

An RPA Fly-In

Site Survey Checklist

Note: This icon "➔" denotes a tip from past event staff!!

ON RAMP Facilities

- **Fuel & Consumables**
 - **Price. Document rate of discount**
 - **Availability (hours)**
 - **Response time**
 - **Tag n Go system**
 - **Oil availability**
 - **Compressed air**

➔ Fuel should be competitively priced with scheduled truck service using a "prop tag" system.

- **Ramp & Parking**
 - **Common space**
 - **Tie down chocks/lines**
 - **Distance to run-up**
 - **Sealed ramp condition**
 - **Distance to vehicles pickup,**

➔ Ramp should be secure, well away from GA aircraft, and as close to run-up pad as possible

➔ You can make your own chocks out of 2X4 from home depot and advise attendees to bring tie down rope!

➔ Ask the FBO to give you on-ramp vehicles or authorize yours for crew transport

- **RSU**
 - **Hand held radios available FBO**
 - **Location**
- **Hanger / Maintenance facility**
 - **Equipment (metric/h.p air/jacks)**
 - **Jets need NITROGEN!!**
- **Taxi and runways**
 - **Condition**
 - **Restrictions**
 - **Lighted**
 - **Instrument approaches**

An RPA Fly-In

OFF RAMP on site facilities

○ FBO

- Distance from ramp
- GA/CORP traffic
- Scheduled traffic
- Discrete frequency availability
- Audio visual support eqmnt
- Bathrooms
- Fax, Copy and Internet

○ Mission Planning Facility

- Distance from Ramp
- Seating available
- Phone support
- Radio reception
- Air conditioning/heating
- Individual briefing rooms
- AWOS/ASOS support
- Internet

○ MOGAS

- Location/driving distance

○ Fast food

- Location/driving distance
- Available for on-site support

○ Club

- Food
- Bar

○ Food Vendors

- Available for mass delivery
- Full catering lunch
- BBQ and Beer festival

➔ Although you may want to head to Cosco and bring the pallet of bottled water or igloos of punch, we suggest always hire catered food for breakfast and lunch on the ramp – meal support is a pain for organizers. Insure the caterer or you include in-between snack food such as a basket of apples.

An RPA Fly-In

OFF RAMP off site facilities

- **Kinkos! For last minute copies**

- **Rental Car**

- **Location/driving distance**
- **Delivered**
- **Rate**
- **Vans**
- **Payment plan**
- **Insurance coverage**

- **Hotel**

- **Location/driving distance**
- **Rate**
- **Payment plan**
- **Pickup and deliver**
- **Cable**
- **Laundry**
- **Breakfast**
- **Bar**

- **Hardware store**

- **Location/driving distance**
- **Metric availability**

- **Scuba**

- **Location/driving distance**
- **Refill cost**
- **Tank rental cost**

- **Bar**

- **Location/driving distance**
- **Pool table**
- **Liquor/beer discount**

- **Restaurants – breakfast**

- **Location/driving distance**
- **Deals**

- **Restaurants – Lunch**

- **Location/Driving distance**
- **Catering to on site facility**
- **Deals**

- **Restaurants – Dinner**

- **Location/driving distance**
- **Associated bar**

An RPA Fly-In

ATC

Tower

- Location/number
- Manager
- Cab supervisor
- Shift change_____
- Familiarity with ops
- Use of unique call signs

RAPCON

- Location/number
- Manager
- Shift Supervisor
- Familiarity with ops
- Use of unique call signs

Flight Service

- Location/number
- Branch Manager
- NOTAMS for our SUA

FAA

FSDO

- Location/Number
- Branch Manager
- Familiarity with ops
- Use of unique call sign app
- Aerobatic box airspace app
- Other docs / deadlines
- Operating restrictions

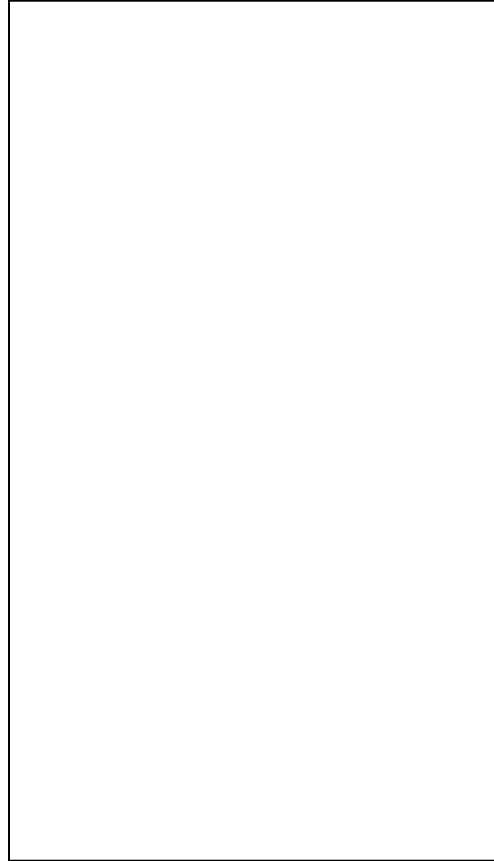
AIRSPACE

- Associated Class B or C airspace
- Departure / Arrival restrictions
- Noise abatement program, procedures
- Use of massed formation recoveries / overhead
- Airport and executive arrival/departure routes
- Surrounding GA airports and high density airspace
- Primary box location or Pie in the sky MOA system
- Secondary box location

An RPA Fly-In

❑ SPECIAL EVENT SUPPORT

- Photography
- RPA Merchandise Order
- Vendors
 - Parts
 - Airframes
 - Engines
 - Service
- Briefing / Scheduling Equipment
 - White boards
 - Overheads
 - Lap Tops
 - Projection Equipment
- Facility Environment (fans)
- Drinking water (igloos)
- Fast food snacks (chips, etc.)
- Outdoor BBQ facility



❑ Your Staff!!

- Air Operations Officer or Air Boss
 - Heads up flight scheduling
 - Go to guy for setting up the ramp side of the fly-in
- Ground Operations Officer or Ground Boss
 - Heads up registration and moves the off ramp itinerary
 - Sets up all contracts, such as catered food, rental van, hotels
- Finance Officer
 - Falls under ground ops, and can be the same person
 - Insures attendees fees are collected, accounts for sold merchandise and pays the caterers.

➔ Get the Boy Scouts, EAA, CoC or CAP to cook!

➔ Make a combined welcome package and save yourself a lot of repeated questions! The package should include all registration and hold harmless/legal docs, the itinerary, airspace layout and freqs and a map of the local area!

➔ Your ground ops officer and finance officer are perfect for a supportive wife/mate