



Special Airport Event Review Form

Form must be submitted 90 days prior to the event.

***All fields are required.**

Form Instructions

The following information is provided to aid in the completion of the Wisconsin Bureau of Aeronautics' "Special Airport Event Review Form".

FAA Form 7460-1 Data

The data fields in this section are used by BOA to submit FAA Form 7460-1 *Notice of Proposed Construction or Alteration* for the event. Some special events may result in temporary alterations to the airport which may affect navigable airspace, navigational aids, line-of-sight, and/or traffic patterns. As such, FAA must complete an evaluation of potential impacts prior to event approval.

Geospatial Data

Location(s) of Activities and Critical Objects – Describe the location of event activities and critical objects in relation to prominent airport features (e.g. runway, taxiway, apron, terminal, etc.). Activities and critical objects include:

- Primary event activities;
- Structures, objects, or any equipment temporarily located on the airport (e.g. bleachers, tents, concession trailers, portable toilets, etc.);
- Public viewing areas;
- Abnormal aircraft parking areas; and/or
- Abnormal car parking areas.

Attach a Map Depicting above Described Locations – The provided map should utilize satellite imagery or other professional mapping (such as the airport layout plan) and be drawn with enough accuracy as to allow BOA to estimate latitude, longitude, and site elevation for the locations of activities and critical objects.

Certification of Compliance

In order to comply with federal grant assurances, the following conditions must be addressed and satisfied prior to hosting a special airport event. By completing and signing this form, the Airport Sponsor certifies that the proposed special event satisfies these conditions and will not otherwise violate federal grant assurances. When the sponsor has properly executed this form, no further review will occur unless exceptional circumstances arise.

1. *No other venues exist within the community to reasonably accommodate the event.* – Airport 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. *The event is widely supported by the airport tenants and the aviation community at large.* – Airport 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.



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3. *A safety plan has been prepared and coordinated with the Event Sponsor.* – Airport Sponsor certifies that a Safety Plan has been prepared and coordinated with the Event Sponsor which identifies safeguards which will be established to keep airport users and event attendees safe during the duration of the event. Possible considerations might include: on-site emergency services, temporary signage and markings, fencing, crowd control, parking and traffic flow management, FOD management, etc.
4. *The event will not adversely affect aviation activity at the facility.* – Airport Sponsor certifies that all reasonable accommodations will be made to maintain normal 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.
5. *There is a quantifiable, documented financial benefit to the airport.* – Airport Sponsor can identify financial and other benefits that will accrue to the airport as a result of the event. A Fair Market Value fee for the event will be received by the airport. All operating expenses incurred by the airport as a result of the special event shall be reimbursed.
6. *Adequate insurance policies will be in force during the event.* – Airport Sponsor certifies that Event Sponsor has 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 previous condition.* – Airport Sponsor certifies that any and all damage to airport facilities occurring during the conduct of the event will be repaired by Event Sponsor to the satisfaction of the Airport Sponsor.
8. *Appropriate NOTAMS will be issued (as applicable).* – Notices to Airmen will be issued, as applicable, for any operational changes or flight restrictions resulting from the activities of the event.
9. *Certificate of Authorization or Waiver has been issued (as applicable)* – For those special events with an aerial component, a waiver is required whenever activities will violate any Federal Aviation Regulation. Common examples include:
 1. FAR § 91.117 Aircraft Speed
 2. FAR § 91.119 Minimum Safe Altitude
 3. FAR § 91.126-131 Airports/Airspace Operations
 4. FAR § 91.155 VFR Weather Minimums
 5. FAR § 91.303 Aerobatic FlightA Waiver may be request by submitting FAA Form 7711-2 to the appropriate FAA Flight Standards District Office.

For questions about this form or additional information relating to special event compliance, please contact:

Hal Davis
Airport Compliance Program Manager
608-267-2142
Howard.Davis@dot.wi.gov



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Event Name: _____

Event Date(s): _____

FAA Form 7460-1 Data

Airport Sponsor:

Event Sponsor (if other than Airport Sponsor):

Address: _____

Address: _____

City: _____

City: _____

State: _____ ZIP: _____

State: _____ ZIP: _____

Contact Person: _____

Contact Person: _____

Telephone: _____

Telephone: _____

Email: _____

Email: _____

Description of the Event:

Geospatial Data

Location(s) of Activities and Critical Objects:

Event Activities: _____

Temporary Structures or Objects: _____

Public Viewing Areas: _____

Abnormal Aircraft Parking: _____

Abnormal Car Parking: _____

Attach a Map Depicting Above Described Locations:



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Certification of Compliance

By submitting this application for approval, the Airport Sponsor hereby certifies that the following conditions have been thoroughly reviewed, addressed and satisfied as they relate to the event.

1. No other venues exist within the community to reasonably accommodate the event.	<input type="checkbox"/>
2. The event is widely supported by the airport tenants and the aviation community at large.	<input type="checkbox"/>
3. A safety plan has been prepared and coordinated with the Event Sponsor.	<input type="checkbox"/>
4. The event will not adversely affect aviation activity at the facility.	<input type="checkbox"/>
5. There is a quantifiable, documented financial benefit to the airport.	<input type="checkbox"/>
6. Adequate insurance policies will be in force during the event.	<input type="checkbox"/>
7. Any damage resulting from the event will be repaired to previous condition.	<input type="checkbox"/>
8. Appropriate NOTAMS will be issued (as applicable).	<input type="checkbox"/>
9. Certificate of Authorization or Waiver, FAA Form 7711-1 issued (as applicable).	<input type="checkbox"/>

In addition, 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 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.

By:

Airport Sponsor Representative

Today's Date

Printed Name

Title

Contact Phone Number

Email Address

Submit completed form electronically to Howard.Davis@dot.wi.gov or mail it to:

Hal Davis
4802 Sheboygan Ave, Rm 701
Madison, WI 53707