

## **GENERAL POLICY STATEMENT**

This policy outlines the legal requirements and protocol for any unmanned aircraft systems to be operated on the New York State Fairgrounds.

## **PROCEDURE**

Any vendor, exhibitor, contractor, or other person/organization that requests to operate an unmanned aircraft system (UAS or Drone) on, over, or near the New York State Fairgrounds or its affiliated parking lots must obtain a permit from the New York State Fair.

As a courtesy for UAS operations, the New York State Fairgrounds recommends that proper notifications be made if individuals operate their UAS, or Drone, outside of the New York State Fairgrounds to ensure a comprehensive scope of operations. Outside Fairgrounds UAS operations can be reported through the permit application described below.

## ***ALLOWED UAS OPERATIONS AND OPERATOR TYPES REQUIRING PERMITS***

All commercial UAS operations must be operated within compliance of FAA Title 14, Chapter I Part 107, as well as all other applicable local, state and federal laws regarding UAS operations.

Only FAA Title 14, Chapter I Part 107 certified pilots or "Remote Pilots in Command" (RPICs) can receive authorization to operate a UAS or *Drone*, on or over the properties owned by or under the control of the New York State Fairgrounds, including its affiliated parking lots, provided the operator adheres to the following procedure below.

Recreational UAS operations, as defined in Code of Federal Regulations of the United States of America; Title 14, Chapter I, Part 107; **are not** authorized to operate UAS on or over the New York State Fairgrounds, or its affiliated parking lots.

Public Safety UAS Missions **are permitted operations** that require notification to New York State Fair officials, but not the submission of an application.

## ***APPLICATION PROCEDURE***

To obtain approval for commercial UAS operations at the New York State Fairgrounds, RPIC's (FAA 107 Certified Pilots) or their affiliated business representatives must complete the following steps:

1. Assemble all the required documentation for the permit application.
2. Complete and submit the "[NYS Fairgrounds UAS Operation Permit](#)" application online within a minimum of five business days prior to the planned operation date. All required documents for the online permit application are outlined below. The following items are required for the permit application, but are not limited to:
  - a. RPIC(s) FAA 107 License and/or re-current certification.
  - b. FAA registration number of each Drone that is to be used.
  - c. Serial number of each Drone that is to be used.
  - d. Remote ID number for each Drone that is to be used.
  - e. Certificate of Liability Insurance form naming the New York State Department of Agriculture and Markets (New York State Fairgrounds) as an additional insured party.
  - f. Any Part 107 waivers the operator currently possesses.
  - g. A detailed statement as to the purpose of operation, including the estimated flight duration, specific day(s)/date(s) of operation, and specific flight path verbalized and drawn on an aeronautical map of the New York State Fairgrounds.

- h. Name of the RPIC(s) and names of visual observers, including cell phone numbers/email addresses to be used for communication during the event.
- 3. Once the "[NYS Fairgrounds UAS Operation Permit](#)" is submitted online, New York State Fair officials will perform a risk assessment of the application and required documents, which will include, but will not be limited to: consideration of mission and goals; professional qualifications of the pilot in command; visual observer staffing; satisfaction of regulatory requirements; weather and environmental factors/conditions; potential hazards; and overall operational readiness.
  - a. If discrepancies are identified during the review of the initial permit submission, the New York State Fair UAS Division Chief or the Department of Agriculture and Markets UAS Program Coordinator will request additional information from the permit applicant via email. The permit applicant may be instructed to either re-submit their application with the required information or provide the necessary details through email correspondence.
  - b. If approved, the applicant shall receive an approved permit in form of a ".pdf" file. The applicant must print the approved permit to present to New York State Fair security during arrival and check-in.
  - c. If disapproved, the applicant shall be notified of the denial of the permit application.

**IMPORTANT NOTICE:** Receiving a permit to conduct a UAS mission on or over the properties owned by or under the control of the New York State Fair, including its parking lots, is a privilege and not a right. Granting or denial of any permit application is within the sole discretion of the New York State Fair administration. Each application for a UAS Operations Permit is subject to review and approval by New York State Fair officials, and New York State Fair administration reserves the right to deny or cancel any UAS Operations Permit for any reason. Denied UAS Operations Permits shall not be subject to any grievance or contestation procedure, and will be considered as final. The denial of UAS Operations Permit is a final agency determination, and is not subject to any grievance procedure or administrative appeal of the determination.

Records of all approved and denied applications will be maintained by the New York State Fair Emergency Management Coordinator

**NON-FAIR EVENTS PROMOTER NOTICE:** If an event promoter wishes to hire UAS photography to film or photograph their event at the NYS Fairgrounds, the event promoter must first submit the Non-Fair Events Application. After this application is approved, the UAS company of their choice can then submit the UAS Operations Permit application, which must be approved by the New York State Fair administration prior to commencement of the non-fair event. No UAS photography by the event promoter, or anyone acting on the promoter's behalf, shall be permitted without the issuance of a UAS Operations Permit prior to the start of the event.

Promoters of Non-Fair Events are responsible for all UAS activities by the UAS permittee hired by the promoter that occur during their event. It is their duty to coordinate and ensure the safe and effective use of Drones while filming or conducting photography.

### **ADDITIONAL INFORMATION**

Violations shall be immediately reported to the New York State Police and the Federal Aviation Administration Flight Standards District Office located in Rochester, New York. Any questions regarding this policy shall be directed to the Department of Agriculture and Markets UAS Program Coordinator or the New York State Fair UAS Division Chief during normal business hours.

### **REFERENCES**

1. [Code of Federal Regulations of the United States of America; Title 14, Chapter I, Part 107](#)
2. [NFPA Standard 2400](#)