

Use of an Unmanned Aircraft System at the Ordway-Swisher Biological Station Melrose Landing Airport – University of Florida Memorandum of Agreement

On December 18, 2015, the University of Florida (UF) obtained a Certificate of Authorization (COA) from the Federal Aviation Administration (FAA) to conduct training and research missions at the Ordway-Swisher Biological Station (OSBS) just northwest of Melrose Landing Airport. On March 15, 2016, the UF Unmanned Aircraft Systems Research Program (UFUASRP) and Melrose Landing Airport Committee agreed to update the expired Memorandum of Agreement (MoA) between the Melrose Landing Airport and UF. The previous cooperative MoA (July 2012) was drafted to promote safety and mitigate risk between the manned and unmanned operations.

I. Purpose of the Agreement

This MoA sets out the terms by which the Melrose Landing Airport and the UFUASRP will work together to minimize the impact on each other's operations and maximize airspace safety and mitigate mid-air collision risk. Mr. Dave C. Trubey (Airport Manager, Melrose Landing Airport) will be the key contact for the Melrose Landing Airport. Mr Chad Tripp will be the key contact for the UFUASRP. These individuals are responsible for ensuring the conduct of the activities listed below.

II. Roles and Responsibilities

Responsibilities of UFUASRP

- Educational: 1. Provide Melrose Landing Airport with the UFUASRP operational information as needed.
- Operational: 1. Conduct UFUASRP operations at the OSBS in accordance with FAA COA: 2015-ESA-145.
 2. Provide tentative schedule of UFUASRP operations at OSBS to the Melrose Landing Airport with the understanding that long-term scheduling is extremely difficult due to short-notice windows of opportunity for prescribed data collection at the OSBS, and predictions of ideal weather conditions for the UAS operations in Florida, etc.
 3. Notify the Melrose Landing Airport Manager at least 48 hours prior to UFUASRP operations at the OSBS and provide the manager with a copy of the planned FAA Notice to Airmen (NOTAM).
 4. Transmit a "burst" email to Melrose Landing active pilots of the intention to operate unmanned aircraft within 1 nm of Melrose Landing airport.
 5. Monitor the Melrose Landing Airport's universal Communications (UNICOM) aircraft radio frequency (122.900 MHz) before and during UFUASRP OSBS operations.
 6. Transmit encroachment warnings on UNICOM frequency 122.900 MHz if UFUASRP operations exit the OSBS airspace vertically or laterally.
 7. Notify Melrose Landing Airport Manager of any changes to the FAA issued COA issued to UF, or UFUASRP operational procedures that may affect Melrose Landing Airport operations.

Responsibilities of Melrose Landing Airport:

- Educational: 1. Publish the FAA issued COA on the Melrose Landing Airport website (<http://melroselanding.org/>) to inform the membership and visiting aircraft of the potential low-altitude UAS operations over the OSBS.
 2. Publish a safety message to the Melrose Landing Airport membership reminding them of the need to keep Melrose Landing Airport flight operations to the southeast side of the runway during UFUASRP operations at the OSBS.
 3. Publish a safety message to the Melrose Landing Airport membership reminding them, if the aircraft is equipped, of the need to monitor the UNICOM frequency 122.900 MHz and announce flight intentions during UFUASRP operations at the OSBS.
- Operational: 1. Publish a tentative schedule of the UFUASRP operations over the OSBS on the Melrose Landing Airport website.
 2. Provide UFUASRP with email addresses for the "burst" intention to operate email.
 3. Publish the planned FAA Notice to Airmen (NOTAM) filed by the UFUASRP on the Melrose Landing Airport website prior to UFUASRP operations.
 4. Notify the UFUASRP of any planned public flight operations at the Melrose Landing Airport that may conflict with potential UFUASRP operations at OSBS.
 5. Inform any known visiting aircraft to Melrose Landing Airport of possible low-altitude UAS operations over the OSBS.

III. Duration of the Agreement

This MoA will be in effect from 15 March 2016 until the expiration of the FAA COA issued to UF for UAS operations over the OSBS, December 17, 2017. The MoA may be updated at any time through written agreement of each party.

IV. Contact Information

Mr. Larry F. Collins	Melrose Landing Airport Executive Committee Chairman	flyinc@windstream.net	(904) 742-7176
Mr. Dave C. Trubey	Melrose Landing Airport Manager	piper28u@yahoo.com	(352) 475-2870
Mr. James G. Kline	Melrose Landing Airport Safety Officer	klinejg@gmail.com	(352) 215-1998
Mr. Robert J. McGuire	Melrose Landing Airport Webmaster	rmcguire007@hotmail.com	(203) 645-2222
Dr. Raymond R. Carthy	Unit Leader USGS Florida Cooperative Fish and Wildlife Research Unit; UFUASRP Director	ngosi@ufl.edu	(352) 846-0545
Dr. Peter G. Ifju	UF Professor of Mechanical and Aerospace Engineering; UFUASRP Aerospace Principal	ifju@ufl.edu	(352) 392-6744
Mr. Matthew A. Burgess	UF Department of Wildlife Ecology And Conservation PhD Student; UFUASRP Program Coordinator	mburgess@ufl.edu	(352) 318-1615
Mr. Chad S. Tripp	UFUASRP Undergraduate Research Assistant	chad.s.tripp@gmail.com	(904)463-4283

V. Signatures of Parties' Principals

SIGNED

Mr. Larry F. Collins
Melrose Landing Airport Executive Committee Chairman

Date

SIGNED

Dr. Raymond R. Carthy
UFUASRP Director;
Unit Leader USGS Florida Cooperative Fish and Wildlife Research Unit

Date

SIGNED

Dr. Peter G. Ifju
UFUASRP Aerospace Principal;
UF Professor of Mechanical and Aerospace Engineering

Date