



U. S. Department
of Transportation
**Federal Aviation
Administration**

Great Lakes Region
Illinois, Indiana, Michigan
Minnesota, North Dakota,
Ohio, South Dakota,
Wisconsin

2300 East Devon Avenue
Des Plaines, Illinois 60018

POLICY AND PROCEDURES MEMORANDUM -- AIRPORTS DIVISION

NUMBER: 5190.10
DATE: OCT 16 1990
SUBJECT: Temporary Closing of Airports for Special Events
CANCELLATION: None
REFERENCE: FAA Order 5190.6A, FAR Part 139, FAA Order 5100.38A
Draft Policy and Procedures Concerning the Use of Airport Revenue
APPENDIX 1. Changes from Prior PPM
APPENDIX 2. Airspace Coordination Flow Chart
APPENDIX 3. Checking for Proposed Closing or Partial Closing of an Obligated Public
Use Airport for Non-Aeronautical Special Events
APPENDIX 4. Certification for Proposed Closing or Partial Closing of an Obligated
Public Use Airport

1. Background

a. In the past, it has been the general FAA policy to oppose the closing of public use airports for non-aeronautical purposes. This was based on the airport owners' obligations to keep the airport available for aeronautical use and not to permit any activities that would interfere with its use for airport purposes. However, it is recognized that there are circumstances when a temporary or partial airport closure for a special event will provide benefits to the local community and to the airport without resulting in significant adverse impacts to the aviation community. Currently grant assurances provide for such exceptions by specifically stating that any proposal to temporarily close an obligated airport for non-aeronautical purposes must be approved by FAA.

Distribution: AGL-600/601-602/610/620
ADO-BIS/ADO-CHI/ADO-DET/ADO-MSP
Block Grant States (Illinois, Michigan, Wisconsin)
Other State Aviation Directors (for information only
through ADOs)/AGL-200 (through AGL-620)

Originated by: AGL-620

The intent of this PPM is to provide guidance for FAA personnel to insure that approvals for temporary and partial airport closures for special events are appropriate and properly administered.

b. The policies and procedures of this PPM do not apply to special events for which FAA has previously adopted a separate approval process (such as: the annual EAA fly-in at Wittman Regional Airport, Oshkosh, WI, the Grand Prix auto race at Burke Lakefront Airport, Cleveland, OH, and the Annual World Freefall Convention at Quincy Municipal-Baldwin Field, Quincy, IL).

c. This process compliments the "Certificate of Waiver" process for air shows required by the Flight Standards District Office (FSDO). Proponents will continue to deal directly with the FSDO for these events. The FSDO will utilize the proposal documentation, review comments and recommendations in their authorization of the events.

2. Definitions.

a. Non-obligated airport - Any airport that is not an obligated airport.

b. Obligated airport - A public use airport that is developed or improved with federal assistance under the various Federal grant programs, surplus property transfers, and other federal government deeds of conveyance.

c. Partial airport closure - Temporary use of a part of an airport for a special event, which does not involve closing the entire airport. The special event is held in an area of the airport which is not required for the normal operation of the airport, or in a limited operational area of the airport having a relatively small traffic volume and where the special event can be conducted without interfering with the normal aeronautical use of the airport. The partial airport closure would not impact required airport landing and takeoff facilities and aircraft operations can be conducted safely.

d. Special event - Any event on an airport that is not considered to be a normal or routine aeronautical use of the airport. These events can be for an aeronautical purpose.

e. Special event for an aeronautical purpose - Any event that involves, enables or supports the operation of aircraft. This includes air shows, aircraft exhibits, fly-ins, aviation conventions, balloon fests, etc.

f. Special event for a non-aeronautical purpose - Any event that does not have an aeronautical purpose. This includes sports car races, county fairs, parades, drag racing, model airplane flying, testing of motor vehicles, etc.

g. Temporary airport closure - The airport is closed to all normal aeronautical activity and/or the normal airport aeronautical activity is restricted to a minimal level for a specific period of time.

3. Obligated Airports.

a. Policy - Generally, FAA opposes airport closures or partial airport closures for non-aeronautical purposes but recognizes that there are circumstances when a temporary or partial closure may be beneficial. Any obligated public use airport may be temporarily or partially closed to permit special events that are for aeronautical purposes, that promote aviation awareness, or that are for non-aeronautical purposes but benefit an airport/or community.

(1) Special Event for Non-aeronautical Purposes - An obligated public use airport, must have FAA approval prior to a temporary or partial closure of the airport for this type of special event. These events must provide benefits to the local community and/or directly to the airport without resulting in significant adverse impacts to the aviation community.

(2) Special Event for Aeronautical Purposes held on an obligated public use airport does not need specific FAA approval, however, an ADO review of complex proposals is recommended. The special event and airport closure should have widespread community support and follow established Federal Aviation Regulations (FARs) and Advisory Circulars (ACs).

b. Procedures.

(1) Requests for temporary and/or partial closure of an obligated airport for a special event for non-aeronautical purposes shall be submitted to the appropriate Airports District Office (ADO), at least 90 days in advance of the special event, for review and processing. This request must be submitted by the airport owner or approved by the airport owner.

(a) The ADO must ensure that each request for FAA approval of the airport closure contains the following:

1. Documentation to demonstrate that the event requiring the airport's temporary or partial closure has widespread community support. The documentation should explain why other facilities such as parks or stadiums could not be used. This discussion must ensure that the event will provide benefits to the local community and/or directly to the airport without resulting in significant adverse impacts to the aviation community.

2. Written assurance that financial or other benefits will accrue to the airport and/or local community as a result of the special event. The financial and/or other benefits must be specifically identified in the assurance documentation. At a minimum, the airport must receive reasonable value for the use of airport property/facilities. This revenue must be expended for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to air transportation; or for noise mitigation purposes on or off the airport.

3. Documentation to demonstrate that the air carriers, aeronautical tenants serving the airport, and the local airport users have been notified of the

planned closure and that concerns have been adequately addressed. The impact of the closure on the normal aeronautical activities and the airport's users must, to the extent practical, be kept to a minimum.

4. Identify other airports in the area that are available to handle diverted air traffic during the closure.

5. Precautions that will be taken to prevent damage to airport facilities, equipment, and navigation aids. Pavements constructed with Federal funds shall be restored to their original condition upon completion of the special event. The cost of any property damage and costs of repairs must be borne by the promoter of the special event or the airport owner and not the FAA.

6. Written assurance that appropriate NOTAMs will be issued in a timely manner prior to the planned closure and appropriately canceled when the airport is reopened for aircraft operations.

7. A safety-phasing plan for the special event, prepared in accordance with PPM 5370.5, must be included for FAA airspace review. This plan shall ensure the safety of concurrent aircraft and airport operations and the special event officials, participants and spectators. As appropriate, temporary facilities (grandstands, concession booths, fencing, etc.) and the phasing for their installation and removal, including haul routes and equipment heights, shall be included with the plan. If appropriate, the plan should also address the ingress/egress routes for the spectators and competitors, location of pit areas and material storage facilities, pavement marking and removal, protection of air operational areas, FAR Part 77 surfaces, and safety areas. This plan must provide the dimensions of proposed objects, distances of the objects to known points (runways, taxiways, aprons, etc.) and provide the NAD 83 coordinates for critical points on the objects. Penetrations to FAR Part 77 surfaces and variances to design and construction standards must be included in the documentation.

8. If the airport is currently serving scheduled air carrier aircraft, written assurances that appropriate coordination will be conducted with FAA security personnel to ensure that the airport and serving air carriers have returned to the security level required by FAR Parts 107 and 108 prior to commencement of air carrier service.

9. If the airport is certificated under FAR Part 139, written assurance that an inspection of airport movement areas will be undertaken by airport personnel in accordance with FAR Part 139 prior to resumption of air carrier operations.

(b) The ADO reviews and comments, if appropriate, on proposed objects that penetrate the FAR Part 77 criteria, that exceed the runway approach surface (AC 150/5300-13, Appendix 2, "Threshold Siting Requirements"), that exceed the airport design standards criteria, as defined in AC 150/5300-13, and that are not in conformance with the approved airport layout plan. Variances to the construction standards in AC 150/5370-2C should also be indicated.

(c) If appropriate, the ADO assigns the non-rulemaking airports (NRA) case number to the proposal and processes the airspace case study in accordance with the flow chart in Appendix 1.

(d) The FAA decision (approval or disapproval of the request) will be based on the airspace review coordination comments, if any, and the documentation furnished by the airport owner in support of the special event.

1. Special event for a non-aeronautical purpose at commercial service airports - The ADO manager, after coordination with the Director of the Office of Airport Safety and Standards (AAS-1), through the Manager of the Airports Division (AGL-600), shall issue the FAA decision (approval or disapproval) for the special event request. In those instances where the decision is controversial or has national implications, the decision must be coordinated with the Associate Administrator for Airports (ARP-1). The airport owner may appeal this decision by submitting a written request to the FAA Administrator.

2. Special event for a non-aeronautical purpose at other than commercial service airports - The ADO Manager, shall issue the FAA decision (approval or disapproval) for the special event request. In those instances where the decision is controversial or has national implications, the decision must be coordinated with the Director of the Office of Airport Safety and Standards (AAS-1), and the Associate Administrator for Airports (ARP-1) through the Manager of the Airports Division (AGL-600). The airport owner may appeal this decision by submitting a written request to the FAA Administrator.

(e) The FAA approval may require the airport owner to prepare a Financial Summary Report of the revenues derived by the airport owner from the special event. A copy of this report shall be furnished to the ADO within 90 days of the date of the FAA's request. The intent of the report is to demonstrate that revenues derived directly from the special event are used to support development and operation of the airport owner's obligated airport.

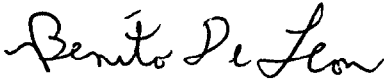
4. Non-Obligated (Public and Private Use) Airports

a. Policy.

(1) Generally, FAA opposes airport closures or partial airport closures for non-aeronautical purposes but recognizes that there are circumstances when a temporary or partial closure may be beneficial. The FAA does not oppose temporarily or partially closing an airport to permit special events that are for aeronautical purposes, that promote aviation awareness, or that are for non-aeronautical purposes but benefit an airport/or community.

(2) Airport owners of non-obligated airports are required to comply with all applicable FARs (particularly FAR Parts 77 and 157) and encouraged to notify the FAA and airport users, in advance, including the issuance of a NOTAM, of the temporary or partial closure of any non-obligated airport for a special event.

5. Checklists and Certifications - Attached to this PPM are a "Checklist for Proposed Closing or Partial Closing of an Obligated Public Use Airport for Non-Aeronautical Special Events" (Appendix 3) and "Certifications for Proposed Closing or Partial Closing of an Obligated Public Use Airport for Non-Aeronautical Special Events" (Appendix 4) which should be distributed to the airport owner to aid in the preparation of the submittal required for approval of the special event.



for Larry H. Ladendorf
Acting Manager, Airports Division

OCT 16 1998

PPM 5190.10
APPENDIX 1

APPENDIX 1
CHANGES FROM PRIOR PPM

Original PPM - no changes.

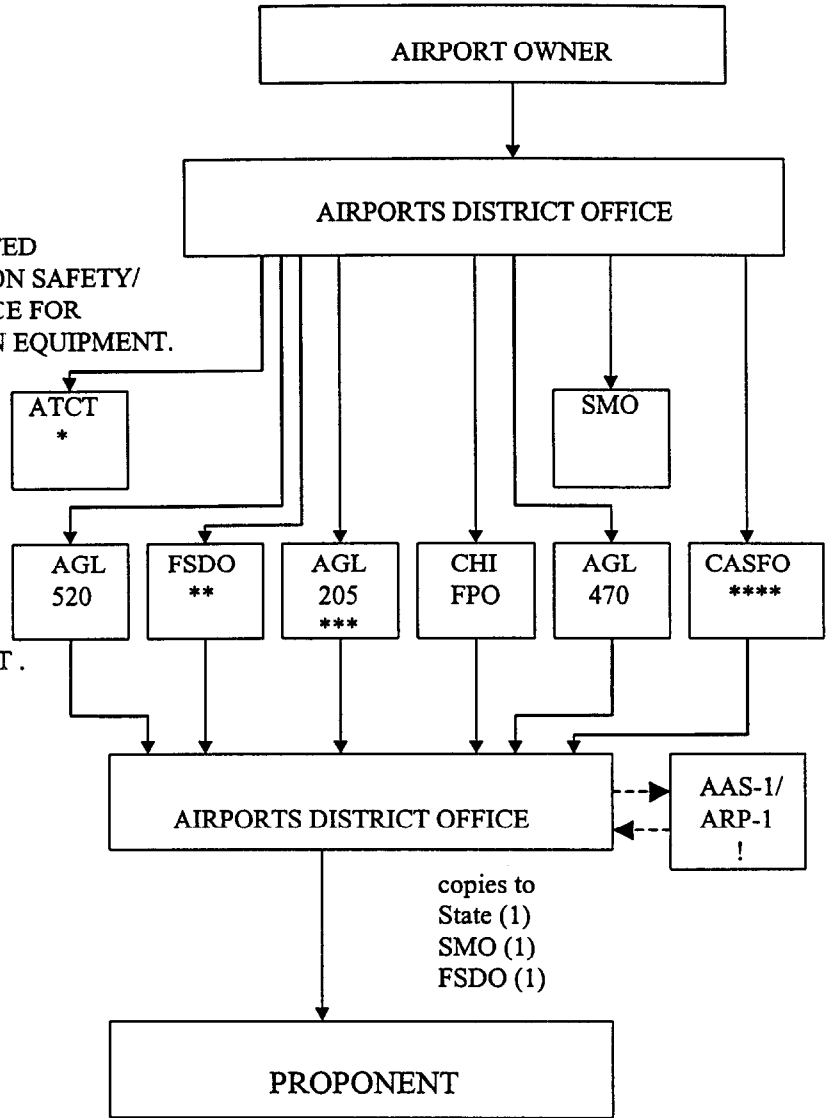
APPENDIX 2
AIRSPACE COORDINATION FLOW CHART

SUBMITS REQUEST/NOTIFICATION
AIRPORT OWNER

ASSIGNS NON-RULEMAKING
AIRPORTS (NRA) NUMBER, PROPOSAL
REVIEWED BY ADO; ANALYSIS TRANSMITTED
W/COORDINATION VERIFY CONSTRUCTION SAFETY/
PHASING PLAN TO INSURE TIMELY NOTICE FOR
THE USE OF TEMPORARY CONSTRUCTION EQUIPMENT.

REVIEW FOR SIGNIFICANT
IMPACTS AIRSPACE ACTION
REVIEW CONSTRUCTION SAFETY/
PLANS TO INSURE PROPONENTS HAVE
SATISFACTORY PROCEDURES FOR
PROVIDING NOTICE FOR THE USE OF
TEMPORARY CONSTRUCTION EQUIPMENT .

CONSOLIDATES AND RESOLVES AIR
TRAFFIC/AIRWAY FACILITIES/FLIGHT
STANDARDS AND CASFO COMMENTS
RESOLVES COMMENTS, APPROVAL/NO
OBJECTION, AND TRANSMITS FINAL
DECISION TO PROPONENT



*Coordinate with the ATCT only those proposals on airports with an ATCT.

**Coordinate with the FSDO only those proposals that involve special events for aeronautical purposes.

***Coordinate with AGL-205 only those proposals that have a variance to the airport standards except for variances to the RSA, ROFA, OFZ, TSA, TOFA or penetrations to the threshold siting surface or FAR Part 77 Criteria. Also, coordinate proposals with runways, taxiways, and for ramp surfaces underlying runway threshold siting surfaces and proposals for implementing the declared distance concept.

****Coordinate with CASFO only when security fencing or facilities planning decisions are necessary. Coordinate safety/phasing plans for all construction on Category "X" airports (ORD and DTW) with the Federal Security Manager for that airport.

! Coordinate with AAS-1/ARP-1 through AGL-600. See paragraphs 3.b.(1)(d)1. and 2. For the coordination requirements.

APPENDIX 3CHECKLIST FOR PROPOSED CLOSING OR PARTIAL CLOSING OF AN OBLIGATED
PUBLIC USE AIRPORT FOR NON-AERONAUTICAL SPECIAL EVENTS

The document submitted to the ADO must contain the following information:

- Adequate information to determine if this is an aeronautical or Non-aeronautical special event.
- Documentation included to show the event has widespread community support.
- Information included to show how the event benefits the airport or local community without significant adverse impact on aviation community.
- Information included to show why other facilities (stadiums, parks, etc.) are either unavailable or unsuitable to use for this event.
- Information included to show that the air carriers, aeronautical users, and aeronautical tenants have been advised of the event and given adequate chance to comment on proposed procedure.
- Verifications that other airports in the area are available to handle diverted traffic during the closure.
- Safety Phasing Plan including all required information has been submitted.
- Adequate information (forms, etc.) has been provided to allow airspace coordination.

APPENDIX 4
CERTIFICATIONS FOR PROPOSED CLOSING OR PARTIAL CLOSING OF AN
OBLIGATED PUBLIC USE AIRPORT FOR NON-AERONAUTICAL SPECIAL EVENTS

1. I hereby certify that the following financial and non-material benefits are anticipated to be derived from the subject special event:

2. I hereby certify that any and all financial benefits derived by the airport from this event will be used in the airport capital improvement, the airport operations fund or the airport maintenance fund.

3. I hereby certify that appropriate NOTAMs will be issued in a timely manner prior to the planned closure and appropriately canceled when the airport is reopened.

4. I hereby certify that the following actions will be taken to prevent damage to airport and FAA facilities, equipment and NAVAIDs:

5. I hereby certify (for airports with commercial service) appropriate coordination with FAA Security personnel will be conducted to assure the security levels required by FAR Parts 107 and 108 have been achieved prior to the resumption of air carrier service.

6. I hereby certify (for airports certificated under Part 139) a thorough inspection of airport movement areas by airport personnel will be conducted in accordance with FAR Part 139 prior to the resumption of air carrier service.

Signed By

Date