



# AIRPORT EVENT RENTAL POLICY

<b>Policy Number:</b>	OP13
<b>Administered By:</b>	Director of Operations & CAO
<b>Approved By:</b>	Town Council & CAO
<b>Effective Date:</b>	March, 28 2022 R.095.2022
<b>Revision Date:</b>	April 22, 2024 R.2024.102
<b>Expiry Date:</b>	December 31, 2024

## Purpose:

To provide guidelines and procedures for the private use of the Town of Fort Macleod airport.

## Scope:

The Town of Fort Macleod airport is available for regular use as per NAV Canada regulations; however, it is also available for event rentals at the discretion of the Town. This policy applies only to event rentals.

## Responsibility:

The Director of Operations and Planning and Development Officer are responsible for ensuring that airport event rentals are completed as per this policy.

## Definitions:

Airport: means an aerodrome for which an airport certificate is in force.

User: means any member of a sports club or group who wishes to rent the airport for an approved event.

NOTAM: means a "Notice to Airmen" submitted to Nav Canada for the purposes of closing the Airport to flight traffic.

## Policy:

Maximum Annual Rental Days - the Town reserves the right to implement a maximum annual number of airport event rentals, which may change from time to time. For the purposes of this policy, the maximum number of days available for event rentals is thirty six (36) days.

Maximum Weekend Days – the Town reserves the right to implement a maximum number of weekend rental dates, which may change from time to time. For the purposes of this policy, the maximum number of weekend days available for event rentals is sixteen (16) days.

Daily Rental Fee – as per Schedule "A".

Allowable Uses - rentals shall only be approved for the following uses:

- Low to medium speed auto time trials.
- Timed events where drivers navigate one at a time through an outlined course.
- Auto slalom and auto cross.
- Emergency vehicle operations course.
- Driver training courses.
- Remote control vehicles.



Spectators - the Town shall not be responsible for any spectators attending the event.

Airport Damage – all User groups shall be responsible for any damage caused to Airport infrastructure, beyond reasonable wear and tear. The Town will assess the damage and bill Users accordingly based on the labour and material required to perform the repair.

### **Procedure:**

Booking Procedure - all Users must submit a non-residential development permit application to the Town (available on the Town website), which must include the following:

1. Name of the person and/or User group wishing to rent the airport;
2. Dates being requested with proposed times;
3. Description of the event which outlines the type of maneuvers being performed, amount and types of sirens/lighting to be used.
4. Description of any Airport modifications being proposed (i.e. paint marking).

Airport events are considered as Discretionary “A” use within the Town’s Land Use Bylaw, therefore application notices will be circulated to adjacent landowners for a period of ten (10) days, at which point the Planning and Development Officer shall issue development permit should no major concerns be presented.

Applications will be handled on a first come first serve basis, at the discretion of the Planning and Development Officer.

Rental Agreement – upon issuance of a development permit, all Users will be required to execute an Airport rental agreement which outlines the rental dates, usage conditions and rental fees. Rental agreements shall be completed by the Director of Operations.

Billing – Users will be invoiced by the Town upon completion of a rental date or group of rental dates. Alternate billing schedules may be granted at the discretion of the Director of Operations.

### **Expiry:**

This policy is set to expire as of December 31, 2024. No further bookings will be made for 2025.

### **Further Information:**

For further information regarding this Policy, please contact the Director of Operations.

  
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CAO – Town of Fort Macleod



**Schedule "A"  
Rates and Fees**

- Weekday Rental Fee \$400/day
- Weekend Rental Fee \$500/day
- Damage Repairs Labour plus material

