



Via Hand Delivery or U.S. Mail or Electronic Mail

December 17, 2019

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Address

**RE: TENT CAMPING EVENTS TO BE HELD AT THE RICHARD B. RUSSELL
REGIONAL AIRPORT, FLOYD COUNTY, GEORGIA.
(AIRPORT POLICY NUMBER 19-07)**

This Policy Letter delineates approval authority, responsibilities, and the coordination required to tent camp on Richard B. Russell Regional Airport (RMG), Floyd County, Georgia property. The intent is not to prohibit camping events, but to ensure the safety of all persons and to protect tenant and airport property.

DEFINITION. Camping on the Richard B. Russell Regional Airport will be Primitive Camping. Established camp sites are not available. Running water, electricity, and bathrooms are not available. Camping will be conducted in an airside remote wooded area in the south-east corner or the airfield adjacent to a decommissioned runway.

1. To facilitate communication and notification of all persons and businesses that may be involved or affected, to preclude injury to persons or damage to property, and to ensure that proper security, sufficient parking areas, and adequate parking control are planned and executed, the following procedures are to be followed:
 - A. The Sponsor / Coordinator of the camping event should make a request in writing to the Airport Manager not later than seven (7) working days prior to the camping event. Request shall be provided on the attached *Camping Event and Safety Plan Form*.
 - B. A *Liability Waiver* must be signed and returned to the Airport by/for each individual camper prior to the event. (Floyd County Liability Waiver will be provided)
 - C. All portions of the **Camping Event and Safety Plan Form** must be complete whereas the form acts as both the *Request Form* required by the Airport and a *Safety Plan* required by the Georgia Department of Transportation, Department of Aviation. A *Safety Plan* must be completed and returned to the Airport Manager's office within seven (7) working

days to be submitted to and receive approval by the Georgia Department of Transportation, Department of Aviation, prior to the event. The Safety Plan must include a description of the event, location, access routes to/from the location, and the 'on-site person-in-command' signature agreeing to the *Non-Interference Agreement*. These requirements are located on the provided **Camping Event and Safety Plan Form**.

- D. Depending upon the size and complexity of the gathering, a meeting should be arranged and scheduled not later than fourteen (14) days prior to the camping event. This meeting should include the Airport Manager, Sponsor / Coordinator, and the Camp Leader. Plans will be discussed and modifications made only as necessary to provide a safe camping event with minimum disruption to other airport tenants or normal operations.
 - E. If the camping event is of a grander scale, such as an Aircraft Owners and Pilots Association 'Fly-In,' this would constitute an Airport Event whereas the Airport Manager, Floyd County Administration, Federal Aviation Administration and/or Georgia Department of Transportation representatives, event coordinators, and others, will meet to discuss plans and modifications necessary to provide a safe camping event with minimum disruption to other airport tenants or normal operations.
2. If flying into RMG in-order to camp, aircraft parking must be arranged with airport staff. Campsite Tie-Downs are not available.
 3. Each camping event shall be no longer than 7 (seven) consecutive days without prior authorization from the Airport Manager.
 4. Airport staff are not to be utilized as the primary shuttle for campers to and from the campsite.

On behalf of Floyd County and the Richard B. Russell Regional Airport, we value your presence and we look forward to the continued safety of all persons and to the protection of tenant and airport property. If I can be of assistance, please let me know.

John Carroll

John Carroll, C.M. | Airport Manager
Richard B. Russell Regional Airport
304 Russell Field Road | Rome, GA 30165
[706-295-7835](tel:706-295-7835) | carrollj@floydcountyga.org

JDC

AIRPORT POLICY NUMBER 19-07

Attachment



CAMPING EVENT & SAFETY PLAN FORM

Requesting Person / Organization

Person/Organization Name: _____ Submitted Date: _____

Point of Contact: _____ By: _____

Email Address: _____ Telephone Number: _____

Emergency Contact Name / Phone Number: _____

(***In case of an emergency during the event, **call 911**. The 911 call center will send responding units as-well-as contact the airport staff***)

Activity or Event

Name/Purpose of Activity or Event: _____

Dates of Activity or Event: Begin: _____ End: _____

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

Exact Location: _____

Planned Access Routes: _____

Sponsor / Coordinator / Camp Leader: _____

Cell Phone Number: _____

Number of Expected Campers: _____

Parking:

Number of Aircraft/Cars Expected: _____

Proposed Parking Areas: _____

Liability Waiver:

A Liability Waiver must be signed and returned to the Airport by/for each individual camper prior to the event (Floyd County Liability Waiver will be provided).

Number of Liability Waivers expected: _____

Non-Interference Agreement

I, as Sponsor / Coordinator / Camp Leader, and as the on-site person in command of the event requested, will not allow any event member in my charge to directly or indirectly disrupt, damage, impair, impede or interfere with any operation of airport activity to include, but not limited to, airport staff, Floyd County employees, airport tenants, aircraft on the ground or in-flight.

Printed Name: _____

Signature: _____ Date _____

Return Completed Form to:

Richard B. Russell Regional Airport
304 Russell Field Road
Rome, GA 30165
706.295.7835 Office
or WillisB@floydcountyga.org

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

Approved

Denied

Reason(s) for Denial:

Approved/Denied by : Printed Name _____ Date _____

Airport Manager

Signature _____