



**Special Events and Activities
On
Col. James Jabara (AAO) Airport**

The purpose of these guidelines are to provide prospective hosts, organizers, and sponsoring parties and agencies with procedural policies and instructions to be followed for special events and activities beyond and supplemental to those requirements contained within the body of Standard Operating Procedure NO. 6. For the purpose of these guidelines, “special events and activities” are defined as any special (infrequent non-routine) for-profit or non-profit events open to the general public or specific user groups on non-leased public use areas that may include but are not limited to airshows, fly-ins, flight demonstrations, political events, festivals, trade show promotional events, or fundraising events. ***These policies and instructions are not applicable to events and activities contained within the limits of tenant exclusive leased premises.***

1. All events must obtain the prior approval of the Wichita Airport Authority (WAA) of the City of Wichita (City).
2. At the sole discretion of the WAA, events may require the host, organizing or sponsoring party to secure and maintain for the duration of event, appropriate types and limits of liability insurance. Liability insurance coverage limits shall be not less than \$1,000,000 umbrella. The City of Wichita and Wichita Airport Authority shall be named as additional insureds.
3. At the sole discretion of the WAA, events may require the host, organizing, or sponsoring party to indemnify and hold-harmless the WAA and City.
4. The WAA may assess for-profit events a Commercial Use and Operating Permit fee.
5. Except for airmen operating aircraft in accordance with Federal Air Regulations, event hosts, organizers, sponsors and paid or volunteer staff are expressly prohibited from accessing, crossing, or moving upon the Movement-Areas or Non-movement Areas as shown within the red and blue hashed borders of **APPENDIX A** of this SOP unless specifically authorized to do so, and under the conditions and guidelines specified by the WAA. All such event related vehicle operations and pedestrians must be under the escort or supervision of the WAA or authorized aeronautical tenant hosting or supporting the event.

Aeronautical tenants may be held responsible for authorizing and/or supporting special events and activities to occur beyond their exclusive leased premises in violation of these policies.