

GARY/CHICAGO INTERNATIONAL AIRPORT AUTHORITY

FILE COPY

Resolution 2016-6

A Resolution Adopting a Sign Policy for the Gary/Chicago International Airport

WHEREAS, the Gary/Chicago International Airport Authority exists as an Airport Authority under the authority of Indiana Code 8-22-3-1 et. seq.

WHEREAS, the Gary/Chicago International Airport Authority maintains all the powers and duties as set forth in Indiana Code 8-22-3-11.

WHEREAS, the Gary/Chicago International Airport Authority may adopt administrative procedures, rules, and regulations as set forth in Indiana Code 8-22-3-11 (6).

WHEREAS, the Gary/Chicago International Airport Authority may make all rules and regulations, consistent with laws regarding air commerce, for the management and control of its airport, landing fields, air navigation facilities, and other property under its control as set forth in Indiana Code 8-22-3-11 (18).

WHEREAS, the Gary/Chicago International Airport Authority may manage and operate its airport, landing fields, and other air navigation facilities acquired or maintained by the Airport Authority; lease all or part of an airport, landing field, or any buildings or other structures, and fix, charge, and collect rentals, tolls, fees, and charges to be paid for the use of the whole or a part of the airport, landing fields, or other air navigation facilities by aircraft landing there and for the servicing of the aircraft as set forth in Indiana Code 8-22-3-11 (20).

WHEREAS, the Gary/Chicago International Airport Authority desires to adopt a Sign Policy for implementation at the Gary Airport.

WHEREAS, the Gary/Chicago International Airport Authority acknowledges the need to set forth necessary requirements for signage at the Gary Airport.

WHEREAS, the Gary/Chicago International Airport Authority believes that the implementation of a Sign Policy will provide direction to individuals visiting the airport and also promote businesses located at the airport.

NOW, THEREFORE, BE IT RESOLVED BY THE GARY/CHICAGO INTERNATIONAL AIRPORT BOARD AS FOLLOWS:

That the Board hereby adopts the Sign Policy for the Gary/Chicago International Airport attached as Exhibit "A" to this resolution and incorporated by reference as though the same is fully set forth herein.

AYE

NAY

S. MAYS

Chair:

[Signature]

A. PRITCHETT

Secretary:

[Signature]

D. FAGAN

Board Member:

[Signature]

J. COOPER

Board Member:

[Signature]

D. DILLARD

Board Member:

[Signature]

Board Member: _____

Dated: August 22, 2016

Gary/Chicago International Airport
Chapter 8, Sign Policy

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SECTION 1 – PURPOSE

01.01.00 Establishment of Standard Practice

The purpose of the Signage Policy for the Gary/Chicago International Airport Authority (“Authority”) is to set forth the necessary requirements for signage at the Gary Chicago International Airport erected after October 1, 2016. The Authority Board recognizes the importance of signage as it provides direction and promotes businesses and buildings located at the airport. It also accepts the responsibility to the wider community to ensure that the visual impact of signage is properly assessed and managed. All signs on Authority property require approval by the Authority Board unless specifically exempted within the below policy. All signs require a signage permit that may be issued at the discretion of the Authority and in accordance with this policy. Nothing in this policy shall be construed as creating any liberty interest, contract or property right to any individual, person, group, business or entity. Signs providing directional instructions to aircraft are not covered by this policy.

01.02.00 Ambiguity in Favor of Statute or Applicable Law

If any provision or section of this policy is ever in conflict with any applicable Federal, State or local law, the current statute or law shall be considered controlling.

01.03.00 Codification Rules

The Authority recognizes that legislation, well organized, is a cost effective management tool for government and endeavors to standardize and implement the following codification rules.

1. Chapter – A collective body of definitions, guidelines and policies be the entire related to the same subject matter, e.g. Purchasing Policy, Minimum Standards, Personnel Policy.
2. Section – A subsection of a chapter that is divided by major elements of the subject matter, e.g. Definitions, Scope, Policy,
3. Article – The narrative policy or guideline for each section.
4. Paragraph - A definition or detail item that comprise an article.

SECTION 2 – SCOPE AND DEFINITIONS

02.01.00 Scope

This document applies to all signage located at the Gary / Chicago International Airport. The procedures contained herein are applicable to all signs located on the property of the Authority.

02.02.00 Objective

This policy has the following objectives:

- To encourage well designed and positioned signs that are appropriate to their location and which enhance the visual quality, amenity and safety of the Airport.
- To ensure that signs are designed and located to avoid danger or unnecessary distraction to motorists or pedestrians.
- To ensure the appearance, size, illumination, materials and other aspects of signs do not adversely affect any area through overshadowing, glare or in any other way.
- To encourage signage that adequately and effectively serves their intended purpose.
- To prevent visual clutter caused by the unnecessary proliferation of signs.

02.03.00 Definitions

The following terms are understood to be defined as follows in the context of this Policy:

02.03.01 “Advertising Sign”

Means any word, letter, model, sign, pattern, placard, board, notice, plate, device or representation, whether illuminated or not, in the nature of and employed wholly or partly for the purpose of an advertisement, announcement or direction. It includes hoardings or any similar structure used or adapted for use for the display of advertisements. Advertising has a correlative meaning. The term includes any airborne device anchored to any land or building, and any vehicle or trailer or other similar object placed or located so as to serve the purpose of advertising.

02.03.02 “Billboard”

Means a third party advertising sign with an area greater than 66 sqft attached to or painted onto the outside wall of a building.

02.03.03 “Billposting”

Means sticking of any bill or painting, stenciling or affixing any advertisement or any building, structure, fence, wall, hoarding, signpost, pole, blind or awning, so as to be visible to any person in a street, public place, any other place located on or surrounding the airport.

02.03.04 “Building Sign”

Means any word, letter, model, sign, pattern, placard, board, notice, plate, device or representation, whether illuminated or not, in the nature of and employed wholly or partly for the purpose of an advertisement, announcement or direction affixed to a building or structure.

- 02.03.05 "Community Information Sign"
Means a temporary sign relating to or giving directions to a charitable, cultural, educational, recreational or other public or community function, exhibition, meeting, display, event or activity conducted by a community association other than for a commercial sign.
- 02.03.06 "Fly Posting"
Means advertising by means of posters placed on fences, walls, trees, rocks, vehicles or other like places and to "fly post" has a corresponding meaning.
- 02.03.07 "Freestanding Identification Sign"
Means a sign affixed to a structure constructed for the sole purpose of supporting the sign.
- 02.03.08 "Location Sign"
Means a sign located at the entrance to the airport for the purpose to list business and organizations that are located on the airport's interior roadways.
- 02.03.09 "Roof Sign"
Means a sign fixed to the top of the fascia or wall of a building and/or a fixed to or painted upon the roof of a building.
- 02.03.10 "Sign"
Means for the purposes of this Policy a board, placard, device, representation or similar, displayed in public and inscribed with or containing words or designs intended to information and/or advertised goods or services. For the purposes of regulation by this Policy a sign is physically defined by the outer dimension of the frame or border or structure or silhouette containing the letters, numbers, illustrations and background which together constitute the total contents of the sign.
- 02.03.11 "Temporary Sign"
Means a sign that is intended to be in place for not more than three (3) months.

SECTION 3 – RESPONSIBILITIES AND AUTHORITIES

03.01.00 Airport Authority Board

No sign shall be erected, hung, placed or painted in any district, without the express authorization of the Authority, except for the following:

- 03.01.01 Name and identification signs of two square feet or less.
- 03.01.02 Temporary real estate sign advertising the sale or rental of property on which it is located not to exceed six square feet in area.
- 03.01.03 Signs direction and guiding traffic and parking on private property, but bearing no advertising matter.
- 03.01.04 Directional or information signs of a public nature, erected and maintained by an official or civic body.
- 03.01.05 Signage used in the operation and navigation of aircraft.

03.02.00 Airport Manager for the Authority

The Airport Manager has the specific responsibility to enforce this policy, issue signage permits provided the consent of the Authority, and ensure that the current signage is in conformance with this policy.

03.03.00 Authority Board Attorney

The Authority Board Attorney will have the responsibility for determining the legality of this signage policy and any future amendments.

SECTION 4 - POLICIES AND PROCEDURES

04.00.00 Policy and Procedure

It is the policy of the Authority to be in compliance with all sections of any Federal Aviation Regulations or other Federal, Indiana and Local law which may be applicable to this Signage Policy. It is not the responsibility or duty of the Authority to, for the benefit of one who seeks signage on airport property, to ensure that the individual, person or entity has complied with all applicable laws related to the placement of signage on the airport. In accordance with this policy, the Authority reserves the right to not issue a signage permit and to refuse to allow signage on its property that does not comply with this policy or any applicable Regulation, Federal, State or Local law. The Authority may revoke any signage permit and order the removal of any signage that is found not to comply with this policy or any applicable Regulation, Federal, State or Local law.

04.01.00 Periodic Review of Policy

The Airport Manager, Executive Director and Board Attorney for the Authority will, on no less than an annual basis, periodically review and recommend revisions, if necessary, of the Authority's signage policy to remain consistent with changing legislation.

04.02.00 Permit Process

An application for permit, as shown on Exhibit A, shall be prepared and submitted to the Airport Manager for consideration of a sign permit. Accompanying the application shall be a diagram that specifically shows the location of the sign, the dimensions of height, width and square footage, and content. The applicant shall provide truthful information on the application provided to the Authority for the signage permit. The application shall then be forwarded to the Authority for consideration and review in accordance with this policy. Any sign permit issued by the Authority shall expire upon completion of the work that is the subject of the permit, within 180 calendar days from the date of permit issuance if the work permitted thereunder has not been commenced, or if the work started has been suspended for a period of 180 days or more.

SECTION 5 - SIGNAGE

05.01.00 General

Accordingly, the Authority adopts the following procedures as outlined in this Policy as standard practice. Although statutes may provide the Authority with considerable discretion in this area, deviation from these standard practices will not be permissible, absent extenuating circumstances and a determination by the Authority regarding the need for deviation.

05.02.00 Federal Aviation Administration Part 77 Surfaces

No sign may penetrate a surface as defined in CFR FAA Part 77 Surface.

05.03.00 Premise Sign

- 05.03.01 Only **one** free standing Premise Sign that depicts the lessee's or sub-lessee's name and the address shall be permitted per premises.
- 05.03.02 Premise sign shall not exceed 11' in height, exceed 8' in width and cover an area greater than 32'.
- 05.03.03 Premise sign shall not be located within 100 feet of a local, county, or state roadway.
- 05.03.04 All costs and fees associated with obtaining the permits and approval, the erection, construction, and maintenance of a Premises Sign are the responsibility of the Tenant or Lessee.

05.04.00 Location Sign

- 05.04.01 Locations Signs are airport-owned and may be designed to list the businesses and organizations that are located on the airport's interior roadways.
- 05.04.02 The sign may be designed by the Authority to accommodate the number of businesses and organizations located on the airports interior roadways and as a result, are exempt from complying with the dimensions of a Premise Sign.
- 05.04.03 Nothing in this policy mandates, requires or obligates the Authority to design or erect a Location sign.

05.05.00 Building Sign

- 05.04.01 Building Signs shall not cover more than 10 percent of the side of a building.
- 05.04.02 Any Building Sign shall not exceed the roof line of the building to which it is attached.