

**SAN DIEGO COUNTY AIRPORTS**  
**SPECIAL EVENT POLICY AND PROCEDURE**

(Revised 05/01/09)

**SPECIAL EVENT POLICY**

San Diego County Airports (County Airports) recognizes that special events promoting aviation, directly and indirectly, benefit Airports' relationship with the community and are appropriate to be held at County-owned and operated airports. However, County Airports also recognizes that special events, if unregulated, can have an adverse effect on airport operations or on public health, safety and welfare due to noise, traffic, safety, and health hazard impacts. The purpose and intent of this policy is to set forth reasonable regulations by establishing a process for permitting special events on County-owned and operated airports. It is further intended to create a mechanism for cost recovery associated with special events.

Special events typically involve gatherings of people, examples of which include parties, charity events, fairs, concerts, festivals, etc. These events are not specifically permitted pursuant to the use clause set forth in the County Airports' lease agreements, nor do they represent a typical airport function. Some such proposed events are too large or too unsecured to be safely held on airport property and may detract from the County's responsibility to provide aviation services. There may also be fire and/or other safety concerns associated with such special events, which must be mitigated if the event is to proceed safely.

In order to ensure that health and safety are appropriately addressed, County Airports' staff must review information about the proposed event and determine if issuance of an Airport Use Permit for the special event is required and appropriate. To assist with this determination, event organizers (applicants) are asked to complete and submit a Special Event Proposer's Questionnaire in advance of the proposed event.

**Special Events Requiring a Permit**

As a general guideline, an Airport Use Permit will be required for special events that meet one or more of the following Qualifying Criteria:

1. the use of, or activity on, the proposed event premises is not clearly set forth as a permitted use in the relevant Master Lease;
2. any portion of the special event is to occur on un-leased County Airports' property;
3. the proposed event may include attendance by more than 100 people;
4. the proposed event will involve tickets sales (either public or private);
5. the proposed event will be publicly advertised;
6. liquor will be available at the proposed event, either for sale or included with admission;
7. the proposed event will be located in an area that necessitates special flight line security;

In any situation where the applicant is not certain if issuance of an Airport Use Permit is required, it is recommended that a Special Event Proposer's Questionnaire be filled out and submitted to County Airports in order to ensure that there are no event delays or cancellations.

### Limitations on the Number of Special Events

While County Airports supports the idea of permitting special events promoting aviation, directly and indirectly, the County seeks to limit those special events which are not predominantly aviation in nature, or which would be served by a non-airport venue. As such, approval for special events which are not predominantly aviation-related shall be limited to four (4) per year on any given Master Leasehold. The determination of whether a proposed event is predominantly aviation-related shall be made at the sole discretion of the Airports Director. Events that are predominantly aviation may also be limited by the Airports Director if it determined that the number of proposed events has an adverse impact on airport operations.

### Reasons for Denial of an Airport Use Permit for a Special Event

County Airports may deny an Airport Use Permit to an applicant when any of the following applies:

1. The Special Event Proposer's Questionnaire (including any attachments) is not fully completed and executed.
2. The Special Event Proposer's Questionnaire contains a material falsehood or misrepresentation.
3. The applicant has failed to conduct a previously authorized special event in accordance with the law, the terms of a previously issued permit, or both.
4. The use or activity would conflict with planned programs or events organized and conducted by County Airports previously scheduled for the same place and time or would conflict with standard airport operations to a degree deemed unacceptable by the Federal Aviation Administration or County Airports.
5. A fully executed prior Special Event Proposer's Questionnaire for the same place and time has been received by County Airports and an Airport Use Permit has been or is likely to be granted authorizing uses or activities which do not reasonably permit multiple occupancy of the particular site or part thereof.
6. The applicant has not complied or cannot comply with applicable federal, state, or local laws, rules and regulations, ordinances, policies or procedures.
7. The applicant has not submitted to County Airports the required Special Event Proposer's Questionnaire (including any attachments), insurance certificate and amendatory endorsements, and/or permit fee within the times prescribed.
8. The applicant has not obtained the approval of any other required public agency within whose jurisdiction the proposed special event or portion thereof will occur.
9. The use or activity would present an unreasonable danger to the health or safety of the applicant, the public, or other users of the site or the airport in general.
10. The special event will create the imminent possibility of violent or disorderly conduct likely to endanger, public health, safety and welfare, or to result in property damage.
11. The special event will interfere with the normal access and function of businesses at the airport, or the airport in general, during any period in a manner which will have an adverse impact on the reasonable use or access to those areas.
12. The special event does not include an aviation component which necessitates that the event be held at an airport.
13. Issuance of an Airport Use Permit for the proposed special event would exceed the "Limitations on the Number of Special Events" set forth above.

## **PROCEDURE FOR OBTAINING AN AIRPORT USE PERMIT (SPECIAL EVENT)**

### Special Event Proposer's Questionnaire

In any case where the proposed special event meets any of the "Qualifying Criteria" defined above a Special Event Proposer's Questionnaire (see Addendum A) must be submitted to:

San Diego County Airports  
ATTN: Real Property  
1960 Joe Crosson Drive  
El Cajon, CA 92020-1236

Completion of a Proposer's Questionnaire is necessary to provide County staff with sufficient information about the applicant and the proposed special event to make a considered recommendation to Airport Management for approval of an Airport Use Permit. An Airport Use Permit for any proposed special event cannot be processed until all the information requested in the Questionnaire is received. Statements must be complete and accurate.

If, upon review of the completed form, it is determined that the proposed event does not require a permit because the special event is determined to be a typical airport function, the applicant will be notified that the event may take place without a permit.

In cases where the special event is proposed to take place on a private leasehold, the Proposer's Questionnaire must be submitted to County Airports by the Master Lessee with acknowledgement that the proposed special event, as described in the Questionnaire, has been approved by the Master Lessee and that the applicant has been informed that said approval by Master Lessee is contingent upon approval by the County and City, if required.

### Deadline for Submitting Proposer's Questionnaire

The completed Proposer's Questionnaire should be submitted at least twenty (20) business days before the special event is proposed to commence. The minimum twenty (20) day requirement may be waived by the Airports' Director if, in his sole discretion, it is determined that the limited scope of the event, both in size and magnitude, allows it to be adequately reviewed in the time provided. This will only be considered if the special event does not present any significant airport safety or security concerns that cannot be mitigated in the time provided.

### Permit Fee

Please note there will be a fee associated with the Airport Use Permit. Because the permit fee is designed to cover anticipated staff costs associated with the proposed special event and the permit itself, the exact amount of the fee shall be determined only after the Proposer's Questionnaire has been submitted and the scope of the event is known.

### Proof of Insurance

Proof of Insurance, and an amendatory endorsement naming County of San Diego as Additional Insured, is required to be provided in advance of any special event occurring on County Airports' property. The exact insurance limits to be required shall be determined only after the Proposer's Questionnaire has been submitted and the scope of the event is known.

SAN DIEGO COUNTY AIRPORTS  
SPECIAL EVENT POLICY AND PROCEDURE

Addendum A

Special Event Proposer's Questionnaire

**COUNTY OF SAN DIEGO  
DEPARTMENT OF PUBLIC WORKS, AIRPORTS**

**PROPOSER'S QUESTIONNAIRE  
(SPECIAL EVENT)**

Completion of this Proposer's Questionnaire is necessary to provide County staff with sufficient information about the Proposer and the proposed special event to make a considered recommendation to Airport Management for approval.

An Airport Use Permit for the proposed special event cannot be processed until all the information requested in this Questionnaire is received. Statements must be complete and accurate.

**GENERAL INSTRUCTIONS**

An Airport Use Permit may be required for any Special Event that is to be held on County Airports' property (whether leased or un-leased). PLEASE COMPLETE THIS FORM FOR ANY EVENT WHICH MAY REQUIRE AN AIRPORT USE PERMIT. If, upon review of the completed form, it is determined that the proposed event does not require a permit, the applicant will be notified. In any case where the proposed use is not clearly set forth in the Master Lease, or where any portion of the special event is to occur on un-leased County Airports' property, a Special Event Proposer's Questionnaire must be submitted to:

San Diego County Airports  
ATTN: Real Property  
1960 Joe Crosson Drive  
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## INFORMATION ABOUT THE PROPOSER

Name of Proposer exactly as it will appear on the Airport Use Permit:					
Full Name and other Names or Aliases of Proposer:					
Contact Person for Permit:					
Present Position or Title of Contact Person:					
Proposer's Address:					
Proposer's Residence Address (if different from above):					
Proposer's Phone Number:				Proposer's Fax Number:	
County Airport at Which the Special Event is Being Proposed: (please select as many as apply)					
<input type="checkbox"/>	McClellan-Palomar Airport	<input type="checkbox"/>	Fallbrook Airpark	<input type="checkbox"/>	Ocotillo Airport
<input type="checkbox"/>	Gillespie Field	<input type="checkbox"/>	Borrego Valley Airport	<input type="checkbox"/>	Agua Caliente Airport
<input type="checkbox"/>	Ramona Airport	<input type="checkbox"/>	Jacumba Airport		

## REFERENCES

List two persons or firms with whom the Proposer has conducted business transactions during the past three years. At least one of the references named is to have knowledge of the Proposer's debt payment history and/or must be a bank or lending institution with which the Proposer is presently conducting business.

REFERENCE NO. 1	
Contact Name:	Reference Phone Number:
Title:	
Firm Name:	
Address:	
Nature of business association, etc.:	



**INFORMATION ABOUT THE PROPOSED EVENT**

What are the Proposed Date(s) and Time(s) of the Event, Including Set-Up and Post-Event Clean-Up?
Is there an Aviation Component that Requires the Event to be held at an Airport? (If so, please describe).
Provide a General Description of the Proposed Event Including Planned Entertainment. ( <i>Attach additional sheets as necessary</i> )
Describe the Purpose of the Proposed Event, Including Fundraising Details (if Applicable).
What is the Total Expected Number of Guests?
What Will Be the Maximum Allowed Number of Guests?
Will Tickets Be Sold to the Public? If so, Provide Details Regarding Price and Location for Purchase.
Will Alcohol Be Served? If so, will it be Hosted or Non-Hosted and has an ABC Permit Been Obtained? (Provide copy).

**INFORMATION ABOUT THE PROPOSED EVENT (continued)**

What is the Proposer's Plan for Keeping Persons off of the Flight Line During the Event?			
Please Provide any Additional Information, which the Proposer Feels Will Be Helpful to County Airports in Evaluating the Proposed Special Event.			
Will the Proposed Event occur entirely on un-leased County Airports' Property or Does it Involve a Private Leasehold? (If so, Please Specify the Leasehold)			
Does the Proposer Have a Current Airport or General Liability Insurance Policy?			
<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Has the Proposer Included with this Questionnaire a Diagram Showing the Proposed Location for the Event (Including all Hangar/Building/Ramp Space) and Any Equipment/Temporary Structures/Fencing?			
<input type="checkbox"/>	yes	<input type="checkbox"/>	no
Has the Proposer Applied for and/or Obtained the Necessary Permit(s) from the City (or County for Unincorporated Areas) in which the Event Will Take Place (noise permit, special event permit, etc.)?			
<input type="checkbox"/>	yes	<input type="checkbox"/>	no

The Proposer acknowledges and agrees that the County has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information contained in this Questionnaire, and authorizes the release to County of any and all information sought in such inquiry or investigation.

By: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_