

GENERAL GUIDANCE FOR NON-AERONAUTICAL EVENTS AT FEDERALLY OBLIGATED AIRPORTS

Acceptance of Federal Airport Improvement Program (AIP) grant funds is conditional and obligates the Airport Sponsor receiving the funds to compliance with specific grant assurances. A copy of the Grant Assurances is available on the FAA website.

All events and activities held on an airport must strictly adhere to these terms and conditions.

The Airport Sponsor has the primary responsibility for the safe operation of aircraft on the airport during the progress of any event. Grant Assurance 19 (Operation and Maintenance) prohibits the Sponsor from permitting any activity or action on an airport which would interfere with the airport's intended use as an airport.

It is the shared position of the MDOT, Office of Aeronautics and the Federal Aviation Administration (FAA) that non-aeronautical events and activities on federally obligated airports are strongly discouraged. We recognize that, in an effort to become financially self-sustaining, Airport Sponsors have increasingly sought to expand the relevance of the airport within the community to include certain non-aeronautical events and activities. Examples of non-aeronautical events may include hosting car shows, model airplane races, county fairs and concerts, to name a few.

Compliance with grant assurances for non-aeronautical events is no different than those required when operating the airport for aeronautical events. It all starts with agency coordination. ALL non-aeronautical events for airports covered by the state block grant program (i.e. non-primary airports) must first be coordinated through the Office of Aeronautics. Events at primary airports are coordinated through the FAA, Airports District Office Program Manager.

To ease in the review/coordination of a request to conduct a non-aeronautical event at a state block grant airport, a sponsor certification form has been developed. The sponsor certification form is based in large part on FAA Order 5190.6B, Airport Compliance Manual, section 7.21 b & c. This review will also serve as a certification that the Sponsor is in full compliance of all grant assurances during the progress of the event.

PLEASE SUBMIT REQUEST AT LEAST 90 DAYS PRIOR TO THE SCHEDULED DATE OF AN EVENT.

SPECIAL EVENT SPONSOR CERTIFICATION

By submitting this application for approval, the _____,
(Sponsor Name)
Sponsor of the aviation facility officially known as _____,
(Airport Name)
hereby certifies that the following conditions have been thoroughly reviewed, addressed and satisfied as they relate
to the event known as _____,
(Event Name)
and that support documentation indicating such can be made available for review upon request:

1. The need to conduct the event at the airport is justified.	
2. Details of the event are provided on FAA Form 7460-1 for an operational safety and airspace review. Note: Airspace determination will not be issued until all coordination with FAA is complete.	
3. The event is widely supported by the airport tenants and the community at large.	
4. Event will not adversely affect aviation activity at the facility.	
5. There is a quantifiable, documented financial and local benefit to the airport.	
6. Adequate insurance policies will be in force during the event.	
7. Any damage resulting from the event will be repaired to pre-event condition.	
8. Appropriate NOTAMS will be issued (<i>As applicable</i>).	
9. Notification of FAA Flight Standards Office, if needed.	

The Sponsor hereby certifies, to the best of their belief and knowledge, that the proposed activity, as planned, does not violate any assurances as defined in the Terms and Conditions of Accepting Airport Improvement Program Grants. The Sponsor further agrees to make available, upon request, any and all information required to support the accomplishment of above noted conditions, if necessary.

PRINTED NAME AND TITLE	CONTACT PHONE NUMBER	E-MAIL ADDRESS	
DULY AUTHORIZED REPRESENTATIVE OF SPONSOR		EVENT DATE	TODAY'S DATE

FORM INSTRUCTIONS

1. The need to conduct the event at the airport is justified – Sponsor certifies that an objective evaluation of comparable venues has been conducted and no other venues exist within the community to reasonably accommodate the event.
2. Details of the event are provided on [FAA Form 7460-1](#) for an operational safety and airspace review. Sponsor has filed the required information including a sketch of event limits and coordinate/elevation information necessary to conduct a detailed airspace analysis. For non-aeronautical events submit an explanation with the supporting diagram, including maps of the airport and its surrounding area, depicting precisely where and how the airport property will be used for the non-aeronautical event/activity. All comments and recommendations provided by the Office of Aeronautics subsequent to the review will be implemented in their entirety. FAA Form 7460-1 Notice of Proposed Construction or Alteration is located at: <https://oeaaa.faa.gov/oeaaa/external/portal.jsp>.
3. The event is widely supported by the airport tenants and community at large – Sponsor certifies that adequate coordination with tenants, airport users and the aviation community at large has taken place and all tenants have been made aware of the event and input has been solicited. Expressed concerns have been addressed.
4. Event will not adversely affect aviation activity at the facility – Sponsor certifies that all reasonable accommodations will be made to maintain normal airport operations and tenants will not be adversely affected by the event. The airport will remain operational and available to accept previously scheduled traffic with reasonable notice (e.g. 20 minutes). Diverted air traffic can be accommodated by other area airports. Submit a safety, security and emergency plan.
5. There is a quantifiable, documented financial benefit to the airport – Sponsor can identify financial and other benefits that will accrue to the airport as a result of the event. Fair Market Value for the event will be received.
6. Adequate insurance policies will be in force during the event – Sponsor certifies that event promoters/coordinators/organizers have obtained adequate insurance to protect the airport from damages, injuries and lawsuits arising from the conduct of the event.
7. Any damage resulting from the event will be repaired to pre-event condition – Sponsor certifies that any and all damage to airport facilities (pavements, lights, NAVAIDS, etc.) occurring during the conduct of the event will be repaired by event promoters/coordinators/organizers to the satisfaction of the Sponsor.
8. Appropriate NOTAMS will be issued (as applicable) – Notices to Airmen will be issued, as applicable, for any procedural/operational changes or flight restrictions resulting from the progress of the event.
9. Certificated airports are required to notify Flight Standards District Office.

Please submit completed form to: CarnarvonM@Michigan.gov

Any questions on this process contact: Michael Carnarvon, Inspection and Licensing Unit Supervisor

Phone: (517) 242-2936

E-mail: CarnarvonM@Michigan.gov

For questions about FAA Form 7460-1, please contact: Hilary Hoose, Airspace Analyst

Planning & Development

Section Phone: (517) 242-2494

E-mail: HooseH@Michigan.gov