

DRAFT

LAWRENCE MUNICIPAL AIRPORT (KLWC) POLICIES and PROCEDURES FOR PARACHUTE OPERATIONS

(To be an addendum to premises lease agreement for parachute operators)

In addition to the minimum standards which pertain to the Lawrence Municipal Airport (Airport), each parachute operator (Operator) at the Airport must comply with the following policies and procedures while conducting parachute operations:

1. Parachute Operators must meet all requirements of the applicable Federal Aviation Regulations (FAR), including, but not limited to FAR Parts 61, 65, 91, 105, and 119.
2. No parachute operations shall be permitted at any time that a Temporary Flight Restriction (TFR) is in effect at the Airport.
3. During Airport special events that may result in increased use of transient aircraft, the City of Lawrence may temporarily curtail the use of the Airport for parachute operations. The Operator will be notified in advance, in writing, of any such temporary suspension of the Operator's approval to use the airport.
4. No parachute operations shall be permitted at night, as defined by FAR Part 1.1 - Definitions.
5. All parachute operations must be conducted within a 2 nautical mile radius centered on the geographic center of the Airport's designated drop zone.
6. The Operator will only conduct parachute operations to the drop zone that is designated by the City of Lawrence. No parachutist shall be permitted to land on any aircraft movement surface of the Airport.
7. The designated drop zone may be modified for the purpose of Airport expansion or other projects at the discretion of the City of Lawrence.
8. Operator shall not permit parachutists to cross any aircraft movement area of the Airport unless they are properly escorted.
9. No automobiles or any other vehicle except for authorized emergency or maintenance vehicles shall be permitted inside of the fenced perimeter of the Airport.
10. The Operator shall ensure that all parachutists are at least 18 years of age.
11. All parachutists shall be required to sign a release of liability on a form acceptable to the City of Lawrence that releases the City of Lawrence from any and all liability arising out of their parachuting activity at the Airport. A copy of all such release forms for each parachutist shall be provided to the City of Lawrence prior to permitting said parachutist(s) to participate in parachute operations at the Airport.
12. The Operator shall be responsible for the issuance of appropriate NOTAM(s) involving the airspace above the Airport as may be needed for parachute operations and will notify the Airport Manager when any such NOTAM(s) have been issued.
13. The Operator shall immediately notify the City of Lawrence of any incident or accident arising out of its parachute operations that involves personal injury to any individual or

property damage to any property regardless whether such injury or damage occurs either on or off of the Airport premises.

14. On each day that parachute operations are to be conducted, the Operator shall conduct a daily briefing with the staff of the on-Airport fixed base operator (FBO) and the on-Airport medical evacuation aircraft operator including, at a minimum, the following information:
 - a. Identification of aircraft and pilot(s) to be used for parachute operations
 - b. Hours of operation
 - c. Altitudes to be used
 - d. Name and cell phone number of load organizer or other designated manager of applicant
 - e. Radio frequency(s) and any other methods of communication to be used.
15. Medical evacuation flight operations at the Airport shall at all times be given priority over parachute operations by the Operator and their staff members. The Operator shall at all times assign personnel to monitor the status of medical evacuation aircraft operations at the Airport. If medical evacuation operations are commenced or are underway during parachute operations, the Operator shall immediately notify the pilot(s) of any aircraft to cease parachute operations and to remain clear of the area until the medical evacuation aircraft has communicated that they have left the Airport traffic pattern. If parachutists have already exited the aircraft, the Operator shall immediately communicate to the on-duty medical evacuation staff that there are jumpers in the traffic pattern and shall immediately notify the medical evacuation on duty staff when all of the parachutists are on the ground and have been accounted for.
16. The Operator shall be responsible to ensure that all pilots engaged in aircraft operations in support of parachute operations shall at all times maintain proper radio communications as required by FAR 105.13.
17. The Operator shall be responsible for establishing an appropriate emergency procedure and to communicate this procedure to all participants prior to commencing each days parachute operations.
18. Any events or special parachuting activities must obtain a permit from the City of Lawrence not less than 60 calendar days prior to the event. Event insurance will be required, at the sole cost and expense of the Operator.
19. The Operator will develop and maintain a log of all parachute operations. This log shall contain, at a minimum, each flight conducted for parachute operations and the name(s) of each parachutist on each flight. A copy of this log will be given to the Airport Manager on the first of each month, and will be available for inspection by the Airport Manager at any time.