WALTER FRANCIS DUKE AIRPORT TERMINAL

Terminal and Pergola Usage Policy & License Agreement

44200 Airport Road, California, MD 20619
FAA Identifier: 2W6

Prepared by:
Department of Public Works & Transportation
Effective Date: November 1, 2026

Article I – Purpose and Authority

This Usage Policy governs the use of the terminal building and pergola area at the Walter Francis Duke Airport (FAA Identifier: 2W6), located at 44200 Airport Road, California, Maryland 20619. The terminal facilities include the Terminal Conference Room, the Terminal Atrium, and the outdoor Pergola Area (collectively, the "Facilities"). These Facilities are owned by the Commissioners of St. Mary's County ("County") and administered by the Department of Public Works & Transportation through the Airport Manager.

This Policy is adopted pursuant to the County's authority as owner and operator of a public-use general aviation airport, consistent with applicable Federal Aviation Administration (FAA) grant assurances and federal, state, and local law. This Policy supersedes all prior policies, agreements, and practices regarding the use of these Facilities.

Article II – Facilities

Section 2.1 – Terminal Conference Room

The Terminal Conference Room is an enclosed meeting space within the terminal building. Maximum occupancy is 28 persons as established by Building Services. The Conference Room is available for meetings, presentations, and small gatherings during and after normal business hours, subject to availability and the terms of this Policy.

Section 2.2 – Terminal Atrium

The Terminal Atrium is the primary open area within the terminal building. Maximum occupancy is 100 persons. The Airport Manager may request a formal occupancy re-assessment from the Fire Marshal at any time. The Atrium is suitable for receptions, community events, and larger gatherings, subject to availability and the terms of this Policy.

Section 2.3 – Pergola Area (Outdoor)

The Pergola Area is the outdoor covered structure adjacent to the terminal building. Maximum capacity is 150 persons, subject to the availability of adequate restroom facilities and parking. The Pergola Area is subject to weather-related limitations and the additional requirements set forth in Article X of this Policy. A separate Outdoor Facility License Agreement is required for all Pergola Area events.

Section 2.4 – Parking

Parking for all Facility events is in the main terminal parking lot. Overflow parking must be coordinated with the Airport Manager in advance. No parking is permitted on taxiways, aprons, or any portion of the airport movement area.

Article III – Reservation Priority System

All reservations for the Facilities are subject to a priority-based system. The priority system governs the order in which reservation requests are reviewed and approved; priority tier is evaluated at the time of application. Once a Facility License Agreement is executed and applicable fees and deposits are received, an approved reservation may not be displaced, cancelled, or modified solely to accommodate a subsequently submitted request of a higher priority tier. The Airport Manager shall review all facility use requests according to the following priorities:

1. Priority 1 – County and Airport Official Business. St. Mary's County government, Walter Francis Duke Airport Terminal official business, Civil Air Patrol and Terminal tenants, including administrative meetings, public hearings, and government-sponsored events. No fee is charged.
2. Priority 2 – Airport-Sponsored and Aeronautical Activities. Events and programs directly related to aviation that are open to the general public, including flight safety seminars, aviation education programs (e.g., Experimental Aircraft Association (EAA) Young Eagle Rallies), pilot proficiency clubs (e.g., Visual Meteorological Conditions (VMC) Club), and airport-sponsored community outreach events. Waivers or reduced fees may apply.
3. Priority 3 – County-Sponsored Programs. Meetings and activities sponsored or co-sponsored by St. Mary's County departments or agencies. Reduced fees may apply.
4. Priority 4 – Community and Non-Profit Organizations. Non-profit organizations, civic groups, and community organizations hosting meetings or events. Standard fees apply pursuant to the Fee Schedule.
5. Priority 5 – For-Profit Organizations and Private Events. For-profit entities, commercial organizations, and individuals hosting private events (e.g., birthday parties, receptions, corporate gatherings). Premium fees apply pursuant to the Fee Schedule.

Reservations are accepted on a first-come, first-served basis within each priority tier. On-going daily reservations may not be scheduled. Monthly meetings may be scheduled up to twelve (12) per year. Weekly meetings may be scheduled up to twelve (12) weeks at a time.

Article IV – Event-Based Fee Determination

Section 4.1 – Assessment Criteria

Fees are assessed based on the nature of each individual event, not solely on the identity of the renting organization. An organization may host events that fall into different priority tiers depending on the purpose and openness of each event. The Airport Manager shall determine the applicable fee tier for each event based on the following criteria:

- Public Access: Is the event open to the general public without restriction?
- Aviation Nexus: Does the event have a direct connection to aviation, aeronautics, or airport operations?
- Airport-Specific Requirement: Does the event require airport-specific facilities such as the runway, taxiway, ramp, or aircraft?

Events meeting all three criteria are eligible for the most favorable fee treatment. Events meeting none are subject to premium rates.

Section 4.2 – Illustrative Examples

- EAA Young Eagle Rally (No charge): Open to all children ages 8–17, promotes aviation, requires runway and aircraft. Priority 2.
- VMC Club (No charge or reduced): Open to all pilots in the region, promotes aviation safety. Priority 2.
- EAA Chapter Monthly/General Meeting (No charge or reduced fee): Open to the public; publicly advertised on chapter and EAA.org websites and social media; aviation-focused

program; 2W6 is the Chapter's official home airport and place of incorporation. Satisfies all three Section 4.1 criteria. Priority 2.

- EAA Chapter Meeting (Standard rate): Limited to EAA members, not open to the public, could be held at any venue. Priority 4. This example applies to meetings restricted to members or that could be held at any venue without airport nexus; it does not apply to chapter meetings that satisfy all three Section 4.1 criteria, which qualify as Priority 2.
- EAA Board Meeting (Standard rate): Limited to board members, administrative in nature. Priority 4.

Section 4.3 – Fee Schedule

The specific fees for each facility, priority tier, and time of use are set forth in Article V. The Fee Schedule may be updated annually by the Commissioners of St. Mary's County. Any question which category a specific event may fall within shall be made by the Airport Manager.

Article V – Fee Schedule

All fees are payable in full upon execution of the Facility License Agreement unless otherwise approved in writing by the Airport Manager.

Section 5.1 – Indoor Facilities: Business Hours (8:00 AM – 5:00 PM, Monday–Friday)

Facility / Renter Category	Use Fee	Cleaning & Damage Deposit	Priority
Conference Room – County/Airport	No charge	None	1
Conference Room – Aviation/Public	$0 – $50	$100 refundable	2
Conference Room – Non-Profit	$75 half / $125 full day	$150 refundable	3–4
Conference Room – For-Profit/Private	$150 half / $250 full day	$200 refundable	5
Atrium – County/Airport	No charge	None	1
Atrium – Aviation/Public Events	$0 – $100	$200 refundable	2
Atrium – Non-Profit/Community	$150 half / $250 full day	$250 refundable	3–4
Atrium – For-Profit/Private	$300 half / $500 full day	$500 refundable	5

Section 5.2 – After-Hours and Weekend Surcharges

Fee Type	Rate	Applies To	Notes
After-Hours Surcharge	$50/hour	All renters not County or Airport Events	After 5:00 PM weekdays
Weekend Surcharge	$75/hour	All renters not County or Airport Events	Saturday & Sunday
Staff Presence Fee	$45/hour	When necessary, and all after-hours not County or Airport Events	When staff on-site

After-Hours Deposit (Conf.)	$200 refundable	All renters not County or Airport Events	In lieu of standard cleaning and damage deposit
After-Hours Deposit (Atrium)	$500 refundable	All renters not County or Airport Events	In lieu of standard cleaning and damage deposit

Surcharges apply for each hour or any part thereof.
The staff presence fee is charged whenever an airport staff member is on-site outside normal business hours, or during normal business hours when the Airport Manager determines that on-site staff presence is required for operational, security, or safety reasons specific to that event. The staff presence fee does not apply to events held entirely during normal County business hours (8:00 AM to 5:00 PM, Monday through Friday) unless the Airport Manager makes such a determination.
Renters will be informed at the time of booking.

Tenant-Catered Event Adjustment. The Airport Manager may reduce or waive the staff presence fee and/or the weekend or after-hours surcharge for a Facility event where: (i) an Airport terminal food-service tenant is providing catering services for the event; (ii) the event is scheduled to occur, in whole or in part, during that tenant's regular posted operating hours; (iii) the tenant will be physically on-site for the duration of the event; and (iv) the Airport Manager has determined, in advance, that County staff presence is not otherwise required for operational, security, or safety reasons. Any such adjustment shall be documented in the Facility License Agreement at the time of booking.

Section 5.3 – Outdoor Facilities: Pergola Area

Renter Category	Use Fee	Cleaning & Damage Deposit	Priority
County/Airport Events	No charge	No charge	1
Aviation/Public Events	$0 – $75	$150 refundable	2
Non-Profit/Community	$100 half / $175 full day	$200 refundable	3–4
For-Profit/Private	$200 half / $350 full day	$300 refundable	5
After-Hours/Weekend	$50–$75/hour	See above	All + staff fee

Section 5.4 – Additional Fees

Fee	Amount	When	Notes
Alcohol Permit Fee	$50 per event	With application	Administrative review
Late Cancellation	50% of use fee	< 7 days' notice	Except weather
No-Show	100% of use fee	No cancellation	Deposit forfeited
Damage Beyond Deposit	Actual cost	Post-event	Invoiced to renter
Extended Cleanup	$75/hour	Past scheduled end	30-min increments

Section 5.5 – Cancellation Policy

Full rental fee will be charged unless written cancellation (mail or email) is received at least seven (7) days prior to the event. Weather-related cancellations made by the Department of Public Works & Transportation or Airport Manager will not incur a charge. Renter-initiated weather cancellations are subject to a 50% fee unless the Airport Manager determines conditions warrant a full waiver.

Article VI – Reservations and Booking

1. Reservation requests must be submitted to the Airport Manager at least two (2) weeks prior to the event. Events involving alcohol service require at least four (4) weeks' advance notice.
2. Full payment of all applicable fees and deposits is due upon execution of the Facility License Agreement to secure the reservation date.
3. Any changes to booking dates, times, spaces, or estimated attendance must be submitted in writing and approved by the Airport Manager at least one (1) week prior to the event.
4. The Airport Manager shall review and render a decision within three (3) business days of receipt of a complete application.
5. The Airport Manager may deny, modify, or cancel a reservation at any time when the use does not conform to this Policy or conflicts with airport operations.
6. No approved event may be cancelled solely to accommodate a subsequently submitted request of a higher priority tier.
7. The name, address, and phone number of the Airport may not be used as the official address of any organization. No non-airport group may publicize its activities in a manner implying Airport or County sponsorship.
8. Tenants and authorized users may independently create and distribute advertising, marketing, publicity, and promotional materials (including all physical and digital media) for an approved event without prior written approval from the Airport Manager, provided such materials strictly comply with the following naming and brand integrity standards:
   - The facility must be exclusively identified in all public-facing materials by its official FAA-recognized name: Walter Francis Duke Airport and Terminal. The use of unofficial titles, colloquialisms, or alternative names is strictly prohibited for this regulated facility.
   - Materials must accurately represent the facility and shall not contain content that is detrimental to the safe, professional, and secure public image of the airport.

   The Airport Manager retains the right to audit any published materials for compliance with these standards at any time. Non-compliant material must be removed from digital platforms.
7. **Activation Event Series.** The Airport Manager may designate an approved recurring event as an "Activation Event Series." Upon initial approval of an Activation Event Series, including execution of the applicable License Agreement, insurance certificates, vendor approvals, and Alcohol Permit Addendum if applicable, individual dates within the approved series may be confirmed by written notice to the Airport Manager without re-submission of the full application, provided there are no material changes to the event format, vendors, maximum attendance, or alcohol service arrangements. Any material change requires a new or amended application. The Airport Manager may revoke an Activation Event Series designation at any time for non-compliance with this Policy or upon modification of the event's operating structure.

Article VII – General Rules of Use

1. An airport staff member will be available to greet the renter and open the building at the designated rental time.
2. Renters may not arrive early or stay late beyond the reserved time without prior written approval of the Airport Manager and, if accommodation of a request results in costs to the County, payment of additional fees commiserate with that additional expense.
3. Renters are responsible for returning all movable furniture to its designated arrangement and cleaning all rented spaces to their pre-event condition.
4. The renting party is responsible for the actions of all attendees and guests before, during, and after the event.

5. Guests must remain in the assigned room(s) or area(s) as approved on the Facility License Agreement. Unauthorized access to other terminal areas, the airport ramp, taxiways, or runway is strictly prohibited.
6. The responsible party shall dispose of all trash from the rented space in the dumpster located on the side of the terminal building.
7. The responsible party shall clean up all debris from outdoor spaces including the parking lot, area surrounding the building, and the front entrance.
8. Food and non-alcoholic beverages may be brought into the Facility. Alcohol is permitted only with an approved Alcohol Permit Addendum (see Article IX).
9. Smoking, vaping, and the use of all tobacco products are prohibited on all airport property, both indoors and outdoors. Controlled substances are prohibited on airport property.

Article VIII – Decorations, Vendors, and Entertainment

Section 8.1 – Decorations

1. Decorations may be permitted with prior written approval from the Airport Manager.
2. Approved decorations may be hung from walls using painter's tape only. No packing tape, scotch tape, masking tape, or duct tape.
3. Nothing may be hung from ceilings, windows, or lighting fixtures.
4. Only non-flammable and non-hazardous materials may be used.
5. No glitter, confetti, percussive, or explosive devices (including gender-reveal devices), or hazardous materials.
6. All decorations must be removed by the conclusion of the rental period.

Section 8.2 – Outside Vendors and Entertainment

1. Outside vendors and entertainment (including photo booths, video game trucks, DJs, caterers, and food trucks) require at least two (2) weeks' advance written notice and written approval from the Airport Manager.
2. All vendor liability insurance certificates must be submitted no less than one (1) week prior to the event, meeting the same minimums as Section 12.2.
3. Inflatables (such as bounce houses) are not permitted indoors; outdoor placement requires prior written approval from the Airport Manager.
4. Animals, other than service animals, are not permitted indoors, and are permitted outdoors with proper restraints (leash).
5. All vendor vehicles and equipment must be placed in Airport Manager-approved locations. No vendor equipment may be placed inside the Airport fence.

Article IX – Alcohol Policy

Alcohol service (beer, wine, and spirits) is permitted at the Facilities only with a completed Alcohol Permit Addendum approved by the Airport Manager. Three types of alcohol permits are available:

Section 9.1 – Type A: Private Event Permit

For private parties, receptions, and corporate events with a single host providing alcohol to invited guests.

- License from the Alcohol Beverage Board of St. Mary's County.
- Licensed bartender or TIPS-certified (or equivalent) server required.
- No self-service bars.
- Designated alcohol consumption area approved by Airport Manager.

- No glass containers on the airfield side of the terminal or in outdoor areas.
- Host liquor liability insurance required, naming the County as additional insured.
- Last call not later than one (1) hour before the scheduled end of the event.

Section 9.2 – Type B: Public Event Permit (Single Vendor)

For community events with a single alcohol vendor (e.g., a brewery or distillery tasting).

- Vendor must hold a valid one-day or event-specific license from the Alcohol Beverage Board of St. Mary's County and registration with OneStop.
- Vendor must carry vendor-specific liquor liability insurance naming the County as additional insured.
- All Type A requirements also apply.

Section 9.3 – Type C: Multi-Vendor Event Permit

For events with multiple alcohol vendors (e.g., Thirsty Thursday, festivals).

- A designated event organizer must coordinate compliance with the laws, rules and regulations of the Alcohol Beverage Board of St. Mary's County for all vendors.
- Each vendor must individually hold a valid license from the Alcohol Beverage Board of St. Mary's County and carry liquor liability insurance naming the County as additional insured.
- The event organizer must collect and submit all vendor insurance certificates at least one (1) week prior.
- All Type A requirements also apply.

Section 9.4 – Generally Applicable Alcohol Requirements

1. Alcohol Permit Addendum must be submitted at least four (4) weeks prior to the event.
2. Copies of all permits and licenses must be provided at least one (1) week prior to the event.
3. All servers must hold TIPS certification or equivalent responsible beverage service certification.
4. A designated alcohol consumption area map must be submitted with the Alcohol Permit Addendum.
5. No glass containers are permitted on the airfield side of the terminal building or in any outdoor area.
6. The Airport Manager reserves the right to deny, revoke, or modify any alcohol permit at any time.

Article X – Outdoor Events (Pergola Area)

All Pergola Area events are subject to the following additional requirements:

1. A separate Outdoor Facility License Agreement is required.
2. Portable restroom facilities must be rented by the Licensee for all outdoor events. The terminal building will not be opened for restroom access during outdoor events except as provided below.
3. The Airport Manager may authorize terminal restroom access for outdoor events with fifty (50) or fewer expected attendees, provided: (a) an airport staff member is stationed inside the terminal for the duration; (b) if allowed by the Fire Marshall, all airside/ramp doors are secured and locked; and (c) a designated restroom-access corridor is established with signage and barriers. The staff presence fee applies.
4. Events with more than fifty (50) expected attendees must provide portable restroom facilities regardless of any other consideration.

5. Portable restrooms must be delivered and removed within a window approved by the Airport Manager and placed at a designated location.
6. Tents, canopies, and temporary structures require advance written approval. No stakes or anchors may be driven into the ground without express permission. All temporary structures must comply with applicable fire codes.
7. Amplified sound must be approved in advance and comply with County noise ordinances. Sound levels must not interfere with airport radio communications or operations.
8. The Airport Manager may cancel or modify any outdoor event due to weather, operational requirements, or security concerns. Weather-related cancellations by the Airport Manager will not incur charges and will be refunded any payments made to and received by the Airport Manager.

Article XI – Occupancy Limits and Safety

1. Terminal Conference Room: Maximum occupancy of 28 persons.
2. Terminal Atrium: Maximum occupancy of 100 persons, subject to subsequent determinations of the Fire Marshall.
3. Pergola Area: Maximum capacity of 150 persons, subject to adequate restroom and parking availability.
4. No additional persons beyond the stated maximum will be permitted. The Airport Manager or designee may conduct a headcount at any time.
5. All emergency exits must remain clear and unobstructed at all times.
6. The renting party is responsible for compliance with all fire codes and orderly evacuation of attendees in the event of an emergency.

Article XII – Insurance Requirements

Section 12.1 – General Requirement

All renters, including for-profit organizations, non-profit organizations, and individuals hosting private events, must provide proof of liability insurance prior to use of the Facilities. Insurance must be in place for the duration of the event, including set-up and clean-up periods.

Section 12.2 – Minimum Coverage

1. The Licensee must maintain liability insurance with limits of at least $1,000,000 per occurrence and an aggregate of $3,000,000.
2. The policy or certificate must name the Commissioners of St. Mary's County as an additional insured.
3. The certificate of insurance and policy endorsement must be provided at least one (1) week before the event.

Section 12.3 – Insurance Alternatives for Private Parties

Individuals hosting private events who do not carry commercial liability insurance may satisfy the requirement through any of the following:

1. **Tenant User Liability Insurance Program (TULIP):** Event-day liability coverage available for purchase. A TULIP brochure is available from the Airport Manager upon request. The Airport may make TULIP event liability insurance available for direct purchase through the Airport's online reservation system upon implementation. Where such option is made available, renters may complete the TULIP application and receive proof of coverage as part of the reservation process, which shall constitute compliance with the one-week advance submission requirement upon confirmation of coverage.

2. **Third-Party Event Liability Insurance:** Short-term event policies from commercial providers that meet the minimum coverage requirements and name the County as additional insured.

Regardless of the method used, insurance must meet the minimums in Section 12.2 and proof must be provided at least one (1) week prior to the event.

Section 12.4 – Vendor Insurance

All outside vendors, entertainment providers, and alcohol vendors must carry their own liability insurance meeting the minimums in Section 12.2, with certificates naming the County as additional insured, submitted at least one (1) week prior.

Article XIII – Indemnification

The Licensee agrees to indemnify, defend, and hold harmless the County from any loss, injury, liability, damage, claim, lien, cost, or expense, including reasonable attorneys' fees and costs, arising from the use of the Facility by the Licensee, by any person acting under the Licensee's authority, or by any person in the Facility as a participant or potential participant in any activity the Licensee conducts, or arising out of a breach of the Facility License Agreement.

This obligation extends to incidents resulting from the failure to use caution near architectural structures, aircraft, or airport infrastructure, and survives expiration and termination of the Agreement. The Licensee is not required to indemnify the County for losses arising out of the County's sole negligence or intentional misconduct. For purposes of this Article, "County" includes the Commissioners of St. Mary's County, their boards, agencies, agents, officials, and employees.

Article XIV – Release of Claims

The Licensee releases the County from all claims and demands of any kind arising from the Licensee's exercise of the right of access under the Facility License Agreement or arising out of a breach of the Agreement by the Licensee. The County does not accept responsibility for equipment or property left in the Facilities by the Licensee. This release does not include claims arising out of the County's intentional misconduct.

Article XV – Termination and Denial of Use

1. The County may deny the requested use, unilaterally terminate or modify any Facility License Agreement, or preclude any Licensee from future use of the Facilities, upon written notice.
2. Termination is effective immediately after notice is issued, unless a different time is stated. The County is not liable for the Licensee's losses resulting from termination or modification.
3. Any refusal to abide by this Policy will result in future denial of rental privileges.
4. The Airport Manager reserves the right to amend this Policy as necessary to accommodate special situations, operational requirements, or changes in law.

Article XVI – Additional Provisions

1. **Inclement Weather.** The Airport Manager will provide notification in case of inclement weather. Weather-related cancellations by the Department of Public Works & Transportation will not incur a charge.
2. **Airport Operations.** Regular airport administration and operations take precedence over all other activities. Use of the Facilities must not interfere with the safe and efficient operation of the Airport.

3. **No Solicitation.** No admission charge, request for donation, or tuition may be required or solicited by any renter, except for airport-related groups and County departments sponsoring or co-sponsoring a program.
4. **Identification.** The person executing the Facility License Agreement on behalf of the Licensee must present valid identification and be present for commencement and conclusion of the license period.
5. **False Statements.** If the Licensee makes any false statement on the application or Agreement, the County may reject the application, immediately terminate the use, and preclude the Licensee from future use.
6. **Governing Law.** This Policy and all Facility License Agreements shall be governed by the internal laws of the State of Maryland without giving effect to its choice of law provisions.
7. **Ordinary Patronage.** This Policy does not apply to ordinary patronage of Airport tenant food and beverage services, or to informal, non-exclusive gatherings of Airport users in terminal common areas that do not involve the reservation or exclusive use of any designated Facility space, and for which no special setup, closure of public access, or exclusive possession of a defined County space is requested.
8. **Tenant Operating Hours.** The Airport Manager shall give reasonable consideration to the posted operating hours of Airport terminal food-service tenants when reviewing and scheduling Facility reservations, with the goal of avoiding unnecessary conflicts between organized Facility rentals and the normal customer operations of existing Airport tenants. This provision does not prohibit the scheduling of Facility reservations during terminal tenant operating hours but requires that the Airport Manager weigh the potential operational impact on existing tenants as part of the reservation review process.

Article XVII – Contract Documents

The following documents comprise the complete agreement framework for Facility use:

1. Terminal and Pergola Usage Policy (this document) – The overarching rules governing all Facility use.
2. Indoor Facility License Agreement – For Conference Room and Terminal Atrium rentals.
3. Outdoor Facility License Agreement – For Pergola Area rentals, with additional provisions for portable restrooms, noise, airfield proximity, weather contingencies, and temporary structures.
4. Alcohol Permit Addendum – Required for events involving alcohol service. Types A, B, and C pursuant to Article IX.
5. Vendor/Entertainment Approval Form – Required for all outside vendors and entertainment providers.

Acknowledgment and Agreement

By signing below, I certify that I am an authorized representative of the organization or individual named on the Facility License Agreement. I have read, understand, and agree to comply with all provisions of the Walter Francis Duke Airport Terminal and Pergola Usage Policy. I have been provided copies of all applicable contract documents and agree to abide by the rules governing the Facility where the activity will be held. I declare that all information provided is true and complete and authorize the County to verify this information.

_____

Licensee / Organization Name

_____

Authorized Representative – Printed Name and Title

_____
Authorized Representative – Signature and Date

FOR AIRPORT USE ONLY
Reservation Priority Tier: 1 / 2 / 3 / 4 / 5 (circle one)
Facility Reserved: Conference Room / Terminal Atrium / Pergola Area (circle one)
Event Date: _____ Event Time: _____ to _____
Expected Attendance: _____ Staff Required After Hours: Yes / No
Fees Collected: $_____ Deposit Collected: $_____
Alcohol Permit: Yes / No Type: A / B / C
Insurance Verified: Yes / No Method: Commercial / TULIP / Homeowner's / Third-Party
Insurance Certificate Received: Date: _____
Portable Restrooms Required: Yes / No (Pergola events only)

_____
Airport Manager – Signature and Date