



REQUEST FOR NON-AERONAUTICAL USE OF A PUBLIC AIRPORT

APPLICANT INFORMATION

| | | | |
|---------------------------------|-------|--|-------|
| AIRPORT NAME: | | | |
| Airport Manager/Representative | | Event Sponsor (if different than Licensee) | |
| Phone Number | Email | Phone Number | Email |
| Mailing Address (Street/PO Box) | | Mailing Address (Street/PO Box) | |
| City, ST ZIP Code | | City, ST ZIP Code | |

EVENT INFORMATION

| | |
|--|----------------|
| Event Name: | Event Date(s): |
| Description of the Proposed Activity (i.e. where on airport/expected attendance): | |
| Runway or Taxiway Closure? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Describe why the activity, event, or occupancy must take place at the airport: | |
| Identify the Emergency Services available during the event (Check all that apply): | |
| <input type="checkbox"/> Police <input type="checkbox"/> Medical Personnel <input type="checkbox"/> Ambulance <input type="checkbox"/> Fire truck <input type="checkbox"/> Other _____ | |

Required Attachments:

- Sketch Map showing affected locations, security measures, control procedures and location of emergency services.
- Event contract/agreement with event sponsor (which includes requirement for restoration of airport to original condition).
- Event specific liability insurance policy (listing the Pennsylvania Department of Transportation as additional insured)
- Safety Plan or Safety Phasing Plan
- Signed Certifications for Partial Closing of an Obligated Airport *
- Copy of tenant notifications. *

* NPIAS Airports only

CERTIFICATION

I hereby certify that I am the owner, or authorized agent, of the above named airport, that the information contained herein is true and correct, and that I am familiar with the Bureau of Aviation's procedures and guidelines for conducting non-aeronautical events, and understand that failure to comply with Federal and State grant assurances, as well as that required for non-aeronautical use approval, may affect our ability to compete for funding of future airport development projects.

| | | |
|--------------|-----------|------|
| Name (print) | Signature | Date |
| Title | | |

Complete and mail to:
PennDOT Bureau of Aviation
Attn: Airport Licensing and Safety
P.O. Box 3151
Harrisburg, PA 17105-3151

| | |
|--|--------------|
| FOR BUREAU OF AVIATION USE ONLY | |
| Received _____ | Region _____ |

NON-AERONAUTICAL USE POLICY

REFERENCES:

- A. Department of Transportation Aviation Regulations, Chapter 471, Title 67, PA Consolidated Statutes. §471.7 (b)(7). Non-aeronautical uses of a public airport's aviation related area require the airport sponsor to obtain Bureau approval by means of advance written notice.
- B. FAA Order 5190.6B – Airport Compliance Manual – An airport developed or improved with federal funds may not be closed for special outdoor events, such as sports car races, county fairs, parades, car testing, model air plane events, etc., without FAA approval.
- C. Pennsylvania Bureau of Aviation Administrative Procedure #A-98-35 – Non-Aeronautical Land Use. All non-aeronautical activity on publically operated airports requires Bureau of Aviation approval. Airport sponsors must submit their request in writing at least sixty (60) days prior to the activity. All revenue generated by the non-aeronautical use of airport property must be used for the operation, maintenance, or development of the airport.

REQUEST FOR NON-AERONAUTICAL USE INSTRUCTIONS (AV-10)

Applicant Information

1. List the Airport Name in the top block as it appears on the license.
2. Enter the name, mailing address, phone number and email address of the airport representative submitting the request. Enter the name, mailing address, phone number and email address of the event sponsor.

Event Information

3. Enter the event name and date(s) of occurrence.
4. Provide description of the proposed event. Describe where on the airport the event will occur, anticipated number in attendance. If not sponsored by the airport, identify sponsoring agency. Use additional pages if necessary.
5. Annotate whether the runway or taxiway must be closed anytime during this event.
6. Describe why the event/activity must take place at the airport.
7. Annotate if emergency personnel or services will be present for the event.
8. Attach all required documents.
 - a. Sketch map showing affected locations on the airport, location of emergency personnel and services, physical controls measures to be in place.
 - b. Event contract/agreement with the event sponsor, which includes requirement for the restoration of the airport back to the original condition after the event.
 - c. Event specific liability insurance policy which lists the Pennsylvania Department of Transportation as an additional insured.
 - d. Safety plan detailing responsibilities and control procedures (Safety phasing plan for NPIAS airports)
 - e. Signed certifications (NPIAS airports only)
 - f. Copy of tenant notifications (NPIAS airports only)

Certification

9. The owner, or authorized agent for the owner, must sign and date the application. Print or type the signatory's name. If appropriate list the signatory's title.

Forward the non-aeronautical use application to:

PennDOT Bureau of Aviation
Attn: Airport Licensing and Safety
P.O. Box 3151
Harrisburg, Pa 17105-3151

Policy and information concerning non-aeronautical use of an airport can be found at the Pennsylvania Bureau of Aviation's website www.penndot.gov or by calling the Bureau at (717) 705-1200.