

HABERSHAM COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Habersham County Airport Activity and Event Policy

DATE: October 4, 2022

☒ **RECOMMENDATION**

☐ **POLICY DISCUSSION**

BUDGET INFORMATION:

☐ **STATUS REPORT**

ANNUAL-

☐ **OTHER**

CAPITAL- \$0

COMMISSION ACTION REQUESTED ON: October 17, 2022

PURPOSE: The purpose of this agenda item is to seek approval for a new activities and event policy for the Habersham County Airport.

BACKGROUND / HISTORY: The purpose of this policy is to outline and establish a general guideline for activities and events to be hosted at the Habersham County Airport. The intent of this policy is to ensure all activities are coordinated with the Habersham County Board of Commissioners, so that a safe and successful outcome is achieved. This policy is not meant to inhibit activity coordinators or attendees from performing said activities, but to ensure safety protocol and legal concerns are addressed.

FACTS AND ISSUES:

- The airport is contacted regularly by individuals and organizations wanting to hold various events, activities, and fundraisers at the airport.
 - The Airport Commission voted unanimously to recommend this activity and event policy at their regular meeting on September 12, 2022.
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OPTIONS:

- 1) Approve recommendation
 - 2) Deny recommendation
 - 3) Commission defined alternative
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RECOMMENDED SAMPLE MOTION: Motion to approve the Habersham County Airport Activity and Event Policy.

DEPARTMENT:

Prepared by: Patti McLarty, Deputy Clerk

Airport Manager: Will Regan

**ADMINISTRATIVE
COMMENTS:**

_____ **DATE:** _____

County Manager



Habersham County Airport Activity and Event Policy

12 September 2022

Purpose:

The purpose of this policy is to outline and establish a general guideline for activities and events to be hosted at the Habersham County Airport. The intent of this policy is to ensure all activities are coordinated with the Habersham County Board of Commissioners, so that a safe and successful outcome is achieved. This policy is not meant to inhibit activity coordinators or attendees from performing said activities, but to ensure safety protocol and legal concerns are addressed.

Definitions:

Activity/Event: Any event where more than 10 people are to attend, other than bona-fide business or operation of a single flight from a single aircraft. Examples include, but are not limited to:

Airport Manager: Department director, reports to the County Manager, responsible for day-to-day operations of the FBO and airport grounds/facilities. Front-line contact person for airport and aviation related activities.

County Manager: Manages all departments and directors. Answers to the elected officers of the Habersham County Board of Commissioners.

HCBOC: Habersham County Board of Commissioners

Sponsor: Any person, firm, corporation, or entity requesting and/or making application to host an activity or event at the Habersham County Airport.

Vendor: Any person, firm, corporation, or entity that provides any good or service at a permitted Activity or Event on the property of the Habersham County Airport, including goods and services provided at no cost to event attendees. Examples include: Food trucks, caterers, face painting, children's activities, tangible products, alcoholic and non-alcoholic drink vendors, aircraft lessons, aircraft 'rides', recruiters, bouncy houses, and any other good or service not specifically mentioned above.

Procedure:

- I. In order to facilitate communication and proper notification of all HCBOC personnel and businesses that may be involved or affected, to mitigate the risk of accidents and injuries, and to ensure adequate facilities exist, the following procedure must be followed by the sponsor:
 - A. The Sponsor of the activity must make written request to the Airport Manager no less than 30 days prior to the desired event date. This request must be filled out completely, using the form provided in this policy. Failure to do so could result in the delay or denial of the event permit.
 - B. The Airport Manager will, based on the complexity of the event, request a meeting with the Sponsor no less than 14 days prior to the requested event date. This meeting will include the airport manager, the security staff supervisor, if necessary. Other attendees could include the Habersham County Airport Commissioner Chairperson, and the County Manager. During the meeting, the Sponsor will present Activity/Event plans and details. Modifications and adjustments will be made by HCBOC officials where the need exists, to ensure a safe event and ensure minimum disruptions to other routine airport operations.
 - C. Attention to the following planning considerations will expedite the approval process:
 1. Sufficient and appropriately trained security personnel for the Activity/Event and in the location in which it is requested. Factors may include: Size of the event, number of attendees, parking requirements, indoor and/or outdoor, need to access controlled or safety-sensitive areas, service of alcoholic beverages, and attendance of "VIP's".
 2. Sufficient crowd control and parking mitigation plan.
 3. Adequate and appropriately sized signage placed in proper areas to assist in direction of traffic and crowd flow.
 - D. Security personnel hired for the Event/Activity must advise and coordinate their activities with the Habersham County Sheriff's Office prior to the event date, if deemed necessary by the HCBOC or Airport Manager. This step is vital for larger events so that local law enforcement is aware of the event and the presence of security personnel.
- II. In addition to the written request form, the following information and documentation must be provided to the Airport Manager:

- A. Agency Sign Off Sheet. This form is provided as part of this policy and shall serve to ensure proper communication takes place between HCBOC and County agencies so that issues do not arise from lack of communication. This form does not constitute approval or denial of the event application and should not be used for that purpose. At the direction of the Airport Manager, the sign off sheet will need to be completed by the County Manager, Habersham County EMS, and the Habersham County Sheriff's Office.
- B. Hold Harmless Agreement. This form shall be completed and signed by all Sponsors or Vendors at least 14 days prior to the event. The original signed and notarized form shall be turned in to the Habersham County Airport FBO Building at 1112 Airport Road, Cornelia GA 30521 during normal business hours.
- C. Certificate of Liability Insurance. Limits of Liability for any event vary by the size and scope of the event and will be determined by the HCBOC and their respective counsel. The Airport Manager will advise the Sponsor of the insurance needs for their Event no less than 14 days prior to the event, and the sponsor will provide proof of coverage no less than five days prior to the scheduled event date.

Rules and Regulations:

- Weapons only permitted in accordance with the Official Code of Georgia, Annotated
- Sponsor is responsible for collection and removal of all refuse and debris.
- Prior approval is required for outdoor sound systems including megaphones and noisemakers.
- Prior approval is required for the sale of any goods or services at the Event.
- No air horns, cannons, or fireworks.
- No flammable liquids.
- No alcoholic beverages without prior authorization.
- Intoxicated persons are subject to Local Ordinances and State Law.
- No signs with profanity or lewd content permitted.
- Objects and items cannot be thrown.
- Assembly before the approved time must be authorized in advance.
- All participants including Sponsor and Vendors must disassemble within one hour of the scheduled end of the Event.

- All other Airport rules and policies must be complied with.
- No vehicles are to be operated on taxiways, aprons, runways, or aircraft parking areas.

Failure to adhere to or deliberate violations of this policy will result in the immediate termination of the Event without notice. HCBOC will not be liable for losses if the event must be terminated for rules violations.



Activity and Event Request Form

Requesting Sponsor

Company Name: _____ Submitted Date: _____

Point of Contact: _____ By: _____

Email Address: _____ Telephone Number: _____

Activity or Event

Name/Purpose of Activity or Event: _____

Date of Activity or Event: _____ Time (From-To): _____

Exact Location: _____

Vendors (if any): _____

Number of Expected Attendees: _____

Will alcohol be served? ____ Yes ____ No ____ Open Bar (Pay-as-you-go)

Parking:

Number of Cars Expected: _____

Proposed Parking Areas: _____

Parking Control Attendees: (Who, How Many, Where/how Used) _____

Security (Who, How Many, Where / How Used)

Training Level: _____

_____ Armed _____ Unarmed

Are radios to be used: _____ Yes _____ No

With whom: _____

Signage

Will signage be used (where and how)? _____

Insurance

What insurance coverage is provided / limits? Attach copy of policy.

***Additional Assistance**

Are you requesting other assistance from the Airport such as barriers, stanchions, flags, assembly/disassembly, etc.?

*Fees may be required for the use of County personnel based on the hourly wage rate of the personnel requested including overtime if necessary / required for the activity or event.

Return Completed Form to:

Manager
Habersham County Airport
1112 Airport Road
Cornelia, Ga 30521

-----Airport Administration Only-----

Approved

Denied

Reason(s) for denial:

Approved/Denied by: Printed Name _____ Date _____

Signature _____



Agency Sign Off Sheet

Notice: Agency Signature is only intended to acknowledge that the department has been advised of this request. Signature *does not* constitute approval or permission to host and Activity or Event.

Airport Manager

Signed: _____ Printed: _____

Dated: _____

County Manager

Required when goods, services, or alcohol is to be sold at the Event

Signed: _____ Printed: _____

Dated: _____

Habersham Fire*

Signed: _____ Printed: _____

Dated: _____ Title: _____

Habersham County Sheriff*

Watch Commander or higher-ranking Officer

Signed: _____ Printed: _____

Dated: _____ Title: _____

*Not required for events with less than 25 participants.



Hold Harmless Agreement

THIS AGREEMENT is made and entered into this _____ day of _____, 20____, by and between _____ and the Habersham County Board of Commissioners.

WHEREAS, _____ desires to hold an Event/Activity at the Habersham County Airport on the _____ day of _____ 20____, from _____ M. until _____ M.

_____ does hereby waive and assume all risk of, and release and forever discharge the Habersham County Board of Commissioners, its administrators, agents, officers and employees from liability under any cause of action, contract, tort, judgement, penalty, claim or demand whatsoever, in law, equity, or otherwise, for any physical, mental, or emotional injury which may befall _____ and its' members, sponsors, vendors, or participants.

NOW THEREFORE, _____ agrees to hold harmless the Habersham County Board of Commissioners and its administrators and employees during the execution of this Event/Activity and all related activities, including any individual injuries to sponsors, vendors, staff, or participants.

_____ agrees to indemnify, defend, and hold harmless the Habersham County Board of Commissioners against all damages, expenses, costs, fees, charges, loss and liability, whether baseless or otherwise, which may now or hereafter be incurred, claimed, judged or otherwise ruled, arising out of or in connection with the use of the Habersham County Airport property or any portion thereof.

IN WITNESS THEREOF, please accept this agreement as executed and have hereunto set my hand, this _____ day of _____ 20____.

Sponsoring Organization

Notary Public

By: _____
(Authorized Representative)

Commission Expires

Signed

Date