

## LETTER OF AGREEMENT

### PROCEDURE FOR RECREATIONAL OPERATIONS OF UNMANNED AIRCRAFT AT FIXED SITES

#### 1. PURPOSE

This Letter of Agreement establishes and defines the agreement between the (hereafter known as “ATC”) and Name of AMA Club AMA Club Number (hereafter known as “Club”), a chartered club of the Academy of Model Aeronautics, regarding the responsibilities and procedures for unmanned aircraft operations at Name of Flying Field and Location (hereafter known as “Field”).

This agreement was preceded by prior discussions between ATC and Club to establish operating procedures at Field and is in accordance with Section 349 (c) (1) of the FAA Reauthorization Act of 2018:

*OPERATING PROCEDURE REQUIRED.—Persons operating unmanned aircraft under subsection (a) from a fixed site within Class B, Class C, or Class D airspace or within the lateral boundaries of the surface area of Class E airspace designated for an airport, or a community-based organization conducting a sanctioned event within such airspace, shall make the location of the fixed site known to the Administrator and shall establish a mutually agreed upon operating procedure with the air traffic control facility.*

#### 2. RESPONSIBILITIES

- ATC and Club agree to maintain open communications and operate in accordance with Section 349 of Public Law 115–254, the FAA Reauthorization Act of 2018.
- Club recognizes that its members are operating unmanned aircraft within the ATC’s controlled airspace.
- Club will be responsible for ensuring that its members are operating all unmanned aircraft in accordance with the AMA Safety Code contained in AMA Document 105 (Appendix A or view latest version at [www.modelaircraft.org/files/105.pdf](http://www.modelaircraft.org/files/105.pdf)) and also the AMA See and Avoid Guidance contained in Document 540-D (Appendix B or view latest version at [www.modelaircraft.org/files/540-D.pdf](http://www.modelaircraft.org/files/540-D.pdf)).
- Club will provide ATC with a list of primary contacts with phone numbers (Appendix C), in addition to the authorized representative signature.
- Additional Safety Measures Determined in Prior Discussions

### 3. TERMS OF AGREEMENT

The Agreement will become effective on Date, and shall remain effective until either party provides written notice to terminate this Letter of Agreement.

By signing this Letter of Agreement, both parties acknowledge and agree to the contents and the terms agreed upon during discussion.

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Signature of ATC Representative

Name of ATC Representative, Title

ATC Address

ATC Contact Phone

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Signature of Club Representative

Name of Club Representative, Title

Club Address

Club Contact Phone

## ***Academy of Model Aeronautics National Model Aircraft Safety Code***

Effective January 1, 2018

A model aircraft is a non-human-carrying device capable of sustained flight within visual line of sight of the pilot or spotter(s). It may not exceed limitations of this code and is intended exclusively for sport, recreation, education and/or competition. All model flights must be conducted in accordance with this safety code and related AMA guidelines, any additional rules specific to the flying site, as well as all applicable laws and regulations.

As an AMA member I agree:

- I will not fly a model aircraft in a careless or reckless manner.
- I will not interfere with and will yield the right of way to all human-carrying aircraft using AMA's *See and Avoid Guidance* and a spotter when appropriate.
- I will not operate any model aircraft while I am under the influence of alcohol or any drug that could adversely affect my ability to safely control the model.
- I will avoid flying directly over unprotected people, moving vehicles, and occupied structures.
- I will fly Free Flight (FF) and Control Line (CL) models in compliance with AMA's safety programming.
- I will maintain visual contact of an RC model aircraft without enhancement other than corrective lenses prescribed to me. When using an advanced flight system, such as an autopilot, or flying First-Person View (FPV), I will comply with AMA's Advanced Flight System programming.
- I will only fly models weighing more than 55 pounds, including fuel, if certified through AMA's Large Model Airplane Program.
- I will only fly a turbine-powered model aircraft in compliance with AMA's Gas Turbine Program.
- I will not fly a powered model outdoors closer than 25 feet to any individual, except for myself or my helper(s) located at the flightline, unless I am taking off and landing, or as otherwise provided in AMA's *Competition Regulation*.
- I will use an established safety line to separate all model aircraft operations from spectators and bystanders.

For a complete copy of AMA's Safety Handbook please visit:  
[www.modelaircraft.org/files/100.pdf](http://www.modelaircraft.org/files/100.pdf)

## Academy of Model Aeronautics

5161 East Memorial Drive Muncie, Indiana 47302  
(800) 435-9262 – Membership Services  
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# “SEE AND AVOID” GUIDANCE

## A. General:

1. The primary means to avoid collisions between all aircraft flying within our National Airspace System (NAS) is “See and Avoid.”
2. Vigilance must be maintained by each person operating an aircraft (whether model or manned) so as to “see and avoid” other aircraft.
3. Model aircraft must avoid manned aircraft. Our privilege to fly model aircraft in the NAS depends on our commitment to remain “well clear” of manned aircraft.
4. Simply avoiding an actual collision is not enough. A “near miss” is not acceptable.
5. Unless flying at a mixed-use site where manned and model aircraft routinely share airspace through their own site-specific rules, model aircraft must fly sufficiently far away from manned aircraft so as not to create a collision hazard.
6. Model aircraft flying must not only be safe, it must be perceived to be safe by the greater manned aviation community. Modelers must continually demonstrate their respect for the safety of manned aircraft by remaining vigilant and well clear.
7. Whenever a potential conflict arises between model aircraft and manned aircraft, the pilot of the model aircraft must always give way to the manned aircraft.
8. The pilot of a model aircraft must never assume the pilot of a manned aircraft can see the model or will perform any maneuver to avoid the model’s flight path.
9. Visual Line of Sight is required by the Safety Code. It means that visual contact with the aircraft must be maintained without enhancement other than by corrective lenses prescribed for the model aircraft pilot. All RC flying must remain clear of clouds smoke or any other obstruction to the line of sight.
10. “Blue Sky” is a term used to explain the method used to increase separation between a model and a manned aircraft in the same vicinity. The modeler should maneuver the aircraft in such a way as to increase the amount of blue sky perceived between the model and the manned aircraft. By increasing the blue sky separation, the question about depth perception is taken out of the equation and the modeler need not worry whether the model is closer to him than the manned aircraft or further away. Increasing the blue sky between the model and the manned aircraft automatically increases separation between them.

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CLUB PRIMARY CONTACT LIST

NAME	PHONE NUMBER