

I Want To... Host an Event at My Airport

Aviation Division

Overview

The Texas system of General Aviation airports offers many opportunities to host an event. Events can be aeronautical or non-aeronautical, and there are different procedures and requirements for each. Whatever your reason for wanting to host an event - entertainment, community outreach, education, testing, etc. - TxDOT Aviation is here to help you get started and guide you through the process.

Getting Started

Determine Your Needs If you are interested in hosting an event at your airport, start with making the following determinations:

- Is your event aeronautical or non-aeronautical?
 - Examples of aeronautical events include air shows, annual fly-ins, and aviation conventions
 - Examples of non-aeronautical events include car races, county fairs, parades, car testing, and model airplane events
- Do you need to close only part of the airport (i.e., the runway or a taxiway), or the entire airport?

The above lists are not all-inclusive of the types of events that can be held. If you need assistance determining your type of event, and/or how much of your airport you may need to close, reach out to your designated Aviation Planner for guidance.

Begin Your Application Process Most aeronautical events do not require an application; however, air show coordination requires a *Certificate of Waiver or Authorization* (FAA Form 7711-2) to be approved and issued by the appropriate FAA Flight Standards District Office (FSDO). Additionally, a ground operations plan will need to be submitted that addresses the Part 139 related requirements impacted by the air show. This must be approved by an airport certification inspector. Other issues that can be impacted are outlined in Chapter 7 (Airport Operations) of the FAA Compliance Manual.

For non-aeronautical events, TxDOT Aviation has a brief two-page application that can be submitted directly to your planner. From there, your planner will work to coordinate with you regarding any other necessary documentation, such as payment agreements, and will submit the entire application to the FAA on your behalf. More information for non-aeronautical events, as well as air show coordination, can be found on the next page.



Contacts

Your Designated TxDOT Aviation Planner

TxDOT Aviation: 512-416-4500

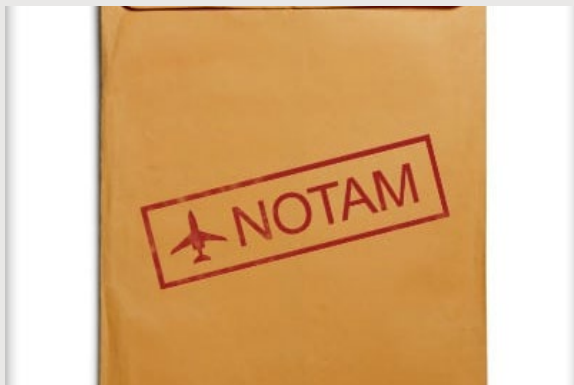
FSDO: There are four offices in Texas serving different areas of the state

- Houston
- North Texas
- Lubbock
- San Antonio

Contact information for each office can be found at

https://www.faa.gov/about/office_org/field_offices/fsdo/?state=TX

FAA Airports Division and District Office (ADO), Southwest Region: <https://www.faa.gov/airports/southwest>



Notice to Air Missions (NOTAM)

All types of events will require that proper NOTAMs be issued, which is a notice containing information essential to personnel concerned with flight operations but not known far enough in advance to be published by other means. NOTAMs state the abnormal status of a component of the National Airspace System (NAS) rather than the normal status.

NOTAMs require that a specific format be followed. These requirements, as well as example NOTAMs, can be found on the FAA website. Additionally, your TxDOT Aviation Planner can assist.

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Non-Aeronautical Events

Grant Assurance 19.a, *Operation and Maintenance*, requires that any proposal to close an airport temporarily for non-aeronautical purposes must be approved by the FAA, and has been policy since 1961 as outlined in *Compliance Requirements Part 6.00*. In certain circumstances, the FAA will support the limited use of airport facilities to promote aviation awareness through non-aeronautical events, so long as there is not total closure of an airport. However, safeguards need to be established to protect aeronautical use while the event is occurring to ensure that safety is not compromised.

Outlined in 7.21 of the Airport Compliance Manual, temporarily closing part of an airport for a non-aeronautical event may be justified, as long as **ALL** of the following nine requirements are met:

- The event is held in an area of the airport not required for normal operation of aircraft
- Adequate facilities for landing and takeoff will remain open to air traffic
- Proper NOTAMs are issued in advance
- Ensure proper marking of the portion of the airport to be temporarily closed
- Airport owner notifies FSDO in advance, as well as carriers using the airport
- Airport owner agrees to remove all markings and repair any damage within 24 hours after the event, or issue additional necessary NOTAMs
- Airport owner coordinates event activities with local airport users and DoD if any military activities are planned
- No obstructions determined by the FAA to be hazards will be constructed
- Airport sponsor is reimbursed for all additional cost incurred as a result of the event.



Helpful Links

TxDOT Aviation Division: <https://www.txdot.gov/business/aviation.html>

FAA Order 5190.6B, Airport Compliance Manual:
https://www.faa.gov/airports/resources/publications/orders/compliance_5190_6

FAA Form 7711-2, Certificate of Waiver or Authorization:
<https://www.faa.gov/forms/index.cfm/go/document.information/documentID/186161>

FAA Grant Assurances (Obligations): https://www.faa.gov/airports/aip/grant_assurances

Airshows – Ground Operations Plans:
https://www.faa.gov/airports/airport_safety/airshows

NOTAMs: <https://notams.aim.faa.gov/notamSearch/nsapp.html#>

Air Show Coordination

Your local FAA FSDO must approve your Certificate of Waiver or Authorization. Keep in mind that Flight Standards will not issue a certificate to airports certified under 14 CFR Part 139 until the FAA regional airports division has reviewed and concurred with the air show event, so be sure to allow yourself plenty of time in the planning process.

Ground Operations Plan

Must be in place to address the Part 139 related requirements impacted by the air show and must be approved by an airport certification inspector. Once approved, the inspector will send a letter to the airport operator and the FAA FSDO.

Other Issues

Potential other issues related to an air show that must be addressed:

- Air show ground operations plan guidelines
- Airline operations
- Aircraft rescue and fire fighting (ARFF) capability
- Special emergency response procedures
- Temporary arresting gear installed in RSA
- Integrity of RSAs, TSAs, and object free areas
- Pyrotechnic devices
- Temporary closure of runways and taxiways
- Movement area maintenance
- Public protection
- Fueling operations
- Ground vehicle operations
- Impact to NAVAIDS
- NOTAMs
- Wildlife mitigation