

# LOUISVILLE REGIONAL AIRPORT AUTHORITY

## POLICY FOR SPECIAL EVENT USE OF BOWMAN FIELD

APPROVED JANUARY 18, 2006

**BACKGROUND:** The Louisville Regional Airport Authority (LRAA) is responsible for the safe and efficient use of Bowman Field (Airport). The LRAA has the responsibility to conduct the operations of the Airport under a philosophy of public service and be a good neighbor to the surrounding community and its residents.

The LRAA, as a condition of accepting construction grants from the federal government, is required to operate the Airport in a self sustaining as possible manner. Therefore, the LRAA establishes fees and charges for the use of its facilities. The LRAA is granted the authority to establish such fees in accordance with KRS 183.

As established by KRS 183, the Board of the LRAA has approved and adopted Regulations and all users of the Airport are obligated to abide by the appropriate portions of the Regulations. The term Person is defined in the Regulations as: any individual, partnership, corporation, association, joint venture, organization, group or duly authorized representative thereof.

**PURPOSE:** While the principal use and purpose of the Airport is for aviation related activities, the LRAA reserves the right to issue permits for activities other than normal and routine aeronautical activities to take place on the Airport. When granting these permits the LRAA must continue to allow the primary purpose of the Airport to take precedence over non-aeronautical related activities. In granting these permits the Airport receives increased exposure to and promotional interest in aviation by attendees of the permitted activities that otherwise would not be exposed to the facilities and tenants of the Airport.

**DEFINITIONS:** For the purpose of this policy, the following definitions apply;

**AERONAUTICAL ACTIVITY:** An aviation activity or event 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 object.

**LOUD MUSIC OR PUBLIC ADDRESS ANNOUNCEMENTS:** Any music or announcement that can be heard beyond the perimeter fence of the Airport regardless of the location of the music or announcement being generated.

**NON-AERONAUTICAL ACTIVITY:** An activity or event that is NOT regulated or governed in any manner by the Federal Aviation Administration.

**SPECIAL EVENT:** An activity or event held on or over Bowman Field when a large number of participants or spectators are anticipated to participate and/or attend which has the potential to interrupt the normal and principal use and purpose of the Airport. 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 activity including civic, charitable, educational, religious, not-for-profit or similar purpose. This does not pertain to press conferences, press briefings or similar type events.

**PERMITTED USES:** No Person shall utilize any portion of the Airport for any civic, charitable, educational, religious, not-for-profit or similar purpose, except as authorized by the LRAA. 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 LRAA. 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 LRAA for these Special Event activities.

Approval by the LRAA for Special Event activities is done on a case-by-case basis. The Board of the LRAA reserves the right to modify this policy from time to time on a case-by-case basis. The LRAA has the right to restrict the use of its facilities, time of use of its facilities, noise generated by the use of its facilities and, once granted permission to use certain facilities, immediately discontinue use of facilities by Persons not complying with the terms and conditions of the permitted use of the facilities.

**AGREEMENTS:** Persons requesting use of the Airport for a Special Event activity must first submit a Facility Use Form (Attachment "A") for approval to the LRAA. The LRAA may also require the Person to enter into a Special Event Agreement (Attachment "B") prior to the use of the facility. The LRAA may also require indemnification, insurance certificates and damage deposits for the use of its facilities.

**SPECIAL EVENT FEE SCHEDULE:** The following fee schedule applies for all Special Event permits at Bowman Field:

**ONE DAY OR SINGLE EVENT:** \$1,000

**TWO DAY EVENT:** \$1,500

**THREE DAY OR MORE EVENTS:** \$600 per day

In addition to the permit fee listed above, the LRAA reserves the right to charge for direct expenses, personnel reimbursement expenses and expenses due to damage during the use of its facilities, all of which will be described in the Agreement entered into prior to the use of the facilities.

**NON-LRAA PERMITS AND LICENSES:** It is the responsibility of the Person requesting use of the facilities to obtain all required permits issued by the State of Kentucky or Louisville Metro Government (LMG). Special Events may require an event application be completed with LMG. Large gatherings may require coordination with Louisville Metro Police for traffic control. Attached is an Application for Alcoholic Beverage Temporary License (Attachment "C") issued by the Department of Alcoholic Beverage Control of the Commonwealth of Kentucky. Attachment "C" is a sample only and may not be the current form. It is the responsibility of the Person to obtain the current form and receive approval prior to the use of the facilities at the Airport. The LRAA shall be given copies of all locally required and issued permits prior to final LRAA approval and permit issued for the event. The LRAA 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 LRAA reserves the right to limit the hours of activities, the volume of music/noise generated, the number of amplified speakers and the type of language being generated 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.

All activities will be restricted to the following hours:

**INSIDE EVENTS:**

No Loud Music or Public Address Announcements before 8:00am Mon - Fri.  
No Loud Music or Public Address Announcements before 9:00am Sat & Sun.  
All events may not start before 7:00am daily.  
Sunday through Thursday all events must conclude by 11:00pm.  
Friday and Saturday all events must conclude by 1:00am.

**NON-AERONAUTICAL OUTSIDE EVENTS:**

No Loud Music or Public Address Announcements before 9:00am 7 days a week.  
Events may not start before 8:00am 7 days a week.  
Events must conclude by 11:00pm Sun - Thu.  
Events must conclude by 12:00midnight Fri & Sat.

**AERONAUTICAL OUTSIDE EVENTS:**

No Loud Music or Public Address Announcements before 7:00am 7 days a week.  
Events may not start before 6:00am 7 days a week.  
Events must conclude by 11:00pm 7 days a week.