



Pulitzer Trophy “Future of Flight Expo”

A Zero-Waste Event: Reduce, Reuse, Recycle, Compost

Master Plan (Martin)

Relevant Links:

National Aeronautic Association Pulitzer Prize:

<https://www.ainonline.com/news-article/2022-12-01/electric-aviation-pioneers-invited-compete-pulitzer-air-race>

Sponsors? <https://evmagazine.com/top10/top-10-electric-plane-companies>

Dare County Regional Airport: <https://www.airnav.com/airport/kmqi>

Dare County Regional Airport Information:
<https://airnav.com/airport/kmqi/A>

Civil Air Patrol Blue Berets: <https://nbb.cap.gov/about/what-we-do>

Overview

The U.S. National Aeronautic Association (NAA) will host a race for electric-powered aircraft. The route is 1,000 nautical miles from Epeley Airfield (KOMA) in Omaha, Nebraska, to Dare County Regional Airport (KMQI) near Kitty Hawk, North Carolina.

Competition is open to piloted heavier-than-air aircraft using zero-emissions electric propulsion systems, including batteries, hydrogen fuel cells, and solar panels. This could include fixed-wing airplanes (among them, new eSTOL aircraft), helicopters, and eVTOL vehicles. The event is open to models that are already type-certified as well as those covered by experimental licenses.

Civil Air Patrol has been invited to join with the U.S. National Aeronautic Association (NAA) Pulitzer Trophy “Future of Flight Expo” event at the Dare County Airport.

Competitors may arrive as early as May 20h . Blue Berets will help with ground handling and security for 25 Pulitzer aircraft plus additional visitors. The Expo is to be held Friday the 23rd 9-6pm. (Related Civil Air Patrol MARSAR/Cherry Point registration for the 24th and 25th will start at 3pm.)

Staffing:

- Maj. John “Skyflake” Jack Martin will be CAP liaison to NAA
- Safety and Info- Blue Berets - Training begins May 19th
- Col. Brendan Kerns will be in charge of CAP Activities assisted by Lt Col. Chad Hooper
- Administration- Tina Redner.
- Finance- Capt. Deanna Ross
- PAO’s- Col. Cathy DeMille and others
- Director of Operations- Col. Mathew Urbanek assisted by Maj. Robert Call. (Aircraft, vehicle, displays)

- Logistics- Lt. Col. Eric Grant (Comms and STEM).
- Starlink- Com Cadets from Black Spade
- Legislative Officer- Lt Col. Peter Bohler (Political and government invites).

I. Venue

- a. The venue that has been chosen is the KNQI, Dare County Airport, NC (near the Wright Memorial) Onsite camping for CAP.
- b. The venue will comp a green room and rest rooms.
- c. The venue will provide hanger access and apron use for vehicle displays.
- d. Hanger 1 will be used for “Press Area”, Green VIP area and CAP display and registration.
- e. The contract will be executed 5 months from the date of event. Insurance policies executed 1 week prior and submitted to venue with contract execution.

II. Logistics

- a. The venue has agreed to set up all the areas according to event schedule.
- b. Wing staff will be onsite for registration and information.

III. Catering Management

- a. No public meal will be provided.
- b. Food trucks have agreed to set up in the parking lot at the entrance to airport for those that wish to purchase food.
- c. Dawn Matthews Catering is handling the event CAP participants needs.

IV. Speakers and Presenters

- a. Speaker
 - i. NAA speakers and Sponsors
 - ii. Recognition of winners
 - iii. CAP Commanders
- b. Information Instructors
 - i. Table 1 CAP Aerospace
Lt. Col. Jeremy Brown
 - ii. Table 2 CAP Cadet Programs
Maj. Askew
 - iii. Table 3. CAP Emergency Services
Capt. David Leach
 - iv. Table 4. CAP Adult Programs
Maj. Brent Wooters
 - v. Table 5 “Sustainable CAP”
Maj. John Martin

V. Activities

- a. See Schedule for Event. Information Instructors will plan and layout table and speak at their discretion in turn.

VI. Publicity / Promotions

- a. Wing Webpage will have a dedicated page that will include event schedule, seminar schedule, speakers list, link to Eventbrite page.
- b. Facebook event will be setup for social media advertisement.
- c. Wing Emails sent per pre-conference schedule.

VII. Registration

- a. Online Registration and payments will be handled by Eventbrite.
- b. Wing administration personnel will staff a registration table that will be present in Hanger 1, next to “Press Area”.

- c. Registration badges and gift bags will be given upon arrival.

VIII. Sponsors

- a. NAA & Corporate sponsors will display in Hanger 1
- b. Vanguard Military will set up a “store front” in one of the comped areas.
- c. Food trucks will set up at airport entrance.
- d. Vendors that have donated items for the gift bags will have all items delivered to the Wing HW 2 weeks prior to the event.

IX. Volunteer Management

- a. Wing Personnel and Administrative Officers will keep a spreadsheet of all CAP volunteers both Adults and Cadets and will assign duties.
- b. All volunteers will be confirmed and receive duty assignments 2 weeks prior to the event.

Schedule for Event

8 am preopening setup

9 am Opening for CAP displays and Pulitzer Prize vehicles behind security ropes. Blue Beret in shifts.

11 am Speeches

 Special Announcements- **The CAP “Fly In Challenge” ***

1 pm to 6 pm Continue CAP displays

6 pm Closure

Pre-Conference Timeline

DEADLINE	ACTIVITY
8 MONTHS OUT	Determine the theme of the conference. Basic flow of the event.
6 MONTHS OUT	Contact with possible cities and discussed venues.
5 MONTHS OUT	Make final location decision. Contract signed with venue. Notify the local CAP squadron and gain a contact
	Approval of initial budget. Produce Procedures bulletin for “Handling and Displaying Electric Aircraft”*
4 MONTHS OUT	Tentative schedule completed. Primary speakers invited. Get quote on insurance.
	Contact initial sponsors. Send out save the dates. Draft of detailed budget-\$2500. Decide on proposed meetings and seminars. Conference committee to decide.
3 MONTHS OUT	Meetings and seminars selected. Website created. Registration and ticket sales set up with Eventbrite.
	Food and beverage requirements identified. A/V requirements identified. Confirm primary speakers.
2 MONTHS OUT	Registration with Eventbrite opens. List of staff needed created. Review of budget. Order onsite ticketing supplies (badges, etc.)
30 DAYS	Finalize all pricing. Reminders sent to all speakers and guests. Registration reminders sent to members. 15 Days Out End Registration. Arrival page turned on. Schedule of Events released online.
4 DAYS	Safety parameters established, Blue Beret arrival and training. Camp established.
1 DAY	Prepositioning of Event material
	EVENT

Post-Conference Timeline

DEADLINE	ACTIVITY
+1 day	Optional expo extension
+16 days	After Action Report on Teams
+1 month	Draft Report Due
+3 months	Report Review
+4 months	Published Final Report. Planning Pulitzer Trophy “Future of Flight Expo II”
	Produce Continuity book for future events

What should be in the Continuity book?

Suggested but not limited to:

- TAB TITLE
- Tab A Table of Contents
- Tab B Brief job description of inspection monitor responsibilities within respective work centers (Roles and Responsibilities).
- Tab C Have an organization chart showing your level, with one level higher and one level lower, as applicable.
- Tab D Appointment List
- Tab E List of Applicable Guidance: List any applicable guidance for you specific positions (e.g. the guidance that addresses your specific duties).
- Tab F Policy Letters: Include any policy letters that are developed to enhance or define your daily procedures, as applicable.



The Pulitzer Trophy

- Tab G Unit Compliance Inspection
- Tab H Include Major Findings and Repeat Write-Ups
- Tab I Special Interest Items

After Action Report (AAR):

A tool for leaders to provide feedback on a task or training event and how it could have been done better. It is not meant to be a negative or critical, but to highlight areas that worked and/or needs improvement.

It should be done as soon after the event as possible. This can be in the form of the report or a review since both accomplish the same goal – improving and providing the best possible for the member. The AAR is not the same as a debrief as its goal is to determine intended vs actual achievements.

AARs have three central objectives:

- Identifying problematic issues and needs for improvement
- Proposing measures to counteract problematic elements
- Obtaining “lessons learned”

*The CAP “Fly In Challenge”

At Elon University during their Fall Drone Days.

CAP prizes for sUAS that meet our criteria.

Operations Plan: Sets out the tasks that a unit needs to perform in order to reach a certain outcome.

Safety Plan: management commitment and employee involvement, worksite analysis, hazard prevention and control, and safety and health training

OPERATIONS PLAN

Purpose

Activity Description

Flight Operations

Ground Operations

Communications

Safety

Uniform Requirements

Administration

Logistics

Contingencies

Staffing Requirements

Radio Procedures (can be part of

Communications

SAFETY PLAN

Hazards

Risk Management

Personal Awareness

Weather

Operating Area

First Aid Locations

Emergency Contacts

ICS 208

Procedures bulletin for “Handling and Displaying Electric Aircraft”* for Electric Vehicles that stop at airports along the route.

Budget

Income

(50 CAP participants@\$50 each)-	2,500
(50 CAP Blue Beret @ \$150 each)	7,500
Logistics, transport,	2,500
Match from NAA	12,500
Sponsor donation	10,000

Total	\$35,000

Outgo

Logistics, transport	5,000
Food 1 day for 100 @ \$30	3,000
Food 4 days for 50 @ \$30.	5,000
Event Insurance shared	1,500
New Equipment	10,000
Training materials	1,500
Publications, event materials.	2,000
Misc. 20%.	7,000
Total	\$35,000