



Policy Title:	Unmanned Aerial System (UAS) and Other Aircraft Policy
Issue Date:	February 24, 2016
Effective Date:	August 23, 2016
Last Reviewed:	August 23, 2016
Responsible Office:	Chief Business Officer
Contact Information:	Department of Public Safety and University Police Phone/Emergencies: (470) 578-6666 Phone/Non-Emergencies: (470) 578-6206 Email/Non-Emergencies: police@kennesaw.edu

1. Policy Purpose Statement

The purpose of this policy is to establish requirements for operating any unmanned aerial system (UAS) and other aircraft, including but not limited to hot air balloons, drones, model aircraft, blimps, and parachutes, on and/or in the airspace over Kennesaw State University (KSU or the University) campuses and/or leased properties.

2. Background

Public safety is a priority at KSU and, whenever any UAS or other aircraft is operated on and/or in the airspace over KSU campuses and/or leased properties, the University is committed to promoting safe and responsible operation of the UAS or other aircraft. KSU also hosts and/or sponsors summer programs and competition teams that design and/or operate UAS.

The FAA established an Operation and Certification of Small Unmanned Aircraft Systems (effective August 29, 2016) policy that outlines UAS requirements. The new policy (better known as Rule 107) helps bridge the gap between the past process, in which the FAA evaluated every UAS operation individually, and future operations.

The University and Cobb County International Airport-McCollum Field have executed a Memorandum of Understanding (MOU) to provide enhanced communication and coordination between the Cobb County International Airport and KSU regarding UASs that operate on or in the air space over the KSU campuses, which include but are not limited to campuses located in Kennesaw and Marietta, Georgia.

3. Scope (Who is Affected)

This policy affects all KSU employees, students, visitors, and third parties.

4. Exclusions or Exceptions

There are no exclusions or exceptions to this policy.

5. Definitions and Acronyms

Unmanned Aircraft (UA): An unmanned aircraft (UA) flown by a pilot via a ground control system or autonomously through the use of an on-board computer, communication links, and any additional equipment necessary to operate safely. The FAA issues an experimental airworthiness certificate for the entire system, not just the flying portion of the system.

Unmanned Aircraft or Aerial System (UAS): An unmanned aircraft (UA) and all of the associated support equipment, control station, data links, telemetry, and communications and navigation equipment, etc., necessary to operate the UA. The UA is the flying portion of the system, flown by a pilot via a ground control system or autonomously based on pre-programmed flight plans or more complex dynamic automation systems that include but are not limited to an on-board computer, communication links, and any additional equipment necessary to operate safely. The FAA issues an experimental airworthiness certificate for the entire system, not just the flying portion of the system. The FAA references UAS as an “Unmanned Aircraft System” and for the purpose of this policy, the acronym is used interchangeably and also for “Unmanned Aerial System.”

Drone: An unmanned aircraft, as described above, that has traditionally been used when describing a military unmanned aircraft, although now the general public uses the same terminology.

Model Aircraft: A small-sized unmanned aircraft used by hobbyists or for recreational purposes. FAA guidance says that model aircraft flights should be flown a sufficient distance from populated areas and full scale aircraft, should be kept within visual line of sight of the operator, should weigh under 55 pounds unless certified by an aero modeling community-based organization, and are not for business purposes.

Blimp: A non-rigid airship often pressured from contained gas. Typically used for observation purposes, but smaller blimps are increasingly used for promotional means. When unmanned, a blimp falls under the general category as a UAS.

Certificate of Authorization (CoA): An authorization issued by the Air Traffic Organization to a public operator for a specific UA activity. After a complete application is submitted, the FAA conducts a comprehensive operational and technical review. If

necessary, provisions or limitations may be imposed as part of the approval to ensure the UA can operate safely with other airspace users. In most cases, the FAA will provide a formal response within 60 days from the time a completed application is submitted.

6. Policy

The operation of any Unmanned Aerial System (UAS) or other aircraft on and/or in the airspace of the KSU campuses and/or leased properties is subject to Federal Aviation Administration (FAA) laws and regulations, including any FAA requirement for advance authorization, exemption, registration, and/or waiver. The operation of any Unmanned Aerial System (UAS) on and/or in the airspace of the KSU campuses and/or leased properties is prohibited unless advance authorization is received from the KSU Department of Public Safety and University Police (DPS). Additionally, the operation of other aircraft on the KSU campuses and/or leased properties requires advanced authorization from the KSU DPS.

Management of the authorization procedures for UAS by the University is hereby delegated to the KSU DPS. KSU-sponsored and/or hosted activities involving UAS that include but are not limited to academic programs; research and design programs; non-academic events and activities; summer programs and activities; student, faculty, or staff competition teams programs and activities; emergency response programs and activities; and indoor design, testing, and operation will receive priority consideration for fast-tracked, streamlined, and/or potential blanket authorizations by KSU.

Procedure

To obtain advance required authorizations, the UAS operator and/or program manager should:

1. Contact the KSU DPS to provide notification of the intent to obtain any FAA and KSU authorizations, exemptions, registrations, and/or waivers.
2. Contact the KSU Department of Legal Affairs to review and coordinate any required FAA authorizations, exemptions, and/or waivers prior to submitting to the FAA, except for routine registrations.
3. When relevant, submit an application to the FAA to obtain any required authorizations, exemptions, registrations, and/or waivers.
4. Submit to the KSU DPS the *KSU UAS Application Form* and include a copy of any authorizations, exemptions, registrations, and/or waivers obtained from the FAA. (<http://police.kennesaw.edu/uas>). Submit this form via email to drone@kennesaw.edu.
5. DHS Public Safety will often consult with Legal, and respond to the requester within 3-5 working days. Those granted permission from KSU will receive a "KSU UAS Permission to Fly Certificate" that outlines restrictions and other details.

7. Associated Policies/Regulations

- a. FAA Rule 107, Operation and Certification of Small Unmanned Aircraft Systems (effective 29 August 2016)
- b. FAA Memorandum (4 May 2016), "Educational Use of Unmanned Aircraft Systems."
- c. FAA 2007 Federal Register Notice, Unmanned Aircraft Operations in the National Airspace System
- d. FAA CFR Title 14 Aeronautics and Space, Chapter 1, Subchapter F, Part 99 Security Control of Air Traffic, Subpart A General, §99.7 Special Security Instructions
- e. FAA Modernization and Reform Act of 2012, Public Law 112-95, Title III, Subtitle B
- f. FAA Notice 8900.291, Inspection and Maintenance Program Requirements for Airworthiness Certification of Unmanned Aircraft Systems Operating Under 55 Pounds
- g. FAA Notice 8900.292, Aviation-Related Videos or Other Electronic Media on the Internet
- h. FAA Notice 8900.313 Education, Compliance, and Enforcement of Unauthorized Unmanned Aircraft Systems Operators
- i. FAA Petitioning for Exemption under Section 333
- j. FAA Small UAS Notice of Proposed Rulemaking (NPRM)
- k. FAA Sporting Event Temporary Flight Restriction (TFR) FDC Notice to Airmen (NOTAM) 4/3621
- l. FAA Temporary Flight Restrictions (TFR) Website
- m. FAA UAS Certification Status, November 15, 2006, includes FAA focal points for UAS certification project coordination
- n. FAA UAS Certification Status, Optionally Piloted Aircraft and Accidents Involving UAS, August 18, 2008, Revision to AVS Policy
- o. FAA UAS Section 333 FAQs
- p. FAA Unmanned Aircraft Systems (UAS) Frequently Asked Questions
- q. FAA Unmanned Aircraft Systems (UAS) Regulations and Policies

8. Procedures Associated with this Policy

- a. [KSU Division of Legal Affairs Contract Review Process](#)
- b. [KSU DPS UAS Procedures](#)

9. Forms Associated with this Policy

- a. FAA Form 8130-6, Application for U.S. Airworthiness Certificate (PDF)
- b. FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) System for Online Application for U.S. Airworthiness Certificate (requires obtaining an account)
- c. KSU UAS Form (<http://police.kennesaw.edu/uas>)

10. Violations

Violations of any part of this policy may result in disciplinary action consistent with the rules and regulations governing employees, students, or contractors of the University. Additional FAA sanctions may be pursued by the University.

11. Review Schedule

This policy is reviewed annually by the CBO or his/her designee and the Department of Public Safety and University Police.