



## **Adopt-an-Airport Program**

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## Program Information

The Adopt-an-Airport Program allows private citizens and groups an opportunity to support the department's beautification programs by adopting an airport for the purposes of beautifying and creating a better image and enhancing public awareness for the airport. Airports play a vital role in economic development, and you can play a role in your local airport's development through this program.

Publicly-owned airports included in the [Texas Airport System Plan](#) are eligible to participate in the Adopt-an-Airport Program. Eligible adopters will need to execute an agreement with the department to define their respective responsibilities before the airport may be adopted.

Eligible adopters include the following groups eligible to participate in the Program:

- members or employees of civic and nonprofit organizations;
- employees of private businesses and governmental entities; and
- families

Additionally, to be eligible, a group must be located or reside in the city or county in which the adopted airport is located.

The authorized representative of a group that desires to participate, or to continue to participate in the program, will need to submit an Adopt-An-Airport application, signed by the City and/or County Authority. In addition, a copy of the Adopt-An-Airport Adoption Agreement, which includes terms and conditions, signed by the Adopt-An-Airport Chairman and the Sponsor must be submitted. The documents must be submitted to the TxDOT District Adopt-An-Airport liaison, for the district where the airport resides. The TxDOT District Adopt-An-Airport liaison will coordinate with the TxDOT AVN Division Adopt-An-Airport Coordinator and the District Engineer, for review and approval consideration.

If approved, the TxDOT District Adopt-An-Airport liaison will forward the signed copies, along with the next steps, including district contact information. A copy of the fully executed documents will be forwarded to the Authorized Representative of the Group, the Airport Sponsor, and the TxDOT AVN Division Adopt-An-Airport coordinator. In addition, a copy of the Safety Instruction Program Release, Release for Minor Participant will be provided for review and completion prior to performing any work associated with the Adopt-An-Airport Application and Agreement. The Work Period Confirmation form will be submitted each time work is performed.

Responsibilities of adopter Group, the Airport Sponsor, and the Department are:

Adopter Groups must:

- appoint or select an authorized representative to serve as spokesperson for the group;
- obey and abide by all laws and regulations relating to safety and such other terms and conditions as may be required by the sponsor and the department for special conditions on a particular adopted airport;
- furnish adequate supervision by one or more adults for participants of a group who are 15 years of age or younger;
- conduct at least one safety meeting per year and ensure participants of the group attend a safety meeting before participating in the beautification of the adopted airport;
- adopt an airport for a minimum period of two years;
- work a minimum of four times a year;
- if the group's responsibility is controlling and reducing litter, pick up litter a minimum of four times a year and at such additional times as required by the sponsor or the department, place litter in trash bags furnished by the department and place filled trash bags at locations as determined by the airport sponsor or the department; return all unused materials and supplies to the airport sponsor or the department within one week following cleanup unless the materials and supplies are necessary for continued beautification;
- obtain required supplies and materials from the airport sponsor or the department during regular business hours;
- wear department furnished safety vests during the tasks being performed;
- neither possess nor consume alcoholic beverages while on the adopted airport;
- maintain a first-aid kit and adequate drinking water while on the adopted airport property/grounds;
- complete and distribute the Work Period Confirmation Form after each work period; and
- follow any additional requirements contained in the executed Adopt-An-Airport agreement.

The Sponsor will:

- name a single point-of-contact to coordinate tasks with Group and Department;
- work with the Group and Department to determine specific tasks to be accomplished;
- schedule time of when tasks are to be done and post any Notice to Airmen (NOAM's) if necessary;
- provide the Group with supplies and materials, if agreed upon, to accomplish tasks.

The Department (TxDOT) will:

- work with the group and the sponsor to determine the specific tasks to be performed;
- erect a sign on the closest highway right of way, normally near the airport pointer sign, with the group's name or acronym displayed;
- provide safety vests, trash bags, and safety literature;
- remove the filled trash bags after the pickup; and
- remove litter from the adopted section only under unusual circumstances, such as removal of large, heavy, or hazardous items.

For additional information regarding the program, please read the Texas Administrative Code ([43 TAC §12.11](#)) rules for Adopt-an-Airport.

Contact the Aviation Division at [AVN\\_AdoptAnAirport@txdot.gov](mailto:AVN_AdoptAnAirport@txdot.gov) or 800-68-PILOT for more information.

## Procedure

1. Publicly owned airports included in the Texas Airport System Plan (TASP) are eligible to participate in the Adopt-an-Airport Program.
2. The following groups are eligible to participate in the Program:
  - a. Members or employees of civic and nonprofit organizations;
  - b. Employees of private businesses and governmental entities; and
  - c. Families.
3. To be eligible, a group must be located or reside in the city or county in which the adopted airport is located.
4. An authorized representative of a group shall submit a completed Adopt-An-Airport Application to the District Adopt-An-Airport Coordinator.
  - a. The application shall include at a minimum:
    - i. the name of the airport to be adopted;
    - ii. the date of the application;
    - iii. the name and complete mailing address, including street address, of the adopting group;
    - iv. the name, telephone number, and e-mail address of the group's authorized representative;
    - v. the approximate number of participants;
    - vi. what activities the applicant proposes for maintenance or beautification;
    - vii. the signature of the City and/or County Authority and printed name.
5. Eligible airports shall execute an Adopt-an-Airport Adoption Agreement with the Department to define their respective responsibilities before the airport may be adopted.
  - a. The agreement shall include at a minimum:
    - i. the city and/or county where the airport resides
    - ii. the name of the volunteer group
    - iii. the beginning and ending date for the work period, with a minimum of two years
    - iv. the printed name and signature of the group's chairman
    - v. the complete mailing address of the group
    - vi. a phone number for the group or chairman's phone number
    - vii. the signature of the Sponsor (Mayor or Judge)
    - viii. the Sponsor contact name
    - ix. the Sponsor contact's daytime phone number
6. If the group meets the criteria of this section, the District Adopt-An-Airport Coordinator will review the application with the TxDOT Aviation Adopt-An-Airport Coordinator and if there are no objections, the TxDOT District Adopt-An-Airport Coordinator will proceed with the review and approval process. The District Engineer will review and approve the adoption unless he or she determines to do so would endanger the traveling public, or otherwise not be in the best interest of the airport.

7. If the District Engineer approves the application submitted by the group, the authorized representative of that group shall execute a written agreement with the sponsor and the department providing for the group's participation in the Program.
  - a. The agreement shall be in the form prescribed by the department and shall include
    - i. an acknowledgement by the group of the possible hazardous nature of the work involved in participating in the Program;
    - ii. an acknowledgement that the members of the group agree jointly and severally to be bound by and comply with the terms of the agreement; and
    - iii. a statement of the respective responsibilities of the group and the department as contained in subsection ( e ) of this section.
8. The Group must:
  - a. appoint or select an authorized representative to serve as spokesperson for the group;
  - b. obey and abide by all laws and regulations relating to safety and such other terms and conditions as may be required by the sponsor and the department for special conditions on a particular adopted airport;
  - c. furnish adequate supervision by one or more adults for participants of a group who are 15 years of age or younger;
  - d. conduct at least one safety meeting per year and ensure participants of the group attend a safety meeting before participating in the beautification of the adopted airport;
  - e. adopt an airport for a minimum period of two years;
  - f. pick up litter a minimum of four times a year and at such additional times as required by the sponsor or the department, if the group's responsibility is controlling and reducing litter;
  - g. obtain required supplies and materials from the sponsor or the department during regular business hours;
  - h. wear department furnished safety vests during the tasks being performed;
  - i. place litter in trash bags furnished by the department and place filled trash bags at locations as determined by the sponsor or the department, if the group's responsibility is controlling and reducing litter;
  - j. return all unused materials and supplies to the sponsor or the department within one week following cleanup unless the materials and supplies are necessary for continued beautification;
  - k. neither possess or consume alcoholic beverages while on the adopted airport; and
  - l. maintain a first-aid kit and adequate drinking water while on the adopted airport.
9. The department will:
  - a. work with the group and the sponsor to determine the specific tasks to be performed.
  - b. erect a sign on the closest highway right of way, normally near the airport pointer sign, with the group's name or acronym displayed;

- c. provide safety vests, trash bags, and safety literature;
- d. remove the filled trash bags after the pickup; and
- e. remove litter from the adopted section only under unusual circumstances, such as removal of large, heavy, or hazardous items.

The department may consider such factors as airport size and activity, geometrics, congestion, and visibility restrictions in determining which airports shall be eligible for adoption. If any actions are determined to be contrary to any legislative restrictions on the use of appropriated funds for political activities, the department, at its sole discretion, may take any and all necessary remedial actions, including, but not limited to, the removal of signs displaying the group's name or acronym. Adopt-an-Airport signs shall be four feet by four feet and shall be the least expensive and most effective for each situation. A sign will not state the full name or official title of an elected official. A group may not subcontract or assign its responsibilities to any other group, organization, or enterprise without the express written authorization of the department. The department shall not have the right to control the group in performing the agreed upon tasks and/or of picking up litter from the airport adopted by the group; and, in picking up litter, the group shall act as an independent contractor.

The agreement may be modified in any manner at the discretion of the department. The group will have the option of renewing the agreement subject to the approval of the department and the sponsor, and the continuation of the Program. The department may terminate the agreement and remove the signs upon 30-day notice, if in its sole judgment it finds and determines that the group is not meeting the terms and conditions of the agreement.

## **Applicant Process Overview**

The following steps need to be completed by the adopting group.

Completed forms should be submitted to the Airport Sponsor, the Texas Department of Transportation District Engineer, and the Texas Department of Transportation Aviation Coordinator.

If you require additional information or assistance identifying the appropriate contacts, please email [AVN\\_AdoptAnAirport@txdot.gov](mailto:AVN_AdoptAnAirport@txdot.gov)

### ***Step One***

- Complete and submit the Adopt-an-Airport Application to initiate the process

### ***Step Two***

- Once your application is accepted, the following forms are required:
  1. Adopt-an-Airport Agreement
  2. Adopt-an-Airport Sign Design
  3. Adopt-an-Airport Safety Instruction Program Release
  4. Adopt-an-Airport Release for Minor Participants
    - a. One form per minor participant

### ***Step Three***

- Your agreement is fully executed, and work may begin.
- A completed Adopt-an-Airport Work Period Confirmation Form is required following each work period.

***CONGRATULATIONS! YOU ARE NOW AN OFFICIAL AIRPORT ADOPTER!***



## Adopt-An-Airport Application

The Texas Department of Transportation and the City and/or County of \_\_\_\_\_ will work with the adopting group to determine the specific section of the airport to be adopted. Certain areas may not be adoptable due to their hazardous nature.

**Please Print or Type**

_____	_____
<b>Name of Airport to be Adopted</b>	<b>Date of Application</b>

\_\_\_\_\_  
Name of Adopting Group

\_\_\_\_\_  
Name of Group President, Chairman, etc.

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number

Approximate number of participants: \_\_\_\_\_

Airport area(s) you are interested in adopting and the activities you propose for maintenance or beautification (in order of preference):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Signature of City and/or County Authority

\_\_\_\_\_  
Printed Name of Authority

Email completed form to the Airport Sponsor, the Texas Department of Transportation District Engineer, and the Texas Department of Transportation Aviation Coordinator.



## **Adopt-An-Airport Adoption Agreement**

### **Terms and Conditions**

The City and/or County of \_\_\_\_\_, hereinafter called the “Sponsor”, the Texas Department of Transportation, hereinafter called the “Department”, and the volunteer group named \_\_\_\_\_, hereinafter called the “Group”, recognizes the need and the desirability of well groomed and litter-free airports and are entering into this Agreement to permit the group to contribute toward the effort of maintaining airport conditions and aesthetics.

By signature below, the Group acknowledges the sometimes-hazardous nature of the work, and agrees that the members of the group are jointly and severally bound by and will comply with the following terms and conditions:

- Participants in the Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Sponsor for such special conditions on a particular adopted section of the airport.
- When participants are 15 years of age or younger, the Group shall furnish adequate supervision using one adult for every eight young participants.
- Children under 11 years of age should not be present at the work site.
- Children under 18 years of age must have the Release for Minor Participation form signed by their parent/guardian.
- Each Group shall conduct at least one safety meeting per year. Participants must sign a hold harmless agreement and attend a safety meeting conducted by the group before participating in a work session.
- Groups shall be required to adopt for a two-year period.
- The Group shall work a minimum of four times a year.
- The Group shall obtain required supplies, materials and safety vests from the airport during regular business hours.
- Individuals shall wear approved safety vests while on the airport.
- The Group shall place filled trash bags at a location designated by the airport manager for pickup and disposal.
- Unused materials and supplies will be left with the airport manager after the work period.
- The Group shall not possess or consume alcoholic beverages while at the airport.
- The Group shall maintain a first aid kit and adequate drinking water while at the airport.
- Complete and distribute the Work Period Confirmation Form after each work period.

**The Sponsor agrees to the following:**

- Name a single point-of-contact to coordinate tasks with Group and Department.
- Work with the Group and Department to determine specific tasks to be accomplished.
- Schedule time of when tasks are to be done and post any Notice to Airmen (NOTAM's) if necessary.
- Provide to the Group any supplies and materials if agreed upon to accomplish tasks.

**The Texas Department of Transportation agrees to accomplish the following:**

- Provide safety vests and trash bags.
- Remove filled trash bags.
- Participate with the Sponsor on initial safety training for group including safety literature and audiovisuals.
- Erect a four foot by four foot sign at the closest right-of-way to the airport entrance.

If in the judgment of the Sponsor or the Department, it is found that the adopting group is not meeting the terms and conditions of this agreement, upon 30 days notice, the Sponsor or the Department may terminate the adoption agreement. The Sponsor or the Department reserves the right to modify or cancel the program at any time.

The Sponsor recognizes the Group as the adopting organization for Airport, and the Group accepts the responsibility of working four times a year on this airport promoting a litter free, better maintained and more appealing environment at the airport for a period beginning and ending (minimum of two years.)

**Group**

**Sponsor**

\_\_\_\_\_  
Adopt-An-Airport Chairman (Print)

\_\_\_\_\_  
Signature of Sponsor (Mayor or Judge)

\_\_\_\_\_  
Authorized Signature for Group

\_\_\_\_\_  
Sponsor Contact Name (Print)

\_\_\_\_\_  
Name of Group

\_\_\_\_\_  
Sponsor Contact's Daytime Phone Number

\_\_\_\_\_  
Address of Group

**Texas Department of Transportation**

\_\_\_\_\_  
City, State, Zip

Aviation Adopt-An-Airport Coordinator

\_\_\_\_\_  
Daytime Phone/Evening Phone

\_\_\_\_\_  
District Engineer

Email completed form to the Airport Sponsor, the Texas Department of Transportation District Engineer, and the Texas Department of Transportation Aviation Coordinator.



## Adopt-An-Airport Sign Design

Group Name:

Once the agreement has been executed and the sign design mutually agreed-upon, the Department will erect the Group's sign.

TxDOT will provide each group a 48" x 48" sign with the Group's name or acronym. The sign will be erected at the closest highway right of way, normally near the airport pointer.

The Group may have their name or acronym on the sign; up to 3 lines of no more than 11 characters per line, or 4 lines no more than 13 characters per line.

Private businesses and nonprofits, civic, government, and school groups must use their official organization name. Any business or commercial group must include "Members," "Employees," "Volunteers," or an equivalent on their sign.

# ADOPT AN AIRPORT

Line 1

1      2      3      4      5      6      7      8      9      10      11      12      13

Line 2

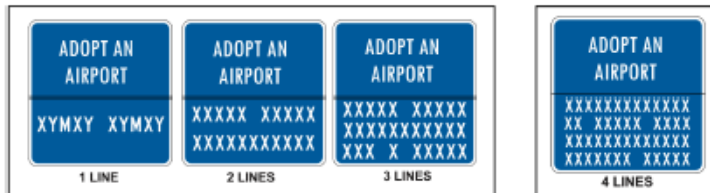
1      2      3      4      5      6      7      8      9      10      11      12      13

Line 3

1      2      3      4      5      6      7      8      9      10      11      12      13

Line 4

1      2      3      4      5      6      7      8      9      10      11      12      13



Email completed form to the Airport Sponsor, the Texas Department of Transportation District Engineer, and the Texas Department of Transportation Aviation Coordinator.



**Adopt-An-Airport  
Safety Instruction Program Release**

Date:

I, a member of the \_\_\_\_\_, have attended the Adopt-An-Airport safety training program as a prerequisite to participation in the Adopt-An-Airport program.

I do hereby release and discharge the State of Texas, the Texas Department of Transportation, and the City and/or County of \_\_\_\_\_ and their officers, agents, and employees from all claims, demands and causes of action of every kind whatsoever for any damages and/or injuries which may result from my participation in the Adopt-An-Airport program and other voluntary activities on or near the airport.

I further agree to hold harmless the State of Texas, the Texas Department of Transportation, and the City and/or County of \_\_\_\_\_ and their officers, agents, and employees from liability for any damages or injuries resulting from any acts or failure to act on my part during my participation in said voluntary activities on or near the airport.

Printed Name

Address

Signature

Instructor Name

Instructor Signature

Date

Email completed form to the Airport Sponsor, the Texas Department of Transportation District Engineer, and the Texas Department of Transportation Aviation Coordinator.



**Adopt-An-Airport  
Release for Minor Participant**

I, a member of the \_\_\_\_\_, have attended the Adopt-An-Airport safety training program as a prerequisite to participation in the Adopt-An-Airport program.

I do hereby release and discharge the State of Texas, the Texas Department of Transportation, and the City and/or County of \_\_\_\_\_ and their officers, agents, and employees from all claims, demands and causes of action of every kind whatsoever for any damages and/or injuries which may result from my participation in the Adopt-An-Airport program and other voluntary activities on or near the airport.

I further agree to hold harmless the State of Texas, the Texas Department of Transportation, and the City and/or County of \_\_\_\_\_ and their officers, agents, and employees from liability for any damages or injuries resulting from any acts or failure to act on my part during my participation in said voluntary activities on or near the airport.

Name of Minor Participant:

Minor Participant's Parent/Guardian:

Relationship to Minor Participant:

Address:

Parent/Guardian Signature:

Date:

Email completed form to the Airport Sponsor, the Texas Department of Transportation District Engineer, and the Texas Department of Transportation Aviation Coordinator.



**Adopt-An-Airport  
Work Period Confirmation**

Airport Name:

Adopt-An-Airport Group:

Date Worked:

Portion(s) of the airport where work was performed:

Approximate number of group participants who worked:

General condition of airport before cleanup:

General condition of airport after cleanup:

List any reports of hazardous materials, bulky items, dead animals, et cetera:

Group Supervisor Name:

Group Supervisor Signature:

Date:

Email completed form to the Airport Sponsor, the Texas Department of Transportation District Engineer, and the Texas Department of Transportation Aviation Coordinator.