants.
- 3.2 Current plans call for the use of the west tie down area for the staging of trucks and other equipment necessary for concession, Air Show setup and dismantling. The concession committee will mark the west tie down area with bright colors while the ground operations committee will mark all others. The ramp space of Hillsboro Aviation and the Port of Portland's Terminal building will be used as an operation area for performing aircraft. That area will be fenced and patrolled by security personnel for safety reasons. Warbirds will be placed at Premier Jet Center near the Terminal apron.
- 3.3 Placement and movement of aircraft will be coordinated with the Port with respect to pavement loading. Pavement will be protected with thick plywood or steel plates. The dimensions of these will depend upon each aircraft's landing gear configuration. The ramp areas of Premier Jet's south, the Center Tie Down area and the closed south portion of runway 2 will be utilized for static displays. The Air Show will coordinate the use of this ramp area with the appropriate airport tenants
- 3.4 An actual list of military static display aircraft will be provided to all who receive the Master Operations Plan one week prior to Air Show. Qualified personnel dedicated solely to these aircraft will marshal military aircraft. Military tugs and tow bars will be available to move these aircraft. Other static display aircraft will consist of antique and experimental airplanes, modern, general aviation and corporate business aircraft. A marshaling group, with a qualified crew chief, will be placed in charge of civilian static displays.

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- 3.5 Prior to arrival, static display pilots will be given a packet of information that will include arrival procedures, parking positions, taxi and departure routes, safety requirements and refueling procedures. The location and contact numbers for all visiting aircrew participants will be compiled and distributed to the Hospitality committee. Aircraft-type fire extinguishers will be positioned every 200 feet along the static display line. The National Guard will determine how many are needed and the location of each fire extinguisher.

#### TRANSIENT AIRCRAFT PARKING

- 3.6 The North end of Runway 02 and its associated taxiways will be used for parking of all transient aircraft. This area will accommodate up to 250 aircraft. Efforts will be made to request local pilots to refrain from flying into the Hillsboro Airport in order to provide parking space for aircraft flying in from greater distances. Transient parking will be available on a first come-first served basis. Once transient parking is full, no additional transient aircraft will be permitted to park.
- 3.7 Pilots and their passengers will be transported from transient parking to the Black Air Show Gate by shuttle service.

#### AIRCRAFT SERVICING

- 3.8 All reasonable efforts will be made to refuel aircraft at times other than periods of public participation at the airport. Additionally, attempts will be made to not "top off" aircraft fuel tanks until after the public has dispersed. This precaution should reduce the potential of fuel leakage, particularly in military aircraft. Performing aircraft will be fueled and serviced as required for the Air Show. This servicing will be done in the aircraft staging area, secure from spectators.
- 3.9 In the event of a fuel leak, the aircraft will be isolated from public contact. A guard with a fire extinguisher will be posted at the aircraft until the leak is corrected. Additionally, absorbent

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material and metal pans will be available to prevent pavement or concrete damage.

UTILITIES

3.10 Utilities referred to in this section include water, sewer and electrical service. Location, size and capacity of utility facilities at Hillsboro Airport have been incorporated in the planning of the airport layout. The Air Show will coordinate with the City of Hillsboro regarding use of on-site water and sewer (including fire hydrants and sewer lines). All temporary electrical and plumbing work will be contracted from professional companies. All necessary permits will be obtained from the City of Hillsboro.

3.11 Areas requiring electrical service are:

- Air Show Operations Control
- Chalets (duplex service to each chalet)
- Public Address System
- Press Tent
- TV Filming stations
- Entertainment Center Area
- Sponsor Exhibits
- Restaurant Food Court

PUBLIC ADDRESS SYSTEM

3.12 The public address (PA) system will be a primarily wireless system tied to land lines where needed. This system offers a good sound quality, easy speaker locations and minimal risk of disruptions.

3.13 The Announcer's stand and the PA system control will be located near show center(s). The sound system and narrator are integral parts of the event's Emergency Response Plan.

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AIR SHOW SET-UP, CLEAN-UP AND DISMANTLING

General Information

- 3.14 Staging and sequencing of construction and installation of equipment necessary for the Air Show is extremely important in meeting Air Show requirements and in minimizing disruption to the airport tenant business and aircraft movement. All vendor and construction contracts impose both set-up and dismantling requirements in order to minimize airport disruption.
- 3.15 Contractors, vendors, Port representatives, tenants and FAA representatives will be required to attend pre-construction safety and operational meetings prior to the event. The purpose of these meetings will be to coordinate vendor activities including: staging requirements, construction schedules, safety, tear-down and cleanup, and to brief contractors and vendor representatives about protocol requirements. The Port is required to assist in this staging process. Vendors and contractors will receive training on airfield driving procedures, access gates and restricted areas.
- 3.16 Installation of the crowd control fencing will commence no later than three days prior to show date. Initial installation will be in non-aircraft movement areas and all placements shall be made after liaison with affected airport tenants. Final fencing is to be installed on the first day of the show prior to gate opening.
- 3.17 It is anticipated that litter clean-up will be ongoing throughout each day to minimize the work after the conclusion of each day's Air Show. Plastic-lined cardboard containers will be placed throughout the airport area. These containers will be emptied as required into large portable garbage or similar containers. A commercial contractor will be engaged to provide and service these containers.

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- 3.18 Chalet tenants, restaurant vendors and the official caterer are required by contract to dispose of any trash. All litter pickup will be completed by 1200 hours, Monday after show weekend. A crew will also provide a sweep of the airfield on Monday morning, to ensure removal of all trash and FOD in order to have all pavement areas operational prior to 1200 hours on Monday with special attention given to the removal of plastic tie wraps.

#### Set-Up

- 3.19 The Air Show will request that phone and electrical contractors begin their installations 30 days prior to show date. This work can be accomplished without any airport business disruption. The Port is also requested to mow grassy areas of the airport that will be used for chalets and box seats.

#### Clean-Up

- 3.20 The initial airport sweep will be done by 0800 hours on Monday. Concession, first aid, and informational booth removal will commence at 1630 hours on Sunday. Removal of chalets will commence at 1630 hours on Sunday. Tear down will be completed by 0800 hours Monday. Loading and removal will be completed by 1200 hours Monday.

Box seating and crowd control fencing removal will commence at 1630 hours Sunday night and be completed by 0800 hours Monday.

Removal of portable toilets and trailer units will commence at 1630 hours on Sunday night and be completed by 1600 Monday. All portable toilets will be moved to the back of the field by 0900 hours Monday.

A sweep of the airfield shall be conducted at 0800 hours, Monday. All aircraft movement areas will be swept or vacuumed by the Port of Portland beginning at 0800 hours

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Monday. The concessions contractor located in the west tie down area will be cleared by 1400 hours Monday.

SET-UP, CLEAN-UP AND DISMANTLING SCHEDULE

Saturday, August 14

The Air Show will begin establishing the temporary tie-down area in between taxiway Bravo and NE T Hangars to accommodate displaced aircraft from the west tie-down area. The Port is requested to prepare this area prior to this date. The Air Show will mark the grassy area for the Reserved Section.

Sunday, August 15

The Air Show will stake the Entertainment Center with the tent vendor and stake sponsor booths per layout. Tent vendor may begin set up of the Pavilion and Entertainment Center area on Sunday night after 1700 hours.

Runway 2/20 will close at 1700 hours, west of Taxiway A to all aircraft operations, to allow setup to begin.

Tuesday, August 17

Construction will begin for crowd control and tenant property protection in all non-aircraft movement areas. Approval of FAA, Port and tenants will dictate actual locations. Construction will continue through completion Friday. The only planned disruption to operations will be during the period of escorting of equipment vehicles to construction area. No personal vehicles will be allowed in the area.

The area to be marked as the Category I show line will be staked in preparation for applying the markings.

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Wednesday, August 18

Taxiway AA will be closed by 1200 hours except for aircraft towing, beginning Wednesday until further notice. Every effort will be made to permit tenants to move aircraft as long as possible.

Thursday, August 19

The Category I Show Line will be marked by 1200 hours. Construction will begin on chalets and show center. Construction of the chalets (22 maximum) will begin along taxiway AA. Construction of the chalets will continue on a 24-hour basis until completed no later than 1700 hours on Friday.

At 0900 hours the chalet contractor will unload and spot the remaining chalet equipment. Trucks will be moved to the staging area. Beginning at 1300 hours, the box seating installation will begin near the VIP Gate. Completion is scheduled for no later than 1700 hours on Friday.

Electrician will continue work on temporary electrical services for all Air Show facilities. This work will not cause any aircraft movement disruption.

Beginning at 1200 hours, the portable toilets will be placed first in non-aircraft movement areas. Portable toilet set-up will continue until completed.

At 0900 hours, the tent contractor will begin erecting the food, beer, wine and novelty booths. The booths are to be operational by 1600 hours on Friday in the Reserved area and 0600 hours on Saturday in the General Admission area.

Friday, August 20

Taxiway AA closes to all aircraft operations, including aircraft towing. Static aircraft will begin positioning to their show parking after noon.

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Gates will open at 1800 and close by 2300 hours. Clean-up will commence immediately following the show.

Saturday, August 21

Gates will open at 0900 hours and close at 1700 hours. Clean-up will commence immediately following the show.

Sunday, August 22

Gates will open at 0900 hours and close at 1700 hours. Clean-up will commence immediately following the show. Breakdown and dismantling of all Air Show related facilities will also commence immediately following the show and continue on a 24-hour basis until completed.

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FAA WAIVER & NOTAM

- 4.1 A waiver and temporary flight restriction request will be filed with the Flight Standards District Office (FSDO) of the Federal Aviation Administration requesting a waiver of FARs applicable to the scheduled performers' maneuvers. The request will be filed on FAA Form 7711-2, at least ninety (90) days prior to the Air Show. The Port will be provided a copy of the waiver request when filed with the FAA.
- 4.2 Waiver of specific regulations permit the conduct of an Air Show establishes standards for aerial performance and designates safety criteria for show line and spectator areas.
- 4.3 Following approval of the waiver, the Port will issue "Notices to Airman" that will establish any changes to Hillsboro Airport Operations (closure of any runways and taxiways and closure of the airport during Air Show hours). This will include an advisory of aerobatic flight within a five-mile radius from the surface to 15,000 MSL. The Air Show will establish agreements with residents and businesses within the Aerobatic Box to evacuate during the dates and times described on the waiver application.
- 4.4 The Air Boss will control all aerial activities from a position near show center. Qualified and experienced personnel will participate in Air Show control and assist in the staging operations of all flying performers.

AIRSPACE MANAGEMENT

- 4.5 Standard published Air Traffic Control frequencies shall be used for arrival and departure of aircraft outside of the waiver period. A designated Air Show control frequency shall be used during aircraft performances and shall be published at the daily performers briefing. Scheduled commercial carrier and medevac operations shall maintain priority throughout the Air Show. At the commencement of the Air Show operations ATC will transfer control of the NOTAM airspace to the Air Boss. The Air Boss will be responsible for the control of air & ground

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- operations of show aircraft during waived times. The handling of performers holding or arriving from outside of the five-mile NOTAM airspace as well as all non-performing aircraft arrivals or departures at all times will be coordinated with HIO ATC.
- 4.6 Whenever the control of the NOTAM airspace is transferred between ATC and the Air Boss, positive transfer and read-back will be transmitted on show frequency.
- 4.7 In the event of an aircraft incident, either on or off the airfield, or an aircraft emergency is declared by the aircrew, Air Boss, or Hillsboro Tower; the existing Air Show Emergency Response Plan shall take effect. The airspace shall be passed to Tower, and all Air Show aircraft either airborne or operating on the ground will be instructed to contact ATC for direction. The Air Boss will be available to provide crowd control assistance through the public address system under the direction of the On-Scene Commander.
- 4.8 In the event of a communications failure:
- a. Aircraft taxiing for take-off will return to the hot pit following marshaler or light from tower. Aircraft in a hold will remain in the hold and plan a return to the field 10 minutes after their published show time. The aircraft shall return using standard lost communication procedures.
  - b. If during a performance, the pilot shall at his/her discretion, continue with the performance. In the event that Hillsboro Tower or the Air Boss requires the aircraft to land immediately, the tower will use standard light signals, a vehicle will circle the taxiway abeam show center or a colored smoke bomb will be set off on the taxiway in front of the control stand.
- 4.9 If unauthorized persons enter the aerobatic area, efforts will be made to remove them. The Air Boss and the IIC will use good judgment in determining whether it is necessary to halt the show to protect nonparticipants on the ground. If security

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predicts a quick removal and the incursion is in an area that is well separated from the maneuvers being performed, the show may continue while the people are removed. The situation will be closely monitored and the Air Boss will suspend flight operations if adequate safety margins cannot be maintained.

#### ARRIVALS & DEPARTURES

4.10 Arriving aircraft when the waiver is not in effect shall follow the appropriate VFR or IFR procedures. There will be NO regulations waived for these arriving aircraft. Aircraft arriving during the period of time the waiver is in effect may be allowed to perform maneuvers at the discretion of the Air Boss provided they have been briefed.

4.11 Departing aircraft when the waiver is not in effect shall follow the appropriate VFR or IFR procedures. There will be NO regulations waived for these departing aircraft. Aircraft departing during the period of time the waiver is in effect may be allowed to perform maneuvers at the discretion of the Air Boss provided they have been briefed.

#### PERFORMER BRIEFING

4.12 All flying performers shall be required to attend a performers' briefing on each show day. Pilots staging from remote airfields may be briefed by telephone. Any performer that does not receive a briefing will not be authorized to fly on that show date.

#### PERFORMER BRIEFING AGENDA

1. Introductions
2. Highlights of the Waiver, NOTAM & TFR
3. Weather
4. Airfield Layout
5. Holding Areas & Alternates
6. Communications procedures
7. Emergency procedures
8. Flying schedule
9. Questions
10. Time check

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### Section 5 – Aircraft Incident/Accident Plan

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#### RESPONSIBILITIES

- 5.1 This plan has been developed for implementation in the event of an aircraft incident or accident that results in damage to property and/or injury to persons connected with or attending the Air Show either on airport property or in adjacent private or publicly owned areas. For the purposes of the Oregon International Air Show – Hillsboro, the National Inter-agency Incident Management Systems (NIIMS) will be used.
- 5.2 The following detail the responsibilities of involved agencies:
- a. The City of Hillsboro Fire Department is responsible to establish direction and control of fire suppression, rescue and emergency medical services within the City of Hillsboro and area's served by mutual and automatic aid. The Port of Portland Fire personnel and apparatus will assist the City.
  - b. The 142nd Engineering Support Squadron-Fire Protection has responsibility for fire suppression and rescue services involving all military aircraft attending the Air Show.
  - c. The City of Hillsboro Department of Public Safety will establish direction and control of all law enforcement and security required in the City of Hillsboro.
  - d. The Washington County Department of Public Safety will establish direction and control of all law enforcement and security activity required in unincorporated Washington County or as requested under existing mutual aid agreements.
  - e. The Air Show President and Board of Directors are responsible for the activities within the Air Show not regulated by the FAA, or under control of the Port or within those areas defined by other agencies.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 5 – Aircraft Incident/Accident Plan

Revision No: Original

Date April 21, 2010

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- f. The Port of Portland has responsibility for Port property and decisions pertaining to the use and/or continued use of that property including runways and taxiways.
- g. The Federal Aviation Administration has responsibility for investigating aircraft accidents, controlling the movement of aircraft and the use of airspace.

### OPERATIONAL GUIDELINES

5.3 The following are Operational Guidelines that will provide the framework within which all concerned agencies may operate:

- a. In any incident, other than a mass casualty, the Hillsboro Fire Department will operate under the provisions outlined in Hillsboro Fire Department Incident Action Plan.
- b. Trained Military fire/crash crew personnel shall respond to incidents involving military aircraft.
- c. Any incident involving a military aircraft will require the implementation of the Washington County Contingency Plan at least to the section covering DOD resources
- d. In any incident that meets the criteria of a "mass casualty" incident, the on-scene Fire Commander will implement the Washington County Mass Casualty Incident Plan.
- e. Any incident that is identified as a major event will cause the opening of the "Command Post". The Main Terminal Building – upstairs office next to Air Show Office" 3355 NE Cornell Rd. Hillsboro OR 97124 will be designated as the "Command Post." This location is included in the layout map. The following personnel shall report to the Command Post as quickly as possible when an Emergency Event occurs: (Individual assignment will be made at Air Show time)

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 5 – Aircraft Incident/Accident Plan

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1. Fire Commander
2. Police Department Commander
3. Sheriff's Commander
4. Air Show President
5. FAA Representative
6. Military Liaison Team Member
7. Emergency Management Representative
8. Port Representative
9. Designated Chief Executive

- 5.4 Nothing in this directive prevents Fire or Police Commanders from using all or part of any of the attached procedures in any incident LESS SERIOUS in nature than a Mass Casualty Incident. For detailed activities and responsibilities, please refer to the current Hillsboro Fire Department Incident/Accident Plan.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 6 – Public Safety Service

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#### POLICE / SECURITY

- 6.1 On-base police and security services will be provided by a private security contractor, Hillsboro Police Department, Air Show Operating Board and qualified volunteers supervised by Air Show Staff and Hillsboro Police Department supervisors.
- 6.2 Hillsboro Police Commander will supervise police personnel assigned to the Air Show. Private security, non-sworn police volunteers, CAP and Air Show volunteers will be supervised by an Executive Board designated Civil Security Supervisor. The police officers assigned to the airport will have the authority to make arrests and enforce civil laws and provide appropriate crowd management.
- 6.3 The military contingent supplemented by security personnel will provide security for designated operational areas and static display military aircraft and equipment. The military will be a "presence" in the performance aircraft operation areas of the airport. Police/Sheriff Explorers will patrol the crowd line.

#### SECURITY ASSIGNMENTS/DEPLOYMENT

- 6.4 Two teams of three uniformed officers will be present on the airfield to monitor any potential trouble or confrontation. Private security officers will be present at the four entry gates during open hours to monitor entrance activity and will have communication with uniformed officers in the event regular officers are needed to resolve a situation.
- 6.5 Security in designated areas will be provided by private security, beginning with the arrival of the first military aircraft.
- 6.6 An adequate force of police, private security, and volunteers will be on duty during Air Show hours each day of the show, and will be deployed to provide crowd control, public safety and security. The On-Field Security Coordinator will be the liaison with police to provide for supervision of private security and coordination with police units and military personnel.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 6 – Public Safety Service

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- 6.7 All entrances into the airport will be supervised by private security, Air Show volunteers and/or Oregon Air National Guard volunteers. Access to the airport will be granted only to properly credentialed individuals. All security arrangements will be coordinated with airport businesses to ensure employees and business clients will be permitted access to businesses without undue restrictions.

#### COMMUNICATIONS

- 6.8 All Air Show personnel will be coordinated through use of individual radios coordinated by the Air Show Communication Center. Use of a centralized communication center will enable cross communications to all facets of the show and coordinate the effective deployment and use of personnel.
- 6.9 Each of the major Air Show functions - Ground Operations, Air Operations, Security (Military and Civilian), Emergency Services and Concessions will designate communications and liaison personnel to the Communication Center. Traffic Control units are assigned a common radio frequency and their activities are directed through the Communication Center.
- 6.10 In the event of a major accident, the transition to the National Inter Agency Incident Management Systems plan would occur immediately. The Air Show Office would convert to a facility for police and appropriate elected officials as described in Chapter 5.

#### AEROBATIC AREA SECURITY PLAN

- 6.11 Public Safety is committed to evacuating the aerobatic maneuvering area and maintaining it throughout the required times. The Hillsboro Police Department draws personnel from the Portland metro area police agencies to assist with this event. There are over 50 law enforcement personnel assigned to traffic control and security.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 6 – Public Safety Service

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- 6.12 Written agreements to evacuate have been obtained from all occupants of the properties underlying the aerobatic area. One week prior to evacuation dates these people will be contacted to remind them of the dates and times they have agreed to vacate. On the days of the evacuation, personnel will go door to door and ensure all buildings have been vacated.
- 6.13 Security of the evacuated area is accomplished with officers assigned on foot, in patrol cars, on bicycles, on motorcycles and visually from the tower. All vehicular access points have police officers assigned to re-direct any persons attempting to get through. If any unauthorized persons enter the aerobatic area, the Air Boss will be notified with the location and an estimate of time required to clear the intruders.
- 6.14 Several positive communication tools will be used to help keep people out of area and handle any problems quickly:
- a. Grid map will be used for immediate dispatch to problem areas.
  - b. Yellow caution tape will be used in many areas to emphasize “do not enter” message.
  - c. Barricades and cones will be used to close off some areas in the Aerobatic Area.
  - d. Radios will be used as communication tools
  - e. Signs will be posted, stating mandatory evacuation area and listing times the area must be evacuated.
  - f. All personnel will have lawful authority for this jurisdiction.

See section 7, Traffic and Transportation Plan, for specific road closures and times.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 7 – Traffic and Transportation

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#### SHUTTLE PARKING

- 7.1 Guests will be encouraged to take MAX to the Fairplex Station. A minimum of three (3) vans will shuttle the disabled, senior citizens, and others as space is available, from the Fair Complex MAX Station and Intel-Jones Farm parking lot during Air Show weekend.

#### TRAFFIC AND PARKING PLAN

- 7.2 Washington County Fair Complex will be open for public parking (up to 5,000 cars) as well as Intel-Jones Farm (up to 1,800 cars). Volunteer and vendor parking will be located at Rodgers Instruments on 25<sup>th</sup> Avenue.
- 7.3 Traffic plan this year is two-fold with a goal to better distribute heavy traffic flow out of the Fairplex parking lot and Intel Jones Farm parking lot.
- 1) Egress traffic from parking lots on 25<sup>th</sup> Ave north of Griffin Oaks will be routed northbound on 25<sup>th</sup> Ave. to Evergreen Rd. to Shute Rd and Jackson School Rd. Both Shute Rd. and Jackson School Rd. Northbound to Hwy 26. Egress traffic from parking lots on 25<sup>th</sup> Ave south of Griffin Oaks will be routed southbound to Cornell Rd and Main St.
  - 2) Egress traffic from Wash. Cty. Fair Plex parking lot will be routed eastbound on Cornell Rd.

#### ROAD CLOSURES

- 7.4 A Primary Aerobatic Area (Aerobatic Box) will be sterile during all hours of the 2010 Oregon International Air Show on August 20, 21 & 22. This sterile area must be clear of all non-essential personnel during the hours of operation, which will require several roads to be closed.
- 7.5 Roads in the Aerobatic Box will be closed Friday, August 20 from 1:00 PM until 3:45 PM and again from 6:30 PM until 10:00 PM. Saturday and Sunday, August 21 & 22 from 10:30 AM until 4:45 PM. During these dates and times the following road closures will occur:

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 7 – Traffic and Transportation

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- Brookwood Parkway, between Dawson Creek Dr. and Cornell Rd. Limited traffic for local business will be allowed on the portion of NE Brookwood Parkway from Dawson Creek up to Tri-Quint. Through traffic will not be permitted.
- NE Airport Rd. at NE 48<sup>th</sup>. No traffic will be allowed to travel West on Airport Road from NE 48th.
- NE Penny Way
- NW 264<sup>th</sup> and NW 268<sup>th</sup> Ave. South of Evergreen Rd. Access will be allowed to the residence at the intersection of NW 268<sup>th</sup> and Evergreen but nothing allowed South of that property.

#### 7.6 RESERVED:

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

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#### TRAFFIC EXIT PLAN

7.7 There will be normal traffic flow during the Air Show excluding the above mentioned road closures due to the Aerobatic Areas. In an effort to efficiently move both pedestrian and motor vehicle traffic in and out of the city, certain city streets will need to be closed for no more than two hours at the end of the show.

- No traffic will be allowed to travel north on NE 25<sup>th</sup> from Cornell Rd.
- No traffic will be allowed to travel east on Cornell Rd. from NE 25<sup>th</sup>.
- No traffic will be allowed to travel north on Brookwood Parkway from Cornell Rd.
- No traffic will be allowed to travel north on Shute Rd. from Cornell Rd.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 8 – Community Relations

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#### AIRPORT TENANTS & OTHER AIRPORT USERS

- 8.1 The Air Show will work with HABA in order to minimize any disruptions during all phases of event set-up, conduct and tear-down. The Air Show will coordinate with the tenants all plans made with vendors and contractors to mitigate business disruptions caused by the Air Show. The set-up and construction plan staging to be devised will not require any tenants to close their businesses except for actual hours of the Air Show. Additionally, the Air Show will offer to assist the tenants in developing marketing plans, community relations programs and other ideas to enhance the tenants' business prospects.
- 8.2 The Air Show will comply with the requirements imposed by the Port to mitigate business disruptions and will take all reasonable steps to resolve the concerns of the tenant. Any written agreement with airport tenants will be filed with the Port as an addendum to the Operations Plan.
- 8.3 Letters will be sent to all owners or renters on the west tie down, condominium hangars and the northeast T hangars, offering two general admission tickets or two discounted reserved seats, and one tenant (vehicle) parking pass for each aircraft owner or part-owner on record with the Port of Portland. Parking passes at Rodgers Instruments will be provided for all approved hangar tenants.
- 8.4 Approximately six weeks prior to the show date, notices will be placed in each of the areas providing details of the Air Show as well as any pertinent data involving the FAA-issued NOTAM. The notice will give the Air Show Office telephone number at Hillsboro Airport. Users of the ramp areas will be encouraged to move their aircraft no later than Wednesday evening.

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 8 – Community Relations

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A minimum of four weeks prior to show date, all Airport tenants will receive Set up and Dismantling instructions, Air Show Information flyer, specific tickets and parking passes. This will include Hangar tenants. Packets will include complete information on road closures.

#### SPOKESPERSON

- 8.5 The Media Coordinator shall serve as the chief media spokesperson with the Air Show President serving as backup. All media inquiries will go through the Air Show Media Coordinator who will answer their questions or direct media to other appropriate Air Show representatives.

#### MEDIA

- 8.6 The Air Show will publish a complete media guide on the Air Show approximately forty-five days prior to show date. Distribution will be to all TV and radio stations in the Portland Metro area, and to any news source, regionally or nationally, that requests one. The Air Show Media Guide will be mailed to bonafide media outlets only.
- 8.7 The Air Show will host a Media Day on Friday to educate the media about the Air Show. Major media outlets will cover the Air Show all days.
- 8.8 During the days of the Air Show, the Air Show will provide the media with a Press Tent. Some food and beverages will be available for credentialed press corps. The Press Tent will be staffed by volunteers to assist the news media.

#### INFORMATION BOOTHS

- 8.9 Two information booths will be strategically placed on the Air Show grounds, each one staffed by three volunteers. Kiosks will be set up by each public gate showing general information about the Air Show. Each person working a booth will have a list of answers to the most commonly asked questions they will

# 2010 Oregon International Air Show – Hillsboro

## Master Operations Plan

### Section 8 – Community Relations

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receive. They will also have colored maps of the Air Show grounds posted and a large free-standing map will be in place adjacent to each booth for the public's use. The booths shall be staffed from gate opening to gate closing each day.

2010 Oregon International Airshow – Hillsboro  
Master Operations Plan

Annexes

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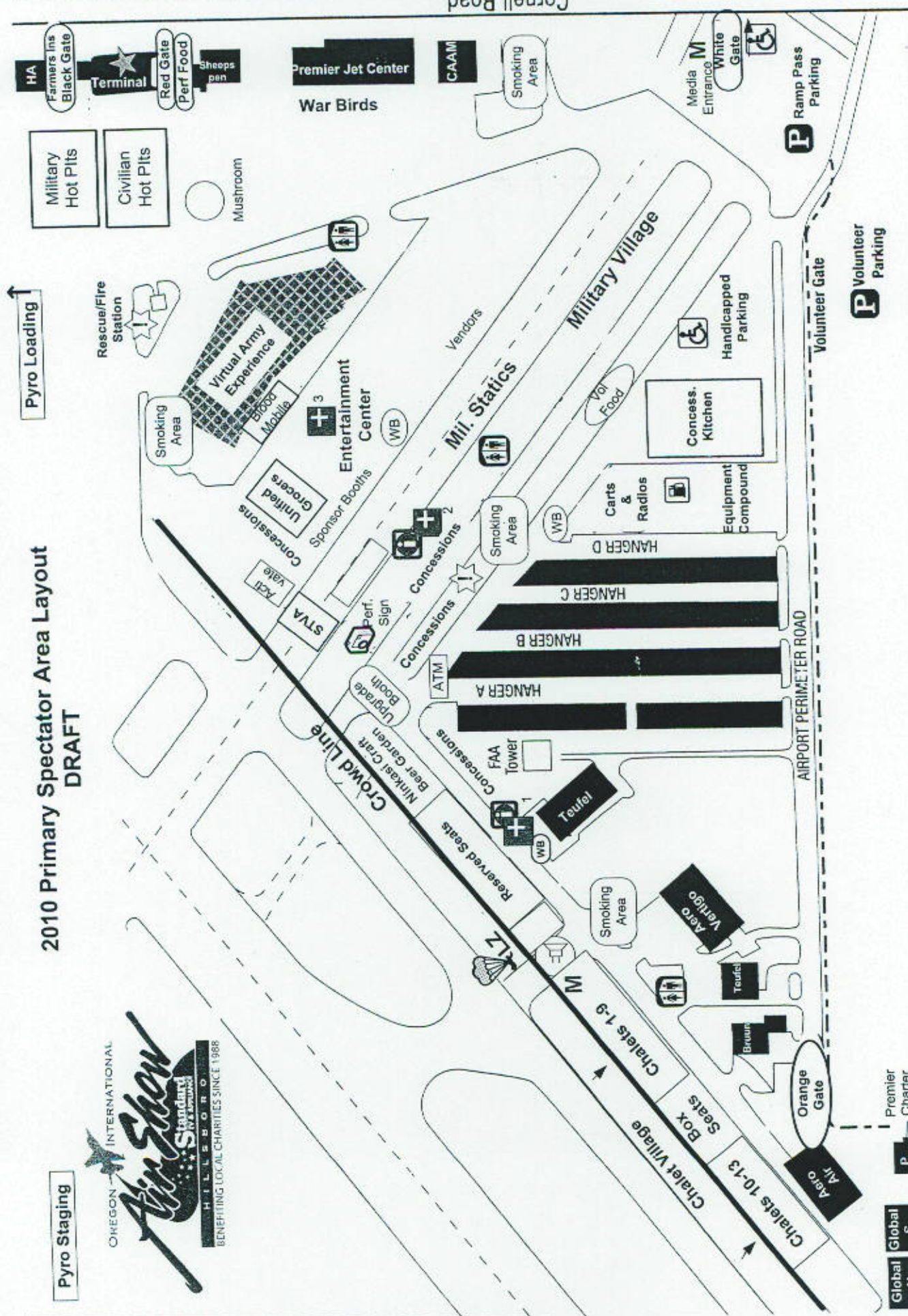
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Annex A

Airport Layout Map and Diagrams

# 2010 Primary Spectator Area Layout DRAFT

Pyro Staging



25th Ave.

- Air Show Office
- Performer Signature Ter
- Media Tent
- Parachute Landing Area
- Public Safety
- Classic Aviation
- CAAM
- Control & Announcer stand
- Water Buffalo
- Info
- Fir
- Global N
- Global S
- Aero Air
- Premier Charter
- Orange Gate
- Chairs 10-13
- Box Seats
- Chairs 1-9
- Teufel
- Aero Vertigo
- Smoking Area
- Reserved Seats
- Concessions
- FAA Tower
- Teufel
- HANGER A
- HANGER B
- HANGER C
- HANGER D
- Carts & Radios
- Equipment Compound
- Concess. Kitchen
- Vol Food
- Military Village
- Vendors
- Mii Statics
- Entertainment Center
- Virtual Army Experience
- United Grocers
- Sponsor Booths
- Blood Mobile
- Smoking Area
- Rescue/Fire Station
- Mushroom
- Civilian Hot Plots
- Military Hot Plots
- Farmers Ins Black Gate
- HA
- Premier Jet Center
- War Birds
- CAAM
- Smoking Area
- Media Entrance
- White Gate
- Ramp Pass Parking
- Volunteer Gate
- Volunteer Parking



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Annex B

FAA Waiver Application  
FAA Certificate of Waiver



US Department of Transportation  
Federal Aviation Administration

# APPLICATION FOR CERTIFICATE OF WAIVER

Form Approved: O.M.B. No. 2120-0027

APPLICANTS - DO NOT USE THESE SPACES

Region

Date

Action

☐ Approved

☐ Disapproved -- "Explain under "Remarks"

Signature of authorized FAA representative

## INSTRUCTIONS

Submit this application in triplicate (3) to any FAA Flight Standards district office.

Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire

fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FANS evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.

Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 8 only and the certification, item 15, on the reverse.

1. Name of organization

2. Name of responsible person

Oregon International Airshow-Hillsboro

Larry B Edeal VP Air Ops

3. Permanent mailing address

House number and street or route number

City

State and ZIP code

Telephone No.

P.O. Box 37

Hillsboro

Oregon. 97123

650 868 8211

4. FAR section and number to be waived

91.107(a)(2)(3), 91.117(a)(b), 91.119(b)(c), 91.121, 91.129, 91.155, 91.303(c)(d)(e), 91.515(a)(1)(2)

5. Detailed description of proposed operation (Attach supplement if needed)

Air Show (See Master Operations Plan for details). Request Authorization for parachute jumps IAW FAR 105 throughout the Air Show.

6. Area of operation (Location, altitudes, etc.)

5 nautical mile radius of the Portland-Hillsboro Airport (HIO) from the surface to 15,000 feet AGL.

7a. Beginning (Date and hour)

b. Ending (Date and hour)

08/20/2010 at 1320 PDT (2020Z)

08/22/2010 at 1659 PDT (2359Z)

8.

Aircraft make and model (a)

Pilot's Name (b)

Certificate number and rating (c)

Home address (Street, City, State) (d)

See Attachment A

**ITEMS 9 THROUGH 14 TO BE FILLED OUT FOR AIR SHOW/AIR RACE WAIVER REQUESTS ONLY.**

9. The air event will be sponsored by:

Oregon International Airshow-Hillsboro

10. Permanent mailing address	House number and street or route number P.O. Box 37	City Hillsboro	State and ZIP code Oregon, 97123	Telephone No. 650 868 8211
-------------------------------	--	-------------------	-------------------------------------	-------------------------------

11. Policing (Describe provisions to be made for policing the event.)

As described in the Master Operations Plan

12. Emergency facilities (Mark all that will be available at time and place of air event.)

<input type="checkbox"/> Physician	<input checked="" type="checkbox"/> Fire truck	<input checked="" type="checkbox"/> Other - Specify <u>Military Rescue</u>
<input checked="" type="checkbox"/> Ambulance	<input type="checkbox"/> Crash wagon	<u>Helicopter and CFR Apparatus</u>

13. Air Traffic control (Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.) FAA Control Tower will control all traffic in the airspace outside of air show times. Operations authorized by the Certificate of Waiver are not allowed during these times. The Air Boss will have authority and control of aircraft and ground vehicle operations during Air Show times specified in the Schedule of Events. The Tower may assist the Air Boss in controlling this traffic.

14. Schedule of Events (include arrival and departure of scheduled aircraft and other periods the airport maybe open.)

Hour (a)	Date (b)	Event (c)
PDT 1300-1500	08/20/2010	Air Show Practice, Waiver in effect
1900-2200	08/20/2010	Air Show Performance, Waiver in effect
1030-1659	08/21/2010	Air Show Performance, Waiver in effect
1030-1659	08/22/2010	Air Show Performance, Waiver in effect
Note 1: All other times the airport is open for normal traffic with operations authorized by the Certificate of Waiver prohibited.		
Note 2: A detailed schedule will be provided 30 days prior to the Air Show		

If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.

Please Read The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation.

15. Certification - I CERTIFY that the foregoing statements are true.

Date 5/5/2010	Signature of Applicant Larry B Edeal VP Air Ops.
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Remarks

A TFR is requested IAW FAR 91.145 for all practice and performance times. Due to many Category 1 aircraft the guidance in the FAA's 8900.1 suggests a TFR is appropriate for this event.

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**20010 Oregon International Air Show - Hillsboro**  
**Attachment to FAA form 7711-2, "Application for Certificate of Waiver"**  
**Attachment A: Performer Information**  
Updated 17 April 2010

*Note: Preliminary information, more to follow*

Act	Aircraft Make and Model	Pilot's Name & Address	Certificat e number And Rating	Medical Class/ Date	Acro Card Alt./Date	Notes
A-10 Tactical Demo AV-8B Harrier II Demo	A-10 AV-8B					
FA-18 Hornet DemoFA-18POC: LT Jason "JAWA" Walborn: HYPERLINK "mailto:jason.walborn@navy.mil" jason.walborn@navy.mil VFA-125 Attn : Demo Team Coordinator 210 Reeves Blvd NAS Lemoore, CA 93246 Phone: (559) 998-1760 Fax: (559) 998-1766 Classic Air MuseumN1426D MiG-17F						
F-86E Sabre N186PJ						
MiG-21UM N7238TRoger B. Kelsay 2140 NE 25 <sup>th</sup> Ave. Hillsboro, OR 97124  Donald "Scott" Powell  George "Frank" ScogginsATP 543587631						
ATP 1832478  Comm. 1941488First 03/31/2009  First 03/31/2009 Second 06/25/2008Level 3, 500'						
Level 3, 500'  Level 3, 500' HYPERLINK "mailto:rbkelsay@premierjets.com" rbkelsay@premierjets.com HYPERLINK "mailto:donkel@classicaircraft.org" donkel@classicaircraft.org, 503-640-2927 PJ 503-681-3064 fax Julie Clark's T-34 Mentor Julie Clark American 3114 Boeing Aerobatics Rd. Cameron Park, CA 95682						
Kyle Franklin Son's of Legends Franklin's Flying CircusWaco UPF-7 N30136Kyle Franklin P.O. Box 36 Neosho, MO 64850 Comm. 2754319Level 1 Unrestricted Exp. 12/31/2010Amanda and Kyle Franklin Work: 417-451-8824 Cell: 479-879-3613 (Amanda)						
						Kristin@ameri canaerobatics. com

Cell: 479-879-1532 (Kyle)  
E-mail: [HYPERLINK "mailto:franklinairshow@aol.com"](mailto:franklinairshow@aol.com) [franklinairshow@aol.com](mailto:franklinairshow@aol.com)  
Hammerhead AerobaticsN699SU  
Sukhoi SU-29; Wing 27  
George R. "Renne" Price  
5757 SW Meridian Way  
Tualatin, OR 97062ATP 2009884  
Commercial Privileges ASELFirst  
04/2009Level 1  
Unrestricted  
Exp. 12/31/2010 [HYPERLINK "mailto:RennyPrice@aol.com"](mailto:RennyPrice@aol.com) [RennyPrice@aol.com](mailto:RennyPrice@aol.com)

503-638-6174 home

503-381-5564 cell

503-638-6174 fax

Bill Leff Air T-6 Texan  
Shows

Bill Leff  
301 Estates  
Dr.  
Dayton, OH  
45459

ATP 1602375 Second

Level 1  
Solo  
Aerobatics  
Night Pyro

937-291-1750  
Phone  
937-369-3334  
Cell  
[BillLeff@aol.com](mailto:BillLeff@aol.com)

OANG - 142 FWF-15'sOn File  
6801 NW Comfoot Rd.  
Portland, OR 97218Military Pilots//POC Lt. Col. Steve Beauchamp  
123FS Operations Officer  
503-335-4367  
[HYPERLINK "mailto:Steve.beauchamp@ang.af.mil"](mailto:Steve.beauchamp@ang.af.mil) [Steve.beauchamp@ang.af.mil](mailto:Steve.beauchamp@ang.af.mil)  
Or, Maj. Andrew Poorman  
[HYPERLINK "mailto:Andrew.poorman@ang.af.mil"](mailto:Andrew.poorman@ang.af.mil) [Andrew.poorman@ang.af.mil](mailto:Andrew.poorman@ang.af.mil)

<b>Act</b>	<b>Aircraft Make and Model</b>	<b>Pilot's Name &amp; Address</b>	<b>Certificat e number And Rating</b>	<b>Medical Class/ Date</b>	<b>Acro Card Alt./Date</b>	<b>Notes</b>
Oregon Model Aerobatic Team 44494 NW Breezy Ln. Forest Grove, OR 97116 503-359-4978 Home 503-572-0503 Cell Patriots Jet Team	Scale Model Airplanes Dave Davis					
N239RH						
N339DH						
N439DH	Dean "Wilbur" Wright P.O. Box 1467 Cedar Ridge, CA 95924					
	Rob Hutchison P.O. Box 520623 Big Lake, AK 99652					
	John "Boards" Posson 8446 Woburn Ct. Windermere, FL 34786					
	Paul "Sticky" Strickland 1935 N. Beechwood Dr. Layton UT 84040	Comm. 2840613				
ATP 3181070						
ATP 2115311						
ATP 3147979 (Comm. ASEL)	First					
	Second					
First	All Pilots: Level 1 Unrestricted Exp. 12/31/2008	Hyperlink "mailto:Randy@airshowsamerica.com"	Randy@airshowsamerica.com			
	Airshows America Attn. Randy Howell 5592 Drakes Dr. Discovery Bay, CA 94514 925.437.1035 925.513.8552 Fax					

Sport CopterN4413V  
Vancraft V-1

N5835C  
Sportcopter II Jim Vanek  
34012 Skyway Dr.  
Scappoose, OR 97086  
503-543-7000

William R. Granewich II  
5807 Ridgetop Ct.  
Lake Oswego, OR 97035 Comm. 3093622 Rotorcraft

ATP 2173274 Second  
07/2009

Second  
05/2009

800' Solo Aerobatics Loop & Roll

12/31/2008

Level 4; 800' HYPERLINK "mailto:information@sportcopter.com" [information@sportcopter.com](mailto:information@sportcopter.com)  
503-543-7000 phone  
503-543-7041

HYPERLINK "mailto:granewich@comcast.net" [granewich@comcast.net](mailto:granewich@comcast.net)  
503-880-3254

Smoke-N-Thunder Jet Car Bill Braack

P.O. Box 1900

Castle Rock, WA 98611 HYPERLINK "mailto:Bill@smoke-n-thunder.com" [Bill@smoke-n-thunder.com](mailto:Bill@smoke-n-thunder.com)

360.431.1246

360.274.0339 Fax

Wiskus - Lucas Oil Air Shows Pitts S-1-11B N5111B Michael Wiskus

1313 County Road 134

Buffalo, MN 55313

Cell: 612-812-3873 ATP 485787501 First

09-28-1009 Level 1

Unrestricted Danielle Uttecht

Cell: 612-805-0808

Fax: 763-682-1552

HYPERLINK "mailto:daniuttecht@gmail.com" [daniuttecht@gmail.com](mailto:daniuttecht@gmail.com)

Younkin Air

Beechcraft

Matt Younkin

Comm.

Second

Level 1

Amanda

Shows

BE-18

P.O. Box 28

3387707

12/18/2009

Unrestricted

Franklin

Son's of

N9109R

Siloam

Exp.

479-879-3613

Legends

Springs, AR

12/31/2010

[younkinair@aol.com](mailto:younkinair@aol.com)

ol.com

Homeland Fireworks Pyro and Fireworks Bryant Bischof

Bruce Lawson HYPERLINK "mailto:bbischof@comcast.net" [bbischof@comcast.net](mailto:bbischof@comcast.net)

Bryant 503-910-3739 cell

503-932-1555 2<sup>nd</sup> cell

Bruce 541-881-7776

Act	Aircraft Make and Model	Pilot's Name & Address	Certificat e number And Rating	Medical Class/ Date	Acro Card Alt./Date	Notes
EAA Flight 2009 Data, Likely the same for 2010 RV-4 N724RB						
Rans S-12XL N397RS						
RV-8 N526KP						
RV-8 N805K						
RV-4 N3369JRion Bourgeois						
Ron Singh						
Steve Payne						
Leonard Kauffman						
James M WilsonPrivate 3102777						
Private 541802097						
Private 3269128						
ATP1634741						
Private 30726333 <sup>rd</sup> 05/08/2008						
3 <sup>rd</sup> 06/13/2008						
3 <sup>rd</sup> 10/23/2007						
1ST 12/18/2008						
3 <sup>rd</sup> 08/03/2008						
POC J. Rion Bourgeois 503-670-1144 503-720-9394 cell HYPERLINK "mailto:rion@att.net" <a href="mailto:rion@att.net">rion@att.net</a>						



## FRIENDLY NEIGHBOR and PARTNER PRACTICES

### Key Long-Standing Relationships

HAIR – Hillsboro Airport Issue Roundtable  
Residential Neighbors

\*Example: Notification Letter

Sterile Corridor/Aerobatic Box

\*Example: Compensation Letter

Airport Business Tenants

Local Air National Guard

## **KEY LONG STANDING RELATIONSHIPS**

Every Air Show must develop close, positive relationships with key partners to be successful long term. An event like an Air Show has a lot to offer a community but can never go it alone and survive.

OIA works closely with the City of Hillsboro, Washington County leaders, the Port of Portland (owners of the airport), the Airport Business Tenants Association and businesses around the airport in general. All of the public safety around and inside the airport during air show weekend is managed by the Hillsboro Police and Fire Departments (City of Hillsboro). OIA pays a negotiated low fee for these services and involves public safety reserve units from all over the state of Oregon to assist in public safety endeavors. City team leaders serve on the air show committee and attend meetings all year long.

### **HAIR – HILLSBORO AIRPORT ISSUE ROUNDTABLE**

OIA participates in a standing community forum which meets quarterly in the Hillsboro Civic Center for open exchanges between anyone in the community and airport centric entities. It is an advisory committee bringing the airport and community together. The committee has representatives from airport tenants, OIA, the City of Hillsboro, Hillsboro Airport Business Association, and Washington County.

### **RESIDENTIAL NEIGHBORS**

The Hillsboro airport is surrounded by residential neighborhoods and although we are still able to secure the required sterile area for the Air Show we work hard to be good neighbors in regards to notification, communication and noise control. OIA sends out two notices each year, one in early January announcing the Air Show date and performer line up and another one in July giving more detailed information such as road closures, arrival, practice times and ticket information. OIA operates a noise line during Air Show week and responds to concerns whenever possible. OIA recognizes that it is impossible to please everyone but maintaining a positive, caring attitude in the community is important to our success.

### **STERILE CORRIDOR/AEROBATIC BOX**

OIA has a small number of homes in the Jet Team Box and works with these residents when we host the Blue Angels or the Thunderbirds. We offer each family a ticket package or a cash package if they prefer to leave for the weekend. It is part of the OIA budget. During the year we do not have a military jet team we still offer these residents a ticket package as a way of showing our appreciation as a long term relationship. We also deliver Christmas Wreaths in December and send Christmas cards.

## **AIRPORT BUSINESS TENANTS**

Each tenant on the airport, whether it is a business or a hangar owner, receives complimentary tickets and parking to the air show as a thank you for closing down during air show weekend and working around us during the week of set up. The OIA president meets personally with large business tenants each year before and after the air show to discuss successes and concerns.

## **OREGON AIR NATIONAL GUARD**

A key player in the success of the Oregon Air Show is our own Oregon Air National Guard team. Over the past 22 years they have provided much needed military equipment and manpower for the military hotpit and static displays as well as manpower for our fence crew. Several of the ORANG leaders serve on the Air Show committee year around. We love working with our military and value their involvement in the Air Show. During Air Show weekend we host the Military Village where all of the military branches are represented and receive complimentary space on the field.

## Constant Communication to Sterile Corridor, Aerobatic Box and other Neighbors and Tenants

The Oregon International Air Show understands that its success is due to the support of the whole community. We know that sponsors and spectators help cover the necessary hard costs each year but we definitely value the sacrifices made by businesses on and around the airport and understand the key role they play in our success. Without the great support of tenants/businesses and neighbors who are directly affected during Air Show week – it would be impossible to continue offering this popular aviation event. Sensitivity towards and responding to noise control issues are a necessary element of running a good air show.

### Examples of ways we reach out to our neighbors throughout the year:

Christmas Cards	December
Christmas Wreaths or Poinsettias —we rotate each year	December
Letter – general update announcing date and performers	January/early February
Letter - Ticket package options, road closures and map	May
Update and Ticket Packages to Business Tenants, Hangar Tenants and Sterile/Aerobatic Corridor residents	Late July

### Example of letter.



December, 2009

Merry Christmas and Happy Holidays!

Thank you for your outstanding support of the Oregon International Air Show and your contributions to its great success! The mission of OIA is to provide a quality aviation event that is dedicated to family entertainment and making a difference in our community, county and state through charitable donations. We succeeded in every way in 2009! The Air Show offered adults and kids alike a fun-filled, educational weekend and earmarked over \$65,000 in cash and donations to local and state non profits and charities! **THANK YOU FOR PARTNERING WITH US!**

**The 2010 dates are August 20-22 at the Hillsboro Airport.** Our featured act will be the **only** civilian jet team in the United States – **The Patriots Jet Team**. Other exciting acts confirmed at this time will include the Harrier Demo, Sons of Legends, Bill Leff Airshows, American Aerobatics/Julie Clark, Team Lucas, Hammerhead Aerobatics and the Smoke N Thunder Jet Car. Military Demonstration Teams will be announced in early March.

More information about the 2010 Air Show may be found on the Air Show website beginning January 1, 2010. Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for full list of performers and other pertinent information.

We appreciate your continued support and look forward to another great Air Show year with all of you!

Sincerely,

Judy Willey  
President, Oregon International Air Show



June, 2010

Dear Hillsboro Airport Neighbors,

Thank you for your continued support of the Air Show in Hillsboro. This support and your patience during Air Show week is greatly appreciated! Due to strong community backing - the Air Show has been able to make donations in excess of \$1M to over 100 charities. You help us make a difference where we live and work!

To help you plan your days during Air Show week - we want to provide you with good information as early as possible in the summer whether you are a business or a residential airport neighbor. Hopefully this information will allow you to make plans well in advance for August 20-22. As always, safety will continue to be our #1 priority!

**August 19-23 Air Show Aircraft schedule:**

Thursday Aug 19; All military/civilian performers begin arriving 9 am - no road closures  
Friday Aug 20; All military/civilian ground displays begin arriving 9 am- 1pm - no road closures  
Friday Aug 20; Performer practices-1-4 pm; Friday Night Show 7-10 pm - road closures in effect  
Saturday/Sunday Aug 21-22: Day Shows 10:45-4:30 pm - road closures in effect  
Sunday night/Monday - Aug 22-23; Departures of visiting aircraft will begin Sunday 5 pm and be completed by Monday, 2 pm - no road closures

The Air Show will feature the US Patriots Jet Team, the U.S. Marine Corp AV-8B Harrier Demo Team, the F/A -18 West Coast Super Hornet Demo Team, the U. S Air Force A-10 West Coast Demo Team and the OANG F15 Demo Team as well as many other exciting civilian acts all through the weekend. Visit [www.oregonairshow.com](http://www.oregonairshow.com) for complete schedule, performer, ticket, parking and volunteer information. **Tickets are now on sale at [Oregonairshow.com](http://Oregonairshow.com).**

Attached are the 2010 road closure list, map and Air Show Fact Sheet. Please note the road closure times on Friday afternoon; Friday Night, Saturday and Sunday. Please pay particular attention to the exit plan as it will affect the traffic plan for a brief period at the end of each show. Cornell Road will not be closed at any time during the weekend. As required by the FAA, the aerobatic box will be in effect during the practice time on Friday afternoon, Friday night, Saturday and Sunday. See Road Closure List for specific times and dates. **Street signs will be posted 30 days in advance listing road closure dates/times in the impacted areas.**

We hope this advance notice helps you plan for Air Show week. Have a great summer & join us at the Air Show in August!

**For further information on road closures, please contact:**

Lt. Henry Reimann  
Hillsboro Police Department  
250 SE 10th Ave., Hillsboro OR, 97123  
503-681-6175

**For further information about the Air Show, please contact:**

Air Show Office: 503-629-0706  
Mailing Address: PO Box 37, Hillsboro, OR 97123

**Air Show Office Opens June 28, 2010: 3355 NE Cornell Ave, 2nd Floor, Hillsboro,**



*To all Sterile Corridor Residents  
From the Oregon International Air Show*

*March 24, 2009*

You may have noticed the slight change to our logo. We're proud to have served our community with over \$1M in donations to local charities since the Air Show began. Thank you for partnering with us to provide funding to more than 20 organizations last year alone!

As you know from our Christmas card in December, the Oregon International Air Show this year will be August 28-30 and will feature the Air Force's premier jet team, the Thunderbirds. Our full line up is really exceptional this year including:

- U.S. Army Golden Knights Parachute Team
- Sean D. Tucker and the Collaborators – a four plane aerobatic act
- Kent Pietsch Air Shows – comedy aerobatic act
- Bob Carlton Silent Wing Air Shows – world's only self-launching twin jet airplane
- Renny Price and Hammerhead Aerobatics – our local Russian Sukhoi 29
- Air Force Reserve Bi-Plane featuring Ed Hamill
- Patty Wagstaff Air Shows – one of the nation's top women's aerobatic acts
- Plus additional demonstrations from the Oregon Air National Guard, West Coast Demo Team featuring the F18 Hornets, Oregon Model Airplanes, Sport Coptors, Experimental Aircraft, etc.

In addition to our air performances we are also excited about:

- Co-hosting the Dignity Memorial Vietnam Wall – free with Air Show admission
- THE ROBOSAURUS, a car crushing, fire-breathing, metal giant dinosaur.
- Our Friday night Fireworks

If you have a chance, look at our website at [www.oregonairshow.com](http://www.oregonairshow.com)!

We would like to partner with you again this year in support of the Oregon International Air Show. As you know, residents of the Sterile Corridor will need to vacate their Premises for safety reasons during specific performance times. For your planning, this year's dates and times are:

<u>Date</u>	<u>Time ((From – To)</u>
Friday 8/28/09	1:30 pm – 3:00 pm
Saturday 8/29/09	3:00 pm – 4:45 pm
Sunday 8/30/09	3:00 pm – 4:45 pm

\*Road Closures will also be in effect during the above times

To compensate you and your family for this inconvenience, please select which option on the following page you would prefer and return to the address listed on the form. **THANK YOU FOR YOUR SUPPORT!**

*Oregon International Board of Directors  
Judy Willey, President  
503-475-8435*



## 2009 RESIDENT OPTIONS

**Residents:** We sincerely appreciate your cooperation during Air Show week. Please choose Option #1 or Option #2 and return this form ASAP.

### **OPTION #1: \$300.00 VALUE**

For agreement to vacate area during all required hours - Household will accept \$300.00.

If you choose to support the Air Show mission by giving to local charities and non profit organizations - the Air Show will allocate \$300 to a designated charity of your choice and make that donation in your name after the 2009 Air Show.

### **OPTION #2: \$450.00 VALUE**

For agreement to vacate area during required hours– Household will receive the following Air Show Ticket Package to the 2009 Air Show.

**Please select any combination of Air Show tickets. Total value cannot exceed \$450.00.**

#### **Commanders Club Chalet: Best seats –with buffet and beverages.**

Friday Night:	Adult \$65 ____	Child \$25 ____
Saturday:	Adult \$85 ____	Child \$40 ____
Sunday:	Adult \$85 ____	Child \$40 ____
Under 6 FREE		

**Box Seating:** Special seating along show line; each box seats 10 people and is sold by Box only.

Friday night: \$150 \_\_\_\_ Sat \$250\_\_\_\_ Sun \$250 \_\_\_\_

#### **Reserved Seating:** Individual reserved seats on show line.

Friday night:	Adult \$15 ____	Child \$7 ____
Saturday:	Adult \$25 ____	Child \$20 ____
Sunday:	Adult \$25 ____	Child \$20 ____
Under 2 FREE		

**General Admission:** Largest seating area- near static displays & Entertainment Center. No seat provided – bring chair/blanket! Not Open for Friday Night Show!

Saturday:	Adult \$20 ____	Child \$15 ____
Sunday:	Adult \$20 ____	Child \$15 ____
Under 6 FREE		

**Please see attached Agreement listing the hours that the Sterile Corridor area must be vacated during Air Show week.**



## AGREEMENT TO VACATE PREMISES STERILE CORRIDOR AREA

**Parties:** Oregon International Airshow, Inc., hereinafter referred to as "Air Show" and \_\_\_\_\_ hereinafter referred to as "Resident".  
"Resident" includes any people residing within your "Premises" at the time of the Air Show.

**Premises:** Address: \_\_\_\_\_,  
City: Hillsboro, State: OR Zip: 97124  
hereinafter referred to as: "Premises". "Premises" includes not only your home at the above address, but also includes all real estate within the Sterile Corridor required by the FAA.

**Effective Dates and Times:** Resident agrees to vacate Premises and not allow any person on those portions of Premises under his/her/their control, during the following dates and times:

<u>Date</u>	<u>Time (From – To)</u>
Friday 8/28/09	1:30 pm - 3:00 pm
Saturday 8/29/09	3:00 pm - 4:45 pm
Sunday 8/30/09	3:00 pm - 4:45 pm

**\*Road Closures will be in effect during the above times. Roads will open up immediately after Thunderbird performance which may be earlier than posted.**

**Consideration:** Resident has selected one of the two compensation package options from the attached "2009 Compensation Options" form, and agrees that such compensation is full and adequate consideration for vacating the Premises during the required dates and times. Additional compensation will not be allowed. Resident has selected option \_\_\_\_ as their compensation option.

**Requirement For 100% Participation:** Resident acknowledges that he/she/they will have no obligation to vacate, nor will Air Show have any obligation to give the compensation selected by the Resident unless 100% of all Residents in the Sterile Corridor and Aerobatic Box areas agree to and vacate their home.

**Breach of Agreement:** Resident acknowledges that failure to vacate the Premises prior to Air Show would cause cancellation of the performance of the United States Air Force Thunderbirds. Breach of agreement during the Air Show would result in the Air Show failing to provide the show promised to the spectators by either a delayed performance by the Thunderbirds or actual cancellation of the entire Thunderbird performance.

_____ Resident Signature	_____ Date	_____ Name Printed/Typed
_____ Air Show President	_____ Date	Judy Willey _____ Name Printed/Typed
_____ Air Show Representative If present when form is signed)	_____ Date	

Return using the enclosed envelope or  
Mail to: Oregon International Air Show, P.O. Box 37, Hillsboro, OR 97123  
If you have questions contact Judy Willey, 503-475-8435



## MARKETING

### Marketing Roles and Responsibilities

Marketing Director, Media Manager, Graphic Designer, Web Manager

#### Marketing

- \*Example: Graphic Designer Contract
- \*Example: Marketing Plan
- \*Example: Collateral Timeline
- \*Example: Marketing Collateral
- \*Example: Print Summary
- \*Example: Logo Usage Guidelines

#### Media

- \*Example: Press Release Template
- \*Example: Radio Copy

### Sponsorship Roles and Responsibilities

- \*Example: Sponsor Contract
- \*Example: Sponsor & Exhibitor Welcome Letters
- \*Example: Sponsor Contract Tracking Matrix
- \*Example: Sponsor Summary Tracking Sheet
- \*Example: Sponsor Thank You Letter

### Chalets – Agreement Form

### Trades – Trade Form

### Tickets & Ticket Specials

### Post Show Report (separate document)

# MARKETING

## Director:

**Rob Willey**

## Area of Responsibility

Promotional Material – Brochures, posters, programs, informational pieces and at-a-glance sheets

Outdoor Advertising and Signage – includes any new banners that may be used on, or off, the field for promotional purposes

Events – Parades, fairs, shows, city events, markets and anything else that might bring in the same group of people you want to attract for the show

Print Advertisement – Articles, press releases, advertisements, press kits and anything that we have promised the sponsor in the way of printed promotion

Television and Radio – Advertisements, coverage and maintaining a good relationship with these two main areas of marketing

Web – Updates, changes reporting and the overall maintenance of the site. Produce a two-page information sheet summarizing the web that can be used to send to the media, sit at the front desk for walk-in customers and mailers to folks that call in wanting information but don't have a computer.

## Brief Job Descriptions

### Marketing Director

Oversees all aspects of the marketing team. Assembles them all and ensures that every aspect of the process is being covered. The primary contact with the President. Job responsibilities include:

- Work closely with the Media and Web managers to ensure that their Show goals are rolled into the overall Marketing Plan and that all areas are coordinated and cross –promoting
- Create an executive Marketing Advisory Board that will meet monthly to go over the progress of the Marketing Team and the Show plan
- Own the creation, production and distribution of all marketing collateral
- Event Management. Plan and execute, with the assistance of the Marketing Team, all events the Air Show participates in to promote the event.
- Work closely with the Graphics manager to ensure that all creative material is created and delivered to the appropriate outlet on time and with the required specifications
- Signage. Coordinate all necessary signage or events and promotion
- Frequent update meetings with the President to ensure that she is in the loop and up on all aspects of the team and has adequate time to provide input or suggestions for change
- Signage/collateral distribution. Once the posters and brochures are complete you will need to put together a team of volunteers to distribute the collateral around the city This includes Hillsboro and Beaverton as well as any other extended areas possible. Main locations include:
  - Chamber of Commerce/Visitors Bureau
  - Local banks/businesses
  - Fire Departments

- Police Departments
- Local grocery stores

## **Media Manager**

Owns the relationship with press. Works closely with the Marketing Director and President to ensure a consistent message is being communicated. Job responsibilities include:

- All aspects of communication with the press both before, and after, the Show
- Main media contact with any jet teams that may be scheduled to perform. Owns all aspects of communication between the team and the press, any VIP events directly involving the team and all press conferences and/or media events.
- Coordinates all media rides with all performers. Selects, contacts and coordinates the rides, including scheduling the rides with the performers, communicating all requirements to the media and completing and submitting all necessary waivers and applications necessary
- Owns the Press Kit creation, assembly and distribution to the press outlets
- Responsible for obtaining 'proof of performance' from the media, includes tear sheets, recordings and airtime records from all media
- Ensures that the media is involved at the highest level during the week of the Show
- Owns the distribution and coordination of all Media Passes. All media pass applications will be funneled to the media manager. They will be required to review and approve or deny the request based on media requirements
- Media Tent coordination. Ensure the Media Tent is set up and ready for Show weekend. Includes all necessary tables, chairs, food and power as well as a host to manage the booth during all show hours
- Press Releases. Create and distribute frequent press releases in the months leading up to the Show that will ensure the necessary 'buzz' for the Show

## **Graphic Designer**

Owns the creative for all collateral, print and media as outlined in the Marketing Plan. Will receive all deadlines, specifications and necessary contacts in order to deliver each piece on time directly from the Market Director. This is typically an out-sourced position.

## **Web Manager**

Owns the look, feel and update of OregonAirshow.com. Job responsibilities include:

- Air Show Marketing Review and Procedures Report
- Keeping the site current with all events and activities going on during the Air Show
- Working with the different areas of the Show (ie: Static displays, performers, Veterans Chalet) to ensure that individual pages are consistent and updated with the most current information
- Maintaining the sponsorship page and banner area with all sponsor logos. New logos should be added to the site within 48 hours of contract signing
- Working with the on-line ticket vendor to keep the site updated with current pricing, special offers and ensure that all links are working
- Weekly reports during the height of the Air Show showing website traffic and most frequented pages

## **Timeline**

Below is a rough timeline to use as a guideline for when to start projects and when they should be complete and ready for implementation. This is not a comprehensive list

### **4+ months prior to Show:**

- Graphic designer brought on board and up to speed
- Website updated with new Show dates, performers, jet team and ticket info if available
- Core Graphic created and approved by Board
- Collateral creative begins
- Mailer brochure creative completed and readied for distribution
- Marketing plan completed and approved by Marketing Committee

### **3 months prior to Show**

- Mailer brochure sent out to ticket base
- Large banner goes up at Airport on corner of Brookwood and Cornell
- Creative approved on collateral
- Radio copy is written and readied for recording with Bill Shonley
- Print ads are completed
- E:Newsletter completed and distributed

### **6 weeks prior to Show:**

- Radio ads start running
- Print ads start to run with logo rotation
- Program layout to printer

### **1 month prior to Show:**

- Large sign goes up at the Hillsboro Stadium
- News ads start running
- Performer riders are selected and alerted
- Radio ads increase in frequency
- Freeway sign up

### **2 weeks prior to Show:**

- All sponsor banners go up on the fence-line. This is a joint effort with the Sponsorship team, so coordinate with them
- Media binders are completed and distributed
- Media Kickoff party
- Kids Day promotion. Press release out to media
- Performer Poster and Event Map sent to print

### **Week of Show:**

- Performer riders confirmed
- Media Day blitz. Contact all media, confirm shows, who's attending and when and what the needs are for the television stations (space, van access, etc)
- Kids Day
- Jet Team welcome/media arrangements

**2 Weeks following the Show:**

- Thank you letters to all media for participation/attendance
- Reminders to media sponsors on proof of performance reports
- Create post-Show email/survey for distribution no later than 1 week after Show
- E:Newsletter (this may not happen until October/November timeframe depending on when final numbers come in.

# GRAPHIC DESIGNER CONTRACT



## 2009 Contract Summary

This agreement shall serve as a contract between [REDACTED] and the Oregon International Air Show. For all subsequent references, [REDACTED] is referred to as "Sponsor" and Oregon International Air Show is referred to as "Air Show". The 2009 Air Show will be held August 28, 29 and 30.

### Sponsor Agrees:

1. As the graphic designer for the Oregon International Air Show, you will be responsible for creating the overall look and feel of the 2009 campaign. You will receive direction, support and input from the Marketing Director and be part of the Marketing Advisory Board which meets once/month to review the current status of the overall marketing plan and activities. Some of the pieces you will be responsible for creating include:
  - ★ The 2009 Core Graphic image that will be used on all marketing pieces for the season.
  - ★ Tri-fold promotional brochures (there will be 2 revisions of the same piece)
  - ★ 5x7 Promotional card
  - ★ Event Poster
  - ★ Performer Poster
  - ★ Event Map
  - ★ Outdoor advertising banners
  - ★ Souvenir Program
  - ★ Volunteer t-shirt design
  - ★ Newspaper ads – 2 ad sizes with 2 sets of logos to be rotated upon request.
  - ★ Community pieces/newsletter inserts
  - ★ Web banners for the ticket purchase website
  - ★ Sponsor co-marketing graphics (KUIK van graphic)
  - ★ 10'x3' Event Promo Banner Design
  - ★ Door Hanger - Backyard Pass design
  - ★ Door Hanger - Core graphic design
  - ★ Bumper Sticker design
  - ★ Air Show Viral E-vite/Electronic postcard design
  - ★ 5'x3' On-premise Promo Banner design
  - ★ 4'x2' Off-premise Back Card, Case Card & ballot design
  - ★ Fly-in Party E-vite / postcard design
  - ★ Media Kick-off Party Invite design
  - ★ (2-3) Print ads
  - ★ Media Kick-off Party Invite

- ★ Bi-annual e:Newsletter creative. One to be sent out in May, the other in September.

2. Individual project deadlines to be outlined by the Air Show. All projects to be delivered electronically to the Air Show or to the designated printer. Final proofing or press checks will be the responsibility of the Air Show unless requested by the Sponsor.
3. To participate in monthly Marketing Meetings held by the Marketing Director the first Wednesday of each month through the Air Show season.
4. A full copy in both low and high resolution of all files created on behalf of the Air Show during the term of this agreement. Files to be delivered to the Air Show in CD format no later than October 1, 2009.

**Air Show Agrees:**

1. To provide feedback as committed to the schedule outlined by both Sponsor and the Air Show.
2. 2 VIP Chalet passes to the Friday Night Firework Show presented by ATG and Homeland Fireworks. Chalet includes full food and beverage service.
3. 2 VIP Chalet passes for Sunday of Air Show weekend.
3. 2 VIP Parking passes for Friday Night and Sunday.
4. 2 tickets to the exclusive invite-only Fly-In Party to be held on Thursday, August 27, 2009.
5. Payment to Sponsor of \$5,000.00 for design services. Payments shall be made in three parts. The first payment is due on May 1 in the amount of \$1,500. The second payment of \$1,500 is due on June 1, 2009. The final payment of \$2,000 will be due no later than August 15, 2009.

**Terms of Contract:**

1. Postponement or cancellation of any Air Show event for any reason beyond the control of Air Show (earthquake, fire, or other acts of God) shall not constitute cause for refund of the sponsorship fee.
2. Each party shall promptly respond to consumer or regulatory correspondence each receives with respect to Air Show.
3. This Agreement sets forth the entire agreement between the parties and replaces all prior verbal or written communication concerning the subjects of Agreement.
4. This Agreement may not be altered, modified or changed in any way by either party without prior written consent of other party.
5. Postponement or cancellation of any Air Show event for any reason beyond the control of Air Show (for example but not limited to: earthquake, fire, or other acts of God) shall not constitute cause for refund of the sponsorship fee. If Air Show is voluntarily cancelled by the Board of Directors, the Sponsor shall be reimbursed for any sponsorship funds unexpended on that date

for direct Air Show expenses. Sponsor will be reimbursed within 30 days of the date of cancellation decision by Air Show.

6. By October 15 of each year of contract, Sponsor and Air Show representatives will engage in a complete review of the preceding Air Show and discuss opportunities for improvements in operational and sponsor aspects.
7. Renewal of 2009 Agreement and beyond is subject to review and mutual acceptance in writing of these stated terms or revisions as negotiated.
8. Each of the parties hereto is an independent contractor. Neither party shall have the authority to act on behalf of the other or to incur obligations on behalf of the other.
9. The invalidity or illegality of any provision of this Agreement shall not affect the remainder of the Agreement.
10. If suit or action is instituted to enforce this Agreement or to determine any matter of controversy regarding Agreement, the prevailing party shall be entitled to recover such sums as the court may judge reasonable as attorney fees, including attorney fees on appeal and in collecting or enforcing any judgment order or decree.
11. Neither party shall without written authorization from other party disclose to any third party the terms and conditions of this Agreement except as may be necessary to establish or assert rights hereunder or required by law; provided, however, either party may on a confidential basis, disclose this Agreement to league officials, its accounts, attorneys, and financing organizations or individuals within each other's organizations on a "need to know" basis.

Any and all written notices required or provided hereunder should be delivered personally or sent by certified United States mail with return receipt requested to:

Oregon International Air Show  
Judy Willey, President  
PO Box 37  
Hillsboro, OR 97123

[REDACTED]  
[REDACTED]  
[REDACTED]

---

Judy Willey, President  
Oregon International Air Show

Date

---

[REDACTED]

Date



## Oregon International Air Show 2008 Marketing Plan

### **Purpose and Mission**

To drive interest and ticket sales at the Air Show by utilizing marketing partnerships with sponsors and community business leaders. Generate early ticket sales via the website by offering programs and discounts to those who act early.

### **Strategy and Objectives**

Marketing Strategy - Promote a fun, safe, family-oriented event that offers entertainment and value for family members of all ages.

Marketing Objectives –

- a) Increased pre-event ticket sales.
- b) A better community understanding of the events and entertainment offered during the weekend of the Air Show.
- c) Increased awareness of the benefits the Air Show brings to local businesses through increased revenue, community volunteerism and the level of charitable contributions given back to local organizations.

### **Brand Awareness**

Website. Utilize the Air Show website to promote special events, draw interest on the Show and provide key information to visitors.

E:Newsletter. Create an online following by publishing a quarterly e:newsletter updating all registered users of current Air Show events and offerings.

### **Tactical Programs**

Key Markets (in order) – Based on 2007 ticket sales: Washington County (Hillsboro, Tigard, Beaverton, Sherwood, Tualatin, Aloha), Multnomah County (Portland), Yamhill County (Newberg, McMinnville and surrounding areas), Marion County (Salem and surrounding areas), Tillamook County (Tillamook and surrounding coastal areas).

Demographics – Based on survey results: Male, age 35-45, Married with children with a median income of \$50 - 90,000/year.

### **Promotions**

Website – Maintain the website to be the main avenue of information regarding the Air Show. Site will include:

- Air Show dates

- Ticket purchase information and a obvious link allowing them to purchase tickets online immediately
- Special offers. A page that will outline upcoming ticket promotions, events that the Air Show will be participating in as well as ways to obtain discounted tickets (attend “x” event and sign up to win “x” ticket package”...)
- Sponsorship page. This will be a dedicated page for the sponsors offering live links to their homepages.
- Performer page. A dedicated page that will outline all performers, any images they may have as well as links to their home page (if available).

“Weekend Adventure Package” - Buy a reserved ticket for Friday and get Saturday or Sunday for a reduced price.

#### Co-Marketing

- Standard TV & Appliance. Website banners, inclusion on direct mail promotions. Banner posting should begin no later than June 15.
- Widmer – Discount promotion with Pizzacato. Details TBD.
- Clear Channel Outdoor Advertising.
- The Bite of Oregon - involvement TBD
- Haggen receipt promotion. Details TBD.
- Softball World Series ad. A full page ad in the program for the Softball World Series. Ad to run during the tournament scheduled the week prior to the Show.

#### Collateral

- Tri-Fold
  - There will be two versions of the brochure. 1 mailer piece that will be distributed to all registered Air Show attendees and 1 mailer for promotional use as a walk-away piece.
  - Goal of the brochure will be to provide a summary of the performers, other events and promotions going on at the show as well as brief ticket purchasing information. This piece will be used to promote interest in the Show and drive readers to the Air Show website for further information. The first run of the Tri-Fold to be completed and ready for distribution no later than April 9. The second run will be ready by June 1. Estimated Quantity: 5K
  - Distribution:
    - Surrounding Chamber of Commerce
    - Local businesses
    - Sponsor Packages
    - Media
- 5x7 Promotional Card
  - Front will carry Core Graphic along with Show date and tagline. Back will have performer and event information as well as Sponsor logos. Will be completed and ready for distribution no later than July 1. Estimated Quantity: 5K
  - Distribution:
    - Saturday Market
    - Sunday Market

- Tuesday Market
- 4<sup>th</sup> of July Parade
- Posters
  - Air Show Poster. Will include Core Graphic, Tagline and 2 levels of sponsor logos (“Big 3” and “Major Sponsors”). The Poster should provide a clear call-to-action, driving them to the Air Show website for further details and information. Final print run for May 30. Estimated Quantity: 1,000.
  - Distribution:
    - Surrounding area businesses
    - Surrounding Chamber of Commerce
    - Sponsors
  - Performer Poster. No sponsor logos included. Strictly for promoting performers. Will be sold at the Air Show as the performer autograph poster. Print run targeted for August 1. Quantity: 500.
- Souvenir Program
  - Will once again provide all information on the Air Show, the daily itinerary, its sponsors and performers as well as community involvement and giving. The brochure should do a thorough job of outlining why we’re here, what we do and how we do it. Program creative complete and to printer no later than July 1. Estimated Quantity: 5K.
- Event Map
  - A quick “at-a-glance” map of the airfield, where our key sponsors can be located, as well as where all key attractions are found (ie: restrooms, ATM’s, food and beverage vendors, etc). This piece will also be a selling tool for sponsors and will include a promotional panel of sponsor ads. Creative complete and to printer no later than August 1. Estimated Quantity: 5K.

### **Events/Promotions**

With a limited budget, it will be imperative for us to find alternative ways to market the Air Show besides the usual media buys. One of these avenues is community events. In the summer, the Portland metro area is home to a number of different events, many of which focus on the same target market as the Air Show.

- Starlight Parade
  - Date: May 30  
Location: NE Portland  
Involvement: Float Entry  
Volunteers needed: 20 total (10/ day)  
Summary: Televised live on KGW with more that half a million viewers, this is one of the largest events in Portland. Last year we proved capable of building a high quality float and with a little more time and effort we will improve on that.
- Rose Festival – Waterfront Village
  - Date: May 30 – June 7, 2008
  - Location: Waterfront Village
  - Involvement: Presence in the Navy display
  - Summary: The Navy will have a large display at the Waterfront and the Air Show will be included in that event. 5x7 promotional cards as well as posters will be handed out.
- Hillsboro 4<sup>th</sup> of July Parade
  - Date: July 4<sup>th</sup>  
Location: Hillsboro  
Involvement: Float Entry/collateral hand-out

Volunteers needed: 10 total

Summary: Last year's float garnered critical reviews and generated some positive PR for the Air Show. The 2<sup>nd</sup> run 5x7 will be used at this event to hand out.

- Hillsboro "Main Street Madness" 3v3 Basketball Tournament/Celebrate Hillsboro
  - Date: August 2,3, 2008
  - Location: Downtown Hillsboro
  - Involvement: Website presence and a 5x7 promotional card in all player registration packets as well as a booth for promoting the Show.
  - Summary: An annual event for all ages. Sponsored by several local businesses and organizations. A great final push for exposure.

Once again, the biggest challenge this year is the Bite of Oregon and the Providence Bridge Pedal both happen the same weekend as the Air Show. Sunday in particular will be a day full of activities and media coverage will be at a premium.

### **Public Relations**

As with the events above, we will have to rely heavily on a strong public relations campaign to help build excitement for the Air Show. There are several different areas we need to focus on this year in order to enhance our earned media.

- Hillsboro Saturday Market/Sunday Market/Tuesday Market.
- Beaverton Saturday Market
- City of Hillsboro Event (August)
- 3v3 Street Basketball Tournament in Hillsboro

### **Media Partners**

These are media organizations that we should work to get feature stories, and Show coverage in, both leading up to, and during, Air Show weekend.

Print:

- Hillsboro Argus – logical partner and sponsor will cover the Air Show because of location and past/current relationships.
- Oregonian – as largest print media in metro area it is imperative the Air Show get a lot of coverage from this medium. The A&E section is a logical choice. We really need to focus on getting write-ups in the main paper, not just the Washington County addition.
- Portland Business Journal – Air Show has a substantial economic impact in the local community. PBJ is a natural fit to do a story on the economic impact of having an event that attracts 75,000 people in Hillsboro.
- Portland Tribune – Although they don't have the distribution reach of the Oregonian, they are typically more willing to give space and coverage to the Air Show and are more centered on covering local events.
- Latin News. This is our only latino-based paper that we currently have. They historically are a large supporter of the event and need to be included like any other media.
- CNI. We need to get more coverage out to the "little guys". Make sure they are included in all press releases, events and media events.
- Radio stations – besides KUIK, most stations will just give the Air Show a mention on the air. We have to make sure the Air Show is listed as an upcoming event whenever possible. Other possible stations to target include: AM: KXL, KPAM and Radio Disney. FM: 97.1 Charlie FM, 105.1 The Buzz, KWJJ 99.5, KUPL 98.5 and La Pantera.

- Networks – Last year we had KPTV and Fox as our dedicated Television sponsors. They were on-site for the entire weekend and did both morning and afternoon coverage.
- Media Event - Much like last year, there needs to be an event the week of the Show that pulls in the media and brings them to the field early.

## Collateral Timeline

Project	Description	Due Date	Owner	Status
<b>Core Graphic</b>	<b>Initial concepts</b>	<b>Apr 7, 2008</b>	<b>Kelli</b>	<b>DONE</b>
Trifold Brochure - Mailer	Content	Apr 10, 2008	Air Show	DONE
Core Graphic	Concept feedback	Apr 10, 2008	Air Show	DONE
<b>Trifold Brochure - Mailer</b>	<b>Initial concepts</b>	<b>Apr 11, 2008</b>	<b>Kelli</b>	<b>DONE</b>
Mailer Trifold Brochure	Concept feedback	Apr 15, 2008	Air Show	<b>DONE</b>
Core Graphic	Round 2 Creative	Apr 15, 2008	Kelli	DONE
Mailer Trifold Brochure	Round 2 Creative	Apr 17, 2008	Kelli	DONE
<b>Core Graphic</b>	<b>Final Decision/Approval</b>	<b>Apr 23, 2008</b>	<b>Air Show</b>	
Mailer Trifold Brochure	Round 2 Creative - Feedback	Apr 21, 2008	Air Show	
<b>Event Poster</b>	<b>Initial concepts</b>	<b>Apr 23, 2008</b>	<b>Kelli</b>	
Mailer Trifold Brochure	Final Creative with Core Graphic	Apr 23, 2008	Kelli	
Mailer Trifold Brochure	Final Creative with Core Graphic - Approval	Apr 25, 2008	Air Show	
Event Poster	Concept Feedback	Apr 28, 2008	Air Show	
<b>Trifold Brochure - Mailer</b>	<b>Mailer sent to print</b>	<b>Apr 28, 2008</b>	<b>Kelli</b>	

Project	Description	Due Date	Owner	Status
Promotional Card	Content provided	Apr 28, 2008	Air Show	
Event Poster	Round 2 Creative	Apr 30, 2008	Kelli	
Event Poster	Round 2 Creative - Feedback	May 2, 2008	Air Show	
<b>Promotional Card</b>	<b>Initial concepts</b>	<b>May 2, 2008</b>	<b>Kelli</b>	
Event Poster	Final Creative	May 6, 2008	Kelli	
Promotional Card	Concept Feedback	May 6, 2008	Air Show	
Event Poster	Final Creative - Approval	May 7, 2008	Air Show	
<b>Event Poster</b>	<b>Poster sent to print</b>	<b>May 8, 2008</b>	<b>Kelli</b>	
Promotional Card	Round 2 Creative	May 9, 2008	Kelli	
Promotional Card	Round 2 Creative - Feedback	May 12, 2008	Air Show	
Fly-In Invite	Initial concepts	May 13, 2008	Kelli	
Promotional Card	Final Creative	May 14, 2008	Kelli	
Fly-In Invite	Concept feedback	May 15, 2008	Air Show	
Promotional Card	Final Creative - Approval	May 16, 2008	Air Show	

Project	Description	Due Date	Owner	Status
Promotional Card	Card sent to print	May 19, 2008	Kelli	
Fly-In Invite	Round 2 Creative	May 20, 2008	Kelli	
<b>KELLI ON VACATION - MAY 20 - JUNE 8</b>				
Fly-in Invite	Initial concepts		Kelli	
Fly-in Invite	Concept feedback/selection		Air Show	
Trifold Brochure Redesign	Input on redesign layout/copy	Jun 8, 2008	Air Show	
Souvenir Program	Begin Layout	Jun 9, 2008	Kelli	
Fly-In Invite	Round 2 Creative - Feedback	Jun 9, 2008	Air Show	
Fly-in Invite	Final Creative	Jun 11, 2008	Kelli	
Trifold Brochure Redesign	Initial concepts	Jun 12, 2008	Kelli	
Fly-in Invite	Final Creative - Approval	Jun 13, 2008	Air Show	
Fly-In Invite	Invite sent to Printer	Jun 16, 2008	Kelli	
Trifold Brochure Redesign	Concept feedback	Jun 16, 2008	Air Show	
Trifold Brochure Redesign	Round 2 Creative	Jun 19, 2008	Kelli	

Project	Description	Due Date	Owner	Status
Trifold Brochure Redesign	Round 2 Creative - Feedback	Jun 23, 2008	Air Show	
Trifold Brochure Redesign	Final Creative	Jun 25, 2008	Kelli	
<b>E:Newsletter</b>	<b>Publish</b>	<b>Jun 25, 2008</b>	<b>Kelli</b>	
Trifold Brochure Redesign	Final Creative - Approval	Jun 26, 2008	Air Show	
<b>Trifold Brochure Redesign</b>	<b>Brochure sent to print</b>	<b>Jun 27, 2008</b>	<b>Kelli</b>	
<b>Souvenir Program</b>	<b>Sent to Printer</b>	<b>Jul 1, 2008</b>	<b>Kelli</b>	
Event Map	Provide copy/layout/field	Jul 2, 2008	Air Show	
<b>Event Map</b>	<b>Initial concepts</b>	<b>Jul 7, 2008</b>	<b>Kelli</b>	
Event Map	Concept feedback	Jul 10, 2008	Air Show	
<b>Performer Poster</b>	<b>Initial concepts</b>	<b>Jul 14, 2008</b>	<b>Kelli</b>	
Event Map	Round 2 Creative	Jul 16, 2008	Kelli	
Performer Poster	Concept feedback	Jul 17, 2008	Air Show	
Event Map	Round 2 Creative - Feedback	Jul 18, 2008	Air Show	
Performer Poster	Round 2 Creative	Jul 23, 2008	Kelli	

Project	Description	Due Date	Owner	Status
Performer Poster	Round 2 Creative - Feedback	Jul 25, 2008	Air Show	
Performer Poster	Final Creative	Jul 29, 2008	Kelli	
Performer Poster	Final Creative - Approval	Jul 31, 2008	Air Show	
<b>E:Newsletter</b>	<b>Publish</b>	<b>Aug 1, 2008</b>	<b>Kelli</b>	
<b>Performer Poster</b>	<b>Poster sent to print</b>	<b>Aug 1, 2008</b>	<b>Kelli</b>	
<b>Event Map</b>	<b>Poster sent to print</b>	<b>Aug 1, 2008</b>	<b>Kelli</b>	
Event Map	Final Creative	TBD		
Event Map	Final Creative - Approval	TBD		

# 2008 Collateral Samples



Event Poster



Promotional Coupon



News Ad



Brochure



Fly-In Invitation



Event Map





### Promotional Card

Card details: 5x7", 100lb matte finish, card stock, 2-sided, full color  
 Quantity: 5,000  
 Due date: July 1



### Performer Poster

Poster details: 11x17", 100lb matte finish, full color  
 Quantity: 1,000  
 Due date: August 1



### Event Map Brochure

Brochure details: 8.5x14", 100lb matte finish, 2-sided, full color  
 Quantity: 10,000  
 Due date: August 1



**January 5, 2010**

**Contact:** Steve Callaway  
**Email:** callawas@hsd.k12.or.us  
**Phone:** 503-475-0967

**FOR IMMEDIATE RELEASE**

**The Oregon International Air Show, presented by Standard TV & Appliance announces it's 2010 Show Dates.**

The 2010 Air Show will be held August 20<sup>th</sup> – 21<sup>st</sup> and will feature the only civilian jet team in the United States – the US Patriots Jet Team.

**ADDITIONAL LINE UP INCLUDES:**

- ➔ Harrier Demo Team
- ➔ Oregon Air National Guard F15 Demo
- ➔ Wings of Blue Parachute Team
- ➔ A10 West Coast Demo Team
- ➔ Sons of Legends
- ➔ Bill Leff Air Shows
- ➔ Julie Clark Air Shows
- ➔ Team Lucas
- ➔ USO Smoke-N-Thunder Jet Car
- ➔ Hammerhead Aerobatics – Renny Price
- ➔ Classic Aviation
- ➔ EAA Flight Team

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**The Oregon International Air Show, presented by Standard TV & Appliance is recognized at the International Council of Air Show National Convention for the following:**

1. Marketing Award – First Place: Best Newspaper Advertisement
2. President Judy Willey elected to a three year term on the ICAS Board of Directors.
3. Best Show of the Year: Presented by the US Army Golden Knights Parachute team  
Best Show Award is given by four teams: The US Navy Blue Angels, The US Air Force Thunderbirds, The Canadian Snowbirds & the US Army Golden Knights. This prestigious award is highly coveted and a great honor for any air show! Each team selects the best show they appeared at in the previous year – based on a long criteria list.

# **RADIO COPY**

## **:60 RADIO COPY**

FASTEN YOUR SEATBELTS, RETURN YOUR TRAY TABLE TO THE UPRIGHT AND LOCKED POSITION – AND GET READY FOR SOME HIGH-SPEED TURNS AND BURNS. IT'S TIME FOR THE OREGON INTERNATIONAL AIR SHOW, PRESENTED BY STANDARD TV & APPLIANCE. AUGUST 28<sup>TH</sup>, 29<sup>TH</sup> AND 30<sup>TH</sup>.

THIS YEAR'S ALL-STAR LINE UP FEATURES:

- ***THE U.S. AIR FORCE THUNDERBIRDS JET TEAM***
- SEAN D. TUCKER AND THE COLLABORATORS
- PATTY WAGSTAFF
- OREGON AIR NATIONAL GUARD F-15 EAGLES
- U.S. ARMY GOLDEN KNIGHTS PARACHUTE TEAM
- AND THE 42 FOOT TALL, FIRE-BREATHING, CAR CRUSHING, METAL GIANT OF A DINOSAUR, THE ROBOSAURUS

TAKE ADVANTAGE OF OUR MANY TICKETS SPECIALS AND EVENTS, INCLUDING:

- U.S. BANK COMMUNITY KIDS NIGHT & SCHOOL SUPPLIES DRIVE, POWERED BY RADIO DISNEY. TWO KIDS GET IN FREE WITH EVERY PAYING ADULT.
- BUY ONE GET ONE FREE ON COMCAST SUNDAY WITH THE **BUDDY PASS**
- SEE TWO SHOWS FOR THE PRICE OF ONE WITH THE **WEEKEND ADVENTURE**.
- RESERVE AN UMBRELLA TABLE IN THE **NINKASI CRAFT BEER GARDEN** LOCATED ON THE FLIGHT LINE.

VISIT OREGONAIRSHOW-DOT-COM FOR A COMPLETE LIST OF PERFORMERS AND SPECIALS AND SAVE \$5 PER TICKET WHEN YOU BUY IN ADVANCE.

THE OREGON INTERNATIONAL AIR SHOW, PRESENTED BY STANDARD TV & APPLIANCE, AUGUST 28, 29<sup>TH</sup> AND 30<sup>TH</sup>. A FUN, FAMILY EVENT THAT HAS BENEFITTED CHARITABLE ORGANIZATIONS AND CAUSES THROUGHOUT OREGON SINCE 1988. THROTTLE UP FOR AN AVIATION EXPERIENCE AT THE SPEED OF SOUND!

### **:30 Radio Copy**

It's time for some high-speed turns and burns - the Oregon International Air Show, presented by Standard TV & Appliance on August 28th, 29th and 30th.

Get thrilled this year with the *U.S. Air Force Thunderbirds*, the Oregon Air National Guard, U.S. Army Golden Knights and many many more....

For a complete list of scheduled performers and all our advance ticket specials, visit oregonairshow-dot-com and save \$5 per ticket! The Oregon International Air Show, presented by Standard TV & Appliance on August 28th, 29th and 30th – throttle up for an aviation experience at the speed of sound!

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TICKETS TO THE OREGON INTERNATIONAL AIR SHOW PRESENTED BY STANDARD TV & APPLIANCE ARE ON SALE NOW. SHOW DATES ARE AUGUST 28, 29 AND 30. BUY YOUR TICKETS IN ADVANCE AND SAVE \$5 PER TICKET. COME FRIDAY NIGHT AND ENJOY THE BIGGEST FIREWORKS DISPLAY IN OREGON, PRESENTED BY ATG AND HOMELAND FIREWORKS. THE OREGON INTERNATIONAL AIR SHOW PRESENTED BY STANDARD TV & APPLIANCE. VISIT OREGONAIRSHOW.COM FOR MORE DETAILS.

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TICKETS TO THE 2009 OREGON INTERNATIONAL AIR SHOW PRESENTED BY STANDARD TV & APPLIANCE ARE ON SALE NOW! THIS YEAR DON'T MISS THE U.S. AIR FORCE THUNDERBIRDS! GREAT DEALS AND SPECIALS IF YOU BUY IN ADVANCE ...FRIDAY NIGHT IS U.S. BANK COMMUNITY KIDS NIGHT, POWERED BY RADIO DISNEY! MAKE A SCHOOL SUPPLY DONATION AT THE GATE AND **TWO** KIDS GET IN FOR FREE WITH EVERY PAYING ADULT.... SUNDAY TAKE ADVANTAGE OF THE WEEKEND ADVENTURE PACKAGE AND SEE TWO SHOWS FOR THE PRICE OF ONE. BUY A TICKET FOR SUNDAY AND GET A TICKET TO THE FRIDAY NIGHT SHOW FOR FREE! AUGUST 28, 29 AND 30 IN HILLSBORO. YOU DON'T WANT TO MISS IT! THE OREGON INTERNATIONAL AIR SHOW PRESENTED BY STANDARD TV & APPLIANCE.

**:10 RADIO COPY FOR BILL SCHONELY**

THE OREGON INTERNATIONAL AIR SHOW, PRESENTED BY STANDARD TV & APPLIANCE ON AUGUST 28<sup>TH</sup>, 29<sup>TH</sup> AND 30<sup>TH</sup> FEATURING THE ***U.S. AIR FORCE THUNDERBIRDS JET TEAM.*** VISIT OREGONAIRSHOW-DOT-COM AND SAVE \$5 PER TICKET ON ADVANCE PURCHASES. THROTTLE UP FOR AN AVIATION EXPERIENCE AT THE SPEED OF SOUND!

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THE OREGON INTERNATIONAL AIR SHOW PRESENTED BY STANDARD TV AND APPLIANCE. TICKETS TO THE AIR SHOW ARE ON SALE NOW, VISIT OREGONAIRSHOW.COM FOR DETAILS..... AUGUST 28, 29 AND 30. THROTTLE UP FOR AN AVIATION EXPERIENCE AT THE SPEED OF SOUND!

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THE OREGON INTERNATIONAL AIR SHOW, PRESENTED BY STANDARD TV & APPLIANCE ON AUGUST 28<sup>TH</sup>, 29<sup>TH</sup> AND 30<sup>TH</sup> FEATURING THE ***U.S. AIR FORCE THUNDERBIRDS JET TEAM.*** VISIT OREGONAIRSHOW.COM AND SAVE! IT'S TIME TO THROTTLE UP FOR AN AVIATION EXPERIENCE AT THE SPEED OF SOUND!

# Sponsorship Manager Job Description

## Job Summary

- Support of the Sponsorship sales team
- Create contracts, procure signatures and distribute copies
- Keep all contacts for easy reference in both spreadsheet and hard copy form
- Primary contact for the sponsor after the contract is signed
- All aspects of contract fulfillment including, but not limited to:
  - Signage
  - Public Address announcements
  - Venue Display
  - Hospitality - tickets, invites, etc.
  - Marketing - radio, print, television, logo placement
  - Sponsor satisfaction
  - The Media
- Assist with the assembly of the Performance Binder

## Support of the Sponsorship sales Team

The sales team has presentation material that is put together based on the packages outlined. They are generic and will most likely need to be customized to fit larger sponsor opportunities. A member of the sales team will contact you with the changes/additions to the proposal and you will need to make the changes and get it back to them for presentation. There will also be times where their presentation will not fit into any of the pre-made proposals we have. You will need to put one together for them.

You may also receive requests to set up and attend sponsor meetings (very rare, but possible). Depending on what the sales team is looking for, you may also want to include someone from the marketing team in the meeting.

## Create contracts, procure signatures and payments and distribute copies

Once the sponsor agrees to the proposal, you will need to convert that presentation into a contract. It is at this point that the sales team should hand primary communication with the sponsor off to you. The sales team can still be used for assisting in getting the payment and the contract signed if there are issues, but for the most part, it is easier if you have direct contact with the sponsor.

What you need in order to put together a contract:

1. Mailing address of the business
2. Primary point of contact, phone number and email address

3. Name and title of the person signing the contract (if different than the contact person)
4. Complete proposal with all terms of the contract included.

If the sponsor is returning you will be able to use the contract from the previous year. However, it is important that you make sure the following items are included:

1. **PROOF OF INSURANCE.** If the sponsor is going to be an exhibitor during the Show you will need to make sure that they are aware that they must provide proof of insurance to the Air Show and the insurance **MUST** list the Air Show, the Port, the City and Standard as additionally insureds. This is non-negotiable and absolutely required. If you get push-back, refer them to Judy.
2. **PAYMENT TERMS.** Be sure to put the terms for payment in the contract.
3. **DUE DATES.** Any important due dates need to be clearly listed in the contract. Due dates for signage, advertisements and PA announcements are some of the basic ones to include.
4. **RSVP REQUIREMENTS.** Listing RSVP requirements in the contract will help with the RSVP list for the invite-only events.

There will be occasions where the sponsor is the one to create the contract. Saab, Playstation and the Oregon Lottery are some recent examples. If we receive the contract from the sponsor, it is very important for you to **READ THE ENTIRE SPONSOR-CREATED CONTRACT**. Judy does not have the time to read it completely and it has come back to bite us a few different times. The recommendation is to highlight the things we are being required to provide as well as what they are providing so we know the exact outlines of the contract. If there are any questionable items you will need to bring those to Judy's attention immediately so she can go back to the sponsor for clarification.

Once the contract is completed, have Judy sign two copies and mail them to the sponsor. You can also email it to them. If that is the case, they will need to sign two copies and then return it to us for Judy's signature. Be sure to return one copy to the sponsor with all signatures.

Once the contract is signed, the payment should be processed by the sponsor. It will be your responsibility to track the payments and make sure that they are done in a timely fashion. Some of the sponsors take awhile to pay so it will be important to stay on top of it.

### **Keep all contracts for easy reference in both spreadsheet and hard copy form.**

You will need to keep a record of all contracts, payments and communication with each sponsor. In the past it has been done in hard copy form with a binder. You can use whatever form is best for you, but the more sponsors you get, the harder it will be to remember each one and the conversations you have with them so documenting the important items is key.

### **Primary contact for the sponsor after the contract is signed**

You are the primary point of contact for the sponsors upon completion of the contract. You will need to be sure to keep them updated on upcoming due dates, ticket status and answer any questions they may have about the weekend. This includes any sponsors brought in by the KUIK sales team. Sometimes it is not clear to the sponsor who they should be talking to once the contract is in place. I would suggest a quick email letting them know who you are and giving them your contact information. Copy the sales person on this email so they are aware also.

Sponsor contact will increase in the week or two prior to the Show so be prepared.

## **All aspects of contract fulfillment**

### **Signage**

INCLUDE THE DUE DATE FOR THE SIGNS IN THE CONTRACT!! Send out a reminder email to all the sponsors 2 weeks prior to the due date reminding them that you need their signs. Have them drop them at the Air Show office. There is a check-in spreadsheet that will need to set at the front desk for the receptionist. They will be responsible for checking in the signs, confirming the number and GETTING A SIGNATURE from the person delivering the signs.

Signage on the fenceline will need to go up 2 weeks prior to Show weekend. It is STRONGLY recommended that you put together a team for this job. In the past 2 years, it has only been a team of 3 and it takes a long time and is very difficult. The recommendation is to put together a team of 5-8 volunteers, split them evenly and put them on different fencelines.

Make sure that the signs are hung evenly and consistently along the fence. It is VERY easy for the signs to wander up and down the fenceline. What worked well last year was to count down a specific number of links from the top and then put 1 sign/fence section. Some of the signs will be a little long and some will be very small, but putting 1/section makes it easier to space out. It typically takes 2 people/sign to hang them so at least 4 people is necessary.

You will need to request zip ties from Michael Warrens. Make sure he gets you at least 1,000 and that they are heavy duty and 8' in length. Jeremy Burress can provide you with the truck to distribute the signs. It is easier than a gator and can hold all the signs.

Venue signage for your sponsors will also be your responsibility to communicate to the Marketing Team. In the past, there was signage necessary for the Entertainment Center sponsor, the Gate Sponsors, Fly In Sponsor and any other signage that is agreed to be provided by the Air Show.

### **Public Address Announcements**

You own putting together the PA book for the announcer. There is already a template in existence and often returning sponsors will just tell you to use their announcements from last year. Most will ask to see them again... Much like the signs, include the due date in the contract (no more than 2 weeks prior to the Show) and then send out the reminder to them.

The week of the Show gather all your announcements and collect them in the book with the number of times the announcer will need to say them each day. He will mark them off as he reads them during the course of the weekend. Other things that will go in the book are special announcements, emergency response announcements and any special events you want the announcer to speak about or refer attendees to. This book is NOT the performer notebook.

### **Venue Display**

Several of the sponsors will also be exhibitors at the Show. It will be your job to ensure that the sponsors are placed as promised on the field, that their canopies, chairs and tables are ordered and that you have ordered the necessary signage.

First, the Vendor Manager and you will lay out the field together. There is a template that we have used in the past to place the booths. She will need to place her vendors and you will need to place the Sponsors. Last year there were issues with some of the sponsors over their placements. You may want to consider doing a "value" placement. Placement would go in order of priority:

1. Larger, paying sponsors
2. Returning vendors
3. Smaller, paying sponsors
4. Secondary vendors
5. Non-paying sponsors and remaining vendors

The "good" spaces are limited - particularly those with power - so it's important that we are able to justify the way the field is laid out and who goes where.

Booths that need power must be grouped together as much as possible. Most will have to be along the "outside" edge of the field due to the accessibility of the power box (this location is NOT preferable and typically you end up with unhappy sponsors). However, we were able to run some power from the light poles placed along the main tarmac. You will need to work closely with the electrical team to figure out what can be done.

One side note: if Playstation returns they CANNOT be where they were last year. They have external speakers that the BLAST the entire weekend - regardless of how many times we ask them to turn them down. They were disruptive to the show announcer and we received several very angry emails from folks in the GA and reserve sections that were around them. They will either need to turn off the speakers completely (put it in the contract) or be moved further away from the show line.

You will need to work with Peter Corvallis, the Vendor manager and the grounds crew for the marking the field layout. Use the map you will put together with the Vendor Manager to send to all the sponsors, vendors. Then, when you meet with everyone the week of the Show, you will need to bring the map, along with a clear listing of what spaces get canopies, tables and chairs as well as power. Typically there are at least 3 versions of the layout map. One that gets sent to the sponsors and vendors showing nothing but booth spaces and their numbers, one that is used for Peter Corvallis showing canopies, tables and chairs and one with power listed for the electrical guys.

### **Sponsor/Vendor Packets**

Many of our sponsors also have booths on the field. We refer to them as Sponsor/Vendors. The vendor passes portion of their agreement is considered separate from the Sponsor Packet and will not be sent out until 1-2 weeks prior to the Show. These tickets have to wait on the final venue map. These packets can just be mailed to the Sponsor once they are ready. Be sure to confirm where to send the vendor passes PRIOR to mailing them as often the vendor passes will go to someone different than your main contact (large companies and car dealerships often use event companies and the tickets would go to them instead of the marketing contact at the sponsor location). Although we have never mentioned this in the contract, it may be helpful to note the estimated date of delivery for these passes. No one actually READS the contract, but at least we can refer back to it if we get asked...(nicely, of course).

Also, there is a strong possibility that the map will change even after we have sent it out. Please let the Sponsors know this and you will need to plan to be available on move-in day to help them find their new location.

Each Sponsor/Vendor gets 6 vendor passes/day along with vendor parking and 1 load/unload pass. Some contracts specify more so refer to the contract when putting the vendor packets together. You can authorize up to 8/day if the vendor requests them. Try to limit the parking a bit since they share the lot with volunteers. Also, no Sponsor/Vendor should get a ramp pass unless they are pre-authorized to have a car on the field for the Show (media is primarily the only ones that get this).

Sponsor/Vendor packets should include:

- ★ Welcome letter explaining the move-in/move-out process, etc.
- ★ Field layout map, indicating their location number.
- ★ Vendor tickets
- ★ Vendor parking passes
- ★ Load/Unload passes
- ★ Ramp pass (if applicable)

Be sure to write the Sponsor name and booth number on every parking pass, vendor pass, load/unload pass and ramp pass before you send it out.

### **Sponsor Packets**

You will need to put together the ticket packages for the sponsors and deliver them. In the past, they have been done early and often delivered with errors or there were ticket changes that had to be made. My suggestion is to NOT send out the packages more than 30 days prior to the Show date unless otherwise specified in the contract. I would also suggest adding to the contract when they will see their ticket packages so they understand when they will receive the tickets.

I would strongly suggest YOU do the packages, or if you have someone help, you check every one of them before they go out. It was not done in the past and ended up with mistakes and left out tickets. Since a lot of the tickets are wristbands and not easy to track, I would suggest you record the wristband numbers you give to each Sponsor.

All sponsors will need to have packets assembled and delivered to them at least 30 days prior to the event date. Each packet should include:

- ★ Welcome letter
- ★ Letter explaining the e:tickets, any access numbers and how they work.
- ★ Packet checklist
- ★ Tickets (both electronic and hard stock)
- ★ Chalet wristbands
- ★ Parking passes
- ★ Fly-in invitations
- ★ Poster
- ★ Brochures

### ★ Window stickers

You should plan to put together a volunteer team to deliver the packages.

You may have some sponsors that have marketing teams organizing the event. In these cases you will need to coordinate with that person prior to delivering the packets. Often they have specific plans for the tickets or ways to distribute them.

When the packets are delivered it is critical that the packet checklist is completed right then and there and the original is signed and brought back to the office.

### **Marketing - radio, print, television, logo placement**

You will need to coordinate with the Marketing team to ensure that the Marketing portion of the contract is fulfilled. They will need all the specifics of each sponsor and what is required (ie: what pieces to include their logo on, how many times they need to show up in print, etc). Since both the sponsorship and marketing jobs have historically been done by the same person, communicating this information has not been necessary. You will need to work with the marketing person to figure out the best way to keep them updated on changes and additions.

This will include special items such as brochure ads, e:ticket ads and program ads. Much like the banners and PA announcements you will need to include the due date in the contract and then **for the Program ads only** send out an email reminder 2 weeks prior to the due date. Be sure to get ad specifics from the Marketing team prior to sending out the reminder. The Marketing Team will take care of the special ads as they will have different due dates and requirements.

### **Sponsorship Satisfaction**

As the main point of contact for the Sponsors you will need to ensure that their contracts are being fulfilled and that they are providing us with all the aspects of their contracts that they promised. You will also need to ensure that during the weekend of the Show the sponsors are happy and have what they need to be successful on the field. This is accomplished by doing two things: 1) once the canopies are set up drive the field and make sure all canopies are placed as promised and ready for the sponsors arrival. 2) Be available on the days before the Show when the sponsors come out to set up. It is not unusual for the set up crew to be someone completely different than your contact person so often times the information is not relayed completely. There have even been cases of "forgotten" or "missing" vendor passes. You will need to decide on a case by case basis what to do to help resolve these challenges. Most will need an escort onto the field and help finding their location.

The layout of the field will most likely have changed since you sent out the layout map so often you will have to show them to their new spot and explain why they changed.

During the weekend of the Show, stop by your bigger booths at least twice/day to see how things are going, find out if you can help or if there is anything else they need. You will also want to make frequent stops at the President's Club and any sponsor chalets for the same reason.

It is really important to stop by each sponsor booth and chalet just prior to the end of the show (just before the last act starts is the best time) to see how the weekend went, gauge their happiness, etc and to let them know that you will be following up in the next few weeks with a survey and you welcome their comments and input.

The survey can be done using SurveyMonkey and eZine Director. Both are very easy to use. The Marketing Team will help you set up the survey and distribute it if you provide the questions and the email addresses necessary.

### **The Media**

Proof of performance for the media requires a bit more "care". Be sure to include in each contract the requirement for proof of performance on the promised coverage. This would include: mpegs of ads/spots ran by the stations, tear sheets from newspaper ads, clips/spots from television stations. If you do not include it in the contract, you will not get them and even then, you have to remind your contact frequently that you need the ads.

### **Performance Binder Assembly**

You will need to assist the Marketing Director in assembly of the Performance Binder. Providing the clips, tearsheets and mpegs from the Media within 2 weeks of the conclusion of the Show along with any event images provided by the Sponsor.



## 2010 Oregon International Air Show SPONSOR CONTRACT

This agreement shall serve as a proposed contract between \_\_\_\_\_ and the Oregon International Air Show and is effective the date last written below and shall end on August 30, 2009 between \_\_\_\_\_ (hereinafter "Sponsor"), and the Oregon International Air Show (hereinafter "Air Show"). The 2009 Oregon International Air Show will be held \_\_\_\_\_.

### Sponsor agrees to the following:

1. Black Gate Sponsorship payment of \_\_\_\_\_.
2. Gate presence at the Black Gate entrance during all 3 days of the Air Show. Sponsor will be responsible for the setup and staffing of the space during Show hours. The Air Show must approve any giveaways no later than August 1, 2010. A canopy, table and chairs are available for an additional charge.
3. A high and low-resolution logo for use on the website and in print where agreed upon.
4. 9 sponsor banners provided to the Air Show office, no later than August 10. For safety reasons, banners to be hung on the fence line of the Air Show must be made of a sturdy, vinyl material with corner grommets.
5. Public Address announcement copy for the 3 ten-second announcements used during Air Show weekend. Copy is due to the Air Show office no later than August 16.
6. Proof of Insurance. In order to exhibit on the field during the Show weekend, Sponsor will provide proof of insurance naming the Oregon International Air Show, Standard TV & Appliance, the Port of Portland and the City of Hillsboro as additionally insured. Certificate must be received by August 6. **Vendor passes and setup information for display will not be released until certificate has been received.**

### Air Show agrees to the following:

To refer to the black gate as the \_\_\_\_\_ Black Gate in all Air Show correspondence, including all print and web-based materials.

## **Marketing and Print**

1. Logo inclusion in the Air Show event map, brochure and official Air Show Souvenir Program.
2. Sponsor logo on the Air Show Sponsor page with an active link to the designated Sponsor website.

## **Venue Exposure**

1. 9 Banners displayed on the exterior fence line of the Airport and at the black gate.
2. 3 Public Address announcements each day of the Show.

## **Hospitality**

1. Two (2) VIP Chalet passes for Saturday and Sunday (4 total) with two VIP parking passes per day.
2. Ten (10) general admission passes for the Friday Night, Saturday and Sunday (30 total).
3. Four (4) invitations to the exclusive invite-only Fly-In Party to take place on Thursday, August 19, 2010.
4. 6 vendor passes for Friday, Saturday and Sunday (18 passes total) with vendor parking to be used exclusively in the Sponsor exhibit space and for any representatives of the Sponsor during the weekend of the Show. Vendor passes and information will be distributed to the Sponsor upon receipt of the proof of insurance (see #5 in Sponsor section above).

## **Terms of Contract**

1. Each party shall promptly respond to consumer or regulatory correspondence each receives with respect to Air Show.
2. This Agreement sets forth the entire agreement between the parties and replaces all prior verbal or written communication concerning the subjects of Agreement.
3. This Agreement may not be altered, modified or changed in any way by either party without prior written consent of other party.
4. Postponement or cancellation of any Air Show event for any reason beyond the control of Air Show (for example but not limited to: earthquake, fire, or other acts of God) shall not constitute cause for refund of the sponsorship fee. If the Board of Directors voluntarily cancels Air Show, the Sponsor shall be reimbursed for any sponsorship funds unexpended on that date for direct Air Show expenses. Air Show will reimburse sponsor within 30 days of the date of cancellation decision.
5. By October 15 of each year of contract, Sponsor and Air Show representatives will engage in a complete review of the preceding Air Show and discuss opportunities for improvements in operational and sponsor aspects.

6. Renewal of 2010 Agreement and beyond is subject to review and mutual acceptance in writing of these stated terms or revisions as negotiated.
7. Each of the parties hereto is an independent contractor. Neither party shall have the authority to act on behalf of the other or to incur obligations on behalf of the other.
8. The invalidity or illegality of any provision of this Agreement shall not affect the remainder of the Agreement.
9. If suit or action is instituted to enforce this Agreement or to determine any matter of controversy regarding Agreement, the prevailing party shall be entitled to recover such sums as the court may judge reasonable as attorney fees, including attorney fees on appeal and in collecting or enforcing any judgment order or decree.
10. Neither party shall without written authorization from other party disclose to any third party the terms and conditions of this Agreement except as may be necessary to establish or assert rights hereunder or required by law; provided, however, either party may on a confidential basis, disclose this Agreement to league officials, its accounts, attorneys, and financing organizations or individuals within each other's organizations on a "need to know" basis.

Any notices or other communication required or permitted to be given under this agreement shall be in writing and shall be (i) personally delivered, (ii) mailed by certified mail, postage prepared, return receipt requested, or (iii) sent by electronic transmission to the email address provided by Sponsor below, if any, and addressed to the parties as follows:

Oregon International Air Show  
Judy Willey, President  
PO Box 37  
Hillsboro, OR 97123

Sponsor Company  
Sponsor contact  
Sponsor address  
Sponsor city/state/zip

\_\_\_\_\_  
Sponsor name  
Sponsor company

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Judy Willey, President  
Oregon International Air Show

\_\_\_\_\_  
Date:



## SPONSOR CONTRACT SUMMARY

SPONSOR: \_\_\_\_\_

CONTACT INFORMATION:

### CONTRACT TERMS:

☐ CASH: \_\_\_\_\_

☐ CHALET: \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN

PAYMENT TERMS:

### LOGO INCLUSION:

☐ COLLATERAL

☐ WEB SITE

☐ NEWS ADS

☐ TELEVISION COMMERCIALS

☐ SOUVENIR PROGRAM ☐ SOUVENIR PROGRAM AD: \_\_\_\_\_ PAGE

☐ PRESS RELEASES

☐ OTHER: \_\_\_\_\_

### VENUE PROMOTION:

☐ PA ANNOUNCEMENTS: \_\_\_\_\_/DAY

☐ SIGNAGE: \_\_\_\_\_ BANNERS

☐ VENDOR BOOTH:

SIZE: \_\_\_\_\_

CANOPY/TABLE/CHAIRS (Y/N): \_\_\_\_\_

☐ VENDOR PACKET

☐ PASSES W/ PARKING /DAY: \_\_\_\_\_

☐ MAILED: \_\_\_\_\_

HOSPITALITY:

☐ PC/COMMANDER TICKETS: \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN

☐ RESERVE SEATS: \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN

☐ GENERAL ADMISSION: \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN

☐ PARKING \_\_\_\_\_ FRI \_\_\_\_\_ SAT \_\_\_\_\_ SUN

☐ FLY-IN: \_\_\_\_\_

☐ SPONSOR PACKET MAILED: \_\_\_\_\_

OTHER INFORMATION/NOTES:

# SPONSOR PACKAGE DELIVERY CONFIRMATION FORM

OREGON INTERNATIONAL



P.O. Box 37  
Hillsboro, Oregon 97123  
503.629.0706  
oregonairshow.com

**President**  
Judy Willey

**Chairman  
of the Board**  
Dennis Griffiths

**Board of Directors**  
Penny Bakefelt  
Steve Callaway  
Ruth DiBrino  
Herb Hirst  
Ivan Hormann  
Don McCoun  
Keith Peal  
Bob Terry  
Rick Van Beveren

**Secretary**  
Laurie Dyche

**Treasurer**  
Steve Babcock

**Operations  
Vice Presidents**  
Laura Baxter  
Lance Breiman  
Rick Courtney  
Alyce Dawes  
Victor Hoffer  
Gary Nessel  
Michael Warrens  
Linda Wilson

Lila Ashenbrenner  
Deputy Chief

Steve Nagy  
Hillsboro Airport Manager

John Rinier  
Fire Marshal

Lt. John Specht  
Police

Lt. Col. GW Thompson

Kasi Woidyla  
Sponsorship Manager

OIA - 501(c)3  
Non-profit org.  
TAX ID #30-143892

## Pacific Office Automation Ticket Confirmation Form

### Wristbands and Passes

~~XSO~~ 4 VIP Chalet Passes for Friday Night, August 28  
~~XSO~~ 4 VIP Chalet Passes for Saturday, August 29  
~~XSO~~ 4 VIP Chalet Passes for Sunday, August 30  
  
~~XSO~~ 2 VIP Parking Passes for Friday Night, August 28  
~~XSO~~ 2 VIP Parking Passes for Saturday, August 29  
~~XSO~~ 2 VIP Parking Passes for Sunday, August 30

### Tickets

~~XSO~~ 25 Reserved Seats for Friday Night, August 28  
~~XSO~~ 25 Reserved Seats for Saturday, August 29  
~~XSO~~ 25 Reserved Seats for Sunday, August 30  
  
~~XSO~~ 15 General Admission tickets for Saturday, August 29  
~~XSO~~ 15 General Admission tickets for Sunday, August 30

~~XSO~~ Yes! I have received all the items listed  
above and confirm that my Sponsor package  
has been received complete.

 7/27/2009  
Signature Date



Welcome to the 2009 Oregon International Air Show!

As the Sponsorship Director I would like to personally welcome you as a sponsor of the 2009 Show. You are a critical part to the success of the Air Show and we could not continue to support the charities in our community without your continued support. To date the Air Show has given over \$1,100,000 to local charities in, and around, Oregon! Together, we will continue to grow that number!

You are receiving this email for a few different reasons.

1. Introductions! As your Sponsorship manager, it is important that you know who to contact when you have a question. There are two of us in the office that will be responsible for making sure all of your needs are taken care of and any questions you may have get answered in quick fashion. Feel free to contact either one of us at any time.
2. To remind you of some key due dates that are coming up in the next 90 days. All of the dates listed below are in your contract, but we thought it would be easier to list them all out for you. These dates help keep the marketing team running on time and delivering their materials as promised so if there is a date below that you do not think you will be able to meet, please let us know as soon as possible.

### **Key Dates**

#### **Hospitality**

Your hospitality package, including the following tickets, will be sent to you within 4 weeks of the Air Show. Some tickets will be sent to you electronically, enabling you to send them quickly, and easily, to your clients. Others – such as Presidents Club tickets and parking passes – will be sent in hard copy form.

**Private Chalet:**

**Presidents Club:**

**Reserved Seating:**

**General Admission:**

**VIP Parking Passes:**  
**Fly-In Invitations:**

**Media**

July 1 – Program Map ad due. The \_\_\_ page, full color ad needs to be delivered to the Air Show via email in camera-ready art no later than July 1.

August 1 – Event Map ad due. The full color ad should be no more than 2" wide x 8" high and in high resolution pdf or jpg.

**Venue Exposure**

**Banners**

August 10 – Your contract specifies \_\_\_ banners to be displayed around the airport. Please have your banners delivered to the Air Show ticket office by August 10. The air show ticket office is located in the main terminal building of the Hillsboro Airport.

**Public Address Announcements**

August 17 – You will be receiving \_\_\_ PA announcements/day for Air Show weekend. The announcements should be no longer than :10 in length (approximately 3 lines of copy).

**Vendor Booth**

\_\_\_\_\_ will be displaying in the Entertainment Center during Air Show weekend. The size of the booth will be \_\_\_ x \_\_\_ in size and include \_\_\_\_\_. The booth includes 10 vendor passes with parking/day. Your vendor package will be sent to you no later than 2 weeks prior to the Air Show.

If you plan to give away any items during the weekend, please be sure to let us know no later than August 1.

Again, thank you for your support of the 2009 Oregon International Air Show! If you have any questions please do not hesitate to contact us directly.

Best,

Kasi Woidyla  
Sponsorship Director  
503-312-7425

Mark Organ  
Sponsorship Assistant  
503-703-3493



Dear 2009 Air Show Exhibitor:

Welcome! It is almost time for the 2009 Oregon International Air Show presented by Standard TV & Appliance to begin! We are pleased that you will be joining us for another great year at the largest civilian Air Show on the West Coast.

Below is your booth information. Please review it carefully and let us know if you have any questions as soon as possible.

#### **BOOTH INFORMATION:**

##### **Booth Location:**

You have been assigned space at EC1 near the Farmers Insurance Black Gate in the General Admission area of the Airport. Enclosed in this packet is a map that will assist you in locating your booth more easily.

##### **Set-up and/or Restocking times:**

You will be able to set-up and/or restock your booth during the following times:

- ✓ Friday, August 28: 10am\* - 3pm
- ✓ Saturday, August 29: 7am - 8am and 5pm - 8pm
- ✓ Sunday, August 30: 7am - 8am and 5pm - 8pm

\*Your setup time may vary based on your location on the field. Please be sure to check with the Air Show office prior to arriving on the field to ensure your location is ready and available for you.

The U.S. Air Force Thunderbirds will be practicing from 1-3:30pm on Friday, August 28. Some roads will be closed or restricted. You will still be able to access the airport, but need to plan for more time arriving and departing during these hours.

##### **Tear-down:**

All booths must be emptied and/or removed on Sunday evening immediately following the conclusion of the Air Show. Please be sure your booth area is clean before you depart.

Teardown time is:

✓ Sunday, August 30 5pm – 8pm

Included in your packet is a Load/Unload pass that will allow you to enter and exit the grounds during the above hours. Please display your pass in vehicle window and enter through White/Handicap Gate off of Cornell Road. All vehicles must be removed from airport and parked in the Volunteer/Vendor parking lot located behind Rodger's Instruments off of 25<sup>th</sup> Ave before the show begins each day.

#### **GENERAL INFORMATION:**

Vehicles will not be allowed on the Airfield during Air Show hours unless pre-authorized. Any vehicles found on the Airfield after the hours listed above will be towed at the owner's expense.

#### **Volunteer Passes and Parking:**

You have been provided with volunteer wristbands and parking passes. These wristbands will allow those working in your booth to park and enter through the Volunteer/Vendor parking lot located at Rodgers Instruments off 25<sup>th</sup> Avenue. Wristbands must be securely fastened to each worker's wrist before entering and parking passes must be displayed in each car. If someone is working more than one day, you will need to provide them with a wristband and parking pass for each day. Additional wristbands and parking passes may be purchased for \$8 each (50% of gate price). The Vendor parking lot will be open from 8am-midnight on Saturday and 6:30am-8pm on Sunday. The gate will be locked after hours.

#### **Operating Hours:**

**NEW THIS YEAR!! THE ENTERTAINMENT CENTER AND EXHIBITOR AREA WILL BE OPEN ON FRIDAY NIGHT FROM 5PM-9PM TO ACCOMMODATE THE US BANK COMMUNITY KIDS NIGHT POWERED BY RADIO DISNEY AND KOIN 6.** Exhibitors are welcome to open their booths on Friday night. We will not be lighting the field so you can expect to close your booth around 9pm that night.

If you choose to not be open during this new time, please make sure anything in your booth is secure and all valuable equipment is not left in the booth. Please note: ALL BOOTHS must be open – and staffed – during all open hours on Saturday and Sunday.

The Air Show will be open to the public on Friday from 5pm – 10:00pm and on Saturday and Sunday from 9am – 5pm. Vendors and sponsors are responsible for staffing their booths and for the security of their booths during these hours. Airport security will be present in the exhibit area during non-show hours, however, we are not responsible for damage or theft to any property.

#### **Merchandise:**

Please do not bring any merchandise with you that has not been approved by the Air Show to sell, give away or sample. If you have questions concerning these guidelines, please feel free to contact us directly at the number listed below.

If you have any questions on Friday during setup, please feel free to contact us. The Air Show office is located off of 25<sup>th</sup> Ave in the Global Aviation campus at the Hillsboro Airport. We will be at the Airport and will do what we can to assist you in assuring that the setup process go as smoothly as possible.

We look forward to working with each of you.

Warmest Regards,

Kasi Woidyla  
Sponsorship Director  
503 312 7425

Mark Organ  
Sponsorship Assistant  
503 970 3493

Oregon International Air Show  
Featuring the US Air Force Thunderbirds  
August 28, 29 and 30, 2009  
[www.OregonAirshow.com](http://www.OregonAirshow.com)

**2010 OREGON INTERNATIONAL AIR SHOW**  
*Presented by Standard TV & Appliance*  
**AUGUST 20-22**  
**FEATURING THE U.S. PATRIOTS JET TEAM & THE HARRIER**  
**DEMONSTRATION TEAM**  
**EXHIBITOR APPLICATION**

We invite you to join us in Hillsboro on August 20-22 for an outstanding Air Show! Please carefully review & send your reservation in NOW! Space is limited! Entertainment Center will be open Friday Night 6:00-9:00 pm; Saturday and Sunday 9:00 AM-5:00 PM!

Company Name \_\_\_\_\_  
 Representative Name \_\_\_\_\_  
 Representative Signature \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Items selling or promoting (must be approved by Air Show) \_\_\_\_\_

Additional Equipment ordered (see fees on form) \_\_\_\_\_

**Exhibitor Space Fees** (does not include canopy or equipment)  
 10x10 - \$ 975 10x20 - \$1800 Food Vendors (1-3 items)  
 10x10 - \$ 850 10x20 - \$1475 Merchandise Vendors  
 10x10 - \$ 675 Non profit organizations  
 Aircraft: \$ 1300 Aircraft display with 10x10 space  
 Other: \$1500-\$8500 - Promotion vendors  
 (car dealers, credit cards, time shares, vacation pkgs.)  
**Special size spaces/vehicles - call Air Show for fee quote**

**IMPORTANT:**

*\*Booth fees do not include canopy, tables, chairs, electricity or signage. Vendors may bring their own or order from Air Show Equipment vendor. Vendor provided tents must meet Fire Marshall/Air Show standards & must be staged at the Air Show site. See more info below:*

By signing this application, I agree to the following conditions and understand that space is limited & Oregon International Air Show reserves the right to refuse this application.

Exhibitors will be located the Entertainment Center area near key seating areas. A layout map and full packet will be sent to approved vendors by August 13. Booth spaces will be assigned based on date application and deposit are received, seniority status and product compatibility. Deposit is required to be placed on assignment list. **For best locations - register early!**

**After July 10 - full payment of Exhibitor fee must be sent with application and insurance certificate.** Be sure to keep a copy of this application for your records. **We do not offer exclusivity to vendors.** The Air Show is the sole judge of the above and all assignments of spaces are made in accordance with the availability of space and criteria required.

**Additional Equipment and Electrical Fees:**

10x10 canopy: \_\_\_\_\_ \$175 each 10x20 canopy: \_\_\_\_\_ \$295 each  
 8' Table (Quantity: \_\_\_\_\_) \$27 each  
 Chairs (Quantity: \_\_\_\_\_) \$5 each  
 Phone Line (Number of lines \_\_\_\_\_) \$150 Must order early  
 Electricity (Per 20 amps: \_\_\_\_\_) \$140 Must order early

**Please provide detailed information on equipment being used and amount of voltage needed.**

**Description of Exhibit**

**Vendor must list all items & only approved items are allowed for sale or display.** No tobacco or related products, knives, tattoos, body piercing or related products are allowed at the event. **Vendors may not sell any type of beverages.** There will be a limited amount of specialty food vendors allowed on the field. Apply Early!!

**SHOW LINE UP:** An excellent show is planned. U.S. PATRIOTS are scheduled to appear on Friday Night, Saturday and Sunday. Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for complete line up and information!

### **Rules and Regulations**

No vendor attending the Air Show shall consume or have in his/her possession any alcohol and/or controlled substance. The Oregon International Air Show reserves the right to refuse exhibits which may violate community standards of decency or otherwise in fringe upon the right of our patrons, exhibitors, or members of the public and to refuse space when deemed unsuitable by management.

Vendors must sell or promote merchandise only within rented space!

**Giveaway items may not include T-Shirts or items being sold at the Air Show. All items must be approved.** Licensing restrictions do not allow the sale or distribution of officially licensed products or use of the event logo/title or the Hillsboro Airport identification and/or logo.

### **Exhibitor Insurance-**

**INSURANCE REQUIREMENTS: READ CAREFULLY**  
All exhibitors must provide **proof of commercial liability insurance in the amount of \$1 million**, adding the Oregon International Air Show, Port of Portland, City of Hillsboro and Standard TV & Appliance as additionally insured.

### **Loading/Unloading/Exhibitor Parking**

Parking will be available outside of the airport. Exhibitors will set up Friday of Air Show weekend and tear down Sunday after 5 pm on Air Show weekend. Restocking will be allowed before and after the show on Saturday and Sunday. Detailed information & times will be provided in Exhibitor final packet.

### **Security**

Due to increased security all vehicles entering the Airport will be inspected prior to being allowed on the field. Many items are **not allowed** on the field. Examples are Coolers/ Ice Chests and large Backpacks --Glass Items -- Large Umbrellas -- Fireworks -- and Weapons. Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for more information.

### **Cancellation/Refund Policy:**

No refunds will be given after June 4, 2010. Refund requests prior to June 4 must be in writing & will be refunded according to this schedule: Request made by May 7: 75% of fee paid; Request made by June 4: 50% of fee paid.

### **Please return application, deposit and insurance certificate to:**

Oregon International Air Show  
P.O. Box 37  
Hillsboro, OR 97123

**More Info: Air Show office: 503-629-0706; Fax: 503-716-8870**  
**E-mail: [lauriedyche@gmail.com](mailto:lauriedyche@gmail.com)**

### **PAYMENT INFORMATION:**

Total due: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ (at least 50% required with application)

\_\_\_\_\_ Check enclosed

\_\_\_\_\_ Please charge my credit card (Visa, MC, Discover, American Express):

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code from back of card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Billing address for credit card if different from address listed above: \_\_\_\_\_





September 15, 2009

Sponsor  
Sponsor Contract  
Sponsor Address  
City, State Zip

Dear Sponsor Contact,

It goes without saying that the **2009 Oregon International Air Show, presented by Standard TV & Appliance** was a smashing success! Much of the credit for this success goes to you – our very important, and very appreciated – sponsors!

As we close another Air Show year, we want to recognize and express our sincere appreciation! Business leaders like yourself are the backbone of this outstanding family event and the reason the Air Show continues to draw large numbers to Hillsboro! Thank you for your support and your participation in the 2009 Oregon International Air Show. We hope that we met and exceeded your expectations and you recognize the excellent exposure you received as a sponsor.

This year the show drew approximately 85,000 people over the three days and provided some of the best all around entertainment – in the air and on the ground! The Air Show has donated over \$1,000,000 to local and state charities over the past 21 years. This year's donations will be announced by the end of November with a special "Checks for Charities" presentation in December. You will receive a special invitation to take part in this worthwhile event.

As usual, we will be providing each sponsor with a "proof of performance" report showing all 2009 Air Show promotional/media information. It will take about 40 days to gather all of this information from our media partners and complete the report.

We will be contacting you in early October to arrange a meeting with you to debrief the 2009 show and discuss future Air Show possibilities. The 2010 Air Show date and headliner will be announced in January.

Please feel free to give me a call if you have any questions or comments. I am always available to talk with or meet with you.

With great appreciation,

Judy Willey, President  
Oregon International Air Show  
503-475-8435

## CHALETS

Oregon International Air Show offers 15-20 exclusive front-row chalets for a private domain to watch the Air Show. These are the best seats and are provided a basic menu (food and soft drinks) by the official OIA caterer. An upgraded menu is available for an additional cost. They are located in Chalet Village and are not accessible without proper ticket credential. They are paid for by sponsors, corporate businesses or OIA (Presidents Club and Commanders Club) and provide a shaded area for viewing the show as well as a private seating area with tables and chairs. Sponsors and businesses decorate their chalets and invite their clients, employees, friends and family. Separate restroom facilities are available for exclusive use by Chalet guests.

OIA offers tickets to the Presidents Club directly to the public. The Commanders Club is OIA's guest chalet.

Chalet Packages are available for 75, 150 or 250 guests. All packages include Chalet entrance, entrance to all activities at the Air Show, VIP parking passes, chairs, tables, water cooler, trash containers and a basic menu choice. The OIA official caterer must be used by all corporate chalet sponsors. In addition, performers will visit chalets for signature opportunities

### 75 Person Private Chalet

- 75 Chalet passes/day
- 38 VIP Parking Passes
- 20x20 Chalet Structure
- Company name displayed outside on chalet
- Professionally landscaped exterior
- Tables and chairs for guests
- 25 Air Show posters
- Serving tables and Linens
- 5-gallon Water Dispensers
- Basic Menu of sandwiches, salad, cookies, chips, soft drinks (beer, wine and upgraded menu available for additional charge)
- Pricing: Friday - \$6000, Saturday - \$7800, Sunday - \$7800, Saturday & Sunday - \$13,500

### 150 Person Private Chalet

- 150 Chalet passes/day
- 75 VIP parking passes
- 20x30 chalet structure
- Astroturf floor covering
- Company name displayed outside
- Professionally landscaped exterior

- 12 tables; 6 umbrellas
- 150 chairs
- 75 Air Show posters
- Serving tables and Linens
- 5-gallon Water Dispensers
- Basic Menu of sandwiches, salad, cookies, chips, soft drinks (beer, wine and upgraded menu available for additional charge)
- Pricing: Friday - \$11,250, Saturday - \$15,000, Sunday - \$15,000, Saturday & Sunday - \$27,000

#### 250 Person Private Chalet

- 250 Chalet passes/day
- 125 VIP parking passes
- 20x40 chalet structure
- Astroturf floor covering
- Company name displayed outside
- Professionally landscaped exterior
- 20 tables; 10 umbrellas
- 250 chairs
- 100 Air Show posters
- Serving tables and Linens
- 5-gallon Water Dispensers
- Basic Menu of sandwiches, salad, cookies, chips, soft drinks (beer, wine and upgraded menu available for additional charge)
- Pricing: Friday - \$12,500, Saturday - \$15,550 Sunday - \$15,500, Saturday & Sunday - \$29,000

# 2009 Oregon International Airshow Prescheduled By Standard TV & Appliance CHALET VILLAGE AREA

Gate		1	2	3	4	5	6	7	8	9	10	11	12	13	
R E  S E R V E D	Chairman's Seating 100	Media 25	KLIK 100	Commander's Club 350	President's Club 350	Standard TV & Appliance 150	JR Fri 110 FF Fri 75	Solarworld FRI-125	Homeland Fireworks/ ATG 250	BOX SEATING	BOX SEATING	Premier Jets 100/200/ 200	Open Friday	Aero Air 250	
		All					Clear Channel SAT-250	Clear Channel Sat-100							Thunder birds Sat/Su 150
	Show Control	50	20x20	All	Sat/Su 20x40	All 20x40	JR Fri 125 FF Fri 75	Comcast Sun-150	All 20x30	All 20x30	Beverage Booth	All 20x40	All 20x30	20x20	All 20x40
			20x30	20x40	20x30	20x40	20x30	20x30	20x40						
		65	20	30	50	30	40	30	30	30	30	40	30	20	40
		655													
		on the hill													
		Global													
		250													
		20x40													
40															

Chalet #	Chalet Name	Chairs	Day(s)	Tent Dimensions	5' Tables	8' Tables	Umbrella Tables	Round Umbrellas	Posters Per day-S/S only	Total Posters	5G Water	Power	Misc.
1	Media	25	All	20x20	6						4	20 Amp	Covered tables, misc.
2	KUIK	100	All	20x30		4	10	5	40	80	4	20 Amp	
3	Commanders Club	350	Saturday/Sunday	20x40	10	12	22	12	50	100	6	20 Amp	Casino Hot Box & Salad Bar
4	President's Club	350	All	20x40	10	12	22	12	75	150	6	20 Amp	Casino Hot Box & Salad Bar
5	Standard TV & Appliance	150	All	20x30		5	15	8	50	100	6	20 Amp	
6	Jones & Roth/Fisher Farms	200	Friday	20x40		4	20	10			4	20 Amp	Tables with Inerts
	Genentech		Saturday								4		
	Jones & Roth/Fisher Farms		Sunday			4	12	7	50	100	4	20 Amp	
7	Solarworld		Friday	20x30							4		
	Clear Channel		Saturday						30	60	4		
	Comcast	150	Sunday						50	50	4		
8	Homeland Fireworks/ATG	200	All	20x30		5	18	10	75	150	6	20 Amp	
9	Dignity Memorial Veterans	300	All	20x40		5	20	8	75	150	6	20 Amp	Extra 20 Amp Power?
10	Premier Jets	200	All	20x30		4	18		50	100	6	20 Amp	Golf Cart
11	Open		Friday	20x20									
	Thunderbirds	150	Sat/Sun			4	12	6	25	50	6	20 Amp	5 Load/Unload passes
12	Aero Air	250	All	20x40		4	18		50	100	6	20 Amp	
13	Global Aviation	250	All	20x40		4	18	10	50	100	6	20 Amp	On grass by Global
TOTALS		2675			26	67	205	88		1290	86		



## 2009 Corporate Chalet Agreement

**Welcome to Chalet Row!** It is a pleasure to have you join us at the Oregon International Air Show. Below is your Chalet Package. Your assigned Air Show caterer for 2009 will be **Reedville Catering Inc.** Reedville will contact you personally after we have finalized the Chalet Contract.

This Chalet Agreement is between \_\_\_\_\_ and the **Oregon International Air Show**. For all subsequent references, the Oregon International Air Show will be referred to as "Air Show."

### Chalet Information:

<b>Chalet Size:</b>	_____ people
<b>Chalet Dates:</b>	Friday, August 28, 2009 Saturday, August 29, 2009 Sunday, August 30, 2009
<b>Food and Beverage included?</b>	
<b>Catering Service:</b>	Any food will be provided by Reedville Catering. Sponsor will need to work directly with the Caterer to order. <b>Please note: Sponsor must use official Air Show caterer.</b>
<b>Value:</b>	\$ _____

Please note: Total does not include a bar menu. Please order directly from Reedville Catering

No food or drink may be brought through the gates into Chalet Village.

### Chalet Hours:

Friday, August 28:	Gates open at 6pm.
Saturday, August 29:	Gates open at 9am.
Sunday, August 30:	Gates open at 9am.

### Package includes:

1. \_\_\_\_\_ Chalet wristbands/day
2. \_\_\_\_\_ VIP Parking Passes/day

3. 20x30 Chalet Structure
4. One Corporate Sign to be displayed on outside of Chalet.
5. Professionally Landscaped Exterior Garden structure.
6. \_\_\_\_\_ ( ) white resin tables with 10 umbrellas.
7. \_\_\_\_\_ white high-back resin chairs
8. 75 Air Show Posters/day
9. Five (5) 8-ft. serving tables & linens
10. Six (6) 5-gallon water dispensers' with cups.

Please note: Chalet Passes serve as Admission through VIP Gate & Chalet Gates. Package does not include linens for umbrella tables – linens may be ordered through Caterer directly.

Air Show will provide security on a 24-hour basis from time of occupancy to conclusion of the Air Show. The Air show, however, assumes no responsibility for loss or damage, however incurred, to any tenant's property unless such property or damage arises out of the negligence of the Air Show.

**Sponsor agrees:**

1. To provide a host or hostess at the entrance of your chalet at all times to ensure all entrants have the correct chalet pass.
2. To pay \$20 for each additional Chalet Pass exceeding contracted amount and \$5.00 per parking pass exceeding contracted amount, not to exceed ten (10) passes. Every guest over two years of age must have a chalet pass to enter Chalet row.
3. To pay for additional equipment needs (tables, chairs, umbrellas, linens, etc.) ordered through the Air Show Equipment vendor.
4. To gain approval of using Air Show logo or name on wearing apparel or material.
5. To provide proper name identification for employees and/or guests of your chalet by providing each guest with a Chalet wristband. Children under two may enter Chalet Row without a Chalet pass.
6. To assume all responsibility for injuries to persons, loss or damage of product, exhibits, equipment or decorations by fire, theft or any other causes. Tenants of chalets should provide adequate insurance for their own personnel, exhibits and material against such hazards.

**General Information:**

Because we care about your safety and security on the Airport, we will not be able to allow guests to bring the following items to the Air Show:

- ✓ Ice Chests/coolers, large backpacks, large bags, fireworks, weapons, large umbrellas, alcoholic beverages or glass containers.
- ✓ Strollers will be allowed in the General Admission area, Box Seats and Chalet areas but will not be allowed in the Reserved Seating area.

## Terms of Contract

1. Postponement or cancellation of any Air Show event for any reason beyond the control of Air Show (earthquake, fire, or other acts of God) shall not constitute cause for refund of the sponsorship fee.
2. Each party shall promptly respond to consumer or regulatory correspondence each receives with respect to Air Show.
3. This Agreement sets forth the entire agreement between the parties and replaces all prior verbal or written communication concerning the subjects of Agreement.
4. This Agreement may not be altered, modified or changed in any way by either party without prior written consent of other party.
5. Postponement or cancellation of any Air Show event for any reason beyond the control of Air Show (for example but not limited to: earthquake, fire, or other acts of God) shall not constitute cause for refund of the sponsorship fee. If Air Show is voluntarily cancelled by the Board of Directors, the Sponsor shall be reimbursed for any sponsorship funds unexpended on that date for direct Air Show expenses. Sponsor will be reimbursed within 30 days of the date of cancellation decision by Air Show.
6. By October 15 of each year of contract, Sponsor and Air Show representatives will engage in a complete review of the preceding Air Show and discuss opportunities for improvements in operational and sponsor aspects.
7. Renewal of 2009 Agreement and beyond is subject to review and mutual acceptance in writing of these stated terms or revisions as negotiated.
8. Each of the parties hereto is an independent contractor. Neither party shall have the authority to act on behalf of the other or to incur obligations on behalf of the other.
9. The invalidity or illegality of any provision of this Agreement shall not affect the remainder of the Agreement.
10. If suit or action is instituted to enforce this Agreement or to determine any matter of controversy regarding Agreement, the prevailing party shall be entitled to recover such sums as the court may judge reasonable as attorney fees, including attorney fees on appeal and in collecting or enforcing any judgment order or decree.
11. Neither party shall without written authorization from other party disclose to any third party the terms and conditions of this Agreement except as may be necessary to establish or

assert rights hereunder or required by law; provided, however, either party may on a confidential basis, disclose this Agreement to league officials, its accounts, attorneys, and financing organizations or individuals within each other's organizations on a "need to know" basis.

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Date

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Judy Willey, President  
Oregon International Air Show-Hillsboro

Date



## SPONSOR CHALET SUMMARY

**SPONSOR:** \_\_\_\_\_

**CONTACT INFORMATION:**

**CHALET SIZE:**

**CHALET DAYS:**

**FOOD INCLUDED?**

**AMOUNT PAID:**

☐ **CHALET PACKET MAILED:** \_\_\_\_\_

**OTHER INFORMATION/NOTES:**



## 2010 Oregon International Air Show Fact Sheet

### The Basics

**Date:** August 20-22, 2010

**FEATURING: U.S. PATRIOTS JET TEAM & THE HARRIER DEMONSTRATION TEAM**

**Gate Times:** <http://www.oregonairshow.com/>

Friday, Gates open 6:00 pm, show begins 7:00 pm.

Saturday, Gates open 9am, show begins 11am.

Sunday, Gates open 9am, show begins 11am.

### **Parking**

Intel Jones Farm: Free

Sunset West Business Park (formerly Northern Tier): \$5 (Free for Handicapped and Disabled)

Washington County Fairgrounds: \$5

**Ticket Prices:** <http://www.oregonairshow.com/web/info/ticket.asp>

Advance Purchase Pricing (good until Sunday, August 15 at Midnight)

**All active, honorably discharged or retired military are admitted free with proper military ID to GA area.**

### **General Admission: No GA seating for Friday Night Show**

Adult: \$15 Advance/ \$20 at the Gate

Kids 6-12/Seniors over 65: \$10 Advance/ \$15 at Gate

Kids 5 & under: Free

**Reserved:** *(no strollers by seats – strollers staged at back of reserved section)*

#### **Friday Night**

Adult: \$13 Advance/ \$15 at the Gate

Kids 12 and Under: Free with Paid Adult

Additional Kids 2-12: \$7

Kids under 2: Free

#### **Saturday/Sunday**

Adult: \$20 Advance/ \$25 at the Gate

Kids 2-12/Seniors over 65: \$15 Advance/ \$20 at Gate

Kids under 2: Free (no seat provided)

**Box Seats:** (10 seats per section – Kids under 2 Free – extra room for families)

Friday Night: \$150

Saturday/Sunday: \$250

Fri/Sunday pkg: \$330

Sat/Sunday pkg: \$450

**Beer Garden:** (21 years and older)

Friday, Saturday or Sunday: \$50 per person

Reserved seat - umbrella table - at a table for eight

Showline seating

Includes two beverages, one meal, light snacks

**President's Club: (full buffet meal and drink included, meal not included for "free" kids)**

Adult: \$65 (Friday Night)  
\$85 (Sat/Sun)  
Kids -2-12: \$25 (Friday Night)  
\$40 (Sat/Sun)  
Kids under 2: Free (no meal included)

### **History and Background Copy Points**

Below are key messages to share when possible. They are core to why we do what we do here at the Air Show.

The Oregon International Air Show is a Non-Profit (501-c3) organization. Net proceeds are returned to community charities & non-profits

Over \$1,100,000 donated to 175 local charities and non-profits.

18,000 special need children and adults hosted at the Air Show

Over 1,075,000 people have attended the Air Show

Over 29,000 volunteers have helped to make the Air Show happen

425 businesses have supported the Air Show

### **Key Sponsor Acknowledgement**

The Oregon International Air Show presented by Standard TV & Appliance

Friday Night Fireworks Show presented by ATG and Homeland Fireworks

COMCAST Sunday

KOIN Local 6 Entertainment Center

Unified Grocers Food Pavilion

Ninkasi Craft Beer Garden

Farmers Insurance Black Gate

Community Kids Night powered by Radio Disney

### **Events and Activities**

**Community Kids NIGHT powered by Radio Disney.** Friday, August 20, 6-10 PM

All kids are invited out to the Hillsboro Airport to meet and photograph with performers. KIDZ Zone and Fireworks are a highlight for this evening of fun along with performances in the air by many of the weekend performers! Free posters & autographs for kids at the Signature Booth. The Hillsboro Fire & Police Departments will display rigs and vehicles.

**Margaret Teufel Day.** Sunday, August 22.

The Air Show hosts 800 special needs children and adults this day, providing them with reserved seats, lunch and the opportunity to meet the performers up close and personal.

### **Weekend Activities**

**Friday, August 20. A night of Flying, Fireworks and Fun!** The night will open with Will Allen Aerobatics followed by the U.S. Patriots Jet Team and some of the best pilots in aviation lighting up the sky including Smoke n Thunder Jet Car and Bill Leff Air Shows T-6 Starfire! The night will come to a fantastic close when ATG and Homeland Fireworks bring the sky to life with one of the biggest fireworks and pyrotechnic show in Oregon!

**Saturday, August 21 and Sunday, August 22.** Headlining Saturday and Sunday will be the U.S. PATRIOTS JET TEAM & the HARRIER DEMONSTRATION TEAM; In addition, Will Allen Aerobatics, OANG F-15 Fighter Jets, Bill Leff Air Shows T-6 Starfire, Julie Clark Air Shows T-34, Team Lucas & the Pitts, USO Smoke n Thunder Jet Car, Sons of Legends & Wingwalker Act, Classic Aviation Museum Warbird Flights, Hammerhead Aerobatics Sukhoi, Oregon Model Aerobatic Team and the EAA Demo Flight.

### **For more information on the Oregon International Air Show**

PO Box 37  
Hillsboro, OR 97123

3355 NE Cornell Rd  
Hillsboro, Or 97124

[info@oregonairshow.com](mailto:info@oregonairshow.com)  
[www.oregonairshow.com](http://www.oregonairshow.com) ;

503-629-0706 (office)  
503-693-0937 (fax)

## 2009 MEDIA FLIGHT SCHEDULE

[illegible]



## FINANCE AND ADMISSION

Roles, Responsibilities and Set-Up

Timeline and Equipment

Cash Distribution and Transport

\*Example: Starting Cash Distribution

# **FINANCE**

## **Vice President:**

Carl Dyess

## **Area of Responsibility**

The Finance Vice President has three main areas of responsibility:

- 1) Supervising the ticket sales at the ticket booths during the Air Show weekend;
  - a. Tickets must have name of event, date, time , location, price, refund policy, seating type, stat number (reserved or box) or no seat included (GA)
  - b. Ticket sales must be quick and easy; get people through gate painlessly
  - c. Tickets are tracked and reconciled at end of each day; reconciled report given to Air Show Finance Team week after Air Show
- 2) Managing the Finance Trailer where money is collected and counted that comes in during the Air Show weekend;
  - a. All monies kept out of public view; only approved workers allowed in ticket booths
  - b. Calls for money are never made over the radio
  - c. Volunteer team are to be trained in accounting procedures and able to handle/count money. Cash handlers are trained on cash handling policy and procedure in case of emergency.
  - d. Cash pick up and deposits are monitored by public safety (armed police officer)
- 3) Serving on the Air Show Finance Committee

The Vice President supervises ticket sales and serves on the Air Show Finance Committee, and working closely with him is the person in charge of managing the Finance Trailer.

## **Duties and Timeline**

### **Ticket sales during Air Show weekend**

During the Air Show weekend we use three gates at the airport where the public can enter to attend the show. Two are regular admission gates and the other one (White gate) is for handicapped access and parking, vendors, public safety, performers and some volunteers. We also have a volunteer gate but do not sell tickets at that gate.

### **Friday night**

For the evening show on Friday we set up at the Red, Orange and White gates. The Red and the Orange gates each have 2 ticket booths and a table for selling tickets. The White gate (handicapped access) has only a ticket booth. There is a computer in each booth and at each table to sell tickets. On Friday evening all the tickets sold are reserve seat tickets.

Four volunteers work at both the Red and Orange gates selling tickets. In addition there is one person in charge of each of these gates. At least 1 volunteer sells tickets at the White gate.

In addition, we have 3 “Ask Me” team members at the Red and Orange gates to help direct people to the right place and answer Air Show questions as they approach the ticket booths.

The Finance VP supervises all booths and spends most of his time traveling across the field from one area to the other. Air Show safety and other information is posted in each ticket booth.

There are a total of 17 volunteers working on Friday night in the ticket sales areas.

### **Saturday and Sunday**

For the daytime shows we set up at the Black, Orange and White gates. The Black gate is the busiest and has 3 ticket booths and a table set up for ticket sales. The Black gate has 4 computers set up for sales and is manned by 5 volunteers selling tickets plus person in charge. The Orange gate has 2 ticket booths, a table with 3 computers and is manned by 4 volunteers plus an additional person in charge.

Like Friday night, 3 volunteers work at both the Black and Orange gates as our “Ask Me” team to greet the public as they approach the gate and help direct them and answer questions.

The White Gate has a ticket booth with at least 2 volunteers selling tickets on Saturday and Sunday.

In addition, an Upgrade booth is outside the reserved seating area where visitors upgrade a general admission ticket to a reserved seat ticket for an additional amount. There are 2 people working in this booth with one computer.

There are a total of 21 volunteers working on both Saturday and Sunday.

The Finance VP ensures all ticket sales areas are working well and takes care of all problems that might arise—either in the ticket sales areas or the Finance Trailer. He makes sure the booths have enough change and picks up extra cash as it accumulates during the show and returns it to the Finance Trailer for counting. This cash is sealed in a plastic bank bag before he picks it up and only opened by the two people who are counting it in the trailer.

In order to travel between the Finance trailer and the ticket booths and communicate with other team members as well as other Air Show personnel, the Finance VP and the in-charge at each gate have a golf cart and a radio. There is also a radio in the Finance Trailer.

### **Computers**

The computers used for selling tickets are provided by our ticket vendor, ClicknPrint. All credit card transactions are also done on these computers. This vendor sends a person for the weekend to set up the computers each day and to be available any time during the show if we have any computer issues. Most of our ticket sellers come back every year so they are familiar with the ticket program. We set up training ahead of time for any new ticket sellers.

## **Finance Trailer**

Set up on the field in an undisclosed location next to one of the Public Safety trailers is our Finance Trailer. This serves as the distribution and collection area for our cash during the Air Show. The trailer is 12'x56' with a large room in the middle and two smaller rooms—one on each end—each with a door. We use one of the small rooms to store our cash during the show as it can be closed off from the main area. In the main area, we set up tables and chairs to be used by the volunteers counting the cash as it comes in.

In addition, our food vendor, Umbrella Foods, uses the Finance Trailer for the distribution and collection of cash for their booths. They are set up in the small room at the other end of the trailer. Our volunteers also work with Umbrella foods to count the money that comes in from their booths.

There are tables and chairs set up outside of the trailer in a covered area where the volunteers from the food booths count their money before they bring it into the trailer where our Finance volunteers will count the money again with them. We have a public safety person posted outside of the Finance Trailer at all times when there is cash held inside.

The person managing the Finance Trailer is responsible for providing change for ticket sales, program sales, special parking, and the beer and wine concessions. We also provide cash for the ATM machines that we have set up on the field. The cash for Friday night for each of these areas is counted out ahead of time and locked up until it is picked up Friday afternoon at the bank by the person in charge of managing the Trailer. This person along with the cash is escorted by a member of the Hillsboro Police Department to the Trailer.

The Trailer in-charge is also responsible for working with Public Safety ahead of time to assure that there is someone from their team available when needed in the Finance area. In addition, to an escort from the bank to the Finance Trailer and back again to the bank after the show and a person posted outside the Trailer, we also use an escort to and from the ATM machines as cash is needed and after the show when we return the remaining cash in the ATM to the Trailer.

## **Friday night**

On Friday night we have 3 volunteers working in the main area of the Trailer counting cash and 2 volunteers from the bank who work in the cash room to prepare the change for Saturday and get any extra cash ready for deposit. The bank volunteers provide the plastic bank bags along with all the other supplies needed in the Trailer and the ticket booths.

## **Saturday and Sunday**

On Saturday and Sunday we have 5 volunteers working in the main area counting cash and 3 bank volunteers preparing the change and cash for deposit.

Before the show each day, the change is picked up from the Trailer for the ticket sales, program sales, special parking and the beer and wine concessions. On occasion we have also provided change for other small activities of the Air Show. All change is counted before it taken from the Trailer and recorded. The people in charge of ticket sales also pick up the supplies that they will need for working at the gates.

All of the Air Show cash is recorded by the bank volunteers as it taken from the Trailer and as it is returned to the Trailer. We keep records of the cash for each separate area—ticket sales, program sales, special parking and the beer and wine concessions (and other when applicable) so the amounts can be reconciled with the sales at the end of the weekend. All of the cash is removed from the Trailer at the end of each day and returned to the bank. Some of the cash is prepared as change for the following day and anything left over is deposited at the bank in the night drop.

As mentioned above, there is a radio in the Finance Trailer which is always on for communication with the Finance VP, ticket sales and any other Air Show personnel.

### **Air Show Finance Committee**

The Finance VP serves as a member of the Air Show Finance Committee which meets once a month to prepare the finance information for the Air Show Board. The committee also prepares the annual budget each year.

## **Finance Planning and Preparation Timeline**

Beginning in January, the Finance VP will attend monthly VP meetings and the full committee meetings. If unable to attend, then someone on the Finance team should attend. These meetings are important as you will get the latest information on the activities of the Air Show and have an opportunity to talk with other VPs. Judy will send out a schedule so you can plan your time accordingly.

The VP will need to attend the mandatory safety meeting the week before Air Show. Other key team members should also attend the safety meeting. There is also a volunteer meeting scheduled for 2 weeks before the Air Show that someone from the Finance team should plan to attend.

### **3 months before Air Show**

- Meet with Judy to go over information regarding the ticket vendor and the food vendor. Find out who the contacts will be and their contact information. Also, get information on the prices of the tickets.
- Contact Wells Fargo to request a credit card machine for Air Show office. In the past the machine has been sent to Jones & Roth where it can be used by Air Show staff until the office is open.
- Have Judy (or someone in the Air Show office) contact 1<sup>st</sup> National ATM to sign the contract for ATMs located on the field.
- Begin to email and call volunteers from last year's list to work in ticket booths and trailer. Although all volunteers must register online, all finance volunteers are hand selected because they will be handling cash.
- Meet with the Admissions Vice President and leaders to coordinate our responsibilities at the ticket booths with their responsibilities at the gates.
- Michael Warrens will send out an Equipment Request form that will need to be completed and returned to Michael as soon as possible. The equipment that we order is the Finance trailer, tables and chairs for the trailer, golf carts, and radios. The equipment that was requested in 2009 should be adequate for 2010.

In the past we have not ordered the tables and chairs for the ticket booths because they have been provided by Admissions. You may want to consider ordering these for Finance. The other items that we usually need are canopies that are not on our request.

After the Air Show office opens, make arrangements to meet with the person in the office who is in charge of ticket sales. You will be working closely with this person when you take over the ticket sales.

When available make arrangement to inspect the ticket booths to see if any repairs or updating need to be done. Also, make sure that the posts for the ticket lines are available and in good repair. If you need repairs or more posts, please contact the Air Show office as soon as possible.

If the prices of the tickets change, then you will need to have new signs made for the ticket booths. Try to use as many of the old signs as possible (using backs, etc). You can also request any new signs that you think will help people locate what they need in your area. Contact the person in the office responsible for ordering signs.

***\*Continue to work on getting volunteers to fill all positions.***

#### 1 month before Air Show

- Contact 1<sup>st</sup> National ATM to confirm the number of ATMs and let them know where the machines will be located. Set up a time for placement of the machines on the field and confirm the contact information for emergencies during the Air Show weekend.

In the past, Carl Dyess has met with them when they came out to set up the machines on the field. Arrange with the Air Show office to have a parking pass sent to their office for the people who will be coming out to set up the machines.

Confirm that the phone lines will be connected in the area where they will set up the ATM machines.

- Make sure that all volunteer positions are filled and all of your volunteers have registered on the Air Show website. Susan Warrens can provide you a list people who are registered in Finance along with their addresses, phone numbers and emails. Use spreadsheets included to make sure all positions are filled. Make sure that all volunteers are aware that they will need to attend the volunteer meeting which is scheduled for a week before the show.
- Contact Rick Van Beveren at Reedville Cafe regarding the cash needed for changed for beer and wine sales. You can email either Rick at [rick@reedvillecafe.com](mailto:rick@reedvillecafe.com) or Debbie Priest at [dcpriest@reedvillecatering.com](mailto:dcpriest@reedvillecatering.com). Debbie will be the person picking up the change and making the deposits for the beer and wine booths.
- Update and send Security Request (spreadsheet) to the person in charge of Public Safety. In 2009 that was Henry Reimann. Make sure that the correct person has received this information and that your request will fit into their schedule. You can do this by a follow up email shortly after you send the information.

- Contact Linda Wilson to make sure that you will have water bottles available for the ticket booths. Carl usually picks up the water for the ticket booths. Umbrella foods supplies water for the volunteers that are working in the trailer.
- Schedule a training meeting with the Scout group to go over the information that they will need to help us at the ticket booths as our “Ask Me” team. Contact David Brown.

### 3 weeks before Air Show

- Meet with the person in charge of ticket sales in the office to arrange for training for the ticket sellers. In prior years it has been difficult to arrange for training because this person is busy with other jobs in the office, and we only have one or two computers available for training. When the computer person from ClicknPrint comes to set up the other computers, everyone is too busy for any training. It would be nice to have a couple people from ClicknPrint for at least a couple days.
- Meet with Judy to make sure there are no other activities that will require change other than the ATM, ticket booths, beer and wine booths, programs, and parking. Get the new prices of the programs and any other activities from Judy or someone else in office so you can arrange for the cash needed for change.

I would strongly encourage that there are no other activities planned at the gates without having someone scheduled to manage these activities directly (not the ticket sellers).

- Contact the person in charge of the electrical wiring to make sure that there is electricity at all the ticket booths. Usually on Friday night we use the Red Gate instead of the Black Gate.

***\*Continue to work on getting volunteers to fill all positions.***

### 2 weeks before Air Show

- Update starting cash request form to have ready to send to Columbia Community Bank at least 10 days before the first day of the Air Show. The cash has been picked up at the Tanasbourne branch and all deposits have been made to that branch also. Please update security request for cash pick up schedule.

I have always started with enough cash for Friday night and Saturday, because we do not collect enough on Friday to cover the change needed for Saturday.

- Check in with person in charge of ticket sales again to find out about any discounts or special admission. Try to get information in writing so you can make sure that all tickets sellers know about these things and have the information available in their booths.

- Make sure you have help with traffic control for cars turning in at the Cornell entrance near the Black Gate. Last year Judy arranged for this.

#### Week before Air Show

- Print the forms needed to record the money as it passes out and comes back into the Finance Trailer.
- Print Finance safety instructions to post in the ticket booths and trailer.
- Print ticket sellers computer instructions and “what to do if...” to use in the ticket booths.
- Again contact the person in charge of Public Safety to make sure they will be able to provide the security for the cash as requested. If there is a problem, I usually contact Judy.
- Call 1<sup>st</sup> National ATM to confirm the time they will be out to set up the ATMs on the field.
- Request an updated list of Finance volunteers from Susan Warrens and email all the volunteers to make sure they know when and where they are going to work.
- Make sure ticket booths are ready and will be set in the correct areas for Friday night sales. Some of the booths may need to be moved for Saturday morning. Check to make sure that all the booths have electrical power and cords for the computers.

4 computers for the Black Gate (3 for the Red on Friday night)

3 computers for the Orange Gate

1 for each the White and Upgrade booths

9 total computers needed but ClickPrint should provide 11 computers with printers

## FINANCE – DAILY SCHEDULE

### Thursday

Email reminder to volunteers  
 Go over and check out trailer--clean up if necessary  
 Supplies to trailer  
 Meet w/Click n Print re reserve tickets  
 List of volunteers to Laura Baxter  
 Work on forms w/Dixie - Week before  
 Safety info to be posted in booths  
 Fly-in??

### Friday

<u>Time</u>	<u>Owner</u>
Money from the bank to J&R to count out	9:00 AM Alyce
Pick up bags and key for night deposit	
Make sure tickets are printed, if needed	
Water to trailer	
Volunteer list to each gate in-charge	
Money to trailer from office	2:00 PM Alyce
Money to ATM	2:30 PM Carl
Money and tickets to the booths	3:00 PM Team
Water to booths also	
Start selling tickets when ready	
Gates open (maybe sooner)	5:00 PM Admin
Money to bank and back to J&R	Closing Dixie

### Saturday/Sunday

Money from office to trailer	6:30 AM Alyce
Money to ATM	7:00 AM Carl
Money and tickets to booths	7:15 AM Team
Water to booths also	
Start selling tickets when ready	
Information teams to gates	8:15 AM
Gate open (maybe sooner)	9:00 AM Admin

	<u>Time</u>	<u>Owner</u>
Person out to upgrade booth	8:45 AM	
Breakfast snacks to booths	10:00 AM	Katrina
Check on White gate	10:30 AM	Carl
People who are working all day break for lu	11:00 AM	
Close down everything except 2 booths		
Cash and tickets back to trailer	1:30 PM	Team
Close everything down and get all money to trailer	2:30 PM	Team
Back to the trailer to finish up money count and prepare for next day	4:00 PM	Team
Money to bank and back to J&R	Closing	Dixie

## Cash Transport/Security Request

### **Friday**

9:00 AM Pick up Alyce from Jones & Roth 503-648-0521  
5635 NE Elam Young Parkway, #100  
Drive to Columbia Community Bank on Main Street, Hillsboro.  
to pick up starting cash for Airshow and return to Jones & Roth.

2:00 PM Pick up Alyce from Jones & Roth to transport cash to finance trailer.

ATM (2:30PM) Officer to escort Carl from Finance Trailer to ATM machines.

2:30 - close Officer located outside the trailer at all times.  
Available to go with Carl to refill AMT machines, when necessary.

After show Officer with Carl to collect remaining cash in ATM machines.  
(time ?) Transport deposit to Columbia Community Bank at Cornell  
Road and balance of cash to Jones & Roth.

### **Saturday**

6:30 AM Pick up Dixie from Jones & Roth to transport cash to finance trailer.

ATM (7:00AM) Officer to escort Carl from Finance Trailer to ATM machines.

7:30 - close Officer located outside the trailer at all times.  
Available to go with Carl to refill AMT machines, when necessary.

After show Officer with Carl to collect remaining cash in ATM machines.  
(time ?) Transport deposit to Columbia Community Bank at Cornell  
Road and balance of cash to Jones & Roth.

### **Sunday**

6:30 AM Pick up Dixie from Jones & Roth to transport cash to finance trailer.

ATM (7:00 AM) Officer to escort Carl from Finance Trailer to ATM machines.

7:30 - close Officer located outside the trailer at all times.  
Available to go with Carl to refill AMT machines, when necessary.

After show Officer with Carl to collect remaining cash in ATM machines.  
(time ?) Transport deposit to Columbia Community Bank Cornell Road

Starting cash	100
---------------	-----

**Friday - August 28**

### **Ticket booths**

		<u>Each</u>	<u>\$1</u>	<u>\$5</u>	<u>\$10</u>		<u>\$1</u>	<u>\$5</u>	<u>\$10</u>	<u>Total</u>		<u>\$1</u>	\$ 1,500		
Regular	5	750	0	350	400		0	1,750	2,000	3,750		\$1	\$ 1,500	beer/wine extra	
Upgrade	0	0	0	0	0		0	0	0	0		\$5	1,000		
White/Vol	2	150	0	50	100		<u>0</u>	<u>100</u>	<u>200</u>	<u>300</u>		\$10	<u>1,000</u>		
													<u>\$ 5,000</u>		
	7						\$ -	\$ 1,850	\$ 2,200	<u>\$ 4,050</u>					

## Beer and Wine

		<u>Each</u>	<u>\$1</u>	<u>\$5</u>	<u>\$10</u>		<u>\$1</u>	<u>\$5</u>	<u>\$10</u>	<u>Total</u>	<u>New \$20 bills</u>			
	2	500	300	200	0		600	400	0	1,000				

## Programs

		<u>Each</u>	<u>\$1</u>	<u>\$5</u>	<u>\$10</u>		<u>\$1</u>	<u>\$5</u>	<u>\$10</u>	<u>Total</u>					
	2	400	150	150	100		300	300	200	800					

## Parking

		<u>Each</u>	<u>\$1</u>	<u>\$5</u>	<u>\$10</u>		<u>\$1</u>	<u>\$5</u>	<u>\$10</u>	<u>Total</u>		\$10	7,300		
	1	200	0	100	100		0	100	100	200		\$20	<u>22,000</u>	<b>New bills</b>	

## Robo

		<u>Each</u>	<u>\$1</u>	<u>\$5</u>	<u>\$10</u>		<u>\$1</u>	<u>\$5</u>	<u>\$10</u>	<u>Total</u>					
	1	300	100	100	100		100	100	100	300		<b>Carl/Ji</b>	\$5	\$	500

## Inflatibles

		<u>Each</u>	<u>\$1</u>	<u>\$5</u>	<u>\$10</u>		<u>\$1</u>	<u>\$5</u>	<u>\$10</u>	<u>Total</u>				<u>\$ 800</u>	
	1	300	100	100	100		100	100	100	300					



## **SHUTTLES – ON FIELD**

### **On Field:**

#### **Chair:**

Gary Irland

#### **Area of Responsibility**

Attend to requests for transportation via 4-passenger golf carts on the field which include the handicapped, injured, sick, veterans, people with young children, etc. Able-bodied people are encouraged to use the gate closest to their seating area and enjoy the walk through the exhibit areas.

#### **Duties**

- Transport handicapped people from the gates and handicap parking area on the field to their seats.
- Assist EMS if needed in transporting sick or injured individuals to first aid tents or to their cars.

#### **Volunteers needed**

5-6

#### **Equipment**

4-passenger golf carts  
Radios



## GATE MANAGEMENT, SHUTTLES AND PARKING

Parking Lot Roles, Responsibilities  
and Timeline

Business Agreement for Parking

\*Example: Access Agreement & Compensation

Gate Entry Roles and Responsibilities  
including Bag Check

Shuttles – On-Field

# **TRANSPORTATION PARKING & DISABILITY SERVICES**

Oregon International Air Show parking facilities are off-field. Spectators and volunteers park in existing neighborhood business parking lots or the fairgrounds across the street. Intel provides the largest parking area. Volunteers park in a field adjacent to the airport which is owned by a local business.

## **Overall Responsibility**

- Intel Lot.(Main spectator & VIP parking): Help cars park safely in appropriate areas: VIP, Chalet, general admission. Assist in exiting of cars at show end. Assist shuttle usage.
- Terminal Lot. Direct cars away from Terminal Lot if they do not have proper placard. Direct cars to White Gate and Intel Lot. Restrict entry from outside the Terminal Building and check on ticket or wrist band of people entering from the “Hospitality Suite” area. Assist in shuttle usage.
- Business Park (paid parking): Direct Cars into the lot safely. Collect parking fee.

All lots staffed until parking lots are cleared. Safety is the issue- Keep traffic egress safe first.

## **Scope**

1. Parking
2. Transportation
3. Airfield disability transportation

## **Time-line: Pre-Air Show Duties**

1. Attend all V-P meetings, full Committee meetings
2. Meet with Intel (Include HPD and confirm exit plan)
3. Have President sign letter of understanding with Intel
4. Meet with the Business Park Contract volunteer-lead person
5. Arrange for Transportation
  - a. Intel to Orange Gate – 2 - 15 passenger vans – one regular, one handicap  
Very important --- NEW LOCATION OF DROP IN THE BUSINESS PARK!!!
  - b. Max to Terminal Lot – 2 - 15 passenger vans - one regular, one handicap
6. Order porta-potties
  - a. Intel lot – three total
  - b. Two at disability pickup area
  - c. One at VIP parking corner – 25<sup>th</sup> and Griffin Oaks
  - d. Two for Black gate entrance outside of gate
7. Order equipment – Radios – total = 17 (note- Must have Handicapped Shuttle channel programmed)
  - a. Staff – 2
  - b. Lots – 6
  - c. Handicapped shuttle – 6
  - d. Intel (employees/staff) – 3
8. Order equipment – Golf carts
  - a. Staff – 2 (4 passenger)
  - b. Handicapped shuttle – 6
    - 1) 4 – (4 passenger)
    - 2) 2 – (6 passenger)

9. Order equipment
  - a. Intel Lot
    - 1) Barricades – 4 six foot for Griffin Oaks 2<sup>nd</sup> driveway
    - 2) Cones – 60 for 1<sup>st</sup>, 2<sup>nd</sup> driveway and lot
  - b. Terminal Lot
    - 1) Barricade – 1 six foot
    - 2) Cones – 20 for lot
  - c. Business Park
    - 1) Cones – 40
    - 2) Barricades - 2
10. Order Supplies -Order by email from hospitality – for each day
  - a. Ice
  - b. Water
  - c. Soda
11. Last week duties
  - a. verify volunteers and give notice to attend Air Show training
  - b. Prepare signage – install signage
    - 1) Intel
      - a) numerous signs
      - b) berm signs and tape
    - 2) Terminal - numerous signs

#### **Time-Line Air Show – Thursday and Friday**

1. Put up signs
2. Put up tape on Intel berm
3. Place barricades and cones
4. Pick up radios and golf carts
5. Day of Event put up final cones and barricades – remove each night
6. Place garbage boxes up in Intel Lot

#### **Sunday**

1. Take down all signs, stakes, barricades, cones and stack in one place at each lot --- (if possible) pick up everything and take it to the compound
2. Return all radios and golf carts
3. Monday (if possible) take everything to the hanger

#### **Post Air Show**

1. Finish clean-up
2. Debrief with Intel
3. Write Summary

#### **Equipment Needed**

- |     |                         |
|-----|-------------------------|
| 2   | 15 passenger vans       |
| 2   | Wheel chair vans        |
| 8   | Porta-potties           |
| 17  | Radios                  |
| 6   | 2- passenger Golf Carts |
| 2   | 4-passenger Golf Carts  |
| 7   | 6' barricades           |
| 120 | Traffic cones           |

**Volunteers Needed**

16-20	Friday
22-27	Saturday
22-27	Sunday

Volunteers are placed in the following areas:

Intel Lot – 8-10, Terminal Lot – 6-7 Saturday and Sunday, Business Park – 8-10



INTEL and OIA  
Parking Lot and  
Airport Agreement.  
The Air Show Set-Up  
impacts Intel's daily  
jet service.

## **OREGON INTERNATIONAL AIR SHOW AGREES TO:**

### **Intel Jones Farm Parking Lot**

1. Provide Parking Lot Plan of Operation - see attached.
2. Provide Road Closure Schedule – see attached.
3. Provide proof of Insurance by August 15, 2009.
4. Provide experienced Air Show team leader and volunteer team for lot
5. Include Intel Security team in Security meetings and IAP meeting.

### **Intel Shuttle Service**

1. Work with Intel to facilitate the change of Intel Flight arrival location to Aero Air for three arrival flights on Friday Night, August 28. Flights affected would be 6:30 pm; 6:45 pm; 8:15 pm.
2. Ensure Intel Shuttle Bus has open access to Terminal Parking Lot on Friday Night.

### **Marketing**

1. Logo inclusion in all Air Show collateral including, but not limited to, the Air Show poster, event brochure, promotional card, event map and souvenir program.
2. Logo on the Air Show Sponsor website page with an active link to the designated Sponsor website.

### **Hospitality**

1. Four (4) VIP Chalet passes for Friday Night, Saturday and Sunday (12 tickets total).
2. 20 general admission passes for the employees working in the main terminal building. Air Show will deliver to designated Intel contact.
3. Six (6) vendor wristbands providing open access to the Air Show for the Intel parking lot security team - Friday – Sunday.

## **INTEL AGREES TO:**

1. Provide Intel Jones Farm Parking Lot for use Friday Night beginning at 6 pm, August 28th through Sunday Night ending at 6pm August 30th for parking by Air Show spectators and guests.
2. Provide Intel Security Team liaison to work with Air Show Team.
3. Alter arrival location of the Intel Shuttle for Friday night, August 28 to Aero Air. Three flights affected – 6:30 pm; 6:45 pm and 8:15 pm.

## **Detailed Plan of Operation**

Intel – Jones Farm Parking Lot and Oregon International Air show

JONES FARM PARKING LOT – AUGUST 28-30, 2009

The Oregon International Air show will use the Intel Jones – Farm Parking Lot for the following purposes:

1. Parking VIP vehicles who visit the Air show Chalet Village
2. Park up to 4500 vehicles in Intel Jones-Farm lot
3. Parking disabled and senior citizens in VIP area
4. Parking General Admission vehicles
5. Parking Volunteer vehicles who work at Admission Gates off 25<sup>th</sup> Avenue
6. Air show will provide a handicap/senior citizen shuttle bus each day to and from the Intel Parking Lot.
7. The Intel Lot will be used only for parking of vehicles for Air show guests attending the Air show and Intel Employees during the Air show weekend.

The following items will be covered by Air show:

- Airshow will provide clear signage at each entrance regarding use of lots during Air show weekend by Air show guests
- Air show will provide a minimum of 8 trained, adult volunteers on Friday Night; 10 trained adult volunteers on Saturday and Sunday. Air show will have uniform officers monitoring the parking lot throughout the weekend
- Air show will ensure all debris is removed in lot after Air show weekend
- Air show will locate three porta potties on the Intel Lot premises in key locations for use by parking guests throughout the weekend
- Air show, Police and Intel will work together to keep guests off of the Intel property for any reason other than parking of vehicles and attending the Air show. Exception will be Intel employees entering buildings for work
- Air show will monitor guests leaving the airfield through the VIP Gate on 25<sup>th</sup> avenue at closing of the show to ensure safety of drivers in Intel Parking Lot
- Police will monitor the Intel Lot ensuring no loitering/tailgating in lot. Intel Lot will be used for parking only. Exit plan will be executed by Police officers from the Intel lot at end of each day. Volunteers will not be used
- Intel will be provided 3 radios for use and communication with the Air show Transportation coordinator and the Hillsboro Police Department

## **Intel and Oregon International Air Show**

### **ACCESS AGREEMENT**

This Access Agreement is entered into by and between Intel Corporation, a Delaware corporation, having its principal office at 2200 Mission College Blvd., Santa Clara, CA 95052 ("Grantor") and the Oregon International Air Show, Post Office Box 37, "Effective Date"). Grantee desires access to Grantor's property, specifically portions of the Jones Farm campus parking lot as described on Exhibit A (the "Property") for the purpose of temporary overflow event parking (the "Use").

Subject to the following terms and conditions, Grantor hereby allows Grantee, employees, representatives and invitees (collectively, "Grantee's Agents") reasonable access to use a portion of the Property for the "VIP" parking on August 28, 29 and 30, 2009, during the Oregon International Air Show in Hillsboro. Specifically, this Grantor parking lot will be used to accommodate up to 4500 cars on the Property. The ceremony will be on Friday, August 28, 2008, from 6:00 p.m. to 10:00 p.m.; Saturday, August 29, from 9:00 a.m. to 5:30 p.m.; and Sunday, August 30, from 9:00 a.m. to 5:30 p.m.

1. Not less than five (5) business days prior to the Use, Grantee shall submit to Grantor for Grantor's written approval a detailed plan identifying the specific activities Grantee or Grantee's Agents will conduct on the Property. Any such approval by Intel is solely at Grantor's discretion and without any representation or warranty whatsoever to Grantee with respect to the adequacy, safety or correctness thereof, and shall not in any way limit Grantee's obligations. Grantor reserves the right to modify any part of the activities that Grantor believes interfere with its operations.
2. Grantee, at its sole cost and expense, shall promptly restore the Property to its original condition after the Use, which restoration obligations shall survive the termination of this Access Agreement for any reason whatsoever.
3. Grantee agrees to indemnify and hold Grantor, its officers, employees and agents harmless from and against any and all losses, damages, demands, claims, causes of action, penalties, taxes, liens or liabilities (collectively, "Claims") resulting from the use of the Property by Grantee or Grantee's Agents, which indemnification obligations shall survive the termination of this Access Agreement for any reason whatsoever.
4. Not less than five (5) business days prior to the Use, Grantee shall provide Grantor with a certificate of insurance providing that Grantee maintains Workers Compensation insurance as required by law and Commercial General Liability insurance for bodily injury and property damage with a limit of not less than \$10,000,000.
5. For the duration of the event, and in accordance with the detailed plan provided by the Grantee, the Grantor will provide all State of Oregon sanctioned Law Enforcement Agencies the right to enforce legal trespass and all other laws enforceable within the State of Oregon as they deem necessary to maintain public order and control.

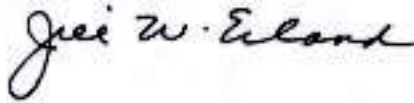
6. This Access Agreement shall expire on August 31, 2009 unless extended by the parties in writing or earlier terminated by Grantor. Grantor may, at its discretion, terminate this Access Agreement upon 48 hours notice to Grantee.

Grantor:

Grantee:

Intel Corporation

Oregon International Air Show



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Name: Jill W. Eiland  
Title: Corporate Affairs Manager  
Date: July 7, 2009

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Name:  
Title:  
Date:

## **Entry Gate Admission** **including Bag Check**

If we want the Air Show guest to have a great time - it has to start from the minute they park their car all the way through the gate to their seat and every time they leave that seat throughout the day! We find this to be a huge challenge but at the same time - a great opportunity to practice excellent customer service skills. For this reason - it is important to put the right people in the right positions - greeters must have customer service skills!

When training Gate volunteers - think of the Disneyland technique. Everyone is welcomed with a smile and an attitude that says "we are glad you are here and we want you to come back!" Training gate and parking lot volunteers to share this message all day long can be a challenge but crucial to the success of the air show.

### **Vice President:**

Steve Sauter

### **Area of Responsibility**

Official greeters/hosts for air show attendees at all entry gates including handicap vehicle gate and ticket upgrade booth/entry at the Reserve Seating section.

Ensure customer feels welcome and is admitted into the correct gate/area per their ticket. Perform baggage check and withhold prohibited items.

### **Volunteers Needed**

27-33 volunteers per day

### **Brief Job Description**

Assist the public in a smooth entrance and exit at all public and non-public entrances. Monitor gates for all types of tickets and wristband compliance.

The following roles are required to fulfill this area's responsibility

- VP / VP Assistant - train gate captains and volunteers; organize and prioritize where volunteers are needed to keep pedestrian traffic flowing smoothly. Provide water and transport volunteers to their positions.
- Gate Captain - monitor ticket scanners and baggage checkers. Coordinate breaks, lunches and resolve any problems that may accrue at the gate.
- Upgrade booth Monitor - Police upgrade entry area and prevent unauthorized people from entering.
- Ticket scanner - scan tickets as people go through the gates.
- Perimeter Road Monitor - Monitor pedestrian walkway and ensure only authorized personnel are allowed access to the control tower road
- Floaters - relieve volunteers for breaks and lunches & will responsible for any of the above duties.
- Bag Checker - Search bags for the following prohibited items: All types of knives, multipurpose/Leatherman tools, nightsticks, batons, ball bats, Billy clubs,

golf clubs, brass knuckles, bicycles, numchucks, grenades, fireworks, mace, guns (unless accompanied by a concealed weapons permit), tents, alcoholic beverages, all glass bottles including baby formula/food, coolers unless proven medically necessary and small. Small medically necessary coolers are allowed but must be tagged at the gate upon entry stating medically necessary.

**List of Duties**

- Direct traffic and maintain order through pedestrian gates
- Check bags for prohibited items
- Information dissemination and handing out of maps
- Scan tickets upon entry
- Mark hands for re-entry

**Timeline**

Year long. On going collaboration and meetings with Air Show team leaders  
April – July Work with the volunteer team for placement of all volunteers at the correct gates.

**Equipment/Supplies**

Chairs  
Hand stamps  
Tables  
Awnings  
Golf Carts  
Ticket Scanners

**Important Contacts**

Hillsboro Police and Fire  
Hospitality

## **SHUTTLES – ON FIELD**

### **On Field:**

#### **Chair:**

Gary Irland

#### **Area of Responsibility**

Attend to requests for transportation via 4-passenger golf carts on the field which include the handicapped, injured, sick, veterans, people with young children, etc. Able-bodied people are encouraged to use the gate closest to their seating area and enjoy the walk through the exhibit areas.

#### **Duties**

- Transport handicapped people from the gates and handicap parking area on the field to their seats.
- Assist EMS if needed in transporting sick or injured individuals to first aid tents or to their cars.

#### **Volunteers needed**

5-6

#### **Equipment**

4-passenger golf carts  
Radios



## PERFORMER MANAGEMENT

Performer Liaison Role and Responsibilities

Signature Station

Requirements

Registration

- \*Example: Registration Form – Civilian
- \*Example: Maintenance Record/Pilot Info-Static Display
- \*Example: Performer Contract Need Matrix
- \*Example: Performer Safety Compliance Matrix
- \*Example: Static Display Contact/Safety Matrix
- \*Example: Military Static Display Tracking

Media and PR events

- \*Example: Media Flight Schedule

# **PERFORMER LIAISON**

## **Chair**

Susan Warrens

## **Area of Responsibility**

This role is part staff and part hospitality team. During the calendar year, this role reports to the President and is responsible as the one point contact to performers after the contracts are formalized. All performer requirements per the contract and all air show requirements are tracked and communicated through this role. This includes the tracking of deposits/fees, safety documentation, insurance needs, fuel and oil requirements, display needs, coordinating any ground ops needs, ensuring hotel and car requirements are communicated to the hospitality VP and to aid in marketing and media requests. The position works closely with the air boss in order to ensure good communication. During the air show weekend, this is a volunteer position and part of the Hospitality Team. This position ensures performers are available for meeting the spectators to sign autographs, pictures, and chat. The performer liaison coordinates with all performers except Military Jet teams. Jet teams work directly with a local military liaison.

The Performer Signature stations are located in the VIP Chalets and at the signature booth in General Admission

## **Job Description:**

- Work with President as contracts are negotiated
- Introduce performer to requirements and contacts within the Air Show
- Point of Contact for performers to and from performers to other Air Show areas such as hospitality, marketing, ground ops and air ops.
- Understand, track and ensure all performer contract and OIA requirements are fulfilled. This includes safety and certification requirements.
- Provide regular updates and reports to the President, Hospitality, Marketing, Air Ops and Ground Ops on performer requirements. This includes changes in hotel, car, and fuel/oil needs.
- Communicate to all performers regarding time sensitive and operational changes.
- Coordinate deposit and fee payments to performers
- Work with military performer liaison to ensure military needs fulfilled
- Prepare end of show final report

**Timeline: (typical Air Show event is in August)**

**November:**

- Participate with Air Show team in review of performer acts for next year
- December:
- Participate in review of performer acts at ICAS. As part of a team, tentatively select performer roster. President begins contract negotiations. Begin contact list

**January:**

- Begin tracker for performer acts. (see example) Identify and track fee/deposit requirements.
- President finalizes slate and notifies performers of Performer Liaison role.
- Begin file/notebook for each performer to including contract, registration form, insurance, certification information.

**February:**

- Introduce position and POC to all performers via email.
- Send out OIA registration forms

**March-July:**

- Communicate and monitor performer needs to Hospitality, Marketing, Ground Ops, Air Ops and to President as appropriate.
- Ensure all insurance and certification information is in place
- Communicate on-going updates to performers

**August:**

- Publish arrival and departure dates/times to Air Ops and Tower
- Finalize, prepare and if required ahead of time – mail - the performer ticket package
- Participate in pilot briefing
- Submit final fee requests to finance

**September:**

- Prepare performer Thank You cards and complimentary photos
- Write summary report

# SIGNATURE STATION MANAGMENT

## Volunteers Needed for Signature Station

Five including Chair/Coordinator

Two drivers to transport performers (and introduce at Chalets).

One GA Booth facilitator/host for audience/performer interaction.

One relief person and troubleshooter take pictures in the chalets and autograph booth. OPTIONAL: host in Chalet area to introduce performers

One Coordinator/ team lead

The GA Booth is in the central admission area by the reserve seating gate

## Job Description

Two months before Event and continually until event. Info to be finalized no later than 5 weeks before event

1. Team leader makes contact with Air Boss and begins request for Schedule. This is never available this early but will need continual follow up for a copy of it. No pre scheduling can be done without it
2. Team leader contacts Air Show office and begins to get:  
Chalet sponsor names and contact info. Typical # of Chalets: 11-18  
Performer names and contact info. Typical # of performing acts: 11-20
3. Team lead contacts performers to outline expectations of signature booth

Three weeks before Event

Contact performers introducing us and our roles. Usually done via email. Provide contact name and ask for them to bring PR signature posters, etc if they have them.

Day to 2 Days before Event (ie Thursday if Event is on a Saturday)

1. Pick up and transfer arriving pilots from hangers to Hospitality area to pick up rental car/packets
2. Introduce team at Air Boss pilot briefing on Friday morning (first pilot briefing day). Reiterate importance and value of signature booth
3. Meet with each performer in 1:1 and go over signature schedule (usually done on Friday at morning pilot briefing. Re-arrange if necessary. Agree on final pickups and times. Times and schedules are filled in on pre-printed sheet and copy given to performer.

Day of Event:

1. Greeting and transporting performers at hot pit after performance to chalets or GA booth
2. Introduce the Performer to the chalet contact
3. Ensure Chalet contact is ready for performer
4. Transport performer to GA area and back to hot pit area
5. Take photos, share with performers with a thank you card afterwards

6. At end of performances transport those in audience who need special transport back to their car
7. Ensure crowd drawn to autograph booth.... 'hawking is good'

### **Duties: Pre-work and Detail**

1. Set up schedule for Saturday/Sunday to rotate performer visits (see schedule example at end of this document)
  - a. Assume pick up right after landing or the end of the act.
  - b. Assigned ½ hour at GA Signature booth
  - c. Direct to chalets for another ½ hour to 1 hour of autographs
  - d. Determine if performer needs a ride back to pit at a certain time from Chalets
  - e. Best if only one performer/act is at GA booth at a time however it can work with two acts if that's the only slot available.
  - f. Some performers are required to go directly to their sponsor booth first rather than signature booth. Negotiation can usually be made to split the times, pick them up at their booth ½ hr after act, etc.
  - g. Parachute teams have been difficult to schedule for the above reason. Ensure clear commitment and arrangement for a few of the team to be at the GA booth.
  - h. Do not forget to ask helicopter or warbird pilots although warbirds pilots have not opted for this.
  - i. Do not schedule a performer to sign autographs BEFORE his act. There often is no audience to sign for and it is uncomfortable for performer. In some cases it will be impossible to have the performer's schedule match with a signature session and they are exempted from signature booth.
2. Contact performers ahead of time of tentative schedule and description of activity
  - a. Encourage they bring preprinted photos, etc.
  - b. Option: Introducing himself to the chalet contact after the first chalet visit (we will introduce them to the FIRST chalet, but they will need to walk down the line and introduce themselves after that. )
3. Contact Chalet sponsor contact of expectation for hosting performer
  - a. Confirm they want performers to visit their chalet
  - b. Place to sign autographs/sit, pens, posters
  - c. Offer them something to drink, etc
  - d. Announce they have arrived
4. Design/set up GA booth.
  - a. Items used in the past: backdrop of \$1.00 red, blue, white vinyl tablecloths. Red/White/Blue decorations bought from dollar store or craft store on clearance after 4<sup>th</sup> of July. Garlands, wreaths, stars, windsocks, pinwheels, etc.
  - b. Vinyl table cloths and skirts for tables.
  - c. White banner sign and previous decoration stored by team leader
  - d. White board and easel to announce schedule of performers. Insert pictures with names on board to give description of act
5. Buy/Design decorations for golf carts

- a. Include a small cooler with cool water if hot
  - b. Add Bells or other noise attractants to warn spectators
  - c. Spinners and red/white/blue ribbons
6. Determine how schedules will be posted at Chalets and GA
  - a. Chalets
  - b. Make sure numbers are on Chalets.. performers don't know which chalet to go to with out the numbers
7. Provide announcement for PA announcer and give to announcer at Friday Pilot briefing

### **Timeline**

Continually	Chair relays information to team and ensures who is on team
3 months before Air Show	Chair contacts team and/or holds informal team social meeting
5-6 weeks before Air Show	Chair compiles information to date, contacts team
4 weeks before Air Show	Meet with team; need list of performers and Tentative schedule
~4 weeks before Air Show	Team attends safety meeting and/or safety review held by Chair
3 weeks before Air Show	Contact chalet owners/performers; create schedule
2 weeks before Air Show	Meet with team; confirm decorations
	Final team briefing; hand out shirts
2 Day before Air Show	Volunteer picks up pilots and shuttle from landing to Hospitality
Day before Air Show	Set up GA signature booth; orient golf cart drivers to field layout, autograph tent, chalets, hot pit, drive path. Drive path must avoid as much as possible crowds and routes used by food booth gaters. Ensure where gate is open into chalets for golf carts.
Days of Air Show	All members attend pilot briefings each day. Air Boss to introduce team. Schedule 1 hour breaks for each volunteer in am And pm and/or give 9 am to 10 am to look at exhibits.
	For Blue Angels, Thunderbird performances, etc. Team can view in President Chalet or area next to it.
1 week after Air Show	Thank you notes sent to performers. Coordinate with President for her hand written notes Optional, if photos of performers at autograph tent Were taken send with a thank you note

## **Equipment- Needed day before Air show**

- Electronic logo of Air Show for posters, etc.
- 3 Golf Carts - four passenger. Golf Carts should not have windshields
- 2 Air Show radios. Team will use personal cell phones unless they request one
- 2 Small coolers in back of Golf Carts with cold bottled water, wet wipes
- 5 Official Air Show polo shirts (one for each member)
- 5 Wrist Bands All Access
- 5 Parking Passes
- 4 Hot Pit Passes
- Signature tent with 2 large tables and 7 folding chairs
- ~\$100 for decorations, printing of posters, etc
- Banner for booth
- Tablecloths and skirts for tables.
- Name Tags i.e: Performer Liaison - BETH
- Air Show posters or autograph card (600)
- Marking Pens (10)
- Water at Autograph booth (bottles)
- Performer Name Displayed on Table in plastic holder
- Large Easel with Performer schedule.
- Flashlights for golf carts for night performance. Need to be heavy duty

## **Maps/Set up Instruction**

GA booth needs to be in prime visible area.

Previous years have been on tarmac near Reserved section/upgrade booth

Set up should not be under the large speaker stand.

Booth needs to have same info available as “information booths”

Need to have golf court access to chalets and coordinated with gate keepers at secured entrance to chalet area

A nice to have would be a plywood floor for more stability in chairs for performers

## **Important Contacts**

Air Show layout person (to ensure we have the right place for the GA Booth)

Air Show admin: ensure entire team is invited to Fly-In/recognition events

Air Boss- (to know performers and tentative schedule and get hot pit passes)

Air Show Hospitality VP –get shirts ordered, lunch passes

Golf Cart manager

Ground Ops Equipment manager to ensure we have table, tent, chairs in GA booth

PA announcer – to announce the signage booth

## **Details of coverage : Example of planning detail: Friday/Saturday/Sunday:**

Attend Performer Briefings in morning: Introduce us to them

Friday: 11:00am ( we do not host performers Friday)

Saturday: 8:00am (performer signatures starting 11am)

Sunday: 8:00am (performer signatures starting 11am)

Team meets at 7 am days of show. At opening gate time (9 am), Team meets at GA Booth and walks to each Chalet to introduce ourselves to the Chalet sponsor and let them know we will be escorting performers.

5 weeks before air show weekend, each chalet is contacted and briefed on proper hosting of the performers. Chalet contact information is available from the marketing director. A tentative 1 - 1.5 hour block of time is scheduled for each performer to first attend the general admission signature tent and then walk through the

line of VIP Chalets. Performers who are flying more than once during the air show day may not have enough window to attend the signature activities.

This is an example of the Air Boss's schedule. It is never static and changes. Expect it to change. The last column is added for planning purposes.

PERFORMER	BEGIN	DURATION	END	Available for Audience
<i>Briefing at Hospitality</i>	<i>08:00a.m.</i>			
Sterile Area check & Welcome	10:17	0:10	10:27	
Golden Knights t/o & drift	10:27	0:05	10:32	
Sean Tucker Teaser	10:32	0:05	10:37	? 11-13:30
Warbird Flight	10:37	0:25	11:02	11:30-16:00
Opening w/Flag Jump & F-15's	11:02	0:10	11:12	
Golden Knights Full Show	11:12	0:25	11:37	12:15-16:00
Sport Copter	11:37	0:12	11:49	
EAA Flight	11:49	0:15	12:04	
Showcat Solo	12:04	0:15	12:19	?
Russian Thunder	12:19	0:12	12:31	?
OMAS Models	12:31	0:13	12:44	
Fly-by	12:44	0:08	12:52	
Bud Granley T-6	12:52	0:14	13:06	13:30-16:00
T-6A Texan	13:06	0:13	13:19	
Smoke 'n' Thunder	13:19	0:10	13:29	14:00-16:00
Classic Air MiG	13:29	0:12	13:41	14:15-16:00
A-10 with Heritage Flight	13:41	0:25	14:06	
Renny Price	14:06	0:10	14:16	15:00-16:00
Dan Buchcanan w/Russian Thunder	14:16	0:12	14:28	15:00-16:00
Showcat Wingwalking	14:28	0:15	14:43	15:15-16:00
Super Hornet	14:43	0:20	15:03	

In general all performers are picked up after performance within ½ hour of landing. Most performers start at signature tent for ½ hour and then are taken to Chalets starting with Chalet #1. Try to hit all chalets but at least first 5.

Sunday	Chalet Name	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30
Signature Booth – General Admin.		Sean Tucker?	Hamill	Sean Tucker? EAA	Renny Price	Paraglider Golden Knights	Collaborators	Vertigo	Hamill
Chalet #2	KUIK			Hamill	EAA Super Hornets F18	Renny Price Sportcoptor	Vertigo Paraglider Golden Knights		
Chalet #3	Commanders Club								
Chalet #4	Presidents Club								
Chalet #5	Standard TV and Appliance								
Chalet #6	Genentech Sat Jone Roth/FF Fri/Sun								
Chalet #7	Port of Portland						Golden Knights		
Chalet #8	Homeland Fireworks/ATG								
Chalet #9	Dignity Memorial								



## Performer Signature Schedule

End of Performance	
Signature Booth	
Chalets: Please visit those highlighted	
#2 KUIK	
#3 Commanders Club	
#4 Presidents Club	
#5 Standard TV and Appliance	
#6 Genentech Sat Jones Roth/Fisher Farms Fri/Sun	
#7 Solarworld Clear Channel Comcast	
#8 Homeland Fireworks/ATG	
#9 Dignity Memorial (Veteran's Chalet)	
#10 Premier Jets Sat	
#11 Thunderbirds	
#12 Aero Air	
#13 Global Aviation	

# PERFORMER REQUIREMENTS

## **Contract:**

A signed contract with the performer is required. OIA accepts the individual performer's contract after it has been reviewed and approved by the OIA President. In addition, all performers must fill out OIA's Performer Registration form (form is included in this syllabus). Military performers are exempt from filling out the FAA information on page 2 of the form and exempt from insurance requirements.

## **All Air Show performers will:**

1. Meet all guidelines set forth by the FAA (Federal Aviation Association)
2. Meet all Air Show requirements **prior** to landing at the Hillsboro Airport by providing:
  - Air Show Registration Form
  - Pilot's license
  - Airworthiness Certificate & Aircraft Registration
  - Medical certificate
  - Maintenance Log - must show current annual or 100 hour inspection
  - Insurance Certificate – \$1Million minimum coverage listing the following as additionally insured:  
Oregon International Air Show, Port of Portland, City of Hillsboro, and Standard TV & Appliance.
3. Timely arrival and departure. Performers will arrive before show begins; depart after show ends according to schedule. Fly friendly procedures will be given to all participants. The goal is to minimize traffic over residential areas.
4. Cooperation during periodic Air Show checks around aircraft parking to assure no fuel leakage or safety hazards.
5. Attendance at required Air Show briefings. These briefings will cover optimal flight paths and safe, emergency landing locations and other pertinent information. Briefing "Sign In" will be required.
6. Attend special events Thursday through Sunday at request of OIA.

## **In addition, all Air Show performers will:**

1. Have aircraft inspected by FAA Inspector upon arrival at Air Show.
2. All civilian aerobatic performers will be sanctioned by the International Council of Air Shows and their ACE (Aerobatic Competence Evaluation) card must be current and valid.

# STATIC DISPLAY REQUIREMENTS

All static displays must fill out OIA's Static Display Registration form which is identical to the Performer Registration except a Maintenance Record/Pilot Info form replaces the FAA checklist (form included in syllabus). Military static displays are exempt from filling out the Maintenance Record/Pilot Info form and exempt from insurance requirements.

Military Statics are solicited and coordinated through Ground Ops. (see Static Display Management in the Ground Ops section of this syllabus)

## **All Air Show Static Display participants will:**

1. Meet all FAA guidelines. Pilot and aircraft must be in compliance with FARs and be able to show documentation if necessary
2. Provide proof of the following prior to the Air Show weekend
  - Completed Air Show registration form
  - Pilot license
  - Airworthiness certificate & Aircraft Registration
  - Medical certificate
  - Signed Aircraft Maintenance Records form
  - Insurance certificate showing \$1 million coverage
3. Arrive before show begins and depart after show ends according to schedule
4. Attend required orientation and special events during Air Show weekend.
5. Cooperate with Air show personnel and periodic safety checks through the show

Documents should be sent to [info@oregonairshow.com](mailto:info@oregonairshow.com) or Faxed to 503-693-8673

## **The following are set up requirements for static display to provide safe separation of spectators from the static displays:**

1. Parking for experimental and classic static display aircraft will be on the itinerant aircraft parking ramp across from the fueling mushroom. The tower will have a list of the registered static display aircraft, and will provide taxi clearance to static display parking for those who have pre-registered. Non- pre-registered aircraft will be instructed to taxi to temporary itinerant parking adjacent to the NE Ts and will not be part of the Experimental Static Display. Incoming pre-registered experiment or classic aircraft may ask the tower for taxi instructions to "experimental static display". The aircraft will shut down on the taxiway east of the display area unless a ramp volunteer guides the craft to a parking space.
2. **Aircraft are not allowed to operate their engines in the Static Display area after the gates are open.**
3. Static display aircraft may arrive before gates open and may depart after gates close as long as the field is clear of spectators. Aircraft must be pushed or towed to the

taxiway east of the static display area where spectators are not allowed. There will be volunteers to help push static display aircraft.

4. When moving aircraft from or to the static display area, a minimum of 3 personnel shall marshal the plane, one at each wing and one at the tail
5. Minimal movement of aircraft in or out of the Static Display area between gate open and gate closure will be allowed. Movement of aircraft during this time must be approved by Ground Ops, Air Ops, and Security leaders in advance.
6. Utilize heavy stanchions to separate aircraft from spectators.
7. If an aircraft has a fluid leak (such as fuel, motor oil or hydraulic fluid), stanchions and barriers must be in place to separate crowds from exposure to leakage. Proper collection methods must be used, such as buckets, drip pans, etc.
8. Apply "DO NOT ENTER" barrier tape between stanchions. "Caution" or Authorized Personnel Only" tape is not as effective and should not be used in this situation.
9. Assign appropriate number of volunteers to patrol the Static Area to enforce crowd safety
10. Any aircraft in the Static Display area that needs to start an engine to move for a performance or fly-by should be placed as close as possible to the Hot Pit entrance.



## OREGON INTERNATIONAL AIRSHOW PERFORMER REGISTRATION (Civilian)

This form must be completed by each performer requesting participation in the Oregon International Air Show. Air Show will determine if performance is approved and hotel and vehicle availability.

### CONTACT INFORMATION:

Name		Phone		Cell	
Address		Fax		Email	
Emergency Contact		Phone			

### AIRCRAFT INFORMATION

Aircraft Type		Wing Span	
Registration #		Height	

#### Ground Handling/Tow Bar requirements

Fuel Type		Weekend Amount		Departure Amount	
Oil Type		Weekend Amount		Departure Amount	
Smoke Oil		Weekend Amount			

#### Special Needs (GPU, etc.)

### LOGISTICS:

Oregon International Air Show will provide transportation (type to be determined by Air Show) and accommodations for approved number of crew. Meals are provided during Air Show hours. We welcome additional crew members and guests with the understanding that they will assume their own expenses.

**Performers** are welcome to arrive between 1200-1700 on Thursday, August 27 (check NOTAM's for Jet Team arrival). Please depart by 0900 Monday, August 31. Anyone wishing to park at HIO outside of these hours will need prior approval from the Air Show Director. Air Show will cover hotel/vehicle requirements August 27 to August 31 only. The Performer is responsible for costs outside of these dates.

**PERFORMER APPEARANCES:** OIA requests performers plan to participate in the following special events:

**Thursday evening:** VIP/Performer Kick Off

**Friday morning:** Media Day & Community Kids day

**Air Show weekend:** Signature Booth and VIP Chalet visits

**ARRIVAL DATE/TIME:**

**DEPARTURE DATE/TIME:**

**HOTEL ACCOMMODATIONS:** OIA reserves right to provide double rooms over single rooms when necessary. Total Crew - ; Total Female - ; Non-Smoking - ; Smoking - . Please list name below:


**VEHICLE** – Air Show will provide vehicle per contract with performers. Vehicles will have limited mileage requirements.

**Air Show gladly provides Hospitality Area for Performers during Show days/hours (Saturday/Sunday)**

**PERFORMANCE INFORMATION (Include description of act):**

Air or Ground start?		High Show duration		Max. Altitude:	
		Low Show duration:		Max. Altitude:	

For aircraft flying during the show, please complete the attached Airworthiness information form and fax it to the FAA number near the top of the form.

**PERFORMER / PERFORMER AIRCRAFT INFORMATION**

This is the information block from the participant's statement you will sign at the briefing. Please fill it in as completely as you can now and it will be available for completion and signature at the briefing. Note: scanning is problematic at best so Word and emails are preferred over hand written copies.

SIGNATURE:	MEDICAL CLASS:	BFR DATE:	PLEASE PRINT NAME:	ACFT. TYPE:
CERTIFICATE # & TYPE:	DATE:		PLEASE PRINT TEAM NAME:	REG. #
ADDITIONAL INFORMATION Do you have any of the following? 1. LOA in lieu of type rating <b>Y – N</b>  2. LOA for maneuvers at the crowd <b>Y – N</b>  3. Non-aerobatic formation card <b>Y – N</b>	DATE OF LAST PERFORMANCE OR PRACTICE:	Drop Tanks? <b>Y – N</b>  Ejection Seats? <b>Y – N</b>	ACE CARD DATE:  LIMITATIONS/AUTHORIZATIONS:	EMERGENCY PARACHUTE REPACK DATE:

**INSURANCE INFORMATION**

A minimum of \$1 million coverage is required. A copy of the certificate with the following entities listed as additionally insured must be received prior to the Air Show:

Standard TV and Appliance, 5240 SE 82nd Ave, Portland, OR 97266  
The Port of Portland, PO Box 3529, Portland, OR 97208  
City of Hillsboro, 150 E. Main St, Hillsboro, OR 97123  
Oregon International Airshow, PO Box 37, Hillsboro, OR 97123.

**Questions? - call Kedric Rutz, email [Oregonairshow@comcast.net](mailto:Oregonairshow@comcast.net) or fax the Air Show Office @ 503-716-8870**

Kedric Rutz, 4009 Maggie Ct, Smyrna, TN 37167; 615-785-0282; Email: [hioairboss@yahoo.com](mailto:hioairboss@yahoo.com)

**SEND REGISTRATION FORM TO:** [warrens@wwdb.org](mailto:warrens@wwdb.org) (preferred) **OR FAX 888-761-9169;**  
**OR MAIL:** PO BOX 37, HILLSBORO, OR 97123

**PLEASE COPY KEDRIC RUTZ at [hioairboss@yahoo.com](mailto:hioairboss@yahoo.com).**

***FAA Maintenance Records checklist for Performers is on the following page.***  
*Anyone flying during the show will make their inspection easier by completing this form and faxing it to the FSDO.*



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

Flight Standards District Office  
3180 NW 229th Avenue  
Hillsboro, Oregon 97124  
503-615-3200, Fax: 503-615-3300  
800-847-3806

## **Air Show Performer's Inspection Checklist**

This form is intended to provide communication between the Air Show performers and the Portland Flight Standards District Office (FSDO). Providing the following aircraft information will expedite the aircraft inspection process, required by the Portland FSDO.

**Please FAX your signed copy to the Portland Oregon FSDO at Fax number (503) 615-3300.**

---

### **Part 1 Aircraft Maintenance Records Inspection:**

Unless unusual circumstances exist, providing the following information and signing the certification statement below will serve in lieu of the requirement for performers to provide aircraft maintenance records to the Portland FSDO for inspection. The certification statement must be signed by the performing pilot, or aircraft owner.

**Pilot Name:** \_\_\_\_\_ **Aircraft Registration #:** \_\_\_\_\_

For ease of coordination, my cell phone number is: \_\_\_\_\_

**Aircraft Make & Model:** \_\_\_\_\_ **Aircraft Serial #:** \_\_\_\_\_

Date of:

**Last Annual:** \_\_\_\_\_,

**Condition Inspection:** \_\_\_\_\_, or

**Part 91.409(f) Inspection:** \_\_\_\_\_.

**Aircraft Total Time at last Annual or Condition Inspection:** \_\_\_\_\_

**Name of person who performed last Inspection:** \_\_\_\_\_

**Certificate # of person who performed last Inspection:** \_\_\_\_\_

#### **Certification Statement:**

I, \_\_\_\_\_, certify that I have verified the above information and that it is true and accurate to the best of my knowledge:

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Certificate # & Type**

\_\_\_\_\_  
**Date**



U.S. Department  
of Transportation

**Federal Aviation  
Administration**

Flight Standards District Office  
3180 NW 229th Avenue  
Hillsboro, Oregon 97124  
503-615-3200, Fax: 503-615-3300  
800-847-3806

## **Air Show Performer's Inspection Checklist** (Cont.)

### **Part 2 Aircraft Inspection:**

The Portland FSDO requires that your aircraft be inspected by an FAA Airworthiness Inspector before performing in the Air Show. The following items must be verified. Please use this checklist to ensure that you are prepared and able to provide these documents and information to the FAA Inspectors. Thank You!

- ☐ - Original (not a copy) **Airworthiness Certificate**, FAA Form 8100-2.
- ☐ - **Operating Limitations**, if applicable.
- ☐ - Current **Program Letter**, if applicable.
- ☐ - Original (not a copy) **valid Aircraft Registration**, FAA Form 8050-3 or 8050-1.  
Temporary (pink sheet), dated \_\_\_\_\_ must not be more than 90 days old.
- ☐ - **Parachute and Parachute Packing Card(s)**, if applicable.  
Inspection and Packing Date(s): \_\_\_\_\_
- ☐ - **Other Emergency Equipment**, as applicable:
  - o **Ejection Seat?** \_\_\_\_\_
  - o **Ballistic Parachute?** \_\_\_\_\_
  - o **Cartridge Activated Devices & Locations?** \_\_\_\_\_
- ☐ - **Any High Pressure or Dangerous Gaseous Containers?** (ie: LOX, Skydrol, O<sub>2</sub>, etc.)?
  - \_\_\_\_\_, Location: \_\_\_\_\_
  - \_\_\_\_\_, Location: \_\_\_\_\_
  - \_\_\_\_\_, Location: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FAA use only (Initials):

SPAS Review: \_\_\_\_\_ Date: \_\_\_\_\_ Ramp Insp: \_\_\_\_\_ Date: \_\_\_\_\_



### **Static Display Aircraft Maintenance Records & Pilot Information Form**

Please provide the following information and sign the certification statement below. The certification statement must be signed by the pilot or aircraft owner.

Pilot Name \_\_\_\_\_

Pilot Certificate Number and Type \_\_\_\_\_

Medical Class and Date \_\_\_\_\_

BFR Date \_\_\_\_\_

Aircraft Registration Number \_\_\_\_\_

Aircraft Make & Model \_\_\_\_\_

Aircraft Serial Number \_\_\_\_\_

Date of last Annual or Condition Inspection \_\_\_\_\_

Name & certificate number of the person who performed last Annual or Condition Inspection:

\_\_\_\_\_

### **CERTIFICATION STATEMENT**

I, \_\_\_\_\_, certify that I have **verified** the above information and that it is true and accurate to the best of my knowledge.

\_\_\_\_\_/\_\_\_\_\_  
Signature Date Title/Certificate Number & Type

2009 Performer Roster and Info

Performer Act	Performer Address and contact	Contract	Registrat	Arrival/ Departure Information		Rooms/ Night	Vehicle	Fee	Deposit	Guest Ticket/Pass Requirements		
				Arrive	Depart					GA	Reserved	PC
<b>Air Boss - Kedric Rutz</b>	4009 Maggie Ct Smyrna, TN 37167 615-785-0282/h 615-355-6877	NA	NA	Sat	Mon	1 NS King/suite accepts pets Tue-Mon	sedan			NA	NA	NA
<b>Air Force Reserve Biplane featuring Ed Hamill Pitts S2C N89PS</b>	Aeorsports Marketing Group, Inc 13793 W. Vernon Ave Goodyear, AZ 85395 602-315-2880 fax: 866-941-5661 edhamill.com contact: Teresa Beardsley teresa@edhamill.com 520-247-4585	yes	no but supp ort manu al	8/17 plane Tues for Teresa Wed for Ed	Mon	4 NS 1 (tues-mon) 2 (wed-mon) 1 (fri-mon)	2 sedans 1 minivan available Tuesday			10 vendor Fri-Sun 4 prk passes		8 passes Sat-Sun 3 prk passes Sat-Sun
<b>US Army Golden Knights Parachute Team</b>	contact: Darrin Grim darrin.grim@usaac.army.mil PO Box 70126 Ft Bragg, NC 28310 910-396-2036 Ext 1539 FAX:910-396-9307 910-907-3205 (Karen Morrison's)	yes	Military	Thur 1400 except 1 lead person on Tues	Mon 0800	19 NS single rooms;	3 sedans 1 mini van 1 -15 passenger bus * see misc comments					25 Sat 25 Sun
<b>Bob Carlton Vertigo Airshows Jet Salto Glider N101AZ</b>	Bob Carlton Vertigo Airshows 604 Newport Ct. SE Albuquerque, nm 87123 505-239-5967c/505-275-5945w bob@vertigoairshows.com	yes	yes	Wed changed to Wed 7/29/09	Mon	2 NS Dbl	1 sedan					

## 2009 Performer Roster and Info

Performer Act	Fuel Requirements	Oil/ Engine & Smoke	Hangar Space	Misc	Media Rides	video restricti ons?	Display Space	Marketing Needs
<b>Air Boss - Kedric Rutz</b>	NA	NA	NA	NA	NA	NA	NA	NA
<b>Air Force Reserve Biplane featuring Ed Hamill Pitts S2C N89PS</b>	140 gal, 100LL	smoke oil: 42 gal Texaco Canopus 13 engine: 2 cases Aeroshell W100 plus	yes - Tuesday thru Sunday	50'x40' space for motorcoach 1 golfcart 6 crew passes, 3 vehicle passes 4 exhibitor parking passes, 10 vendor passes 3 vip parking and 8 venue passes			50x40 display space	programs list as: Air Force Reserve Biplane featureing Ed Hamill
<b>US Army Golden Knights Parachute Team</b>	Military	Military		one of sedans must be 2 days early;all vehicles must have ramp passes water and ice coolers to be supplied min of 20'x20' booth space. Plane is 50,000 lb Mktg: 2 tandem jumps, 4 baton recipients Need 19 rooms vs 16 due to tandem jump	yes, 6 media guests /flight on arrival day			media/arrival show; same as last year
<b>Bob Carlton Vertigo Airshows Jet Salto Glider N101AZ</b>	40 gal Jet A,JP5 or JP- 8 (fri practice plus 3 shows)/ need additional fuel for teasers	smoke oil: 8 gal Corvis or Canopus	yes must fit 42' wingspan	Store In hangar from 8/10 until show if possible, but tied down on ramp if not. Indoor area for smaller equipment storage. Support vehicle must have access to taxiway for flight preparation - red gate access?				

Performer Safety Compliance

Performer Act	Performer Address and contact										
		Insurance	OIA in Ins.	W-9	Cert Date	BFR Date	ACE Card Exp.	FAA Perf Info	FSDO Maint.	Comments	Emergency Contact
<b>Hornet Legacy Flight Demo AD4 Skyraider</b>	Alan Anders 1156 Brighton Crest Dr Bellingham, WA 98229-6905 alan@heritageflight.org anders_alan@hotmail.com 360-540-5112	yes	no	NA	tbd	3/31/2008	12/31/2009	yes		Heritage flight does not name additional insureds	Bill Anders 360-378-7881
<b>Bob Carlton Silent Wing Air Shows</b>	Bob Carlton Vertigo Airshows 604 Newport Ct. SE Albuquerque, nm 87123 505-239-5967 bob@vertigoairshows.cm	yes	yes	yes	yes	1/25/2009	12/31/2009	yes	yes		Laurie Carlton 503-239-3792
<b>F-15 Oregon Air National Guard</b>		NA	NA	NA	NA	NA	NA	NA	NA		NA
<b>Kent Pietsch Air Shows</b>	KP Stunt Productions Inc. P.O. Box 356 Burlington, N.D. 58722 Kent D. pietsch home: 701-725-4800 cell; 701-240-4865 work: 701-725-4312 mooney@minot.com Mooney335@earthlink.net	yes	yes	yes	2/26/2009	1/8/2009	12/31/2010	yes	yes		Warren Pietsch 701-852-4092
<b>Renny Price - Hammerhead Aerobatics Russian Sukhoi N699SU</b>	5757 SW Meridian Way Tualatin, OR 97062 fax503-638-6174 c 503-381-5564 rennyprice@msn.com	yes	yes	yes	4/16/2009	5/11/2009	6/21/2008	no	yes		Marcie Price 503-708-4107
<b>Patty Wagstaff</b>	Patty Wagstaff Airshow Inc 3501-B N. Ponce de leon Blvd, #397 St. Augustine, Florida 32084 PWAS@aol.com fax: 904-808-1509	yes	yes	yes	12/17/2008	Jul-08	12/31/2009	yes	yes		Denny Moore 305-808-2924

Static Display Safety Compliance

Static Display	Address and contact	OIA in      Airworthy      Medical      Emergency								
		Insurance	Insurance	Cert	Cert	License	BFR date	Maint. Form	Comments	contact
<b>WARBIRD</b> <b>PZLMielec M-2601</b> <b>N260AW</b>	John (Jack) Mykrantz 3605 NW Glenridge PL Corvallis, OR 97330 541-753-0188/c 541-207-6740	yes	yes	yes	yes	yes	1/28/2009	yes		
<b>WARBIRD</b> <b>RYAN,</b> <b>NAVION</b> <b>N4462K</b>	Lanny Zoeller PO Box 902, CVO Coral Zoeller 541-757-7402/c 541-602-1225 Fax: 541-738-7402 zoellerl@proaxis.com	yes	no	yes	yes	yes	6/2/2008	yes		
<b>WARBIRD</b>	Gary Hagstrom 24574 S. Skylane 503-358-0203 gihagstrom@aol.com	yes	yes	yes	yes	yes	7/1/2009	YES		Linda 503-266-2577
<b>Nanchang 6A</b>	Dana Andersen P.O. Box 954 Cornelius, OR 97113 503-701-7590 1929travelair@gmail.com	yes	yes	yes	5/9/2008	yes	1/15/2009	yes	plane towed	
<b>N34FP</b>	Mark Kandianis 68221 Hawk Ridge Dr Ferndale, WA 98248 360-201-0757	yes	yes	yes	5/20/2009	yes	tbd	yes	crew chief of Alan Anders	
<b>WARBIRD</b> <b>MiG-17F</b>	CAAM 3005 NE Cornell Rd Hillsboro, OR 97124 503-693-1414/c 503-929-0166 donkel@classicaircraft.org	yes	yes	NA	NA	NA	NA	NA		
<b>MILITARY</b> <b>USAF T-6</b> <b>Texan 2</b>	It Col Scott Hughes Scott.hughes@vance.af.mil hughes63@hotmail.com 580-213-5037/580-278-8867 Fax:580-213-5099	NA	NA	NA	NA	NA	NA	NA	NA	Paul Hughes 503-625-3947

## 2009 MEDIA FLIGHT SCHEDULE

[illegible]



## HOSPITALITY

### Roles, Responsibilities and Timelines

#### Performer Hospitality

Benefits/Packets, Hotels, Vehicles, Welcome

\*Example: Hotel Request for Quote

\*Example: Hotel and Vehicle Spreadsheet

\*Example: Hotel Cover Letter

\*Example: Welcome letter to Performers

#### President's and Commander's Club

#### Food Procurement and Management

Volunteers, Performers, Static Displays,

Air Show Chalets

\*Example: Food List

\*Example: Trade Form



## **HOSPITALITY MANUAL**

**Linda Wilson, VP**

### **Hospitality Roles and Responsibilities**

#### **Hospitality Logistics**

Detailed Processes, Timelines, and Equipment for:

Hospitality Committee

President's Club and Commander's

Club Chalets

Food Donations

Hospitality Suite

Hotels

Performers Food Tent

Performers Packets

Vehicles

Volunteer Food Tent

# HOSPITALITY

## Roles and Responsibilities –

### **Hospitality VP: (LINDA)**

- Responsible for coordination of hotel accommodation for all performers
- Direct contact with Rental Car Coordinator. Liaison with Rental Car Coordinator.
- Main contact for any questions pertaining communication on rooms or car reservations.
- Responsible for all performers having a good time.
- Main point for Hospitality Coordinator
- Main contact for any Hospitality questions from public
- Main contact for performers for Air Show questions
- Main contact point for Air Show President or Committee

### **Hospitality Coordinator: (Karen) (Backup provided by those in suite)**

- Responsible for delivery coordination, scheduling, point for central contact on routing goods, general information, work assignments, and cart assignments.
- Works with all coordinators from each area to maintain a transport schedule for goods and services on the field.
- Backs up Hospitality VP
- General point for people on field when they needed something scheduled.
- Works directly with kitchen and inventory coordinators to make sure that schedule are on time.

### **Hospitality Suite: (Kathy, Kendall)(backup provided by those in suite)**

- Buffet setup and filling
- Decorating
- Maintains recycle and trash within the suite
- Helps with Kitchen prep for deliveries

### **Liaison to Main line performer/Announcers/Field contact/Media Events (Veta) (backup as needed)**

- Works directly with main line act and their contacts to provide appropriate service, goods, supplies as needed
- Responsible for obtaining schedule for any needed deliveries to Main Liner, Media Events and Announcers.
- Responsible for prep and delivery to media events, main line and announcers.
- Work directly with Kitchen Coordinator to obtain needed food supplies
- Work with vendors on amounts and reciprocal agreements
- Field contact
  - Setup – hand washing stations
  - Main contact for Health Inspector

- If anyone on the field needs supplies this person is the main contact person for getting services
- Responsible for hospitality suite setup
- Works with inventory coordinator to create an accurate list of tools/goods that start the event.
- Works with Hospitality Coordinator on setting up deliver schedules and need on field coordination.

**Volunteers/Performers: (Troy and Mary at volunteer site)(Brad and Jerry- Hospitality Volunteers Point)(Don- Performers Point)**

- Works directly with Volunteer Coordinator to arrange transport schedule (Troy and Mary)
- Works directly with Performers Coordinator to arrange transport schedule (Troy and Mary)
- Prep, load, deliver and maintain all of the food and goods supplied by hospitality
- Work with Hospitality Coordinator to maintain an appropriate delivery schedule and equipment availability
- Prep and maintain other areas as needed for ice and water for all locations (i.e. performers, Presidents, Commanders, statics, etc)

**President/Commanders: (Kelly/Janet/Bob at tent)(Lori and Greg – Hospitality President/Commanders Point)**

- Work directly with President /Commanders Coordinator.
- Prep, load, deliver and maintain all of the food and goods supplied by hospitality
- Work with Hospitality Coordinator to maintain an appropriate deliver schedule and equipment availability
- Prep and maintain other areas as needed for ice and water for all locations (i.e. volunteers, performers, statics, etc)
- Direct contact with Kitchen coordinator for special deliveries

**Static Line/Warbirds/Hot pit: (Kendall/Kathy) (back up from those in suite - Karen)**

- Load and deliver – beverages and snacks as needed.
- Works directly with the Hospitality Coordinator to schedule rounds of the ground statics, warbirds, and hotpits.
- Prep and maintain other areas as needed for ice and water for all locations (i.e. volunteers, performers, presidents and commanders).
- Helps in hospitality suite in between rounds on the field.

**Kitchen Coordinator: (Lori)**

- Work directly with President / Commanders Coordinator(s) to arrange a satisfactory delivery and prep schedule for the weekend.

- Prep, load, deliver and maintain all of the food and goods supplied by hospitality
- Works directly with Hospitality Coordinator to maintain an appropriate delivery schedule and transportation
- Work with Inventory Coordinator to maintain accurate supply counts and to make sure enough food is available for each day, as well as maintaining spreadsheet for inventory control, costs, and documentation.
- Works on moving all goods out to field.
- Updates all ending inventory counts
- Works directly w/inventory coordinator to supply Hospitality Coordinator and Hospitality VP with end of Air Show inventory counts and lists.
- Divides and mark food location in coolers and freezer for each area
- Needs notebook to store inventory lists
- Help with maintaining an accurate flow of work in the kitchen.
- Help with Kitchen clean up

#### **Inventory: (Lori)**

- All goods need to be inventoried prior to being dispensed. This includes any pre-Air Show supplies such as paper goods, gloves, utensils, hand washing stations etc. (Counts IN)
- All goods need to be inventoried by group as to how many used, how many returned. (Counts OUT, Counts RETURNED)
- Goods need to be inventoried by piece (i.e. bag of buns – 12 buns)
- Help with maintaining and accurate flow of work in kitchen
- Help with kitchen clean-up
- Provide completed inventory lists to Hospitality Coordinator and Hospitality VP by end of Air Show.
- Needs notebook store inventory lists

#### **Shuttles: (Carl)**

- Assignments will come from Hospitality VP.
- Have a safe driving record and ability to navigate through stressful situations.
- Must have good customer service attitude and knowledge of Air Show.
- In free time help with maintaining kitchen and hospitality suite.

#### **What to Wear or Bring:**

- Air Show volunteer t-shirt or designated team wear
- Sunglasses and protective sun attired (hat, spf)
- Water Bottle
- Long pants or shorts
- Closed toe shoes

**Expectations:**

- All members of Hospitality represent the Air Show.
- When interacting with performers, volunteers or patrons it is important to remember that whatever is said reflects on the Air Show.
- If you are not sure what is appropriate use this Rule of Thumb – if you would not want your friends, family or neighbors to read about it in the newspaper then think twice about it.

## **HOSPITALITY LOGISTICS**

### **Transportation:**

- Truck for big deliveries and pickups
  - Used Don's personal truck in 2008, 2009
  - Truck for deliveries to President/Commanders/Volunteers/Performers to deliver big supply drop offs
  - Used for Kitchen supplies drop off
  - Used for picking up unused supplies at President/Commanders/Volunteers/Performers. This includes all supplies
- Rental Car (van) for shuttles
- Gators
  - 4 gators for segmentation between different areas for deliveries
    - 1 gator for volunteers/performers
    - 1 gator for to be used for static line, warbirds, and hotpits.
    - 1 gator for hospitality suite, roving, media, errands, emergency deliveries, chalets
    - 1 gator for Presidents/Commanders (they keep this one)

### **Communication Needs:**

- Phone cards for each Hospitality volunteer with contact number and area. Divide and assign work to specific individuals to own and maintain.
- Hospitality Coordinator - an overall phone card with phone numbers for all areas. Phone cards that display contact number for Air Show main contacts and areas (Hospitality Suite)
- Hospitality Coordinator – check out a Hospitality cell phone

### **Check out Needs:**

- Hospitality Coordinator – will serve as check out point for gator, ice, and van keys.

### **Division of Work – Hospitality Teams (all teams help with Kitchen prep and cleanup of kitchen– as needed):**

- Volunteers/Performers – team of two
- Inventory – one person. This person will provide starting counts to all areas. Inventory should also segment food and tell the teams how much they have to work with the whole weekend.
- President/Commanders – team of two
- Hospitality suite - team of two. Rotate between suite and static lines
- Kitchen (team of two for initial instructions and then prepping, plus additional participation for washing/drying, cleaning, garbage, and roving)
  - Kitchen and inventory will work closely together.
  - They might be able to add inventory to kitchen responsibilities.

- Static/Warbirds/Hotpits (team of two or one person who is constantly available) provide water, etc to areas on a regular schedule.
- 1 large truck for delivery to all groups for ice, water, and large items. \*\*
- Teams will be responsible for keeping accurate counts of food delivery and pickup to their designated groups.

**Add in responsibilities:**

Shuttle – to take performers from plane to Hospitality to get cars; any pick up of performers at PDX

# **HOSPITALITY COMMITTEE**

## **Vice President**

Linda Wilson

## **Areas of Responsibility**

1. Chalet Security
2. Chalets
3. Food Donations
4. Hospitality Suite
5. Hotels
6. Performer Food Tent
7. Performer Packets
8. Performer Liaison
9. Shuttles
10. Vehicles
11. Volunteer Food Tent

## **Volunteer Needs**

11 Dedicated people to chair the above areas

## **Brief Job Description**

Guide Hospitality Committee, help solve problems, do what can be done to make the chairs jobs easier and the Air Show a success.

## **Duties**

Work with Air Show President to carry out plan for Hospitality for all the areas listed above  
Coordinate assignments between Hospitality areas  
Meet with Air Show President regularly to carry out the mission of Air Show  
Meet with Hospitality Committee members; keep them apprised of Air Show plan  
Maintain fiscal responsibility  
Order tickets/t-shirts etc for Chairs  
Arrange for decorations, equipment from storage to be available in Hospitality area. At end of show inventory and restore equipment, etc.  
Write welcome letters for performer and static display packets  
Provide info on training for all Hospitality volunteers  
Maintain Hospitality Manual

## **Timeline**

Year round monthly meetings with VP's, President  
Beginning about 4 months before Air Show monthly meetings with Hospitality Committee  
Four months prior to Air Show began motivating Chairs to start planning  
Week before Air Show oversee set up of Hospitality Suite

## Equipment

		<u>Chairs</u>	<u>6 foot tables</u>	<u>tents/canopies</u>	
Hospitality	L Wilson				
chalet entrance	J. Griffith	15			
hosp suite		25	8		plus 35 chairs from office
performers		30	9	2	10X10's
vol. food tent		44	14	1	large tent from Umbrella
		114	31	3	

## Maps/Set up

Airfield maps

Air Show week get decorations/equipment out of storage and to Hospitality Area

## Important Contacts

Air Show President

Hospitality Chairs

## **PRESIDENT'S CLUB AND COMMANDER'S CLUB**

### **CHALETS**

#### **Chair**

Janet Goodell and Kelley Probasco  
Bob Henry

President's Club  
Commander's Club

#### **Area of Responsibility**

President's Club  
Commander's Club  
Sponsor's Chalet

#### **Volunteer's Needed**

Friday – 7 adults; 6 teens  
Saturday – 12 adults; 6 teens  
Sunday – 10 adults; 6 teens

#### **Hours needed:**

Friday - 4 pm – 10:30 pm – 7 adults; 6 teens  
Saturday - 8:30 am – 3 pm – 8 adults  
              10 am – 4:30 pm – 4 adults; 5-6 teens  
Sunday – 8:30 am – 3 pm - 6 adults  
              10 am – 4:30 pm – 4 adults; 6 teens

#### **Job Description/Duties/Timelines**

##### **President's Club**

##### **Pre-Planning Activities:**

1. Gather all information from previous years and meet with Hospitality VP and Air Show President to determine the Boards expectations for President's Club Chalet.
2. Review previous ideas, critique and suggestions to begin planning for this year's show.
3. Meet with food vendors and potential food vendors to advise them of chalet needs and to ascertain vendor needs. During this process, work directly with the Air Show President and Hospitality VP to ascertain food amounts and if there is trade, how much it is. Work closely with the Air Show Food Donation Staff to advise amounts and types of product needed. This is an ongoing process prior to the Air Show.
4. There are basically three main areas for this chalet:
  - Food and vendor suppliers and helpers;
  - decorations and nametags
  - Volunteers to work.
5. Meet monthly with the chalet committee regarding food & vendor solicitors, decoration providers, etc. beginning at least four months before the date of the show. Meetings are closer together as the show date nears.

6. Divide up the responsibilities according to committee members' expertise in certain areas.
7. Determine the Chalet budget.
8. Assess the decorations and supplies in storage from previous show in order to determine what needs to be purchased for this year.
9. Discuss the volunteer needs for the chalet, i.e. number, age group, time slots, etc.

### **Decorations:**

1. Generally speaking, the chalet is decorated using patriotic colors and paraphernalia. Good sources are the "After the 4<sup>th</sup> of July Sales" at our area craft, party and fabric stores. The Dollar Store is another inexpensive place to buy plastic tablecloths and decorations. Most of the decorations are hung from the chalet cross pipe structures and the side walls of the chalet. Traditionally this is the most elaborately decorated chalet of all. It should be done tastefully, but glitzy. Photos are available from past themes.
2. Flowers and vases are put on the food tables and entry tables and sometimes on the guest tables if they are secured against the wind. Make sure all decorations are secured to prevent "souvenir" takers. Watch them on the exit times.
3. Find some creative volunteers to help decorate the chalet on Friday morning or Thursday afternoon if the chalet is up and available then.
4. Flowers are optional for tables and can be artificial.
5. Large real flower arrangements are sometimes donated.
6. Sponsor banners are generally hung around on the side walls of the chalet.
7. The chalet is the biggest one and configured to allow the food providers with cooking and serving space between the President's Club and Commander's Club. Two additional tents are needed for the Buffet Line and the Food Vendor Prep Area.
8. A complimentary bar is also located between the two tents with wine, beer and a specialty liquor drink available for the guests. The Beverage Caterer provides a tent for the bar.
9. Wristbands are given in exchange for tickets and must be worn to get into the tent.
10. Decoration clean up, happens at the end of the last day of the show. Usually the volunteers for that day assist with this. Make sure they know their duties are to stay and help on that shift.

### **Show Duties:**

1. Arrive early, stay late!! Be there at all times during the show. You are the source to solve and handle all problems in the chalet. Ticket and credential issues are the most frequent problems. Performers and guests attempt to bring in "extra" people with them every year, i.e. more people than tickets issued to them. Be judicial and courteous handling these problems, it can be tough at times!
2. Keep food and drink areas clean and fully stocked.
3. Prior to the show, oversee the decorating of the chalets.
4. Assemble and bring with you for use in decorating and during the show, a "tool box" filled with useful items. Suggested items: duct tape, clear packaging tape, masking tape, scissors, scotch tape, stapler, wire, pliers, wire cutters, pens,

pencils, tissues, pre-moistened handy-wipes for the kids hands & faces, paper towels, cloths, etc.; anything you think might come in handy at the show. This item can be shared with the Commander's club. A broom and dustpan and/or a vac. cleaner is needed in each chalet.

5. Make sure tables and chairs are clean and grassy area underneath them is litter free.
6. Direct volunteers and explain their duties and your expectations of them.
7. Play host/hostess to all of the guests and accommodate their needs as well as possible. At the end of the show thank them for coming.
8. Be available to help out where and when needed.
9. Make sure the chalet is clean and all of the decorations are taken down after the last show.

### **Commander's Club (All Comp tickets)**

#### **Pre-Planning Activities:**

1. Gather all information from previous years and meet with Hospitality VP and Air Show President to determine what is expected from the board for this year's chalet.
2. Review previous ideas, critique and suggestions to begin planning for this year's show.
3. There are three large areas that need to be addressed by the committee running this chalet:
  - Food and vendor suppliers and helpers
  - Decorations and wristbands
  - Volunteers.
4. Meet monthly with the chalet committee regarding food & vendor solicitors, decoration providers, etc. beginning at least four months before the date of the show. Meetings are closer together as the show date nears.
5. Determine the budget.
6. Assess the decorations and supplies in storage to determine what needs to be purchased for this year.
7. Determine the volunteer needs for the chalet, i.e. number, age group, time slots, etc. (The type of show planned that year will have some influence on amount of food, volunteers, etc. needed, e.g. more will be necessary during a "jet team" year than in others.)
8. Children's Gift Bags ~ popular item and relatively inexpensive to provide for young attendees. Number assembled will depend on type of show and chalet tickets sold. In the past each bag consisted of: one brightly colored small gift sack containing small box crayons, small coloring book, foam toy glider to be assembled, pencil, colorful kid popular stickers, temporary tattoos, individually wrapped candies, toy car, & foam rubber ball donated by US Navy recruiter. The bags were filled and the top folded over and secured with a bright sticker about one week prior to the Air Show and stored in the Air Show offices until the show dates. Most all of the contents were purchased over the Internet at the Oriental Trading Company website ([www.orientaltrading.com](http://www.orientaltrading.com).) Good quality at a very reasonable price. The order is made about one month before the Air Show, but

shopping for the items and best prices takes place two or three months ahead of the date.

### **Decorations and Wristbands:**

1. Generally speaking, the chalet is decorated using photos of various airplanes, large wooden sign that reads “Commander’s Club”, and a life size photo of John Wayne. Model airplanes can be obtained from Hillsboro hobbies in exchange for volunteer passes to the Commander’s Club on Sunday of the show (these are needed for HH staff to take down the planes any way).
2. Flowers and vases are put on the food tables and entry tables and sometimes on the guest tables if they are secured against the wind. Make sure all decorations are secured to prevent “souvenir” takers. Watch them on the exit times.
3. Find some creative volunteers to help decorate the chalet on Friday morning or Thursday afternoon if the chalet is up and available then.
4. Flowers are optional and maybe artificial.
5. Large floral display is sometimes donated.
6. Wristbands are supplied to the sponsor prior to the show and must be worn to enter the chalet. A few additional wristbands will be provided for incidentals.
7. A decoration clean up happens at the end of the last day of the show. Usually the volunteers for that day assist with this. Make sure they know their duties are to stay and help on that shift.
8. The attached sign about reserving tables should be put in a waterproof seal & put out on the chalet tables in both President’s & Commander’s Club chalets.

### **Show Duties:**

1. Arrive early, stay late. Be there at all times during the show. You are the source to solve and handle all problems in the chalet.
2. Keep food and drink areas clean and fully loaded.
3. Prior to the show, oversee the decorating of the chalets.
4. Assemble and bring with you for use in decorating and at the show, a “tool box” filled with useful items. Suggested items: duct tape, clear packaging tape, masking tape, scissors, scotch tape, stapler, wire, pliers, wire cutters, pens, pencils, tissues, pre-moistened handy-wipes for the kids hands & faces, paper towels, cloths, etc.; anything you think might come in handy at the show. This item can be shared with the President’s Club Chalet.
5. Make sure tables and chairs are clean and grassy area underneath them is litter free
6. Direct volunteers and explain their duties and your expectations of them.
7. Play host/hostess to all of the guests and accommodate their needs as well as possible. At the end of the show thank them for coming.
8. Be available to help out where and when needed
9. Make sure the chalet is clean and all of the decorations are taken down after the last show.

### **Volunteer Recruitment: Both Chalets**

1. Determine from past years the number and type of volunteer help needed in the chalet at this year's Air Show.
2. Utilize the list of volunteers from the past as many want to do it year after year. It is beneficial to have experienced help in the chalets.
3. Adult volunteers are generally the ones manning the entrance, welcoming the guests, checking credentials and tickets and doing the nametags. They will also help escort the performers around the chalet when they come to sign autographs. They will help clear tables; pick up garbage, etc, in other words doing any job needed to keep the chalet running smoothly.
4. See schedule on the attached spreadsheet. Remember, there are also other committee members and yourself present at all times to assist where and when needed.
5. Teen crews are recruited from the local high school leadership class, NHS or other school service groups. Their duties are really the "gofer" type. They help with the food service, garbage collection, table cleaning, vendor assistance, etc. If President's Club and Commander's Chalets are close together sharing this group between the two works well. If the chalets are close together, four teens between both chalets should work well; they can go back and forth and help when and where needed. **Be sure and check location when planning this volunteer group.**
6. When signing up volunteers, get all necessary contact info from them. These volunteers are not recruited through the Air Show volunteer coordinator but they are required to sign up on line. It is your responsibility to get them and get their credentials, T-shirts, etc. to them prior to the show date. (See attached)
7. Create an information and confirmation letter for each volunteer to include with their credentials to help eliminate some questions, etc. Be sure you include your contact information, especially your cell phone #, in case they need to contact you on the field. (See attached examples of letters.)
8. If a volunteer coordinator can be found to organize, contact, and follow up with the volunteers this works well for both chalets. A spreadsheet can be used to do this then updated each year. (see attached)
9. Hot dog cookers & food servers are also needed for Commander's Club.
10. After the show, write thank you notes to all of your volunteers.

## **FOOD DONATIONS**

**Chair:** Veta Holscher

### **Area of Responsibility**

Hospitality Committee and Food Donations Coordinator

### **Volunteer Needs**

Three, if possible, but can be done independently

### **Job Description**

Acquire donations for food for the President's Club Chalet, Commander's Club Chalet, Volunteer Food Tent, Hospitality Tent, Performers Food Tent and any Headlining Special Teams as appointed by the VP.

Negotiate Trades with Vendors as needed. Always try for fully donated with 501 3 c non-profit status. If trade of tickets is needed, all quantities of tickets to be based on donation items wholesale value. President of Air Show is the only person able to determine ticket quantity.

### **Duties**

Find vendors to donate

Contact vendors for donations

Pick up donated food from vendors

Maintain inventory of all food and non-food items donated, purchased, and used.

Complete paperwork for tax write-offs for the donations

Complete Trade Requests forms for vendors requesting trades

Deliver excess food to Non-Profit Organizations

### **Time Line**

**December:** Create Holiday/New Year's letter to last year's vendors and put in a request for the coming year. Include in letter, monies donated in 2009 local non-profits. Maybe a certificate of thanks included also (?).

**January:** Letters must be distributed within the first two weeks to insure a place on the corporate donations lists for the year. Create a list of new vendors to try and acquire good and services from.

**Feb, March and April:** Phone call or follow up letter to vendors, new and returning. Discuss type and quantity of donation. Contact additional new vendors as needed. Get the new year's Trade Request Form.

**May and June:** Confirms items, exact type, and quantity and delivery times. Determine if Trade Request form is needed. Fill out forms and submit to Air Show office for approval. Request/Locate a large truck for pick up of Reser's Order. Labor for day of pick up is also needed. 4 people total needed for quick, easy move to upper level cooler/kitchen.

**Equipment**

Handcart for loading/unloading (the 3-4 days preceding the event)

A gator for food runs (all day during the event)

Maps/Set Up

Field maps

Kitchen needs a trash can, plenty of trash bags and scheduled pick-up of garbage and recycling

All chalet equipment lists done separately from this duties list

## **HOSPITALITY SUITE**

### **Area of Responsibility**

- Set up and maintain Hospitality Suite during Air Show week
- Maintain food inventory
- Prepare food/supplies to go to chalets and food tents

### **Volunteers Needed**

- 3 for set up and teardown
- 8 pr day to maintain inventory, prepare food & supplies
- 2 to keep schedule and be central point of contact

### **Brief Job Description**

- Organize food and supplies in suite
- Decorate Suite and arrange area for daily pilots briefing
- Keep snacks, coffee and drinks available for performers
- Maintain inventory of food/supplies
- Coordinate deliveries, scheduling, cart assignments, central point of contact
- Inventory all items prior to storage or donation
- Prep food/supplies for delivery to chalets
- Deliver food and supplies to all chalets and suites
- Track Drinks: Pop and Water Donations
- Track Ice
- Organize and set up Hospitality suite
- Keep kitchen area organized and clean
- Clean up after Air Show

### **List of Duties**

- Maintain food levels
- Decorate area
- Take down and pack decorations
- Inventory
- Schedule deliveries
- Keep track of gator/golf carts

### **Timeline**

- All set up is done the Monday of Air Show Week and clean up is started the afternoon Air Show Sunday.
- 1 Week after Air Show inventory needs to be complete
- During the Air Show at least three hours before the start of the show for preparing and two hours after for clean up should be devoted

**Equipment/Supplies**

- Decorations for Suite
- Food
- Supplies
- Inventory sheets
- Schedule
- Golf Carts/Gators, keys
- Bowls for all chalets (all day during the event)
- Utensils for preparing and serving (all day during the event)
- A large trash can for kitchen (all day during the event)
- Cleaning Supplies (towels, cleaners, mop, broom, sponges),
- Gloves for Food Prep

**Maps/Set Up**

- Up to date field lay out maps

**Important Contacts**

- Air Show Radio
- All Hospitality Committee Chairs

# **HOTELS**

## **Chair**

Linda Wilson

## **Area of Responsibility**

Provide room arrangements for all Air Show personnel, performers and static aircraft personnel that require rooms

Coordinate vehicles with Vehicle Chair for those that require transportation.

## **Volunteers Needed**

No additional volunteers required, however, a back up person is recommended.

## **Brief Job Description**

Requires keeping a spreadsheet of all hotels with room availability and type, reservations, length of stay, guest name, type of rooms needed, etc; coordinate with hotel personnel all room reservations and cancellations

Coordinate with Vehicle Chair arrival/departure date, vehicle needs

Coordinate with Shuttle Chair arrival/departure dates and times of all incoming Air Show performs

Communicate with Hospitality Vice President room needs/availability

Maintain fiscal responsibility.

Spreadsheets with all hotel guest and hotel registered at in alphabetical order by guest and also by hotel are also very useful. (See Attached)

Coordinate with Perform Packets Chair to ensure they have all necessary info to provide performers/guest with correct maps, directions etc. from the appropriate hotel.

Meet with each hotel liaison to review method of contact.

## **List of Duties**

Receive hotel contracts

Make reservations from Aircraft Registration received and Performer contracts

Maintain spreadsheets for each hotel to track reservations. Changes occur on a regular basis and need to be communicated to the hotel immediately.

Keep Vehicle Chair and Performer Packet Chair advised of additions/changes to list.

Keep accurate list of cancellations, room changes, etc

Review hotel billing post Air Show for accuracy

## **Timeline**

2 months prior to show have spreadsheets ready for hotel information to be entered.

1 month prior to show meet with each hotel contact person to review reservation procedure.

Ongoing – advising hotel, Vehicle Chair and Packet Chair of changes

Ongoing – advising guests of assigned hotels

**Equipment/Supplies**

Computer, preferably with Excel software as that is the software most hotels can access.

Printer

Notebook

Infinite patience

**Maps/Set Up**

Hotel Contracts

**Important Contacts**

Judy Willey, Air Show President

Brandon Carter, Group Sales Manager Marriott

Tabitha Christensen, Courtyard by Marriott

Amber Newton, Larkspur Landing

April Jones, Beaverton Courtyard



November, 2009

TO: Washington County Hotels

FROM: Oregon International Airshow  
503-629-0706 – Office Phone  
[Info@oregonairshow.com](mailto:Info@oregonairshow.com)

RE: 2010 Air Show Hotel Sponsorship - August 20-22, 2010

The Oregon International Airshow - Hillsboro is proud to present the Patriots Jet TeamA on August 20-22.. The weekend will feature many of the best of both civilian and military performers! Friday will feature a spectacular night show ending with the best fireworks display in Oregon

The Airshow will continue to support several non-profit and charity organizations through dollars donated back to Washington County at a greater level than ever before!

As a key Washington County event, we strive to do as much business as possible with our local businesses.

We would like to invite you to participate in this great community event by serving as one of the Hotel Sponsors of the Air Show. We now have several great hotels who can accommodate the contract requirements of Air Show performers. We have included the Hotel RFP which requests important information needed before we can make our Hotel Sponsor selections.

Please complete the RFP & return **no later than January 15, 2010** to:

**Oregon International Airshow  
P.O. Box 37  
Hillsboro, OR 97123  
Attn: Linda Wilson**

**Hotel Request for Proposal #1 (RFP)**  
**Oregon International Airshow - Hillsboro**

**HOTEL PROPERTY INFORMATION**

Property Name: \_\_\_\_\_ Chain Affiliation: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ OR Zip: \_\_\_\_\_  
Main Hotel Phone: \_\_\_\_\_ Main Hotel Fax: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_  
Has your property provided a group block for Airshow travelers in the past?      Yes      No

**2009 RATE & GROUP BLOCK COMMITMENT**

Room Type	Proposed Rate	Proposed Number of Rooms for Air Show Room Block				
		Wed Aug 8	Thur. Aug 9	Fri. Aug 10	Sat. Aug 11	Sun Aug 12
<b>King/2Doubles</b>	<b>\$92.00</b>					
<b>Executive Suite</b>	<b>\$105.00</b>					

Official Hotel Air Show Sponsor – see attached Sponsor Package

**Cash sponsorship: \$5000**

Provide discount rate to approved Airshow guests

Provide direct billing for Airshow guests when requested

Require credit card from guests for all incidental charges – Airshow covers room rate and taxes only

Allow changes and cancellations up to Wednesday – 12 Noon – August 26, 2009

**AMENITIES REQUIRED**

- |   |  |
|---|--|
| <input type="checkbox"/> Complimentary continental breakfast        | <input type="checkbox"/> Non-Smoking rooms |
| <input type="checkbox"/> Courtesy Van Shuttle                       | <input type="checkbox"/> Free Local Calls  |
| <input type="checkbox"/> Restaurant within Walking Distance         |  |
| <input type="checkbox"/> Exercise Facility (on premise or close by) |  |
| <input type="checkbox"/> Ironing Board/Iron                         |  |
| <input type="checkbox"/> Hair Dryer                                 |  |
| <input type="checkbox"/> 24-Hour Front Desk                         |  |

Other amenities offered : \_\_\_\_\_  
\_\_\_\_\_

**TERMS AND CONDITIONS**

The hotel listed herein agrees to:

- ☐ Provide Airshow with the hotel's direct bill procedure (if applicable), cancellation policy, attrition clause, and rooming list procedure.
- ☐ Acknowledges that this agreement shall be binding of its duration regardless of any change in management or ownership of the hotel
- ☐ Responses to this RFP must be received by the Airshow no later than January 15, 2007 to be considered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Please return RFP to Judy Willey - Oregon Intl Airshow – PO Box 37, Hillsboro, OR 97123**  
**Or Fax to: 503-716-8870 by MARCH 6, 2009**

## 2009 HOTEL RESERVATIONS and VEHICLE SUMMARY

<u>Group</u>	<u># Rooms</u>	<u>Arrival</u>	<u>Departure</u>	<u>VEHICLES</u>
Thunderbirds				34
Golden Knights	19	1 Tue	18 Thur Mon	5
Sean Tucker/Collaborators	10	Thur	Mon	6
Patty Wagstaff				2
Robosaurus				1
Kent Pietsch				1
Bob Carlton				1
Renny Price	2	Fri	Sun	1
WC F/A 18	6	Thur	Mon	2
Ed Hamill				1
AS Personnel	11	Thur	Sun	4
Fencing	3	Mon	Sun	0
Statics/Warbirds/HP	17	Thur	Sun	1
Misc*clicknprint/kid zone	5	Thur	Sun	1
<b>Total</b>	<b>73</b>			<b>60</b>

<u>Rooms</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>	
Beav Courtyard - singles		25	25	25	25	
Beav Courtyard - Dbls		25	25	25	25	
Beav Courtyard - DD Ste		3	3	3	3	
Larkspur - Single	5	25	25	25	25	
Larkspur - Exec(dbl)	5	20	20	20	20	
Springhill - Q ste 2 beds		5	5	5	5	
Springhill - King ste		10	10	10	10	
<b>Totals</b>	<b>10</b>	<b>113</b>	<b>113</b>	<b>113</b>	<b>113</b>	<b>462</b>

## **PERFORMERS FOOD TENT**

### **Chair**

### **Area of Responsibility**

Cook and serve the pilots & static crews in the Performers Tent.

### **Volunteers Needed**

6 – 8 volunteers.

### **Brief Job Description**

Cook and serve the pilots & static crews in the Performers Tent

### **List of Duties**

- Set up food tent
- Recruit volunteers
- Prepare and serve food for pilots & static crews
- Keep food stocked
- Keep area clean
- Prepare for Health Dept inspection
- Communicate and coordinate with other Airshow committees
- Communicate hours of food service each day and post at entrance of tent.

### **Timeline**

- 3 weeks before show date complete list of volunteers
- 3 weeks prior to show have list of volunteer names, t-shirt sizes, days working to Hospitality VP
- Friday shows – No food served
  - Set up tent by 3 pm
- Saturday/Sunday shows
  - Began serving breakfast at 7:30 am
  - Start serving lunch at 11:00 am – 2:30pm

### **Equipment/Supplies**

- BBQ
- 4 warming pans,
- 2 spatulas for cooking
- 4 large serving spoons
- tin foil, paper towels, plastic utensils, paper plates, cups,
- 5 tablecloths
- large garbage bags, bleach
- Tables and Chairs
- Set up for Health Dept (hand washing, thermometer, water with bleach for rinsing)
- Coolers (2)
- Ice

Cooking utensils and serving utensils  
Napkins  
Cleaning rags  
Menu items  
Radio or cell phone  
Large size gloves for men  
Aprons and hot pads

**Maps/Set Up**

Whenever possible would like to be in front of the offices.

Need two tents with signs to clearly mark Performers Tent not higher than 24 inches.

They can be as long as the tents.

Ties to hang them on the tents.

**Important Contacts**

People who are in charge of the food and related supplies.

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# **PERFORMER PACKETS**

## **Chair**

Kathy Huntington

## **Area of Responsibility**

Prepare information packets for performers and static display people  
Prepare and Deliver gift bags for performers

## **Volunteers Needed**

2 - 4 (this can be done by 2 - the more, the merrier!)

## **Brief Job Description**

Assemble performer packets, which include any information helpful to performers (Hotel maps, airfield maps, tickets/wristbands to events, local city/county info, Portland & Hillsboro city maps, list of Air Show contact people, etc.)  
Acquire & assemble welcome gifts for performers (these have been gift baskets or gift bags filled with local (donated &/or purchased) items such as Oregon Hazelnuts, wine, candy, coffee, etc.

## **List of Duties**

Assemble and deliver all performer gift bags  
Assemble performer/static packets. File alphabetically in a box & keep in the Hospitality Suite. These are to be given to performers by someone from Hospitality or Air Show office as each packet may have different contents based on the specific needs of the performer(s).

## **Timeline**

### **Welcome Gift Bags**

#### **1 – 3 Months Prior to Air Show**

Acquire donations where possible (remember to check with VP or Pres for possibility of trading tickets for donations!). Since 2008, Welcome bag goodies have been purchased from Costco (gum, mints, cookie/cracker packs, fruit snacks, granola bars, etc.); wine donations have been procured by Pres. Any donated items simply add to purchased items (we've been fortunate to have pepperoni sticks & hazelnuts in years past).

Purchasing along with procuring donations has worked very well & hopefully will be continued.

(Exceptions would be perishables like cookies; some of the coffee donations require at least 2 months' lead time; the hazelnuts may not be available until 1-2 weeks prior).

### 1 Week Prior to Air Show

Once the donations are available, it will take a few hours to put the gifts together & sort them for delivery - this should be done the week prior to Air Show if at all possible.

Performer packets need to be assembled & labeled, ready to go one week prior to the Air Show to allow for any last minute changes or additions; these need to be available for performer check-ins as early as the Wednesday prior to the show. Welcome gifts should be done one week prior; these will need to be delivered to local hotels for placement in performers' rooms no later than the Thursday prior to the show.

## **Equipment/Supplies**

### **For Packets**

Letter size manila envelopes (10" x 13" work best) for performer info

Sharpie marker for labeling envelopes or computer generated labels

#### Packet contents:

- Welcome letter (to include briefing times & location)
- List of Air Show contact people & how to reach them - available from Hospitality Vice President or Air Show office
- Hotel & car information for each performer (a packet will need to go in each car - this info is available from Hospitality VP or Air Show office)  
\*\*\*It is especially important to update this info frequently as it can change often\*\*\*
- Local city/county info: available from Hillsboro Chamber of Commerce & Washington County Visitors' Bureau. These come in pamphlet or booklet form - ask for 100 -150 (enough for packets & some extras to set out in Hospitality Suite during the Air Show)
- Portland & Hillsboro maps (check with Chambers of Commerce or AAA)
- Airfield map - available at Air Show office
- Hotel maps - include both directions from hotel to airport & airport to hotel. Great maps & directions can be found at msn.com in the map point section of the site (the version that is 'line route only' is easier to follow than the version with background streets/landmarks)
- Tickets/wristbands (& directions if needed) to special events - Available from Air Show office from information given by Hospitality VP & have them available for packets the week prior \*\*\*It is especially important to check & update this info as it can change by the day! \*\*\*
- Parking passes - available from Air Show office
- Any other info that Hospitality VP deems important or specific to performers

\*\*Copies of maps & printed info (welcome letter, contacts, etc.) can be done at the Air Show office - it is IMPORTANT to allow enough time for this as it can take a few hours to make a few hundred copies, in addition to stapling & sorting\*\*



### **Welcome to the 2010 Oregon International Air Show in August!**

The Oregon International Air Show Committee is excited to host you this year and looks forward to making it a very positive and pleasant experience for you. We have put together another outstanding Air Show with some of the best in aviation coming to Hillsboro! We are planning for your arrival on Thursday and/or Friday.

We have mailed all contracts and additional required paperwork to each of you. If you have not returned these documents to Susan Warrens and Kedric Rutz, please return asap but no later than August 3. As a reminder, we need:

- Aircraft Registration Form (MS Word & email preferred)
- FAA Records Form (Aircraft Maintenance & Inspection) also signed and faxed to the FAA at the number on the form.
- W-9 Taxpayer Form
- Insurance certificate naming OIA, Port of Portland, City of Hillsboro and Standard TV & Appliance as additionally insured.

**We need your cooperation! Attached is our “Fly Friendly Pilot’s Guide, please take time to review! Hillsboro has experienced tremendous growth over the last several years. More residences and businesses are located around the airport than in the past. There is also a small but vocal group of Air Show detractors living or working near the airport. We ask that you show consideration for our neighbors’ sensibilities by flying as high and quiet as possible during your arrival, departure and any other flying you do outside of Air Show hours. Please refrain from low-pass fly bys or “practice go-arounds.” Avoiding complaints is the best way to ensure the future existence of this show.**

There have been two fatal crashes close to this airport within the last five years. Remember that FAR 91.119 establishes the minimum safe altitude as: “*Anywhere.* An altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.” For your safety and the safety of others it is important to keep this in mind. There is an abundance of open farm land north of the field. Please review the attached map for safe landing areas. Feel free to contact the OIA Air Boss at 615-355-6877 for more information prior to your arrival.

### **SPECIAL EVENTS**

**Please mark your calendar now!** Oregon International Air Show proudly offers great opportunities for our sponsors, VIP guests and spectators to meet and greet our outstanding performers. We ask that you help make this Air Show weekend a memorable time by participating in these special events. If you are not able to attend one of our planned events, please let Judy Willey know as soon as possible. Below is our special event schedule:

**Thursday – August 19: 6 PM – 10 PM - Kickoff VIP Celebration** (dinner, drinks and great entertainment) – directions and other information will be given to you when you arrive.

**Friday Morning – August 20: 9 AM – 11 AM - Media Day** – Hillsboro Airport. Media rides, interviews and special media events for performers.

**Friday Night August 20: – 6:00 PM – 10:00 PM** – US Bank Community Kids Night Show with Fireworks Display presented by ATG & Homeland Fireworks. Performers invited to VIP Chalet for dinner and to greet sponsors and VIP guests and to Signature Station to greet Air Show guests.

**Saturday and Sunday – August 21 & 22: 9 AM– 5 PM** - We ask that you visit our popular “Signature Station” immediately after your performance. Our guests are very excited to meet each one of you and obtain your autograph. Our performer liaison team will be happy to escort you (via golf cart) to this area after your performance on both Saturday and Sunday. They will be talking with you at the Performer Briefings.

**Performer Briefings** – August 20, 21 & 22: Briefing times and location will be provided upon arrival with your hospitality packet. Please plan to join us each day prior to the Air Show.

### **ARRIVAL INFORMATION**

Premier Jets will host all performer aircraft in their hangar during Air Show week end. If you require your aircraft to be hangared overnight, please ask ground control for taxi instructions to the Premier Charter Ramp. Premier has two different locations on the airport so be sure you are going to the Premier Charter Ramp hidden behind Aero Air’s hangar complex on the northwest part of the airport. If you are arriving after 5 pm, Thursday, your aircraft will be left on the ramp until the following morning.

Aircraft parking outside will go to the south end of the airport.

When you arrive at the Hillsboro Airport, please visit the Hospitality Area immediately. It is located on the second floor of the Main Terminal Building. You will be given your “Performer Packet” which will include information about your hotel, vehicle, tickets & social events. It will include the full schedule of events, briefing times and other valuable information for you and your crew. You will also be able to register and pick up your vehicle at this time.

**If you are arriving after 6 pm you must let me know 24 hours in advance so I can make arrangements for your vehicle and hotel.**

If you need transportation from or to Portland International Airport or have any questions regarding your stay in Hillsboro, please contact me via email, [oregonairshowlinda@gmail.com](mailto:oregonairshowlinda@gmail.com) or call 503-260-3674.

Fly safe and we look forward to seeing you in August!

Linda Wilson  
Vice President, Hospitality Committee  
503-648-3051; cell 503-260-3674  
Email: [oregonairshowlinda@gmail.com](mailto:oregonairshowlinda@gmail.com)

Enc: Aircraft Guidelines  
Road Closure Info  
Map Overview and Field Layout  
A Pilot’s Guide to Hillsboro Airport



**OREGON INTERNATIONAL AIR SHOW BENEFIT PACKAGE  
FOR PERFORMERS, MILITARY, Warbirds  
AND CIVILIANS STATICS**

**Aug 2009**

**Hospitality is in charge of distribution of benefit packages and vehicles.**

**Contacts for groups:**

Military Statics: Bob Weyant – 503-317-1937

Demo/Military Teams: Trevor DeHart – 503-476-2636

Civilian Performers: Susan Warrens – 503-324-5900

Warbirds: Ivan Hormann – 503-310-2707

Experimental: Rion Bourgeois – 503-720-9394

**BENEFIT PACKAGES**

**Military Statics – Robert Weyant/Terry Renick/Dennis Spidal - Coordinators**

Secure approximately 30 statics

Priority – Big Jets and Fighters

Provide meal & beverages on show days for pilot & crew at performer hosp tent

Provide hotel room using double rooms when possible

Provide high ranking officers single room if requested (Maj/Lt Cmdr)

Provide one vehicle per Static display (if more than 4 – assign 2 veh or one van)

Provide two additional comp GA wristbands per Static display (main pilots)

Provide invitations to all military static guests Thursday Night Fly IN (one each)

Military Statics arrive on Friday before 1300 and leave no later than 0900 on

Monday after Air Show weekend.

**Demo Teams, Military Performers, Civilian Performers**

Benefits (hotel, vehicle, tickets) are per contract with each individual performer or team. If no official contract, benefits will be same as Military Statics.

Arrival for Demo Teams, Military Performers, and Civilian Performers –

Thursday between 1300-1700 hrs and leave by Monday.

All Demo Teams/Performers will be given Hot Pit wristbands on their arrival in Hospitality if required.

Each team member may have two GA comp wristbands if requested.

Commanders Club Chalet passes (max of two per performing team except when contractually obligated); additional crew should eat at Performer Food Tent or the Hospitality. area. Exception would be large teams such as the Golden Knights.

Party Invitations – one for every team member/spouse if traveling with performer

**Page 2**

**Benefit Package Guidelines**

**Warbirds– Ivan Hormann - Coordinator**

Provide meal and beverages on show days only at Performer Food Tent  
Provide hotel room for pilot and one crew (one double room) – up to 30 rooms  
Provide shuttle to & from hotel (try to keep them all in one hotel)  
Provide one Thursday Night Fly In invitation each for pilot and crew (max 4)  
Provide two comp GA tickets per plane  
Arrival is Friday before 1300 hrs  
Departure is Sunday evening or Monday after weekend by 9 am  
Fuel: \$4,000 budget allotment

**Experimentals Aircraft – Rion Bourgeois – Coordinator**

Provide meal and beverages on show days at Performer Food Tent  
Provide 10 gal of fuel per plane  
Provide one Thursday Night Fly In invitation for each pilot and crew (max 4)  
Provide two comp GA tickets per plane  
Experimentals may fly and out each day

**\*All appearances of statics, warbirds and civilians which involve hotels & vehicles must be confirmed with hospitality by Wednesday, August 26; 5 PM.  
If you do not have confirmation from static by this time, we must  
cancel hotel reservation; otherwise Air Show will have to pay for room.**

**Contract with hotels state we will pay “first night only” for all rooms  
Not cancelled by 5 pm on Wednesday. Be sure to cancel room “no matter  
When we find out” so we only pay up to that time or the first night.**

## **VEHICLES**

Vehicles are an important part of the hospitality package offered to certain air show participants and are required by most performers. This expense can be hard on the air show budget which is why finding a vehicle sponsor is very important. OIA combines a sponsorship and a rental package and partners with a local dealership and a local rental car company to obtain all vehicle needs. Negotiating the best rental fee is done through a bidding process each year.

Vehicle insurance can be purchased through the Air Show insurance vendor at minimal cost. We find it to be the best rate and much cheaper than purchasing rental car insurance. Good coverage is very important as accidents “do happen” unfortunately. We recommend you consult with your insurance company as to type of policy you should purchase - each state is different.

All persons receiving a vehicle should be given clear instructions on use of the vehicle and Air Show should verify they are licensed driver. It is important that Air Show knows and meets insurance requirements before they release any vehicle to a driver. Review all requirements with your team leader and walk through the process for distribution of cars and handling of emergency issues prior to Air Show weekend. This helps eliminate last minute decisions and surprises.

### **Chair:**

Don Ranger

### **Area of Responsibility**

Coordinate all vehicle supply and needs for Air Show Performers and Staff.

### **Volunteers**

One dedicated person in office from Wednesday through Monday

One dedicated person in parking area during times that vehicles are delivered or retrieved by loaning agencies

20 drivers to shuttle cars

### **Duties/Job Description**

Work with Hospitality VP to ensure all vehicle needs are met in a timely fashion.

Keep accurate, legible records of vehicles.

## **VEHICLE PROCEDURE**

### **For all vehicles:**

1. Determine performer requirements by vehicle type and date from list provided by Hospitality VP
2. Determine how to retrieve keys for cars that are not picked up.
3. Have at least one 15 passenger van early in process (prior weekend)
4. Finalize insurance requirements. E-Mail all VIN #'s to Insurance company.
5. Dedicate check-out person in office from Wednesday through Monday. Pre-assign vehicles if possible.
6. Find parking location with Port Of Portland.
7. Dedicated check-out person in parking area when cars are shuttled to record mileage in and out and note when cars arrive or leave.
8. Update spreadsheet to include checked-in, checked-out columns. Total vehicles by type. (See attached)
9. Put Air Show sticker number on the left front window of the car and put the same number on checkout sheet and car keys.
10. Put keys on Key Boards when not in use.
11. Place emergency card in each car for problems – dead batteries, crashes, etc., and emergency contact numbers for rental company or car dealer.
12. Arrange for volunteers to receive t-shirts, passes and food.

### **For sponsor vehicles:**

1. Establish sponsor commitment 90 days out.
2. Focus sponsor commitment on more costly vehicles (trucks, 15 passenger vans)
3. Finalize insurance requirements
4. Cars to be detailed and have sufficient fuel to reach Hillsboro.
5. Trip tickets provided by dealers
6. Spreadsheet includes dealer, stock number and miles in. (See attached)
7. Dealer cars delivered no later than Wednesday. Some on Monday if possible.
8. Cars delivered by dealers if possible. Provide shuttle service as incentive.
9. Cars that are delivered prior to Thursday must be individually fueled. (Debit Card?)
10. Have sponsor dealer contact information on spreadsheet

### **For rental vehicles:**

1. Set meeting with Air Show Rental Company 90 days out and discuss entire procedure with them.
2. Determine who the representative is going to be and establish them as the point of contact from then until two days after Air Show. Have emergency number for them for immediate contact all weekend. Include on spreadsheet.
3. Provide Rental Company with vehicle requirements by type and location considering total requirements and sponsor vehicles.
4. Send info to insurance carrier if we insure.
5. Cars are allocated by staff according to performer requirements.
6. Instruct drivers where to return car unless other arrangements are made, and what to do with keys.

**Timeline**

- 90 days out meet with Sponsor and Rental Company
- 30 days out have spreadsheets ready for info to be added
- 20 days out have emergency cards and vehicle number cards and key tags ready
- 2 days prior began receiving vehicles
- As info received began assigning vehicles

**Equipment needed**

- Notebook computer
- Cell phones or radios
- Keyboards
- Key tags
- 5X7 index cards for Cars

**Maps/Setup**

- Airfield maps
- Hospitality area for setup

**Contacts important to area**

- Key contacts at dealerships and rental agencies

# **VOLUNTEER FOOD TENT**

## **Chair**

Elks POC

## **Area of Responsibility**

Set up food tent and prepare food for volunteers

## **Volunteers Needed**

Friday nights – 10 – 12

Saturday/Sunday – 13-15 each day

Try to get groups (i.e. Elks)

## **Brief Job Description/Duties**

Recruit volunteers

Set up tent (done before we arrive)

Prepare food for all volunteers

Keep food stocked

Keep area clean

Prepare for Health Dept inspection

Communicate and coordinate with other Airshow committees

Communicate hours of food service each day and post at entrance of tent.

## **Timeline**

3 weeks before show date complete list of volunteers

3 weeks prior to show have list of volunteer names, t-shirt sizes, days working to

Hospitality VP

Friday shows

Set up tent by 3 pm

Start serving at 4:00 pm, finish at 7:00 pm

Clean up by 9 pm

Saturday/Sunday shows

Began serving breakfast at 7:30 am

Start serving lunch at 11:00 am – 2:30pm

## **Equipment/Supplies**

Tent

Grill

Tables and Chairs

Set up for Health Dept (hand washing, thermometer, water with bleach for rinsing)

Coolers (2)

Ice

Cooking utensils and serving utensils

Foil

Plates

Napkins  
Silverware  
Cleaning rags  
Menu items  
Radio or cell phone  
Buckets for ice (2)  
Large size gloves for men  
Aprons and hot pads  
Refrigerated truck to keep supplies on hand.

**Maps/Set Up**

Field set up maps  
List of what food items are obtained from which area  
Schedule of delivery times

**Important Contacts**

Hospitality VP  
Shuttle personnel

Food List/Shopping List

Notes: Acquire 1st through Umbrella Foods (\$1500), 2nd through Safeway (\$200), 3rd through Costco (\$2500)								
<u>ITEM</u>	<u>QUANTITY</u>			<u>AREA USED</u>	<u>Qty/area</u>	<u>Disbribution</u>	<u>Del Date</u>	<u>Company</u>
	<u>Number</u>	<u>Package</u>	<u>Total #</u>					
Nitril or latex gloves	9 bxs	5 med 4 lg		Air Ops				Costco
Blue Shop towels	2 box	12 rolls/box		Air Ops, Hanni				Costco
Chips	100	Indiv bags	100	Beer Garden	100			Kettle Chips
Tubes of Nuts	100			Beer Garden				Costco
Pretzels	8	Lg bags	8	Beer Garden/TB Chalet				Costco
Beef Hot Dogs	2.5	192/case	480	Extra	480	480	8/27	West Fam
Pallet Wrap	2	roll		Fencing				Costco
Spray cleaner	6 bottles			Hanni				Costco
Batteries - D	40			Hanni				Costco
45 gal trash bags #181228	14	100/box		Hanni				Costco
Non Latex gloves	4	100/box		Hanni				Costco
Disinfectant wipes	2	3 pack		Hanni, Hospitality				Costco
Choc IC Bar	4	24/box	104	Hosp/Perform	96	48/day	8/13	Alpenrose
Strw IC Bar	4	24/box	104	Hosp/Perform	96	48/day	8/13	Alpenrose
Aluminum foil	3	rolls		Hospitality				Costco
Bleach	2	1 gal jugs		Hospitality				Costco
Canned heat	24	cans		Hospitality				Costco
Hand Soap	3	botls		Hospitality				Costco
Hot Dog Wrap Sheets	1200			Hospitality				Costco
Paper napkins-cocktail	3500			Hospitality				Costco
Paper Napkins -lunch	3000			Hospitality				Costco
Paper Plates - cheap	1500			Hospitality				Costco
Paper Plates - 6"	400			Hospitality				Costco
Paper Plates -chinet	2400			Hospitality				Costco
Paper towels	8 rolls			Hospitality				Costco
Plastic Forks	1900			Hospitality				Costco
Plastic Knives	2000			Hospitality				Costco
Plastic Spoons	1400			Hospitality				Costco
Plastic Wrap	2 large rolls			Hospitality				Costco
Terry Cloth Towels	10			Hospitality				Costco
Mixed Nuts	2	Lg plastic jars		Hot Pits				Costco
Beef Hot Dogs	4.5	cases of 192	864	Margaret Teufel Day	864	864 Sunday	8/27	West Fam
Chips	210	Indiv bags	210	Margaret Teufel Day	210	210 Sunday		Tims Chips
Hot dog buns	800	Indiv serving		Margaret Teufel Day	800	800 Sunday		Umbrella
Duct Tape	2	rolls		Marketing				Costco
Hamburer Pat	50	patties	50	OANG	50			Umbrella

## Food List/Shopping List

ITEM	QUANTITY			AREA USED	Qty/area	Disbribution	Del Date	Company
	Number	Package	Total #					
Polish Sausage	2	cases of 96	192	OANG	192	81/day	8/27	West Fam
Hot dog buns	100	Indiv serv		OANG	100	100		Umbrella
Hamburger Buns	50	Indiv serv		OANG	50			Umbrella
Duplicating Paper	1	case		office				Costco
Strw Milk	5	12/ 16 oz pkgs	60	PC	60		8/27	Darigold
Chocolate Milk	5	12/16 oz pkgs	60	PC	60	25/day	8/27	Darigold
Chips	300	Indiv bags	300	PC/CC				Haggen
Hot dog buns	1000	Indiv serv	1000	PC/CC	1000	450/day		Haggen
floral arrangements	2			PC/CC				Haggen
Fruit Trays	6	serves 10	60	PC/CC				Haggen
Fruit Juice	160	indiv serv	160	PC/CC				Haggen
While Milk	10	12 - 16 oz pkgs	120	PC/CC	120	60/day	8/27	Darigold
Butter Chips	1	47/case	47	PC/CC	47	47	8/27	Darigold
Yogurt	60	indiv serv	60	PC/CC				Haggen
Choc IC Bar	21	24/box	504	PC/CC	500	250/day	8/13	Alpenrose
Strw IC Bar	21	24/box	504	PC/CC	500	250/day	8/13	Alpenrose
Cookies	800	indiv serv	800	PC/CC				Haggen
Muffins/scones	100	indiv serv	100	PC/CC				Haggen
Brownies	3	sheets	90	PC/CC				Haggen
Rolls	14	dozen	168	PC/CC	14			Costco
Polish Sausage	10	96/case	960	PC/CC	960	480/day	8/27	West Fam
Beef Hot Dogs	3	192/case	576	PC/CC	576	144/day	8/27	West Fam
Hot dog buns	100	Indiv serv		Performer	100			Haggen
Cheese & Crackers	30	indiv serv		Performer			8/24	Kraft
Cheese & Crackers	70	indivl serv		Performer				Costco
Trail Mix	70	indiv serv	70	Performer				Costco
Gum	70	pkg		Performer				Costco
Hamburer Pat	150	patties	150	Performers	150			Umbrella
Water	9	24/case	216	Premier Jet Chalet	9 cases			Nestle
Water	100	24/case	2400	Reedville Catering	100 cases			Nestle
Water	800	24/case	19200	Umbrella	800 cases			Nestle
Strw Yogurt	42	12/6 oz pkgs	504	Vol/Hosp	504		8/27	Darigold
Van Yogurt	28	12/6 oz pkgs	336	Vol/Hosp	336		8/27	Darigold
Fruit				Vol/Perf				Costco
Cinnabons	40	15/box	600	Vol/Performer	600			Cinnabon
Muffins	500	indiv serv	500	Vol/Performer	500		Quote: Safeway	
Lettus,Tom/Cheese	700	servings	700	Vol/Performer	700			Umbrella
Mayo	1	box packets		Vol/Performer	1			Umbrella

Food List/Shopping List

<u>ITEM</u>	<u>QUANTITY</u>			<u>AREA USED</u>	<u>Qty/area</u>	<u>Disbribution</u>	<u>Del Date</u>	<u>Company</u>
	<u>Number</u>	<u>Package</u>	<u>Total #</u>					
Polish Sausage	8	96/case	768	Vol/Performer	768	384/day	8/27	West Fam
Water	191	24/case	4584	Vol/Performer	191 cases			Nestle
Hamburger Buns	850	indiv serv		Vol/Performer	850			Umbrella
Hot dog buns	600	Indiv serv		Volunteer	600	300/day		Umbrella
Chocolate Milk	35	12/16oz pkgs	420	Volunteer Tent	420		8/27	Darigold
Strw Milk	21	12/16 oz pkgs	252	Volunteer Tent	252		8/27	Darigold
Choc IC Bar	20	24/box	504	Volunteer Tent	500	250/day	8/13	Alpenrose
Strw IC Bar	20	24/box	504	Volunteer Tent	500	250/day	8/13	Alpenrose
Hamburer Pat	700	patties	700	Volunteer Tent	700			Umbrella
Cookies (oreo like)	10	12/box	3600		3600		8/20	Kraft Foods
Cookies (otis spunkmeier like)	2500	indiv serving	2500					Albertsons
Cookies Chips Ahoy	3	12 10z pk/box	1080				8/24	Kraft Foods
Cookies Golden Double Stuff	3	12-1.1lb pk/box	1080				8/24	Kraft Foods
Cookies Orego Fudge	10	12 oz box	300				8/24	Kraft Foods
Cookies Mrs Fields							8/24	Mrs Fields
Soda Pop-Pepsi	25	32/case	800					Costco
Soda Pop-Diet Pepsi	10	32/case	320					Costco
Soda Pop-Coke	8	32/case	256					Costco
Soda Pop-Diet Coke	10	32/case	320					Costco
Soda Pop-Sienna Mist	10	32/case	320					Costco
Ketchup	3	cases					8/27	West Fam
Mustard	3	cases					8/27	West Fam
Relish	3	cases					8/27	West Fam
Chips	1000	Indiv bags	1000					Umbrella
Salsa	12	cases					8/25	Resers
Ranch Dip	1	case					8/25	Resers
Artichoke Dip	5	cases					8/25	Resers
pepperoni Stix	6	cases					8/25	Resers
Tortilla chips	10	boxes					8/25	Resers
Strawberry parfait	25	3 tubs/case					8/25	Resers
Baked Beans	11	3 tubs/case					8/25	Resers
Pasta Spinach	40	2/case					8/25	Resers
Shredded Slaw	17	3 tubs/case					8/25	Resers
Potato salad (Mustard)	13	3 tubs/case					8/25	Resers
Potato salad (Red Skin)	17	3 tubs/case					8/25	Resers
4 Bean Salad	15	3 tubs/case					8/25	Resers
Soda-Pepsi	150	case of						Costco
Soda Diet Pepsi	75	case of						Costco

Food List/Shopping List

<u>ITEM</u>	<u>QUANTITY</u>			<u>AREA USED</u>	<u>Qty/area</u>	<u>Disbribution</u>	<u>Del Date</u>	<u>Company</u>
	<u>Number</u>	<u>Package</u>	<u>Total #</u>					
Soda-Kirkland Green Tea	100	case of						Costco
Soda-Sienna Mist	150	case of						Costco



## 2009 Committee Trade Request Form

Airshow trades help us keep costs down; however, they must provide value to the event and be approved prior to agreement.

Name (Person requesting trade): \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Committee Position: \_\_\_\_\_

Company involved in trade: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Service or Product received:

\_\_\_\_\_

Value of Product: \_\_\_\_\_

Reason for trade (please provide good detail)

\_\_\_\_\_

\_\_\_\_\_

Trade Request (ticket type and numbers)

\_\_\_\_\_

Ticket Value: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Judy Willey, President

\_\_\_\_\_  
Date Approved

All trades must be reviewed and approved by the President. Please fax to Laurie Dyche at 503-716-8870 or e-mail to [lauriedyche@msn.com](mailto:lauriedyche@msn.com). Allow 48 hours for processing.



## AIR OPERATIONS

### Roles and Responsibilities

### Arrival procedure and Pilot Communication

\*Example: Aircraft Arrival Matrix – Performer and Static Display

\*Example: Airport Diagrams/Maps

### Fuel Tracking

\*Example: Fuel/Oil Tracking Matrix

### Hot Pit Management

# **AIR OPERATIONS**

## **Vice President**

Larry Edeal

### **Duties and Responsibilities of the V.P. of Air Operations**

The V.P. of Air Ops is the authority and coordinator for safe flight operations during the air show in compliance with the Certificate of Waiver and it's Special Provisions issued by the FAA. He will:

- Complete the ICAS Air Ops/Ground Ops certification classes (Air Ops 101 & 201)
- Have thorough knowledge of the FAA Aviation Inspectors Handbook 8700.1, Chapter 49 that delineates the procedures and activities the FAA will authorize for an air show.
- Serve as representative from Air Show with local FAA representatives.
- Complete the Application for Certificate of Waiver and prepare an Operations Plan to submit to the FAA, updating as needed to obtain the Certificate of Waiver.
- Obtain needed TFR's
- Attend V.P. Air show meetings – third Monday of every month – 6 PM.  
If unable to attend, assign Air Ops representative who will attend.
- Communicate with performers to determine their qualifications and needs for the show. Obtain required certificates/licenses from all performers.
- Verify the size and markings of the aerobatic area are sufficient to meet FAA requirements and performers specifications.
- Make sure an Event Emergency Plan and Airport Accident Plan are in place. Emergency Plan prepared by Hillsboro PD/Fire. Operations Manual updated each year by VP – Air Operations.
- Work with Public Safety Team to ensure a satisfactory security plan is in place to protect the aerobatic area(s) and that any security breach will be communicated to the Air Boss in a timely manner. Coordinated with Safety/Security Team who develops Security Plan.
- Be involved in Site Preparation
- Supervise Arrival and Departure Plan from the Airport.
- Secure hangar space for performers' aircraft.
- Make arrangements for parking, servicing and movement of air show aircraft. This requires working with Ground Operations Team who will coordinate this effort.
- Ensure NOTAM's have been requested and published.
- Ensure performers act safely on the ground and all logistical needs are met.
- Be prepared to take over for the Air Boss in case of an emergency.
- Ensure all performers have signed the Participant's Statement (waiver).
- During the show, act as the coordinator between the Announcer, Air Boss and the Hot Pits to keep the sequence in place and on schedule.

## **Air Boss**

The Air Boss is a non paid volunteer. There is also an assistant Air Boss who can cover for the Air Boss if an emergency occurs. The Air Boss must meet the following requirements:

- Complete the ICAS Air Ops/Ground Ops certification classes (Air Ops 101 & Air Ops 201). In the future the Air Boss will need to complete the new ICAS Air Boss seminars.
- Have pilot experience and extensive knowledge of aircraft maneuvers and safety procedures in regard to aerobatic flying and the Air Show industry.
- Have thorough knowledge of the FAA Aviation Inspectors Handbook 8700.1, Chapter 49 that delineates the procedures and activities the FAA will authorize for an air show. Know & understand all of the government regulations.
- Have thorough knowledge of the Certificate of Waiver and it's Special Provisions.

## **Duties and Responsibilities of the Air Boss**

The Air Boss will run the show and work with the FAA during the weekend. His responsibilities include:

- Communicating with performers to understand performers act and their flight requirements and to provide guidance with regards to field layout and flight patterns.
- Implementing the Event Emergency Plan and Airport Accident Plan if required.
- Assembling and preparing a Hot Pit crew.
- Writing the Show script. Preparing and publishing a show schedule in coordination with the V.P. of Air Ops.
- Preparing a precise and no-nonsense Briefing for pilots every day of the event covering safety measures, logistics, airspace restrictions and aerobatic box information.
- Functioning as the ground and air traffic control during the show and working closely with the FAA and Air Control Tower.
- Monitoring safety and compliance during operations and be prepared to suspend activities if conditions warrant.

# **HOT PIT MANAGER**

## **Area of Responsibility**

The Hot Pit manager is responsible for safe operation of the Hot Pit during the Air Show. Due to the dangers involved with active aircraft the Hot Pit manager needs to maintain firm control of all activities in this area. Any activity within the Hot Pit must maintain the safety of performers, volunteers and spectators. In most cases information for the Hot Pit is for the Civilian Hot pit not the Military Hot Pit. The military will have different security, access and fueling requirements.

## **Duties**

1. Ensure the safety and security of the Hot Pit.
2. Report directly to the V.P. of Air Ops.
3. Maintain the performance schedule.
4. Communicate between Air Boss and performers.
5. Move or direct movement of aircraft.
6. Provide a group of qualified volunteers for the Hot Pit.
7. Attend morning performer briefing and inform Hot Pit volunteers of the days activities.
8. Maintain contact with FBO (contracted fuel provider).
9. Provide motor oil and smoke oil to performers per contract.
10. Maintain accurate records of all fuel, motor oil and smoke oil provided to performers.

The safety and security of the Hot Pit area is of paramount importance. Every effort must be made to prevent unauthorized entry into the Hot Pit and to complete all tasks in a safe manner.

The performance schedule must be followed as closely as possible. Should a show run long many people will be inconvenienced and some acts may not be able to perform. Constant communication must be maintained with the Air Boss to ensure that performers are ready for their time slot and are able to perform.

Aircraft may need to be moved into or out of a static display area. Aircraft may need to be moved to another area to be started to maintain the safety of others.

The Hot Pit manager will need to provide a cadre of qualified volunteers for the Hot Pit. Consideration should be given to skills, knowledge or experience that will promote safe operations. Experience in the military, public safety and aircraft maintenance as well as pilots make good candidates.

Each year the Air Show contracts with a local FBO to provide fuel for performers. The Hot Pit manager (or designee) must be able to contact the fuel truck whenever a performer needs fuel.

The Hot Pit is responsible for providing motor oil and smoke oil to the performer as needed. Motor oil will only be added to aircraft by the performer or their maintenance crew. Smoke oil will be pumped by volunteers, however, the hose should be handled by the performer or maintenance crew since they know how well the tank will fill.

Fuel, motor oil and smoke oil quantities for each performer are determined by individual contract. The Hot Pit manager will ensure that accurate records are kept for each performer to ensure that the contracted quantities are not exceeded.

The Hot Pit Manager reports directly to the Air Ops V.P..  
During the show the Hot Pit Manager works under the direction of the Air Boss.

Normally we try to maintain a crew of 10 personnel in the Hot Pit.

## 2009 Aircraft Arrival Detail

Performer Act	Performer Address and contact	Arrival/ Departure Informa		Hangar Space
		Arrive	Depart	
	<b>Week of Aug 24-30</b>			
<b>Air Boss - Kedric Rutz</b>	4009 Maggie Ct Smyrna, TN 37167 615-785-0282/h 615-355-6877	Sat 8/22/09	Mon	FYI INFO ONLY
<b>Air Force Reserve Biplane featuring Ed Hamill Pitts S2C N89PS</b>	Aeorsports Marketing Group, Inc. 13793 W. Vernon Ave Goodyear, AZ 85395 602-315-2880 fax: 866-941-5661 edhamill.com contact: Teresa Beardsley teresa@edhamill.com 520-247-4585	Early 8/17	Mon	Premier Charter Ramp then Civilian Hot Pits
<b>US Air Force Thunderbirds</b>	Mr. Michael "Teddy" Rux USAFADS "Thunderbirds" 4445 Tyndall Avenue Nellis AFB NV 89191-6079	NA	NA	Portland Airport (PDX) Note: HIO Surveillance flight Wed ~1300-1330  HIO Surveillance flight Thur ~1300-1400
<b>US Army Golden Knights Parachute Team</b>	contact: Darrin Grim darrin.grim@usaac.army.mil PO Box 70126 Ft Bragg, NC 28310 910-396-2036 Ext 1539 FAX: 910-396-9307 910-907-3205 (Karen Morrison's)	Thur 1200 except 1 lead person on Tues	Mon 0800	HIA Ramp
<b>West Coast Demo Team F/A-18 Hornet Light Demonstration Team</b>	Mike Harris 452 W Nees Ave. #113 Fresno, CA 93711 559-362-2480 Fax: 559-998-2317 spicoli222@yahoo.com Smokey Harris	Thurs	Mon	Global Ramp Thurs HIA-Military Hot Pits (Friday 1300-Mon)
<b>Legacy Flight Demo AD4 Skyraider N965ad</b>	Alan Anders 1156 Brighton Crest Dr Bellingham, WA 98229-6905 alan@heritageflight.org anders_alan@hotmail.com 360-540-5112	Thurs	Sun	Premier Charter Ramp then Civilian Hot Pits
<b>Bob Carlton Vertigo Airshows Jet Salto Glider N101AZ</b>	Bob Carlton Vertigo Airshows 604 Newport Ct. SE Albuquerque, nm 87123 505-239-5967c/505-275-5945w bob@vertigoairshows.com	Wed- Glider trailed in 8/10	Mon	Premier Charter Ramp

SUMMARY OF FUEL AND OIL NEEDS

FUEL(gallons)	JET A Performance Departure	100LL (AVGAS) Performance Departure	Reg unleaded Performance	Propane Sat. am or after show
Ed Hamill		140		
Alan Anders		300	200	
Bob Carlton	40			
Experimentals (5 planes)		50		
Ken Pietsch		35	25 (for pickup)	
Robosaurus				30
Renny Price		100	25	
Sean Tucker/Team Oracle		540		
Sean Tucker/Collaborators		475		
Patty Wagstaff		50	80	
B-25		700		
Scott Powell/ Roger Kelsey/ Frank Scoggins	800	200		
Total gallons of fuel	840	2895	25	30

in some cases if  
no departure  
amount is noted,  
it is included in  
the performance  
amount

the 80 gal is for the Cirrus

ENGINE OIL(qts)	Aeroshell 100 Performance Departure	Aeroshell W100 Performance Departure	Aeroshell 50W100 Performance Departure	Aeroshell W100 plus Performance Departure	Aeroshell 120W Performance Departure	XC25W-60 Perf
Ed Hamill				24		
Alan Anders					40	
Ken Pietsch			8			
Renny Price	24	4				
Sean Tucker/Team Oracle or W100 plus						
Sean Tucker/Collaborators						
Patty Wagstaff				12		
B-25			5			
Total Qts of oil	28	108	25	24	40	80

SMOKE OIL(gallons)	Texaco Canopus 13	Shell Vitrea 13
Thunderbirds		16-19 drums
Ed Hamill		42
Bob Carlton		8
Renny Price		20
Sean Tucker/Team Oracle		70
Sean Tucker/Collaborators		215
Patty Wagstaff		60
Total Gal. of smoke oil	415	16-19 drums

16-19 drums(55gal each) Many alternative oils accepted, see detailed list

## Information Supplied by Air Boss to Performers

The following information is provided to all performers on arrival

### 1. Specific NOTAMS (example below):

!FDC 8/9876 ZSE OR.. FLIGHT RESTRICTION. PORTLAND-HILLSBORO AIRPORT, OR. DUE TO HIGH PERFORMANCE AERIAL DEMONSTRATIONS, EFFECTIVE 0808082000 UTC UNTIL 0808082200 UTC, 0808090220 UTC UNTIL 0808090530 UTC, 0808091800 UTC UNTIL 0808092359 UTC, AND 0808101800 UTC UNTIL 0808102359 UTC. PURSUANT TO 14 CFR SECTION 91.145, MANAGEMENT OF AIRCRAFT OPERATIONS IN THE VICINITY OF AERIAL DEMONSTRATIONS AND MAJOR SPORTING EVENTS, AIRCRAFT OPERATIONS ARE PROHIBITED WITHIN A 5 NMR OF 453226N/1225701W OR THE NEWBERG /UBG/ VOR/DME 345 DEGREE RADIAL AT 11.3 NM, AT AND BELOW 15000 FT MSL UNLESS AUTHORIZED BY ATC. KEDRIC RUTZ, PHONE 615-785-0282, IS THE POINT OF CONTACT. THE PORTLAND /P80/ TRACON, PHONE 503-493-7580, IS THE COORDINATION FACILITY

### 2. Copy of Waiver and Special Provisions (partial representation below)

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION	
<b>CERTIFICATE OF WAIVER OR AUTHORIZATION</b>	
SUED TO	<b>OREGON INTERNATIONAL AIRSHOW-HILLSBORO</b>
	<b>KEDRIC R. RUTZ (615) 785-0282</b>
ADDRESS	<b>P.O. Box 37 Hillsboro, Oregon, 97123</b>
This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.	
OPERATIONS AUTHORIZED	
Aerial demonstrations within a radius of 5 nautical miles, from the surface up to and including 15000 feet MSL over the Portland Hillsboro Airport (HIO), excluding airspace over any congested area or assembly of people.	
The demonstrations are subject to the limitations and provisions of any attachments to this Certificate of Waiver.	
Parachute demonstrations are authorized in accordance with 14 CFR Part 105	
LIST OF WAIVED REGULATIONS BY SECTION AND TITLE	
<b>FAR 91.107(a)(2)(3), FAR 91.117(a)(b), FAR 91.119(b)(c), FAR 91.129, FAR 91.155, FAR 91.303(c)(d)(e), 91.515(a)(1)(2)</b>	

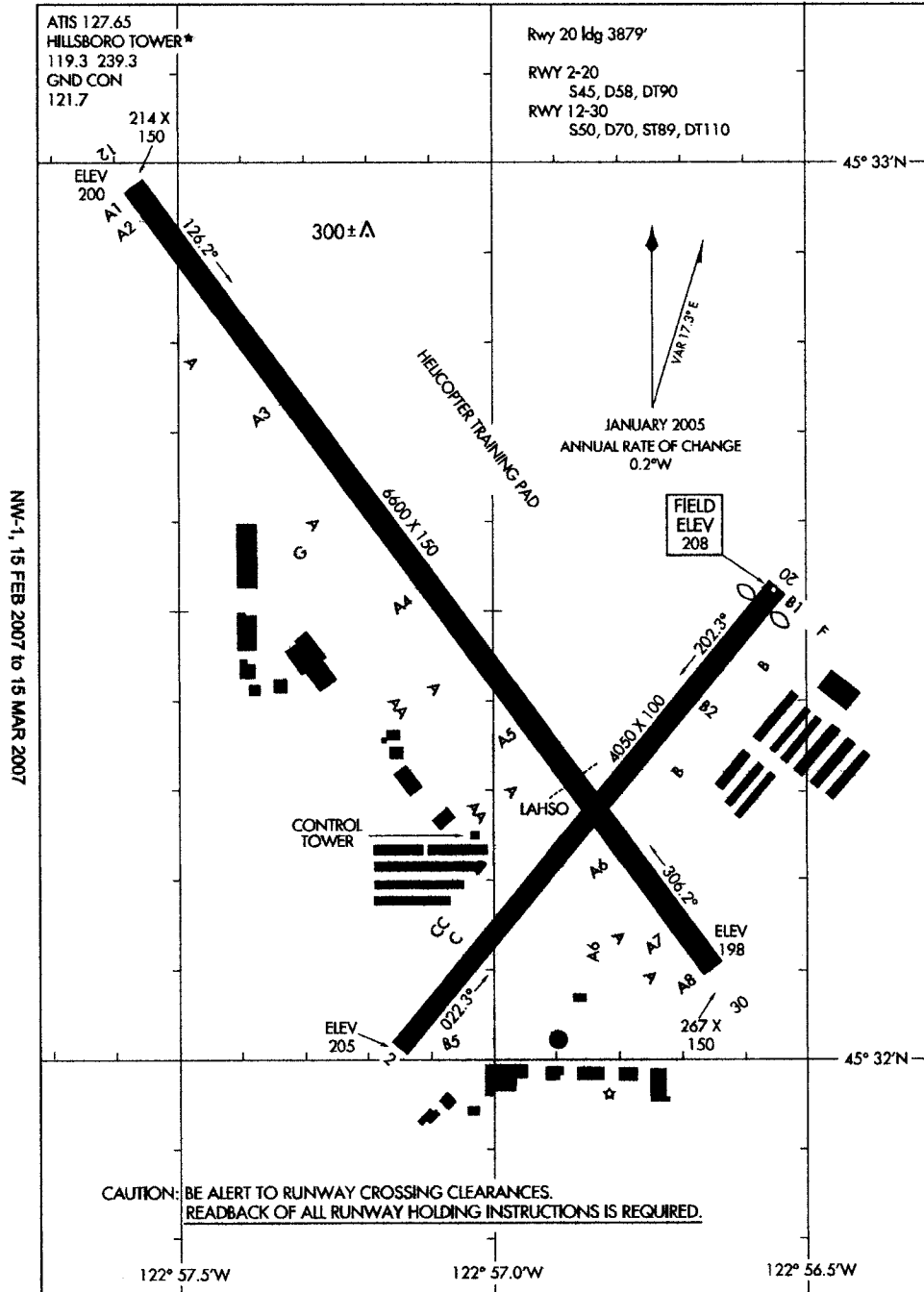
3. Weekend Performer Schedule and Airport Coordinates (sample in Chapter 1) are pre posted to performers two weeks before arrival and again at briefings

4. Maps of Airport runway configuration – Airport Diagram as well as color aerial photo showing aerobatic box.

07018

## AIRPORT DIAGRAM

AL-5063 (FAA)

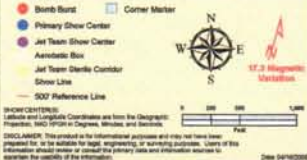
PORTLAND-HILLSBORO (HIO)  
PORTLAND, OREGON

## AIRPORT DIAGRAM

07018

PORTLAND, OREGON  
PORTLAND-HILLSBORO (HIO)

# 2009 OREGON INTERNATIONAL AIRSHOW





## **HOT PIT DUTIES AND SCHEDULE**

The Hot Pit is responsible for providing fuel, motor oil and smoke oil to the civilian performers.

Fuel will be delivered by the FBO we have contracted with. At no times will Hot Pit personnel fill any fuel tanks. The FBO's at Hillsboro watch fuel sales and ramp space to avoid their competitors. We contract with one FBO for fuel and that is usually Premier Jet Center. If one of our aircraft is on another ramp (Aero Air for example) we can not have the Premier fuel truck bring fuel to them. They must be on Premier property or on Port of Portland property.

Motor oil is purchased in advance by the Air show and will be delivered to the performers as they arrive for the show. Hot Pit personnel will not be expected to provide oil during the show.

Smoke oil is pumped into the aircraft tanks by Hot Pit personnel. This should be done at the direction of the performer or their crew. Do not fill tanks without permission. Smoke oil is delivered in 55 gallon drums and moved to the aircraft with a forklift. The Air Ops VP must give approval for you to operate the forklift. Use caution when filling tanks to avoid spilling oil on the aircraft or the ramp. Rags and absorbent are available should a spill occur. If a large spill occurs contact the on duty Hot Pit manager immediately.

The Hot Pit also provides drinks to the performers and their crew. Make sure that you keep adequate water on ice.

### **Preparing an aircraft for the show.**

At the direction of the performer or crew call the fuel truck to provide fuel for the aircraft.

At the direction of the performer fill the smoke oil tanks to the desired level.

Keep the performers apprised of any changes to the schedule. Performers often practice their routine prior to performing so please don't interrupt them when they practice. If the schedule has changed either contact one of their crew or wait until they are no practicing to inform them.

### **After a performance**

When the aircraft returns after a performance meet them with a bottle of cold water. Make sure you congratulate them on their performance.

For the most part you will not need to direct the aircraft to their parking place. Once that is established they will return there without direction. If it appears that no performer team personnel are around we will need to marshal the aircraft back to their parking spot.

Check with the crew to see if they want fuel or smoke oil then or if they would rather wait.

### **Gate Security**

Hot Pit personnel are ultimately responsible for the security of the Hot Pit. We usually have the Hillsboro Police Reserves or the Wash. Co. Sheriff Cadets do this job but if they don't show it's up to us. If security doesn't show the Hot Pit Manager will make the necessary assignments to make sure the Hot Pit is secure. Security must be in place when the gates open to the public. Remember that EVERYONE in the Hot Pit must have a Hot Pit wrist band, no exception! If you see someone without a wrist band ask them why they are there and either escort them out or get them a wrist band if they belong there. If in doubt ask one of the Hot Pit managers if they belong. One of the Hot Pit managers will have extra wrist bands and will be responsible for handing them out as needed.

### **Lunch**

The Hot Pit crew eats lunch at the performer food tent which is by the terminal building. Make sure you check with one of the Hot Pit managers before going to lunch to ensure there are enough personnel to support the performers.

### **Hanger**

We usually contract with Premier Charter for hanger space. This is located behind Aero Air at the end of taxiway G. It is important that no aircraft going to our hanger crosses onto either Aero Air or Global Aviation ramps. We will make sure all the performers understand this. If you are taking smoke oil to the hanger you may not cross any other ramp with the forklift. You must exit the airport ground at the Orange gate and enter the Premier Charter gate to access the hanger. Use the intercom to access the ramp and if no one answers you may call one of the Hot Pit managers who will contact the ramp personnel. Make sure you park in a parking space until you are ready to pump oil. The parking area is tight and you may block access to an employee (or the boss!).

### **Taxiways**

If a performer asks how to get back to the hanger tell them to taxi down A and exit at G. They can contact the tower on the Ground frequency for directions.

## SCHEDULE

### Friday

We need to be at the airport ready to work by 5:00 pm. The last Intel shuttle flight will leave around 5:45 and the Ground Ops crew will start setting up the fence right after that. We need to assist Ground Ops with the fence. The tent may be set up then or perhaps in the morning.

Normally the only flights leaving the Hot Pit on Friday will be those with pyro installed. The rest of the flights will start and end at the hanger. As a result we will have to split the Hot Pit on Friday. The folks at the regular Hot Pit will need to provide gate security and support for any aircraft there. The Hanger crew will need to support the other flights. This may change so please be flexible.

The current plan is to provide smoke oil and fuel for any aircraft that need it on Friday morning after the performer briefing. Two of our crew are usually on the field to support that work.

The final performance on Friday is the fireworks. You do not need to stay for this but you may. It is an amazing show and worth watching. It gets cool and breezy on the airport at night so bring warm clothes and a blanket. During the show it is very dark so a flashlight is a real good idea.

### Saturday

We need to be on the airport grounds ready to work by 9:00 am. After the performer briefing the crews will be moving their aircraft into the Hot Pit. Most of these planes will have fuel and smoke oil but some may need a fill up. As the day progresses we will need to call for fuel and provide smoke oil as requested. If you see by the schedule that a performer is up soon you can ask if they need fuel or smoke oil. Make sure you offer them water (all they want). If they need a place to get cool they may go to the lower part of the terminal building or upstairs to Hospitality. After each performance one of the liaisons will arrive with a cart to take the performer to the autograph tent.

### Sunday

The schedule and type of work on Sunday is usually the same as Saturday. There are occasional schedule changes so a new printed schedule will be provided for each day. After the show we will need to stick around until we are sure the aircraft are taken care of for the day and the performers have what they need.

We want your experience to be fun but remember it can be hard work. Feel free to take pictures when you are not busy and watch the acts. We have a unique perspective that most won't have.

Remember to be safe. Watch for moving aircraft, spinning propeller and debris being moved around. If you see anything on the ramp pick it up so it doesn't get blown into someone. Remember that fuel and oil can burn and you need to protect yourself as well as others. If it is sunny you will need sunscreen and don't forget a chair or two to share. Drink lots of water!



## **HOT PIT OPERATIONS MANUAL**

PLEASE SEND COMMENTS, CORRECTIONS  
OR QUESTIONS TO RYAN SMITH, AIR OPS  
V.P.

Updated 6/5/09

## **WELCOME**

If you are reading this manual you have likely been asked to volunteer in the Air Show Hot Pit. Due to the dangers involved in this area you probably have skills or abilities that make you uniquely suited for this type of work.

It is the intent of the Air Show Board that everyone involved in the Air Show from volunteers to performers, from vendors to contractors, has a safe and enjoyable experience.

Everyone involved with the Air Show should keep in mind that safety is the most important aspect of this event. You need to keep yourself safe and keep an eye out for the safety of others. Though the saying is somewhat trite it is good to remember: Safety is NO accident!

It is our intention that this manual gives you sufficient guidance to operate in the Hot Pit area. If you have questions please contact any Hot Pit member or the V.P. in charge of Air Operations. The Air Ops V.P. is responsible for the Hot Pit.

Thank you for taking time out of your schedule to volunteer. You should have a great time and meet some very talented and interesting people.

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## **WHAT IS A HOT PIT?**

1. The Hot Pit is the area at the Air Show where aircraft are parked waiting to perform.
  - a. The Pit is considered “Hot” because aircraft are likely to be running in this area. The dangers of spinning propellers or running jet engines should be apparent and must be taken seriously.
  - b. Aircraft will be filled with fuel, motor oil and smoke oil in this area. All these products are flammable and care must be taken in their handling.
  - c. Aircraft may have pyrotechnics installed in this area.
    - i. These devices may explode or burn intensely so special care must be taken around them.
    - ii. Most of the time pyrotechnics will be installed in an area away from spectators and other aircraft.
  - d. This is the area where the performers may be waiting for their next performance.
    - i. The performers need to be protected from the hazards of the area.
    - ii. This area also gives them a place to relax, eat or prepare for their act.
  - e. The Hot Pit is considered to be a secure area so spectators and non-Hot Pit volunteers are to be excluded from the time the gates open until all spectators have left the airport. Should a performer wish to allow spectator access to their aircraft it will need to be moved out of the Hot Pit into an area normally accessible to the public. At no time will any aircraft be started outside the Hot Pit or flight line.
  - f. Exceptions to Hot Pit access rules can be made by the Air Ops V.P..
    - i. The following personnel may enter the Hot Pit with permission. These people will need to be in an official marked vehicle, in uniform or must display official ID while in the Hot Pit area.
      1. Security personnel.
      2. FAA personnel. FAA personnel will normally stage in this area for the duration of the show.
      3. Port of Portland personnel. It may be necessary for Port personnel to transit through the Hot Pit to get to another area of the airport.
      4. Police Officers and Firefighters
        - a. It may be necessary for Public Safety personnel to transit through the Hot Pit.
        - b. An incident in or near the Hot Pit may require them to enter.
    - ii. There may be times when other personnel need to enter the Hot Pit area.
    - iii. This should be on a case-by-case basis and they should be escorted by Hot Pit personnel until they exit the area.
  - g. At no time will any spectator be allowed in the Hot Pit.
  - h. Should any Hot Pit volunteer see someone enter the Hot Pit they should approach them and request identification and their reason for entering the Hot Pit. If unsure of the validity of the reason for entry the Hot Pit volunteer should contact the Air Ops V.P. immediately to resolve the problem.

## **FOD**

FOD is a neat little military acronym meaning Foreign Object Damage. Though it means damage cause by a foreign object it has come to mean the objects themselves. All Hot Pit personnel need to be alert for FOD in or near the Hot Pit. Any object moved by the force of prop wash or jet exhaust can cause damage to planes and injury to personnel. In addition FOD can be ingested by aircraft engines causing serious damage. Should any Hot Pit volunteer see any FOD in or around the Hot Pit they should remove it as soon as it is safe to do so. If there is a large amount they should contact the Air Ops V.P. who may need to call for help to remove the FOD and may need to have the Air Boss temporarily stop the show until it can be removed.

## **STAGING AIRCRAFT**

Aircraft in the Hot Pit should be staged in such a way that their prop wash or jet exhaust doesn't endanger spectators or other aircraft.

It may be necessary to push aircraft into their staged position. If you are asked to push an aircraft do so only at the direction of the pilot or their crew. It is possible to damage an aircraft by pushing on some areas (like control surfaces, antennas or pitot tubes) so if you are unsure of where to push ask someone.

## **FUELING AIRCRAFT**

All fueling should be done by FBO personnel (i.e. Premier Jets). A Hot Pit volunteer should stand by with a fire extinguisher during all fueling operations.

Should any fuel be spilled during fueling the Hot Pit volunteers should assist the FBO fuel personnel in controlling the spill. Should the spill be large, contact the Air Ops V.P. immediately who will contact Air Show radio to have Fire personnel respond. Do not allow aircraft to be started until the spill is under control and Fire personnel give their permission (if a performer is ready to perform you may push the plane out of the spill area to be started). Remember to protect yourself as well as the performers. If it is necessary to leave the area make sure all volunteers and performers are informed and actually leave.

Each year the Air Show signs a contract with each performer agreeing to provide a certain amount of fuel. The contracted FBO will be given a copy of the fuel spreadsheet and will be held responsible for any fuel dispensed over the agreed amount. It is the policy of the Air Show that we will not pay for any fuel over the contracted amount so the FBO and the performer will need to make payment arrangements for anything over that amount. Exceptions may be made on a case-by-case basis. The Air Ops V.P. will contact the Air Show president for permission to grant an exception. The Air Ops V.P. and Air Show president will contact the FBO prior to the start of the show to remind them of this policy.

## **ADDING MOTOROIL TO AIRCRAFT**

The Air Show has contracted to provide a certain amount of motor oil for each performer. Normally the motor oil will be given to the aircraft crew at the start of the Air Show. Hot Pit personnel should not add oil to any aircraft, this should be handled by the

performer or their crew. Though motor oil is not very flammable it will still be necessary to have a fire extinguisher nearby when motor oil is being added to any aircraft. Rags and absorbent will be available in case of a spill. Any spill will be dealt with immediately to prevent spreading the spill or causing someone to slip and fall.

### **ADDING SMOKE OIL TO AIRCRAFT**

The Air Show has contracted to provide smoke oil for performers. Smoke oil barrels will be strapped to a pallet and moved by a fork lift. When not in use the fill spout will be placed in the open bung of the barrel currently being used. A bucket will be placed on the fork lift to be used as a garbage receptacle. Latex or nitrile gloves will be carried with the smoke oil for use when filling tanks. All Hot Pit volunteers should wear gloves when filling smoke oil tanks. Hot Pit personnel will coordinate with the performer or their crew when filling smoke oil tanks. It is preferred that the performer or crew member direct the flow of oil into the tank. The Hot Pit personnel will operate the pump, keep the hose off the aircraft and communicate between the volunteer at the pump and the person on the end of the hose to prevent over-filling and spills. Any spills will be taken care of immediately to prevent falls from slips. Should a performers smoke oil tank leak it will be filled just before a performance and a bucket or tray will be placed under the drip while the aircraft is parked. Only trained volunteers may drive a fork lift. The Air Ops V.P. will designate a primary and secondary fork lift driver. No one else may drive the fork lift without the Air Ops V.P.'s permission. Extreme care must be taken when driving a fork lift around aircraft. Some of these planes are one of a kind and all are expensive and difficult to repair.

### **MARSHALLING AIRCRAFT**

Marshalling is a term meaning to direct an aircraft. It may include signals to turn a specific direction, start or shut down an engine or stop moving. For the most part our performers position themselves with no help from us but there may be times we need to marshal aircraft. The most important thing to do is get the attention of the pilot. If you don't get their attention they will not follow your directions! Attached to this document is a set of standard marshalling hand signals. Take some time to understand these basic commands. If you are unsure how to direct the movement of an aircraft ask for help.

### **CARING FOR THE PERFORMERS**

One of our most important jobs is taking care of the performers. Even though they are paid performers they are our guests and we want them to enjoy their experience so they will return and tell others how great they were treated. Water and ice are provided by Hospitality. We will need to acquire these supplies before the show and replenish them as needed. Please don't take any of these supplies without permission of Hospitality personnel. If you are trying to get supplies and are having troubles contact the Air Ops. V.P. for assistance.

### **WATER**

We should always greet our performers after their act with a bottle of cold water. Our show is normally held in hot weather and they work hard at what they do so a

cold drink is appreciated. We need to keep plenty of water on ice so they may have a bottle whenever they wish.

### **MEALS**

The Air Show provide meals for the performers. Normally a wrist band is provided for each performer so that they may access the food area as they please. Hot Pit personnel may need to direct the performers to the food area or hospitality room. Make sure you know where the performer food area is since this is where we get our meals too.

### **SHADE**

As stated before we hold our show at the time of year that is normally hot. A tent or RV awning should be provided so the performers can access shade.

### **CHAIRS AND TABLE**

The Air Show provides chairs and table for the performers in the Hot Pit area.

### **CARING FOR HOT PIT PERSONNEL**

Since the Hot Pit volunteers operate in a dangerous and often hot area the same amenities provided for the performers are provided for them. Volunteers are asked to bring one or two lawn chairs when they attend. The Air Show does provide ice but may not have enough coolers so the Air Ops V.P. may ask for volunteers to bring a cooler.

### **SAFETY VESTS**

Since it is necessary to identify Hot Pit personnel and keep them safe a safety vest will be provided for each volunteer and must be worn any time they are in the Hot Pit.

### **FIRE EXTINGUISHERS**

Due to the possibility of fire large, fire extinguishers will be provided to the Hot Pit. All personnel will be made familiar with the operation of the extinguishers prior to start of operations. Volunteers need to remember that they are not firefighters so they do not have the necessary training and equipment to handle large fires. Fire extinguishers should be used on small fires and should be used to protect them and performers first, the aircraft and structures second. If a fire is spotted contact the Air Ops V.P. so they can call for Fire response (do not call 911 as this will actually delay response). Use a fire extinguisher to extinguish the fire while staying back as far as possible. Once all personnel are safe and it appears that the extinguisher is not able to stop the fire leave the immediate area and notify the Air Ops V.P.. Do not go back into the area after you have evacuated. If it can be done safely Hot Pit personnel may move other planes out of the area to prevent them from being involved in a fire. In all cases prevent spectators from entering the Hot Pit area.

## **WHAT IF??**

It is always possible that a major Fire, Police or Medical incident may occur. This could be a plane fire, a shooting, a collapse of grandstands etc.. In any case the Public Safety personnel standing by on the Air Show grounds will make the initial assessment of the situation, call for more resources as needed and handle the problem.

What we are asked to do in case of a major incident is the following:

1. Account for all Hot Pit personnel.
2. Account for all performers (some may be in other areas of the show and we may not be able to see them.)
3. Protect both Hot Pit personnel and performers from the incident.
4. Secure the Hot Pit.
5. Shut down all aircraft. The FAA tower or the Air Boss may ask us to move the aircraft. If so they will tell us where to move them.
6. Stay off the Air Show Radio. We will need to monitor the radio but not talk unless asked to.
7. Stay off our cell phones. If many people try to call on their cell phones the cell sites will likely overload so we need to avoid adding to that problem.
8. Do not talk to the media. In most cases we won't have clue what's happening so let the Air Show and Public Safety Information Officers handle press contact.
9. Wait for direction from Air Show radio.
  - a. The Air Show Board will meet after any major incident to decide if the show will continue that day (or any other day of the show).
  - b. If it is decided to cancel the show the Hot Pit personnel will inform the performers. Performers will need to contact the Air Boss for direction. Normally the FAA tower will take over control of the airspace after an incident. If this occurs the Air Boss will direct performers to contact the tower for departure instructions.

## **WHAT YOU SHOULD BRING TO THE SHOW**

Even though this job can be hard and hot it is also fun. Be prepared to have a good time while being safe. You may want to bring a camera for great plane picture. Binoculars are nice for viewing the acts. A scanner with aircraft frequencies can give a whole new perspective to the show. A lawn chair is comfortable and if you bring a spare you may share one with a performer. Dress for the weather. Even when it's hot out the evening can be cool so bring something warm for the evening show. Bring a hat, sunscreen, bug spray and comfortable shoes. A flashlight with fresh batteries will help during a night show.

## **WHAT TRAINING YOU NEED**

The information in this manual is a good start, however, you will need Safety training prior to the Show. This class will be held a week or two before the Air Show and will provided training and information necessary for you to do your job. If you are not able to attend the training you will be giving written safety materials and a mandatory safety briefing before the start of each days show. Please make every effort to attend the training date and time designated for Air Ops. If you absolutely can not attend that date

and time contact the Air Ops V.P.. If at anytime you are unsure of what to do in any situation found in the Hot Pit feel free to contact the Air Ops V.P. who will be able to walk you through the tasks involved. You may be asked to shadow an experienced member until you have gained enough experience to act on your own.

## AIRCRAFT MARSHALLING HAND SIGNALS



**All clear**



**Stop**



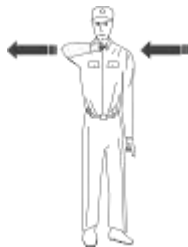
**Insert chocks**



**Pull chocks**



**Start engines**



**Cut engines**



**Proceed straight ahead**



**Turn left**



**Turn right**



**Slow down**



**Stop (emergency)**



## GROUND OPERATIONS

### General

Roles and Responsibilities

Layout/Maps

Timelines – Air show week & Year Round

Equipment and Supply List

\*Example: Equipment Request Form

\*Example: Trade Form

Static Display Management

### Concessions/Chalets (Logistics)

Roles and Responsibilities

Equipment List

Entertainment Center

\*Example: Exhibitor Solicitation Letter

\*Example: Exhibitor & Military Village Registration

Concessions

\*Example: Concession Booth Volunteer Need

## Ground Operations

**Field Director:** Michael Warrens

**Vice President:** Jim Mones

### **Brief Job Description of Areas of Responsibilities**

Ground Operations is responsible for the following areas

**Ground Crew:** Coordinate layout design with logistics, air operations, entertainment, hospitality, chalets, Air National Guard, safety, police and fire departments. Set up and tear down various field structures.

**Fencing:** Assist the fence crew to provide equipment and supplies for installing crowd control fencing.

**Construction/Electrical:** Oversee the construction crew to insure all electrical needs are met on the field. Map out seating and chalet areas.

**Field Clean-up:** Provide the clean-up crew leader with equipment and supplies.

**War Birds:** Assist the war bird coordinator in setting up the war bird hot pit and provide the needed equipment and supplies

**Static Displays:** Assist the static display coordinator with equipment and supplies and relay type, weight and number of aircraft to the Air National Guard tow crew for parking instructions and type of weight distribution plates needed.

**Carts and Radios:** Set up the carts and radio distribution areas and the refueling area with a canopy and ground stakes.

**Equipment Management:** Solicit equipment, material and supply needs from all VP's. Consolidate equipment needs with civilian suppliers and military operations for delivery and pick-up dates of all equipment, both military and civilian. Oversee the announcer stand installation and teardown.

**Experimental Aircraft:** Provide the EA coordinator with parking and staging information and equipment and supplies they may need.

**Fly-In Spectator shuttle:** Arrange for a person to assist pilots in parking their planes in the temporary tie down area and shuttle them and their passengers to and from the terminal area.

**Signage:** Oversee the sign crew that creates signs and posts them around the airport for directing traffic flow into and out of the airport.

The Ground Operations Field Director and/or VP also

- Develop a plan to place light carts in strategic areas to facilitate the safe lighted exit corridors after the night show. Personnel are to stand by each light cart to have it operating at the conclusion of the night entertainment. Ensure that the volunteer parking lot and volunteer gate are properly lighted.
- Work with the port-a-potty supplier to have adequate coverage across all areas where spectators and vendors are located. This includes sufficient handicap units.
- Obtain the appropriate credentials for every ground operations person including parking passes and wrist bands for each day they work.
- Meet with the ground operations personnel at least a month before the air show to discuss the duties and responsibilities of each group and assess their abilities to perform. This takes into account the heavy lifting and long hours in the hot sun required to be successful. He will emphasize the need for team work, flexibility, and the necessity to remain cheerful and helpful towards both other volunteers and air show attendees. He will brief the teams on the “Incident Action Plan” and develop a primary and secondary meeting area in case of an accident. Radio etiquette will be explained.
- Hold a meeting each morning during the air show week to discuss the tasks on hand for that day and assign the appropriate personnel to accomplish them.
- During the air show troubleshoot and fix any ground operations issues that may arise. This may require working with other VP’s

### **Timeline**

See Air Show Activity List

### **Equipment**

See Equipment Pick Up and Delivery Schedule

## **Area Details**

### **Ground Crew**

The ground operations VP personally directs the ground crew and oversees the leads and coordinators of the other ground operations areas and provides assistance when needed. Ground crew activities include, but are not limited to the following:

- Installing and removing the temporary tie downs in front of the NE T-hangers
- Set-up and tear-down of the hot pits

- Assembly and disassembly of the announcers stand
- Put up and take down of mid-field banners
- Assisting the port and truck drivers in the placement of show center trailers
- Set up and tear down of smoking areas
- Fill and set up drinking water tanks. Refill when needed and stock with cups
- Move ticket booths from storage hanger to required locations and return them after the show

### **Fence Crew**

The fence crew will

- Unpack the fencing material from storage and stage it in front of the tower.  
Install crowd control fencing on the field and around the airport to facilitate easy entry to gate areas and prevent people from moving into restricted areas.
- Take down fencing and returned to storage.

### **Construction/Electrical**

The construction personnel will

- Mark out the seating and chalet areas.
- Position electrical distribution carts on the field for the electricians.
- Put up signs on the fields to identify water tanks, smoking areas etc.
- Assist the electricians where needed.

The electricians

- Run all the electrical cables throughout the field to supply power to vendors and exhibitors.
- Monitor electrical usage and make sure distribution boxes are not overloaded.  
Remove the equipment after the air show.

### **Field Clean-up**

The field clean-up lead will

- Organize teams and assign them areas to patrol to ensure trash boxes are emptied and new liners are installed.
- Sort and collect recyclable containers.
- Patrol the entire crowd areas after the show and pick up any trash left after equipment, chalets and seating is removed.

### **Warbirds**

The war bird coordinator will

- Collect the aircraft registration documentation and forwards copies to the assistant air show coordinator.
- Lay out the war bird parking area
- Work with the fence crew and ground crew to put up fencing or tape to keep unauthorized people out of the parking area.
- Assist the pilots in parking and tying down their aircraft.

### **Static Displays**

The static display team arranges to have aircraft brought to the air show for public display. They receive the documentation and forward copies to the assistant air show coordinator.

### **Carts and Radios**

Once the cart and radio team receive the carts and radios, they  
Label them and record serial numbers.

Assign the carts or radios and record the users name and phone number so each cart can be tracked.

Refuel and stage carts each evening for use the next day or for pick up after the air show.  
Recharge radio batteries and distribute fresh batteries as needed.

Inventory carts and radios after the show and track down missing items to the person who checked the item out. The VP is notified of missing equipment.

### **Equipment Manager**

The equipment manager is responsible to order all ground operations equipment, office trailers and supplies. He works with local equipment rental companies to order the required equipment and set up delivery and pick-up schedules. He coordinates the delivery and pick-up of military support equipment from the Oregon Air National Guard required to support all military aircraft. He arranges for tractor trailers to haul special equipment.

The equipment manager needs to be available from February to 2 weeks after the air show for several hours a week up to air show week. He should be on the field all day from Monday prior to the air show through Wednesday after the show from about 6:30 am through the afternoon. He should be able to lift and climb.

### **Timeline and Duties of the Equipment Manager:**

**January:** Identify VPs and their assistants . Contact rental companies and partners to educate them on Air Show needs and find out if they will partner with the Air Show

**February:** Review equipment list used previous year. Send an equipment request form to each VP, key personnel, the concessionaire and the audio equipment company. They are required to have it completed and returned within a month. This list includes carts, gators, trucks, vans, fork lifts, light carts, generators, radios, hot pit passes, canopies, chairs, tables, expendable supplies such as zip ties, caution tape, ear plugs, and any other equipment or supplies required for that area.

Follow up with equipment partners and rental companies such as Star Rental, Sunbelt, Pacific Mobile, Safway, Fisher Implement, Kabota, Ag West, Fisher Farms, etc.

At VP meetings begin to resolve equipment questions and issues.

**March:** Begin collection of individual equipment requests. Set deadline for return as end of March.

**April:** Develop spreadsheets for radios, carts, gators, vans, trucks, and expendable items such as caution tape, tie wraps, tape, paint, shrink wrap, etc. The list is consolidated and checked against the previous year to eliminate oversights or excesses. The list is double checked and approved by the air show president. Summarize heavy equipment requirements. Meet with rental companies to determine which equipment can be provided by each company. Get invoice quotes to determine value. Negotiate for trades when possible. When ever possible the manager should try to obtain equipment and supplies by trading ticket packages for the value of the equipment rental. This is done by coordination with marketing. The equipment manager orders the equipment from local rental and supply companies..

Meet with 142<sup>nd</sup> Air National Guard personnel to discuss military equipment support.

**May - June:** Prior to the air show inventory and order all the smoke oil and engine oil for the performers and give the supplier a delivery schedule. Order unleaded and diesel fuel for carts, gators and generators. Arrange to have the empty drums picked up and returned.

Chair meetings at the air base to keep their air show teams abreast of military performers so they can develop a military hot pit and transport the required support equipment.

Work with the audio company to determine what equipment they need and the electrical requirements to run their systems. Forward layout map at least 2 months before air show in order to develop a speaker layout map.

Order announcer stand and coordinate delivery, set-up and tear-down schedule.

Arrange to have a portable loading ramp for the duration delivered prior to any equipment and have it picked up after the equipment is gone.

Establish an equipment compound to stage all equipment for the show. As the equipment arrives assist in the unloading and log each piece by equipment type, manufacturer, serial number and rental company I.D. number if it is listed. Forward list to air show office for insurance purposes one day prior to air show.

Assist in loading and return of all the equipment after the show. This usually takes 3 to 4 days after the air show.

Included in this notebook are examples of contacts, tracking sheets, equipment rented, and other documentation used during a jet team Air Show.

## **SAFETY**

Safety briefings will be conducted prior to the air show week so that everyone understands the need to keep safety in mind at all times regardless of the task and tight schedules.

Every person working in ground operations will wear sturdy shoes or boots, have work gloves, hats, sunscreen. The VP will explain the need to stay hydrated and what to do if they are feeling heat related symptoms.

When backing heavy equipment or trailers, a spotter is required. Heavy equipment operators must be experienced.

Hazardous areas will be identified and either roped off (such as scissor lifts) or well marked (such as trip hazards) in coordination with the safety team.

All vehicle operators must use extreme caution when driving in congested areas as attendees are usually looking upward and not where they are going.

The refueling area must be located at least 50 feet from any structure and have a canopy. The fuel barrels will be grounded once they are opened and remain grounded until they are empty. During refueling, the vehicle must also be grounded. Only authorized personnel are allowed to refuel vehicles.

Field clean-up teams will use latex or nitril gloves.

The construction/electrical team will monitor electrical distribution boxes to make sure they are not overloaded and that only authorized extension cords are used.

The VP will explain to all ground operations teams that safety is the number one priority and that it is everyone's responsibility. If anyone sees something he or she thinks may be a safety issue they may remedy the issue if it is within their capability or immediately raise the issue with the team leader or VP.

## Grounds OPS cleanup/recycling

### Pre Air Show -

Attend all full committee meetings

Training session for Ground Ops

Safety meeting

Contact Hillsboro garbage to confirm number of trash boxes/recycling bins and confirm delivery time.

Contact previous volunteers

Provide Ground Ops Lead list of items needed: Gators/carts, radios, canopy, table, chairs, trash bags, gloves, etc

Contact Volunteer Lead with list of volunteers/groups needed (SOLV group at times will donate gloves and small trash bags)

### **Volunteers required -**

Drivers for picking up trash/recycling through out show times Fri - 2, Sat and Sun - 3 (this includes myself)

Person/Persons to check in volunteers Fri, Sat, Sun - 1 to 2

Recycling group - min 4 per day

Set up/tear down - 30 to 40

general clean up during show times - 30 to 40

Final Monday clean up - 20 to 30

\*\*\*\*\* Volunteer totals are considering adults. If children/boys scouts, etc. then more are required.

**Friday** - set up boxes/recycling bins, general clean up throughout show time, end of night pull full bags from boxes.

**Saturday** - general clean up throughout show time, end of night pull full bags from boxes.

**Sunday** - general clean up throughout show time, end of night pull all bags from boxes, tear down boxes and recycling bins.  
clear grounds of all debris/trash/recycling.

**Monday** - final clean up of grounds.

\*\*\*\*\*  
\*\*\*\*\*

**Friday** - Arrive early to check in. If gator/carts and radios are available sign in. If

not, get one of the trucks donated by Bob Terry. Load up trash boxes and recycling bins to deliver through out the field. As volunteers arrive, provide them with trash and recycling liners. They will be responsible for setting up and lining the containers. Contact Hospitality for a case of water for early volunteers setting up. Take two rolls of trash liners to Lead person in Chalet for distribution as needed throughout the weekend.

During show time drivers will collect full trash bags and deliver to dumpster and collect full recycling bags to deliver to clean up canopy for the recycling group to sort. Drivers carry extra bags, gloves, and water as needed for volunteers. Each gator/cart will have one driver and one assistant.

Reserved seating volunteers pull bags/liners for the drivers to collect. Approx. 6 volunteers from clean up are designated to cover the food vendor areas in reserved seating and Chalet area. The remaining clean up/recycling volunteers are designated to the general seating, other then before and after show times.

Once show ends volunteers walk entire area pulling bags from boxes and places on paved area for Hillsboro garbage to collect. Drivers and Assistant pick up full recycling bags to drop off at clean up canopy. Also ensure all volunteers have water and supplies needed.

**Saturday** - First thing volunteers walk the area to ensure any trash missed on Friday is picked up and place liners in boxes and recycling bins. During show time and after show same as Friday.

**Sunday** - Repeat Saturday process. Prior to end of show have all clean up volunteers meet at clean up canopy. Designate volunteers into small groups and give each group an area to start at shows end. Once show ends all volunteers are to pull "ALL" liners from recycling and trash boxes. Place all trash bags at paved areas and a separate piles of recycling bags throughout the area. Drivers and a assistants will collect all recycling and transfer to clean up canopy for the recycling group to sort and collect. Recycling group is responsible for removing all recycling from the grounds shortly after show ends, with in an hour or two. Drivers will also carry water to provide to clean up volunteers.

Clean up volunteers are also responsible for taking down trash boxes and recycling bins for pick up. Hillsboro garbage will collect all trash bags, trash boxes, and recycling bins.

**Monday** - final clean up. Volunteers are broken into two to three groups, pending how many volunteers arrive, and given sections of the grounds inside and outside along the roadway to collect any and all trash from the weekend. As the lead I use one of the pick ups provided by Bob Terry to collect any full bags and large items left to haul to the dumpsters.

### **Post Air Show -**

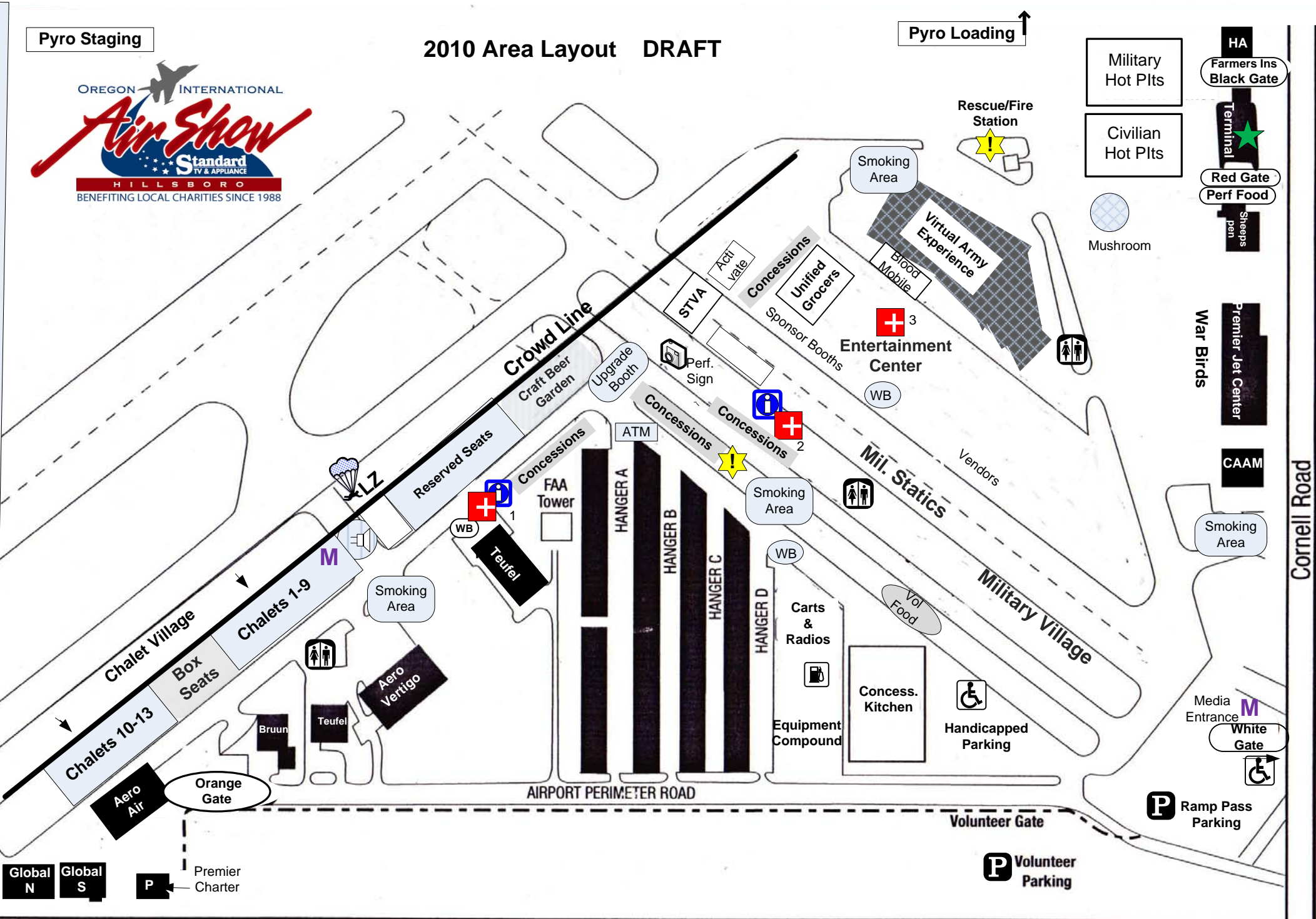
Attend any additional follow up meetings  
Provide a pro/con final report of the weekend  
Send thankyou cards to volunteers

*\*\*\*\*\* During the weekend, I schedule the main working time for volunteers before and after show times. I ask that during the actually show time they continue checking the grounds and pulling full bags, but also take time to enjoy the show and see some of the exhibits provided. Ensuring that volunteers have the supplies needed to do the job and ensuring water is available at all times, giving them time to see the show and enjoy it has made it possible to have volunteers who get the job done timely and repeat volunteers each year.*

Pyro Staging

# 2010 Area Layout DRAFT

Pyro Loading ↑



25th Ave.

## Ground Operations: 2010 AIR SHOW WEEK ACTIVITIES

### 1) **GATE CODES**

- a) Nike Hangar (East T's) \_\_\_\_\_
- b) White Gate \_\_\_\_\_
- c) Orange Gate \_\_\_\_\_
- d) Hangar Combo \_\_\_\_\_
- e) In front of Hillsboro Aviation \_\_\_\_\_

### 2) **OTHER**

- a) List of wristbands needed.
  - i) Every day wristbands: Q
  - ii) Hot pit wristbands: Q
- b) Maps:
  - i) Field layout (Aerobatic box, center-trailer, taxiways names, runway names, first aid, lost and found, information, water tanks, smoking)
  - ii) Light carts
  - iii) Vendor locations, with numbers
  - iv) Plane locations
  - v) Honey buckets
  - vi) H2Oregon water coolers
- c) Performer arrival list
- d) Performer practice schedule (airspace closure times)
- e) Road closure schedule and map
- f) Dumpsters / recycling
- g) Propane for Police/Fire BBQ
- h) Flying in guests / parking / shuttle

### 3) **Before SATURDAY**

- a) Request Port mow guest airplane parking area at NE T-hangars, Roger volunteer parking area and chalet area 2-4 weeks before show (Port equipment)
- b) Install tie down ropes (2-4 weekends before show to allow Hillsboro Aviation to move parked planes to that area)
- c) Request City electrical inspection for temp power panel and connection by PGE for Tuesday of air show week. Request PGE disconnect on Monday after air show.
- d) Mark chalets after the last full committee meeting
- e) Put up highway signs (no, Thursday before show)

### 4) **SATURDAY**

- a) Mark reserved seating area (7 man crew)

### 5) **MONDAY**

- a) Record ID of every piece of equipment coming in for insurance purposes.
- b) Record VIN and license plate numbers of personal cars that are used on the field for insurance purposes.
- c) Delivery of fork lifts from Sunbelt
- d) Unload T -hangar and bring fencing equipment to base of tower, all other stuff to Compound.
- e) Fisher Farms brings loading ramp

- f) Deliveries of military equipment
- g) Deliveries of Sunbelt equipment
- h) Pick up truck from Dick's Country Dodge for Air Guard
- i) Electrical layout starts (map?)
- j) Set electrical trailer and connect cables

## 6) **TUESDAY**

- a) Lime show center line (weather dependent)
- b) Deliveries of military equipment
- c) Delivery of Sunbelt equipment (check and record fuel levels)
- d) Delivery of finance and radio trailers (early AM)
- e) Delivery of smoke oil, diesel and UL gas
- f) Unload steel plates from DP Nicoli (west end of runway, need Reach)
- g) Concessionaires arrive
  - i) Provide wooden plates to park trailers on
- h) Fencing continues
- i) Electrical set up continues
- j) After crowd fencing and chalet fencing is put up, construct box seating area
- k) Deliver electrical panels and cords to staging area

## 7) **WEDNESDAY**

- a) Announcer stand from Safway Scaffolding (check for missing parts) (did we make a list of parts and construction drawing?) (unlikely; ask Don M., maybe a picture?) (provide hard hats, ~12)
- b) Position Fisher Farm's and Elite Truck Driving School's trailers at show centers (GPS coordinates, Port accompanies this task)
- c) Deliveries of military equipment
- d) Delivery of Sunbelt equipment
- e) Fencing continues
- f) Radios arrive from Day Wireless (Q) (trailer has to be ready; see 6d)
- g) Bobcats arrive from Bobcat West (Q)
- h) Kubotas arrive from Pacific Tractor (Q)
- i) Unload tables and chairs from Interstate Rentals (locations, quantities determined by Logistics)
- j) 1st load of golf carts from J & S
- k) Electrical set up continues
- l) Mowing Volunteer Parking area (Port equipment) (check other areas)
- m) Place quiet generators on the scissor lifts (Q) (map)
- n) Pick up fencing from Fair Grounds and stage by Sheep's Pen (250 sheep fencing, all of the cattle guards)
- o) Materials for chalet row.
- p) Locate Comfort Station

## 8) **THURSDAY**

- a) Install orange tarps and STVA banner on trailer
- b) Honey Bucket Staging
- c) Set up Kold Kist cooler at foot of stairs below hospitality (check with Linda)
- d) 2nd delivery of golf carts
- e) H2Oregon arrives to set up water coolers
- f) Water tanks, flat bed trailers, assembled and filled

- g) Gators from Fisher Implements
- h) Gators from Hillsboro Schools arrive
- i) Bob Martyn picks up cargo carts at Jefferson
- j) Deliveries of military equipment
- k) Delivery of Sunbelt equipment
- l) Fencing continues
- m) Electrical set up continues
- n) Take light carts to Bob Terry's (7 ea from Sunbelt directly to Bob)
- o) Place generators at beer storage (map)
- p) Set-up refueling station (static / grounding) (50 feet from everything)
- q) Place traffic signs (Ahne and Zu, Allan and Dad?)
- r) Signs for Compound: No Parking
- s) Gate signs (Bill)
- t) Deliver signs for reserved seating, box seating, smoking, 1<sup>st</sup> aid, and water

## 9) **FRIDAY**

- a) Pick up light towers from Bob Terry's and return to Airport (map)
- b) Re-fuel/check out light carts
- c) Finish Honey bucket placement
- d) 2 pick-ups from Fisher Farms
- e) Last delivery of golf carts
- f) Finish electrical work
- g) Set up ticket booths (map)
- h) Set up light carts (including jumper landing zone)
- i) Fill and place water tanks, add cups and signs
- j) Finish crowd control fencing
- k) Set up power for ticket booths at red, white, orange, black gates, and upgrade booth
- l) Gate signs, etc. (Construction Bill)
- m) Kiosks at the gates (Construction Bill)
- n) Fence smoking areas and place butt cans, water cans, fire extinguishers and signs.
- o) Military hot pit set up at 13:00
- p) Ear plugs (2 boxes/First Aid tent)
- q) Civilian hot pit set up as much as possible until last plane is gone
- r) At 17:45 finish civilian hot pit
- s) Help where needed
- t) Turn on light carts in Volunteer parking at sunset (time)
- u) **After the show:** Turn on lights at end of fireworks
- v) Clean up the field and remove the garbage
- w) Clean up smoking areas and remove butts from cans (strainer)
- x) Turn off the lights

## 10) **SATURDAY**

- a) Move ticket booths from red gate to black gate before 9:00
- b) Check fuel in light carts/generators
- c) Pick up some light carts and move to Compound. See VP or light cart chart (circle them)
- d) Help where needed
- e) **After the show:** Clean up the field and remove the garbage
- f) Clean up smoking areas and remove butts from cans (strainer)

### 11) SUNDAY

- a) Re-fuel/check out light carts
- b) Help where needed
- c) **After the show:** clean the main ramp before dinner: remove hot pit fencing, stack on pallets and store at the Sheep's Pen. Need big hammer and 4x4, 1+ ft. Remove all other equipment and material from ramp. (Port equipment will sweep ramp)
- d) Collect unused ear plugs from First Aid tents
- e) Bring water tanks and trailers back to Compound and disassemble
- f) Remove reserved seating signs and bucket. Lower reserve upgrade sign
- g) Remove gate banners and information kiosks
- h) Disassemble and remove posts and rope from box seating
- i) Pick up ticket booths and locate at the Sheep's Pen
- j) Clean up and remove smoking areas and butts from cans (strainer); collect fire extinguishers
- k) Clean up the field and remove the garbage
- l) Remove all crowd control fencing (fence crew)
- m) Move honey buckets to central area (TBD)
- n) Remove all Electrical connections

### 12) MONDAY

- a) Remove steel plates from runway and place in west tie-down area.
- b) Make sure field is clean and usable (Runway to be opened at 17:00?)
- c) Take Fair Grounds fencing back
- d) Return ticket booths to T-hanger with flat bed trailers
- e) Remove traffic signs (Ahne)
- f) Remove electrical trailer as soon as it is disconnected by PGE
- g) Remove banners from fence
- h) Move equipment to hanger
- i) Remove Highway sign
- j) Finish packing hangar. Make inventory of all that goes into hangar
- k) Assist in loading trucks
- l) Assist in clean up
- m) Turn in radios

### 13) TUESDAY

- a) Assist in loading trucks
  - b) Assist final clean up
  - c) Hopefully done. ~~(Ha, ha)~~
-

## Equipment Request for 2010

8/3/2010

[illegible]



## 2009 Committee Trade Request Form

Airshow trades help us keep costs down; however, they must provide value to the event and be approved prior to agreement.

Name (Person requesting trade): \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Committee Position: \_\_\_\_\_

Company involved in trade: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Service or Product received:

\_\_\_\_\_

Value of Product: \_\_\_\_\_

Reason for trade (please provide good detail)

\_\_\_\_\_

\_\_\_\_\_

Trade Request (ticket type and numbers)

\_\_\_\_\_

Ticket Value: \_\_\_\_\_

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Judy Willey, President

\_\_\_\_\_  
Date Approved

All trades must be reviewed and approved by the President. Please fax to Laurie Dyche at 503-716-8870 or e-mail to [lauriedyche@msn.com](mailto:lauriedyche@msn.com). Allow 48 hours for processing.

## Ground Ops

## 2009 EQUIPMENT DELIVERY/PICKUP

Company	Contact/Phone	# ordered	Equipment	Delivery	In	Pickup	Out	Remarks
		44 with headsets 51 w/o headsets	Radios	Wed am		Mon am		field contact: Lin
		2	8X12 steel plates	Tue am		Mon am		
		13	6'X10' steel plates	Tue am		Mon am		
		1	loading dock	Mon pm		Tue pm		
		2	vans					
		3	pickups	Fri am		Mon am		
		24-26	gators	Thur am		Mon am		
		1 1000 gal 2 550 gal	water tanks	Thur am		Mon am		
		2	Flatbed trailer	Thur am		Mon am		for water tanks
		1	show center trailer	Wed am		Sun pm		
		6	cargo carts	Thur		Mon am		Bob will pick up.
		46 2 seaters 10 4 seaters	Golf Carts	Wed&Fri		Mon am		
		24	100lb LP tanks	Wed am		Mon am		for Umbrella Foods
		5-10	light towers	Wed am		Mon am		
		2	RT scissors lifts	Thur am		Mon am		for Air Show Audio
		2	3kw generators	Wed am		Mon am		for Air Show Audio
		3	5kw generators	Wed am		Mon am		
		1	25kw gens 120/240V	Wed am		Mon am		Entertainment & backup
		1	8K Reach forklift	Mon am		Wed pm		
		2	6k RT forklifts	Tues am		Wed pm		
		3	5K forklift	Mon am		Wed pm		
		4 barrels	UL gas	Thur		Tues am		
		3 drums	off-rd diesel	Thur		Tues am		
		23	drums of smoke oil	Tues am		Tues am		19 to PANG, 4 to HIO
		1	1 - 10X40 trailer	Tue am		Mon am		
		1	1 - 12X56 trailer	Tue am		Mon am		
		1	announcer stand	Wed am		Sun pm		take down after Sunday show
		1	Stair set for stand	Wed am		Sun pm		
			military equipment	Mon-Thur		Mon-Wed		
		1	show center trailer	Wed am		Sun pm		

Filled in with name of company, contact name and phone number.

## Supplies

Quantity	Item	Area	
13000	8" tie wraps	Fencing, Logistics, Marketing	
18000'	Caution Tape	Ground Ops, Fencing, Police/Fire, Safety	
9000'	Do Not Enter Tape	Ground Ops, Fencing, Static Display, Police/Fire	
48	Safety Vests	Admissions, Safety, Parking, Transportation	
8	Whistles	Admissions, Safety, Parking, Transportation	
2 boxes	Rags	Air Ops	
1 bag	Oil Soak	Air Ops	
1 box	Nitril gloves	Air Ops,	
400 pr	Non Latex gloves	Ground Op Clean Up	
7	Satellite Machines	Finance	
2 rolls	Pallet wrap	Fencing,	
1200	45 gal trash bags	Ground Op Clean Up	
120	Stantions	Static Display	
1	BBQ plus 2 propane tanks	Hospitality	
10 pr	Wire cutters	Logistics, reserve seating, marketing	
3 cans	spray cleaner	Logistics, reserve seating	
1 can	marking paint	Logistics, reserve seating	
20	Flashlights	Reserve seating ushers	
2 rolls	Masking tape	Marketing	
2 rolls	Duct Tape	Marketing	
8000	Ear plugs	First Aid Stations, Chalets, etc.	
90	traffic cones	Parking, Transportation, Safety	
20	Propane tanks	Umbrella Concessions	
8	4' barricades		

# MILITARY STATIC DISPLAY

## **Chair:**

Bob Weyant

## **Brief Job Description:**

Recruit Military aircraft and their respective pilots and aircrews for static display and flyovers. The major Military resources include the United States Army, Navy, Air Force, Marine, and Coast Guard units.

## **Duties and Timeline**

### **Q4 of Year Preceding Air Show – Preliminary Planning:**

1. Form Military Static Display Team by retention of members from prior year, or new recruitment. It is highly desirable to have at least one team member to focus and cover each of the respective major services.
2. Team Coordinator to meet with OIA President to set budget, and discuss any issues pertinent to the Military Static Display and/or Military Flyovers.
3. Following ICAS, obtain an electronic copy of the current form DD2535, Request for Military Aerial Support. This document is important and may be required by the major Military sources. Note, that each of the services may require an additional form specific to that service, such as the USMC.
4. Following ICAS, find out from the OIA President who the major Military performer is (ie Navy Blue Angles, Air Force Thunderbirds, or other major performer) and obtain a preliminary roster of performers. This information will be used as part of an “invitation to participate” letter that the team will send out to recruit participants for the Military Static.

### **Q1 of Air Show Year – Military Static Team Formation:**

1. Team kick off meeting to review budget, set team expectations, team member assignments, review last years team summary, and discuss any pertinent issues related to the Military Static.
2. Team members identify and contact Military units and send letters of invitation to participate in the OIA Military Static. Include general information related to the air show, including major Military performer and other preliminary information that might be useful to attract participants.
3. Obtain an electronic copy of the current Military Static Display Registration Form.

### **Q2 of Air Show Year – Recruitment of Military Static and Flyover Participants:**

1. Identify current Military resources. Last year’s list of participants may change as air units and aircraft are constantly being reassigned, deployed, or aircraft types retired.
2. Recruit participants by contacting Military units by phone and/or letter of invitation to participate. This is the heavy recruitment phase, and requires "beating the bushes" for possible participants.

3. For Military units or aircrews that volunteer or are interested in participating, follow up with a telephone call and an email that includes an electronic copy of the current Military Static Display Registration Form and DD2535.
4. Get preliminary estimates of participants for hotel and auto rental.
5. Submit request for equipment to include a cart to move aircrews from their aircraft to the registration area to pick up their packet, and any other equipment required.

**Q3 of Air Show Year – Confirmation of Military Static and Flyover Participants:**

1. Earnestly start to solicit confirmation of aircrews' participation through the return of the current Military Static Display Registration Form. The return of this form is important for many reasons, including confirmation of hotel and auto rental requirements.
2. It is very important to maintain contact with participants via telephone and/or email as many changes may occur prior to the air show.
3. Air Show support:
  - a. Meet arriving aircraft and aircrews on Friday of the Air Show. Transport them to the hospitality and registration area for sign-in, and room and auto assignment.
  - b. Support aircraft and aircrews on Saturday and Sunday of the Air Show. Make sure that any issues are handled as required.
4. Send thank you letters to each aircrew, thanking them for their participation.
5. Write and submit an end of year report from the Military Static Display Team that summarizes a debrief of the Air Show.

# LOGISTICS

## **Vice President:**

David Wadleigh

## **Area of Responsibility**

Any ground duty that does not deal directly with aircraft. Positions that report into this area are:

- Chalet Row Logistics (set up and tear down)
- Concessions (Restaurants and Concessionaire booths)
- Entertainment Center (Exhibitor and Vendor booths)
- Seating (Reserve, Box, Chairman, Chalet)
- Signage on the field
- Waste Management

## **Brief Job Description**

The VP is responsible for:

- Assessing and ordering Logistics equipment (canopies, tents, chairs, tables, port-o-potties)
- Announcer Stand erection and take down
- Booth ID number placement
- Chalet Set Up and Tear Down
- Concessions and Concession Manager/Cluster Captain assignment and monitoring
- Concession Booths and volunteers for those booths
- Health Department and Fire Marshall compliance and POC
- Entertainment Center Set Up and monitoring throughout show
- Restaurant Court management
- Seating Set Up and Tear Down – includes Reserve, Box, Chairman seating
- Signage on the field
- Volunteer Manager/VP
- Waste Management Set Up, Clean Up and Tear Down

## **Timeline**

**Pre-work: For equipment orders** - Assess last year's actual usage of equipment which was ordered. Understand if equipment was not used, get input for area VPs for needs, and factor in headline Act and expected crowd implication.

16-20 weeks out: Tentative quantities and Air Show date given to vendor

12 weeks out: Confirmation of equipment quantities given to vendor

12 weeks out

- Secure 3 (Volunteers, Performers and Commanders Club Chalet) K class fire extinguishers for the Airshow dates: pickup Wednesday and return on Monday
- Confirm needs for Media/Kids Day and Margaret Teufel Day.
- Confirm rental if needed for Volunteer BBQ grill. Specify 10-foot propane hose.
- Confirm acquisition of performer BBQ grill
- Confirm Key Personnel: Logistics set up and clean up, Cluster Captains

Sunday before Airshow

- Entertainment Center layout  
Dimensions of Entertainment Center grass west of the tie-downs: 750 ft x 225 ft
- Mark out Vendor Parking area
- Mark out 22 foot clearance both sides of Taxi-way CC yellow center line.

Wednesday

Layout Concessions, Novelty, Restaurants, Info and First Aid Booths

Thursday

Distribute, set up, top and skirt tables and chairs

Friday

Set-up of Kids Day

Break down of Kids Day

# LOGISTICS

## CONCESSIONS

### Manager:

Biff Johnson

### Area of Responsibility

Operate the food and novelty booths in the concession area. This includes selling souvenirs, food, and/or drinks, cooking hamburgers/hot dogs/pizza etc, ensuring the booths are tidy and clean, inventory counting, booth clean up at the end of each day, and the counting of cash and transferring it to the finance trailer. There are typically 35 booths to work – 21 food booths, 9 ice cream carts/booths and 5 novelty/souvenir booths

### Volunteers Needed

~650 volunteer-days. Friday: 100 Saturday: 275 Sunday: 275

Many volunteers opt to work a booth 2 or more days so the actual number of individuals that register to be a concession volunteer is about half of this.

### Brief Job Description

The following roles are required to fulfill this area's responsibility:

- Manager – oversee the entire Concession area
- Cluster Captain –supervisor responsible that oversee a section of booths. Support the manager.
- Booth Captain – Manage the booth to assure all volunteers have a working station, know what to do and to be sure volunteers get breaks
- Assistant Booth Captain – Assist the Booth Captain and give the Booth Captain a break
- Cash Manager – Pick up cash box at the beginning of the day from the Finance Trailer, manage the cash box during the day and then return the cash box at the end of the day. Make 3 cash drops with accompaniment to Finance Trailer. Solely work with the money while the other workers sell the booth's items. The Cash Manager is relieved for break by the Booth Captain or the Booth Captain will assign a responsible person to give the Cash Manager a break.
- Inventory Manager– Count and keep track of product as it comes in and then counts the product at the end of the day.
- Certified Food Handler – For food booths only. At least one volunteer - preference is 2 - must have a valid food handler card and must bring it to the booth that day Responsible for ensuring food is handled properly, that the food is cooked and served at the proper temperature, that cleansing stations are set up and used properly and that all volunteers handle food properly. There must be a valid food handler in the booth at all times.
- General volunteer – work the counter, take food orders if in a food booth, give the money to the Cash manager to receive the proper change back.

**List of Duties for Manager**

- Assist cluster captains, enabling them to do their jobs (this really covers a lot of little tasks)
- Communicate with and respond to Concessionaire in matters of booths (both high level issues and smaller issues as needed)
- Make sure Cluster captains get breaks and sub for them during those breaks

**List of Duties for Cluster Captains**

- Complete any preparations of booths needed such as
  - Setting up tables and chairs
  - Topping and skirting tables
  - Setting booth flags
  - Proper placement of propane tanks and fire extinguishers
- Review Concessionaire process
  - When product will be delivered
  - Replenishment product and how you get it
  - Equipment provided
  - Understand how to light equipment if necessary
  - Review peak and valley periods
  - Review shut down procedures
- Review Health Department requirements
  - 2 certified food handlers per food booth
  - Safe food handling and storage temperatures
  - Hand washing set up and use
  - Sanitizer set up and use
  - Personal beverage
- Interact with booth captains and other volunteers in their needs
  - Identify booth manager, cash manager and inventory manager in each booth
  - Ensure adequate staffing in each booth and that right people in booth
  - Ensure adequate supplies are in place
  - Help volunteers stay focused on task (shag wondering teen volunteers)
  - Ensure that volunteers get breaks
  - Check with booth captains and Cash managers for issues and resolve them
- Ensure booths closed properly each day
  - Gray water, grease and ice tub disposal procedures followed
  - At end of air show weekend, assist in dismantling booths, removing flags, table cover and skirts, breaking down tables and chairs.

**Knowledge/Responsibilities Required by Both Manager and Cluster Captains:**

- Be available to all volunteers for questions and where possible, help resolve issues
- Be available to all guests

- Interact with vendors. Check that their needs are met (power etc) Contact Ground ops with any concerns.
- Redirect smokers to designated smoking areas
- Enforce safety with both volunteers and guests
- Be watchful of possible security issues
- Respond to directives appointed by Head of Logistics, Ground Ops, President of Airshow, Airshow Radio, and
- Respond to Event Inspectors and their findings. (typically County Health, and Fire Marshalls)
- Understand process for trash disposal and cardboard disposal
- Understand what Grey water is and how it is disposed
- Location and times for Volunteer Food Tent
- Proper and effective salesmanship and displays
- Nighttime lighting requirements
- Proactive cash handling practices such as how to identify counterfeit currency, calling out amount tendered to cashier and echo, security of cash runs.
- Field layout and awareness of locations of ATMs, Lost and Found, Handicap Transportation, Information Booth, Water buffalos, etc)

## LOGISTICS

SEATING: RESERVE, BOXED, BEER GARDEN  
INFORMATION BOOTH

### Chair:

Hanni Squires

### Area of Responsibility:

Set-up and take down of folding chairs for the reserve section, box seating, chalets and Beer Garden. Assisting spectators in finding their seats, monitor and help maintain cleanliness and order of areas. Staff Information Booths

### Volunteers Needed

Chair set-up:	30 .
Chair take-down:	30 .
Seating Ushers:	44 Fri.-Sat./41 Sun.
Information Booths:	4 .
Box Seating:	2
Chairman Seating:	2
Beer Garden:	4
Reserved Seating:	22
Breaks	10

### Overall Timeline

Show Hours: **Fri. Aug. 20 6:00 - 10:00 p.m./ Sat. Aug. 21-Sun. Aug. 22 9 a.m. - 5 p.m.**  
Field Layout: Sat. Aug. 14 8 a.m.  
Chair Setup: Thurs. Aug. 19 4 - 8 p.m.  
Booth Coverage: Fri. Aug. 20 4:30 - 11 p.m./Sat. Aug. 21-Sun. Aug. 22 8 a.m.-4 p.m.  
Seating Coverage: Fri. Aug. 20 4:30 - 11 p.m./Sat. Aug. 21-Sun. Aug. 22 8 am.-4 p.m

### DUTIES AND TIMELINE: SET-UP AND TAKE DOWN OF CHAIRS

#### Saturday before Air Show - Field Layout

Layout placement for Seating Areas, paint section letters in grass aisles or chalk on tarmac, paint stroller parking outline behind reserve seats. Assist only, task organized by Ground Ops Bill Simpson - Construction.

#### Thursday before Air Show - Chair and Table Set-up

Set up chairs in Reserve Seating: tie wrap chairs (sets of 4,3,3,3,3,4); mark chair numbers with chalk, match signage to chair section; hang stroller, umbrella and seating signs. Set up chairs and tables in Chalet Village. Work with Jim Griffith and Gary Dolezal Hospitality. Set up chairs and tables in Beer Garden.

### **Set-up Procedures**

Thursday 4:00 - 5:00 p.m. initial small select group to begin set-up  
5:00 - 8:00 p.m. For Boy Scout Troop (30 volunteers)

- Park in front of Air Show Office.
- Have Volunteers park at the Fairgrounds Parking Lot and enter at the Red Gate. Plan to meet at the gate 10-15 minutes prior to shift to ensure punctuality.
- Provide Water - order 50 bottles.
- Set up Chairs - (8000) Reserve Seating, Box Seating, and Chairman Seating
- Tie Wrap front legs in rows of 20 as follows 4, 3, 3, 3, 3, 4 in Reserved Section.
- Set up Chairs and Tables - Beer Garden and Chalets. Acquire table/chair layout plan for chalets

### Friday prior to show time

Set up tables and chairs in Information Booths. 1 table/3 chairs in General Admission.  
2 tables/6 chairs in Reserved Seating.

### Sunday after the Air Show

Supervise take down of tables, chairs and stack for palletizing; police Reserve Seating area for debris.

### **Break-down Procedures**

Sunday (end of event) 5:00 - 7:00 p.m. (30 people)

- Volunteers park in Volunteer Parking Lot (25<sup>th</sup> Ave. behind Rodger's Instruments), pass through volunteer gate, and meet at Reserve Seating section on the field.
- Provide Sunday parking pass for each vehicle, and Sunday wristband. They will get snack/drinks with their wristbands at the Volunteer Food Tent.
- Provide Water - order 50 bottles.
- Break down chairs - Reserve Seating, Box Seating, and Chairman Seating. Remove and collect tie wraps, place in garbage. Break down chairs and tables in Chalets and Beer Garden. Stack chairs in piles of 5. Police field for additional trash.

### **DUTIES: HOSTING RESERVE SEATING, BOX SEATS, AND BEER GARDEN**

### Friday, Saturday and Sunday during the Air Show

- Clean seats in obvious need before guests arrive
- Police trash in seating areas.
- Assist/usher attendees in locating their chairs. Resolve chair discrepancies - locate supervisor if needed.
- Maintain safety of guests (ie do not allow spectators to stand on chairs)
- Inspect for appropriate wristbands, tickets or passes.

- Manage stroller/wheelchair placement. Strollers restricted to Box Seat Section only - all other strollers must be outside reserved are at owners risk. Wheelchairs are to be at aisle seats only; or parked behind the section in stroller parking.

Supervisor's responsibilities include

- Meeting with Volunteers to give them their instructions and assignments
- Overseeing all areas; guest services; safety issues; seating management
- Resolving any discrepancies
- Staffing
- Break assignments.

### **DUTIES: INFORMATION BOOTH**

- Provide basic information and directions.
- Provide *lost & found* services.
- Lost children - notify Air Show Radio.

Supervisor's responsibilities include

- Supervise booths in General Admission and Reserved Seating areas
- Meeting with Volunteers to give them their instructions and assignments
- Resolving any discrepancies
- Staffing
- Break assignments

### **General Volunteer Requirements**

- Fri., Aug. 20 meet at 4:00 p.m. ; Sat., Aug. 21 and Sun. Aug. 22 meet at 8:00 a.m.
- Park in the Volunteer Parking Lot (25<sup>th</sup> Ave. behind Rodger's Instruments), pass through volunteer gate, and meet at the Reserved Seating Information Booth for assignment. Bottled water is available there throughout your work schedule.
  - Daily parking passes - if you miss the volunteer training, you need to pick these up at the Air Show Office on Cornell Rd. When you pass through the volunteer gate, you receive a t-shirt, daily wristband - which is also your meal/drink ticket - and is only used at the Volunteer Food Tent.
  - Bring comfortable closed-toe shoes, light jacket, hat or visor, sunglasses, sunscreen, earplugs, and small pack of necessities. No oversized backpacks or coolers are allowed.

### **Equipment**

Reserved Seating	4400 chairs
Box Seating	240 chairs
Chairman Seating	100 chairs
Chalet Seating	2800 chairs and ____ tables
Beer Garden	100 chairs and 10 tables

**Supplies**

Chairs - 2 in Box Seating, 3 in GA Info. Booth, 6 in Reserved Seating Info. Booth

Tables - 1 for GA Info. Booth; 2 for Reserved Seating Info. Booth.

Canopies - 2 - 1 in each Info. Booth.

Water - 50 for each set-up/take-down; 100 each day for Volunteers

Radios - 3 - one for Chairperson; one for each Info. Booth

Tie Snips - 5

Nylon Wire Ties - 3600

Lost and Found Boxes - 2

Nametags - 100

Garbage Bags - 10

Chalk - 1 box

Chairman's Seating Passes

Umbrella/Stroller laminated signs - 15

Seating Layout signs - 15 in Reserved, 2 in Box

Flashlights - 20

Batteries - 40 D

Spray Cleaner - 4 bottles

Towels/Cleaning Rags - 20

Pens

Notepads - 2 - 1 at each Info. Booth

Earplugs

2010 Tent/Canopy order -- OREGON INTERNATIONAL AIRSHOW -- **REVISED 06/23/2010**

**UMBRELLA FOODS**

AREA OF DELIVERY	6x6	10x10	10x20	15x15 Red and White	15x15		20x20	20x30	10x40	20x40	NOTES
<b>GATES:</b>											
ORANGE (VIP near Aero Air)		2									
WHITE (off Cornell-Prem Jet)		1									
BLACK (Cornell by Hillsboro Aviation)		3									2 for Air Show, 1 for Farmers insurance
PURPLE											Gate not used in 2009
<b>INTEL PARKING LOT AREA</b>											
Perimeter Road - Aerovertigo	1										check price vs umbrella table
<b>CHALET VILLAGE AREA</b>											
<b>See attached summary for Chalet Village</b>							1	5	1	7	10x40 is P club/ Cdr club work area
Announcer Stand - ON SCAFFOLDING	2										
Announcer Stand - in front under 10x10 canopy		1									
Chairman Seating Area (Next to Section A)											
Reedville Catering - in Chalet Village - next to Teufels Nursery								1			w/10x20 floor, 50ft side wall
Fire Tent-- very end of Chalet Row - next to Aero Air Chalet											unused in 2009
<b>RESERVED SEATING AREA</b>											
Reserved Seats		1									reserved seat volunteer rest inside upgrade area
EMS Tent--#1 -reserved seating				1							
Information Booth #1					1						Judge, Umbrella Foods
Upgrade Booth area - middle of Reserved seating											
Margaret Teufel Area (I-J Reserved Sections)											pop up canopies.... Jo Shaffer??
Beer Garden											
<b>GENERAL ADMISSION AREA--JUST BEYOND RESERVED AREA</b>											
Beer/Wine		1									
Signature Station					1						Judge, Umbrella Foods
Information Booth/Lost & Found #2					1						Judge, Umbrella Foods
EMS Tent #2 GA (red and white canopy from Judge)				1							
<b>LOGISTICS COMPOUND (BACK OF FIELD NEAR TRAILERS)</b>											
Radio/Golf Cart Trailer		1									
Program 10x10 tent		1									
Finance Trailer (behind Golf Carts)		1									Pre count tent, 3 sided, check vs Judge providing

AREA OF DELIVERY	6x6	10x10	10x20	15x15 Red and White	15x15	20x20	20x30	10x40	20x40	NOTES
Police Setup in Logistics compound					1					Judge, Umbrella Foods
Volunteer Food Tent - back of field near trailers					2					Judge, if size is available, 2 - 15x15 if no 15x30
Volunteer Parking Gate (Rodgers Instruments)		1								
Volunteer Registration Tent -- outside gate					2					1 inside, 1 outside volunteer gate entry
Cleanup Crew		1								Next to Vol food tent
Fuel Canopy		1								
General Admission Shade canopies					2					
<b>ENTERTAINMENT CENTER AREA</b>										
EMS Tent #3 (red/white tent)				1						
Sponsor booths		16	2			3			1	STVA w/turf on floor, is the turf directly on runway?
			1							koin 10x10 side wall on 1 side, 10x10 side wall on adjacent back
Vendor Booths		4								
Beer/Wine entertainment center		1								
<b>NEAR TERMINAL BUILDING</b>										
Experimental Aircraft staging area (near Ent Ctr & Firehouse)										
Civilian Hot Pit (near Terminal Building)			1							set up Saturday Morn. w/3 walls, open side north?
Performer Hospitality Tent					1					Judge, Umbrella Foods
Warbird Staging area (near Mushroom)			1							closer to Premier Jet Center
Fire Dept. Firehouse tent area		1								
Hillsboro Aviation										2009 included with sponser order
<b>TOTALS Peter Corvallis</b>	<b>3</b>	<b>37</b>	<b>5</b>	<b>3</b>		<b>4</b>	<b>6</b>	<b>1</b>	<b>8</b>	

**Unified Pavillion: Same as 2008**

20 trade show booths  
8x10 back drape wall  
3x10 side drape walls

15 Tall Tables  
15 Tall Chairs  
1 short table

Note: KOIN Sponsor booth with 2 side walls.

**TOTALS UMBRELLA FOODS**

Additional Needs:

Global Aviation Chalet moves to knoll in front of their hanger. Similar to 2007 location

AREA OF DELIVERY	6x6	10x10	10x20	15x15 Red and White	15x15	20x20	20x30	10x40	20x40	NOTES
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We have plenty of velon. We do need to order some table skirting.

**2008 TABLE AND CHAIR DETAIL--CHALETS**

<b>CHALET #</b>	<b>CHALET NAME</b>	<b>WHITE CHAIRS</b>	<b>UMBRELLA TABLES</b>	<b>UMBRELLAS</b>	<b>UMBRELLA BASES</b>	<b>6' TABLES</b>	<b>8' TABLES</b>	<b>5' SERPENTINE TABLE</b>	<b>36" SQUARE TABLE</b>
1	1. Commander's Club	250	20	Widmer	12	10	12		
2	2. President's Club	250	25	Widmer	12	10	12		
3	3. Media Tent	25	BROWN CHRS			5			
4	4. KUIK	100	10	5			4		
5	5. Standard TV & App.	200	15	8		1		4	1
6	6. Solar World	250	10	8			4		
7	7. Port of Portland	150	10	5			4		
8	8. ATG/Homeland	200	20	10			4		
9	Clear Channel	100	12	5			4		
10	9. Dignity Memorial	300	20	10			4		
11	10. Premier Jet	150	13	5			4		
12	11. Global Aviation	250	18	10			4		
13	12. Aero Air	250	18				4		
14	Blue Angels	200							
	<b>TOTALS</b>	<b>2,375</b>	<b>178</b>	<b>61</b>	<b>24</b>	<b>26</b>	<b>56</b>	<b>4</b>	<b>1</b>

Honey Buckets 2010 order and layout - Oregon International Air Show								
Locaton reference				unit type				
	area	discription	Standard	ADA	SRO	Handwash	Ex. Trailer	Gray water
	Black Gate	east end of terminal building	3					
	White Gate	Vehicle entrance	1					
	Intel Jones Farm	set up in handicapped stalls	1	1				
	Control Tower	in place Monday	1					
	Annoucer Stand	forward base of stand	1					
	Fireworks (**)	Check in with Port for access	1					
	Remote fire	NW end of Chalet row						
	Firehouse		2					
A	South East tie down	on grass south of tie down area	4	1		1		
B		between rwy 20 and taxi C	16	1	1	2		
C		between taxi C and taxi CC	20	1	1	2		
	Logistics compound	on grass south of SW T-hangers	2					
	inside Beer Garden	against so. side of beer truck	2					
		east end of T-Hangers						1
D	Reseved Seating	South east corner of throat A5	8	1	1	1		
	Exectuive trailer	North west corner of thoat A5					1	
E	Chalets		6	1	1	1		
F	Orange Gate	inside south of entrace	4	1	1	1		
	Unified Pavilion	out side, north side of pavilion				1		1
Totals			72	7	5	9	1	2
			Standard	ADA	SRO	Handwash	Ex. Trailer	Gray water
	Totals from 2009 order		80	8	5	9	1	3
(**)	Placement on Wednesday???							

2010 table and chair Rentals -- OREGON INTERNATIONAL AIRSHOW -- REVISED 6/23/10								
AREA OF DELIVERY	White Chairs	Brown Chairs	6' TABLES	8' TABLES	48" ROUND TABLE	Umbrella bases only	UMBRELLA TABLES without umbrellas and bases	NOTES
<b>GATES:</b>								
ORANGE (VIP near Aero Air)		6	3					
WHITE (off Cornell-Prem Jet)		2	1					
BLACK (Cornell by Hillsboro Aviation)		8	4					
INTEL PARKING LOT AREA		10	5					
Perimeter Road - Aerovertigo					1	1	1	
Sunset West parking								skirt table
Chalet Entrance -- near VIP gate		7						
Fire Tent-- very end of Chalet Row - next to Aero Air Chalet								
Announcer Stand - ON SCAFFOLDING		8	4					
Announcer Stand - in front under 10x10 canopy		8	1					
Box Seating Area (by VIP gate)	240							
<b>Chairman Seating Area (Next to Section A)</b>		100						
Reedville Catering - in Chalet Village - next to Teufels Nursery		8		8				
<b>RESERVED SEATING AREA</b>								
Reserved Seats		<b>4400</b>						
EMS Tent--#1 -reserved seating		6	2					
Information Booth #1		3	1					
Upgrade Booth area - middle of Reserved seating								Why table?
Margaret Teufel Area (I-J Reserved Sections)			4					Sunday only
<b>Beer Garden</b>								
corporate tables	100					10	10	
<b>GENERAL ADMISSION AREA--JUST BEYOND RESERVED AREA</b>								
Beer/Wine		3						one each B/W booth
Signature Station		6	3					
Information Booth/Lost & Found #2		3	1					
EMS Tent #2		14	5					

AREA OF DELIVERY	White Chairs	Brown Chairs	6' TABLES	8' TABLES	48" ROUND TABLE	Umbrella bases only	UMBRELLA TABLES without umbrellas and bases	NOTES
LOGISTICS COMPOUND (BACK OF FIELD NEAR TRAILERS)								
Radio/Golf Cart Trailer		4	5					
Program 10x10 tent		2	1					
Finance Trailer (behind Golf Carts)		14	7					
Police Setup in Logistics compound		8	2					
Volunteer Food Tent (20x20 tent) - back of field near trailers		50	20					
Volunteer Parking Gate (Rodgers Instruments)		2	1					
Volunteer Registration Tent -- by gate		6	4					
Cleanup Crew		4	1					
ENTERTAINMENT CENTER AREA								
EMS Tent #3 (red/white tent)		6	2					
Sponsor booths		43	15					
Vendor Booths		17	7					
NEAR TERMINAL BUILDING								
Experimental Aircraft staging area (near Ent Ctr & Firehouse)								
Civilian Hot Pit (near Terminal Building)		6						2 tables
Performer Hospitality Tent								20 chairs and 2 table
Warbird Staging area (near Mushroom)								
FLY I N --NEED Wed afternoon - AT GOLF CART AREA	100				15			used also for HAA
Fire Dept. Firehouse tent area		6	2					
Umbrella				210				estimated
<b>TOTALS</b>	<b>440</b>	<b>4760</b>	<b>101</b>	<b>218</b>	<b>16</b>	<b>11</b>	<b>11</b>	
ADDITIONAL NEEDS:								
<b>Chalet Village on separate attachment</b>								
Activate Cellular order, direct billing to Activate included just for reference.								
2 fans, 5 round tables,5 table cloths 30 chairs								



## Entertainment Center/ Ground Display Application Letter

March, 2010

Welcome Oregon Air Show Vendor!

The Oregon International Air Show presented by Standard TV & Appliance will feature the **U.S. Patriots Jet Team and the Marine Corps AV-8B Harrier II Demonstration Team** and invites you to participate in our Air Show on **August 20–22**. The Air Show is also proud to feature many of the BEST in the Air Show industry including the U.S. Air Force Wings of Blue Parachute team, Sons of Legends, Bill Leff, Lucas Oil Air Shows, Julie Clark, Smoke 'n Thunder Jet Car, A-10 Demo team, and more! Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for more information about 2010!

The Vendor Application is attached. Vendors are approved on a first-come, first serve policy and deposit must accompany booth application to be considered for approval. Please note the vendor requirements and deadlines on the application. We will provide each vendor with a layout map of the field and full vendor packet in August. We do not offer exclusivity to vendors. **Again in 2010— Vendors invited to Friday Night Show! The Entertainment Center will be open on Friday Night and all vendors are invited to be open from 6 pm - 9 pm.**

**Security on the field:** Security and safety will be our #1 priority as always. We will have armed police officers and trained security on the field around all military planes throughout the event. Security will be tight at all gates so please be prepared for security checks as you enter the airfield. We appreciate your patience and support during this time. The following items will not be allowed through the gates: Coolers, Ice Chests, Large Backpacks, Large Umbrellas, Fireworks, Weapons, Glass items, Alcohol.

Vehicle traffic will once again be kept to a minimum. During Air Show times we are happy to provide you with a special parking pass for the Rodgers Instruments lot. This lot has a walk-in gate near the Condo Hangars. Prior to Show Time - please have your load/unload pass displayed as it will be your pass to enter through the White Gate off of Cornell Road. Times allowed will be noted on the vehicle pass. This allows you to load or unload your vehicle before gates open. No vehicles will be allowed on the field after gates open. Please do not attempt to drive to your booth at any time while gates are open. Each person in your vehicle must have proper Air Show credentials (wristband or ticket) to come through the gate. Please plan for delays in getting back to your vehicle, loading and departing after the Air Show on Sunday. It will take at least one hour to clear traffic around the airport.

Please review carefully and then complete the attached Vendor Application and return to the Air Show address listed below. Please feel free to give us a call at the Air Show office if you have any questions.

Laurie Dyche, Vendor Coordinator  
lauriedyche@gmail.com  
503-961-3171  
Office: 503-629-0706  
Fax: 503-716-8870  
PO Box 37, Hillsboro, OR 97123

## 2010 OREGON INTERNATIONAL AIR SHOW

*Presented by Standard TV & Appliance*

**AUGUST 20-22**

### **FEATURING THE U.S. PATRIOTS JET TEAM & THE HARRIER DEMONSTRATION TEAM EXHIBITOR APPLICATION**

We invite you to join us in Hillsboro on August 20-22 for an outstanding Air Show! Please carefully review & send your reservation in NOW! Space is limited! Entertainment Center will be open Friday Night 6:00-9:00 pm; Saturday and Sunday 9:00 AM-5:00 PM!

Company Name \_\_\_\_\_

Representative Name \_\_\_\_\_

Representative Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Items selling or promoting** (must be approved by Air Show) \_\_\_\_\_

Additional Equipment ordered (see fees on form) \_\_\_\_\_

#### **Exhibitor Space Fees (does not include canopy or equipment)**

10x10 - \$ 975 10x20 - \$1800 Food Vendors (1-3 items)

10x10 - \$ 850 10x20 - \$1475 Merchandise Vendors

10x10 - \$ 675 Non profit organizations

Aircraft: \$ 1300 Aircraft display with 10x10 space

Other: \$1500-\$8500 - Promotion vendors

(car dealers, credit cards, time shares, vacation pkgs.)

**Special size spaces/vehicles - call Air Show for fee quote**

#### **IMPORTANT:**

**\*Booth fees do not include canopy, tables, chairs, electricity or signage.**  
**Vendors may bring their own or order from Air Show Equipment vendor.**  
**Vendor provided tents must meet Fire Marshall/Air Show standards & must be staked at the Air Show site. See more info below:**

**By signing this application,** I agree to the following conditions and understand that space is limited & Oregon International Air Show reserves the right to refuse this application.

Exhibitors will be located the Entertainment Center area near key seating areas. A layout map and full packet will be sent to approved vendors by August 13. Booth spaces will be assigned based on date application and deposit are received, seniority status and product compatibility. Deposit is required to be placed on assignment list. **For best locations – register early!**

**After July10 – full payment of Exhibitor fee must be sent with application and insurance certificate.** Be sure to keep a copy of this application for your records. **We do not offer exclusivity to vendors.** The Air Show is the sole judge of the above and all assignments of spaces are made in accordance with the availability of space and criteria required.

#### **Additional Equipment and Electrical Fees:**

10x10 canopy: \_\_\_\_\_ \$175 each 10x20 canopy: \_\_\_\_\_ \$295 each

8' Table (Quantity: \_\_\_\_\_) \$27 each

Chairs (Quantity: \_\_\_\_\_) \$5 each

Phone Line (Number of lines \_\_\_\_\_) \$150 Must order early

Electricity (Per 20 amps: \_\_\_\_\_) \$140 Must order early

**Please provide detailed information on equipment being used and amount of voltage needed.**

#### **Description of Exhibit**

**Vendor must list all items & only approved items are allowed for sale or display.** No tobacco or related products, knives, tattoos, body piercing or related products are allowed at the event. **Vendors may not sell any type of beverages.** There will be a limited amount of specialty food vendors allowed on the field. Apply Early!!

**SHOW LINE UP:** An excellent show is planned. U.S. PATRIOTS are scheduled to appear on Friday Night, Saturday and Sunday. Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for complete line up and information!

### Rules and Regulations

No vendor attending the Air Show shall consume or have in his/her possession any alcohol and/or controlled substance.

The Oregon International Air Show reserves the right to refuse exhibits which may violate community standards of decency or otherwise in fringe upon the right of our patrons, exhibitors, or members of the public and to refuse space when deemed unsuitable by management.

Vendors must sell or promote merchandise only within rented space!

**Giveaway items may not include T-Shirts or items being sold at the Air Show. All items must be approved.** Licensing restrictions do not allow the sale or distribution of officially licensed products or use of the event logo/title or the Hillsboro Airport identification and/or logo.

### Exhibitor Insurance-

#### **INSURANCE REQUIREMENTS: READ CAREFULLY**

All exhibitors must provide **proof of commercial liability insurance in the amount of \$1 million**, adding the Oregon International Air Show, Port of Portland, City of Hillsboro and Standard TV & Appliance as additionally insured.

### Loading/Unloading/Exhibitor Parking

Parking will be available outside of the airport. Exhibitors will set up Friday of Air Show weekend and tear down Sunday after 5 pm on Air Show weekend. Restocking will be allowed before and after the show on Saturday and Sunday. Detailed information & times will be provided in Exhibitor final packet.

### Security

Due to increased security all vehicles entering the Airport will be inspected prior to being allowed on the field. Many items are **not allowed** on the field. Examples are Coolers/ Ice Chests and large Backpacks --Glass Items -- Large Umbrellas -- Fireworks -- and Weapons. Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for more information.

### Cancellation/Refund Policy:

**No refunds will be given after June 4, 2010.** Refund requests prior to June 4 must be in writing & will be refunded according to this schedule: Request made by May 7: 75% of fee paid; Request made by June 4: 50% of fee paid.

### **Please return application, deposit and insurance certificate to:**

Oregon International Air Show  
P.O. Box 37  
Hillsboro, OR 97123

**More Info: Air Show office: 503-629-0706; Fax: 503-716-8870**

**E-mail: [lauriedyche@gmail.com](mailto:lauriedyche@gmail.com)**

### PAYMENT INFORMATION:

Total due: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ (at least 50% required with application)

\_\_\_\_\_ Check enclosed

\_\_\_\_\_ Please charge my credit card (Visa, MC, Discover, American Express):

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code from back of card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Billing address for credit card if different from address listed above:

\_\_\_\_\_

\_\_\_\_\_

**2010 OREGON INTERNATIONAL AIR SHOW**  
*Presented by Standard TV & Appliance*  
**AUGUST 20-22**  
**FEATURING THE U.S. AIR FORCE THUNDERBIRDS**  
**MILITARY VILLAGE EXHIBITOR APPLICATION**

We invite you to apply for space at the Air Show on August 20-22 and see another outstanding Air Show! Please carefully review & send your reservation in NOW! Space is limited! Entertainment Center will be open Friday Night 6:00-9:00 pm; Saturday and Sunday 9:00 AM-5:00 PM! You will be notified of acceptance by June 30, 2010.

Company Name \_\_\_\_\_

Representative Name \_\_\_\_\_

Representative Signature \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Website \_\_\_\_\_

Items selling or promoting (must be approved by Air Show) \_\_\_\_\_

\_\_\_\_\_

Additional Equipment ordered (see fees on form) \_\_\_\_\_

\_\_\_\_\_

**Booth Space - if available – is complimentary to military participants; however Booth space does not include canopy, tables, chairs, electricity or signage. Vendors may bring their own tent or order from Air Show Equipment vendor. Tent and equipment must meet Air Show/safety/fire marshal standards. Everyone MUST wear the required wristband to enter field!**

**By signing this application**, I agree to the following conditions and understand that space is limited & Oregon International Air Show reserves the right to refuse this application.

Exhibitors will be located in a good location near major seating areas. A layout map and full packet will be sent to approved vendors by August 9. Applications are **due by August 1, 2010; However space is limited!** Booth spaces will be assigned based on date application and deposit are received, seniority status and product compatibility.

Be sure to keep a copy of this application for your records. **We do not offer exclusivity to vendors.** The Air Show is the sole judge of the above and all assignments of spaces are made in accordance with the availability of space and criteria required.

**Additional Equipment and Electrical Fees:**

10x10 canopy: \_\_\_\_\_ \$150 each 10x20 canopy: \_\_\_\_\_ \$295 each

8' Table (Quantity: \_\_\_\_\_) \$24 each

Chairs (Quantity: \_\_\_\_\_) \$5 each

Phone Line (Number of lines \_\_\_\_\_) \$130 Must order early

Electricity (Per 20 amps: \_\_\_\_\_) \$110 Must order early

**Please provide detailed information on equipment being used and amount of voltage needed.**

**Description of Exhibit**

**Vendor must list all items & only approved items are allowed for sale or display.** No tobacco or related products, knives, tattoos, body piercing or related products are allowed at the event. **Vendors may not sell items without approval and may not sell any type of food/beverages.**

**SHOW LINE UP:** An excellent show is planned for 2010. Please visit **[www.oregonairshow.com](http://www.oregonairshow.com)** for complete line up and information!

**Rules and Regulations**

No vendor attending the Air Show shall consume or have in his/her possession any alcohol and/or controlled substance.

The Oregon International Air Show reserves the right to refuse exhibits which may violate community standards of decency or otherwise in fringe upon the right of our patrons, exhibitors, or members of the public and to refuse space when deemed unsuitable by management.

Vendors must sell or promote merchandise within rented space!

**Giveaway items may not include T-Shirts/Hats or other items being sold at the Air Show. All items must be approved.** Licensing restrictions do not allow the sale or distribution of officially licensed products or use of the event logo, event title, or the Hillsboro Airport identification and/or logo.

**Exhibitor Insurance- REQUIRED FOR ALL VENDORS!  
INSURANCE REQUIREMENTS: READ CAREFULLY**

All exhibitors must provide **proof of commercial liability insurance in the amount of \$1 million**, adding the Oregon International Air Show, Port of Portland, City of Hillsboro and Standard TV & Appliance as additionally insured.

**Loading/Unloading/Exhibitor Parking**

Parking will be available outside of the airport. Exhibitors will set up Friday of Air Show weekend and tear down Sunday after 5 pm on Air Show weekend. Restocking will be allowed before and after the show on Saturday and Sunday. Detailed information & times will be provided in Exhibitor final packet.

**Security**

Due to increased security all vehicles entering the Airport will be inspected prior to being allowed on the field. The following items are **not allowed** on the field: Coolers/ Ice Chests and large Backpacks -- Glass Items -- Large Umbrellas -- Fireworks -- and Weapons.

**Cancellation/Refund Policy:**

**No refunds will be given after June 1, 2010.** Refund requests prior to June 1 must be in writing & will be refunded according to this schedule: Request made by May 1: 75% of fee paid; Request made by June 1: 50% of fee paid.

**Please return application, deposit and insurance certificate to:**

Oregon International Air Show  
P.O. Box 37  
Hillsboro, OR 97123

**More Info: Air Show office: 503-629-0706; Fax: 503-716-8870  
E-mail: oregonairshow@comcast.net**

**PAYMENT INFORMATION:**

Total due: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ (at least 50% required with application)

\_\_\_\_\_ Check enclosed

\_\_\_\_\_ Please charge my credit card (Visa, MC, Discover, American Express):

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code from back of card: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

Billing address for credit card if different from address listed above:

\_\_\_\_\_  
\_\_\_\_\_



## VOLUNTEER MANAGEMENT

Roles, Responsibilities and Timeline

Requirements

Registration

Management

- \*Example: Concession Booth Matrix

- \*Example: Check-in Map

- \*Example: Volunteer Instruction Handout

Benefits

Training

- \*Example: Training Guidelines for Leaders

# **VOLUNTEER MANAGEMENT**

## **Vice President**

**Laura Baxter**

### **Area of Responsibility**

Coordinate and oversee volunteer recruitment, volunteer assignments, volunteer training, and the volunteer check in on Air Show week. Reports directly to the President. Other duties may include notification of volunteer placements to other Vice Presidents and/or area supervisors.

### **Brief Job Description**

- Volunteer recruitment - notify all past and new volunteers about volunteer opportunities with the Air Show and volunteer benefits.
- Supervise placement of volunteers by the assistant who is in charge of volunteer placement.
- Supervise training of volunteers during the volunteer training sessions
- Supervise a team of volunteers at volunteer check-in during Air Show weekend.

### **Equipment Needs (on Air Show weekend):**

- Print outs of volunteer check-in lists
- Pens/pencils
- Highlighters
- Wristbands for volunteer areas
- Maps of the area showing volunteer areas and concession booths
- Schedules of Volunteer food tent hours for breakfast & lunch times
- Two canopies
- 4 tables
- 8 chairs
- Two air show radios
- Two golf carts
  - One for the volunteer parking lot supervisor
  - One for the V.P.

## VOLUNTEER MANAGEMENT DUTIES AND TIMELINE

<b>Item</b>	<b>Date</b>
1. Confirm volunteer information with Web Master	<b>February</b>
2. Send letters/emails to businesses, clubs, organizations and churches. <ul style="list-style-type: none"> <li>• Non-profits get a non-profit booth letter and application</li> <li>• Businesses get a regular letter</li> </ul>	<b>Feb/March</b>
3. Send letters/emails to all individuals who have volunteered in the past	<b>April/May</b>
4. Confirm volunteer areas <ul style="list-style-type: none"> <li>• Non-profit booths – Laura Baxter/Susan Warrens <ul style="list-style-type: none"> <li>○ Food</li> </ul> </li> <li>• Other booths – Laura Baxter/Susan Warrens <ul style="list-style-type: none"> <li>○ Food</li> <li>○ Novelty</li> <li>○ Ice Cream/Beverage</li> <li>○ Ice Cream carts</li> <li>○ Film booth</li> </ul> </li> <li>• Volunteer Food Tent – Elks Club</li> <li>• Volunteer Parking Lot – Karl Garner (Rodgers Instruments)/Dick Lightfoot</li> <li>• Reserve Seating – Hanni Squires</li> <li>• Chalet hosts – Bob Harvey <ul style="list-style-type: none"> <li>○ Commanders Club</li> <li>○ Presidents Club</li> <li>○ Media Tent</li> <li>○ Others as needed</li> </ul> </li> <li>• Grounds Crew/Ground Ops (clean up) – Joni Wolf</li> <li>• Ground Ops – Michael Warrens/David Wadleigh</li> <li>• Concessions – Biff Johnson</li> <li>• Gates/Tickets – Steve Sauter</li> <li>• Cooler checkers – Steve Sauter</li> <li>• Parking/Transportation – Victor Hoffer</li> <li>• Handicap parking – Jo Schaeffer</li> <li>• Handicap shuttles – Gary Irland</li> </ul>	<b>March</b>
5. Assign groups to booths	<b>April – July</b>
6. Assign individuals to above volunteer areas	<b>April – July</b>
7. Email, mail or call confirmations to all volunteers and groups Confirmation can be done at time of assignment	<b>May – July</b>
8. Email, mail or call Volunteer Orientation dates & time to all volunteers Can be done at time of assignment	<b>May – July</b>

9. Confirm food handler cards for two volunteers in each Food Booth **As Assigned**
- Volunteer can study, apply and take the test for a Food handler card by going to [www.ora.org](http://www.ora.org) then go to Vendor then go to Food Handler
  - Pay online, then if they want to be reimbursed they need to email receipt to volunteer coordinator VP. VP will then mark which booth and day the receipt is for and hand into Airshow office for reimbursement. Check will be mailed to the name on the receipt.
10. Prepare Volunteer packets – Cathy Swanson **July**
- a. Approximately 1200 Individual packets and 100 Group packets
  - b. Map of Airfield with booth assignments
  - c. Volunteer instructions
    - Individual instructions
    - Group instructions
    - Cash manager instructions
    - Booth manager instructions
    - Parking pass
11. Distribution of Volunteer packets – Cathy Swanson **2 wks before A/S Day**
- a. Distribute packets during Volunteer Orientation dates
  - b. Some packets may be given to VP's and they can distribute them to their volunteers such as to:
    - Transportation
    - Admissions
    - Chalet hosts
    - Handicap parking
    - Non-profit groups
12. Distribution of Volunteer T-shirts and wristbands **A/S Day**
- a. Distribution done the day volunteer works
  - b. Set up Distribution area just inside the walk through gate inside the Volunteer Parking lot at Rodgers Instruments
  - c. Set up tables and tent cover
  - d. Duties of Volunteers at volunteer gate:
    - check names
    - give wrist band for appropriate day
    - give T-shirt
    - give directions to volunteer areas
    - check bags for items not allowed
13. Work the volunteer gates during days of shows **A/S Day**
- a. Be there when volunteer gate opens
  - b. Need 6-10 volunteers to work volunteer gate 2.5 hrs. before gate opens
    - pass out t-shirts
    - pass out wristbands
    - check bags
    - give out information to volunteers regarding where to go
  - c. Need 2-3 volunteers to supervise gate all during the show
    - check in volunteers who come to work later in the day

- check volunteers who may come in and out of gate
  - take tickets and/or money for walk-ins who may come with volunteers
14. Clean up area after the show and make sure everything is put away **A/S Day**
  15. Send thank you's after the Airshow **After A/S**
  16. Write a critique of how things went for the year **After A/S**

## DETAILED INFO BY LINE ITEM

### **Item 1:**

**February**

Confirm Web site information with web master as soon as Date is set.

[www.oregonairshow.com](http://www.oregonairshow.com)

Information on web site should include:

Contact information:

Laura Baxter – [volunteer@oregonairshow.com](mailto:volunteer@oregonairshow.com)

Phone/email information for Laura and Air show office

Volunteer areas:

Transportation/Parking

Volunteer Parking Lot Attendants

Ticket Taking

Cooler Checking

Finance

Security (at least 21 years of age)

Ground Operations/Logistics

Grounds Crew/Clean up

Margaret Teufel Day (Sunday-help special need kids)

Food Booth Sales (16 years or older)

Beverage/Ice Cream Booth (16 years of age or older)

Novelty Booth Sales (16 years or older)

Reserved Seating

Gate Security Checkers (at least 21 years of age) Chalet Village

Volunteer benefits:

Official Airshow Souvenir Volunteer t-shirt

Wristband for admission to event

Complimentary soft drinks and water on the day worked

Reserved parking area for volunteers

Complimentary lunch on day worked

Application to mail or fax in

Online application

### **Item 2:**

**February**

- Send letters to businesses, clubs, organizations and churches.
- Non-profits get a non-profit booth letter and application. (if applicable for that year)
- Businesses, organizations and Churches get a regular letter.
- Non-profits may get a different letter than other groups if there will be a donation made to their non-profit group for volunteering. Otherwise all groups, organizations and businesses will get a letter asking them to volunteer as a group for the volunteer benefits. A group will be assigned to work together in a Food Booth, a Novelty Booth or an Ice Cream/Beverage Booth.
- Letters will need to be updated every year according to the Date of the Airshow and the hours volunteers are needed.

### **Item 3:**

**April/May**

- Send letters or emails to all individuals who have volunteered in the past and to any potential new volunteers.
- Send volunteer applications as requested by individuals and/or groups

**Item 4:****March**

- Confirm all volunteer areas.
- Talk with Judy to confirm all volunteer areas, especially the concession booths. This will entail getting the information from our concession vendor, probably Airshow Network. Judge is the contact person with them. We need to know exactly how many Food Booths, Novelty Booths, Ice Cream/Beverage Booths, Film Booths, Ice Cream Carts and any other booths that will need volunteers in the Concession area.
- Speak with the V.P.'s of all areas to know how many volunteers they will need, how many they have and how many more they will need. These numbers are imperative so Vol. Coordinator will know where to assign volunteers.
- Volunteer areas for 2010:
  - a. Non-profit booths – Laura Baxter/Susan Warrens
    - Food only
  - b. Other booths – Laura Baxter/Susan Warrens
    - Food
    - Novelty
    - Ice Cream/Beverage
    - Ice Cream carts
    - Film booth
  - c. Volunteer Food Tent – Pam Fuentes (Elks Club)
  - d. Volunteer Parking Lot – Karl Gradner (Facilities Director, Rodger's Instruments)/Dick Lightfoot
  - e. Reserve Seating – Hanni Squires
  - f. Chalet hosts – Bob Henry
    - Commanders Club
    - Presidents Club
    - Media Tent – Kasi Woidyla
    - Others as needed
  - g. Grounds Crew/Ground Ops (clean up) – Joni Wolf
  - h. Ground Ops – Michael Warrens/David Wadleigh
  - i. Concessions – Biff Johnson
  - j. Gates/Tickets – Steve Sauter
  - k. Cooler checkers – Steve Sauter
  - l. Parking/Transportation – Victor Hoffer
  - m. Handicap parking – Jo Schaeffer
  - n. Handicap shuttles – Gary Irland

**Item 5:****April – July**

- Assign groups to booths.
- As groups volunteer for the Airshow assign them to a Booth or area and send back a confirmation immediately either by email or regular email. Make sure you have a contact person and they will be the organizer for their group. The more groups you have assigned to do the concession booths the easier it will be. If a concession booth can not be filled with a group then individuals will have to be assigned to a booth and a booth captain will have to be established.
- All concession booths need:
  - Booth Manager/Captain
  - Assistant Manager/Captain
  - Cash Manager

- Two individuals with a Food Handler card if it is a Food Booth (one person with a food handler card must be in the booth at all times)
- Inventory control manager
- If a non-profit group gets a donation made to their organization then that non-profit group will be assigned to a Food Booth such as hamburgers or chuck steak. If a non-profit group gets a donation made to their organization during a military jet team year, they will not receive the regular benefits of a regular volunteer. They will only get water and soft drinks and lunch.
- Regular volunteers will receive full volunteer benefits.

**Item 6:**

**April – July**

- Assign individuals to volunteer areas.
- You will need to know the needs of all volunteer areas. Contact Vice Presidents of each area to determine their need. The V.P. will have some of their own volunteers and you may just need to supplement their numbers. Others you will need to fill almost completely.
- As volunteers come in try to assign them immediately to an area they would like to volunteer in. Some volunteers have volunteered year after year and have an area that is their favorite and that they are use too. But the majority of volunteers will have to be assigned where needed. The closer to Airshow, the more the volunteers will have to be assigned to where the need is.
- Volunteers may volunteer more than one day. They will get only one Volunteer t-shirt, but they will get the rest of the volunteer benefits for each day.

**Item 7:**

**May – July**

- Email, mail or call confirmations to all volunteers and groups.  
This can be done at time of assignment

**Item 8:**

**May – July**

- Email, mail or call Volunteer Orientation dates and time to all volunteers and groups.
- This can be done at time of assignment.
- Volunteer Orientation consists of two nights with each night set aside in two time slots.
  - One at 6PM and
  - Second at 7:30PM.
- Each time slot will be for a certain volunteer area. V.P. of that particular volunteer area will be responsible for handing out the volunteer packet to their volunteers and training their volunteers.
- Orientation is two weeks before Airshow.

**2010 Dates:**

August 3&4, 2010 (Two weeks before Airshow)  
3355 NE Cornell Rd.  
Hillsboro Airport Terminal Building, 2<sup>nd</sup> floor

Tuesday, August 3, 2010

6:00pm - Ground Ops; Air Ops; Chalets/Hospitality, Program Sales and Parking Lots;  
Handicap Shuttle  
7:15pm - and Concessions

Wednesday, August 4, 2010

6:00pm - Admissions (Gate and Tickets), Reserve Seating Margaret  
Teufel Day/Special Events Team and  
7:15pm -, Grounds Crew & Clean-Up and Volunteer Food Tent

**Item 9:****As assigned**

- Confirm food handler cards for two volunteers in each Food Booth
- Each food booth will need two volunteers with a Food Handler Card. There needs to be at least one person with a Food Handler Card in the booth at all times.
- If a volunteer needs to get a Food Handler card he can go to the Health department and get a book and study and take the test there or he can do it online.
  - 1) Volunteer can study, apply and take the test for a Food handler card by going to [www.ora.org](http://www.ora.org) then go to Vendor then go to Food Handler
  - 2) Pay online, then if they want to be reimbursed they need to email receipt to volunteer coordinator VP. VP will then mark which booth and day the receipt is for and hand into Airshow office for reimbursement. Check will be mailed to the name on the receipt.

**Item 10:****2<sup>nd</sup> or 3<sup>rd</sup> Week of July**

- Confirm with VP's training information. Cathy Swanson
- Download/Print volunteer list with assignments and volunteer supervisor (as time gets to close to volunteer training night)
- Prepare information to be passed out during Volunteer Training night
  - Individual instructions
  - Group instructions
  - Cash manager instructions
  - Booth manager instructions
  - Parking pass
  - Map of Airfield w/ booth locations

**Item 11:****TBD – 2 wks before A/S date**

- Volunteer Training Sessions: Cathy Swanson
- Four volunteers are needed to check in volunteers.
- Volunteers receive:
  - Individual instructions
  - Group instructions
  - Cash manager instructions
  - Booth manager instructions
  - Parking pass
  - Map of Airfield w/ booth locations
- Some V.P.s may pass out their own information:
  - Transportation
  - Admissions
  - Chalet hosts
  - Handicap parking
  - Non-profit groups
  - Groups that make arrangements before hand

**Item 12:****A/S Day****Distribution of Volunteer T-shirts, wristbands and food script:**

- 1) Distribution done the day volunteer works
- 2) Set up Distribution area just inside the walk through gate inside the Volunteer Parking lot at Rodgers Instruments
- 3) Tables and tent cover will be set up by the Ground Ops crew for distribution of wristbands, t-shirts and food script
- 4) Duties of Volunteers at volunteer gate:
  - check names
  - give wrist band for appropriate day
  - give T-shirt
  - give directions to volunteer areas
  - check bags for items not allowed
  - Take tickets and/or sell tickets to walk ins that may come with a volunteer

**Item 13:****A/S Day**

Work the volunteer gate during the days of the Airshow:

The volunteer gate will be set up with a large 10x20 ft. canopy tent. It is set up just to the north of the gate on the inside of the airport. A table is set up on either side of the gate to check the volunteers in. Volunteers will be given a wristband and food script for that day. The volunteers will then move around to the tables set up to receive their t-shirt.

A gate captain and five volunteers are needed to help with check-in and distribution of t-shirts, wristbands and food script at the Volunteer gate leading from the Rodgers volunteer parking lot to the airfield. Gate Volunteers will need to arrive 2 ½ hrs. before the attendance gates open to be available for checking in the other volunteers and distributing the t-shirts, wristbands and food script. Volunteers at this gate will be very busy for the first 4 hrs. Then they will be able to take their breaks after the main distribution is done. We will then need two volunteers at the volunteer check-in gate at all times to check in later volunteers and to watch over t-shirts and other gear at the site.

**Placement of Volunteers:**

- One volunteer will need to stand at the gate to check for volunteers that may already have a wristband on. Then they can then be directed around and onto the field.
- Three volunteers to check names and distribute wristband and food script  
Volunteer names will be on a list in alphabetical order.
- Two Volunteers to check non-profit names and distribute wristband and food script
- Volunteers names will be on a list in alphabetical order.
- Two volunteers to distribute t-shirts.

Duties at the Volunteer gate will be:

- check names
- give wrist band for appropriate day
- give T-shirt
- give directions to volunteer areas
- answer any questions the other volunteers might have
- check bags for items not allowed
- Take tickets and/or sell tickets to walk ins that may come with a volunteer

The volunteer coordinator will supervise and answer questions of volunteers as needed. Typically I am very busy answering questions during this time.

**Item 14:** **A/S Day**

- Clean up the area after the show and make sure everything is put away
- Keep area clean and picked up during the day. Make sure everything is secure after the show
- Secure all paperwork, food script, wristbands and T-shirts. I usually put them in my vehicle and keep all of it with me at night.
- Tables and canopy covers can be left up, but can be folded and stacked after the last day and ground ops will come and pick up.

**Item 15:** **After A/S**

- Send thank yous to the volunteers via email and/or regular mail.
- Give names of groups and/or individuals who volunteered to Judy Willey.
- Judy will send out certificates to some.

**Item 16:** **After A/S**

- Write an evaluation of the volunteer area and how things went for the year.
- Talk about what was good.
- Talk about problems.
- Talk about improvements or changes that need to be made.
- Hand report in to Judy Willey/Laurie Dyche.

# **VOLUNTEER REQUIREMENTS**

**For safety and insurance reasons, all volunteers must meet the following requirements:**

- Minimum age requirement:
  - 10-13 year olds: Pre-show and post show work only. No work on field during show
  - 14-15 year olds: May work on field but not in Concessions, Gates, Aircraft area, or handling of money
  - 16-20 year olds: May work all areas except in Aircraft area, Beer Garden, drive a golf cart or vehicle or handle money if under 18
  - 21 and older May work in any area unless they have a physical capability limit
- Register on-line (or request hard copy registration form)
- Agree to Volunteer Release Statement (see on-line registration form)
- Must agree to Media Release (see on-line registration form)
- Attend OIA training session
- Agree to heed safety guidelines as outlined in OIA Safety Guidelines
- Check in at Registration Tent the day of their assignment
- Complete one full shift (~8 hours) to receive meal ticket and T-Shirt

# ON LINE VOLUNTEER REGISTRATION PROCESS

## Volunteer Registration

Already a registered volunteer from past years? [Click here.](#)

**VOLUNTEERS REGISTER EARLY -- ENTER CHANCE TO WIN!**

You must first register with our online volunteer system. Once registered, you may select your assignment preferences and availability. Please keep your user id and password handy so you can login later to update your information and find out your assignment details.

The Oregon Air Show does not sell or rent email addresses; see our [Privacy Policy](#).

### CONTACT INFORMATION

First Name	<input type="text"/>
Last Name	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text" value="Select..."/>
Zip	<input type="text"/>
Phone	<input type="text"/>
Alt. Phone	<input type="text"/>
Email	<input type="text"/>
Age Verification*	<input type="text" value="Select..."/>

**\*Ages 10 & above welcome to serve as volunteers for the Air Show. There are some age limitations in specific areas. Please see below:**

- 10-13 – Limited volunteer work areas; Pre-show and post show volunteer work only due to insurance coverage terms.
- 14-15 - Limited volunteer work areas during weekend; excludes Concession area, Gates, Aircraft area & handling of money
- 16-20 – Limited volunteer work areas during weekend; excludes Aircraft area, Beer Garden, Golf Cart/Vehicle driver & handling of money if under 18 yrs
- 21 & above – All areas open to volunteers; assignments based on experience and physical capability for job assignment

## LEGAL INFORMATION

### Legal Information & Waiver Agreement

#### Volunteer Release Statement:

As a prospective volunteer for the Oregon International Air Show event, I confirm that I am able to perform assigned duties and accept that such duties may involve physical activity and exposure to extreme weather conditions. I confirm that I am physically and medically fit to perform the assigned volunteer activity.

I understand that the Air Show values my safety and does their best to provide a safe atmosphere for all volunteers and provides coverage to that effect. Therefore, I understand it is my responsibility to read and follow the OIA safety guidelines and I agree to assume full responsibility for any personal injury and/or property injury damage that I sustain due to my own negligence during my participation as a volunteer.

As a volunteer, I hereby release, hold harmless and covenant not to file suit against the Oregon International Air Show or any Air Show sponsor, employee, volunteer, partner, board member or successor for any and all loss, liability or claim I may have arising out of my service as a volunteer.

#### Media Release:

I also understand, and do hereby consent and agree that the Oregon International Air Show, its employees, or agents have the right to take photographs, videotape, or digital recordings of me during the event and to use these in any and all media, now or hereafter known, and exclusively for marketing purposes. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to Oregon International Air Show, its agents, and employees all rights to exhibit this work in print and electronic form publicly or privately and to market and sell copies. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for recording me, either for initial or subsequent transmission or playback. I also understand that the Oregon International Air Show is not responsible for any expense or liability incurred as a result of my participation in this recording, including medical expenses due to any sickness or injury incurred as a result.



**YES**, I have read and understand all the terms and requirements stated in the OAS Volunteer Requirements & Waiver above. I accept and agree to all of the terms stated in the document.

[Register Now](#)

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## Volunteer Preferences

### STEP 2: Selecting Your Volunteer Area Preferences

The next step to registering as a Volunteer is to submit your volunteer preferences online.

Please let us know which days you are available and which [volunteer area](#) you prefer. Please also choose a second option, in case the first one gets filled up.

**All volunteers are expected to work the full day (Friday: ~4pm-10pm, Sat/Sun: 8am-5pm) unless noted.**

If you have been contacted by an Air Show Vice President and been pre-assigned to a job please select "Pre-Assignment by VP" in the selections below.

Day	First Choice:	Second Choice:
Thursday, August 19	<div>Please select...<div></div></div>	<div>Please select...<div></div></div>
Friday, August 20	<div>Please select...<div></div></div>	<div>Please select...<div></div></div>
Saturday, August 21	<div>Please select...<div></div></div>	<div>Please select...<div></div></div>
Sunday, August 22	<div>Please select...<div></div></div>	<div>Please select...<div></div></div>
Monday, August 23	<div>Please select...<div></div></div>	<div>Please select...<div></div></div>

For those with "Pre-Assignments by VP", please select the area you have been pre-assigned:

Please select...

If you are involved with a group:

Do you have a food handlers license? Check if yes:

☐

What is your Concessions role preference:

Please select...

If known, list booth # or group volunteering with:

Any special needs required? If a pilot and/or experienced with aircraft, what would you like to share?

Submit Preferences

## Concession Volunteer Needs

Booth Number	Type of Booth	# of Vol. needed	Friday	Saturday	Sunday
<b>Court #1</b>	<b>Reserve Section</b>				
<b>1</b>	<b>SOUVENIR/NOVELTY</b>	8		<b>Rodgers Instruments</b>	<b>Rodgers Instruments</b>
<b>2</b>	<b>ICE CREAM - Reserve</b>	6		<b>Gravel Family</b>	
<b>2A</b>	<b>Individual Cart</b>	2	<b>Tom &amp; Linda Pearson</b>	<b>Candy &amp; Randy Randolph</b>	
<b>2B</b>	<b>Individual Cart</b>	2			
<b>3</b>	<b>BEER/WINE - Reserve</b>		Reedville	Reedville	Reedville
<b>4</b>	<b>PIZZA/Drinks - Reserve</b>	10			
<b>5</b>	<b>HOT DOGS/Drinks</b>	10			
<b>6</b>	<b>HAMBURGER/Drinks - Reserve</b>	10		<i>non-profit</i>	<i>non-profit</i>
<b>7</b>	<b>SAUSAGE/Drinks - NP - Reserve</b>	10		<i>non-profit</i>	<i>non-profit</i>
<b>8</b>	<b>CHICKEN &amp; RIB/Drinks - NP-Reserve</b>	10		<i>non-profit</i>	<i>non-profit</i>
<b>9</b>	<b>CHUCK STEAK/Drinks - NP - Reserve</b>	10		<i>non-profit</i>	<i>non-profit</i>
<b>10</b>	<b>BEER GARDEN HAMBURGER</b>	10			
<b>11</b>	<b>BEER GARDEN BRAT</b>	10			
<b>Court #2</b>					
<b>12</b>	<b>SOUVENIR/NOVELTY</b>	8			
<b>13</b>	<b>HOT DOGS/Drinks</b>	10			
<b>14</b>	<b>HAMBURGER/Drinks - NP</b>	10		<i>non-profit</i>	<i>Non-profit</i>
<b>14</b>	<b>BEER/WINE</b>			Reedville	Reedville
<b>17</b>	<b>PRETZEL/NACHO/BEV</b>	8			
<b>Court #3</b>					
	<b>AIRSHOW SNACK VENDOR</b>				
	<b>RESTAURANT COURT</b>			Various Restaurants	Various Restaurants
	<b>AIRSHOW SNACK VENDOR</b>				
<b>Court #4</b>					
<b>19</b>	<b>PIZZA</b>	10		<b>Janssen Family</b>	
<b>20</b>	<b>CHUCK STEAK/Drinks - NP</b>	10		<i>Non-profit</i>	<i>Non-profit</i>
<b>21</b>	<b>HOT DOGS/Drinks</b>	10			
<b>23</b>	<b>ICE CREAM/Drinks</b>	6			
<b>23A</b>	<b>Individual Cart</b>	2			
<b>23B</b>	<b>Individual Cart</b>	2			
<b>27</b>	<b>BEER/WINE</b>			Reedville	Reedville
<b>28</b>	<b>PRETZEL/NACHO/BEV</b>	8			
<b>29</b>	<b>HAMBURGER/Drinks - NP</b>	10		<i>non-profit</i>	<i>non-profit</i>
<b>30</b>	<b>CHICKEN &amp; RIB/Drinks - NP</b>	10		<i>Non-profit</i>	<i>non-profit</i>
<b>24</b>	<b>SOUVENIR/NOVELTY</b>	8			
<b>Court #5</b>					
<b>25</b>	<b>SOUVENIR/NOVELTY</b>	8			
<b>26</b>	<b>ICE CREAM/Drinks</b>	6			
<b>26A</b>	<b>Individual cart</b>	2			
<b>26B</b>	<b>Individual Cart</b>	2			
<b>27</b>	<b>HOT DOGS/Drinks</b>	10			
<b>35</b>	<b>HAMBURGER/Drinks</b>	10		<i>non-profit</i>	<i>non-profit</i>
<b>36</b>	<b>BEER/WINE</b>			Reedville	Reedville
<b>31</b>	<b>PIZZA /Drinks</b>	10			
<b>32</b>	<b>SAUSAGE/Drinks - NP - Reserve</b>	10		<i>non-profit</i>	<i>non-profit</i>
<b>33</b>	<b>SOUVENIR/NOVELTY</b>	8			
<b>TOTAL # OF VOLUNTEERS: 630</b>			Friday = 98	Saturday = 276	Sunday = 276

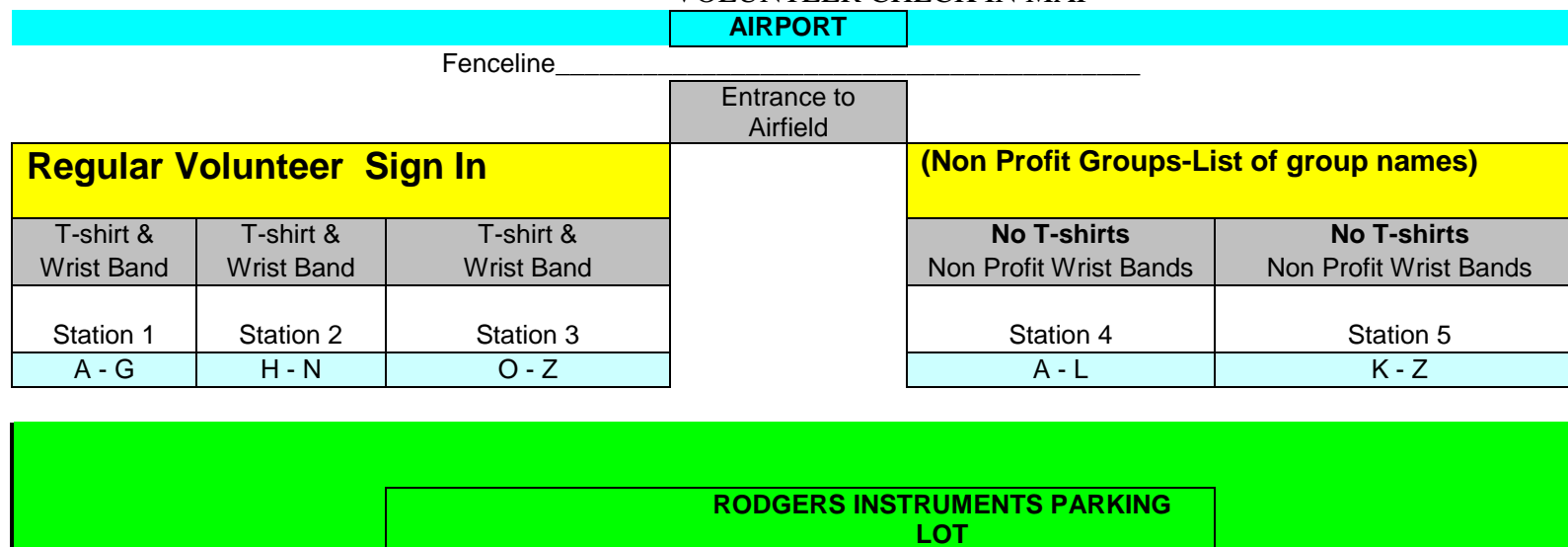
Red are "regular" volunteers  
Black are "non-profit" groups

<b>5 SOUVENIR/NOVELTY Booths</b>
<b>3 ICE CREAM Booths</b>
<b>4 Ice Cream carts</b>
<b>2 PRETZEL/NACHO/BEV Booths</b>
<b>3 HOT DOG Booths</b>
<b>4 HAMBURGER Booths - NP</b>
<b>2 CHICKEN/RIB Booths -NP</b>
<b>2 SAUSAGE Booths - NP</b>
<b>2 Beer Garden Booths</b>

<b>Friday:</b>
1 Novelty-8 people
5 food/beverage-10 people
1 pizza-10 people
1 ice cream-6 people
2 ice cream carts-2 people each
<b>Sat/Sun:</b>
5 Novelties- 8 people each
3 Ice cream-6 people each
4 ice cream carts-2 people each
17 food/beverage-10 people each
3 pizza-10 people each

Novelty= Booth #'s 1,12,24,25,33  
Ice Cream=Booth #'s 20,23,26  
Pretzel/Nacho=Booth #'s 17,28  
Pizza=Booth #'s 4,19,31  
Food= #'s 5,6,7,8,9,10,11,13,  
14,20,21,27,29,30,32,35

# VOLUNTEER CHECK IN MAP



## NOTES:

2. Each Station will have one volunteer checking in
3. Each Station will have one assistant to pass out t-shirts and wristbands
4. Need one volunteer to to the wristband inspection and bag inspection ath the Entrance to the Airfield
5. Need one volunteer as a director/question answerer to stand out where the volunteers are lining up
6. Non-profit groups will be listed by Name, ie. Erin's House, TVHM (not as non-profit)

**Total # of Volunteers each day for check in: 12**

Hours: Friday, 4pm to 10pm  
Saturday, 6:30am to 4pm  
Sunday, 6:30am to 4pm

Volunteers will be rotated out for breaks and meals



## **2009 OREGON INTERNATIONAL AIR SHOW-HILLSBORO**

**Presented by Standard TV and Appliance**

**August 28-30, 2009**

### **Volunteer Instructions**

The 2009 OREGON INTERNATIONAL AIR SHOW-HILLSBORO presented by Standard TV and Appliance is almost here! You are a very important part of this event's success. This year we will have a Friday Night Show and Saturday and Sunday Day Shows.

Safety will continue to be our #1 priority! Safety Guidelines have been developed to help our volunteers better understand all that is required in each area. All volunteers will need to be familiar with the parts of the manual that apply to their job. Your team leader should also review those safety items with you. If you registered as a volunteer on-line, you have acknowledged that you have read the safety manual and will abide to those guidelines. All volunteers must also complete and sign a Volunteer Release Form before volunteer duty begins. If you signed up on-line, you completed this form as a pre-requisite to volunteering.

### **ARRIVAL PROCEDURES:**

**Parking:** Your Volunteer Parking Pass allows you access to the VOLUNTEER PARKING LOT located at Rodgers Instruments on NE 25<sup>th</sup> Avenue, one block north of Cornell Road on the west side of the Hillsboro Airport. You must have the pass displayed in your vehicle on the day you are volunteering. Parking is limited so please carpool when possible!

You will receive your Volunteer T-shirt and Wristband the day you volunteer. The wristband allows pedestrian entrance at the volunteer gate and orange gates only on Friday, Saturday and Sunday. They are to be worn snugly on the wrist and are not transferable. Once removed, they are no longer valid. Your wristband is also your ticket to the Volunteer Food Tent.

Family members may enter through the Volunteer Gate with a volunteer and a pre-purchased ticket. **No one under 14 may work during the Airshow or wear a volunteer wristband.**

**Listed on the following page are the check-in times for the various volunteer positions. More specific times and information may be given to you by your supervisor and should be followed if different from the following.**

## Check in Times

**FYI - Gates Open to the Public:**

**5:00 PM**

**9:00 AM**

**9:00 AM**

<b>CONCESSION BOOTH VOLUNTEERS</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
REPORT TO FOOD COMPOUND. Contact: Biff Johnson Food Booth, Novelty Booth, Ice Cream Cart, Captains, Cash Managers and Inventory Control Managers	4:00 PM	7:30 AM	7:30 AM
REPORT DIRECTLY TO BOOTH Contact: Booth Mngr. Food Booth, Novelty Booth, or Ice Cream Cart Volunteers	4:00 PM	8:00 AM	8:00 AM

<b>INDIVIDUAL VOLUNTEER INSTRUCTIONS</b>	<b>Friday</b>	<b>Saturday</b>	<b>Sunday</b>
PARKING/GATES – SUPERVISORS Report to: Intel Lot Contact: Victor Hoffer	3:00 PM	6:30 AM	6:30 AM
PARKING/GATES – VOLUNTEERS Report to: Intel Lot Contact: Victor Hoffer	4:00 PM	7:00 AM	7:00 AM
VOLUNTEER PARKING LOT Report to: Rodgers Instruments Contact: Col. Dick Lightfoot/Karl Garner	2:30 PM	6:30 AM	6:30 AM
VOLUNTEER GATE CHECKERS Report to: Volunteer Gate at Rodgers Instruments Contact: Laura Baxter	2:30 PM	6:30 AM	6:30 AM
ADMISSIONS Report to: Gate to which you have been assigned Contact: Lance Breiman 503-367-2666	3:00 PM	7:00 AM	7:00 AM
SHUTTLE SERVICE VOLUNTEERS Report to: Logistics Compound Contact: Gary Irland	3:00 PM	7:00 AM	7:00 AM
PROGRAM SALES TEAM Report to: Food/Concessions Compound Contact: Dave Judah	4:00 PM	8:00 AM	8:00 AM
GROUND OPS/FACILITIES Report to: Logistics Compound Contact: Allen Sprague/Michael Warrens	4:00 PM	8:00 AM	8:00 AM
CONCESSION COMPOUND/LOGISTICS Report to: Concession Compound Contact: Biff Johnson/David Wadleigh	2:30 PM	7:30 AM	7:30 AM
RESERVED SEATING Report to: Reserved Seating area Contact: Hanni Squires	4:00 PM	8:00 AM	8:00 AM
CHAIR SET-UP/TAKE DOWN Report to: Air Show Announcer Tower Contact: Hanni Squires	Thursday-- 5:00 PM	N/A	5:00 PM
GROUNDS CREW Report to: Volunteer Food Tent Contact: Joni Wolf	3:00 PM	8:00 AM	8:00 AM

**Friday night volunteers—please bring a jacket and a flashlight with you!**

## GENERAL INSTRUCTIONS:

Please take time to review our friendly reminders! The Booth Captain should distribute the information to the entire volunteer team as soon as possible.

A Volunteer Food Tent will be provided for the volunteers. It will include unlimited water and 2 soft drinks per day, a meal on Friday from 4:00—7:00 pm, continental breakfast at 8:00 am and a meal from 11:00 am—2:30 pm on Saturday and Sunday. Please, no consumption of alcoholic beverages during volunteer service.

Security: We will continue to have tight security procedures for the safety of volunteers, performers and guests to the Air Show. Due to military on the field we are required to provide this type of security as well. We thank you in advance for your patience and ask that you assist us in making this a very positive experience for all our Air Show guests!

Due to increased security, the following items are NOT allowed: hard or soft coolers and ice chests (except for small insulated bags for medicine), large backpacks, alcoholic beverages, glass containers, large umbrellas, fireworks, or weapons. All bags/containers of any type will be checked at every gate. **Bag size is limited to a 12" X 12" size.** Volunteers will be required to adhere to the same rules as Air Show guests. We appreciate your cooperation!

Attire: Official Air Show Volunteer T-shirt and wristband must be worn on the day you are working. Comfortable shoes (NO open toed styles).

Emergencies: Each cluster of booths has a Coordinator. These people are radio-equipped and trained to assist. In case of emergency, tell the first person with a radio, identify your location by the closest booth number and stay calm. You are an important part of the communication system! **Please do NOT call 911 in case of an emergency.** There is a much faster response time going through Air Show radio because they will reach the emergency personnel who are already on the field. Medical needs can be covered in any one of our First Aid tents (red & white) on the field. Air Show insurance will not cover a volunteer who does not report to First Aid for medical attention.

## VOLUNTEER BENEFITS/SUPPLIES:

Each Volunteer will receive the following items:

- T-shirt: One official 2009 Volunteer Air Show T-shirt.
- Complimentary snacks and meal: Volunteers will receive water, soft drinks, snacks and lunch at the Volunteer Food Tent. Your wristband is your ticket to enter the Volunteer Food Tent for your meal and beverages. It must be worn!
- Water: Water will be available by the Air Show booths, on the field in Water Buffaloes, Volunteer Tent, and First Aid Tents.
- Volunteer Parking Pass for the day worked for parking at Rodgers Instruments only.
- Optional supplies to bring: Sunglasses, sunscreen, insect repellent, lawn chair, jacket

If you have questions, please contact either your Captain or the Volunteer Coordinator, Laura Baxter, during the morning or evening hours at 503-640-0120, or by email at: oia\_volunteer@verizon.net.

Thank you very much for your help with the **2009 Oregon International Airshow presented by Standard TV & Appliance!**

## **VOLUNTEER BENEFITS**

Volunteers are asked to work at least eight hours per shift to receive full benefits, which include:

- Official Airshow Souvenir Volunteer t-shirt
- Wristband for admission to event
- Complimentary soft drinks and water on the day worked
- Reserved parking area for volunteers
- Complimentary lunch on day worked

## **VOLUNTEER TRAINING REQUIREMENTS**

Training essentially begins upon registration. All Volunteers are requested to read the Safety Guidelines as posted on the web site and to agree to following good safety practices as a precursor to registration.

Four Volunteer Orientation sessions are held. Volunteers are required to attend one session preferably the one assigned to his/her specific volunteer area. The times are 1800 and 1930 and are usually held back to back in the middle of the week – two weeks out from Air Show weekend.

The President of the Air Show leads the first part of the training session by addressing the entire group and providing a welcome, the mission of the air show, a brief history including community donations, and the importance of safety on the air field.

The second part of the training session is lead by the VP of each area who covers area specific training and safety awareness with his/her own small group of attendees.

### **EXAMPLE of Training Sessions**

#### Tuesday, August 3, 2010

6:00pm - Ground Ops; Air Ops; Chalets/Hospitality, Program Sales and Parking Lots;  
Handicap Shuttle  
7:15pm - Concessions

#### Wednesday, August 4, 2010

6:00pm - Admissions (Gate and Tickets), Reserve Seating Margaret  
Teufel Day/Special Events Team and  
7:15pm -, Grounds Crew & Clean-Up and Volunteer Food Tent



**TO: AIR SHOW TEAM LEADERS**

**FROM: CATHY SWANSON**  
**VOLUNTEER TRAINING COORDINATOR**

**RE: VOLUNTEER TRAINING OUTLINE**

Below are important areas we would like all leaders to cover when meeting with their volunteers to prepare them Air Show Weekend. Clear communication and accurate information is the foundation for a successful volunteer experience! Our goal is to give the volunteers the tools they need to better serve our guests. PLEASE INCLUDE THE FOLLOWING IN YOUR PRESENTATION TO YOUR TEAM.

**A HARD COPY HAND OUT WHICH INCLUDES:**

- Basic information about your leadership team which would include leader name, phone number and email address.
- Oregon Air Show office number – 503-629-0706 & Website – [www.oregonairshow](http://www.oregonairshow) -- for additional information & safety information.
- Job Description of specific areas and their assignment
- Meeting time and location after they check in at Volunteer gate.
- What to bring – what to wear (sunscreen, hat, chair, hard toe shoes, sweater)
- General instructions on personal medical emergency. Info should include specifics such as contact Air Show Radio, report exact location and incident; contact their leader immediately after reported to Air Show radio.

**PRESENTATION BY LEADER SHOULD INCLUDE:**

- Introduction of yourself and Air Show experience (years, why you volunteer, what you have learned through the years)
- Description of your job and how their job supports the big picture
- Training or role playing how to do their job if needed. (ie show how to zip tie two chairs together, role play how to diplomatically search a bag or answer questions such as 'Why can't I bring in a cooler?', etc)
- Review of Field Layout map:
  - Area of assignment – where to meet – best way to walk there
  - First Aid stations
  - Volunteer Food Tent
  - Bathrooms
  - Gates (4 – Black, Orange, White & Volunteer)
  - Parking areas (Washington Co Fairplex, Intel JF, Handicap, Volunteer)
- Review Road Closure Information – point out times to avoid closed areas
- Specific safety recommendations for their area (see safety manual)



## SAFETY and SECURITY

Air Show Safety Team Roles and  
Responsibilities

Safety Guidelines

Public Safety Training

Incident Action Plan

Private Safety Role

\*Example: Private Security Contract

Insurance

FAA

Traffic Safety

\*Example: Road Closure Info Letter

## **Air Show Safety Team**

### **Overall Description – Roles and Responsibilities During the Air Show:**

Patrol, look for, prevent and respond to issues affecting safety and to be the eyes, ears, and voice of safety to the Air Show. Patrols operate in teams of 2, each team is expected to have 1 radio and 1 cart, however it is expected that the team will spend more time on foot than in the cart. Coordination of duties and request for support go through the leader. Communication is key. Security issues are the responsibility of law enforcement, not the Safety Team. Safety issues encountered by patrols are directed by the patrols until the issue elevates, at which point the patrols contact the leader. In an emergency, patrols contact law enforcement directly via Air Show Radio. Patrols keep general notes of the types, frequency, and count of issues encountered. Patrols encourage safety, responsibility and enjoyment among show goers and volunteers. They look, listen, communicate and are polite.

### **- Roles and Responsibilities Year Round - Air Show Safety Team Committee**

See Safety Guidelines description and membership

### **# of Volunteers required:**

12-18 total: 4-6 people each day in teams of 2.

### **Meetings:**

The Safety Team attends all VP and Full Committee meetings throughout the year plus additional meetings and/or communication as needed to link the team with other Air Show teams.

### **Incident Response training.**

Volunteer Training as conducted by Air Show

In-person Safety Team leadership meets several times in months before the Air Show.

In-person full Safety Team meets the week before the Air Show to review assignments, lessons learned and changes for upcoming event

### **Equipment:**

1 radio per patrol team

1 cart per patrol team

Resources and support from Law Enforcement, Air Show Radio, Ground Operations, Port, FAA Tower, Air Show Teams



## **Safety from the Ground Up**

### **OIA Safety Guidelines**

These guidelines are compiled from the knowledge built from 20 years of experience of managing Air Shows. It does not encompass all safety rules and regulations and continues to be a living document. It is the expectation that all persons follow these guidelines and utilize good judgment related to their participation in the Oregon International Air Show.

**Oregon International Air Show (OIA) - Hillsboro  
Safety Committee**

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## Safety Committee and Organization Structure

The Safety Committee is responsible for setting guidelines/standards, monitoring operations for safe practices and enforcing safety principles to ensure a safe environment for the Air Show. **Safety, however, is the responsibility of all members and volunteers of the Oregon International Air Show.**

Safety Committee members are expected to support the Air Show on and off the field to promote the safety of all personnel during the show.

### Air Show Safety Committee:

This Committee is comprised of representatives and/or leaders responsible for the management and operations of the Air Show. They provide input and decisions regarding safety concerns, resolutions and guidelines for their area of responsibility. Representatives are from the following areas:

- President - OIA
- Board Member (2) - OIA
- Air Operations (2)
- Ground Operations
- Transportation/Parking & Disability Services
- Pilot
- Public Safety/Fire
- Public Safety/Police
- Private Security
- FAA/Tower
- Staff – Documentation

### Public Safety during Air Show

A partnership of local public safety organizations is formed to provide public safety during the Air Show. The following entities are included in this alliance.

- Hillsboro Fire and Rescue - \*designated lead for incident decisions
- Hillsboro Police
- Oregon Air National Guard
- Port of Portland Fire
- Other Fire and Public Safety Agencies

## **Volunteer Guidelines and Safety Training**

Volunteers are the heart of the Air Show! With consideration for our volunteers' safety and to be eligible for coverage under the Air Show insurance umbrella, the following age requirements must be met:

During Air Show event hours: 14 years or older; certain areas require volunteers to be 16 years or older. See Volunteer Registration Form for details.

Pre-event set up or post-event tear down/clean up: 10 years or older.

Ages 10-13 serving in pre-event activities must be supervised by an adult leader at all times.

Volunteers are required to attend one or more safety training sessions depending on their areas of roles and responsibility with the Air Show. An **Incident Action Plan** training session is required of committee leaders. This training covers scenarios and response to catastrophic incidents that may occur such as a downed aircraft on the field or an incident with a gun from a member in the crowd. This training is lead by the Hillsboro Police and Fire Departments.

Lead volunteers will attend safety information sessions which will cover key safety guidelines and operations regarding their specific jobs such as in concessions, transportation, admissions, etc. Volunteer Safety Training (VST) will be led by the OIA president or designee. Training will cover:

- Safety concern highlights
- Safety check-off list per area (as developed)
- Non-emergency contact information
- How to contact security or safety personnel
- Review of key safety locations on the field during Air Show
- Proper clothing and sun protection

## **Volunteer Accountability and Safety Responsibility**

Volunteers are required to read and follow the regulations and expectations of being an Air Show Volunteer and to sign a volunteer release form. The volunteer release form is available on the Air Show website at [www.oregonAirShow.com](http://www.oregonAirShow.com).

Volunteers are also required to read and sign the safety guidelines listed in this manual. Volunteers are responsible for following guidelines pertinent to their volunteer role.

To aid in contacting volunteers in an emergency, a location document listing volunteers and their sponsoring organization along with their assigned area will be available at the Air Show office and with the Vice President of Volunteers.

Failure to meet the expectations/safety guidelines of this manual or regulations in specific volunteer areas will be addressed by the respective supervisor and may result in the

volunteer being relieved of certain responsibilities including dismissal as a volunteer and removal from the Air Show.

## **RISK MITIGATION**

### **Risk Review & Hazard Notification Process**

To reduce safety hazards, frequent inspections and walk-throughs will be conducted to monitor compliance to the safety guidelines, as well as to identify any other risk.

#### **Pre-Event Inspection:**

One day before show:

- Airport grounds and lots shall be inspected for risks/hazards to allow for correction prior to event opening.
- Inspections by Hillsboro Fire and Washington County Health Department will be held to ensure compliance.

#### **During Event:**

Routine Inspection[s] will be held and Hazard Report[s] submitted and tracked by Safety Committee members using a tracking sheet similar to the one below. The Safety Committee will be in teams. Each team will have access to an Air Show radio.

As necessary, hazards may be reported to Air Show Radio. (ie. bee hive, exposed electrical cords, etc).

Issue	Response	Remedied By	Date/Time

## **Safety and Risk Areas**

### **Admissions**

Admissions personnel are responsible for safe, orderly entry of individuals into the Air Show by directing foot traffic, confirming tickets, inspecting items such as bags for prohibited items, and in assisting those with special needs and questions.

1. All gate personnel will be trained prior to the event on what items are and are not contraband (ie types of knives, weapons, tents, large coolers)
2. Inspection of bags at the gate must be thorough

- a. Signage posted at gates denotes items not allowed. Admissions will reject contraband items and entrant may dispose of item or leave the property and return without contraband.
  - b. Signage posted at gates define OIA policy (i.e. not responsible for lost, damaged or stolen property)
  - c. No weapons are allowed – except for valid Concealed Weapon Permits
  - d. No coolers are allowed except for small coolers for infant or medical needs. Special tags are to be attached to coolers allowed.
  - e. No tents allowed; general sized shade umbrellas are ok
  - f. No bicycles allowed with the exception of Public Safety officials
  - g. No pets; unless the animal is a designated service animal
3. Monitors will be placed at the front and back doors of the terminal building to ensure spectators are directed to the proper gates for admission.
  4. Volunteers will be held to the same guidelines as the general public.
  5. Airport tenants and guests will be required to have appropriate credentials/tickets.

## **Communication/Radios**

**Air Show Radio** is the official dispatch and communication method.

- Police and Fire will have their own radio system, engaging Air Show Radio as needed.

Proper communication and identification between sender and receiver is required for Air Show Radio transmissions.

1. No profanity or inappropriate language is to be transmitted. Only Air Show business is allowed on Air Show radios.
2. Use simple language when communicating.
3. Communication should include identification of sender, receiver and issue.
4. If information is confidential, move away from the threat or from those that should not be aware of incident before transmitting.
5. If an emergency arises, volunteers should contact their supervisor first if possible. If the supervisor is not readily available, the volunteer should contact the closest person with access to an AIR SHOW RADIO.
6. ALL EMERGENCIES OR SAFETY CONCERNS SHOULD BE COMMUNICATED TO AIR SHOW RADIO NOT to 911.

## **Concessions/Food Court**

Questions related to technical requirements of Concessions/Food Court should be directed to the appropriate fire and health personnel.

1. All alcohol service shall cease 30 minutes prior to the end of the show.

2. Food Booths are required to be inspected by the Washington County Health Department and the Hillsboro Fire Department
3. When using cooking or heating equipment, a 10' clearance from exits and combustible materials is required. Cooking and heating activities require prior approval from the fire department. Fire Department personnel will be on field throughout Air Show weekend.
4. Every concession stand is required to maintain a minimum 2A:10B: C rated fire extinguisher in a readily accessible location.
5. Where cooking is conducted, the fire extinguisher must be upgraded to a 4A: 40 B: C rated fire extinguisher. If the cooking requires vegetable or animal oils and fats; or any cooking that produces grease laden vapors, a "K" rated fire extinguisher will also be required.
6. Extension cords must consist of a three-wire conductor, each conductor shall be #14 gauge or greater size. No two-wire cords are allowed. Multi-plug power strips with circuit breakers are allowed. Multi-plug power strips and extension cords must be plugged directly into a permanent electrical receptacle or approved temporary power tap. Extension cords can not be plugged into the multi-power strips and all wiring must be protected from physical damage.
7. LPG tanks must be located outside of the concession stand and at least 10' from cooking devices. LPG tanks must be secured from falling and may be secured to an upright member (pole or structure) of the stand with chains or be nested together in no less than three bottles. The pressure relief valve should be pointed away from concession stand.
8. Paper or fabric decorations must be made of a fire resistive material or treated with a fire retardant.
9. Volunteers are required to follow all applicable Oregon Food Handler Requirements. Every food booth must have two volunteers with Food Handler licenses.
10. Canopies must be secured by appropriate tie downs or disassembled to withstand wind gusts from one day to the next. Canopies and tents are required to be non-flammable per requirements by Fire Marshal.

*NOTE: Food Court and Entertainment Center liability insurance, required certifications and credentials are verified by Air Show office prior to event.*

## **Electrical**

Questions related to the technical aspect of Electrical requirements should be directed to the appropriate fire and health personnel.

1. All power cords that cross walking paths will be marked and secured.
2. All spider boxes will be monitored and will only allow limited access by vendors
3. Vendors must not exceed limits of electrical outlet usage as agreed upon in booth contracts. Ground Ops will audit via meter reading of electrical consumption at each vendor's operation during the Air Show. If electrical consumption exceeds

contracted amperage, the vendor will either reduce electrical consumption immediately (unplug appliances) or be charged for the next level of power if it is available. If extra power can not be accessed, vendor will be required to reduce consumption.

4. All electrical equipment shall be listed or labeled and used in accordance with the listing or labeling instructions from the manufacture. Examples of listing labels: ETL, UL, CSA(us), NRTL, ...
5. Electrical wiring, devices, appliances and other equipment shall be ONLY used if in serviceable condition. Modified or damaged equipment shall NOT be used.
6. Open junction boxes and open-wiring splices shall be PROHIBITED. Approved covers shall be provided for all switch and electrical outlet boxes.
7. Electrical wiring (including extension cords and flexible cords), devices, appliances and other equipment used outside or in a potentially hazardous environment (water, dust, hay...) shall be listed for that use.
8. Outdoor public spaces or potentially wet environments shall have Ground Fault Circuit Interrupters (GFCI) installed in permanent wiring circuits. When NO GFCI is installed on permanent wiring circuits, Removable GFCI cords or GFCI power taps shall be used.
9. A minimum working space of 30 inches wide by 36 inches deep and 78 inches high shall be provided in front of all electrical service equipment (electrical panels). NO storage of any material shall be located within the working space.
10. Electrical appliances and fixtures shall be tested, listed and installed in accordance with all instructions included as part of such listing. Household listed appliances shall NOT be used for commercial purposes.
11. Extension cords shall NOT be a substitute for permanent wiring.
  - Extension cords shall be used ONLY with portable appliances, except when considered temporary wiring.
  - Extension cords shall be plugged directly into an approved receptacle, power tap or multi-plug adapter shall serve only ONE device or appliance, except for approved multi-plug extension cords.
  - Physical protection is required in public areas with foot traffic. Extension cords used inside or under tent/canopies may be attached in a manner (i.e. plastic wire ties, tape) not to create damage (pinch point) to the cord.
  - The ampacity of the extension cords shall NOT be less than the rated capacity of the portable appliance supplied by the cord. The minimum required rating is 15 amps.
  - Extension cords must be 3-conductor, 14 gauge minimum with polarized or grounded plug and receptacle.
  - Multi-plug adaptors, such as cube adaptors shall be approved and listed. Adapters without visible listing or marking will NOT be allowed
12. OIA will have available a limited number of extension cords available for vendor purchase in the event that the vendor has not or can not procure the appropriate extension cord required for the specific use.
13. Power taps (strips) shall be listed with over-current protection (circuit breaker) integrated into the tap.
  - Power tap cords and receptacles shall be polarized or grounded type.

- Power taps shall be directly connected to a permanently installed receptacle or other approved receptacle (temporary wiring). Power taps CANNOT be connected to each other creating a chain of power taps.
  - Power tap cords shall NOT extend through walls, ceilings, floors, under doors or floor coverings, or be subject to environmental or physical damage
14. Temporary wiring (other than extension cords)
- All temporary wiring requires an electrical permit, except for cord and plug installations.
  - Temporary wiring for electrical power and lighting installations is allowed for a period NOT to exceed 90 days. Temporary wiring methods shall meet the applicable provisions of the National Electrical Code (NEC) Article 590.
  - Temporary wiring attached to a structure shall be attached in an approved manner per NEC

## **Finance**

1. The transportation of money during the Air Show event requires the escort of a security or police officer. This includes the following transactions:
  - Transfers between Air Show office and/or Finance Trailer and the bank
  - Transfers between the Finance Trailer and the ATM machines
2. A security or police officer will be posted outside the Finance Trailer at all times during Air Show hours.
3. If personnel are confronted with a robbery attempt, they are to give up the money to minimize risk to their personal safety.
4. In case of a threat on the Air Show grounds or emergency situation where personal safety is at risk, personnel at ticket booths and the Finance Trailer shall lock up the booth/trailer with the money inside and stay close to the facility if possible.
5. Transportation of change from vendor booths to Finance Trailer shall be transported in a discrete container or bag so as not to draw attention to its transport.

## **General Aviation and Runway Safety**

1. When gates are open to the public (~ 08:00 – 18:00) there will be no running engines in any areas where spectators are allowed. It is the responsibility of security/safety personnel and Port of Portland to enforce this by prohibiting escorts of “live” airplanes and providing marshals if airplanes are crossing taxiways from the West T Hangar.
2. Tie-down areas will be clearly marked with cones and/or other cautionary devices to minimize potential trip hazards.
3. All private aircraft shall be removed from the tie down area before the Airshow event. Any private aircraft not associated with the Airshow that remains in the tie-down area shall be clearly delineated by cones and/or other cautionary devices to separate the aircraft from pedestrians.

4. The Airshow shall supply volunteers and/or security/safety personnel to monitor taxi ways and tie-down areas.
5. During night show events, additional light sources (i.e. light carts) and volunteers shall be placed along pedestrian pathways to gates and in areas such as tie-downs to minimize trip hazards.
6. Adequate lighting must be in place along the back access road during the night/evening shows if the corridor will be used for pedestrian access.
7. The T-Hangars will be cordoned off and not accessible during the night/evening show unless lighting is provided.

## **Ground Ops and Non-Aircraft Refueling**

1. All scissor lifts and light towers must have barricades separating spectators
2. Generators and other internal combustion power sources will be kept at least 20 feet away from tents, canopies, and other membrane structures and will be protected from public contact.
3. Smoking is NOT allowed in tents/canopies. "No Smoking" signs will be posted in conspicuous locations.
4. Ground Operations will define and set up three "smoking areas" on the field and ensure those areas are well marked and meet placement guidelines
5. Unleaded gasoline (UL gas) and diesel fuel will be staged and stored in the equipment logistic compound.
6. UL gas and diesel in 55 gallon drums should be placed on wooden pallets to facilitate movement and storage.
7. A refueling station will be set up with a canopy placed over the drums to provide shade for the refueling station. The station must be at least 50 feet away from any other structure.
8. Refueling will be done by experienced personnel only as deemed by a ground operations VP.
9. A 2A, 10BC fire extinguisher will be staged in the refueling station
10. All open UL gas drums in use will be grounded as well as the equipment being refueled.

## **Hot Pit**

A Hot Pit is the maintenance and refueling area for performing aircraft. Responsibility of volunteers within the Hot Pit area includes ensuring safe separation of spectators from the aircraft by enforcing the following:

1. Hot Pit access is restricted to Hot Pit crew, performers and their necessary crew wearing an Air Show issued Hot Pit wristband. It is the responsibility of the Hot Pit team to keep unauthorized people out of the Hot Pit.

2. Hot Pit passes will be issued by the OIA office prior to the Air Show. During the Airshow event, the Air OP's VP will control and issue any additional Hot Pit passes.
3. The Air Ops VP may make limited access exceptions as needed.
4. All Hot Pit personnel must wear an orange safety vest when in Hot Pit area.
5. Friends/family of military Hot Pit personnel may enter the Military Hot Pit before or after gate times if accompanied by military member. Access to friends/family is not allowed during gate times.
6. All Hot Pits must have adequate number of security monitors at the entrances of the Hot Pit such that members may rotate throughout the day if necessary. Hot Pit personnel will be responsible to contact Security if monitors are not in place before gates open.
7. Stanchions, barriers and guards between Hot Pit fence and Fire Station must be in place when gates open and until all visitors have left.
8. DANGER, DO NOT ENTER signs shall be placed at access points on the Hot Pit fence
9. Following the show, should a performer wish to allow spectator access to their aircraft, that aircraft should be pushed outside the Hot Pit and into the Static area and the following is required:
  - At no time will these aircraft run their engines while outside the Hot Pit or Flight Line
  - Notify the performer, that they will be responsible for the safety of spectators and the aircraft.
  - Ground Ops will provide stanchions and barrier tape should the performer wish to restrict close approach by spectators
10. To minimize prop wash or jet exhaust into spectator area, aircraft should be parked so that prop wash or exhaust is directed away from spectators.
11. At the beginning of each air show day, Hot Pit personnel will walk the Hot Pit area and remove as much loose material as practical and repeat periodically throughout the day.
12. Hot Pit personnel will supervise all start-up, taxiing, parking and engine shutdown of all performance aircraft. A MINIMUM OF 50 FEET BETWEEN SPECTATORS AND AN OPERATING AIRCRAFT is required and must include crowd control monitors or barriers.
13. Hot Pit personnel will wing-walk [push] and perform any necessary safety services as needed by performer's ground-crew personnel.
  - Hot Pit personnel will only push aircraft as directed by the pilot or mechanic
  - Hot Pit personnel will avoid pushing on control surfaces or other areas when damage to the aircraft or personal injury is possible
14. All fuel and smoke oil will be handled by qualified/trained personnel (pilot/Fixed Based Operation (FBO) personnel). If a pilot or mechanic insists on fueling their own plane they will do so under the supervision of the FBO fuel personnel
15. Care will be taken by Hot Pit personnel while filling smoke oil tanks. The pilot or mechanics should be involved in filling since they know how well the tank fills
16. The Air Ops VP will ensure fire extinguishers are on site and staffed when fueling or taking on smoke oil. One Hot Pit person will stand by with a large fire extinguisher when fuel or smoke oil is being dispensed and when any aircraft is being started.

17. Tugs and forklifts will always be driven by a qualified/trained operator who is at least 18 years of age. Lookouts will be used to ensure the safety of personnel and to avoid damage to aircraft.
18. Personal vehicles may only be used with permission of Air Ops VP and must be approved prior to weekend by Air Show.

## Motorized Vehicles

1. No one under 18 is allowed to drive golf carts, forklifts\*, gators or any other motorized vehicle.
2. All golf carts and gators shall be marked "No one under 18 may drive this cart"
3. A valid license must be shown before check out of a golf cart, forklift or gator.
4. All drivers must review and agree to abide to OIA Golf Cart Rules and Regulations. Violation of rules and regulations may result in forfeiture of golf cart if directed by public safety authorities or OIA Safety/Security personnel.
5. Golf carts, forklifts and gators operated after dark are required to have high intensity lights – driver is responsible to ensure light on vehicle. Vehicles not equipped with lights must be parked at logistics compound at sunset.
6. Golf carts and gators must maintain a slow, cautious speed (5 MPH limit) while maneuvering through crowds. A 15 MPH limit is posted for perimeter roads. Emergency vehicles are the only exception to speed postings.
7. Golf carts and gators will not be allowed in crowded areas (except in emergencies or for handicap shuttles) such as the reserved seating section. Separate paths will be created for carts and gators that are required to service the chalet or food booths in the reserved section.
8. Pedestrians have the right of way. Golf carts and gators shall stop for pedestrian traffic crossing its path.
9. Vehicles shall not block pedestrian pathways including entry and exit gates unless specifically directed to do so by Safety/Security personnel.
10. Golf carts and gators are not to be overloaded with passengers. Golf carts and gators are to be used as designed by manufacturer.
11. Golf carts used by Safety and Security personnel shall be clearly marked as such.
12. Only emergency vehicles are allowed to travel on active taxi or runways and are required to have emergency warning lights activated to ensure visibility by Tower and others.
13. Motorized vehicles are not allowed on the static display roads or entertainment area during open gate hours (except public safety vehicles). Vehicles that are "not on display" will be removed to the ramp pass area prior to gate opening. Failure to remove the vehicle upon notification may result in the vehicle being towed at the owner's expense.

*\*Forklifts may only be operated by experienced operators*

## Non Air Show Aircraft within Hillsboro Airport Facilities

Aircraft associated with permanent hangars and/or companies located at the Hillsboro Airport which are not part of the static display or performers are to be parked in designated parking areas clearly separated from the static displays or Hot Pits.

Those aircraft housed in the Tower T Hangars will not be able to move their aircraft to and from the hangars during Air Show Weekend due to the Air Show equipment, tents, displays and operations on site. Those aircraft in the NE T hangars will have the same taxi limitations as static display aircraft.

## Parking

1. Parking attendants are required to have flashlights and/or glow sticks after dark
2. All parking attendants are required to have orange vests
3. Parking attendants must be 16 years of age or older and attend required training session
4. Police presence is required at the following locations:
  - 25th from Griffin Oaks to Orange Gate
  - 34th and Cornell
  - 25th and Griffin Oaks
5. Drinking water is accessible at central parking areas for volunteers
6. Portable and disability restrooms for volunteers are required within central parking areas.
7. Monitor(s) shall be assigned to the Disability Parking area to direct traffic during the opening and closing of the Air Show to ensure the safe movement of vehicles and pedestrians.

## Performer Requirements

### All Air Show performers will:

1. Meet all guidelines set forth by the FAA (Federal Aviation Association)
2. Meet all Air Show requirements **prior** to landing at the Hillsboro Airport by providing:
  - Air Show Registration Form
  - Pilot's license
  - Airworthiness Certificate & Aircraft Registration
  - Medical certificate
  - Maintenance Log - must show current annual or 100 hour inspection
  - Insurance Certificate - \$1Million minimum coverage listing the following as additionally insured:

Oregon International Air Show, Port of Portland, City of Hillsboro, and Standard TV & Appliance.

3. Timely arrival and departure. Performers will arrive before show begins; depart after show ends according to schedule. Fly friendly procedures will be given to all participants. The goal is to minimize traffic over residential areas.
4. Attendance at required Air Show briefings. These briefings will cover optimal flight paths and safe, emergency landing locations and other pertinent information. Briefing "Sign In" will be required.
5. Cooperation during periodic Air Show checks around aircraft parking to assure no fuel leakage or safety hazards.

**In addition, all Air Show performers will:**

1. Have aircraft inspected by FAA Inspector upon arrival at Air Show.
2. All civilian aerobatic performers will be sanctioned by the International Council of Air Shows and their ACE (Aerobatic Competence Evaluation) card is current and valid.

## **Unattended Property**

Unattended property should generally be handled as found property and reported to Air Show Radio.

If for any reason the property appears suspicious, Air Show radio is to be immediately notified for police response. It should not be handled and is to be quarantined by cordoning off the area until the item is determined safe by public safety personnel.

Public Safety and Portland Police Bomb Squad personnel will be on site to respond to reports of suspicious property.

## **Seating**

1. No standing allowed on folding chairs. Reserved Area to have clear signage posted.
2. Folding chairs orientated in rows must be secured in groups of three or four with tie wraps connecting chair legs to provide greater stability.
3. To allow adequate egress, aisle ways shall be no less than 4 feet wide. Rows will not be less than 14 inches apart.
4. A designated stroller area is to be implemented for storage of strollers in the reserved seating section to prevent trip and egress hazards within the seating rows.

## Static Display Requirements

### All Air Show Static Display participants will:

1. Meet all FAA guidelines. Pilot and aircraft must be in compliance with FARs and be able to show documentation if necessary
2. Provide proof of the following prior to the Air Show weekend
  - Completed Air Show registration form
  - Pilot license
  - Airworthiness certificate & Aircraft Registration
  - Medical certificate
  - Signed Aircraft Maintenance Records form
  - Insurance certificate showing \$1 million coverage
3. Arrive before show begins and depart after show ends according to schedule
4. Attend required orientation.
5. Cooperate with Air show personnel and periodic safety checks through the show

Documents should be sent to [info@oregonairshow.com](mailto:info@oregonairshow.com) or Faxed to 503-693-8673

### The following are set up requirements for static display to provide safe separation of spectators from the static displays:

1. Parking for experimental and classic static display aircraft will be on the itinerant aircraft parking ramp across from the fueling mushroom. The tower will have a list of the registered static display aircraft, and will provide taxi clearance to static display parking for those who have pre-registered. Non- pre-registered aircraft will be instructed to taxi to temporary itinerant parking adjacent to the NE Ts and will not be part of the Experimental Static Display. Incoming pre-registered experiment or classic aircraft may ask the tower for taxi instructions to "experimental static display". The aircraft will shut down on the taxiway east of the display area unless a ramp volunteer guides the craft to a parking space.
2. **Aircraft are not allowed to operate their engines in the Static Display area after the gates are open.**
3. Static display aircraft may arrive before gates open and may depart after gates close as long as the field is clear of spectators. Aircraft must be pushed or towed to the taxiway east of the static display area where spectators are not allowed. There will be volunteers to help push static display aircraft.
4. When moving aircraft from or to the static display area, a minimum of 3 personnel shall marshal the plane, one at each wing and one at the tail
5. Minimal movement of aircraft in or out of the Static Display area between gate open and gate closure will be allowed. Movement of aircraft during this time must be approved by Ground Ops, Air Ops, and Security leaders in advance.
6. Utilize heavy stanchions to separate aircraft from spectators.

7. If an aircraft has a fluid leak (such as fuel, motor oil or hydraulic fluid), stanchions and barriers must be in place to separate crowds from exposure to leakage. Proper collection methods must be used, such as buckets, drip pans, etc.
8. Apply "DO NOT ENTER" barrier tape between stanchions. "Caution" or Authorized Personnel Only" tape is not as effective and should not be used in this situation.
9. Assign appropriate number of volunteers to patrol the Static Area to enforce crowd safety
10. Any aircraft in the Static Display area that needs to start an engine to move for a performance or fly-by should be placed as close as possible to the Hot Pit entrance.

## **Sterile Corridor/Aerobatic Box**

A sterile corridor is the area directly under a military jet team flight path during an Air Show. The Aerobatic Box is the area directly under the flight path of all other performing aircraft. These areas must be cleared of all non-essential personnel when the respective performers are active during the Air Show. No exceptions are allowed; non compliance will prohibit the performance of the aircraft.

### **Sterile Corridor**

1. It is imperative that a strong on-going positive relationship be established with residents, tenants and businesses located in the Sterile Corridor and that communication continue year round with these residents, tenants and businesses. It is critical to treat them with respect and to keep in perspective that this is their home/daily work area and that the Air Show is a guest.
2. All documents required by the FAA must be signed by residents and businesses living in the Sterile Corridor prior to the Air Show. It is recommended that this approval be done very early in the planning stage. For example, for an August Air Show, approval forms should be sent out in January or as soon as the line up of the Air Show is established.
3. The OIA president and designated personnel shall initiate early and frequent meetings with FAA representatives for planning purposes.
4. A designated monitor will be assigned to physically check all homes in the sterile corridor to ensure they are vacated/clear in time for jet team flights (both practice and actual shows). This monitor must call the Airboss for release of jet teams.
5. All streets in sterile corridor must be closed prior to jet team flights. Assigned security must cover all areas and keep people from encroaching upon the Sterile Corridor during practices and performances of jet teams
6. Street closure and opening times must be published in advance and security must be available to close and open streets according to that schedule.
7. Clear communication with the public via road signage, newspaper notices and letters to businesses/residents near the airport is required prior to the Air Show.

8. During jet team performance years, if a sterile corridor area/delineation is required within the spectator area, the following layout and/or communication is required:
  - a. Port-a-potties and water sources shall be located such that they are available through the entire event.
  - b. Contracts with vendors or sponsors shall clearly state times of closure if required.
  - c. FAA, Port of Portland and OIA shall review and clearly define operation details such as number of spectators allowed in or traveling through the 'sterile' area.
  - d. Clear publication/posters to communicate to public safety personnel, monitors and spectators which areas will be affected by closures.
  - e. Clear announcement to public safety personnel, monitors and spectators effected areas, closures and re-opening
  - f. Communication to tenants regarding field requirements and closures needed for jet team practice days before the Air show. Monitors shall ensure tenants/field is in compliance with requirements during practice days.

#### **Aerobatic Box**

1. All hangar tenants must be informed of Air Show schedule and of any impacts to them prior to Air Show. Clear communication will include road signage and letters to individual tenants prior to the Air Show
2. Hangars will be included in the area monitored by police throughout the Air Show
3. All tenants are expected to adhere to requirements required by a sterile box including restricting the movement of personnel during stated times for the sterile corridor and aerobatic box.
4. Street closure and opening times must be published in advance
5. On-field Public Safety will be located along the Crowd Line to ensure no encroachment from the crowd into either the Aerobatic or Sterile Corridor

#### **Weather, Insects and other Natural Environmental Concerns**

1. Potable water stations and locations of those stations should have prominent signage.
2. Bee and yellow jacket traps and/or spray should be applied near the food court and reserved seating before and during the event.
3. In the case of a bee/wasp sting, the person should be taken to the nearest first aid station.

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**I HAVE READ AND REVIEWED THE OREGON INTERNATIONAL AIR SHOW SAFETY GUIDELINE. I understand it is the expectation that all persons follow these guidelines and utilize good judgment related to their participation in the Oregon International Air Show.**

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
Volunteer Position and Area of responsibility

Return signed form to Oregon Air Show office by any of the following:

Web: (preferred) electronic signature on OIA volunteer registration site:  
oregonairshow.com

Email: Scanned document with signature to: [info@oregonairshow.com](mailto:info@oregonairshow.com)

Mail: P.O. Box 37, Hillsboro, OR 97123

Hand Deliver: Oregon Air Show office, 3355 NE Cornell Rd, Hillsboro, OR  
97124

# 2009 Air Show

## Public Safety Awareness Training

- Overview of Table-top Exercise and ICS overview      John Rinier
- Facilitated Scenario      Henry Reimann
- Scenario

It is Saturday, August 29, 2009, at 1330 hours. It is a very nice afternoon with temperatures at 75° F, clear skies and a light westerly wind at 4 miles per hour. It is estimated that there are 40,000 in attendance at the air show. The Air Show is running smoothly with only a few incidents that have occurred so far: 2-bee stings, 1 - alcohol related problem, 1- altercation, and 1-lost child and the parents were found. However standby:

At 1335 hours Tower receives emergency transmission from a performing aircraft (MIG) that needs to make an emergency landing due to instrument failure with landing gear problems and the pilot does not want to attempt PDX.

- Panel Discussion

Outcome #1 – aircraft lands skids of runway to open field

Outcome #2 – aircraft has a hard landing and ignites with flames

Outcome #3 – aircraft lands and skids into North chalets

### Questions to Consider

How are you going to prepare when you have discretionary time?

What actions will you take?

Describe your communications within Public Safety ICS or air show.

How would you interact with Air Show Representatives/volunteers?

- Fire Group – Doug Banry
- Law Branch – Alex Oh
- Medical Branch – Vincent Rosatti
- Operations – Mark Prince/Henry Reimann
- Unified Command – Allen Zaugg
- Public Safety Radio (WCCCA) – Sharyl Dresser
- HIO FAA Tower – Joe Fiala
- Oregon Air Show President – Judy Willey
- Oregon Air Show Ground Ops – Michael Warrens
- Off-site Airplane Crash – Allen Zaugg/Mark Prince
- Wrap-Up – Q&A from all      Henry Reimann

Unified Command  
Gary Seidel  
Allen Zaugg

Safety Officer  
Sam Phillips

Liaison/PIO  
Henry Reimann

Planning  
John Rinier  
Jason LeCorre

Operations  
Mark Prince  
Henry Reimann

Logistics  
Scott Magers  
Steve Vuylsteke

Resource Unit  
Don Schallberger

Medical Branch  
Vincent Rosatti

Code  
Enforcement  
Joe Ligatich

Fire Group  
Chris Bryant

Law Branch  
Alex Oh

Food Unit  
Bertha Martell

Check-In  
Roberta Brecher

Hospital Group  
Harvey Johnson

CERT Group  
Sharon Kennedy

EMS Cart

E104

T 815

Air Guard  
142<sup>nd</sup>

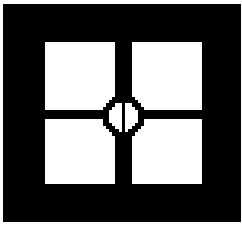
Interior Security  
Bruce Parks

Exterior Security  
Gary Greenley

EOD  
Mike Eisland

Transit  
S. Jepson

Communications  
Sheryl Dresser



City of Hillsboro



# **INCIDENT ACTION PLAN For Public Safety**

## **2008 Oregon International Airshow – Hillsboro SUNDAY, AUGUST 10, 2008**








For more information about this document, please contact:  
John Rinier, Planning Chief  
Jason LeCorre, Deputy Planning Chief  
Version Date: 08/03/2010

ICS-202 INCIDENT OBJECTIVES	1. INCIDENT NAME <b>2008 Oregon International Airshow - Hillsboro</b>	2. DATE <b>AUG. 10, 2008</b>	3. TIME <b>0900 HRS</b>
4. OPERATIONAL PERIOD (DATE/TIME) <b>Aug 10, 2008 0900 to 1700</b>			

**GENERAL CONTROL OBJECTIVES FOR THE INCIDENT:**

1. Protect life and property by providing for crowd control, on site security, fire and rescue services and law enforcement needs.
2. Coordinate all public safety assisting agency actions through the use of ICS.
3. Provide for the effective, safe and efficient use of all personnel involved.
4. Ensure event safety for all personnel and the public by mitigating known hazards.
5. Provide medical support to the public, staff and performers as needed.
6. Maintain traffic control and flow within the City.
7. Provide accurate and timely event information to include media releases prior to the Airshow and in the event of an incident.

**WEATHER FORECAST FOR OPERATIONAL PERIOD:**

Time	Condition	Feels Like	Chance Precip	Dew Point	Humid.	Wind
9am	 Showers <b>58°F</b>	<b>58°F</b>	<b>40%</b>	51°F	77%	From SSE 4 mph
11am	 Showers <b>62°F</b>	<b>62°F</b>	<b>40%</b>	51°F	67%	From SSE 6 mph
1pm	 Cloudy <b>66°F</b>	<b>66°F</b>	<b>20%</b>	52°F	61%	From S 5 mph
3pm	 Cloudy <b>70°F</b>	<b>70°F</b>	<b>20%</b>	52°F	53%	From SSW 4 mph
5pm	 Few Showers <b>71°F</b>	<b>71°F</b>	<b>30%</b>	53°F	53%	From NW 4 mph

**7. GENERAL/SAFETY MESSAGE:**

- A. Absolutely no smoking on Airport property, other than in designated smoking areas. See field layout map.
- B. Absolutely no "other" fireworks on the Airport grounds (will be part of "cooler search")
- C. Night operations (trip hazards, "bump" hazards in aircraft display area, low visibility)
- D. Lighting for everything! (Medical carts, tents, booths, etc.)
- E. If conditions are too unfavorable, pyrotechnics displays may have to be modified or eliminated
- F. Medical concerns: bee stings, sunscreen, trip hazards, sufficient shade, sufficient hydration, earplugs

**8. REFERENCES (Check if Attached):**


- |  |  |
|--|--|
| <input checked="" type="checkbox"/> ICS-203 Organization Assignment List | <input checked="" type="checkbox"/> ICS 207 Public Safety Organizational Structure |
| <input checked="" type="checkbox"/> ICS-204 Division Assignment Lists    | <input checked="" type="checkbox"/> Maps & Other Information                       |
| <input checked="" type="checkbox"/> ICS-205 Communications Plan          |  |
| <input checked="" type="checkbox"/> ICS-206 Medical Plan                 |  |

**HEALTH AND SAFETY MESSAGE**

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

ICS-203 ORGANIZATIONAL ASSIGNMENTS LIST	1. INCIDENT NAME <b>2008 Oregon International Airshow - Hillsboro</b>	2. DATE <b>AUG. 10, 2008</b>	3. TIME <b>0900 HRS</b>
4. OPERATIONAL PERIOD (DATE/TIME) August 10, 2008. 0900 to 1700 hours			

For Day Operations Sunday August 10, 2008

<b>INCIDENT: Oregon International Air-Show 2008</b>		<b>Prepared: August 9 2008 TIME: 1500</b>
<b>Major Hazards and Risks:</b> <ul style="list-style-type: none"> <li>• <b>Avoid Aircraft Incursions</b> – Look up – Look Down – Look Around at your surroundings regularly</li> <li>• <b>Watch out for Pedestrians</b> – Watch out for Vehicles – Watch out for Aircraft</li> <li>• <b>Keep back 150 feet to 200 feet or more away from moving aircraft</b></li> </ul>		
<h2 style="color: red;">Operational Leadership &amp; Safety</h2> <p>The most essential element of safety is strong competent leadership. Leadership means providing purpose, direction, and motivation.</p> <p><b>Take Charge</b> of assigned resources</p> <p><b>Motivate</b> responders with a “can do safely attitude”</p> <p><b>Demonstrate</b> initiative by taking action in the absence of others.</p> <p><b>Communicate</b> by giving specific instructions and asking for feedback.</p> <p><b>Supervise</b> at the scene of action.</p>	<h2 style="color: black;">Communication Responsibilities</h2> <p>All responders have five communication responsibilities:</p> <ol style="list-style-type: none"> <li>1. Brief others as needed</li> <li>2. Debrief your actions</li> </ol> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>When things don't go as planned. . .</p>  <p style="color: red; font-size: 1.5em;">will you be ready?</p> </div> <ol style="list-style-type: none"> <li>3. Communicate hazards to others</li> <li>4. Acknowledge messages</li> <li>5. Ask if you do not know</li> </ol> <p style="color: blue;">Your safety and the safety of others depends on you doing your Part – do not let your teammates down.</p>	
<h2 style="color: black;">Helicopter Safety</h2> <p><b>Steps to stay a head and shoulders above the rest!</b></p> <ul style="list-style-type: none"> <li>• Approach and depart helicopter from the side or front in a crouching position.</li> <li>• Stay in view of the pilot at all times.</li> <li>• Approach and depart on the down slope side (to avoid main rotor).</li> <li>• Approach and depart in pilot's field of vision (never towards the tail rotor)</li> <li>• Keep landing areas clear of loose articles that may “fly” in the rotor downwash.</li> <li>• Eye and ear protection should be worn when working in close proximity to helicopters.</li> </ul>		

Sam Phillips, SOFII \_\_\_\_\_

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

ICS-203 ORGANIZATIONAL ASSIGNMENTS LIST	1. INCIDENT NAME <b>2008 Oregon International Airshow - Hillsboro</b>	2. DATE <b>AUG. 10, 2008</b>	3. TIME <b>0900 HRS</b>
4. OPERATIONAL PERIOD (DATE/TIME) August 10, 2008. 0900 to 1700 hours			

Staff Position	Personnel	Location	Tasks
<b>- Command Staff -</b>			
Unified Command	Mark Bonnett - PD Mike Burnett - Fire	Command Post	All public safety event activities
Safety Officer	Sam Phillips - Fire	Command Post	Event Safety
<b>- Planning Section -</b>			
Planning Chief - Deputy	John Rinier - Fire Jason LeCorre - PD	Command Post	Event Planning
Resource Unit Leader	Don Schallberger	Command Post	Resource Tracking
Documentation Unit	Roberta Brecher	Clover Leaf Bldg	Check in
<b>- Logistics Section -</b>			
Logistics Chief - Deputy	Scott Magers - Fire Steve Vuylsteke - PD	Command Post	Event Logistics
Communications Unit leader	Sheryl Dresser - WCCCA	Command Post	Communications
Food Unit Leader	Bertha Martell - PD	Clover Leaf Bldg	Food
Supply Unit Leader	Steve Huntington - Fire	Clover Leaf Bldg	Misc
<b>- Operations Section -</b>			
Operations Chief - Deputy	Mark Prince - Fire John Schmerber - PD	Command Post	Event Operations
Fire Code Enforcement Group	Joe Ligiatich - Fire	Command Post	Fire Code Enforcement for event hazards and access
Medical Branch Director	Brian Washam - Fire	Command Post	Medical treatment for crowd Triage & Treatment & Transport
Hospital Group	Harvey Johnson	First Aid Tent 2	Medical treatment for crowd
C.E.R.T. Group	Sharon Kennedy	First Aid Tent 2	Staff Emergency Prep Booth. Lost Child function
Fire Group	Chris Bryant - Fire	South end of Taxi "A" (firehouse)	Fire Attack, Fire Suppression, Flight line crash rescue
Law Enforcement Branch	Mitch Rademacher - PD	PD Mobile Unit	Interior Security & Traffic Control (Exterior) & EOD
Interior Security Group	Adam Miller - PD	On site	Interior crowd management
Exterior Security Group	Alex Oh - PD	Outer perimeter	Exterior crowd management and traffic control
EOD	Sgt. Mike Unsworth	Command Post	To evaluate all threats and coordinate approp. responses
Transit	Sgt. Boothby	Command Post	Patrol Max stop up to airshow entrance

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

1. Branch <b>N/A</b>	2. Division/Group <b>Fire Code Enforcement</b>	<b>ASSIGNMENT LIST - 204</b>					
3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>				4. Operational Period <b>August 10, 2008 0900 - 1700</b>			
5. Operations Personnel							
Operations Chief	<b>Mark Prince – Fire John Schmerber – PD</b>	Division/Group Supervisor	<b>Martin 0900-1200 / Marble 1200-1700</b>				
Branch Director	<b>NA</b>	Air Attack Supervisor No.	<b>NA</b>				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
<b>Fire Code Enforcement</b>	<b>Joe Ligatich</b>	<b>1</b>	<b>No</b>	<b>Airport / 0800</b>	<b>Airport / 1700</b>		
7. Control Operations							
<ul style="list-style-type: none"> <li>• <b>Conduct fire and life safety inspections for the airshow.</b></li> <li>• <b>Inspect tent/canopy installations as well as associated hazards (i.e. generators, electrical cords)</b></li> <li>• <b>Inspect food cooking/concession areas and booths including propane or gas bottle connections and placements.</b></li> <li>• <b>Inspect general layout for proper emergency access and crowd egress/ingress movement.</b></li> <li>• <b>Monitor occupant loading for confined areas including seating and isles.</b></li> <li>• <b>Verify bonding of chairs in reserved seating area.</b></li> </ul>							
8. Special Instructions							
<ul style="list-style-type: none"> <li>• <b>Lunch/Dinner will be delivered. Contact Logistics for additional needs.</b></li> <li>• <b>Soap spray bottle will be needed to check for leaks.</b></li> </ul> <p><b>In the event of a major incident all gates may be secured and you will be expected to:</b></p> <ul style="list-style-type: none"> <li>• <b>Hold at assigned position, (seek safe area as needed)</b></li> <li>• <b>Report position and status to Public Safety Radio</b></li> <li>• <b>Standby for assignment (if not directly involved in incident)</b></li> </ul>							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical</b>	-	<b>800 MHz</b>	<b>PS 3</b> (Wash C)	<b>Command</b>	-	<b>800 MHz</b>	<b>PS 4</b> (Wash D)
<b>Logistics/Support</b>	-	<b>800 MHz</b>	<b>PS 4</b> (Wash D)	<b>Reserved pending activity</b>	-	<b>800 MHz</b>	<b>Ops 37</b> (TAC 7)

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

1. Branch <b>MEDICAL</b>	2. Division/Group <b>EMS</b>	<b>ASSIGNMENT LIST - 204</b>					
3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>				4. Operational Period <b>August 10, 2008 0900 - 1700</b>			
5. Operations Personnel							
Operations Chief		<b>Mark Prince – Fire John Schmerber – PD</b>		Division/Group Supervisor		<b>NA</b>	
Branch Director		<b>Brian Washam</b>		Air Attack Supervisor No.		<b>NA</b>	
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
<b>EMS CART #1</b>	<b>Drew Livesey</b>	<b>2</b>	<b>Yes</b>	<b>HIO FS /0900</b>	<b>HIO FS/1700</b>		
<b>EMS CART #2</b>	<b>Vince Rosatti</b>	<b>2</b>	<b>Yes</b>	<b>HIO FS/0900</b>	<b>HIO FS/1700</b>		
<b>EMS CART #3</b>	<b>Brad Kastner</b>	<b>2</b>	<b>Yes</b>	<b>HIO FS/0900</b>	<b>HIO FS/1700</b>		
<b>ALS-1</b>	<b>Mason Waters</b>	<b>2</b>	<b>No</b>				
<b>ALS-2</b>	<b>Katie Schmidlin</b>	<b>2</b>	<b>No</b>				
7. Control Operations							
<ul style="list-style-type: none"> <li>Respond to medical emergencies in the crowd area during the airshow and provide aid.</li> <li>Patients needing medical monitoring will be moved to closest First Aid Tent.</li> <li>If transportation to an off-site medical facility (hospital) is necessary patient will be transferred to an on-site ambulance</li> <li>Hand-off of patients needing off-site transport will be coordinated through Medical Branch. Event Ambulances will be kept on Airport property unless patient condition requires emergency transport.</li> </ul>							
8. Special Instructions							
<ul style="list-style-type: none"> <li>Water, Ice, medical supplies and earplugs are available from Logistics. To obtain needed resources contact EMS Group Supervisor.</li> <li>Lunch/Dinner will be delivered. Crews will be rotated to receive meals. Coordination will occur through Medical Branch Director or Logistics.</li> </ul> <p>In the event of a major incident all gates may be secured and you will be expected to:</p> <ul style="list-style-type: none"> <li>Hold at assigned position, (seek safe area as needed)</li> <li>Report position and status to Public Safety Radio</li> <li>Standby for assignment (if not directly involved in incident)</li> </ul>							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical</b>	-	<b>800 MHz</b>	<b>PS 3</b> (Wash C)	<b>Command</b>	-	<b>800 MHz</b>	<b>PS 4</b> (Wash D)
<b>Logistics/ Support</b>	-	<b>800 MHz</b>	<b>PS 4</b> (Wash D)	Reserved pending activity	-	<b>800 MHz</b>	<b>OPS 37</b> (TAC 7)

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

1. Branch <b>MEDICAL</b>	2. Division/Group <b>HOSPITAL</b>	<b>ASSIGNMENT LIST - 204</b>
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3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>	4. Operational Period <b>August 10, 2008 0900 - 1700</b>
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5. Operations Personnel			
Operations Chief	<b>Mark Prince – Fire John Schmerber – PD</b>	Division/Group Supervisor	<b>Harvey Johnson</b>
Branch Director	<b>Brian Washam</b>	Air Attack Supervisor No.	<b>NA</b>

6. Resources Assigned this Period					
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
<b>First Aid Tent #1</b>	<b>Michael O'Brien</b>	<b>4</b>	<b>No</b>	<b>FA Tent 2/0900</b>	<b>FA Tent 2/1300</b>
<b>Shift Change</b>		<b>4</b>	<b>No</b>	<b>FA Tent 2/1300</b>	<b>FA Tent 2/1700</b>
<b>First Aid Tent #2</b>	<b>Dave McEwen</b>	<b>4</b>	<b>No</b>	<b>FA Tent 2/0900</b>	<b>FA Tent 2/1300</b>
<b>Shift Change</b>		<b>4</b>	<b>No</b>	<b>FA Tent 2/1300</b>	<b>FA Tent 2/1700</b>
<b>First Aid Tent #3</b>	<b>Harvey Johnson</b>	<b>4</b>	<b>No</b>	<b>FA Tent 2/0900</b>	<b>FA Tent 2/1300</b>
<b>Shift Change</b>		<b>4</b>	<b>No</b>	<b>FA Tent 2/1300</b>	<b>FA Tent 2/1700</b>

7. Control Operations
<ul style="list-style-type: none"> <li>• <b>Provide Medical Care for walk-in requests from crowd/spectators during show.</b></li> <li>• <b>Receive patients from EMS Carts who need short term medical monitoring.</b></li> <li>• <b>Function as medical patient holding area until Ambulance can transport patient to medical facility (Hospital).</b></li> <li>• <b>First Aid Tent #2 will be Lost &amp; Found.</b></li> </ul>

8. Special Instructions
<ul style="list-style-type: none"> <li>• <b>Water, Ice, medical supplies and earplugs are available from Logistics. To obtain needed resources contact Hospital Group Supervisor.</b></li> <li>• <b>Monitor status of Water Buffalo's and cups. Coordinate resupply through Hospital Group Supervisor who will contact Logistics for refill.</b></li> </ul> <p><b>In the event of a major incident all gates will be secured (closed) and you will be expected to:</b></p> <ul style="list-style-type: none"> <li>• <b>Hold at assigned position, (seek safe area as needed)</b></li> <li>• <b>Report position and status to Public Safety Radio</b></li> <li>• <b>Standby for assignment (if not directly involved in incident)</b></li> </ul>

10. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 3</b> (Wash C)	<b>Command</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4</b> (Wash D)
<b>Logistics/ Support</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4</b> (Wash D)	<b>Reserved pending activity</b>	<b>-</b>	<b>800 MHz</b>	<b>OPS 37</b> (TAC 7)

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1. Branch <b>MEDICAL</b>		2. Division/Group <b>CERT</b>		<b>ASSIGNMENT LIST - 204</b>			
3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>			4. Operational Period <b>August 10, 2008 0900 - 1700</b>				
5. Operations Personnel							
Operations Chief		<b>Mark Prince – Fire John Schmerber – PD</b>		Division/Group Supervisor		<b>Sharon Kennedy</b>	
Branch Director		<b>Brian Washam</b>		Air Attack Supervisor No.		<b>NA</b>	
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator		Leader		Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
<b>Roamer #1</b>		<b>Paul – KC7PMU</b>		<b>2</b>	<b>Yes</b>	<b>HIO Tent 1/0900</b>	<b>HIO Tent 1/1700</b>
<b>Roamer #2</b>		<b>Tim – K7TRP</b>		<b>2</b>	<b>Yes</b>	<b>HIO Tent 2/0900</b>	<b>HIO Tent 2/1700</b>
<b>Roamer #3</b>		<b>Vacant</b>		<b>1</b>	<b>Yes</b>	<b>HIO Tent 3/0900</b>	<b>HIO Tent 3/1700</b>
7. Control Operations							
<ul style="list-style-type: none"><li><b>Lost children</b></li></ul>							
8. Special Instructions							
<ul style="list-style-type: none"><li><b>Water, Ice, medical supplies and earplugs are available at First Aid Tents. CERT personnel may be asked to assist in the delivery of these supplies from logistics to identified first aid tents.</b></li><li><b>Lunch/Dinner will be delivered. Crews will be rotated to receive meals. Coordination will occur through Medical Branch Director or Logistics.</b></li></ul> <p><b>In the event of a major incident all gates may be secured and you will be expected to:</b></p> <ul style="list-style-type: none"><li><b>Hold at assigned position, (seek safe area as needed)</b></li><li><b>Report position and status to Public Safety Radio</b></li><li><b>Standby for assignment (if not directly involved in incident)</b></li></ul>							
11. Division/Group Communication Summary							
<ul style="list-style-type: none"><li><b>Amateur Radio Net Control will be located in Tent 2.</b></li><li><b>Amateur Radio Liaison will be co-located with Airshow Radio to relay message to/from CERT and amateur radio volunteers and other radio system users (public safety/800 MHz and Airshow Committee).</b></li><li><b>CERT volunteers can be dispatched for emergency operations by contacting the Volunteer Coordinator.</b></li><li><b>Amateur Radio Net Control can relay messages from other radio systems to CERT and amateur radio volunteers.</b></li></ul>							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 3</b> <b>(Wash C)</b>	<b>Command</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4</b> <b>(Wash D)</b>
<b>Logistics/ Support</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4</b> <b>(Wash D)</b>	<b>Reserved pending activity</b>	<b>-</b>	<b>800 MHz</b>	<b>Ops 37</b> <b>(TAC 7)</b>

1. Branch <b>N/A</b>	2. Division/Group <b>FIRE</b>	<b>ASSIGNMENT LIST - 204</b>
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3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>	4. Operational Period <b>August 10, 2008 0900 - 1700</b>
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5. Operations Personnel			
Operations Chief	<b>Mark Prince – Fire John Schmerber – PD</b>	Division/Group Supervisor	<b>Chris Bryant</b>
Branch Director	<b>NA</b>	Air Attack Supervisor No.	<b>NA</b>

6. Resources Assigned this Period					
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
<b>Fire Engine 104 - HFD</b>	<b>Sellers</b>	<b>4</b>	<b>No</b>		
<b>Water Tender 104 - HFD</b>	<b>Earl Cutler</b>	<b>1</b>	<b>No</b>		
<b>Truck 815 (ARFF) – Port of Portland Fire</b>	<b>Alan Lashbrook</b>	<b>2</b>	<b>No</b>		
<b>Airbase 6 - Air National Guard Fire</b>	<b>Chris Williams</b>	<b>2</b>	<b>No</b>		

7. Control Operations
<ul style="list-style-type: none"> <li>• <b>Fire Group will respond to incidents as required.</b></li> <li>• <b>Primary crash rescue for military aircraft will be conducted by the Oregon Air Guard.</b></li> <li>• <b>Fire patrol and possible extinguishment will be required after pyrotechnics.</b></li> </ul>

8. Special Instructions
<ul style="list-style-type: none"> <li>• <b>Lunch/Dinner will be delivered. Coordination will occur through Fire Group Supervisor. Contact Logistics for additional needs.</b></li> <li>• <b>For any incident occurring prior to the pyrotechnics demonstration, Fire Operations will wait for a release from “Sparky” prior to responding into or though the pyrotechnics demonstration area.</b></li> <li>• <b>Fire resources will support medical operations under the direction of EMS Branch for any incident not involving a fire scene or upon clearing the fire scene.</b></li> <li>• <b>280 gallons of foam available and stored at Port of Portland Facilities.</b></li> </ul>
In the event of a major incident all gates may be secured and you will be expected to:
<ul style="list-style-type: none"> <li>• <b>Hold at assigned position, (seek safe area as needed)</b></li> <li>• <b>Report position and status to Public Safety Radio</b></li> <li>• <b>Standby for assignment (if not directly involved in incident)</b></li> </ul>

12. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 3 (Wash C)</b>	<b>Command</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>
<b>Logistics/ Support</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>	<b>Reserved pending activity</b>	<b>-</b>	<b>800 MHz</b>	<b>Ops 37/(TAC 7)</b>

1. Branch <b>LAW ENFORCEMENT</b>	2. Division/Group <b>INTERIOR SECURITY</b>	<b>ASSIGNMENT LIST - 204</b>
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<b>PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs</b> <b>APPROVED BY (Name and Position): IC Burnett</b>	<b>Page 9 of 24</b>
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3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>	4. Operational Period <b>August 10, 2008 0900 - 1700</b>
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5. Operations Personnel

Operations Chief	<b>Mark Prince – Fire John Schmerber – PD</b>	Division/Group Supervisor	<b>Adam Miller – PD *PS 1*</b>
Branch Director	<b>Mitch Rademacher – PD</b>	Air Attack Supervisor No.	<b>NA</b>

6. Resources Assigned this Period

Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time
<b>Roving Security TF</b>					
<b>- Roving Team 1</b>	<b>Michael Thompson</b>	<b>2</b>	<b>no</b>		
<b>- Roving Team 2</b>	<b>Chaz Holmes</b>	<b>2</b>	<b>no</b>		
<b>- Roving Team 3</b>	<b>Perry Coon</b>	<b>2</b>	<b>no</b>		
<b>- Roving Team 4</b>	<b>Wendy Hubbenette</b>	<b>2</b>	<b>no</b>		
<b>Money trailer</b>	<b>XXXX</b>	<b>1</b>	<b>no</b>		
<b>Hot Pit</b>	<b>XXXX</b>	<b>2</b>	<b>no</b>		
<b>Show Line Team</b>	<b>WCSO Explorers</b>	<b>16</b>	<b>no</b>		
<b>Relief Officer TF</b>	<b>Adam Miller</b>	<b>4</b>	<b>no</b>		

7. Control Operations  
**There will be 4 gates that Roving Teams will need to routinely check during the entire show. Black Gate (next to terminal and Red gate),**

- **Orange Gate (next to Aero Air public entrance),**
- **White Gate Handicap/Vehicle entrance only - This gate will have signage notifying entrants of a search.**
- **Volunteer Gate - Located on the West side fence near Roger's Instruments.**

8. Special Instructions  
**In the event of a major incident all gates may be secured and you will be expected to:**

- **Hold at assigned position, (seek safe area as needed)**
- **Report position and status to Public Safety Radio**
- **Standby for assignment (if not directly involved in incident)**

13. Division/Group Communication Summary

Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical (Interior)</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 1 (Wash A)</b>	<b>Reserved pending</b>		<b>800 MHz</b>	<b>Ops 37 (TAC 7)</b>
<b>Command</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>	<b>Logistics/ Support</b>	<b>-</b>	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>

1. Branch <b>LAW ENFORCEMENT</b>		2. Division/Group <b>EXTERIOR SECURITY</b>		<b>ASSIGNMENT LIST - 204</b>		
3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>			4. Operational Period <b>August 10, 2008 0900 - 1700</b>			
5. Operations Personnel						
Operations Chief		<b>Mark Prince – Fire John Schmerber – PD</b>		Division/Group Supervisor		<b>Alex Oh – PD *PS 2*</b>
Branch Director		<b>Mitch Rademacher – PD</b>		Air Attack Supervisor No.		<b>N/A</b>
6. Resources Assigned this Period						
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time	
<b>South Intersections TF</b>						
- 34 <sup>th</sup> /Cornell	Hallin	4				
<b>West Intersections TF</b>						
- 25 <sup>th</sup> / Griffin Oaks	CCSO	2				
- 25 <sup>th</sup> /Cornell (exit)	CCSO	(2)				
- 25 <sup>th</sup> /Evergreen (exit)	CCSO	(1)				
- 15 <sup>th</sup> /Griffin Oaks (exit)	CCSO	(1)				
<b>North Intersections TF</b>						
- 264 <sup>th</sup> / Evergreen	Sardone	1				
- 268 <sup>th</sup> / Evergreen	Cuyler	1				
<b>East Intersections TF</b>						
- Brookwood @ Tri-Quint	Hirr	1				
- Brookwood/ Airport Rd	Cucitti	1				
- Brookwood/Dawson Crk	Allenbach	2				
- Airport Rd/48th	Steinbach	1				
- Brookwood/Cornell	West	4				
<b>Motor Team 1 (roving)</b>	Chris Rasmussen	5				
<b>Motor Team 2 (roving)</b>	Dave Marzelli	5				
<b>Motor Team 3 (roving)</b>	Darren Kangas	5				
<b>Intel Jones Farm lots</b>	Brian Cole - Intel	2				
<b>Relief Officer</b>	Alex Oh	4				

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

## 7. Control Operations

### Intersections Impacted by Traffic Control

(Acrobatic box enforced between 1100 to 1630)

- **NE Cornell/34<sup>th</sup>** – four officers needed - Officers will direct traffic into the fairplex for designated Air show parking and assist pedestrian traffic crossing NE Cornell at 34<sup>th</sup>.
- **264<sup>th</sup> and Evergreen** - 1 officer needed
- **268<sup>th</sup> and evergreen**-1 officer needed.
- **273<sup>rd</sup>**. Entire road closed. (3 roving patrols monitoring- S/C )
- **Brookwood Pkwy/Tri-Quint parking lot**. No southbound traffic. 1 officer assigned.
- **Brookwood/Airport road** – no eastbound traffic - 1 officer
- **Brookwood/Dawson Creek** – no southbound traffic (except for patrons of library) - 1 officer
- **Brookwood/Cornell** – no northbound traffic - 4 officers
- **Airport/48<sup>th</sup>** – no westbound - 1 officer
- **At exit, CCSO will control:**
  - 25<sup>th</sup> & Cornell Rd
  - 25<sup>th</sup> & Griffin Oaks
  - 25<sup>th</sup> & Evergreen
  - 15 & Griffin Oaks

## 8. Special Instructions

**In the event of a major incident all gates may be secured and you will be expected to:**

- **Hold at assigned position, (seek safe area as needed)**
- **Report position and status to Public Safety Radio**
- **Standby for assignment (if not directly involved in incident)**

## 14. Division/Group Communication Summary

Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical (Exterior)</b>	-	<b>800 MHz</b>	<b>PS 2 (Wash B)</b>	<b>Reserved pending activity</b>		<b>800 MHz</b>	<b>Ops 37 (TAC 7)</b>
<b>Command</b>	-	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>	<b>Logistics/ Support</b>	-	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

1. Branch <b>LAW ENFORCEMENT</b>		2. Division/Group <b>EOD</b>		<b>ASSIGNMENT LIST - 204</b>			
3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>				4. Operational Period <b>August 10, 2008 0900 - 1700</b>			
5. Operations Personnel							
Operations Chief		<b>Mark Prince – Fire John Schmerber – PD</b>		Division/Group Supervisor		<b>Mike Unsworth *PS 1*</b>	
Branch Director		<b>Mitch Rademacher – PD</b>		Air Attack Supervisor No.			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
<b>Bomb Tech</b>	<b>Mike Unsworth</b>	<b>2</b>	<b>yes</b>	<b>CP/0900</b>	<b>CP/1700</b>		
7. Control Operations <ul style="list-style-type: none"> <li><b>Available onsite if needed.</b></li> </ul>							
8. Special Instructions  <b>In the event of a major incident all gates may be secured and you will be expected to:</b> <ul style="list-style-type: none"> <li><b>Report position and status to Public Safety Radio</b></li> </ul>							
15. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical (Interior)</b>	-	<b>800 MHz</b>	<b>PS 1 (Wash A)</b>	<b>Reserved pending activity</b>		<b>800 MHz</b>	<b>Ops 37 (TAC 7)</b>
<b>Command</b>	-	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>	<b>Logistics/ Support</b>	-	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>

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APPROVED BY (Name and Position): IC Burnett

1. Branch <b>LAW ENFORCEMENT</b>		2. Division/Group <b>TRANSIT</b>		<b>ASSIGNMENT LIST - 204</b>			
3. Incident Name <b>2008 Oregon International Airshow – Hillsboro</b>			4. Operational Period <b>August 10, 2008 0900 - 1700</b>				
5. Operations Personnel							
Operations Chief		<b>Mark Prince – Fire John Schmerber – PD</b>		Division/Group Supervisor		<b>Sgt. Boothby</b>	
Branch Director		<b>Mitch Rademacher – PD</b>		Air Attack Supervisor No.			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
<b>Transit - Car</b>	<b>Douglas</b>	<b>2</b>	<b>no</b>				
<b>Transit - ATV</b>	<b>Harvey</b>	<b>2</b>	<b>no</b>				
7. Control Operations <p><b>The SGT/OIC needs to check in with the Command Post and check out a WCCCA portable radio each day for communication on PS2 or WASH B.</b></p> <p><b>During the show the SGT/OIC will direct officers to board trains on occasion and ride at least one stop for visibility and security.</b></p>							
8. Special Instructions <p><b>In the event of a major incident all gates may be secured and you will be expected to:</b></p> <ul style="list-style-type: none"> <li><b>Hold at assigned position, (seek safe area as needed)</b></li> <li><b>Report position and status to Public Safety Radio</b></li> <li><b>Standby for assignment (if not directly involved in incident)</b></li> </ul>							
16. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
<b>Tactical</b>	-	<b>800 MHz</b>	<b>PS 2 (Wash B)</b>	<b>Reserved pending activity</b>		<b>800 MHz</b>	<b>Ops 37 (TAC 7)</b>
<b>Command</b>	-	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>	<b>Logistics/ Support</b>	-	<b>800 MHz</b>	<b>PS 4 (Wash D)</b>
PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs APPROVED BY (Name and Position): IC Burnett						Page 14 of 24	

<b>Communications Plan 205</b>				1. INCIDENT NAME <b>2008 Oregon International Airshow – Hillsboro</b>	
2. DATE/TIME PREPARED <b>August 8<sup>th</sup>, 2008</b>				3. OPERATIONAL PERIOD DATE/TIME <b>August 10, 2008 0900 - 1700</b>	
4. BASE RADIO CHANNEL UTILIZATION ***** <b>PUBLIC SAFETY RADIO</b> *****					
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY TONE	ASSIGNMENT	REMARKS
<b>800 Duplex</b> (Primary Monitoring Recorded)	<b>PS1 WASH A</b> <i>Fire J12 PD A10 Event A7</i>	<b>Tactical</b>	<b>854.4125</b>	<u>Interior (Law Enforcement)</u>  <b>Law Enforcement Branch</b> (Rademacher) <b>Interior Security Group</b> (Miller) <b>EOD Group</b> (Eisland)	WCCCA may assume primary incident dispatch at discretion of IC: HB1, HB2 based on type of incident and location (interior vs. exterior)
<b>800 Duplex</b> (Primary Monitoring)	<b>PS2 WASH B</b> <i>Fire J13 PD A11 Event A8</i>	<b>Tactical</b>	<b>854.4125</b>	<u>Exterior (Law Enforcement)</u>  <b>Law Enforcement Branch</b> (Rademacher) <b>Exterior Security Group</b> (Oh)	
<b>800 Duplex</b> (Secondary Monitoring)	<b>PS3 WASH C</b> <i>Fire J14 PD J13 Event A9</i>	<b>Tactical</b>	<b>854.4125</b>	<u>Interior (Fire Medical)</u> <b>Fire Group</b> (Bryant) <b>Code Enforce Group</b> (Ligatich) <b>Medical Branch</b> (Washam) <b>Hospital Group</b> (Mc Ewen) <b>Cert Group</b> (Kennedy) <b>EMS Group</b> (Washam) <b>HIO Tower (Not primary freq.)</b>	Primary Fire/EMS dispatch
<b>800 Duplex</b> (Limited Monitoring)	<b>PS4 WASH D</b> <i>Fire J15 PD J14 Event A10</i>	<b>Command</b>	<b>854.4125</b>	<u>Command &amp; General Staff</u> <b>Unified IC</b> (Bonnett/Burnett) <b>Safety Officer</b> (Phillips) <b>Planning SC</b> (LeCorre/Rinier) <b>Operations SC</b> (Schmerber/Prince) <b>Logistics SC</b> (Magers/Vuylsteke) Ground Support and Supplies <b>Airboss (Not primary freq.)</b> <b>Airshow Radio (Not primary freq.)</b>	
<b>800 Simplex</b> (No Monitoring)	<b>TALK1 Simplex 1</b> <i>Fire A9 PD C15 Event C9</i>	<b>Overflow</b>			
<b>800 Duplex</b> (Reserved – Pending Activity)	<b>TAC7</b> <i>Fire A7 PD G7</i>	<b>PSAP 911</b>	<b>859.2375</b>	<u>County Dispatch</u> Assume primary incident dispatch upon hand-off from PS dispatch at Fire IC's direction when command shifts for outside resource & incident mgmt	Outside Resources & Incident Management (fire suppression, mass casualty, etc)
5. PREPARED BY (COMMUNICATIONS UNIT)					

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
 APPROVED BY (Name and Position): IC Burnett

Sharyl Dresser, WCCCA Operations Supervisor / Kim Foster, WCCCA

Final 08/01/2008 **Scheduled** WCCCA Staff: Vickie Parker (D2), Lara Marzilli (D2), Pam Krevanko (D2)  
InterOp Mobile Radios, Laptops/CAD

**Equipment:** 2-3 Base Stations, Event &

Jurisdiction/Agency	Radio	Channel or Frequency	Assignment	Comments
Air Boss	Airboss Radio	TWR - 119.3 MHz GRND - 121.7 MHz	Airshow Flight Operations	In charge of airshow flights during event
Tower (HIO) 1-T	Airboss Radio	TWR - 119.3 MHz GRND - 121.7 MHz	Airport Tower Operations	
	800 MHz	PS 3		
Airshow Announcer	Airboss Radio	TWR - 119.3 MHz GRND - 121.7 MHz	"MC" for event	Use to direct the crowd!
Airshow Committee Radio	Airshow Committee	See below		
"Sparky" (EFI)	Airboss Radio	TWR - 119.3 MHz GRND - 121.7 MHz	Pyrotechnics (fireworks and wall of flames)	All emergency vehicles to request clearance prior to entering demo area
Port of Portland - Facilities	Airboss Radio	TWR - 119.3 MHz GRND - 121.7 MHz		Facilities
Amateur Radio – Net Control	Amateur Radio	147.400 MHz (P) 146.520 MHz (A) 446.000 MHz (A)	CERT Communications, Tuality First Aid Communications	Assist EMS Operations, as assigned by Volunteer Coordinator
	Family Radio Service (FRS)	Channel 9 (P) Channel 12 (A)		
CERT Leader	Amateur Radio	147.400 MHz (P) 146.520 MHz (A) 446.000 MHz (A)	Stretcher bearers or other duties as assigned by Volunteer Coordinator	Assist EMS Operations, as assigned by Volunteer Coordinator
	FRS (w/security code 3)	Channel 9 (P) Channel 12 (A)		
Tuality Hospital Supervisors	FRS Amateur Radio	9 (P), 12 (A) 147.400 simplex	Staff crowd First Aid Tents (2)	Holding area for patient transport
Oregon Emergency Response System	Telephone	800-452-0311	State warning point	Coordinate response of all State agencies

- Public Safety Radio dispatchers will conduct initial dispatch and coordination of emergency resources assigned to the Airshow.
- Public Safety Radio will contact WCCCA on their normal dispatch channel to request assistance with emergency response operations when directed by Incident Command
- Public Safety Radio will provide any needed interagency communications and coordination in support of emergency response at the Airshow
- FIRE - WCCCA will assume primary incident dispatch upon hand-off from WASH (A-D) dispatch at Fire IC's direction when command shifts for outside resource & incident mgmt (fire suppression, mass casualty, etc)
- POLICE - WCCCA may assume primary incident dispatch at discretion of IC: HB1, HB2 based on type of incident and location (interior vs. exterior)

#### Family Radio Service Frequencies

#	Frequency	#	Frequency	#	Frequency	#	Frequency
1	462.5625	5	462.6625	9	467.5875	13	467.6875
2	462.5875	6	462.6875	10	467.6125	14	467.7125
3	462.6125	7	462.7125	11	467.6375		
4	462.6375	8	467.5625	12	467.6625		

#### Airshow Committee Radios – RECEIVE ONLY on any radios NOT provided by Day Wireless!

#	Frequency	#	Frequency	#	Frequency	#	Frequency
1	464.7500/469.7500	5	468.3625	9	462.5750	13	464.5125
2	469.3375	6	464.2125	10	469.5000	14	464.9000/469.9000
3	457.5250	7	467.1625	11	464.2625		
4	466.7875	8	464.9875	12	464.6125		

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

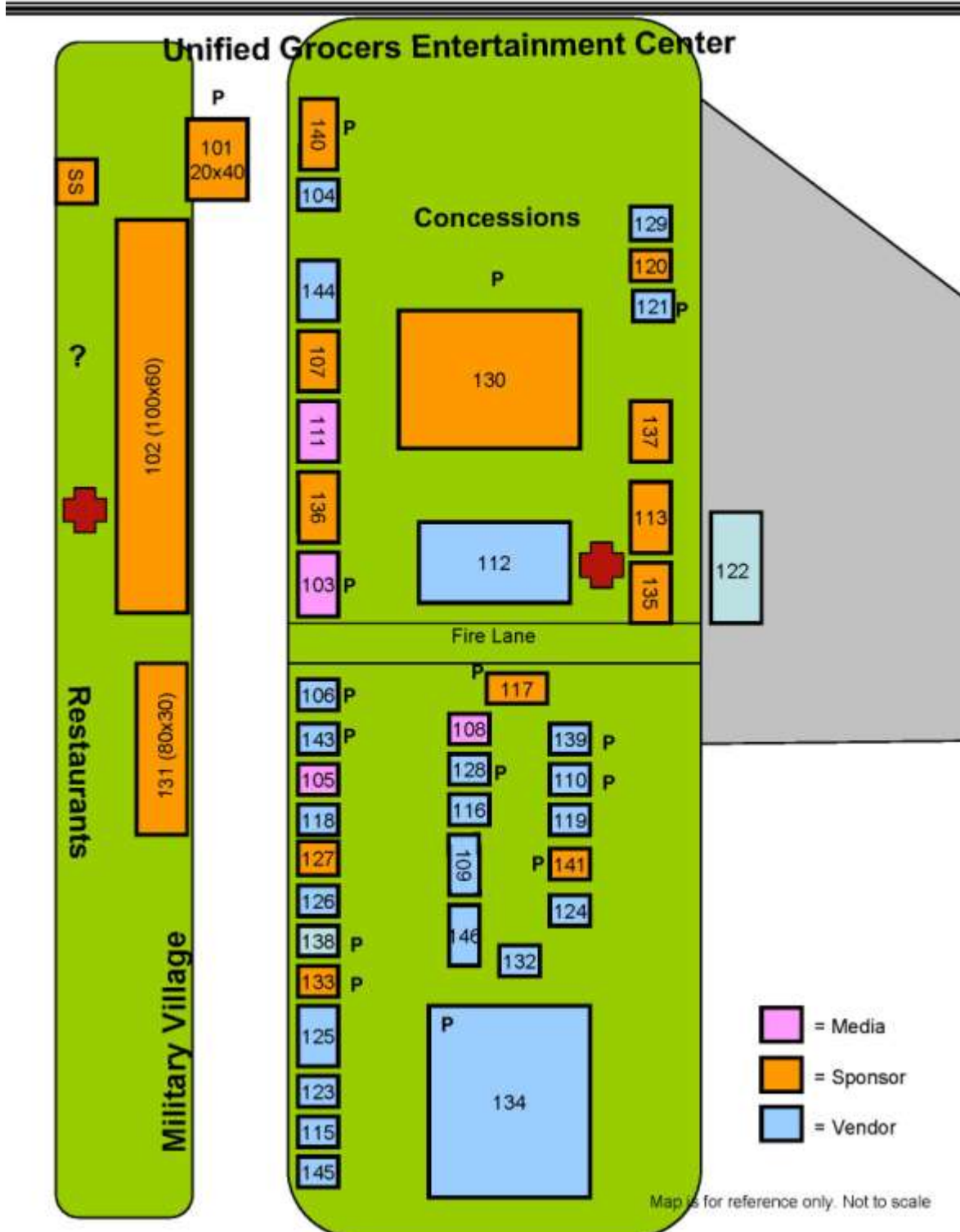
<b>MEDICAL PLAN</b>	1. Incident Name 2008 Airshow	2. Date Prepared 080708	3. Time Prepared 1830	4. Operational Period 080908 0900 - 1700
<b>5. Incident Medical Aid Station</b>				
Medical Aid Stations	Location			Paramedics Yes No
First Aid Tent 1	Zone 1 (static display area)			X
First Aid Tent 2	Zone 2 – (center general admission area)			x
First Aid Tent 3	Zone 3 – ( East general admission area)			x
<b>6. Transportation</b>				
<b>A. Ambulance Services</b>				
Name	Address	Phone	Paramedics Yes No	
Metro West	5475 NE Dawson Creek Dr. Hillsboro	503-648-6656	X	
Life Flight	2801 N Gantenbein Ave PDX	503-844-0980	X	
<b>B. Incident Ambulances</b>				
Name	Location	Paramedics Yes No		
ALS-1	Fire House NE airport	X		
ALS-2	Fire House NE airport	X		
<b>7. Hospitals</b>				
Name	Address	Travel Time Air Ground	Phone	Helipad Yes No
Tuality	335 SE 8 <sup>th</sup> Ave. Hillsboro	4-5	503-681-1111	x
St Vincent	9205 SW Barnes Rd. PDX	8 15	503-216-1234	x
Tuality FG	1809 Maple St. Forrest Grove	20	503-357-2173	x
Emanuel	2801 N Gantenbein Ave PDX	10 20	503-413-2200	x
OHSU	3181 SW Sam Jackson Park Rd.	10 20	503-494-8311	x
<b>8. Medical Emergency Procedures</b>				
<p><b>Inside Airshow</b></p> <p>Minor medical injuries or needs can be treated at First Aid tents staffed by TCH nurses and EMS carts staffed by HFD EMTs who are located in the three spectator zones. Coordinate through supervisors to access.</p> <p>Major injuries and illnesses will be coordinated through supervisors. Supervisors <u>shall</u> contact Public Safety Radio for EMS response from EMS on site</p> <p><b>Outside Airshow</b></p> <p>Minor medical injuries or needs can be treated with first aid kits are on shuttle vans or nearest patrol vehicle. Personnel need to contact supervisor to coordinate and access. Supervisors will contact Logistics Section to coordinate as needed.</p> <p>Major injuries and illnesses will be coordinated through supervisors. Supervisors <u>shall</u> contact Public Safety Radio for normal EMS response through 911 system.</p>				
Prepared by (Medical Unit Leader) Brian Washam for Logistics		10. Reviewed by (Safety Officer) Sam Phillips		

PREPARED BY (Name and Position): John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): IC Burnett

**ORGANIZATION CHART****INCIDENT NAME**  
2008 Oregon International Airshow - Hillsboro**INCIDENT**  
8 – 10 August 2008

**PREPARED BY (Name and Position):** John Rinier / Jason LeCorre / Planning Chiefs  
**APPROVED BY (Name and Position):** IC Burnett

## Show line



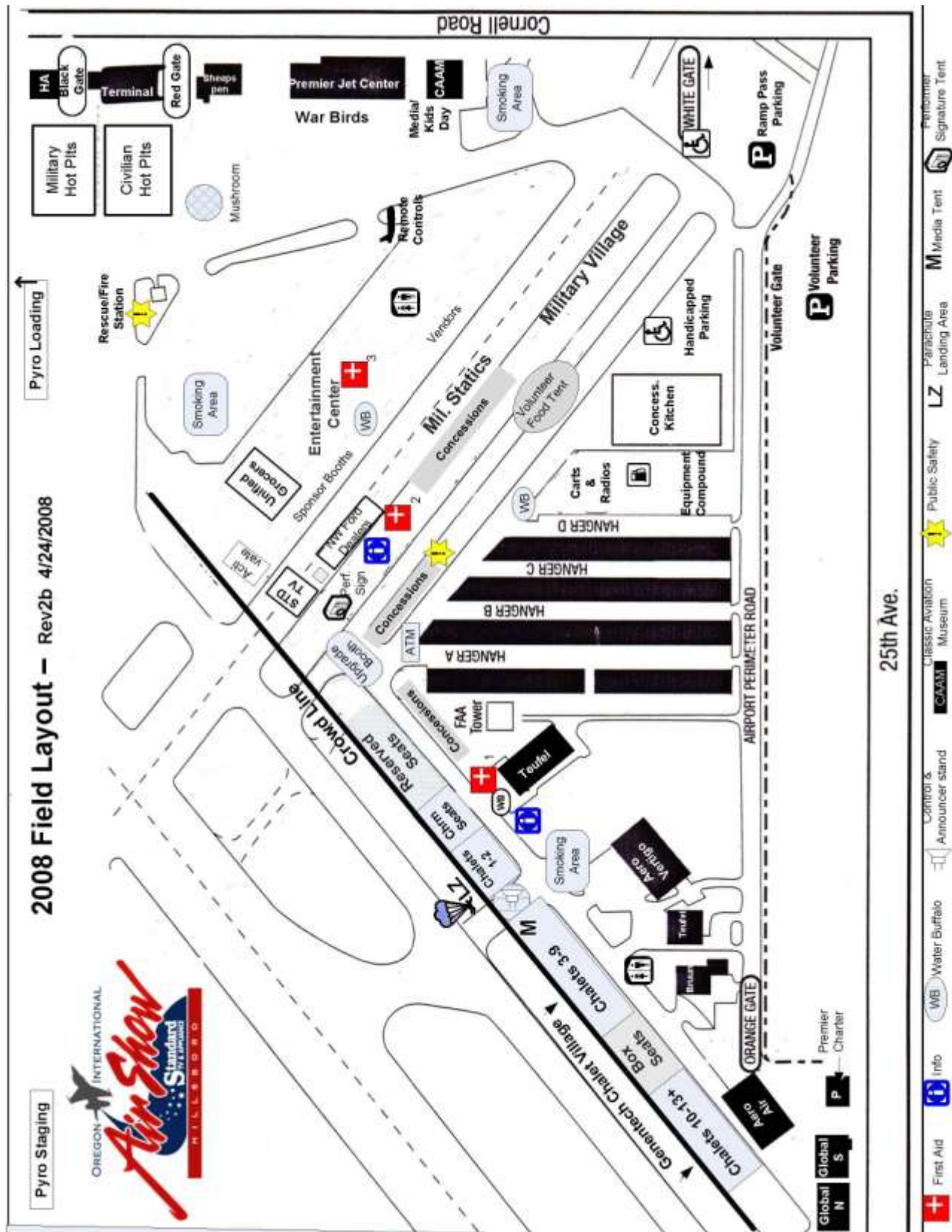
## Field Legend

101. STANDARD TV & APPLIANCE - 20X40 CANOPY, TURF FLOORING
102. FORD AUTO DEALERS
103. RADIO DISNEY - 10X10 CANOPY/TABLE/CHAIRS IN 10X20 SPACE
104. WIMBERLY FLYING TOYS
105. K103/KEX - 10x10 CANOPY/TABLE/CHAIRS
106. PENGUIN WINDOWS
107. COSTCO - 10X20 CANOPY/TABLE/CHAIRS
108. COMMUNITY NEWSPAPERS, INC/ PORTLAND TRIBUNE - 10X10 CANOPY/TABLE/CHAIRS
109. SUPERIOR EXPERIENCE SERVICES
110. CLEAN AIR ENDUSTRIES
111. KUIK - 10X20 CANOPY/TABLE/CHAIRS
112. ABC SPECIALTY
113. 800-GOT-JUNK
114. MAHOGANY IMPORTERS – PC 10X20 (EXPECTED TO CANCEL)
115. FAA
116. WEST COAST VINYL
117. HOMELAND FIREWORKS - 10X20 CANOPY/TABLE/CHAIRS
118. RESCUE TAPE
119. FULL GOSPEL BUSINESSMEN FELLOWSHIP
120. ALLSTATE - 10X10 CANOPY/TABLE/CHAIRS
121. MR. SMOOTHIE
122. RED CROSS BLOODMOBILE
123. DHS FOSTER CARE – 10X10 CANOPY
124. GLEAMING THE VIEW
125. ROGUE IMPORTS – 10x20 CANOPY
126. CANOPY COMFORT
127. DIGNITY MEMORIAL
128. AMBRUSO'S ITALIAN ICE
129. KETTLEKORN MANIA
130. UNIFIED GROCERS - 6X83 CANOPY
131. PLAYSTATION
132. FAIRGROUNDS REVITALIZATION – 10X10 CANOPY
133. H2OREGON - 10X10 CANOPY/TABLE/CHAIRS
134. DAVIS ENTERTAINMENT
135. 24 HOUR FITNESS
136. SOLARWORLD - 10X10 CANOPY/TABLE/CHAIRS
137. HILLSBORO AVIATION - 10X20 CANOPY/TABLE/CHAIRS
138. HISTORY IMAGE
139. TROPIC BARS
140. ACTIVATE CELLULAR - 20X20 CANOPY/2 TABLES/4 CHAIRS
141. OREGON DRIVERS - 10X20 CANOPY
142. ISLAND DAYDREAM—IN MILITARY VILLAGE
143. CLEAR SIGNAL
144. PROVIDENCE HEALTH & SERVICES – 10x20 CANOPY
145. KAPLAN ACADEMY
146. EAA – PC 10X10 IN 10X20 SPACE

**MAPS & OTHER  
INFORMATION**

**INCIDENT NAME**  
2008 Oregon International Airshow - Hillsboro

**INCIDENT DATE**  
August 10, 2008

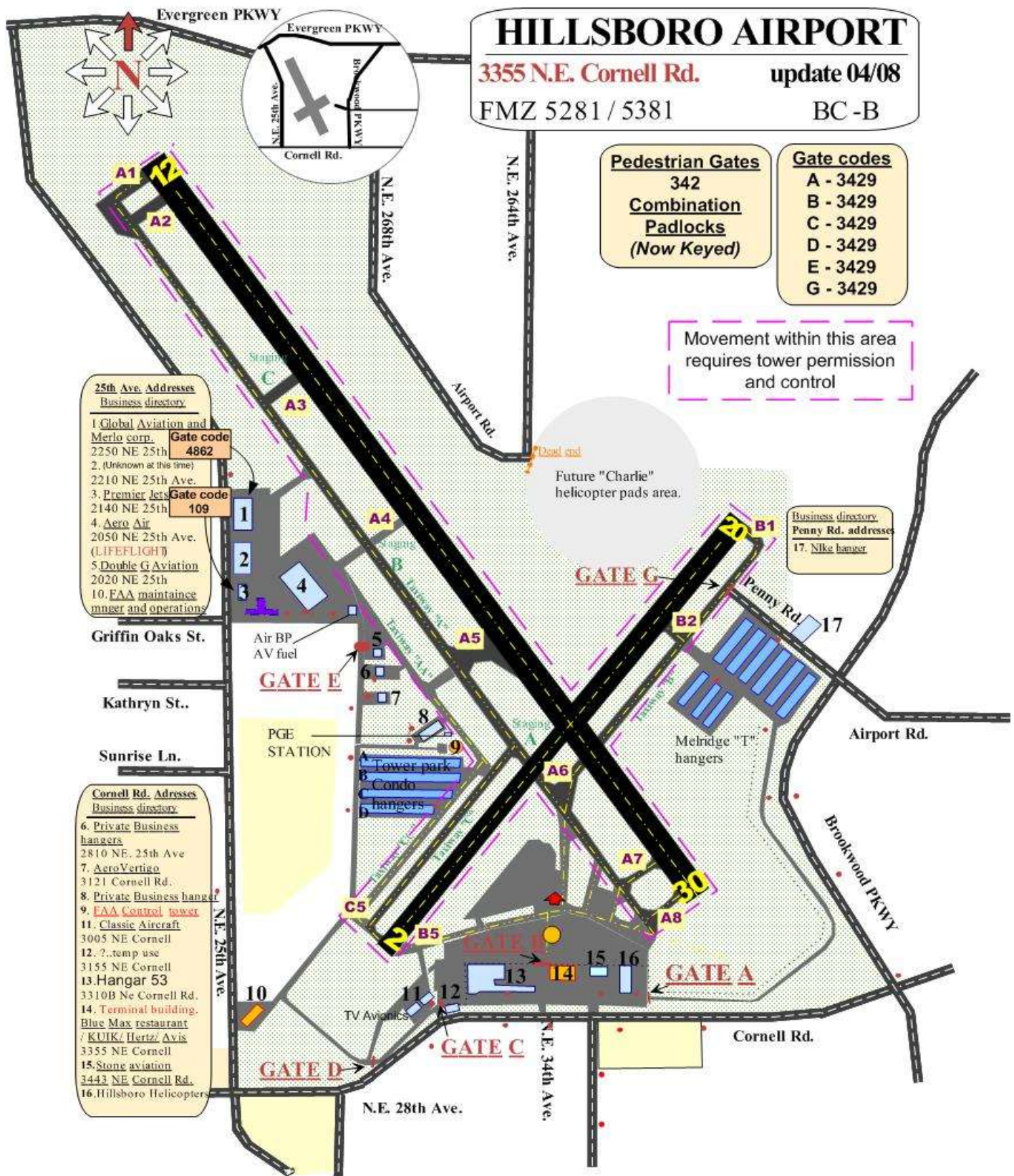


PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): Don Schallberger for IC Burnett/Skinner

**MAPS & OTHER  
INFORMATION**

**INCIDENT NAME**  
2008 Oregon International Airshow - Hillsboro

**INCIDENT DATE**  
August 10, 2008



PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): Don Schallberger for IC Burnett/Skinner

<b>MAPS &amp; OTHER INFORMATION</b>	<b>INCIDENT NAME</b> 2008 Oregon International Airshow - Hillsboro	<b>INCIDENT DATE</b> August 10, 2008
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<b>PREPARED BY</b> John Rinier / Jason LeCorre / Planning Chiefs	<b>Page 23 of 24</b>
<b>APPROVED BY (Name and Position):</b> Don Schallberger for IC Burnett/Skinner	

**MAPS & OTHER  
INFORMATION**
**INCIDENT NAME**

2008 Oregon International Airshow - Hillsboro

**INCIDENT DATE**

August 10, 2008

2008 Oregon International Airshow-Hillsboro  
Performance Plan, Subject to Change  
**Sunday, August 10, 2008**

Updated 8/1

PERFORMER	BEGIN	DURATION	END	START	CALL	HOLD FIX	MAX ALT
<b>Briefing at Hospitality</b>	<b>0900a.m.</b>						
<b>Golden Knights takeoff and drift</b>	11:00	0:05	11:05	Grnd	Knights Air	HIO	13,000
<b>EAA Flight &amp; Klatt takeoff</b>	11:06	0:20	11:26	Grnd	Magneto Flight	West	3,000
<b>Powered Paraglider</b>	11:27	0:10	11:37	Grnd	Parglider	HIO	3,000
<b>CAP Color Guard</b>	11:38	0:05	11:43	Grnd	Color Guard	HIO	0
<b>Anthem, Flag Jump, Klatt Circle</b>	11:44	0:08	11:52	Air	Knights Air	HIO	13,000
<b>Golden Knights Full Show</b>	11:53	0:27	12:20	Air	Knights Air	HIO	13,000
<b>OANG F-15's</b>	12:21	0:10	12:31	Air	Redhawk	BANKS	15,000
<b>World Strongman</b>	12:32	0:15	12:47	Grnd	Strongman	HIO	0
<b>Bud Granley T-6</b>	12:48	0:13	13:01	Grnd	T-6	West	3,000
<b>Sport Copter</b>	13:02	0:12	13:14	Grnd	Sportcopter	West	2,000
<b>Hammerhead Aerobatics</b>	13:15	0:12	13:27	Grnd	Sukhoi	West	4,000
<b>Viper West F-16 &amp; Heritage</b>	13:28	0:25	13:53	Grnd	Viper	West	15,000
<b>C-17 Fly By</b>	13:54	0:10	14:04	Air	Husky	BANKS	5,000
<b>Team Rocket</b>	14:05	0:10	14:15	Grnd	Team Rocket	West	5,000
<b>John Mrazek</b>	14:16	0:12	14:28	Grnd	Harvard	West	3,000
<b>Red Bull MiG with pyro</b>	14:29	0:14	14:43	Grnd	Pit Bull	West	12,000
<b>Oregon Model Aerobatic Team</b>	14:44	0:13	14:57	Grnd	Models	HIO	2,000
<b>Granley's Dual Yaks</b>	14:58	0:15	15:13	Air	Yaks	West	3,000
<b>Hornet F-18 Demo &amp; Legacy</b>	15:14	0:22	15:36	Grnd	Hornet	West	15,000
<b>Smoke 'n' Thunder Jet Car</b>	15:37	0:10	15:47	Grnd	Jet Car	HIO	2,000
<b>Klatt t.o. climb &amp; Patriots t.o.</b>	15:48	0:03	15:51	Grnd			8,000
<b>John Klatt</b>	15:52	0:12	16:04	Air	Staudacher	West	4,000
<b>Patriots Jet Team</b>	16:05	0:22	16:27	Air	Patriots	South	8,000

PREPARED BY John Rinier / Jason LeCorre / Planning Chiefs  
APPROVED BY (Name and Position): Don Schallberger for IC Burnett/Skinner

# PRIVATE SECURITY

OIA uses a private security company starting 3 days before the Air Show to provide:

- Gate security
- Night security
- Alcohol monitoring in spectator areas
- Flight line security

This is for the protection of the aircraft, the airfield and for the protection of business tenants located on the airfield. Below is an example of a contract and timeline that the services are used.

## CONTRACT EXAMPLE

This agreement is entered into this day July 12, 2009 by and between:

Oregon Intl. Airshow in Hillsboro  
Judy Willey - President  
PO BOX 37  
Hillsboro, OR 97123  
Office: 503.475.8435

Security Co Name  
Contact Person  
Address  
Address

NOW THEREFORE, It is agreed between the parties hereto as follows:

For and in consideration the hourly rate for each staff member is **\$13.80** Estimated hours/price of **\$3,753.60**, Details Attached.

\_\_\_\_\_ agrees to serve as event staffing for the listed events and dates: Payment will be settled by the end of each event. Payment arrangements are agreed upon by both parties.

**II.** In performing the above personal and/or professional service, it is understood and agreed that:

1. \_\_\_\_\_. is engaged as independent contractor and will be responsible for all liabilities that any \_\_\_\_\_ staff is responsible for.
2. Contractor will not be eligible for any benefit from this contact payment of Federal, Social Security, State, Workman's Compensation, Unemployment Insurance or Public Employee's Retirement System, except as a self-employed individually.
3. \_\_\_\_\_. is engaged as an independent contractor and will responsible for any federal or state taxes applicable to this payment.
4. Oregon International Airshow will be responsible for all legal and court fees if the final bill is not settled and if we need to go to do process thru any arbitration and/or thru the legal system
5. \_\_\_\_\_ is responsible for on-premises liability only. This on-premises meaning states the address of location were the event is taking place only.

**III.** This contract and any amendments to this contract will not be effective until approved by \_\_\_\_\_ and Columbia County Fairgrounds.

**IV.** It is certified by the request in appropriation of limitation.

CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ DATE \_\_\_\_\_

Judy Willey  
Hillsboro Oregon International Airshow

# Private Security Coverage/Expense

## Oregon International Airshow in Hillsboro Oregon

## PRIVATE SECURITY SCHEDULE

Contact Judy Willey - President  
Phone 503-475-8435  
PO BOX 37  
Hillsboro, Oregon 97123

Quote Revised 07/10/09

Date	Amount	Position	Location	Start	End	Hrs	Tot. Hrs	Rate	Total Hrs
Thursday, August 27, 2009		Guard Show	VIP GATE	7:00 AM	10:00 PM	15		\$ 13.80	\$ 207.00
Thursday, August 27, 2009		Guard Show	WHITE GATE	7:00 AM	10:00 PM	15		\$ 13.80	\$ 207.00
Thursday, August 27, 2009		Guard Show	AIR SHOW OFF GATE	8:00 AM	6:00 PM	11		\$ 13.80	\$ 151.80
Thursday, August 27, 2009		Guard Show	AERO AIR	7:00 AM	7:00 PM	12		\$ 13.80	\$ 165.60
Friday, August 28, 2009		Guard Show	WHITE GATE	6:00 AM	8:00 PM	11		\$ 13.80	\$ 151.80
Friday, August 28, 2009		Guard Show	VIP GATE	6:00 AM	5:00 PM	11		\$ 13.80	\$ 151.80
Friday, August 28, 2009		Guard Show	AERO AIR	8:00 AM	6:00 PM	10		\$ 13.80	\$ 138.00
Friday, August 28, 2009		Guard Show	AIR SHOW OFF GATE	8:00 AM	6:00 PM	10		\$ 13.80	\$ 138.00
Friday, August 28, 2009		Guard Show	BLACK GATE	5:00 AM	8:00 PM	9		\$ 13.80	\$ 124.20
Friday, August 28, 2009		Guard - Overnight	VIP GATE	10:00 PM	7:00 AM	9		\$ 13.80	\$ 124.20
Friday, August 28, 2009		Guard - Overnight	WHITE GATE	10:00 PM	7:00 AM	9		\$ 13.80	\$ 124.20
Friday, August 28, 2009	3	Alcohol Monitor	ALCOHOL MON.	5:00 PM	10:00 AM	5	15	\$ 13.80	\$ 207.00
Friday, August 28, 2009	2	Alcohol Monitor	ALCOHOL MON.	7:00 PM	10:00 AM	3	6	\$ 13.80	\$ 82.80
Saturday, August 29, 2009		Guard Show	AIR SHOW OFF GATE	8:00 AM	5:00 PM	9		\$ 13.80	\$ 124.20
Saturday, August 29, 2009		Guard Show	BLACK GATE	8:00 AM	1:00 PM	5		\$ 13.80	\$ 69.00
Saturday, August 29, 2009		Guard Show	WHITE GATE	8:00 AM	12:00 PM	4		\$ 13.80	\$ 55.20
Saturday, August 29, 2009		Guard - Overnight	VIP GATE	5:00 PM	7:00 AM	14		\$ 13.80	\$ 193.20
Saturday, August 29, 2009		Guard - Overnight	WHITE GATE	5:00 PM	7:00 AM	14		\$ 13.80	\$ 193.20
Saturday, August 29, 2009	3	Alcohol Monitor	ALCOHOL MON.	11:00 AM	3:00 AM	4	12	\$ 13.80	\$ 165.60
Saturday, August 29, 2009	3	Alcohol Monitor	ALCOHOL MON.	12:00 PM	4:00 PM	4	12	\$ 13.80	\$ 165.60
Sunday, August 30, 2009		Guard Show	BLACK GATE	8:00 AM	1:00 PM	5		\$ 13.80	\$ 69.00
Sunday, August 30, 2009		Guard Show	WHITE GATE	8:00 AM	12:00 PM	4		\$ 13.80	\$ 55.20
Sunday, August 30, 2009		Guard - Overnight	VIP GATE	5:00 PM	8:00 AM	15		\$ 13.80	\$ 207.00
Sunday, August 30, 2009		Guard - Overnight	WHITE GATE	5:00 PM	8:00 AM	15		\$ 13.80	\$ 207.00
Saturday, August 29, 2009	3	Alcohol Monitor	ALCOHOL MON.	11:00 AM	3:00 AM	4	12	\$ 13.80	\$ 165.60
Saturday, August 29, 2009	2	Alcohol Monitor	ALCOHOL MON.	12:00 PM	4:00 PM	4	8	\$ 13.80	\$ 110.40
Total Positions		20				231		\$ 3,753.60	

	Overnights
	Day / Show
	Alcohol Monitor

## **INSURANCE**

Every Air Show must carry an adequate insurance policy. The amount of insurance is usually determined by the state you live in and the airport or location of the air show. OIA carries more than what is deemed adequate by choice of the Air Show Board. The Hillsboro Airport is surrounded by residential areas and overall safety is always a very high priority - which includes a \$20M insurance policy as well as volunteer insurance, vehicle insurance, property insurance and additional liquor liability insurance.

Insurance is one of the largest budget areas in the OIA budget; however, it is also one of the most important. OIA also carries Directors & Officers Liability insurance for the Board of Directors. OIA uses Insurance Technologies and Programs - an ICAS approved insurance company.

## **FAA**

The FAA is your regulator and clearly delineates their standards in their Flight Standards Information Management System; (8900.1, Vol. 3, Chapter 6) Issue a Certificate of Waiver or Authorization for an Aviation Event. It is important that there is a good working relationship and communication between the local FAA and the Air Show. The primary liaison with the FAA must have thorough knowledge of Chapter 6 while others need to have a good general knowledge to foster this relationship. An attitude of safety and compliance will go a long way toward smoothing the process. Showing them chapter and verse compliance from their standards at the outset will avoid time consuming conflicts. It is OIA's responsibility to design the aerobatic areas, spectator areas, create a safety plan and plan security. It is the FAA's role to verify compliance and approve the plans. The FAA will usually offer suggestions where they see room for improvement.

OIA meets approximately 3 times during the calendar year with FAA officials to review plans and layouts. In addition a representative from the FAA attends all Air Show committee meetings throughout the year. The Air Boss makes a point of meeting with the group of FAA inspectors that will be overseeing the show several days before the event for a complete review. This review includes all performer information, aircraft/pilot inspection times, schedules, CFR availability, Public Safety and emergency plans. During the Air Show, the FAA Inspector in Charge (IIC) attends all pilot briefings lead by the Air Boss, monitors the show at the control point and has inspectors in other areas observing the event reporting to the IIC.

The FAA is the authority for ensuring performers are current in their certification and that their aircraft is airworthy. OIA endeavors to provide the inspectors with as much information as possible well before the show so they can check their database for any discrepancies. The goal is to discover paperwork issues early and clear up before a performer arrives at the show site. FAA inspects both performers and aircraft at the site before the show at a date & time specified in the Special Provisions of the Certificate of

Waiver. It is wise to arrange this with them to be at a time most performers will be available, preferably the day before the show begins with a secondary time several hours before the first air show flight operations. The FAA communicates with the Air Boss if issues exist.



## 2010 Road Closure Information

An aerobatic box (sterile area) will be required during all hours of the 2010 Oregon International Air Show on August 20-22, 2010.

### Road Closure Hours:

- Friday, August 20th: 12:30 pm – 3:00 pm and 6:30 pm – 10:00 pm.
- Saturday, August 21st: 10:30 am – 5:00 pm
- Sunday, August 22nd: 10:30 am – 5:00 pm

### Roads Closed (see map):

- Brookwood Parkway, between Dawson Creek Dr. and Cornell Rd. Business traffic to TriQuint will be allowed into the entryway of the business. Roads to the Hillsboro Library, School District office and other businesses on west side of NE Brookwood will be impacted but not closed to traffic. Through traffic will not be permitted.
- 264th and Evergreen Rd south towards Airport Rd.
- All of 268th south of Evergreen Rd to Airport Rd.
- Airport Rd. at TriQuint Semi Conductor south parking lot entrance closed at NE 48th.
- NE "T" Hangars on the airport
- NE Penny Way West of NE Brookwood

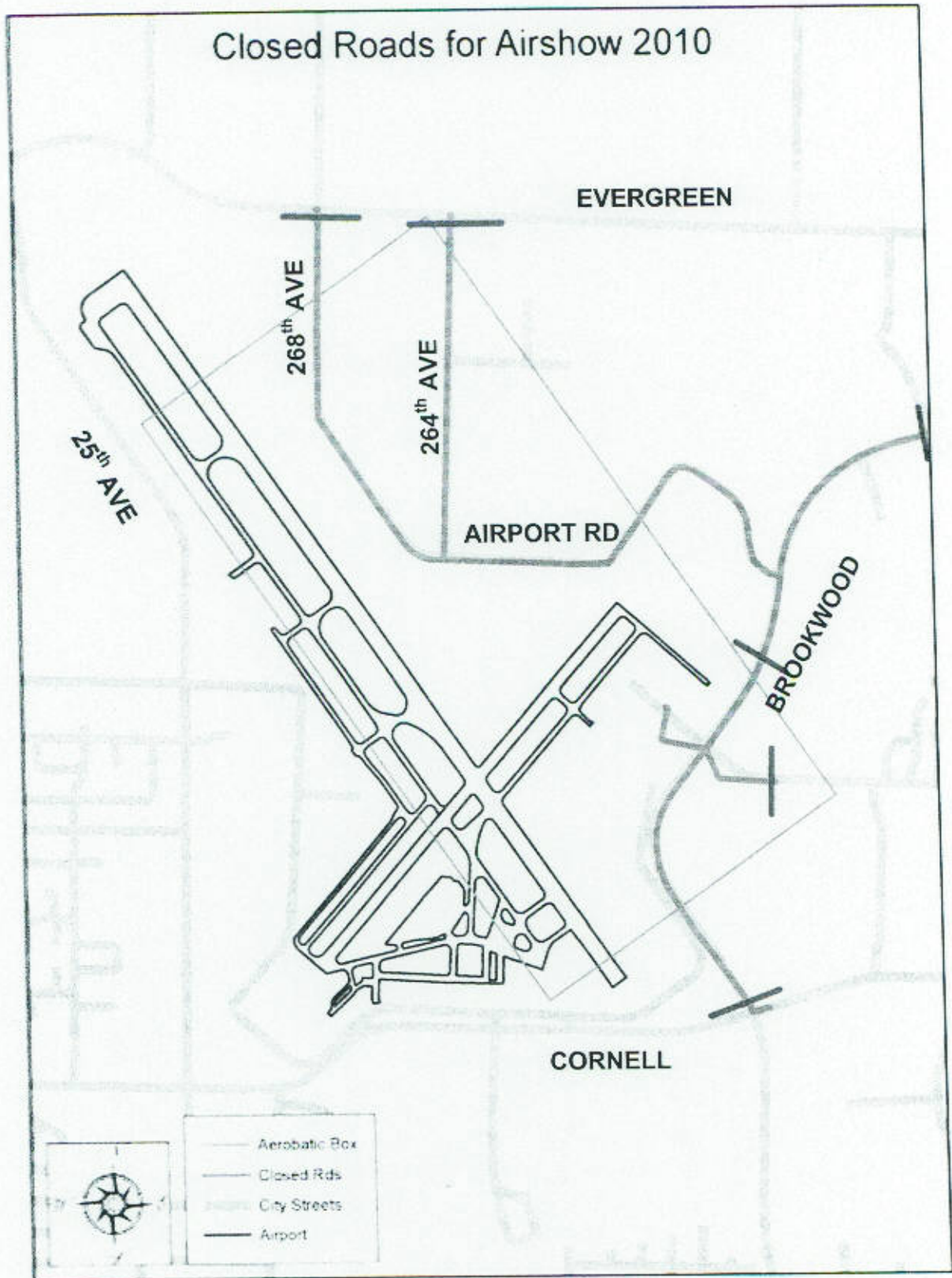
**Traffic Exit Plan immediately after Air Show  
Saturday/Sunday ~ 5:00 pm to ~7:00 pm**

There will be normal traffic flow during the Air Show excluding the above mentioned road closures due to the aerobatic box. In an effort to efficiently move both pedestrian and motor vehicle traffic in and out of the city, certain city streets will need to be closed for no more than two hours at the closing of the show.

- No traffic will be allowed to travel north on NE 25th from Cornell Road.
- No traffic will be allowed to travel east on Cornell Road from NE 25th.
- No traffic will be allowed to travel north on Brookwood Parkway from Cornell Road.
- No traffic will be allowed to travel north on Shute Rd from Cornell Road.
- No traffic allowed North on 51st from Cornell Road.
- All traffic leaving Washington County Fair Plex on NE 34th will be required to go East on Cornell Road.

**Questions should be directed to Lieutenant Henry Reimann or Sergeant Greenlee with the Hillsboro Police Department 503-681-6175.**

## Closed Roads for Airshow 2010





## SPECIAL EVENTS

Community Kids Day

Margaret Teufel Day

Charity Donation Event

\*Example: Charity Donation Event Agenda

\*Example: Grant Approval Letter

\*Example: Sponsor Invitation Letter

\*Example: Grant Rejection Letter

Fly - In

Veterans Chalet

Golf Tournament for Veterans

ICAS Convention

## COMMUNITY KIDS NIGHT


With the partnership of corporate sponsors, this air show performance is a special night for kids in two ways – offering free/discounted admission for kids (two kids free with one paying adult when a \$3 school supply is donated at the gate) and providing support of local schools. In 2009 over \$850 in school supplies were provided to local schools.

This performance usually has less attendance than the full day shows so the kids are able to get more personal contact with performers and pilots of military statics than the other days. Other special experiences are the ability to meet and talk with the performers as they get performer signatures on posters provided by the Air Show. Kids can have their photographs taken with a performer, scamper up a stand and look into a static display military cockpit, and climb a rock wall provided by local military recruitment centers. The evening culminates with a grand finale fireworks display.




**US BANK**  
**COMMUNITY KIDS**  
**NIGHT, POWERED BY**  
**RADIO DISNEY AND KOIN TV**

A key part of U.S. Bank Community Kids Night is giving back to our local communities. This year the Oregon International Air Show, in partnership with corporate sponsors, U.S. Bank, Radio Disney and KOIN local 6 NEWS hosted a school supply drive to support elementary schools and kids in Washington County.

For every adult reserve seat ticket purchased up to two kids were able to FLY FREE when they made a school supply donation of \$3.00 or more (per child) at the entry gate.



Kids enjoyed FREE access to Entertainment Center and Kids Zone activities from 5:00 to 7:00PM, including, a NASA exhibit, an assortment of bouncy rides, a paper airplane tossing competition hosted by Radio Disney and other fun activities. The evening culminated with a grand finale fireworks display presented by ATG and Homeland Fireworks - a kid and crowd favorite!



## MARGARET TEUFEL DAY

This special kids day hosts physically challenged and economically disadvantaged children and their chaperones. A minimum of 800 guests are invited from nationally known and local non-profits such as Make A Wish, Special Olympics, Shriners Hospital, Big Brothers Big Sisters, Boys and Girls Club, Foster Parents Association, The A.R.C., Oregon Youth Authority, Portland MS Society, St Mary's Home for Boys, Children's Cancer Association, and Washington County Health and Human Services.

Guests are provided

- Reserved seats
- On-site parking
- Shuttle service to and from parking
- Lunch and beverages
- Performer poster.

Local businesses donate items such as Frisbees, pens, stickers and candy. A group of volunteers who return year after year (some for more than 15 years) assist in serving lunch, helping guests to and from their cars, and ensuring all have a great day. For many of these guests, this day is the only opportunity to participate in an outdoor event all year.

### ***CELEBRATING Special Kids Day IN HONOR OF MARGARET TEUFEL***

The Oregon International Air Show, presented by Standard TV & Appliance, is proud to dedicate the annual Sunday "Special Kids Day" in memory of the late Margaret Teufel of Hillsboro, Oregon. Margaret Teufel was a great role model in the community and an extraordinary teacher. She dedicated her life to education and was the first person to be named "National Teacher of the Year" in 1955. Following her marriage to John Teufel, the couple founded Oregon Roses, a premier grower of roses and greenery located in Hillsboro. Margaret incorporated her love of roses into her community service and provided teachings in floral agriculture to more than 100 Japanese students. She also founded the Blood for Roses program, in which she gave a dozen roses to each person who donated blood.

Margaret passed away at the age of 90 in April 2003.



## **VETERANS CHALET**

While the Air Show provides free general admission entry to all active, honorably discharged and retired veterans, a private sponsor goes one step further and offers a complimentary chalet for up to 300 veterans per day of the Air Show. Veterans apply for the complimentary tickets and the sponsor selects the attendees, giving priority to older veterans and/or a segment of the military population. For example, in 2010 the chalet will be exclusively honoring the members of the Veterans of Foreign Wars of the United States and the Ladies Auxiliary to the Veterans of Foreign Wars.

Guests are provided

- 2 chalet admission tickets
- 1 VIP parking pass
- Covered area and umbrella tables
- Catered food and beverages
- Performer visits and signature opportunities

## **GOLF TOURNAMENT FOR VETERANS**

OIA continues to look for ways to support military veterans and their families. A new fundraising event - 'The Walking Point\* Charity Golf Tournament' - was developed this year. The committee is comprised of veterans and air show volunteers. This special event will be held Friday morning of Air Show weekend and involve several of our air show performers, celebrities, sponsors and community golfers. All net proceeds will be placed in a designated Air show account and will be used to provide assistance to veterans and veteran organizations.

\*Walking Point is a term used in the military to refer to the person in the formation that assumes the first and most exposed position in a combat position, that is, the lead soldier advancing through hostile or unsecure territory.

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## **CHARITY DONATION EVENT**

A two hour public presentation event is held in January at the key OIA sponsor's site to officially award OIA's donations to non-profits. Media is invited and each non-profit is handed a poster-sized check by one of our supporting sponsors. Both the key sponsor and the Oregon International Air Show President speak at the event. Photographs are taken and shared back to both the sponsors and the non-profits along with a brief summary of OIA's mission and contributions for that year. This allows them in-turn to publish this event and donation to their clientele and supporters. OIA requests each non-profit to show how they communicated the donation back to their organization.

## **FLY-IN**

OIA celebrates the opening of Air Show weekend on Thursday night with a special invite only dinner party for key volunteers, performers and VIP guests of OIA. All city, county and state leaders are included in this celebration. Approximately 600 people join us at an estate home with a spectacular view of the city.

The FLY IN includes a sponsored dinner, beverages, music and usually performer entertainment (Golden Knights jump in the estate backyard). There is a short program where performers and special guests are introduced and the Volunteer of the Year is recognized.

OIA uses this event to thank and congratulate all who help make the Air Show successful in Hillsboro and a great way to kick off the long weekend!

## **ICAS CONVENTION**

Oregon International Air Show strongly supports ICAS and participates in its annual convention held in early December. Each year 4-10 delegates attend for:

- Training of our key volunteers and Board members
- Review of current performers and selecting the slate of performers for the upcoming year
- Networking with other air show organizers
- Presenting our experiences



**MONDAY, JANUARY 11, 2010  
STANDARD TV & APPLIANCE  
BEAVERTON, OR Conference Room**

Contacts: Judy Willey (President), Keith Peal (Air Show Board Chair)

**AGENDA - 11:00 AM**

Chair Peal welcomes all guests, sponsors and Air Show committee members

Chair Peal gives brief explanation of this special event

Chair Peal recognizes elected officials

Mayor of Hillsboro – Jerry Willey

Hillsboro Chief of Police – Lila Ashenbrenner

Hillsboro Fire Chief – Gary Seidel

Hillsboro Assistant City Manager – Ellen Connelly

**Chair Peal introduces Mayor Willey – Jerry to speak for the City**

**Chair Peal introduces Bill Gander: Standard TV and Appliance: 11:15 AM**

Bill will share a little about Standard TV and Appliance & their support of the air show event (5-10 minute).

Chair Peal introduces Past Chair – Steve Callaway who will share PR info about Air Show.

**Potential Talking Points**

- **Mission of the Air Show**
- 2009 was 22nd<sup>t</sup> year of the Air show and Standard's 5<sup>th</sup> year as presenting sponsor
- The grand total for 2009 donations was over \$78,000: Over 80 nonprofit organizations received cash and donation packages in 2009.
- Over the 22 years the AS has donated more than 1,097,000 to local non-profits.

**2010 AIR SHOW! AUGUST 20-22 FEATURING THE PATRIOTS JET TEAM – ONLY CIVILIAN TEAM IN U.S. AND THE HARRIER DEMONSTRATION TEAM. EXCELLENT LINE UP PLANNED – VISIT [WWW.OREGONAIRSHOW.COM](http://WWW.OREGONAIRSHOW.COM)**

Chair Peal introduces President Judy Willey

Presentations to recipients begin – Judy introduces sponsors

Bill Gander – STVA – will be the first sponsor presenter to the Boys & Girls Club



To:

From: Judy Willey, President  
503-475-8435

Re: **Air Show Grant for 2009**

CONGRATULATIONS! The Oregon International Airshow presented by Standard TV & Appliance has approved a grant for your organization of \$ from the 2009 Air Show funds. We are very excited to be able to help worthy non profit organizations every year. The 2009 donation total will exceed \$65,000 and bring the overall air show donation total to over \$150,000,000. With the state of the economy, it is not surprising that we received more grant requests than we could actually accommodate this year. This made it necessary to carefully evaluate the mission and goals of each non profit and make some very hard decisions.

**PLEASE MARK YOUR CALENDARS! IT IS IMPORTANT WE HAVE SOMEONE AT THIS EVENT TO RECEIVE YOUR DONATION.**

**GRANT PRESENTATION CEREMONY: Monday, January 11, 11:00 am at Standard TV & Appliance Conference Room, 3600 SW Hall Blvd, Beaverton, OR 97005.** We will be making your special check presentation at this time. Please RSVP (see contact below) with name(s) of those attending **by Thursday, January 7!**

It is important that together we communicate how Air Show dollars help make a difference which is why we ask you to share your story via your newsletter, website or at special events. Please send us a copy and summary of how you shared the news.

2009 was another excellent year for the Air Show. We celebrated our 22nd year with over 80,000 people! Each year the Oregon International Airshow serves over 50 charities with net profit dollars from this event. We encourage you to become involved in the Air Show in some fashion. We are a volunteer-based organization and count on your time and effort to help this event succeed. It is a rewarding use of volunteer time and makes it possible for us to help worthy organizations like yours with the net proceeds.

2010 Air Show Update! On August 20-22 Oregon International Air Show will feature the Patriots Jet Team as well as several outstanding military and civilian performers! Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for more information.

Please feel free to contact me if you have any questions. We are always happy to do special presentations on the Airshow, its goals and mission.

**PLEASE RSVP TO: Susan Warrens 503-629-0706; [Warrens@wwdb.org](mailto:Warrens@wwdb.org)**





To:

From: Judy Willey, President  
503-475-8435

Re: 2009 AIR SHOW GRANT AWARDS CELEBRATION

The Oregon International Air Show presented by Standard TV & Appliance will once again be supporting many charities and non profit organizations with 2009 Air Show dollars. We realize that moments like this happen because of your commitment to the Air Show! We invite you to participate in this special ceremony as a presenter of one of the charity awards. It is a great honor to be able to make a difference for so many non profit organizations and we would like to share this moment with you! The 2009 donation total will exceed \$78,000 and bring the overall air show donation total to \$1,097,127. Even though we were not able to fund every single request made this year – 2009 Air Show dollars will impact over 80 non profit organizations. We know that every dollar will count during these hard economic times.

Please join us at this brief ceremony on Monday, January 11 at 11:00 AM – Standard TV & Appliance Conference Room, Beaverton, Oregon. As a presenting sponsor, we would like you to introduce one of the selected charities and present the recipient with their donation check. We will provide you with the pertinent information which will make it very easy for you!

**Please RSVP asap but no later than Friday, January 8 to Kasi Woidyla.** See pertinent information below.

2010 Air Show Update! The Air Show will be held August 20-22 featuring the Patriots Jet Team and the Harrier Demo Team. Please mark your calendar and join us for another exciting year!

Please feel free to contact me if you have any questions.

RSVP: Kasi Woidyla; 503-312=7425;

Thank you and Happy New Year!



Date: December 30, 2009

To:

From: Judy Willey, President  
503-475-8435

Re: Air Show Grant for 2009

Thank you for your application to receive 2009 Air Show dollars. We have just completed the review process and regret that we are unable to accommodate your request this year. We received a large number of applications, all of which are certainly worthy projects!

Each year the Oregon International Air Show serves over 50 charities with net profit dollars from this event. Over the past 23 years – the Air Show has given over \$150,000,000 to non profit organizations & charities. One of the best ways for your organization to receive funding is through our volunteer program during Air Show weekend. If possible, we strongly recommend that you consider working at the event. We support over 25 additional non profits like yours in this manner. It is a rewarding use of volunteer time and helps us help organizations like yours.

2010 Air Show Update: The event weekend will be August 20-22. We will be featuring the U.S. Patriots Jet Team as well as many other excellent military & civilian acts. Please visit [www.oregonairshow.com](http://www.oregonairshow.com) for more detailed information on the event and volunteer possibilities.

Please feel free to contact me if you have any questions. We encourage you to apply again in 2010 and to consider being part of our volunteer team.

Oregon International Airshow  
PO Box 37, Hillsboro, OR 97123  
503-629-0706

Total: 21,000