

AUGUSTA REGIONAL AIRPORT, BUSH FIELD AIRPORT ARTS PROGRAM & SPACE MANAGEMENT POLICY

STATEMENT OF PURPOSE

It is the mission of the Airport to be the preeminent source of air travel to the flying public by providing reliable quality services, competitive fares and courteous and helpful staff in a safe secure environment. Further, it is our duty to provide a cost effective, high value full service Airport facility which will enhance the economic well-being and quality of life in the CSRA and establish AGS as one of the premiere airport facilities in the Country.

The Augusta Airport Public Art Program & Space Management Policy establishes the procedures, guidelines and polices for artwork, displays and programs in the Terminal, curbsides, roadways, and other publicly accessibly areas. This Policy serves as instructions for the Airport's staff and as general information and guidelines for the public related to display of artwork and programs. It is the intent of the Airport to bring texture and depth to the Airport environment, enhance customer service by exhibiting artwork and presenting programs that engage travelers in innovative, memorable and considerate experiences, lead the region in vision, innovation, and design; create an ambiance unique to the CSRA and welcoming people to Augusta and to the region. This Policy compasses three program components:

Public Art
Performing Arts
Temporary & Rotating exhibits

II. ACQUISITION OF ITEMS

A. Acquisition Guidelines

- B. An Airport Art Committee will be set-up to oversee the selection process of acquiring art and public programs. The committee will be comprised of, but not limited to, Airport staff, one Aviation Commission member, the Airport's curator and a representative from the Arts community to serve in an advisory role only.

Acquisitions to the Airport whether by gift, purchase, transfer or other means shall be accomplished utilizing the following criteria:

1. The Airport will acquire only items related to the history or culture of the region and/or aviation history.
2. Items must possess interpretive value.
3. The items should be useful for exhibition.
4. Only those items which can be properly stored and cared for will be accepted.
5. It is intended that acquired items shall be a permanent part of the Airport inventory as long as they remain useful for the mission and purposes of the Airport.

6. The parties will execute an agreement for all acquisitions containing an adequate description of the material, the terms and conditions of transfer or purchase will be made. This document will also include all available information and background on the item.

III. DISPOSAL OF ITEMS

A. **Disposal Guidelines:** Disposal is the process by which an item is permanently removed from the Airport's inventory.

B. **Criteria for Disposal:**

1. The item is no longer relevant or useful to the Airport's mission and activities.
2. The item has deteriorated beyond exhibition usefulness.
3. The Airport is unable to properly store or exhibit the item.

C. **Procedure**

1. The Airport will follow Augusta-Richmond County's disposal policies and procedures for inventory.
2. Exceptions to this procedure will only be considered if the agreement contains specific requirements related to the disposal of the item.

D. **Methods of Disposition:**

1. Placement in a tax-exempt public institution by gift, transfer, exchange or sale in compliance with federal revenue regulations.
2. Returned to the original donor or their heirs.
3. Public sale consistent with federal or Augusta-Richmond County's policies.

E. **Disposition Requirements and Restrictions**

1. Airport staff, Augusta Richmond County employees and Commission members will not acquire any disposed of item, nor will any such item be acquired by the spouse or agent of such an individual.
2. Permanent removal and disposal of items shall be in a manner consistent with county and/or federal regulations.
3. Proceeds from the sale of items can only be used for acquiring new items for the Program.
4. A permanent record of the disposed items and their disposal will be maintained by the Executive Director's office.
5. Disposal of items that are to be sold will be sold at public auction in a manner consistent with county and/or federal regulations.

Airport Exhibit Program

The intent of the Program is to provide space for temporary and rotating exhibits, public art, and performing art to enhance customer service. By exhibiting artwork and presenting programs travelers will be engaged by innovative and memorable experiences, as well as by creating an ambiance unique to Augusta and welcoming people to the airport and to the region.

The primary focus of this program is to present a wide range of diversity in visual art and culture. Museums, cultural institutions, arts organizations as well as individual artists are afforded opportunities to exhibit.

Exhibit Selection Process

The Program advertises through an Open Call for Proposals. Potential exhibitors may submit a proposal at any time. There is no deadline. The Airport Committee reviews proposals twice annually. Approved proposals are assigned an exhibit start date based on availability within the annual exhibition calendar. The duration of exhibits can vary depending on the site and the nature of the installation.

Selection Process

The Airport Art Committee shall oversee the selection process.

Artist Selection

- Open Competition: All applicants must be represented by a guardian or responsible adult over the age of 18.
- Limited Competition: A limited number of artists will be considered based on a special set of circumstances including type of media or siting.
- Direct Selection: Highly specialized criteria or circumstances may make it necessary to select an artist or artist team directly.

Temporary & Rotating Exhibits/Visual Artists

Eligibility is limited to artwork submitted by individuals and nonprofit organizations. All artists are required to submit conceptual drawings, scaled renderings or prototypes of their final/approved concept. These items become part of the Airport inventory unless the artist or agency requests that the item be returned.

Performance Arts

Eligibility is limited to professional performers living in the CSRA or the Airport's trade area. Performers are required to submit a video and/or sound recording. These products become part of the Airport inventory. Approved performers will be placed on a registry and considered for future opportunities.

Installation and Dismantling

Exhibitors are required to deliver their work to the Airport. Scheduling arrangements may be made by contacting the Augusta Museum of History Curator. The exhibitor will be required to assist in the installation of the exhibit as scheduled.

Pick up arrangements shall be made after the exhibit has been removed. The exhibitor is required to collect all exhibit materials and artwork leaving the Airport's property in its

original state. If artwork must be stored after the scheduled removal date, the Airport will not be responsible for any damage. Any work not retrieved within thirty (30) days will be donated to charity.

Preservation and Maintenance

The Airport will be responsible for all artwork while on its property.

The Airport will work with a contracted museum professional to oversee all of the artwork on display and in the permanent collection. All artwork will be carefully examined and assessed annually.

If necessary, artwork may require minor repair or cleaning. The artist will be contacted by the Airport to do this repair and cleaning. The Airport will NOT be responsible for the repair or cleaning.

The Airport shall not be responsible for damage of artwork caused by normal wear and tear for outdoor artwork or exhibits. If such artwork or exhibit becomes too damaged the Airport may recommend removal.

Exhibit Proposal Criteria

The Airport reserves the right to approve or disapprove all exhibit requests, to have final approval for the layout of the exhibit, and to make all decisions regarding length of exhibit duration, placement of the exhibit within the terminal, and content of publicity. The following criteria shall apply as exhibit proposals are considered:

- Educational content ranging from advanced scholarly contributions to general informational value
- Relevance to the Airport's mission
- Broadness of appeal
- Appropriateness of subject, technique, and style for intended location and audience
- Appropriateness to special events, anniversaries, holidays, etc.
- Relation to other events or exhibits in the community
- Representation of an influential movement, genre, trend, or regional/national culture
- When the topic is controversial, an objective presentation is required
- Does not promote the partisan political, religious, or social doctrines of any single person or group
- Reflects vitality, originality, artistic expression, and experimentation

- Does not promote the financial profit of any individual, organization, or commercial enterprise
- Ease and cost of installation
- Satisfies public safety considerations, e.g. free standing displays, hands-on exhibits, etc.

Funding

Exhibitors are solely responsible for funding all costs associated with the exhibit, including but not limited to shipping, installation, dismantling, and insurance.

Security and Insurance

Exhibits are often located in high traffic areas whose visibility reduces the likelihood of damage or theft of materials; however, the Airport can take no responsibility during transport, installation, or dismantling. Before an exhibit is installed, exhibitors and the Airport representative must sign a release, indemnifying the Airport from any responsibility for loss or damage. The original signed Exhibit Proposal Form will be retained by the Airport.

Additional insurance coverage, if needed, is the responsibility of the Exhibitor.

Safety

Exhibits and displays must be placed so as to accommodate physical safety considerations. There cannot be loose cords or cabling; free-standing units must be secure; and ease of egress from the exhibit for emergency purposes must be assured. The exhibits must be set up so as to accommodate disability access.

Best Practices

Exhibits must be well prepared, organized, and aesthetically pleasing, in order to most effectively promote the Airport exhibits program. The Airport Art Committee is encouraged to have a schedule of exhibitions planned for six to twelve months in the future.

Exhibit Duration

Exhibits should have specific start and end dates, although the end date may be extended if the schedule allows. As a general rule, exhibits may be on display for three months, but longer exhibit times are permissible at the discretion of the Airport.

Brochures and Interactive Tours

Brochures providing information on the artists and artwork and interactive tours using cell phones or other tools may be developed to make the collection accessible to travelers. Subject to the Airport's review and approval, brochures and video tours may be posted on the Airport's website and social media.

Augusta Regional Airport, Bush Field

Proposal Form

Name: _____

Type of Artwork: _____

Title of Artwork(s): _____

1. Attach a copy of the artwork in the form of a photograph, thumb drive, or other representation of the artwork.
2. Attach a description of artwork, composition, materials, its approximate dimensions, approximate weight, finish, color, and any special treatments, coatings, or protective coatings applied to the artwork.
3. Attach a detailed description of the method for mounting or displaying the artwork, with a description of the materials and appearance of the base, fixtures, or other physical features used to display the artwork, if visible.
4. Attach the methods and techniques to maintain the artwork, including a plan for maintenance, the estimated cost of maintenance, and how the maintenance will be financed.

All materials submitted will become the property of the Airport. The Artist(s) will be notified in writing if displays of the his/her work are selected and at that time will be provided further information such as scheduling for installation.

Submitted by: _____

Address: _____

Telephone: _____

Cell Telephone: _____

E-Mail: _____

Artist Signature

Date

Airport Representative

Date

Augusta Regional Airport, Bush Field**Performing Art Program Form****Individual or Group Name:** _____**Contact Person:** _____**Number of Members:** _____**Content or theme of the performers:** _____

1. Attach a video, demo tape and/or sound recording of the individual or group.
2. Attach a description of electrical or other needs for the performance.
3. Identify available dates for performances.

All materials submitted will become the property of the Airport. The Performer(s) will be notified in writing if selected and at that time will be provided further information such as scheduling.

Submitted by: _____**Address:** _____**Telephone:** _____ **Cell Telephone:** _____**E-Mail:** __________
Performer Signature_____
Date_____
Airport Representative_____
Date