

Guidelines for a Successful Fly-In

By Bob Kinney, President Colorado Pilots Association
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One of the major benefits of membership in the Colorado Pilots Association is association-sponsored trips to wonderful destinations throughout the western half of the U.S. These fly-ins range from single day visits to Colorado attractions to three or four day jaunts to more distant locals. In recent years, the sophistication of these trips has varied from roughing it at airport-centered campgrounds to enjoying “four star” accommodations at other destinations. We’ve hiked in chest deep mud in the slot canyons of Utah and attended a night of Shakespeare theater at another get-together. There’s something for everyone. One common thread runs through each fly-in. . .great folks, with a shared interest in flying, enjoying life together. This is all made possible by members willing to dedicate time sponsoring fly-ins to places they’ve only dreamed of visiting by air or places they’ve actually been to and want to share with friends. All CPA members are invited to share their flying world with others via a fly-in sponsorship. As a sponsor, you commit to planning the details for the event you’ve agree to host. The more attention you pay to those details the more enjoyable the time will be for all. It’s often not a small task, but it’s always rewarding. Give it a try!

One member of the CPA board of directors serves as the fly-in chairperson. That person is your contact for planning assistance and is the primary person you will report to during the whole fly-in process. He/she is there for support. Use them.

Planning Meeting

Once you’ve decided to host a fly-in, present your idea at the fly-in planning meeting held early each year. A group of like-minded CPA members gather to hear presentations from people, just like you, who have fly-in-related destination ideas. Answer three basic questions and you’re in! What, where, and when? It’s pretty much as simple as that! Be as elaborate or simple as you’d like when presenting your plan. Discussion will follow. Dates will be set, and by the end of the meeting the year’s fly-in schedule will be ready for publication.

Announcement Flyer

One of your early responsibilities will be to prepare a combination announcement flyer and registration form that will be mailed with a future issue of the CPA newsletter “Flightlines”. Once you’ve completed your flyer email it to the fly-in chairperson by the 15th day of the month prior to the month you want it distributed to the membership. For example, if you want your announcement to be mailed with the mid-April newsletter email it to the chairperson by March 15. This will allow time for review and forwarding for printing and mailing. (Generally, the monthly newsletter is mailed to the membership mid-month). Plan the distribution of your flyer to correspond with your registration deadline. You want at least two weeks from the time the flyer is in the member’s hand until the registration is due.

The purpose of this flyer is two-fold. It must “sell” your fly-in to the members and provide them a registration form to mail to you if they want to attend. On a single page, include specifics. What activities will the group be doing? Give a time and date of arrival. (Remember, there are fast and slow aircraft that will be attending so make your arrival plans to accommodate both). Give a departure time for the day of departure after the fly-in is over if you know it. It helps folks plan. Will there be happy

hour(s)? If so, what food and beverages should attendees bring? Are special clothes needed? Will attendees need extra money for entrance fees, registrations, etc.?

In the “mail in registration” portion of the flyer include cost per person; names and addresses of registrants; the cell phone number of the person to notify (usually you), in case the registrant needs to cancel at the last minute; the tail number of the aircraft; and emergency contact info: name and phone number. Since some people have no airplane but would still like to attend provide a space for that request. Also, leave a space for pilots willing to “share a ride”. This will allow you to match those needing rides with those willing to share a ride. A mention can be made for those wishing to register and pay on-line at the CPA web site.

When figuring your cost per person, base that cost on your projected expenses plus \$2- \$5 per person to cover printing and mailing costs and to provide a small buffer. Per person costs often include meals, transportation, and event admission. Note: It’s fine to let folks pay independently, when possible, such as meals on their own. It makes the host’s job that much easier. Generally, fly-ins pay their own way and it’s up to you, the host, to come as close as possible to making this an expense-neutral event for the association. It keeps our treasurer happy!

Try to keep your single page flyer attractive, yet functional so you and your prospective registrants can get as much as possible out of it. A sample format is included in this package to help with your planning. Design your own, using your own graphics or pictures, or copy what others have done.

Fly-in Planning–The Details

There are a number of other details needing attention. Much of this work can, and should, be done months prior to the fly-in. Many times reduced rates can be negotiated more easily when plans are made far in advance.

1. Arrange for transportation at the destination. Don’t overlook the availability of school buses, taxis, rental cars, airport courtesy cars, or any other means to move our people around. If you use rental cars for transportation you may use any agency you want in order to obtain the best rates. Note that Avis has issued an AWD#1NU07T for CPA car rentals. This number has resulted in very low rates on several occasions. Please use it if you wish. Fuel expense for rental cars can either be shared between riders in each car or paid for by one and reimbursed by CPA at financial accounting time. As host you’ll need to arrange for rental car drivers sometime before the fly-in to ensure you have enough drivers for the number of cars you’ve reserved.
2. Set up hotel/motel accommodations. This usually entails a simple phone call to arrange for a block of rooms to be set aside for the group with special rates, if possible. Does the facility offer an adequate cancellation policy in case bad weather forces cancellation? Are breakfasts included? Are there non-smoking rooms available?
3. If you’re planning meals when everyone will be eating together, make reservations accordingly. Will the restaurant allow multiple checks or will they require that one person pay the bill? Can folks order off of a menu or will selections be limited due to the group’s size? If you want to skip the burden of planning a meal for a large group it’s fine to allow folks to do meals on their own. It too, reduces host responsibilities.

4. Research happy hour locations. Does the hotel/motel have a pool, garden, or gazebo area that can be used for a gathering? Perhaps the facility has a room that can be used for little or no cost. Small parks near the motel/hotel work well. Will there be a happy hour each evening before dinner?
5. If your fly-in is in Colorado it can be very helpful to contact the CPA area representative for that area/airport. If done early in your planning process, it could result in lots of valuable help from a “local” that you hadn’t thought of. The area representatives are listed in each issue of “Flightlines” and they love to help.
6. Many times local media and chambers of commerce appreciate contact regarding plans for fly-ins. They often make a big deal out of the bunches of airplanes and oodles of pilots visiting their local airport. It’s one more way that the value of a local airport can be put in the spotlight which benefits us all.
7. It’s often helpful to develop a spreadsheet of those attending. Not only can it help you manage the event, but it can be emailed to those who register. People like to see who are coming to the fly-in they’re going to.
8. If expenses run higher than projected during a fly-in try “passing the hat”. It works. Our members are not only friendly—they’re generous.
9. Fill out and submit a copy of the “Fly-in Accounting Form” to the treasurer no later than one week after the fly-in. Include all of the registration checks and a “Request for Reimbursement” for any attendees who incurred personal expense such as rental car gas, etc. Note: When possible try to consolidate costs so the treasurer has to write only one or two reimbursement checks. A copy of the “Fly-in Accounting Form” is included in this packet.
10. When the fly-in’s all over, if you have time, write an article for “Flightlines” highlighting the event. Pictures are very welcome. Email the article to the “Flightlines” editor. If you’re not inclined to write an article yourself ask another to do it. There are plenty of folks attending these fly-ins who are willing to help. (Also, if you want to boost the interest in your fly-in you’re welcome to submit a preview article to “Flightlines” far enough in advance of the event to encourage people to register for your upcoming event when your flyer comes out).

As fly-in host you’re now aware of some of the responsibilities you’ve volunteered to take on. It sounds overwhelming but really isn’t. Remember though, each person coming to your fly-in also has responsibilities. These were highlighted recently in a “Flightlines” article. This article is included in this packet. Even though only one or two members volunteer for each specific fly-in event, it’s up to everyone attending to contribute to its success.

In no way, are all the details of planning and executing a successful fly-in included in this short outline. It’s hoped, however, that these guidelines will help you think of some of the things that should be considered. A little effort on your part will result in a fantastic experience by all who make the flight to your destination.

Fly-In Accounting Form

Name of fly-in event: _____

Sponsor: _____

Sponsor's phone number: _____

Fly-in Dates: _____

CPA Revenues: \$_____ (Total \$ received from registrants)

Please list the total number of checks being forwarded to the CPA treasurer: _____

CPA Expenses being reimbursed: \$_____

Please list the full names and mailing addresses for each person requesting reimbursement. Also, identify what the reimbursement is for.

Name: _____

Address: _____

Amount: \$ _____

Name: _____

Address: _____

Amount: \$ _____

Name: _____

Address: _____

Amount: \$ _____

Please try to keep the number of reimbursement checks to a minimum. Note: Ideally, the host will pay for everything and request one reimbursement check from CPA.

Please mail this form and checks to the current CPA Treasurer listed in your "Flightlines" or member directory.

The Ten Fly-In Commandments

or

There's a Fly-In Etiquette?

If you have never attended one of the many CPA sponsored fly-ins offered each flying season you've missed out on one of the most remarkable CPA member benefits. Each flying season, from around March through November, individual members volunteer to host fly-ins to a places of their choosing. These adventures range from one day sight seeing excursions to multi-day getaways. One thing they all have in common though, is the huge amount of effort the sponsors put forth to ensure a well run, successful event.

Having sponsored a number of fly-ins over the years, my wife Shawn and I have learned that, when planned with close attention to the many details and with a bit of common sense thrown in, hosting a fly-in is very rewarding and fun for everyone who attends, including the sponsor.

Simple fly-ins sometimes require only a cursory amount of work such as picking a date and time and arranging for courtesy car transportation at the destination. Most fly-ins, however, are not so user friendly. Once a destination is picked and a date and time of arrival is chosen, rental cars must be arranged for; blocks of rooms must be secured at a hotel or motel; airport FBO's must be contacted regarding services and facility availability, restaurant reservations are made to cover the meals during the stay; admission to tours and attractions must be researched; and a flyer has to be produced to be mailed with CPA's "Flight Lines". The sponsor is also responsible for receipt and disbursement of all registration moneys and must provide a full, written accounting to the CPA board's treasurer at the completion of the event. Overall, the folks who host fly-ins are a sturdy group who love a challenge.

As a fly-in participant, you have responsibilities? They're simple. They are. . .

1. Read and re-read everything mentioned above about organizing a fly-in. The task can be monumental! It'll give you an appreciation for what an event sponsor goes through.
2. Register as early as you can. Send in your event registration as early in the process as you possibly can. This helps the sponsor with early planning and allows him/her to make advance projections as to the number of rental cars needed, accommodations required, etc. Even though the sponsoring pilot probably would make every attempt to help you out, please don't contact him/her after the registration deadline to request a late registration. To expect this person to squeeze one or two more folks into the program late in the process is unfair and quite often, a lot of work.
3. Offer your help. The host pilot can almost always use assistance with the planning and running of the fly-in. If you have past experience attending or sponsoring a fly-in you're even more valuable. Rental cars need drivers. Happy hours need organizing. There are many details that need attention that you can help with. If you offer and your help is not needed, it's not because you're not appreciated it's probably because your host just has all the bases covered and he/she wants you to enjoy your time.
4. Be on time! This is a big one. The larger the fly-in, numbers-wise, the more important punctuality is. When you're asked to meet to leave for a tour, a hike, dinner, or the ride back to the airport for the flight home, be on time! Making the group wait for one or two delinquent

people is rude and it can be costly. If restaurant reservations are cancelled because of a late arrival or a wait time is charged by the tour bus driver who had to wait an extra 15 minutes for one late person it can destroy a fly-in budget. Close management of finances is a must if the cost of these expeditions is to remain low.

5. Rental cars have needs too! If you're called on to drive one of the rental cars at a fly-in please keep all fuel receipts and turn them in to the fly-in sponsor immediately at the end of the fly-in, preferably before departing on the homeward bound flight. Write your name and address on the receipt to ensure you get reimbursed by the CPA for your fuel expenditure. It's also important that you retain the rental company paperwork to be turned in to the fly-in sponsor too. Once again, write your name on that paperwork so the host can keep track for accounting purposes.
6. Be courteous. That sounds like a "gimme", but hosts have had to deal with participants who are rude to tour operators, bus drivers, hotel/motel personnel and even the sponsor themselves. Remember, not everything goes as planned at events like this. The host is trying his/her best to reconcile problems. If you can help in a positive manner, then do. Otherwise, chill! For crying-out-loud, don't complain! If your pillows are too hard in your room let the motel know but understand it isn't the host's fault. It's also not the host's fault that the weather isn't perfect, the restaurant has slow service, the rental car isn't running right, or your Teddy bear has an eye that's popped off. One grump in the group can ruin the experience for everyone.
7. Be patient. The fly-in sponsor is trying to "herd" scores of people to their proper destinations for hiking. They're trying to meet tour schedules. They have any number of volunteer drivers to deliver to car rental agencies. They're trying to track incoming aircraft to ensure someone isn't sitting at a small airport in the middle of nowhere with a mechanical problem. Overall, these folks have taken on a huge responsibility and patience by all really helps. It doesn't help, however, when part of the people jumps into a rental car and "head out" on their own. Folks get lost that way and guess who gets the blame? You're right. . .the fly-in host.
8. Say Thanks! That's right. It's really simple but is so darned important. Thank the folks profusely who hosted your fly-in. They did it because they recognized the opportunity to share something special with their flying friends and they accepted the challenge. All they really want to see is smiles on the faces of their CPA flying family.
9. Host a fly-in. You'll be much more empathetic to the plight of those who have gone before you. You'll have the opportunity to share a special destination with the rest of us and you'll probably have a kick doing it.
10. You're the Colorado Pilot's Association! Always present yourself as a representative of the CPA in a manner that does us proud.

Come fly with us. If you've never tried a CPA sponsored fly-in, or haven't done so in a number of years it's time to see what you've been missing. In the past five years or so, fly-in planning and execution has grown to an art form. Yes, occasionally things go wrong, but more often than not, good hosts have done their homework and you add to your list of life experiences thanks to the Colorado Pilot's Association. You'll have a great time. I guarantee it!

SAMPLE FLIER



Fly-in to the World's Largest Gathering of Airplanes Hangersville, Colorado

June 1 - 3, 2020 Fly to the hill country of northeast Colorado to enjoy the [larhttp://www.furnacecreekresort.com/](http://www.furnacecreekresort.com)gest airplane gathering in the world. Luxuriate in the very fine Hotel Flyby in downtown Hangersville. (Camp on the air field if you want. Showers are available). Enjoy unlimited mid-western attractions in this tree-covered city made famous by Farley Flameout and his company-Aerodrome Parts Supply.

Call the Hotel Flyby (800-555-5556), for reservations before May 21. Rooms are \$70 per night. Tell them you're with the Colorado Pilot's Association. Only 15 rooms so act fast!

Schedule:

Friday, June 1– Fly to Flyby Municipal Airport (FMA)–126 nautical miles. Plan to arrive by noon MDT. The aviators in the group will spend the afternoon at the Airplane Expo and non-flyers can either do the same or make the short trip up Radar Hill to tour the No Name Candle Factory and enjoy a private luncheon. (Bring \$12 for lunch). Following Happy Hour Friday evening we'll travel to Moonfest. . .Colorado's largest outdoor pantsless picnic. Enjoy cost-free entertainment on multiple stages, arts and crafts, lots of food, and a fantastic car show. (Bring drinks and a light snack to share at Friday's happy hour)

Saturday, June 2 – Following breakfast on your own, we'll depart for Zoomer's Castle--Farley Flameout's 3,700 acre ranch retreat just south of Hangersville. Enjoy the nature trails and world class museum featuring one of America's most unique displays of Western art & artifacts; and one of the world's most complete collections of fake firearms. Plan on a \$6 - 8 admission. Located in the museum's lower level is the Farley Flameout exhibit which includes the Aerodrome Parts Supply-sponsored aircraft, flown by Steve Cloud, in an around-the-state contest early last century. Afternoon is free time to enjoy the Frank Lloyd Wright-designed Pride of Colorado Control Tower, tour Farley Flameout's boyhood home, Flameout's History Museum, the Red Devil Air Race Museum, or return to the Airplane Expo. There will be a group pasta buffet dinner at the Hotel Flyby at 6:00 to round off the evening.

Sunday, June3 – Following breakfast we'll be shuttled to the airport to head back home.

Links:<http://www.woolaroc.org/> www.airplaneexpo.com, www.hangersvillemoonfest.org, www.nonamecandles.com, www.hotelflyby.com, www.reddevilmuseum.com, www.farleyflameoutshome.org Visit the Airplane Expo web site for arrival and departure instructions. Bring your own tie downs as there's plenty of parking in the nicely maintained grass areas. Questions, arriving late or last minute cancellation? Call Bob Bonanza @ Cell Phone 303-887-0006

REGISTRATION MUST BE RECEIVED BY May 15, 2020

Please detach and return this portion with your check made out to CPA (\$30 per person for transportation & Saturday dinner) to: Bob Bonanza, 346 Hot Jug Road, Aileron, CO 80600, or Bbonanza@flyboy.com (Send your check to by regular mail if you email your registration to us).

Name(s): _____

Address: _____

Phone: _____ Email address: _____

Cell phone: _____

Plane Type and N# _____ Emergency Contact & phone number _____

How many for the No Name Candle Factory tour and luncheon? _____

Are you without an airplane and need a ride with someone else? _____

Do you have a seat(s) available to share a ride with someone? _____

Note: You can also register on-line at the CPA web site.