# ANKENY REGIONAL AIRPORT SPECIAL EVENTS POLICY

## Polk County Aviation Authority

## Ankeny, Iowa

**PURPOSE:**

The Polk County Aviation Authority (Authority) has approved and adopted this policy and application process for permitting special events of an aeronautical nature to occur at the Ankeny Regional Airport (Airport), including on airport property, and in both privately owned and leased buildings, while maintaining responsibility for the safe and efficient operation of the Airport.

**BACKGROUND:**

The principal use and purpose of the Airport is to support aviation activities. The Authority reserves the right to issue permits for special events to take place at the Airport, including on Airport property, and in both privately owned and leased buildings. When granting these permits, the Authority is not allowed to cause or permit any activity or action which would interfere with normal and routine aviation activities without prior approval of the Federal Aviation Administration (FAA).

Furthermore, as a condition of accepting construction grants from the federal government, the Authority is required to maintain a fee and rental structure for the facilities and services at the Airport which will make the Airport as self-sustaining as possible.

The Authority is committed to operating the Airport under a philosophy of public service and to being a good neighbor to the surrounding communities and their residents. In granting permits for special events, the Authority promotes an interest in aviation and increased awareness of the Airport facilities and services.

**DEFINITIONS:**

For the purpose of this policy, the following definitions apply:

1. Aeronautical Activity: An activity or event that supports aviation or the Airport and/or is regulated or governed by the Federal Aviation Administration. This also includes the use of lighter-than-air craft (hot air balloons, blimps, etc.) that may be tethered or anchored to the ground or other fixed or stationary objects.
2. Lights and/or Lighting: Any lighting that is not a permanent fixture on the Airport or an Airport building including any movable or repositioned lighting.
3. Loud Music or Public Address Announcements: Any music or announcements that can be heard beyond the perimeter fence of the Airport regardless of the location of the music or announcement being generated.
4. Person: Any individual, partnership, corporation, association, joint venture, organization, group or duly authorized representative thereof.
5. Non-Aeronautical Activity: An activity or event that does not support aviation or the Airport and/or is not regulated or governed in any manner by the Federal Aviation Administration.
6. Special Events: An activity or event held on or over the Airport, including in both privately owned and leased buildings, which has the potential to interrupt the normal principal use and purpose of the Airport especially when a large number of participants or spectators are anticipated to participate and/or attend. This includes potential impacts on the neighborhoods surrounding the Airport and the roadways leading to and from the Airport. A special event could be an aeronautical activity or a non-aeronautical civic activity including, charitable, educational, religious, non-profit or similar purpose. This does not pertain to press conferences, press briefings,

or similar type events.

**PERMITTED USES:**

The intent of the Authority is to issue permits for Special Events at the Airport as defined in 6. above only if the Special Event supports aviation activities at the Airport and/or the said evevt is regulated or governed in any manner by the Federal Aviation Authority. Non-aeronautical private events that do not promote or support aviation and/or the Airport will generally not be permitted but may be approved by the Board on a case-by-case basis. These non-aeronautical activities include wedding receptions, individual business gatherings, anniversary parties, graduation receptions, musical events, and non-aviation club meetings.

Use of the space is restricted to the event specifically stated in the application, or any activities normally associated with such an event. No person shall utilize any portion of the Airport, including in both privately owned and leased buildings, for any special event except as authorized by the Authority. In addition, no person shall use any structure or facility on the Airport, either directly or indirectly for the conduct or promotion of, or solicitation for any business, trade, or commercial activity; or for any revenue producing or fund-raising purpose, except under the terms and conditions of a lease, license, contract or permit or written authorization issued by the Authority. Authorized tenants of the Airport may be permitted to use their facilities for special event activities after making application for and receiving approval by the Authority for these special event activities.

Approval by the Authority for special event activities is done on a case-by-case basis. The Authority has the right to restrict the use of its facilities, including the time of use and the noise generated, and to discontinue use of its facilities by persons not complying with the terms and conditions of any required permits or for public safety or security reasons. The Authority reserves the right to modify this policy from time to time on a case-by-case basis.

**AGREEMENTS:**

Persons requesting use of the Airport for a special event activity must first submit a Special Events Application to the Airport Manager for approval by the Authority. The Authority may also require indemnification, insurance certificates and deposits as part of the application. Once approved and signed by the Authority, the application and its supporting documents will act as a formal binding agreement between the parties.

**SPECIAL EVENT PERMIT FEE SCHEDULE:**

| | |
|---|---|
| Deposit: | $200 |
| Event permit fee per day: | $200 |

Special event applications must be received by the Authority at least 45 days in advance of the event to be considered for approval.

Event permit fees may be waived for special events held inside privately owned or leased buildings, although if an event is planned for both inside and outside the privately owned or leased buildings event permit fees shall apply.

Registered 501(c)(3) non-profit organizations may be eligible for a 50 percent discount on event permit fees.

A deposit is to be included with the application. The deposit will be returned to the applicant if the application is denied or following the next regular Authority meeting after the event provided the facility is returned to satisfactory condition. If repairs or damages occur to the facility, the deposit will be retained.

Event permit fees are to be paid at least fourteen (14) days prior to the event and submitted with the required certificates of insurance. If the event is cancelled by mutual consent of both parties at least fourteen (14) days prior to the event all fees paid will be fully reimbursed. If the event is cancelled within fourteen (14) days of the event, the Authority will reimburse the event permit fee but reserves the right to retain the deposit as a cancellation fee.

In addition to the permit fee listed above, the Airport Manager reserves the right to charge for direct expenses, personnel reimbursement expenses, expenses to restore the facilities to their original state, and expenses due to damage during the use of its facilities. Expesnses for labor, equipment or materials expended by Exec 1 Aviation to support this event shall be reimbursed directly to Exec 1 Aviation based on actual expenses incurred.

**CERTIFICATE OF INSURANCE REQUIREMENTS:**

Proof of insurance is required for all special events and shall be provided at least fourteen (14) days prior to the event. The certificate shall cover the entire time for which the permit is issued, including move-in dates and move out dates, and shall include, at a minimum, a liability policy for bodily injury to any one person or for any one accident in the amount specified below, according to the type of event.

1. Low Risk Event: Non-aeronautical event with little or no impact on the public - minimum liability limit $1,000,000.
2. High Risk Event: Events requiring street closures, events that expect large crowds, multi-day events, and aeronautical events – minimum liability limit $10,000,000.

The Authority reserves the right to require additional or lesser amounts of insurance depending on the planned activities.

The certificate of insurance shall name Polk County Aviation Authority, its Board Members, officers, employees, agents and volunteers as additional insured with respect to liability arising out of the insured's work and/or services performed at the special event. This coverage shall be primary to the additional insured and not contributing with any other insurance or similar protection available to the additional insured, whether available coverage be primary, contributing or excess.

The following information must be included on the certificate of insurance:

1. List the name, date and location of the event in the description of operations section.
2. The following address must appear in the certificate holder section:

   Polk County Aviation Authority
   410 West First Street
   Ankeny, IA 50023

3. The contact person's name, phone number and e-mail address is required.
4. Endorsements, as required, shall be included with the certificate of insurance to evidence that the policy has been endorsed.

The Authority may also require a Governmental Immunities Endorsement which must read: 1. Non-Waiver of Government Immunity: The insurance carrier expressly agrees and states that the purchase of this policy and the inclusion of the Polk County Aviation Authority as an additional insured does not waive any of the defenses of governmental immunity available to the Polk County Aviation Authority under Code of Iowa Section 670.4 as it now exists and as it may be amended from time to time. 2. Claims Coverage: the insurance carrier further agrees that this policy of insurance shall cover only those claims not subject to the defense of governmental immunity under the Code of Iowa Section 670.4 as it now exists and as may be amended from time to time. 3. Assertion of Government Immunity: The Polk County Aviation Authority shall be responsible for asserting any defense of governmental immunity, and may do so at any time and shall do so upon the timely written request of the insurance carrier. Nothing contained in this endorsement shall prevent the carrier from asserting the defense of governmental immunity on behalf of the Polk County Aviation Authority. 4. Non-Denial of Coverage: The insurance carrier shall not

deny coverage under this policy and the insurance carrier shall not deny any of the rights and benefits accruing the Polk County Aviation Authority under this policy for reasons of governmental immunity unless and until a court of competent jurisdiction has ruled in favor of the defense(s) of governmental immunity asserted by the Polk County Aviation Authority. 5. No Other Change in Policy: The insurance carrier and the Polk County Aviation Authority agree that the above preservation of governmental immunities shall not otherwise change or alter the coverage available under the policy.

**NON-AUTHORITY PERMITS AND LICENSES:**

It is the responsibility of the Person submitting this application to obtain any and all permits or licenses that are required and issued by the State of Iowa, Polk County, or the City of Ankeny, such as permits and licenses for special events, noise, food sales and/or distribution, alcohol sales and/or distribution, or motor vehicles. Special events may also require public safety coordination with the City of Ankeny Police Department and/or Fire Department. All non-Authority permits and licenses must be approved and received prior to the use of the Airport facilities.

The Authority is not responsible for any costs associated with the application or acquisition of any permits, including if the special event application is denied.

The Authority is not responsible for illegal or irresponsible use or sale of alcohol during the permitted use of the facilities.

**RESTRICTIONS ON USE OF FACILITIES:**

The Authority reserves the right to limit the hours of activities, the volume of music/noise generated, the number of amplified speakers and the lighting for all activities conducted by the Person requesting use of its facilities. External speakers must face toward the center point of the Airport and inside speakers in a hangar location must face toward the inside of the hangar. Lighting must not interfere with aircraft operations or impede the ability of pilots, ground control, operations, or any other primary service to safely conduct their jobs or interfere with safety lighting in place on the Airport. Certain airport events, such as airport emergencies, will take priority and may prompt the Airport Manager or Fixed Base Operator to restrict the use of facilities immediately if public safety or other operational concerns warrant. In the event it halts production, the Airport Authority shall not be responsible for any damages or losses that might be incurred by the rental party.

All activities will be restricted to the following hours:

1. No loud music or public address announcements before 7:00 a.m.

2. Events may not start before 7:00 a.m.

3. All events must conclude by 11:00 p.m.

4. Aerial lighting must be approved prior to use.

No person holding an event shall, on the grounds of race, color, national origin, or any category or classification protected by State or federal law discriminate or permit discrimination against any person or group of persons in any manner prohibited by the Regulations of the Office of the Secretary of Transportation.

*Date received by the Authority: _____ by: _____*

## Ankeny Regional Airport Special Events Application

This application must be approved by the Authority prior to any special events held on Ankeny Regional Airport property. Return the completed application to: Polk County Aviation Authority, Attn: Airport Manager, 410 West First Street, Ankeny, IA 50023-1557. Include a refundable $200 deposit check with the application.

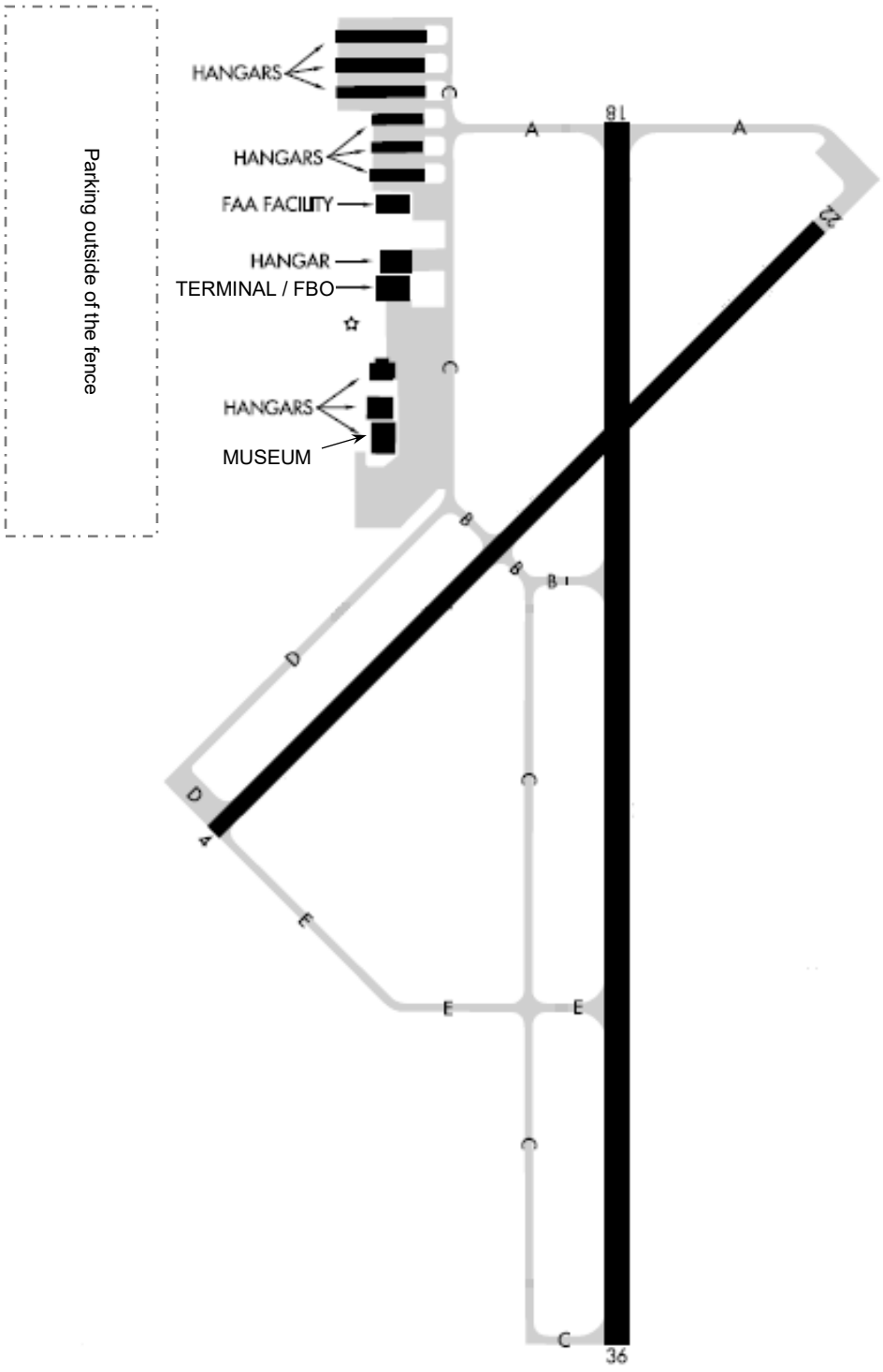
Special event applications must be received by the Authority at least 45 days in advance of the event to be considered for approval.

If your event entails multiple venues/activities, please add additional sheets as necessary to provide detailed information. All event applications are subject to approval by the Airport Manager or his/her designee, the Fixed Base Operator, the Polk County Aviation Authority and the Federal Aviation Administration (FAA). Final approval by the Authority will state any conditions which must be met for the event to be held, including insurance requirements. Refer to the contacts list for questions.

**General Information:**

| | | | | |
|---|---|---|---|---|
| Name of event | | | | |
| Day and date of event | | New event? Yes No | Returning event? Yes No | |
| Location where event will be held | | | | |
| Description of event | | | | |
| Sponsor or hosting organization and phone number | | | | |
| Name and mailing address of local contact person | | | | |
| Daytime phone # | Mobile phone # | | Fax # | |
| E-mail | | | | |
| Event start time | Event end time | | Note: All clean-up must be done on the day of the event. Costs to remove any remaining trash or equipment will be billed to the organizers | |
| Set-up start date and time | Tear-down end date and time | | | |
| Name of event contractor, if applicable | | | | |
| What type of audience is the event planned for? | | | | |
| Anticipated number of Participants: | Spectators: | | Adult volunteers: | |
| Are there fees for the participants or spectators? Yes No | | Will fees be collected on site? Yes No | | |

**Route/Map:** Please indicate on the picture below the areas of the airport to be used during the event. A detailed map of the event site must be attached to this application. Please identify the following: event area; parking; routes for races, etc.; first aid facilities; restroom facilities including portable; canopies, tents; stages; barricades (if known); temporary lights and the direction they will be pointing; temporary sound systems and the direction they will be pointing; and temporary fencing. Attach a larger map if necessary to show detail.



**Special Events Permit:** Events expecting 200 or more people at any one time may be required to obtain a special event permit from the City of Ankeny. Application must be received by the City Clerk's Office at least thirty (30) days prior to the event.

**Sound System and/or Lighting:** Use of any type of amplified sound system will require a noise permit from the City of Ankeny, application must be received at least ten (10) business days prior to the event. Further, lighting must not interfere with aircraft operations or impede the ability of pilots, ground control, operations, or any other primary service to safely conduct their jobs or interfere with safety lighting in place on the airport.

Please indicate if you will be using any of the following sound systems or temporary lighting:

_____ Amplified sound/speakers _____ Public address system _____ Recorded music _____ Live music

_____ Temporary outside lighting _____ Temporary indoor lighting _____ Spot light of any kind

**Tents/Canopies/Stages:** The use of temporary structures may require a tent permit from the City of Ankeny Planning and Building Department, application must be received a minimum of five (5) business days prior to the event. The use of such structures may be limited in some areas due to underground utilities and irrigation systems. Tent ropes and guy lines shall not be tied or anchored to trees, monuments, railings, fences, signs, light poles, or airport navigational structures, runway lights or taxiway lights.

Please indicate if any of the following will be used at the event:

_____ Tent, size: _____ _____ Canopy, size: _____

_____ Stage _____ Bleachers _____ Bandwagon/Trailer Other: _____

**Concessions:** Food vendors must contact Polk County Public Health (515-286-3798) in advance of the event for any required permits and guidelines. Any required permits must be displayed at the event.

Will food or beverages be served at the event? NO YES If yes, please indicate if the food will be:

Cooked or prepared on-site?_____ Cooked over an open flame?_____ Catered in?_____

Please list the types of food or beverages that will be available: _____

_____

_____

Are you requesting approval to offer other items for sale at the event? If yes, what: _____

_____

**Alcohol and Tobacco:** The sale of alcohol requires a license from the State of Iowa Alcoholic Beverages Division. This application must be completed online at least forty-five (45) days prior to the event. A liquor license is required for: the sale of alcohol; the presence of any hard liquor; if an admission fee is being charged; if you are otherwise recouping costs for the event; or if the event is exclusive and not open to the public.

Are you requesting that alcohol be served at the event? NO YES

All facilities at the Airport are non-smoking.

**Restrooms:** Will additional restroom facilities be brought to the event site? NO YES How many?_____

**Clean-up and Trash Removal:** All spaces used must be left in the condition they were in prior to the event. Clean-up of the area immediately following the event, including trash removal, is the responsibility of the applicant. Removal of any remaining materials, trash, or structures will be billed to the event organizers.

List who will be responsible for clean-up of the event site, include phone number:

List who will be responsible for removal of trash from the event site, include phone number:

**Airport Utilities:** Limited water and electrical power are available at some areas. A nominal fee may be charged for utility use and will be payable upon approval of the permit. Additional generator power or water supply is the responsibility of the applicant. Please indicate your source for the following utilities:

Electrical power: _____

Water: _____

**Vehicle Loading/Unloading:** Vehicles cannot be left unattended around the terminal building. If you are requesting loading or unloading around the terminal, you will need to arrange for a person to remain with the vehicle at all times.

Are you requesting that vehicles be permitted to load/unload near the terminal? NO YES

If yes, please indicate the locations and times: _____

**Public Safety/Security:** Public safety officials may be required for certain events as determined by the Authority or the FAA. If required, it is the responsibility of the event organizers to work with the City of Ankeny Police Department and/or Fire Departments to arrange the necessary public safety coverage. Additional fees may be assessed to pay for the necessary staff to oversee such events.

Any events requesting access to the Airport Area of Operation will be approved on a case-by-case basis with additional security measures in place.

By signing this event application, the applicant agrees and understands that this application is not permission to violate any laws, ordinances or statutes. The Police Department has the authority, in the interest of public welfare, safety or order, to terminate the event without notice.

Applicant's printed name: _____

Applicant's signature: _____

Date: _____

**Important Contacts:**

Airport Manager, Dave Kalwishky: (515) 965-6428

Fixed Base Operator, Exec 1 Aviation: (515) 965-1020

Ankeny City Clerk: (515) 965-6400

Ankeny Planning & Building Department: (515) 963-3520

Ankeny Police Department: (515) 289-5240

Ankeny Fire Department: (515) 965-6469

Polk County Public Health: (515) 286-3798

Iowa Alcoholic Beverages: www.iowaabd.com

**To be Completed by the Fixed Base Operator**

Please indicate, if this event is approved, how it will impact normal and routine aviation activities at the Ankeny Regional Airport. Please check any that apply.

_____ FULL closure of the airport _____ PARTIAL closure of the airport _____ NO closure

_____ The location of the event will interfere with the normal operation of the airport. If yes, is an alternate location available that will not interfere with the normal operation of the airport? Please attach a map indicating the proposed alternate location.

_____ There are possible significant adverse impacts to the aviation community. If yes, are there other airports in the area available to handle diverted air traffic? Which: _____

_____ There are Fixed Base Operator services, activities, and revenue streams that may be negatively impacted. If yes, which: _____

_____ Special precautions will need to be taken to prevent damage to airport property. If yes, what: _____

_____

_____ There are financial or other benefits that will result from this event. If yes, what: _____

_____

_____ Additional public safety officials should be on-site for this event. Explain: _____

_____

_____ This event will require special communications:

_____ NOTAMS: _____

_____ Airport tenants: _____

_____ Others: _____

_____ This event will require that labor, equipment or materials be provided by Exec 1 Aviation. Exec 1 will need to be reimbused for these expenses based on actual expenses after the event. Estimated Expenses include:

_____

Other items the FBO would like the Authority to consider: _____

_____

The FBO recommends approving this event YES NO

Form completed by: _____ Date: _____

**To be Completed by the Polk County Aviation Authority**

_____ This application is approved subject to obtaining all required permits, insurance and FAA approvals.

_____ This application is approved with the following modifications or additional requirements: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____ This application is denied.

PERMIT FEE: $_____

CERTIFICATE OF INSURANCE REQUIREMENTS: _____

_____ Governmental Immunities Endorsement is required.

PUBLIC SAFETY: Additional public safety officials are required for this event:

_____ Police Department or private security officers

_____ Fire Department personnel

_____ Emergency Medical Services personnel

POLK COUNTY AVIATION AUTHORITY

Signed: _____

By: David Kalwishky – Airport Manager Date: _____

*Office use:*

_____ *Deposit received*

_____ *Event permit fee received*

_____ *Certificate of insurance received*

_____ *FAA notified*

_____ *FAA approval received*

_____ *Deposit returned* _____ *Deposit retained*