

**New York State Department of Transportation (NYSDOT)  
Republic Airport Tenant Alteration Application (TAA)**

**Tenant Alteration Application (TAA) Instructions**

**What is a TAA?**

A TAA is a request to perform work at Republic Airport. As part of all tenant agreements, before any construction work altering the leased area is performed or special event is held, the Tenant is responsible for notifying and receiving approval from the Airport Management Office.

**Do I need to fill one out?**

If the work in question alters the pre-existing structures or environment, or a building's functional use, a TAA is required. Examples include, but are not limited to:

- Paving
- Installation of signage
- Installation and/or modification of fire suppression systems
- Installation and/or modification of a structure's electrical or plumbing system (including buildings and hangars)
- Installation of electrical generators
- Installation of antennae
- Installation of fencing
- Building and hangar modifications
- Installation and modification of aircraft fueling systems
- Special events

If there is a question whether a TAA is required, contact the Airport Operations Office for further guidance prior to commencing construction.

**What information do I need?**

Tenants are required to fill out *Part One: Information to Be Provided by Applicant*. At a minimum, *Part One* should include a description of the work to be performed, a diagram showing the existing conditions and the proposed changes, a schedule for construction, as well as required permits for construction. More complex plans will require detailed plans including sealed blueprints and phasing schedules.

Appendix B contains a checklist that must be completed and submitted along with the application.

**What is the general process for TAA determination?**

The Tenant completes *Part One: Information to Be Provided by Applicant*, and submits this form, along with relevant attachments, to the Airport Management Office. Airport Management performs an assessment of the request to summarize the work, and a review team is assembled based upon the scope and focus of the application.

The review team performs an initial review to ensure relevant information is included with the packet, and, when necessary, contacts the Tenant with requests for additional material. After receiving all necessary information, the review team checks the packet to ensure the request meets NYS Building Code standards, Republic Airport standards, FAA Procedures, Rules and Regulations and is compatible with the overall development for the Airport (Airport Layout Plan). If the review team is satisfied with the design, they complete *Part Three: NYSDOT*

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*Building Code Authorization*, and return the packet to Airport Management. If design deficiencies are identified (including missing permits), the team compiles design comments and forwards them to Airport Operations for discussion with the Tenant. All comments must be resolved before *Part Two: Republic Airport Operations Authorization* can be approved. Conditions such as serious design flaws, incomplete plans, or unresponsive tenants may result in delaying approvals of *Part Two: Republic Airport Operations Authorization* until those conditions have been resolved.

*Part Three: NYSDOT Building Code Authorization* is completed by NYSDOT Code Compliance Manager indicating approval or disapproval. Comments will reflect conditions of approval and Airport Operations review for scheduling construction sequencing.

*Part Two: Republic Airport Management Authorization* approval is granted to TAAs based upon the overall operations at the Airport with the condition that TAA work will not cause operational conflicts at the Airport (e.g. pre-arranged special events, emergency situations, etc.).

Approved packets are returned to the Tenant allowing construction to begin based upon the notes in *Part Three: Republic Airport Operations Authorization* and *Part Three: NYSDOT Building Code Authorization*.

**Who reviews the information I provide?**

The review team is a NYSDOT led group consisting of NYS Professional Engineers, NYS Building Code Officials, and aviation experts. Each TAA is reviewed for engineering design soundness, safety compliance with NYS Building Codes, and adherence to FAA and Republic Airport standards.

**How long will it take?**

Anticipated review period is 45 days from submission of a complete TAA package to the Airport for construction related requests. Approval timeframe may vary based on project scope and complexity. Complex projects may require multidisciplinary reviews and may require additional review time. Regular communications with the TAA Applicant regarding the status of the application will be provided, upon request. The Applicant will be notified if the review will require more than 45 days.

For Special Events, anticipated review period is 14 days from submission of a complete TAA package to the Airport.

**Is insurance required?**

The Applicant's contractor shall procure and maintain insurance including Workers' Compensation, Disability, Commercial General Liability, and Commercial Automobile, as set forth in the Application.

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*(FOR NYSDOT USE)*

Date:

***Part One: Information to be provided by the Applicant***

Permission is hereby requested to perform the following work on the space described in the plans and specifications.

Sub-Tenant (if applicable):

Location (building or area of space to be altered):

Project description:

Description of work and reason (attach additional pages as necessary):

Task Number	Description	Estimated Cost	Expected Starting Date	Expected Completion Date

Work by Applicant/Tenant ( <i>summary</i> ):	Work by Another ( <i>summary</i> ):
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Person Responsible:	Person Responsible:
Title:	Title:

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Plans: Prints and drawings describing all proposed work must be submitted with copies of this Application. Include scaled prints showing area affected on 8½” x 11” paper copies or larger.

Plans must be signed and stamped by a Licensed Professional Engineer or Registered Architect. The affirmation below must be included with the signed and stamped plans.

TITLE OF DRAWING(S)

NO. Of DRAWINGS  
DATE

CONTRACTOR  
Name:

ENGINEER OR ARCHITECT  
Name:

Address:

Address:

Telephone:

Telephone:

Send correspondence to:

License #

ENGINEER OR ARCHITECT CERTIFICATION: I have supervised the preparation of plans and specifications of the entire work represented herein and hereby certify that all conform to the applicable codes, enactments, ordinances, resolutions and regulations of the State of New York in regard to construction and maintenance of buildings and structures and in regard to health and fire protection.

Licensed Professional Engineer or Architect  
License #  
Date

Attach a copy of all TAA related permits to this form. Determination on applicable permits is the responsibility of the Tenant.

**Applicant hereby requests approval for the construction/alteration work described in Part One of this application and agrees to be bound by all the provisions, terms and conditions herein.**

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Applicant (*Last, First, MI*)

Signature

Date

Application #

Date:

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***Part Two: Republic Airport Management Authorization for Conceptual Approval***

The above application is:

Approved by Airport Management for further consideration subject to the remarks below (*submit copy of TAA to Aviation Bureau*)

Disapproved subject to the remarks below  
(*Return to Applicant*)

Subject to the following conditions (*attach additional pages as necessary*):

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NYSDOT Authorized Representative

Signature

Date

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***Part Three: NYSDOT Building Code Authorization***

The above application is:

Approved by building code inspection subject to the remarks below  
*(return to Airport Management)*

Disapproved subject to the remarks below  
*(return to Airport Management)*

Subject to the following conditions *(attach additional pages as necessary)*:

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NYSDOT Code Enforcement Official

Signature

Date

Special Event or Project is approved to begin on

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NYSDOT Authorized Official

Signature

Date

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**Tenant Alteration Application (TAA) Terms and Conditions**

**Applicant hereby agrees to the following terms and conditions:**

1. Wherever the term "Department" appears herein, it shall be construed to mean "The New York State Department of Transportation".
2. Neither the Applicant, nor any representative of the Applicant, shall commence any work covered within this application without written authorization to proceed from the Department, or the Department's authorized operating agent. Departmental authorization for construction/alteration is contained in Part Two of this application.
3. Upon receipt of Tenant Alteration Authorization, the Applicant agrees to perform said work as described by **Part One: Information to be Provided by the Applicant**. All construction and/or alterations and/or special events shall be in compliance with, and the applicant and any such contractors and subcontractors and service providers shall be bound by, the terms and conditions within this application, any instructions, appendices, including, but not limited to, the remarks section of **Part Two: Republic Airport Management Authorization** and the remarks section **Part Three: NYSDOT Building Code Authorization**.
4. In connection with the performance of work covered hereunder, the Applicant and its contractors shall be bound by all the terms and conditions of the Applicant's current Republic Airport Lease Agreement with the Department, including, but not limited to, provisions of, or related to:
  - facility care, maintenance and repairs;
  - compliance with Airport rules and regulations;
  - federal, state and local governmental requirements;
  - rules and regulations of fire insurance organizations;
  - federal and state guidelines for nondiscrimination;
  - all written procedures and instructions of the Department or its authorized operating agent;
  - any additional obligations contained within the lease agreement.
5. The Applicant, and the Applicant's contractor(s), subcontract(s), services providers, or agents, shall procure and maintain, at its own sole cost and expense and in full force and effect at all times during the term of this TAA, appropriate Workers' Compensation Insurance/Employers Liability Insurance and Automobile Liability Insurance at a minimum rate of \$500,000 each unless otherwise specified by the Department or the Department's authorized operating agent. Applicant must provide proof of coverage (Form C-105.2, U-26.3 or SI-12 for Worker's Compensation, and DB-120.1 or DB-155 for Disability Benefits), or provide proof of exemption from this requirement (Form CE-200).
6. Unless otherwise specified by the Department or the Department's authorized operating agent, the Applicant's minimum Commercial General Liability and Casualty insurance limits shall be:
  - Bodily injury \$1,000,000 / person; \$2,000,000 combined single limit/occurrence
  - Property damage \$500,000 / accident; \$3,000,000 aggregate.

In the event any portion of the work subject to this TAA is performed by a subcontractor, service provider, or third party, the Applicant shall incorporate those necessary and applicable insurance requirements into the subcontract or service agreement.

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All liability insurance policies shall provide primary and non-contributory coverage to the State of New York for any claim arising from the Applicant's work and activities, including those policies of any third party furthering the Applicant's activities approved under the TAA. Liability insurance policies shall include coverage for claims of bodily injury asserted by an employee of an additional insured; any Employer Liability Exclusion which may otherwise operate to exclude such coverage shall be voided in this respect.

As to every type and form of insurance coverage required from the Applicant, and any such contractors or subcontractors or service providers or third parties, there shall be no right of subrogation against **the State of New York/New York State Department of Transportation, its agents, or employees**. The Applicant waives any right of action it, its Contractor(s), and/or its Contractor's insurance carrier might have against the Department (including its employees, officers, commissioners, or agents) for any loss that is covered by a policy of insurance that is required by this contract, and for any other loss whether or not such loss is insured.

Approval of this permit shall be contingent upon receipt, by the State, of a copy of a properly executed insurance certificate.

7. Any Notice of Cancellation from the Applicant's insurer shall be provided to the Department a minimum of 30 days prior to policy cancellation.
8. Applicant agrees that, in addition to any protection afforded to the State of New York, the New York State Department of Transportation, and any Management-Operations agent, under any available insurance, the State shall not be liable for any damage or injury to the Applicant, its agents, employees, invitees, or to any other person, or to any property, occurring on the site or in any way associated with Applicant's activities or operations, whether undertaken by Applicant's own forces or by contractor(s) or subcontractor(s) or service providers or other agents working on Applicant's behalf. To the fullest extent permitted by law, the Applicant agrees to defend, indemnify and hold harmless the State of New York and their agents from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of any claim, including but not limited to claims for personal injuries, property damage or wrongful death and/or environmental claims, in any way associated with the Applicant's activities or operations, no matter how caused.
9. All work shall be subject to the approval of the Department prior to occupancy or use. Title to all Applicant improvements hereunder shall vest with the Department. Any work not approved by the Department shall be replaced or amended, to the satisfaction of the Department, at the Applicant's expense.
10. In the performance of the work covered hereunder, the Applicant shall, unless otherwise directed in writing by the Department, conform to the requirements of all applicable codes, enactments, ordinances, resolutions and regulations of the State of New York concerning safety, fire protection, maintenance, and construction of all buildings and structures. The Applicant's obligation to comply with the above governmental requirements is for the purpose of assuring proper safeguards for the protection of persons and property at the Airport; and shall not be construed as a TAA approval from the Department. The Applicant's obligation to comply with the aforementioned restrictions does not constitute a mandate for the Department to comply with said restrictions.
11. The Applicant shall comply with Federal, State and Municipal laws, statutes, orders and regulations as may be legally applicable to the work or the performance thereof of its employees. Applicant shall consult

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with the Department or its operating agent with respect to the applicability of any and all laws, statutes, codes, enactments, ordinances and resolutions, and as to the procedure to be followed before taking any other action with respect thereto, and shall follow the instructions and procedures prescribed with respect thereto.

12. The Applicant shall also observe and obey, and shall compel its officers, employees, agents, contractors and others on the Airport to observe and obey the rules and regulations in accordance with the lease agreement.
13. The Applicant shall pay, or cause to be paid, all claims lawfully made against it, as set forth in the lease agreement.
14. Only Listed and Labeled or Code Compliant materials and workmanship shall be used in the performance of the work, which shall be in accordance with the plans and specifications described in **Part One: Information to be Provided by the Applicant** of this application, and to the satisfaction of the Department and subject to the inspection of the work by the Department. No substitutions of materials provided in the plans and specifications shall be permitted without prior approval of the Department's Code Official.
15. The Applicant shall notify the Airport Manager not less than two days prior to the commencement of the work, and shall complete the same within the number of days specified in **Part One: Information to be Provided by the Applicant** of this Application. The Applicant shall notify the Airport Manager upon completion of work.
16. In the performance of the work, the applicant shall not disturb, nor permit to be disturbed, any existing plumbing, heating, fire protection, fire alarm, sewerage, drainage, water supply, electrical, sprinkler, ventilating, refrigerating, fuel or communications systems at the Airport or other such service system therein, including pipes, tubes, lines, mains, wires, conduits, equipment and fixtures, except with the specific, prior written approval of the Airport Director, Airport Manager or the Department's Engineer.
17.
  - a. Prior to the commencement of the work, and throughout the performance thereof, the Applicant shall erect and maintain, at its own expense, in or about the space, such barriers, shields and other suitable protective devices for the protection of the public and others, and their property as, in the opinion of the Airport Manager or the Department Engineer, may be necessary or desirable for the purpose. The work shall be performed in such manner as will cause the minimum inconvenience to members of the public and others at the Airport. During the performance of the work, the Applicant shall not permit the accumulation in or about the space of any debris, rubbish or litter of any sort resulting from such performance and shall make such arrangements for the frequent removal thereof from the Airport by means of facilities to be furnished by the Applicant, as may be necessary in the opinion of the Airport Director or Airport Manager to prevent such accumulation.
  - b. Notwithstanding the approval of this application by the Department, the applicant shall not perform or permit to be performed any work hereunder, the performance of which or the subsequent use or occupancy of which will:
    - 1) invalidate or conflict with any insurance covering the Airport or any part thereof, or in any property located therein or thereon, or
    - 2) increase the rate of any fire insurance, extended coverage, rental insurance or other insurance on the Airport, or any part thereof or upon any property located therein or thereon.

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The applicant shall promptly observe, comply with and execute the provisions of any and all present and future rules, regulations, requirements, orders, directions and standards of the National Board of Fire Underwriters as interpreted by the Fire Insurance Rating Organization of New York, or any other board or organization exercising or which may exercise similar functions, which may pertain or apply to the performance of the work or to the completed work (including use or operation thereof), and the applicant shall make any and all structural and non-structural improvements, alterations, repairs or rebuilding of the work that may be required at any time thereafter by any such present or future rule, regulation, requirement, order or direction. If, due to the performance of construction, or by reasons of any failure on the part of the applicant to comply with the provisions of this paragraph, any such insurance shall at any time be limited, cancelled or invalidated, the Applicant shall immediately remove the work; or if the rate of premium for any such insurance shall be higher than it otherwise would be, then the Applicant shall pay to the Department, on demand, that part of all premiums which shall have been charged because of such work or by reason of such failure by the Applicant. The Applicant shall furnish to the Department evidence of approval of the work by the insurance authority having jurisdiction.

18. Title to any installation, improvement, alteration, modification, addition, repair or replacement resulting from work done pursuant hereto shall immediately upon completion vest with the Department in accordance with the agreement.
19. A Certificate of Compliance or Certificate of Occupancy shall be issued to the Applicant by the Department upon request of the Applicant upon completion of the work hereunder in accordance with the terms and conditions hereof, and inspection thereof by the Main Office Aviation Bureau Code Compliance Manager. Issuance of such certificate shall not preclude the Department from showing that the Applicant has failed to comply with its obligations hereunder, nor shall it release the Applicant from such obligation.
20. In addition, all of the foregoing work to be performed hereunder shall be performed subject to and in accordance with the terms and provisions of the Agreement.
21. These Terms and Conditions and all the obligations assumed by the Applicant hereunder shall apply and pertain with like effect whether the work covered hereunder is being performed by the Department or its contractors, or whether it is being performed by another agent with the permission of the Department or said other agent's contractors.
22. Third party inspection required

If yes, please review and complete Appendix A.

No

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**APPENDIX A**

**ATTACHMENT TO TENANT ALTERATION APPLICATION (TAA)  
CONSULTANT INSPECTION AGREEMENT**

1. The Tenant shall retain, at its own cost, the services of a reputable engineering firm (“Consultant”), to inspect and monitor the work performed under the TAA and in compliance with the Tenant Lease Agreement with the NYSDOT. The Consultant shall monitor the work of the Tenant and Tenant’s Contractors to ensure that the work performed under the TAA is done in accordance with the TAA, and the NYSDOT Standard Specifications. As necessary, the Consultant will inform orally and in writing, the Tenant and NYSDOT of deficiencies in workmanship, material quality, Work Zone Traffic Control, Safety, etc. Failure of the Tenant to properly respond to a notice of deficiency shall be deemed a breach of the TAA and shall be grounds for denial of NYSDOT’s approval of the entire work or portions of the work under the TAA. Inspection of the work by Consultant shall not relieve the Tenant of responsibility for compliance with all of the conditions of the TAA.

The engineering firm (Consultant) and its inspector(s) retained by the Tenant shall be approved in writing by NYSDOT Airport Management prior to the start of the work. The firm shall be registered to practice professional engineering in New York State, and experienced in inspection of airports (if applicable for aircraft taxilanes, parking aprons, etc.), highway, structural, buildings, utility, and traffic signal work, in accordance with the scope of the work to be performed under the TAA. Inspection of the work by the Consultant shall not relieve the Tenant of responsibility for compliance with all of the conditions of the TAA.

No work shall be performed under this TAA before the Consultant has been approved by NYSDOT and assigned sufficient staff to the project to carry out the necessary project duties as described below. If NYSDOT determines that personnel assigned to this work are not qualified, the Tenant shall promptly make arrangements to provide qualified personnel.

2. The services to be performed by the Consultant shall include but shall not be limited to the following:
  - A. Construction inspection in accordance with the standard practices of NYSDOT. The Consultant is to certify that each item of work conforms to TAA.
  - B. Maintenance of records in accordance with the current NYSDOT Manual of Uniform Record Keeping on Highway Contracts. For more information, refer to <https://www.dot.ny.gov/main/business-center/contractors/construction-division/forms-manuals-computer-applications-general-information>
  - C. Obtaining all necessary material samples and conducting all necessary material tests in accordance with NYSDOT’s Materials methods. If NYSDOT determines that plant inspections for hot mix asphalt and Portland cement concrete will be required, the Tenant shall make arrangements with a testing laboratory approved by NYSDOT to perform such inspections according to NYSDOT’s Standards. The tenant will be responsible for all costs associated with obtaining and testing of samples.
  - D. Preparation of all drawings, sketches, and plans necessary for changes to meet actual field conditions.

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- E. Providing three sets of Record (As-Built) Plans upon completion of the work (hard copies, pdf, and CADD files).
- F. Reviewing and inspecting compliance with all aspects of the Work Zone Traffic Control provisions of the Plans, the TAA, MUTCD and NYSDOT Standard Specifications and notifying NYSDOT of any noncompliance issues.
- G. The Consultant shall notify NYSDOT Airport Management, Tenant and Contractor of a circumstance or condition of the work observed by and known to the Consultant per required training to be a violation of a Federal, State or local law, ordinance or regulation. The Consultant shall inform NYSDOT of any violations in the performance of the work on this permit which are not immediately corrected. In the event the Consultant recognizes a Contractor's oversight or a Contractor's disregard of project safety requirements which poses an immediate risk of serious personal injury and/or property damage, the Consultant shall have the authority to immediately issue a Stop-Work Order. The Consultant shall promptly notify NYSDOT and the Tenant of such order. Notification and/or issuance of a Stop-Work Order by the Consultant shall not relieve the Contractor from sole responsibility for job site safety and compliance with all applicable Federal, State or local laws, ordinances and regulations.

NYSDOT reserves the right to inspect the work, however, is under no obligation to perform such inspections and assumes no responsibility for lack of any compliance on the part of the Contractor. If NYSDOT determines that there are serious or persistent violations of applicable Federal, State or local laws, ordinances and regulations in the work of the TAA, NYSDOT may issue a Stop-Work order and all TAA work will cease immediately. In addition, the TAA may be revoked if the safety issues are not resolved to NYSDOT's satisfaction.

The Consultant is responsible for monitoring the Contractor's efforts to maintain traffic and protect the public from damage to person or property in accordance with the TAA, within the limits of, and for the duration of, the TAA work.

- 3. NYSDOT retains the right to be reimbursed for all reasonable TAA engineering review costs, and for any NYSDOT completed inspections which may be necessary due to negligence on the part of the Tenant, its Contractors, or the Consultant. These costs shall include, but not limited to, salaries and fringe benefits for NYSDOT staff performing inspections, and for material inspectors, travel costs, etc. All work performed by the Tenant shall be at no cost to the State. If costs are incurred by NYSDOT, NYSDOT will bill the Tenant monthly, as the Tenant agrees to pay such bills within 30 calendar days of the billing date. Failure to pay such bills promptly shall be deemed a breach of the TAA.
- 4. Prior to the intended commencement of work, the Tenant shall develop a schedule from the contractor's work programs for the accomplishment of all work authorized by the TAA and shall submit this schedule to the Consultant and NYSDOT for informational purposes. The Tenant shall promptly notify the Consultant and NYSDOT of any changes to the schedule.
- 5. The Tenant shall designate in writing to NYSDOT the Contractor's on-site person who will be responsible for all construction activities covered by the TAA and shall immediately notify the Consultant and NYSDOT in writing if there is any change of the person so designated. The Tenant shall also designate one or more persons as emergency contacts and shall establish an emergency telephone list. This list shall be kept current by the Tenant and shall be provided to the Consultant, to NYSDOT, and to local public

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safety agencies.

6. Prior to the commencement of work the Tenant shall arrange a pre-construction meeting with NYSDOT staff, the Consultant, the Tenant and the Tenant's contractors. The purpose of this meeting is to ensure that there is a clear understanding, especially on the part of the Contractors and Consultant, of the requirements imposed by the terms and conditions of the TAA. The Tenant shall notify the Airport Management a minimum of 10 days prior to the meeting date.

Consultant Authorized Signature\*

Tenant Signature

Title

Title

Consulting Firm

Corporation

\*Consultant authorized signature must be by person who can legally commit the consulting firm to the requirements of this agreement.

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**APPENDIX B  
Required Application Supporting Documentation**

The following will be included in the TAA submission, as appropriate:

- a. A description and survey of the site upon which the proposed work is to be performed;
- b. A description of the use or occupancy of all parts of the land and of the proposed building or structure;
- c. Where work is proposed for an existing structure, a description of the current use or occupancy of the structure;
- d. A description of the work proposed to be undertaken including scope of work from initiation to completion, safety and phasing plan, project schedule and all applicable permits and documents required by law; and
- e. The following (as applicable to the project proposed by the TAA):
  - i. A complete set of plans and specifications for the proposed project, including associated drawings, sketches, specifications, and relevant design documentation.
  - ii. Submission will identify applicable Department, Uniform Code or FAA specifications used and include appropriate drawings for civil, structural, plumbing, all engineering practices to complete the project.
  - iii. Submission will be supported by design calculations and include manufacturers', trade organizations', or industry standard organizations' certifications as appropriate.
  - iv. Safety Plan.
  - v. Maintenance Protection of Traffic plan during construction.
  - vi. Restoration details for all disturbed areas. If pavement restoration is necessary, pavements shall be restored in kind to match the existing pavement section. If an alternate pavement section is offered for consideration, design calculations signed and sealed by a Professional Engineer licensed in State of New York are to be submitted demonstrating the proposed design meets or exceeds the existing pavement strength.
  - vii. Identification of a Third Party Inspector (if required) and Project Manager.
  - viii. Identification of applicable permits and documents as required by law.
  - ix. For all plans which require issuance of a Building Permit or have been determined by the Aviation Bureau Engineer or Supplemental Review Team as requiring additional professional analysis, plans must be stamped by a Professional Engineer or Architect licensed in the State of New York.
  - x. If required, a completed TAA Construction Inspection (CI), Attachment to Tenant Alteration Application Consultant Inspection Agreement (APPENDIX A in TAA application package).
  - xi. Project Schedule.
- f. System and environmental data collection and analysis (traffic, noise, etc.) with any required or necessary State Environmental Quality Review Act (SEQRA) or National Environmental Policy Act (NEPA) reports, approvals or determinations, etc.;
- g. Certificates of Insurance;
- h. Copy of FAA 7460-1 "Notice of Proposed Construction or Alteration" for new construction or certain modifications to building exteriors (FAA 7460-1 shall be submitted to the Airport Director for forwarding to the FAA);
- i. Designation of a Third Party Inspector.

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j. Special Events

- i. Specific event details, including but not limited to the following information:
  1. Date and time of event;
  2. Event duration;
  3. Anticipated number of attendees;
  4. Planned use of temporary structures (tents);
  5. Any necessary FAA Certificate of Waiver or Authorization, such as Part 107 waiver, or Form 7711-2: i.e. Drones, Sky diving, etc.;
  6. Food or catering (will cooking be performed inside or outside, provided by a catering firm, use of warmers); Heat sources must be at least 50 feet from aircraft
  7. Whether or not alcohol will be served;
  8. Use of pyrotechnics (must go through the Office of Fire Prevention and Control for approval).
- ii. Public Safety Plan
- iii. Proof of insurance
  1. Other parties included as necessary (3<sup>rd</sup> party participants: i.e. AOPA, NBAA).
- iv. Sketch or diagram (as necessary), including by not limited to the following information:
  1. Exits and extinguishers marked;
  2. Catering and/or food locations;
  3. Parking;
  4. Ingress / egress;
  5. Security measures (guards, barricades);
  6. Responsible party contact list.
- v. Liquor Permit from the New York State Liquor Authority (if alcohol will be served):
  1. A Landlord Authorization Form will also be required from the State.

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**APPENDIX C**

**Tenant Alteration Application (TAA) Checklist**

<b>ITEM</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
TAA				
Appendix A – TAA Consultant Inspection Agreement				
Appendix B – Required TAA Support Documentation				
Appendix C – TAA Checklist				
Survey				
Plans				
Specifications				
Environmental Reports, Approvals, Determinations				
Equipment Cut Sheets				
Device Cut Sheets				
Design Calculations				
Workman’s Compensation				
Disability				
Commercial General Liability				
Commercial Auto				
Umbrella or Excess Liability				
Special Protective and Highway Liability				
Contractor’s Risks				
FAA Form 7460-1				
External Agency Permit:				
Safety Plan				



## TAA Checklist for Film Shoots and Catering Events

**FBO or Tenant Name:** \_\_\_\_\_ **Event:** \_\_\_\_\_

1. Start date: \_\_\_\_\_ Start time: \_\_\_\_\_ End date: \_\_\_\_\_ End time: \_\_\_\_\_
2. Event Location (inside/outside, hangar#, ramp, office, etc.): \_\_\_\_\_
3. Approximate number of people: \_\_\_\_\_
4. Certificates of Insurance (COIs) for Commercial General Liability, Automobile, NYS Worker's Compensation and NYS Disability/Paid Family Leave coverage are required from applicant, production company, contractors, caterers, etc. **\*\*See Insurance Requirements below.**
5. Provide a floorplan showing area dimensions, location of emergency exits, fire extinguishers, food service tables, food trucks, etc. Identify location of all aircraft in the hangar and indicate which aircraft will be **fueled or de-fueled.**
6. What type of aircraft will be used for the production? \_\_\_\_\_
7. Will the aircraft be in motion during filming? \_\_\_\_\_
8. Will aircraft in the hangar be accessible for boarding by the public? \_\_\_\_\_
9. A minimum of 2 Security Personnel should be stationed if the production has access to AOA ramp. Describe how Security Personnel will be identifiable at the site (e.g., vest/jacket with company name or "Security", etc.). Show locations where they will be stationed on a map or site plan:
10. Will prop-weapons be used in the production? \_\_\_\_\_ Will prop-weapons be fired? \_\_\_\_\_  
Identify weapon type(s) and quantity: \_\_\_\_\_
11. Will pyrotechnics be used? Attach details if applicable.  
\_\_\_\_\_
12. Will food be cooked or warmed on site? \_\_\_\_\_. If yes, describe heat source used (open flames/sternos, heat lamps, ovens, food truck, etc.): \_\_\_\_\_  
Indicate the location of food services on the floor plan. Heat sources must be at least 50 feet from aircraft.

13. Will alcoholic beverages be served/sold? \_\_\_\_\_. If yes, the Caterer must apply to NYS Liquor Authority (NYSLA) for a Special Event Catering Permit and obtain prior permission from NYSDOT by submitting a Landlord Authorization form. Please visit <https://sla.ny.gov/> for details.

**INSURANCE REQUIREMENTS:**

- Certificates of Insurance are required for:
  - Commercial General Liability
  - Commercial Automobile
  - New York State Workers Compensation form C-105.2.
  - New York State Disability form DB-120.1
  
- All COIs must name the following as Additionally Insured and/or Certificate Holder:

***New York State Department of Transportation and Airports LLC  
7150 Republic Airport, Rm 216  
Farmingdale, NY 11735***