

## SECTION IX SPECIAL EVENTS

### **ACTIVITIES REGULATED BY AIRPORT MANAGEMENT**

#### **1. Special Events Defined**

- a) **Aeronautical**. Special events requiring the written coordination, regulation and approval by the Executive Director include the following:
- Air Shows
  - Static Displays
  - War Bird Shows
  - Fly-In Meets
  - Parachute Team Demonstrations
  - Grand Openings
  - Special events which will promote public use and awareness of the Airport involving the Boca Raton Community Hospital, which said Hospital provides medical facilities and services to the Airport in connection with the Airport's Emergency Response Plan
- b) **Non-aeronautical**. There are occasions for non-aeronautical tenants to conduct activities or events that are not within the scope of the tenant's normal business use of the premises. The Airport Authority wishes to allow its non-aeronautical tenants to conduct these activities and events, provided the overall safety and security of the Airport, airfield and aviation operations are not negatively impacted, and provided that the operations of other Airport tenants are not negatively impacted. Accordingly, all such special events require the preliminary written authorization by the Executive Director, and official approval by the Airport Authority. A special event for a non- aeronautical tenant means an event or activity hosted by the tenant on land designated for non-aeronautical use that is not within the scope of the tenant's normal business use of the premises, reasonably expected to draw attendance above normal tenant operations and/or for a temporary use not permitted under the tenant's lease is a non-aviation special event.
2. All special events require preliminary written authorization by the Executive Director in the initial planning stage, but in no event less than forty-five days before the beginning of the proposed special event. The Executive Director, in his sole discretion, may authorize special events with less advance notice and make such authorization subject to conditions deemed appropriate. The authorization will be in the form of a letter of authorization from the Executive Director to the special event sponsor in which the sponsor is recognized as involved in the planning process for a specific type of special event. The letter of authorization may be used as an introduction to other local government agencies, the FAA, potential event sponsors and local business leaders. The letter will recognize the special

event sponsor as a legitimate representative of a proposed special event, and that the sponsor is authorized to pursue the planning process.

*(NOTE- This letter of authorization by the Executive Director is not a permit or license to proceed with the event. It is merely an authorization to pursue the feasibility and planning process for the special event. This step is necessary so that details of the planning will not get too far along before the Airport Authority is brought into the process.)*

3. All special events must be officially approved by the Airport Authority in the form of a resolution authorizing the special event. Special event sponsors are responsible for obtaining any and all permits, licenses and other approvals required for the special event by the City of Boca Raton, Palm Beach County and any other agency of federal, state, regional or local government with regulatory jurisdiction.
4. All special events for which a fee is charged by the sponsor for admission must be coordinated with the Executive Director prior to the granting of a Special Event Permit.

*(NOTE - During this step, the Executive Director and special event sponsor will agree on the terms and fee structure of the event and the percentage of gate or fixed fee to be paid to the Airport Authority, thus offsetting extra overhead costs and enhancing revenues.)*

5. The special event sponsor will be required to obtain liability insurance for the event in accordance with the Insurance Standards set forth in Section I of these Regulations.
6. Special events conducted on land designated for aeronautical use must promote an aeronautical use, an aeronautical business purpose, the Boca Raton Airport or aviation generally.

#### **MANDATORY COMPLIANCE BY SPECIAL EVENT SPONSOR**

1. If the special event is expected to attract an attendance of 1,000 persons or more, the sponsor must coordinate road and highway impacts with local police, sheriff and/or highway patrol.
2. The Sponsor shall provide the Executive Director with the following:
  - an "adverse weather" plan for the event, if applicable or required by the Executive Director; documentation evidencing arrangements for ambulance, auto towing, garbage pick-up, refuse clean-up, structural fire and ARFF services, if applicable or required by the Executive Director;
  - a Safety, Security and Barricade Plans for the event, if applicable or required by the Executive Director;

- a description of aeronautical activities to be performed at the event, including the aircraft performing the activities, flight plans and a detailed description of any aerobatic maneuvers;
  - endorsement(s) of the sponsor's insurance policies, which are required to be maintained pursuant to Section 1 of these Regulations, Article A, Section 12 of the Minimum Standards and/or the sponsor's lease, as they may be amended from time to time, extending policy coverage to each individual activity authorized by the Authority in the resolution authorizing the special event. The Executive Director may require the sponsor to obtain additional types of insurance coverage(s) or policy(ies), in his or her sole discretion, to protect the Authority's interests or insure activities not ordinarily conducted by the sponsor;
  - documentation of any requirements for the event required because of the particular activity; and
  - documentation of any other requirements imposed on the special event by the Executive Director.
4. The special event must be planned to accommodate the normal ingress and egress of motor vehicles for general aviation users of the airport, or other business activities normally conducted at the airport.
  5. If applicable or required by the Executive Director, airport runways and/or landside "closure" must be coordinated in advance with the Executive Director and other users of the airport.
  6. Special events involving aerial activities that are not of a routine nature for the airport, as determined in the sole discretion of the Executive Director, will require the designation and approval of an "air boss" who is experienced in directing and controlling the aerial activities planned for the event. The person designated as "air boss" must be approved by the Executive Director.
  7. A special event that involves aerobatic maneuvers, as determined in the sole discretion of the Executive Director, by aircraft must be coordinated with the Executive Director and the local Flight Standards District Office of the FAA.
  8. Failure of the sponsor to adequately perform trash and litter clean-up of the airport and repair or compensate for damaged property as a result of the special event will be billed for extra overhead expense and damages by the Airport Authority.