KENNESAW STATE UNIVERSITY

Policy Title	Unmanned Aerial System (UAS) and Other Aircraft Policy
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Responsible Office	Division of Legal Affairs
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) 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's Kennesaw Campus is within 5 nautical miles of Cobb International Airport and Marietta Campus is within 5 nautical miles of Dobbins Airbase, which adds to the concerns and restrictions of UAS operations at KSU.

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 Federal Aviation Administration (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 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 or other aircraft on and/or in the airspace of the KSU campuses and/or leased properties is subject to FAA laws and regulations, including any FAA requirement for advance authorization, exemption, registration, and/or waiver. The operation of any UAS on and/or in the airspace of the KSU campuses and/or leased properties is prohibited unless advance authorization is received from the FAA and notice is provided to 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.

DPS manages KSU authorization procedures. 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.

Purchasing drones or drone parts with KSU funds must first receive approval from the Chief Business Officer (CBO), or designee.

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

1. Seek authorization from the FAA for the outdoor operation of any UAS.
    a. Pilots planning to fly under 400 feet in controlled airspace around airports must receive an airspace authorization from the FAA before flight.
    b. The Low Altitude Authorization and Notification Capability (LAANC) is available to pilots operating under the Small UAS Rule Part 107 OR under the exception for Recreational Flyers.
    c. Pilots planning an operation in controlled airspace that requires a waiver AND an airspace authorization must apply for both through the FAA's DroneZone.
2. If approved by the FAA, the UAS pilot must notify KSU Department of Public Safety and University Police and the nearest airport tower before flying. KSU Department of Public Safety and University Police may request proof of authorization, FAA guidelines and limitations, and the pilot license during flight operations. It is important to note that law enforcement has legal authorization to ground a UAS operation for violating the FAA agreement or for unsafe operation.

7. Associated Policy(ies)/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 Unmanned Aircraft Systems Frequently Asked Questions, https://www.faa.gov/uas/resources/faqs/
d. FAA Policy Documents, https://www.faa.gov/uas/resources/policy_library/
e. FAA UAS Data Exchange, Low Altitude Authorization and Notification Capability (LAANC), https://www.faa.gov/uas/programs_partnerships/data_exchange/

8. Procedures associated with this policy

a. KSU Division of Legal Affairs Contract Review Process
b. KSU DPS UAS Website

9. Forms associated with this policy

a. FAA Form 8130-6, Application for U.S. Airworthiness Certificate
b. FAA Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) System for Online Application for U.S. Airworthiness Certificate (requires obtaining an account)

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 Division of Legal Affairs and the Department of Public Safety and University Police.