



# REQUEST FOR NON-AERONAUTICAL USE OF A PUBLIC AIRPORT - EVENT

## APPLICANT INFORMATION

<b>AIRPORT NAME:</b>			
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:

- Signed event contract/agreement with event sponsor (which includes responsibilities for safety, security, and restoration of the airport to original condition).\*
- Documentation of municipal coordination and description of community support.\*
- Signed certification for partial closing of an obligated public-use airport.\*
- Sketch map showing event location on airport, with locations of safety and security measures.
- Safety plan detailing safety and security measures, responsibilities, communications plan, emergency services, and signage.
- 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

<b>FOR BUREAU OF AVIATION USE ONLY</b>	
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-10E)

### 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. Signed event contract/agreement with the event sponsor, which includes requirement for the restoration of the airport back to the original condition after the event. (NPIAS airports only)
  - b. Sketch map showing affected locations on the airport, location of emergency personnel and services, physical controls measures to be in place.
  - c. Provide documentation of municipal coordination and description of community support. (NPIAS Airports Only)
  - d. Signed certification for partial closing of an obligated public-use airport (NPIAS airports only).
  - e. Safety plan detailing responsibilities and control procedures (Safety phasing plan for NPIAS airports).
  - f. Copy of tenant notifications.

### Certification

9. The owner, or authorized agent for the owner, must sign and date the application. Print or type the signatory's name and 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](http://www.penndot.gov) or by calling the Bureau at (717) 705-1200.