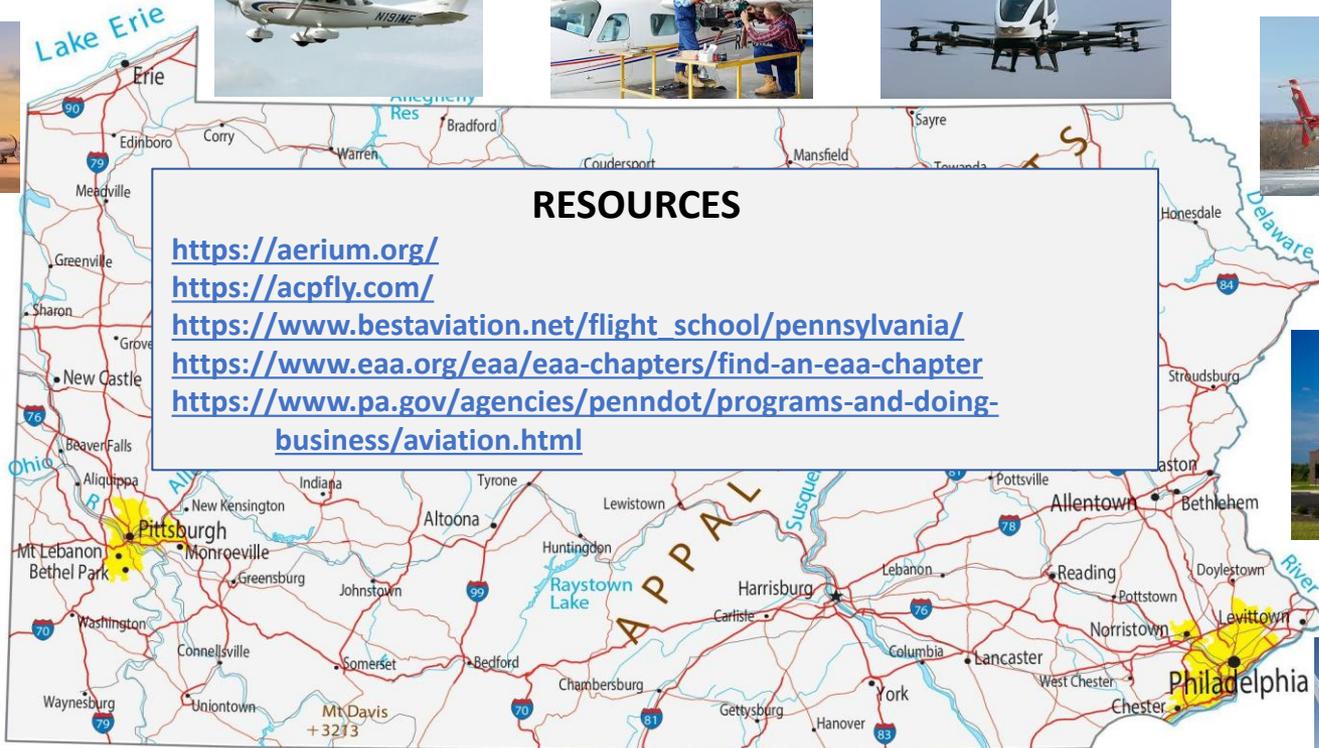


PENNSYLVANIA AVIATION OPPORTUNITIES

Jobs, Training, Education, Services, Development, Etc.



RESOURCES

<https://aerium.org/>
<https://acpfly.com/>
https://www.bestaviation.net/flight_school/pennsylvania/
<https://www.eaa.org/ea/eaa-chapters/find-an-eea-chapter>
<https://www.pa.gov/agencies/penndot/programs-and-doing-business/aviation.html>



AAC AIRPORT TOUR SUGGESTIONS

BEFORE GROUP ARRIVES

- Is a Certificate of Insurance from visiting group needed, naming Airport as additional insured
- Are numbers of guests identified; to determine if more than one group will be needed
- Communicate meeting spot, needed documents, parking, airport/security restrictions, etc.
- Are any waivers need to be signed, including permission to take photos, by group/tour guide
- Are airport staff/contributors/volunteers aware of times/locations for their involvement
- Are alternatives available in the event bad weather occurs

TOUR CONSIDERATIONS

- Attempt to have an airplane[s] on display, perhaps one for each group, with an instructor/staff member to discuss airplane components, preflight, perhaps sit in cockpit.
- Attempt to have access for viewing some other aircraft based at airport
- If available, schedule airplane simulator – possible demonstration, students sit in seat
- If available have access for viewing, possible emergency personnel demonstration of, Airport Equipment [Fire truck, Snowplow, Snow Blower, Runway FOD vehicle]

INITIAL MEETING PLACE

- Introduce Airport Management and personnel who will be helping with the tour
- Discuss management and airport personnel duties/responsibilities
- Show any formal/PowerPoint presentation on careers, aviation at the airport, etc.
- Brief Guests on the scope of Airport Based Organizations/Entities/Resources

Flight School	Corporate Aircraft Operators	TSA
FBO	University/Flight/Technical Academy	Pilot Store
Fueling	Maintenance/Avionic Shop	Restaurant
Airline	National Guard	EAA Chapter
Flying Club	Air Emergency Operator	Explorer Post
Weather Equipment	Fire/Emergency Team	Hangar Space
Civil Air Patrol	On-Field Corporations	Helipad
Balloon Operator	Instrument Approaches	ATC Tower
- Review tour schedule and how groups will form, follow tour
 - Depending on size of the group, divide equally amongst the number of instructors or other volunteers available
- Explain any relevant policies/procedures to follow while on the airport
- Distribute any resources or support material needed for tour

TOUR – BASICS – [Major Areas to Visit if Possible]

- TSA Representative
- Airline Representative
- FBO
- Flight School
- Corporate Hangar/Aircraft
- Flight Line
- Fire/Rescue/Weather Equipment
- Maintenance Hangar/Facility
- PA Army National Guard Representative

QUESTIONS AND ANSWERS – Tour leader, staff, should have some planned to ensure good questions, group involvement, answers are readily available, and good pacing during the tour.

TOUR FACILITY SUGGESTIONS [things to set up/communicate to staff/helpers before Tour]

- Tour Facility, Static Airplane [one plane assigned to each instructor]
 - a. Go over preflight with students
 - b. Allow students to take turns sitting in the plane [answer questions as the go]
 - c. Show aircraft flight simulator [time and group size dependent]
- TSA Representative
 - a. Describe the Screening Process
 - b. Students go through TSA Screening
- Airline Representative
 - a. Describe their job activities
 - b. Q & A
- Airport Operations [weather permitting]
 - a. Have on display airport equipment, i.e. Fire Truck, Large Snow Plow or Large Snow Blower
 - b. Describe use of equipment and their job duties at the airport
 - c. Students have an opportunity to look at the equipment and try on fireman PPE
- PA Army National Guard Representative
 - a. Tour National Guard Facility at the airport, if available
 - b. Show and describe their job activities and duties in the PA Army National Guard
- Tour other unique features [time permitting]: A & P Mechanic Shop, Avionics Shop, Paint Shop, Jump School, etc.

REGROUP

- Pick Time and Location to meet entire group to dismiss
- See if any further questions
- Distribute any materials, contact information, suggested resource
- Ensure any materials/handed outs are collected [if necessary]
- Give final support to aviation as a positive aspect of the community and business environment
- Dismiss through appropriate exit path from location