

APPENDIX

Appendix 4-1. Airport Hangar License Agreement

AIRPORT HANGAR LICENSE AGREEMENT

THIS LICENSE, made this ____ day of _____, 20 ____, by and between the University of Central Missouri, (the UNIVERSITY), and _____, an Individual residing at _____ in the State of Missouri (the LICENSEE);

WITNESSETH:

**ARTICLE 1
PREMISES**

That the said UNIVERSITY, for and in consideration of the payment of the license fee, and other considerations herein, and the performance by the LICENSEE of the covenants and agreements as hereinafter set forth, does hereby license unto the LICENSEE, and the LICENSEE does hereby accept from UNIVERSITY, the closed hangar space at hanger No ____ at _____, (the "Premises") as is and after inspection by LICENSEE, for the purpose of storing/parking the following aircraft (the "Aircraft").

- Aircraft Make _____
- Aircraft Model _____
- Aircraft Year _____
- Aircraft Registration Number _____
- Aircraft Serial Number _____
- Aircraft Registered Owner(s) _____
- Aircraft Owner Address & Phone Number (if different from Lessee)
- Distinguishing Aircraft Markings _____
- Quantity and ID of Airport Access Keys
- Valid Registration Certificate _____

LICENSEE acknowledges the premises are co-located within an airport and LICENSEE may be required to cooperate in emergency preparedness, security or airport emergency planning.

**ARTICLE 2
TERM OF LICENSE**

The term of this License Agreement is for a period of one (1) month commencing on _____, 20___. Commencement date is considered to be the first day of each month, and payments, as set forth below, will not be pro-rated for partial months. This License Agreement is for one year and automatically renews each year for up to three years. At the end of three years, Licensees are required to sign new License Agreements unless sooner terminated in accordance with the terms of this License Agreement. Either party may terminate this License Agreement upon thirty (30) days prior written notice.

**ARTICLE 3
MINIMUM LICENSE FEE & DEFAULT**

The LICENSEE hereby covenants and agrees to pay to UNIVERSITY as a minimum license fee for the Premises, the sum of _____ dollars per month, payable in advance commencing on the date as listed above. There will be an automatic 3% rate increase to occur annually on July 1, beginning

July 1, 2025, for inflation adjustment. A security deposit equal to one month's license fee must be paid upon execution of this License Agreement. Except as otherwise set forth, this deposit will be refunded upon termination of the License Agreement.

All license fee payments and deposits are to be made payable to The University of Central Missouri and sent to UCM, Skyhaven Airport, 281 NW 50 Hwy., Warrensburg, MO 64093. An additional fee for returned checks in the amount of twenty-five dollars and no cents (\$25.00) will be assessed for any payment not honored by the issuing financial institution.

License fee payments not received in full by the fifteenth (15th) of the month will be subject to a late fee of ten percent (10%) of the unpaid fee. If the license fee is delinquent by thirty (30) days or more, the LICENSEE will be in default, and this License Agreement will automatically terminate. UNIVERSITY reserves the right to seek damages for unpaid fees and any necessary repairs to the Premises. If this License Agreement is given to an attorney for collection or enforcement, or if suit is brought for collection or enforcement, or if it is collected or enforced through probate, bankruptcy, or other judicial proceeding, then LICENSEE shall pay UNIVERSITY all costs of collection and enforcement, including reasonable attorney's fees and court costs in addition to other amounts due.

Upon termination, the UNIVERSITY may apply the security deposit, and any interest accrued thereon to any or all damages sustained and any license fee amount past due. At any time after termination due to default, UNIVERSITY may resume possession of the Premises by any lawful means. Termination by LICENSEE without the required thirty (30) day notice will result in forfeiture of the LICENSEE's security deposit.

ARTICLE 4 USE OF PREMISES

The LICENSEE covenants and agrees to use, maintain, and occupy said Premises in a careful, safe and proper manner and will not permit waste therein. The LICENSEE agrees not to deposit, discharge, or release waste, fuel, oil or other petroleum products or fractions at the Max B. Swisher Skyhaven Airport (the "Airport") or on the Premises and not to use the Premises for any unlawful purpose, or for any purpose that may constitute a nuisance.

Storage of lockboxes, other storage bins, units, crates, boxes, tools, parts, and other articles necessary for Lessee's maintenance of the aircraft may be stored on the Premises. Aircraft fueling may only be performed in accordance with Airport Rules and Regulations, as amended from time to time. For safety reasons, the LICENSEE is not allowed to fuel its own aircraft within the Premises but is permissible outdoors at other appropriate locations on the Airport.

The LICENSEE covenants and agrees not to use or occupy or suffer or permit said premises or any part thereof to be used or occupied for any purpose contrary to law or the rules or regulations of any public authority or in a manner so as to increase the cost of hazard insurance to the UNIVERSITY over and above the normal cost of such insurance for the type and location of the buildings of which the premises are a part.

The LICENSEE covenants and agrees not to use said Premises for commercial aviation activity or any part of said Premises for commercial aircraft maintenance for hire. This includes the operation of commercial businesses within the Premises. This clause in no way prohibits LICENSEE from using the airport for commercial aviation, but rather restricts it only within the Premises unless otherwise allowed by separate agreement between UNIVERSITY and LICENSEE. LICENSEE will be permitted to conduct minor maintenance on LICENSEE'S aircraft within the Premises as would normally be performed by an

aircraft owner without the benefit of an aircraft mechanic. Repairs requiring the service of a hired aircraft mechanic may be performed at the Airport and in designated locations. If the services must be performed inside the Premises, the LICENSEE may do so with a separate agreement between UNIVERSITY and LICENSEE via a temporary Maintenance Waiver

Except as otherwise provided herein, LICENSEE shall only use the Premises for the storage of the aircraft in the area designated in this License Agreement and shall not take or use any other area at the Airport that is not part of the Premises, unless the LICENSEE has an additional agreement with UNIVERSITY.

ARTICLE 5 MAINTENANCE

LICENSEE and UNIVERSITY shall be responsible for maintenance and repairs to the Premises as set forth below:

- A. LICENSEE shall be responsible to cover the cost of any repairs necessitated by the negligence or willful misconduct of the LICENSEE, its agents, employees, or guests. Such repairs shall be undertaken by the UNIVERSITY, and LICENSEE will be assessed the amount of the repairs, and will be expected to immediately remit payment.
- B. General maintenance and repair of the Premises, not caused by negligence or willful misconduct of the LICENSEE, its agents, employees, or guests, will be the responsibility of UNIVERSITY.
- C. If maintenance or repairs are the responsibility of the UNIVERSITY, and damage or scope of repairs render the Premises untenable for a period of seven (7) days or more, UNIVERSITY shall make reasonable efforts to provide LICENSEE with space in an unoccupied area of the Premises or a tie down space. Alternatively, the LICENSEE shall have the option to terminate this License Agreement by notifying the UNIVERSITY in writing of this election, provided all fees have been paid in full.
- D. If maintenance or repairs are the responsibility of the LICENSEE, fees shall not be abated during the period of maintenance or repairs.

ARTICLE 6 ALTERATIONS

The LICENSEE shall be authorized and permitted to make alterations, improvements, and additions to the Premises or any part thereof deemed necessary by the LICENSEE. However, all alterations, improvements, and additions must be approved in advance by UNIVERSITY. Approval will be granted in good faith and not unreasonably withheld.

All alterations, improvements, and additions to said Premises shall be made in accordance with all applicable laws, shall be approved by the University Director of Capital Projects or designee and shall at once when made or installed be deemed to have attached to the Premises and to have become the property of UNIVERSITY and shall remain for the benefit of UNIVERSITY at the end of the term or other expiration of this License in as good order and condition as they were when installed, reasonable wear and tear expected; provided, however, if prior to termination of this License, or within thirty (30) days thereafter, UNIVERSITY so directs by written notice to the LICENSEE, the LICENSEE shall promptly remove the additions, improvements, fixtures and installations which were placed in the

Premises by the LICENSEE and which are designated in said notice and repair any damage occasioned by such removal and in default thereof, UNIVERSITY may effect said removals and repairs at the LICENSEE'S expense.

The LICENSEE shall not have the right to demolish or raze any buildings or other improvements unless specifically authorized in writing by the UNIVERSITY.

ARTICLE 7 DESTRUCTION BY FIRE OR OTHER CASUALTY

If the Premises, or any part thereof, are damaged or destroyed by fire or other casualty, or by any other cause, the LICENSEE shall, as soon as reasonably practicable following the date of loss, repair restore the Premises to substantially that condition existing prior to the date of loss.

License fee paid pursuant to this License shall not be reduced or abated because of any such damage or destruction or the fact that the Premises may not be fully usable by the LICENSEE from the date of such damage or destruction until the time when such repair and restoration work has been completed.

ARTICLE 8 ACCESS TO PREMISES

The LICENSEE covenants and agrees to permit UNIVERSITY or UNIVERSITY'S agents to inspect or examine the Premises at any reasonable time, and to permit UNIVERSITY to make such repairs, decorations, alterations, improvements or additions in the Premises or to the building of which the Premises is a part, that UNIVERSITY may deem desirable or necessary for its preservation or which the LICENSEE has not covenanted herein to do or has failed to do, without the same being construed as an eviction of the LICENSEE in whole or in part and the license fee shall in no way abate while such decorations, repairs, alterations, improvements or additions are being made by reason of loss or interruption of the business of the LICENSEE because of the prosecution of such work.

ARTICLE 9 SURRENDER OF PREMISES

The LICENSEE covenants and agrees to deliver up and surrender to the UNIVERSITY possession of the Premises upon expiration of this License, or its earlier termination as herein provided, broom clean and in as good condition and repair as the same shall be at the commencement of the term of this License, or may have been put by either party hereto during the continuance thereof, ordinary wear and tear and damage by the elements expected, it being understood and agreed that acceptance of delivery of the Premises shall be deemed conclusive evidence that the Premises were in good order and condition at the commencement of the term of this License.

The LICENSEE shall at the LICENSEE'S expense remove all property of the LICENSEE and all alterations, additions and improvements as to which UNIVERSITY shall have made the election provided for in Article 5 hereof, repair all damage to the Premises caused by such removal and restore the Premises to the condition in which they were prior to the installation of the articles so removed. Any property not so removed shall be deemed to have been abandoned by the LICENSEE and may be retained and disposed of by UNIVERSITY as UNIVERSITY shall desire. The LICENSEE'S obligation to observe or perform this covenant shall survive the expiration or termination of the term of this License.

ARTICLE 10
INDEMNITY AND INSURANCE BY THE LICENSEE

The LICENSEE covenants and agrees that it will protect and save and keep the UNIVERSITY forever harmless and indemnified against and from any penalty or damage or charges imposed for any violation of any law or ordinance, whether occasioned by the neglect of the LICENSEE, and that the LICENSEE will at times protect, indemnify and save and keep harmless the UNIVERSITY against and from all claims, loss, cost, damage or expense arising out of or from any accident or other occurrence on or about the Premises causing injury to any person or property whomsoever, and will protect, indemnify, save and keep harmless the UNIVERSITY against and from any and all claims and against and from any and all loss, cost, damage or expense arising out of any failure of the LICENSEE in any respect to comply with and perform all the requirements and provisions of this License.

The LICENSEE shall provide and maintain insurance of the type and the limits as set forth below. Such insurance shall be from an A rated insurance company licensed to do business in Missouri. The LICENSEE shall purchase and maintain the following insurance coverages and provide to UNIVERSITY Certificates of Insurance, naming the UNIVERSITY as an additional insured, together with copies of such policies, during the life of this Agreement:

General Liability: Insurance is to be set at minimum limit of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) annual aggregate. Additional coverage shall include:

Property Damage	\$1,000,000/\$2,000,000
Personal Injury	\$1,000,000/\$2,000,000
Bodily Injury	\$1,000,000/\$2,000,000
Fire Damage	\$ 300,000
Medical Expense	\$ 5,000

To the extent allowed by law, such policies must contain a waiver of any right of subrogation of the insureds thereunder against UNIVERSITY and all their assigns, affiliates, employers, employees, insurers and underwriters. With respect to the above coverage, the coverage shall be provided on an occurrence basis.

All policies of insurance provided pursuant to this Agreement shall be written as primary policies, and any insurance maintained by UNIVERSITY is non-contributing and not in excess of the primary coverage.

ARTICLE 11
ASSIGNMENT AND SUBLETTING

The LICENSEE may not assign or sublet any part of the Premises or permit any other persons to occupy same without the written consent of the UNIVERSITY. Any such assignment or subletting, if consent by UNIVERSITY is given, shall not relieve the LICENSEE from liability for payment of license fee or other sums herein provided or from the obligation to keep and be bound by the terms, conditions and covenants of this License. The acceptance of license fee from any other person shall not be deemed to be a waiver of any of the provisions of this License.

ARTICLE 12
SUBORDINATION

This License Agreement is subordinate to any and all provisions of applicable federal, state, or local law and any existing or future agreements the University may enter into with the federal government. The UNIVERSITY reserves the right and privilege to subject and subordinate this License to all mortgages, which may now or hereafter affect the Premises, and to any and all advances to be made thereunder and all renewals, modifications, consolidations, replacements and extensions thereof. The LICENSEE covenants and agrees to execute promptly any certificate that UNIVERSITY may request in confirmation of such subordination and the LICENSEE hereby constitutes and appoints UNIVERSITY as the LICENSEE'S attorney-in-fact to execute any such certificates for or on behalf of the LICENSEE

ARTICLE 13 NOTICES

Any statement, notice, or communication which UNIVERSITY or the LICENSEE may desire, or be required, to give to the other party, shall be in writing and shall be sent to the other party by registered or certified mail to the address specified below, or to such other address as either party shall have designated to the other by like notice, and the time of rendition of such shall be when same is deposited in an official United States Post Office, postage prepaid.

IF TO UNIVERSITY:

UCM
Skyhaven Airport
281 NW 50 Hwy.
Warrensburg, MO 64093

IF TO LICENSEE:

ARTICLE 14 AERONAUTICAL AND AIRPORT PROVISIONS

LICENSEE shall have the privilege, during the term of this License, to use the UNIVERSITY airport field and airport runways to the extent reasonably necessary at the above Premises but shall not use the airport field and runways in such a way that will interfere with the use made of said field by commercial aircraft or other aircraft. The UNIVERSITY reserves the right to further develop or improve the landing area of the airport, as it sees fit regardless of the desires or view of LICENSEE and without interference or hindrance to the developments or improvements from LICENSEE.

In the event that the UNIVERSITY shall desire to improve its Airport and in so doing it shall be necessary to remove or demolish the hangars, buildings, or any part of them herein Licensed, it shall have the right to do so, upon the giving to LICENSEE at least three (3) months written notice in advance of the termination of said License. In the event any part or all of the Premises herein Licensed are taken by any governmental agency for condemnation or otherwise, this License shall be subject to cancellation on ninety (90) days written notice, and the LICENSEE shall not be entitled to participate in the proceeds of any condemnation award by virtue of this License.

The UNIVERSITY reserves the right, but shall not be obligated to LICENSEE to maintain and keep in repair the landing area of the Airport and all publicly owned facilities of the Airport, together with the right to direct and control all activities of LICENSEE in this regard. The LICENSEE is hereby

authorized in the event of any aircraft being disabled on any of the runways or taxiways to remove said aircraft with the direction and supervision of UNIVERSITY and/or FAA personnel.

The UNIVERSITY reserves the right to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent LICENSEE from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the UNIVERSITY, would limit the usefulness of the Airport or constitute a hazard to aircraft.

During the time of war or national emergency, UNIVERSITY shall have the right to lease the landing area or any part thereof to the United States Government for military or naval use and, if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

This License shall be subordinate to the provisions of any existing or future agreement between the UNIVERSITY and the United States, relative to the operation or maintenance of the Airport, the execution of which has been or may be required as a condition precedent to the expenditure of Federal funds for the development of the Airport. If there is a conflict between the terms of this License Agreement and the University's federal obligation, federal Grant Assurance 5(a) will take precedence and govern.

The UNIVERSITY reserves the right further to develop or improve the landing area and all publicly owned air navigation facilities of the Airport as it sees fit. The University will reasonably consider input from Licensees but reserves the right to improve the facilities without interference or hindrance.

There is hereby reserved to the UNIVERSITY, its successors and assigns, for the use and benefit of the public, a free and unrestricted right of flight for the passage of aircraft in the airspace above the surface of the Premises herein conveyed, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used for navigation of or flight in the air, using said airspace or landing at, taking off from, or operating on or about the Airport.

It is understood and agreed that nothing herein contained shall be construed to grant or authorize the granting of an exclusive right within the meaning of Section 308 of the Federal Aviation Act of 1958.

It is understood and agreed that the privileges granted by this License will not be exercised in such a way as to interfere with or adversely affect the use, operation or development of the Max B. Swisher Skyhaven Airport as determined by the UNIVERSITY.

In the event facilities are constructed, maintained, or otherwise operated on the property described in this License, for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the LICENSEE shall maintain and operate in compliance with all requirements imposed pursuant to 49 CFR Part 21, Nondiscrimination if Federally Assisted Programs of the Department of Transportation, and as said Regulations now exist or as they may from time-to-time be amended.

ARTICLE 15 PROVISIONS BINDING

Except as herein otherwise expressly provided, the terms and provisions hereof shall be binding upon and shall inure to the benefit of the heirs, executors, administrators, successors and permitted assigns, respectively, of the UNIVERSITY and the LICENSEE. Each term and each provision of this License to be performed by the LICENSEE shall be construed to be both a covenant and condition.

ARTICLE 16
ENTIRE AGREEMENT

The provisions hereof express the entire agreement between the parties, and no representation, warranty, promise, agreement or other undertaking not specifically set forth herein shall be binding upon or inure to the benefit of either party hereto.

IN WITNESS WHEREOF, the UNIVERSITY and the LICENSEE have caused this License to be signed upon the day and year first above written.

Signed and acknowledged

In the presence of:

LICENSEE

(Name)

Date

STATE OF MISSOURI)
)
COUNTY OF JOHNSON)

Before me, the undersigned Notary Public in and for said county and state, this day personally appeared _____, personally known to me to be the person who executed the foregoing instrument, acknowledged reading in full and fully understanding the foregoing license, who acknowledged the execution of this license as a voluntary act.

Witness my hand and seal this ____ day of _____, _____.

Notary Public

My Commission Expires: _____

Appendix 4-2. Maintenance Hangar Agreement

Maintenance Hangar Agreement

WHEREAS, UCM allows the flying public (“Owners”) to conduct services including but not limited to maintenance, fueling, and repair on aircrafts owned by the Owners. UCM recognizes that aircraft may need maintenance that requires a third-party A&P Mechanic or services beyond the ability of the aircraft owner. In order to provide safe operations at the Skyhaven Airport and address the need of Owners, UCM allows for the use of the Maintenance Hangar by Owners, subject to the terms of this agreement.

WHEREAS, _____ (name of individual or business owning the aircraft in question, hereinafter referred to as “Owner”) has need for service on Owner’s airplane, registration number:

_____.

WHEREAS, UCM seeks to allow Owner to engage a third-party A&P/IA Mechanic, and does so without waiving any rights, privileges, or immunities it has as Sponsor, licensor and owner of Skyhaven Airport and the hangar designated for maintenance use;

Therefore, Owner and UCM agree as follows:

UCM gives _____ (Owner) permission to contract with an FAA-certificated Airframe and Powerplant (A&P) mechanic to perform maintenance on the _____ (AOG). The Maintenance Hangar may be temporarily rented for use at a rate of ten dollars (\$10.00) per day for up to fifteen (15) days for maintenance work performed by an A&P Mechanic. The maintenance may be performed inside hangar _____ (Maintenance Hangar), as long as such maintenance is in accordance with federal and state law, FAA orders and regulations, and follows University policies and procedures on waste disposal and hazardous material coordination. If the maintenance cannot be performed inside the hangar per these requirements, it may be performed in another designated area on airport property as determined by the Airport Manager and Owner in consultation with the contracted mechanic.

The mechanic must complete and provide the following information to the Owner, who will provide this completed form to the Airport Manager before scheduling to use the Maintenance Hangar.

Name/Business of A&P Mechanic: _____

Mechanic’s Professional License(s): _____

Estimated Time for Completion: _____

**Not to exceed 15 days. If the work will exceed 15 days, the Owner must request a new agreement from the Airport Manager and renew their request for use. Regardless of length of time estimated, work shall be completed as soon as practicable and if active maintenance is not being performed, such as when waiting for parts, the aircraft shall be removed from the Maintenance Hangar if others are in need of the space.

Mechanic’s Business Insurance Company, Policy Number and liability limits: _____

If none, Owner acknowledges that no insurance is provided by their chosen A&P Mechanic. The Owner waives and indemnifies UCM for any damage to the hangar or the airport that may arise from the work being performed by the Mechanic. (Owner Initials if applicable) _____

Type of Work Performed: _____

Owner agrees to indemnify and hold harmless UCM from any liabilities and risks arising from work performed or not performed by Owner's chosen A&P Mechanic. The Owner accepts any liabilities and risks associated with or arising from the AP Mechanic's work.

The A&P Mechanic agrees to comply with the Airport Rules and Regulations and acknowledges that they have read and understood said rules for the disposal of waste and hazardous materials. No waste or hazardous materials may be disposed of on airport property. The A&P Mechanic agrees to remove any hazardous waste including but not limited to fuels, oils, dopes, paints, solvents, or acids and to dispose of such waste off-site and at their own expense. The A&P Mechanic agrees to clean the Maintenance Hangar and return the hangar to its original condition. Owner shall be responsible for Mechanic's failure to perform any of these tasks.

The A&P Mechanic will provide their own tools and materials necessary for maintenance work and will not use UCM issued materials or tools. The A&P Mechanic may store their tools and materials at the Maintenance Hangar during the period for which the hangar has been reserved, at Mechanic's own risk. After the completion of the service, the A&P Mechanic must remove their materials and tools and cannot store them for future use on a separate service agreement. Upon signing the agreement, the Mechanic will be provided a key to the Maintenance Hangar and will be able to secure the materials in the hangar when it is not in use.

The A&P Mechanic agrees to notify the Airport Manager when the services are completed. An Airport Staff member will complete a walkthrough of the hangar with the Mechanic before the key is returned.

Printed: _____
Owner

Signature: _____

Printed: _____
A&P Mechanic

Signature: _____

Printed: _____
Airport Manager

Signature: _____

Date: _____

AIRPORT EMERGENCY PLAN (AEP)

MAX B. SWISHER
SKYHAVEN AIRPORT (KRCM)
WARRENSBURG, MISSOURI
Revised, July 2024



Version 1.1

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ALERT 1

LOCAL STANDBY

(Minor in-flight difficulties
i.e.: oil leaks, loss of
radios)

Contact:

1) Phillip Burns
Asst Airport Manager
(660) 543-4916 (office)
(573)286-2780 (Cell)
(state the alert)

OR

**Chair - School of
Aviation:**
(660) 543-8411

2) Alternates:

Toru Suda
(660) 543-4190 (office)
(660) 864-4440 (cell)

Joel Korman
(660) 543-4947 (Office)
(913) 620-8832 (Cell)

Use Airport Coordinate
sheet to give location

ALERT 2

FULL EMERGENCY

(Major in-flight difficulties
i.e.: faulty landing gear,
engine problems, fire)

(Ramp emergencies
i.e.: structural fires, ramp
fires, prop strikes)

Contact:

1) UCM Public Safety (911)
or (660) 543-4123
(state the alert)

2) Phillip Burns
Asst Airport Manager
(660) 543-4916 (office)
(573)286-2780 (Cell)

OR

Chair - School of Aviation
(660) 543-8411 (office)

Alternates:
See green card.

Use Airport Coordinate
sheet to give location

Note: UCM Public Safety
will notify fire, ambulance,
and rescue services

ALERT 3

AIRCRAFT ACCIDENT

Worse case i.e.: aircraft
crash, explosion, aircraft
fire, or major disaster

Contact:

1) UCM Public Safety (911)
or (660) 543-4123
(state the alert)

AND

2) Phillip Burns
Asst Airport Manager
(660) 543-4916 (office)
(573)286-2780 (Cell)
Chair - School of Aviation:
(660) 543-8411 (office)

Alternates:
See green card.

Use Airport Coordinate
sheet to give location

Note: UCM Public Safety
will notify fire, ambulance,
and rescue services

1. Follow instructions on Alert 1 Card
2. Search airport facilities and check with tenants.
3. Alert local response agencies as needed for possible search and rescue operations
4. Coordinate with the FAA.

Missing Aircraft

1. Follow instruction on Alert 2 Card
2. Secure the area
3. Provide first aid if needed
4. Notify and affected tenants of possible evacuation

Hazardous Materials

1. Follow instruction on Alert 2 Card
2. Notify appropriate personnel from green card
3. Pre-stage emergency response services
4. Approach aircraft from the front
5. Make aircraft safe for emergency personnel if possible

Landing Gear problems

1. Follow instruction on Alert 2 Card
2. Notify appropriate personnel from green card
3. Pre-stage emergency response services
4. Approach aircraft from down wind
5. Make aircraft safe for emergency personnel if possible

Engine Problems

1. Follow instruction on Alert 2 Card
2. Notify appropriate personnel from green card
3. Pre-stage emergency response services
4. Approach aircraft from down wind
5. Make aircraft safe for emergency personnel if possible

Aircraft Fire (In-flight)

1. Follow instructions on Alert 2 Card
2. Clear area of personnel
3. Have additional personnel start first aid if needed.
4. Locate fire extinguishers in area
5. Use extinguishers if fire is controllable

Ramp Fire

1. Follow instructions on Alert 2 Card
2. Get first aid kit from FBO or Hangar 3
3. Use personal protective equipment
4. Stop the bleeding Apply bandage and use direct pressure on the wound to stop bleeding. Elevate the body part above the heart
Do not remove soaked dressing
5. Clean wound area

Severe Bleeding

1. Follow instructions on Alert 2 Card
2. Make sure the area is safe
3. Get AED and First Aid Kit from FBO or Hangar 3
4. Perform CPR (if qualified) or follow instructions from 911

Heart Attack

1. Follow instructions on Alert 2 Card

Signs of a Stroke:

Face. Does the face droop on one side while trying to smile? Ask them to smile

Arms. Is one arm lower when trying to raise both arms? Ask to raise both arms

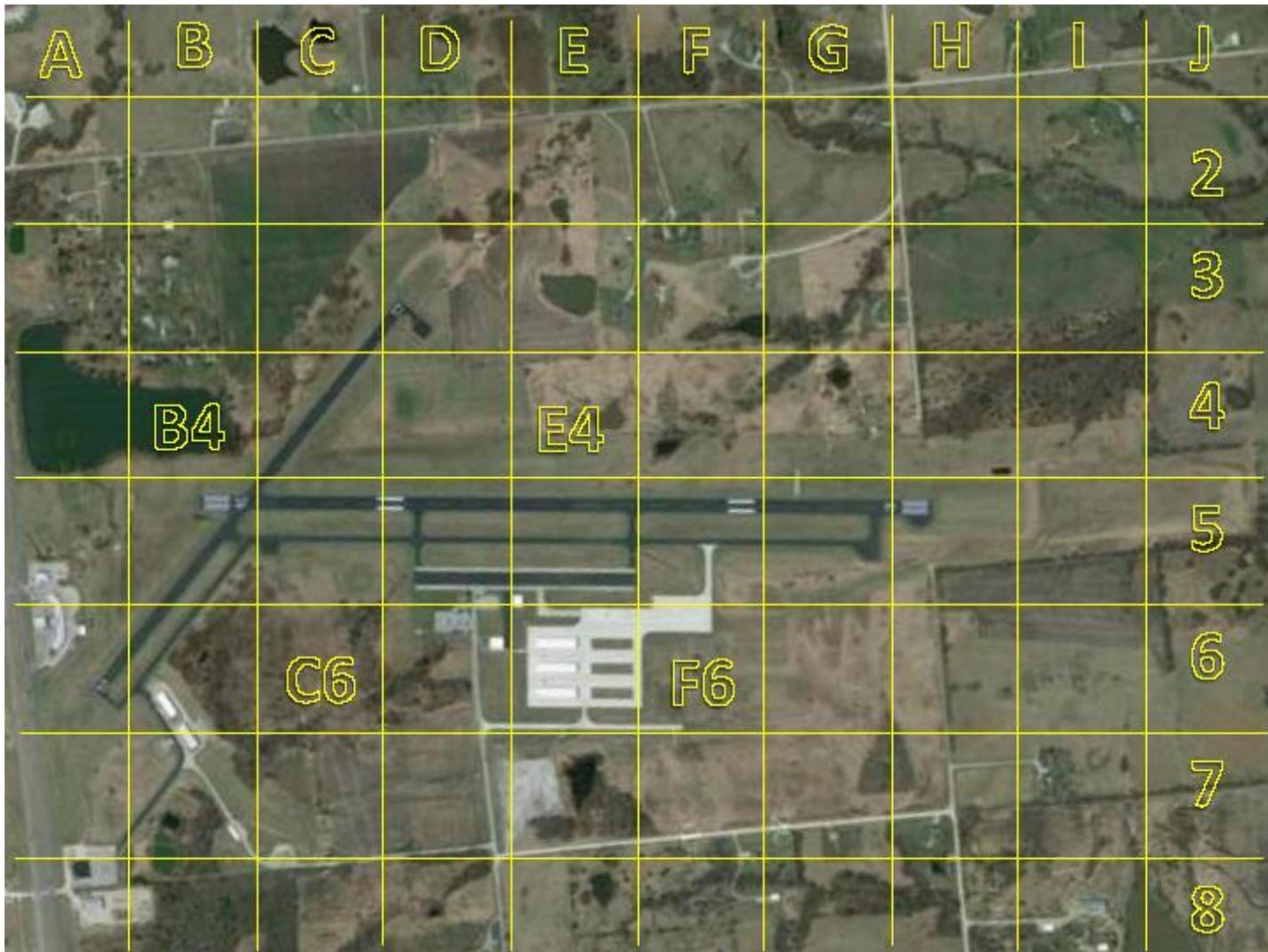
Speech. Can a simple sentence be repeated? Is speech slurred or strange? Ask to repeat a sentence

Stroke

1. Follow instructions on Alert 3 Card
2. Secure the scene
3. Rescue persons injured or trapped
4. Sort victims for (Triage) and first aid
5. Remove fatalities if further damage is possible
6. Make aircraft and area safe
7. Rescue livestock
8. Protect aircraft, cargo, and property

Aircraft Accident

Emergency 911	
Public Safety	911 or (660) 543-4123
Johnson County Sheriff	(660) 747-6469
Johnson County Fire Protection District	(660) 747-5220
MO Highway Patrol- Troop A	(816) 622-0800
Warrensburg Fire Department	(660) 747-9136
Western Missouri Medical Center (Emergency) Warrensburg	(660) 747-8824
Lee's Summit Medical Center Level III Trauma	(816) 282-5150
Research Medical Hospital Level I Trauma	(816) 276-4155
FAA Flight Standards District Office	
Kansas City (business hours)	(816) 329-4000
24hr Hotline	(800) 452-9202
Air Traffic Control	
Whiteman Approach Control	(660) 687-4878
Kansas City Approach Control	(816) 329-2720
Kansas City ARTCC	(816) 329-3000
Government Agencies	
Alcohol, Tobacco and Firearms	(800) 283-4867
Federal Bureau of Investigation	(816) 512-8200
National Transportation Safety Board- Denver Office	(303) 373-3500
National Transportation Safety Board (after hours emergency)	(202) 314-6290
Transportation Security Administration	(866) 289-9673
US Customs	(800) 32-5378



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SIGNATURE PAGE

The following representatives have reviewed this document:

Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

Name: _____ Title: _____

Signature: _____ Date: _____ Department: _____

Name: _____ Title: _____

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Name: _____ Title: _____

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RECORD OF CHANGES

Change # 1

Date: 11 Dec 2015

Section: Emergency action cards

Page(s): 3-6, 23, 35

Description: Added Emergency action cards to assist in emergencies. Runway numbers changed to match current headings. Changes made by Gene Peoples

Change # 2

Date: November 12, 2019

Section: All Sections

Page(s): 1, 3, 13-15,
21-24, 26, 28-31, 33, 36-38

Description: Updated contact information to match current employees, job titles and tenants. Updated changes to company info - Spire Energy Inc, and deleted reference to DUATS
- James Gamble – Director of Safety

Change # 3

Date: 4/17/24

Section: APPENDIX B, Appendix C

Page(s): 3-4, 36-38,

Description: Updated tenant contact information, updated airport directory, updated emergency response cards.
-Jonathan Luna- Coordinator of Safety

Change # 4

Date: 10/22/2024

Section: Appendix C

Page(s): 3, 38

Description: Updated emergency contact cards,

Change # 5

Date: _____

Section: _____

Page(s): _____

Description: _____

Change # 6

Date: _____

Section: _____

Page(s): _____

Description: _____

Change # 7

Date: _____ Section: _____ Page(s): _____

Description: _____

Change # 8

Date: _____ Section: _____ Page(s): _____

Description: _____

Change # 9

Date: _____ Section: _____ Page(s): _____

Description: _____

Change # 10

Date: _____ Section: _____ Page(s): _____

Description: _____

RECORD OF DISTRIBUTION

A. INTRODUCTION

Within the whole scope of comprehensive emergency management, a need exists for a plan to specifically handle response and initial recovery from incidents and accidents that occur on or around the airfield. This Airport Emergency Plan (AEP) is to focus primarily on those topics; response and initial recovery. This implies other planning will handle any mitigation, administrative, and long-term recovery issues associated with an emergency.

B. PURPOSE

The specific goals of this document are to:

- a. Assign responsibility to organizations and individuals for carrying out specific actions at projected times and places in responding to an emergency.
- b. Set forth lines of authority and organizational relationships, and show how all actions should be coordinated.
- c. Describe how people and property will be protected in emergencies and disasters.
- d. Identify personnel, equipment, facilities, supplies, and other resources available—within the airport or by agreement with communities—for use during response and recovery operations.
- e. As a public document, cite its legal basis, state its objectives, and acknowledge assumptions.
- f. Facilitate response and short-term recovery to set the stage for successful long-term recovery.

C. SITUATIONS INCLUDED IN THIS AEP

The emergency action cards (laminated) in the beginning of the book are to assist in responding to emergencies.

The areas covered by this plan and threats that are likely to arise are as follows:

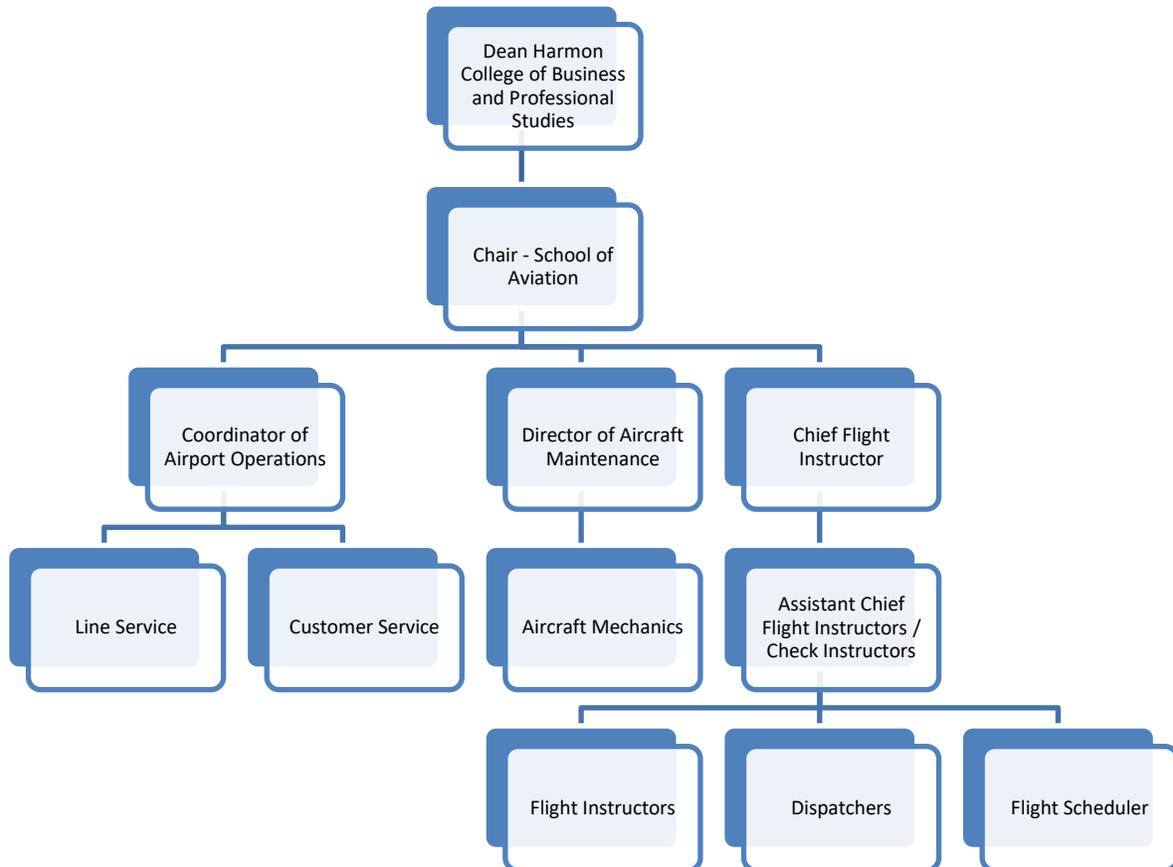
- Aircraft Incidents and Accidents
- Disabled Aircraft Removal
- Bomb Threats/Incidents
- Crowd Control
- Structural Fires, Fires at Fuel Farms, or Fuel Trucks
- Tornado/Severe Weather

Although unknown hazards inherently exist, this AEP is meant to be implemented for any emergency situation and to encompass all possibilities for disaster. A Hazard Analysis Program is intended to identify those hazards, which create the greatest vulnerability to the airport and its surrounding area. In addition, it determines what characteristics of the airport may affect response activities; and what information used in preparing the AEP must be treated as assumption rather than fact.

D. GENERAL CONCEPT OF EMERGENCY OPERATIONS

Skyhaven Airport is owned and operated by the University of Central Missouri. No scheduled commercial flights are offered through the airport. Under normal, non-emergency conditions, Skyhaven Airport has the primary responsibility for housing over 50 aircraft used for various functions including University flight training and other private pleasure flights.

In an emergency, the following diagram depicts the organizational structure of the airport:



****All above personnel will follow the direction of the Incident Commander when applicable**

General response procedures and actions for implementations of the AEP at Skyhaven are as follows:

1. TYPES OF ALERTS:

a. ALERT I (Local Standby)

Minor in-flight difficulties such as oil leaks, loss of radios, etc. or any other event that would require some type of response by airport personnel. Airport personnel and other appropriate agencies/personnel from all departments will respond when needed and as necessary.

b. ALERT II (Full Emergency)

Major in-flight difficulties such as faulty landing gear, engine roughness or on fire, or other problems, which could result in a crash upon landing. This would also include structural fires on ramps or in hangars that affects or could affect the safety of aircraft operations.

c. ALERT III (Aircraft Accident)

An aircraft crash, explosion, aircraft fire, or any other disaster

2. IMPLEMENTATION OF THE AEP DURING NORMAL BUSINESS HOURS

In the event of an emergency, the School of Aviation Chair, or their designee, shall have the authority to initiate the AEP.

3. IMPLEMENTATION OF THE AEP DURING NON-BUSINESS HOURS

During non-business hours, it shall be the responsibility of the airport personnel on duty, or if no airport personnel is on duty, the Department of Public Safety to declare a disaster and initiate the appropriate sections of the AEP.

All of the agencies responding will be coordinated under the direction of the On-Site Commander. Coordination and cooperation between the agencies and personnel will be continuous until such time as the incident has been terminated. The On-Site-Commander may differ depending on the type of emergency.

E. AGENCIES INVOLVED IN THE AEP

The following agencies and personnel can be expected to be contacted for assistance or as a matter of procedure in the event of a disaster occurring at Skyhaven Airport. This list does not necessarily include all of those who will be notified and at the same time it may not be necessary to notify all of these in the event of a disaster. The order in which they are listed is not necessarily the order in which the agencies will be notified.

Department of Public Safety
Johnson County Fire Protection District
Johnson County Ambulance
Johnson County Sheriff
Missouri State Highway Patrol
FAA Kansas City Flight Standards District Office
Department of Aviation
Harmon College of Business and Professional Studies
University Relations
Federal Bureau of Investigation
Department of Homeland Security
Transportation Security Administration
National Transportation Safety Board
Environmental Protection Agency
Department of Natural Resources
Panhandle Eastern Pipeline
West Central Electric
Kansas City Power & Light Company
Johnson County Water
Spire Energy Inc.
Missouri Department of Health and Social Services
University Counseling and Psychological Services
Western Missouri Medical Center
American Red Cross
Airport Management
Towing or Aircraft Salvage Companies
Whiteman Approach Control

F. ORGANIZATIONS AND ASSIGNMENT OF RESPONSIBILITIES

The following outlines what each organization or function on the airfield might be expected to perform in the case of an emergency.

a. Aircraft Operators

- (1) Provide full details of aircraft related information, as appropriate, to include number of persons, fuel, and dangerous goods on board.
- (2) Coordinate transportation, accommodations, and other arrangements for uninjured passengers.
- (3) Coordinate utilization of their personnel and other supplies and equipment for all types of emergencies occurring at the airport.
- (4) Prepare a public relations/media response for the general public.

b. Airport Management

- (1) Assume responsibility for overall response and recovery operations, as appropriate.
- (2) Establish, promulgate, coordinate, maintain, and implement the AEP, to include assignment of responsibilities.
- (3) Coordinate the closing of the airport when necessary and initiate the dissemination of relevant safety-related information to the aviation users through NOTAMs, AWOS and UNICOM advisories.

c. Johnson County Fire Protection District

- (1) Proceed to the site of the emergency/crash with all necessary and available emergency response vehicles in order to manage and direct firefighting and rescue operations.
- (2) Establish/maintain communication with the airport for updates.
- (3) In charge of rescue operations and initialization of actions to save lives and private property.

d. Johnson County Ambulance

- (1) Provide on-site primary survey to injured individuals, administer casualty identification, and transport to on-site treatment area.
- (2) Transfer patients to area hospitals as directed by the EMS officer.
- (3) Provide emergency medical services to the airport during emergency conditions to include: triage, stabilization, first aid, and any other immediately necessary medical care.
- (4) Coordinate planning, response, and recovery efforts with hospitals in closest proximity, or with capability, fire/police departments, American Red Cross, Airport, and Aircraft Operator.

e. Department of Public Safety

- (1) Take appropriate actions to assist the movement of emergency vehicles to/from the emergency/crash site.
- (2) Provide security for the crash site, temporary morgue, in addition to the AOA.
- (3) Provide traffic and crowd control on the AOA.
- (4) Gather data as well as photos of the crash/emergency site and the surrounding activities.
- (5) Manage law enforcement resources and direct law enforcement operations.
- (6) Preserve wreckage and safeguard flight data/voice recorders until the NTSB arrives to take control of the accident site.
- (7) Provide response and recovery support for environmental and other hazardous material emergencies as defined by federal, state, and local law.

f. University Relations

- (1) Coordinate and liaison with all outside media organizations.

g. School of Aviation & Harmon College of Business and Professional Studies

- (1) Provide any needed support to the recovery initiatives of the airport

h. Local Police Agencies, Johnson County Sheriff, and Missouri State Highway Patrol

- (1) Assist in off-airport traffic and crowd control.
- (2) Provide general assistance/aid/security as directed by the airport Incident Commander.

i. Airport Tenants

- (1) Coordinate the use of their available equipment and supplies.
- (2) Coordinate the use of their manpower that may have knowledge of the airport, aircraft, and other technical knowledge.

j. Airport Utility Companies

- (1) Provide support and information regarding the utility locations and conditions.
- (2) Coordinate shut down of utilities if deemed necessary.

k. Clergy

- (1) Provide comfort to casualties and relatives. Clergy responsibilities should be made clear to avoid conflicts or duplication of effort from other providers of such services, such as the American Red Cross (ARC) or other arrangements made by the air carrier or the National Transportation Safety Board (NTSB) under the Aviation Disaster Family Assistance Act (ADFAA).

l. FAA Kansas City Flight Standards District Office

- (1) Certify and monitor the practices and procedures of the aviation industry.
- (2) Provide investigation services, when deemed necessary by the National Transportation Safety Board (NTSB).

m. National Transportation Safety Board (NTSB)

- (1) Conduct and control all accident investigations involving civil aircraft, or civil and military aircraft, within the United States, its territories and possessions.

n. Hospital(s)

- (1) Coordinate the hospital disaster plan with the airport.

o. Military/National Guard

- (1) Where a military facility is located on, or in the vicinity of an airport, integrate or coordinate personnel, supplies, and equipment capabilities into the AEP.

p. National Weather Service

- (1) Provide related technical support information in support of emergency response and recovery operations.
- (2) Assist with alert and warning processes, particularly with weather related emergencies.

- q. American Red Cross & Health and Social Services**
- (1) Coordinate and provide support services to victims, their families, and to emergency responders.
- r. All tasked individuals/organizations, including but not limited to, those listed above:**
- (1) Maintain current internal personnel notification rosters and SOPs to perform assigned tasks.
- (2) Analyze need and determine specific communications resource requirements.
- (3) Identify potential sources of additional equipment and supplies.
- (4) Provide for continuity of operations by taking action to:
- (a) Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - (b) Protect records, facilities, and organizational equipment deemed essential for sustaining operational capabilities and conducting emergency operations.
 - (c) Protect emergency response staff:
 - i. Provide appropriate protective clothing and respiratory devices
 - ii. Ensure adequate training on equipment and procedures i.e. CPR, AED and Fire training
 - iii. Provide security
 - iv. Rotate staff or schedule time off to prevent burnout
 - v. Make stress counseling available
 - vi. Ensure the functioning of communication and other essential equipment

G. PLAN DEVELOPMENT AND MAINTENANCE

Personnel should periodically review AEP policies, procedures, and related information. Training that covers changes in policies, procedures, resource availability, etc. will be provided to ensure that all personnel stay familiar with current information.

The schedules for some of the key elements are:

- (1) **Telephone numbers** contained in the AEP will be reviewed quarterly for accuracy by actually calling the individuals/ organizations listed. Changes will be noted, particularly in the procedures of the individual(s)/organization(s) tasked with making the calls during an emergency.
- (2) **Radio frequencies** used in support of the AEP will be tested at least monthly.
- (3) **Emergency resources** will be inspected routinely. The frequency of inspection may vary depending on the type of equipment and supplies. The EOC will be inspected every other month on the first Tuesday of that month.
- (4) **Personnel assignments** to include descriptions of duties and responsibilities will be reviewed semi-annually.

- (5) **Mutual aid agreements** will be reviewed annually or as specified in the agreement.
- (6) **Off-airport activity** will be reviewed on an on-going basis. Maintain an open dialogue with off-airport agencies, such as utilities, public works departments, etc. to learn of activity that may affect the airport’s emergency response effort, i.e. road construction and closures, major utility work, etc.

An important part of plan maintenance and validation comes from the overall training, drill, and exercise program. As training, drills, and exercises are conducted, it is important that a functional critique/feedback program be in place. These “lessons learned” will be incorporated back into the planning process.

H. ACRONYMS

AC	Aircraft
AED	Automated External Defibrillator
AEP	Airport Emergency Plan
AFFF	Aqueous Film-Forming Foam
ALERT I	Non-Aircraft Emergency/Extremely Minor Aircraft Emergency
ALERT II	Aircraft Incident/Difficulty
ALERT III	Aircraft Accident/Crash
AOA	Aircraft Operations Area
APU	Auxiliary Power Unit
ARC	American Red Cross
BEOP	Basic Emergency Operations Plan
CFR	Code of Federal Regulations
CPR	Cardiopulmonary Resuscitation
DPS	Department of Public Safety
EMS	Emergency Medical Services
ERT	Emergency Readiness/Response Team
EM	Emergency Manual
EMS	Emergency Medical/Management Service
EOC	Emergency Operation Center
EOD	Explosive Ordinance Disposal
ERT	Emergency Readiness/Response Team
FAA	Federal Aviation Administration
FAR	Federal Aviation Regulation
FBI	Federal Bureau of Investigation
FBO	Fixed Based Operator
FOD	Foreign Object Debris/Damage

FSDO	Flight Standards District Office
HAZMAT	Hazardous Material
HMMF	Hazardous Material Management Facility
IC	Incident Commander
IIC	Investigator in Charge
MOD	Manager On Duty
MODOT	Missouri Department of Transportation
MSDS	Material Safety Data Sheet
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
RWY	Runway
SC	Security Coordinator
SIDA	Security Identification Display Area
SOP	Standard Operating Procedures
TSA	Transportation Security Administration
TWY	Taxiway
UCM	University of Central Missouri

II. FUNCTIONAL ANNEXES

A. AIRPORT OPERATIONS AND SERVICES

1. Purpose

The Airport Operations and Services section identifies the roles and responsibilities of the airport personnel during an airport emergency.

2. Situation

The Airport is subject to many hazards that would directly involve Airport Personnel

The Airport is serviced by the following public utilities:

- Johnson County Water
- Spire Energy Inc.
- Kansas City Power and Light
- West Central Electric
- Century Link

3. Assumptions

- a. Responding airport personnel have received training on disaster/emergency operations and are familiar with their work environment
- b. It is feasible that airport personnel may be the first to arrive to the disaster/emergency and those personnel may initially represent airport management during the early stages of the disaster/emergency.
- c. It is presumed that airport personnel would not have sufficient resources in the event of a major disaster and that problems would initially have to be handled on a priority basis.
- d. When a disaster/emergency occurs, outside assistance from other University departments as well as personnel and equipment from public utilities may be able to respond.

4. Assignments of Responsibility

- a. Chair – School of Aviation
 - i. The School of Aviation Chair serves as the senior ranking Airport representative in all matters pertaining to Skyhaven Airport.
 - ii. The School of Aviation Chair is responsible for reporting all Airport activities to the Dean of the Harmon College of Business and Professional Studies.

iii. The School of Aviation Chair, with the assistance of the Coordinator of Airport Operations, makes all necessary initial notifications to response and regulatory agencies.

b. Coordinator of Airport Operations

- i. The Coordinator of Airport Operations acts as the ranking Airport Authority until relieved by the School of Aviation Chair.
- ii. The Coordinator of Airport Operations assists the School of Aviation Chair in making all necessary initial notifications to response and regulatory agencies.

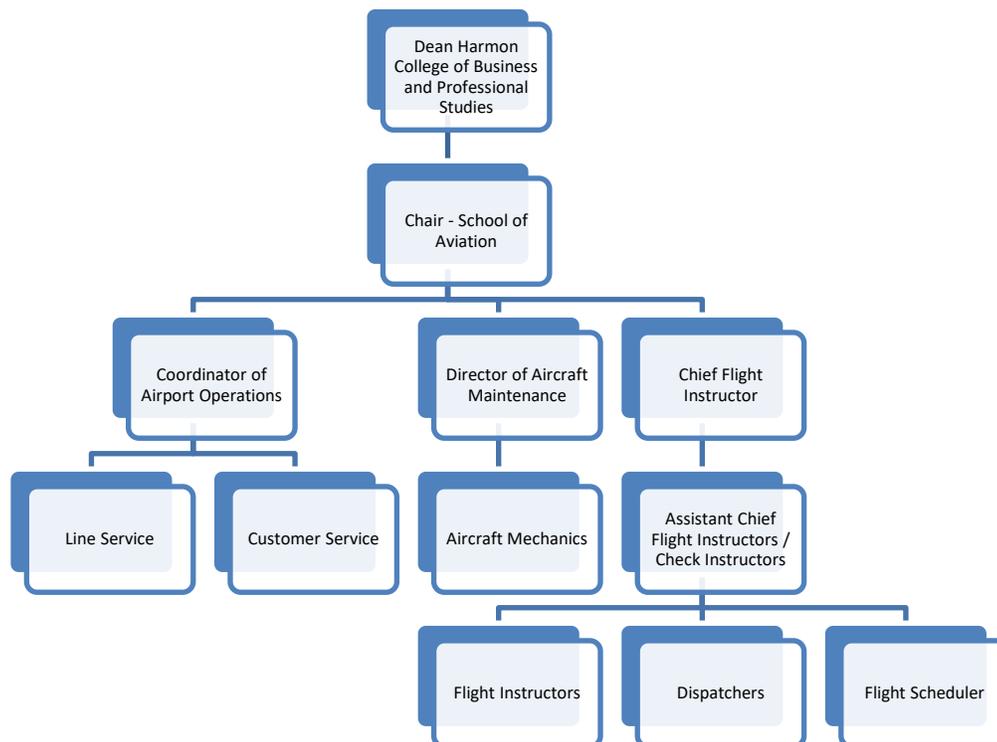
5. Administration

- a. The overall administration of the Airport function is the responsibility of the School of Aviation Chair.

6. Plan Development/Maintenance

- a. Annual review and maintenance of the Airport Operations and Services section is the responsibility of the School of Aviation Chair. These key personnel shall ensure that all departmental standard operating procedures are updated to reflect any changes or modifications.

7. Airport Operations and Services Organizational Chart



III. HAZARD SPECIFIC INFORMATION AND PROCEDURES

A. AIRCRAFT INCIDENTS AND ACCIDENTS

1. For the purpose of emergency response, each aircraft incident/accident shall be considered to be a potential hazardous materials incident until deemed otherwise.
2. Staging Areas are as follows:
 - a. All emergency vehicles and equipment will be staged on the aircraft ramp area facing the direction which will allow the quickest access to the incident/accident site.
3. Skyhaven Airport currently has two runways, which are identified below and depicted in the appendix of the AEP:
 - a. 1-19 4,206 ft x 75 ft
 - b. 14-32 2,800 ft x 60 ft
4. The following incident classification system was developed regarding aircraft incidents and accidents. See page 9 for complete descriptions. Emergency Alerts I and II do not require implementation of the AEP unless deemed appropriate by the School of Aviation Chair
 - a. **Alert I** (Local Standby)
 - b. **Alert II** (Full Emergency)
 - c. **Alert III** (Aircraft Accident)

5. ALERT I PROCEDURES

- a. Airport personnel on duty will notify the School of Aviation Chair of the situation and he/she will recommend necessary actions to take place.

6. ALERT II PROCEUDRES

NTSB Part 830 defines an “incident” as “an occurrence that other than an accident, association with the operation of an aircraft, which affects or could affect the safety of operations.”

- a. **SKYHAVEN AIRPORT OPERATIONS AND SERVICES**
 - 1) The Airport will make appropriate notifications to UCM’s Department of Public Safety (DPS) who will then contact other appropriate agencies.
 - 2) The Airport will contact the aircraft owner/operator for assistance if necessary.
- b. **JOHNSON COUNTY FIRE PROTECTION DISTRICT**
 - 1) Upon notification of an aircraft difficulty, Johnson County Fire Protection District will proceed via specified routes to the appropriate staging area or they will proceed to the aircraft movement area where the aircraft in distress is located.

- 2) Should the aircraft crash or require an Alert III response, the Johnson County Fire Protection District and the Airport will immediately initiate the Alert III response plan.
- 3) Should the aircraft make a normal landing or no longer need further assistance, the Johnson County Fire Protection District units will remain on standby until otherwise directed to stand down, and at that time, the emergency is terminated.

c. DEPARTMENT OF PUBLIC SAFETY

When DPS is notified that an aircraft is experiencing difficulty, the responding officer will make the following notifications and direct the following activities:

- 1) DPS will direct crowd control activities.
- 2) DPS will standby at the main access gate to ensure rapid access to the Airport for arriving emergency vehicles.

7. ALERT III PROCEDURES

NTSB Part 830 defines an “aircraft accident” as “an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

An Airport Emergency Alert III will be considered to be the worst possible scenario that may occur involving aircraft at Skyhaven Airport. That is, an aircraft crashed, parked aircraft are endangered by fire or explosion, aircraft are involved in a collision, or there is a very high probability that the aircraft will crash or suffer extreme damage. **A change from an Alert II status to an Alert III before an actual accident must be agreed upon by the Johnson County Fire Protection District and the School of Aviation Chair.**

a. SKYHAVEN AIRPORT OPERATIONS AND SERVICES

- 1) The Airport will provide all available resources for use during an emergency or rescue operations
- 2) Under the direction of the Johnson County Fire Protection District, the Airport will assist in rescue operations.
- 3) The School of Aviation Chair, or appointed designee, will photograph the emergency/crash site in order to document the situation.
- 4) The Airport will issue airfield condition reports as necessary.
- 5) The Airport will perform field inspections of the Airport Movement and Non-Movement Areas.
- 6) The Airport will notify supporting agencies such as the FSDO, NTSB, FAA, ARC, Salvation Army, and other organizations that will be involved in the situation.
- 7) The Airport will monitor overall security with DPS and will correct any noted weaknesses.

- 8) The Airport will work closely with the Johnson County Fire Protection District and the agencies supporting their efforts to ensure all resources are utilized to their fullest potential and the loss of life and property is minimized.
- 9) The Airport will prepare a brief, based on the Accident/Incident Report Form (Appendix E), for the NTSB investigator upon their arrival, and turn site responsibility over to the NTSB upon their request.
- 10) The Airport will ensure that the disabled aircraft or wreckage is expeditiously removed at the earliest practical time.
- 11) The Airport will complete an accident/incident report form, as seen in Appendix E of this AEP.

b. JOHNSON COUNTY FIRE PROTECTION DISTRICT

- 1) Will proceed with all emergency response vehicles available to the site of the crash/emergency.
- 2) Will take complete charge of the rescue operations and initiate appropriate actions to save lives and protect property from fire.
- 3) Will keep the Airport apprised of the status of firefighters and rescue operations.

c. DEPARTMENT OF PUBLIC SAFETY

- 1) DPS will take appropriate actions to assist the movement of emergency vehicles to the crash/emergency site.
- 2) DPS will secure the crash site from spectators and other persons not immediately active in the rescue operation. Additional local and state police agencies may be utilized to perform this task.
- 3) DPS will coordinate traffic and crowd control and ask for assistance if needed from additional state and local law enforcement agencies.
- 4) DPS will assist Airport Management and the Johnson County Fire Protection District by whatever means necessary.

d. AIRPORT TENANTS

- 1) In the event of a disaster involving an aircraft owned or operated by tenants of Skyhaven Airport, that agency or persons will be called upon to provide aircraft recovery and removal assistance and may also be called upon to provide manpower and equipment to the crash site.
- 2) Other airport tenants may be called upon to provide manpower and equipment to aid in the rescue operations or to simply provide assistance to areas away from the crash/emergency site.
- 3) All personnel involved in aiding rescue operations will have proper identification in their possession.

8. REMOVAL OF DISABLED AIRCRAFT

Recovery and removal procedures of an aircraft incident/accident will begin after the On-Site Commander have determined that all persons have been rescued, any casualties have been removed from the aircraft or the site, the site has been deemed safe and the aircraft

is secured, and when the NTSB, FAA, FSDO, or the Department of Defense have given permission to move the aircraft or taken custody of said aircraft.

The pilot, owner, or operator, of any aircraft involved in an accident or incident on the airfield at Skyhaven Airport shall have full and ultimate responsibility for the removal of said aircraft. The School of Aviation Chair may request said aircraft be moved in the event the aircraft is not moved in an expedited manner or the owner/operator cannot be contacted. The owner, operator, or pilot of the aircraft shall bear any costs incurred in the removal of the aircraft.

a. AIRPORT RESPONSIBILITY

The following procedure shall be followed for disabled aircraft removal:

- 1) Before moving the aircraft, initial notification must be made to the Flight Standards District Office, and depending on their advice possibly the NTSB. Initial notification to these agencies concerning an aircraft accident/incident shall include the following when possible. **The aircraft cannot be moved until one of these agencies approves it.** Gather the following information about the accident/emergency aircraft:
 1. Type, nationality, and registration marks of the aircraft/ i.e. Tail number
 2. Name of owner/operator of aircraft
 3. Name of the Pilot-in-Command
 4. Date and time of the accident
 5. Last point of departure and destination of the aircraft
 6. Position of the aircraft on the airfield. i.e. 300ft. north of RWY 18
 7. Number of persons aboard and number of injured or killed, if known
 8. Nature of the accident including weather and the extent of damage to the aircraft
 9. Description of any explosives, radioactive materials, or other hazardous or dangerous materials aboard the aircraft, if known
 10. Location and telephone number where the owner/operator can be located
- 2) The On-Site Airport Commander shall direct all operations as contained in this AEP and will direct Airport personnel to perform tasks and assignments as necessary to facilitate the rescue efforts and aircraft recovery/removal operations.
- 3) Photographs must be taken by the School of Aviation Chair or his/her designee before anything on the aircraft is disturbed.
- 4) The School of Aviation Chair shall direct any measures as necessary be taken to protect the lives of the personnel in and around the airport and to protect the property of the airport grounds. Safety of personnel shall take precedence over all operations.

- 5) After the scene is secure and the Johnson County Fire Protection District informs that it is safe to remove the aircraft and approval has been granted by the FSDO, NTSB, and aircraft owner/operator, aircraft removal may commence.
 - 6) If owner/operator is not going to be present for the entire removal, take a short list of the equipment (radios) in the aircraft & any accessories lying free in the cabin (headsets, briefcases, etc.). This will help guard against any loss claims by the operator.
 - 7) Insure all Fuel Selectors & Master Switches in the aircraft are in the "OFF" position.
 - 8) Follow FSDO's or any other controlling agencies instructions TO THE LETTER during aircraft removal in order to prevent further damage.
 - 9) Upon removal, perform a final inspection to ensure surface is safe for resumption of aircraft operations. Pick up all FOD noted. All repairs to pavement, safety areas, and other hazardous conditions are made at this time in order to restore safe operational capability of this area. If this is not possible the affected area will remain closed until properly repaired. Complete a post-incident/accident inspection form Appendix E.
 - 10) Cancel any relative NOTAM's with Flight Service.
 - 11) COMPLETE ACCIDENT REPORT FORM Appendix E.
- b. DEPARTMENT OF PUBLIC SAFETY RESPONSIBILITY
- 1) The Department of Public Safety is responsible for site security during an incident/accident. They will ensure the aircraft is safeguarded from tampering, or any other actions that would confuse or hinder the investigation process or further damage the aircraft. One officer and vehicle will remain at the aircraft incident/accident site unless Airport Management deems further assistance is necessary after consultation with DPS.
 - 2) DPS will ensure that no pedestrians or vehicles enter or exit the active aircraft movement area adjacent to the incident/accident site with the intention of gaining access to the emergency site without proper identification, an approved escort, and having an official need to be present at the incident/accident site. This will require the use of one officer and a vehicle unless Airport Management deems it necessary for further assistance. In this case Airport personnel will assist DPS.

- 3) DPS will relinquish control of accident site security when asked to by the NTSB, FAA, FSDO, or Department of Defense. At this time they will maintain perimeter security and ensure no persons or vehicles access the movement areas with the intention of entering the incident/accident site without approval and an escort. This will usually require the officers to stage at the owner/operators ramp and maintain communications with those affected.

c. **OWNER/OPERATOR RESPONSIBILITY**

- 1) The owner/operator of an aircraft involved in an accident shall be responsible for assisting the Airport in preserving to the extent possible any aircraft wreckage, cargo, or mail aboard the aircraft as well as all records from the aircraft including flight recorders and tapes, voice recorders and tapes, aircraft logbooks, airmen logbooks, and other records pertaining to the aircraft. Prior to towing, aircraft wreckage photos will be taken to aid in the incident/accident investigation.
- 2) The owner/operator of an aircraft involved in an accident or incident shall be responsible for all records and reports, including all internal documents and memoranda dealing with the accident/incident.
- 3) A representative for the owner/operator of the aircraft involved in the accident/incident shall be present and meet with the School of Aviation Chair, or designee, to develop a comprehensive plan for the removal of the aircraft.
- 4) The owner/operator of the aircraft shall arrange removal of the aircraft with their selected aircraft removal company. The final decision on who removes the aircraft will come from the owner/operator.

B. NATURAL DISASTERS AND CONDITIONS

1. SEVERE WEATHER/TORNADO

Severe weather will include any events classified as **Thunderstorms or Tornadoes**. Thunderstorms typically produce heavy rain for a brief period, anywhere from 30 minutes to an hour. The main concerns during a thunderstorm are lighting, high winds, and hail. A thunderstorm is considered severe if it produces hail at least three-quarters of an inch in diameter, has winds of 58mph or higher, or produces a tornado. Tornadoes are very destructive and can produce winds from 100 to 300 mph. Tornado season starts in March and runs until August, with peak activity from April until June; however tornadoes can occur year round. Prime time for tornadoes during the peak season is between 3pm-9pm, however they may occur at any time of day. Missouri, historically, has had frequent tornadoes.

Terms used by weather forecasters:

- a. Severe Thunderstorm Watch:
Conditions are favorable for severe thunderstorms, frequent lightning, hail, and high winds to develop in the area.
- b. Severe Thunderstorm Warning:
Severe thunderstorms containing most or all of the above-mentioned elements have been spotted and are occurring. Wind speed and direction of travel are usually given.
- c. Tornado Watch:
Tornadoes are possible in the area.
- d. Tornado Warning:
A tornado has been sighted by weather radar. Speed and direction of travel are given, even though history tells us most tornadoes travel in a northeastern direction. If this is issued for the area surrounding Skyhaven Airport, the AEP shall be initiated either on a limited basis or in its entirety.

The Airport Shall:

- a. Maintain continuous weather watch during all periods of inclement weather utilizing:
 - 1) NOAA. and NWS Services
 - 2) FSS when available
 - 3) Atmospheric sensors measuring air temperature, dew point, wind direction, wind velocity, and precipitation.
- b. Keep key airport personnel, fueling operations, and airport tenants advised of severe weather forecasts, updates, and alerts.
- c. Check main ramp tie-downs to make certain they are as secure as they can be.
- d. Check hangars to ensure that all doors are closed and latched down.
- e. Take quick survey of any airport equipment or materials that can be blown about or damaged by hail or windborne objects. These items should be secured inside a building or structure or adequately covered and secured.
- f. Airport grounds should be cleared of litter and other objects.
- g. All electrical equipment not in use should be stored or grounded.
- h. All fueling operations shall cease when thunderstorms are within 20 miles of Skyhaven Airport.
- i. Monitor the grounds for damage.
- j. File Accident Report Form Appendix E if damage noted.

If a tornado does strike the airport:

- a. The AEP shall be initiated and followed for evacuation procedures and damage assessment.
- b. Health and Medical procedures contained in this AEP shall be followed to prevent or minimize injury or the spread of disease.

If the tornado alert is cancelled, the Airport should repeat the notifications of the cancellation.

C. BOMB THREATS/INCIDENTS

1. Bomb threats by their very nature indicate the very real potential for serious damage to aircraft, buildings and property, as well as the potential for serious injury or loss of life. Therefore, all bomb threats received at Airport, regardless of who receives them, will be treated as if a bomb or bombs do exist and the impending explosion is real. Should a threat be received directly by the Airport, Bomb Threat Interrogation outlines, Appendix F, have been provided to assist authorities in the evaluation of the threat. That interrogation sheet is included in the appendix section of this AEP.
2. As a bomb threat received at Skyhaven Airport may be against an aircraft or the airport buildings, this section will be divided in to two sub-sections. Section one relates to bomb threats against aircraft while section two relates to bomb threats against airport property or buildings.

BOMB THREATS AGAINST AIRCRAFT

- a. In the event a bomb threat is received against an aircraft, the following agencies and/or personnel will be notified:
 - i. Department of Public Safety
 - ii. School of Aviation Chair
- b. It is feasible that any of the above will receive an aircraft bomb threat and it is also possible that another agency entirely removed from the airport will receive the threat and pass it on to airport personnel.
- c. Aircraft Handling
 - i. The foremost condition demanded in a bomb threat against an aircraft is to evacuate the passengers.
 - ii. The aircraft should then be isolated from all people, and an accurate description of the aircraft, the location, and the registration of that aircraft be provided to the Department of Public Safety and the School of Aviation Chair.

BOMB THREATS AGAINST AIRPORT, TERMINAL BUILDING, OR PROPERTY

- a. In the event a threat is received against a building or property at the Skyhaven Airport, those personnel in the previous section shall be notified with the addition that the Airport will also notify individual tenants as necessary.
- b. Immediate, but calm, evacuation of the building shall commence once the threat has been received. Airport personnel on duty shall keep the Department of Public Safety informed of the situation until their arrival at the airport.

EXPLOSION

- a. In the event of an explosion, the Johnson County Fire Protection District will have full responsibility for extinguishing any fire that may occur. The Department of Public Safety will assist by sealing off the area. After the injured have been removed and the fire extinguished, it is most important that the damaged area not be disturbed until officials have had the opportunity to inspect the area.

D. STRUCTURAL FIRES/FUEL FARM & FUEL STORAGE AREAS

- a. A structural fire may occur anywhere on the Airport property and may include one or a number of buildings. Procedures for all fires, regardless of location, are basically the same.
- b. Upon initial notification of a fire in a structure, the Johnson County Fire Protection District units will immediately respond to the area.
- c. Notifications made are essentially the same as those which will be made for all airport emergencies.

SKYHAVEN AIRPORT OPERATIONS AND SERVICES

- 1) Notify the Department of Public Safety immediately with an accurate description of the fire, potential buildings/structures that could be immediately affected by the fire, and location of the structure.
- 2) Notify appropriate tenants of the pending evacuation due to the fire spreading, if necessary.
- 3) Perform initial damage assessment.

JOHNSON COUNTY FIRE PROTECTION DISTRICT

- 1) Respond with units to the area and initiate fire extinguishing procedures.
- 2) Only the Incident Commander from the JCFPD has the authority to declare an area safe and to allow personnel back in the area. If necessary, the Incident Commander may utilize Department of Public Safety personnel to keep persons out of a fire area until the determination is made that the building is safe.

DEPARTMENT OF PUBLIC SAFETY

- 1) Respond to the fire area to assist with crowd control and evacuation of the area if necessary.
- 2) Assist medical personnel if needed
- 3) Brief the School of Aviation Chair of all developments related to the fire situation.

E. HAZARDOUS MATERIALS/SPILLS

If you are involved with or observe a hazardous material (biological, chemical, radiological, fuel, or oil) spill, incident, or release for which assistance is needed:

1. If the incident is indoors, close all doors in order to isolate the area if it is safe to do so.

2. From a safe area, call 911 from a campus phone or 660-543-4123 from a cell.
3. Be prepared to provide the following information regarding the spill or release:
 - a. Name of the material (if known)
 - b. Quantity of material
 - c. Time of the incident
 - d. Location of the incident
 - e. If anyone is injured or exposed to the material
 - f. If a fire or explosion is involved
 - g. Your name, phone number, and location
4. Follow instructions provided by the emergency responders.
5. Evacuate, if necessary; remain in a safe designated area until released by emergency responders.
6. Present the Material Safety Data Sheet (MSDS) of the involved substances to emergency responders, if available.

Do not attempt to clean up a spill or release unless you are trained to do so and have the proper equipment.

If you are notified of a hazardous materials incident, follow the instructions provided by the emergency service officials:

1. Clear the area immediately if instructed to do so by the emergency providers, providing assistance to those with special needs.
2. When evacuating, move crosswind, never directly with or against the wind.
3. Take roll call of your unit, and report to the University EOC headcount.

If you observe what you believe to be an unauthorized release of any pollutants to the environment, call the Department of Public Safety immediately at 660-543-4123.

Response to Minor Spills

A minor spill will be less than 100 gallons of material in the containment of the HMMF. All personnel working in the HMMF are to be trained Haz Mat Technicians. If this level of training has not been completed, they will immediately evacuate the HMMF. In the event of a minor spill implement the following:

1. Immediately call out “Emergency, Emergency, Spill” in a loud voice.
2. Quickly determine nature, extent and hazard level of the spill.
3. Evacuate, if necessary:
 - a. Immediately evacuate the HMMF and report to the designated safe area and take roll call of workers involved.
 - b. Contact UCM DPS, report the spill and establish Incident Command.
 - c. Backup communications, cell phone, or telephone (landline) in designated area.
4. Maintain control of the area and wait for the Department of Public Safety, or other emergency response units for further instructions.

Response to Major Spills

A major spill is 100 gallons or more, outside of the HMMF's containment and may be the result of a natural disaster (act of God). Immediately implement the following procedures:

1. Immediately call out "Emergency, Emergency, Spill/Natural Disaster (act of God)".
2. Quickly determine nature, extent and hazard level of the spill.
3. Immediately evacuate the HMMF and report to the designated safe area and take roll call.
4. Contact UCM DPS, report the spill and establish Incident Command.
5. Backup communications, cell phone, or telephone (landline) in designated area.
6. Maintain control of the area and wait for the Department of Public Safety, or other emergency response units for further instructions.

F. CROWD CONTROL

- a. The Department of Public Safety, or their designee, shall have the responsibility to implement such measures as necessary to ensure adequate crowd control procedures in the event of an aircraft disaster at the Skyhaven Airport. DPS will be the primary enforcement agency used for crowd control, but additional assistance may be requested from local and state police.
- b. DPS may direct physical barriers to be erected in order to define a perimeter around a disaster area.
- c. DPS may also direct the Airport and other surrounding law enforcement areas to block off certain areas inside specific buildings where the uninjured, relatives, and Airport personnel are converging.
- d. In the event of a disaster, DPS will also ensure security personnel are available at designated security checkpoints who will allow no vehicles or personnel through the checkpoints without proper airport identification or the approval of the School of Aviation Chair, or their designee.
- e. Vehicular traffic on the roadways surrounding the airport will be kept moving and all attempts will be made to keep roadways open to facilitate the movement of rescue vehicles and personnel. It is expected that the units of the Missouri State Highway Patrol and the Johnson County Sheriff's Department will be utilized for this function.

IV. APPENDICIES

B. AIRPORT MAP

C. AIRPORT TENANT CONTACT LIST

D. FLIGHT DEPARTMENT CONTACT SHEET

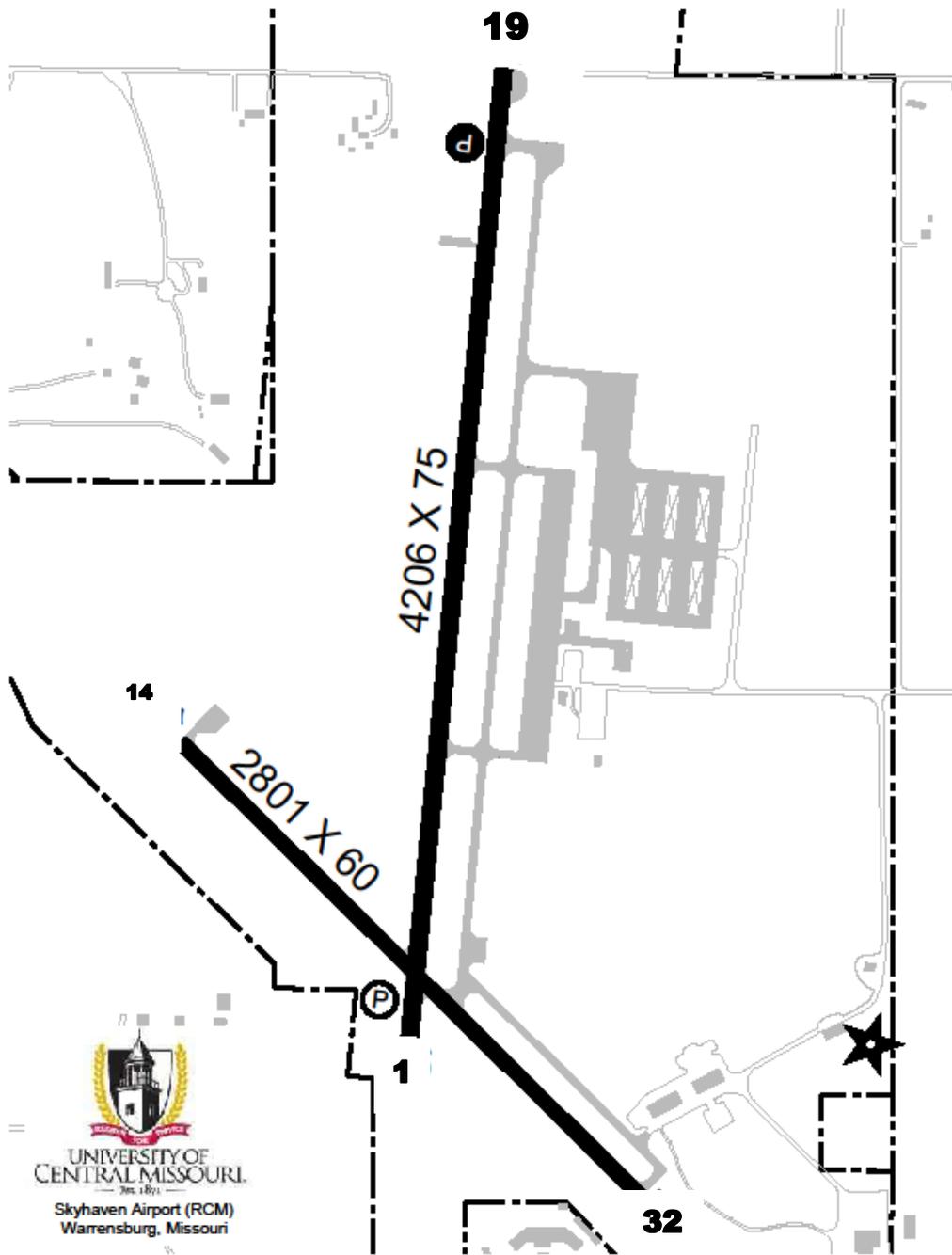
E. OUTSIDE AGENCY CONTACT LIST

F. ACCIDENT/INCIDENT REPORT FORM

G. BOMB THREAT CHECKLIST

H. NOTAM /AIRPORT CONDITION REPORT FORM

APPENDIX A. AIRPORT MAP



APPENDIX B. AIRPORT TENANT CONTACT LIST

Hangars 1-10

UCM Flight School

Hangar 11

KC Hawgs

Hangar 12

G. Triplett

Hangar 13 &14

UCM Flight School

Hangar 15

D. Mitchell

Hangar 16

J. Shetterly

Hangar 17 & 18

G. Shetterly

Hangar 19

B. Crum

Hangar 20

J. Arnold

Hangar 21

K. Ralston

Hangar 22

UCM Flight School

Hangar 23

S. Catron

Hangar 24

UCM Flight School

Hangar 25

G.Powers

Hangar 26

M Otter

Hangar 27

Hangar 28 K.

Stock

Hangar 29

D. Slone

Hangar 30

J. Suhr

Old T-Hangars

K Ralston

B Martin

D Otter

R Morton

T Ollison

J Suhr

L Ollison

Ramp Rental

APPENDIX C. AIRPORT CONTACT LIST

Airport Phone Numbers

FBO (660) 543-4921 (Office)/4041 (Fax)
Maintenance (660) 543-4947 (Office)/8944 (Fax)
Hangar 3/Dispatch (660) 543-8664
School of Aviation (660) 543-4969 (Office)/4979 (Fax)

School of Aviation Chair

(660) 543-8103 (Office)

Coordinator of Airport Operations

Chris Holland (660) 543-4916 (Office)
(816) 929-0094 (Cell)

Line Service

FBO (660) 543-4921

Chief Flight Instructor

Toru Suda (660) 543-4190 (Office)
(660) 864-4440 (Cell)

Assistant Chief Flight Instructors

Jonathan Luna (660) 543-4190 (Office)
(314) 761-5385 (Cell)

Dalton Deweese (660) 543-4184 (Office)
(913) 481-2347 (Cell)

Director of Maintenance

Joel Korman (660) 543-4947 (Office)
(913) 620-8832 (Cell)

Flight Department Office Professional

Scotti Holbert (660) 543-4333 (Office)
(660) 624-1900 (Cell)

Business/Fiscal Coordinator

APPENDIX D. OUTSIDE AGENCY CONTACT LIST

Police

Emergency	911
Department of Public Safety	(660) 543-4123
Johnson County Sherriff	(660) 747-6469
MO Highway Patrol – Troop A	(816) 622-0800

Fire

Emergency	911
Johnson County Fire Protection District	(660) 747-5220
Warrensburg Fire Department	(660) 747-9136

FAA Flight Standards District Office

Kansas City (during business hours)	(816) 329-4000
24-hour Hotline	(800) 452-9202

Air Traffic Control

Whiteman Approach Control	(660) 687-4878
Kansas City Approach Control	(816) 329-2710
24-hour	(816) 329-2720
Kansas City ARTCC	(913) 254-8500
24-hour	(816) 329-3000

Government Agencies

Alcohol, Tobacco and Firearms	(800) 283-4867
Federal Bureau of Investigation	(816) 512-8200
National Transportation Safety Board – Denver Office	(303) 373-3500
Transportation Security Administration	(866) 289-9673
US Customs	(800) 232-5378

APPENDIX E. ACCIDENT/INCIDENT REPORT FORM

SKYHAVEN AIRPORT

ACCIDENT/INCIDENT REPORT FORM

DATE: _____ **TIME:** _____

TYPE AIRCRAFT/VEHICLE: _____ **REG. #** _____

OPERATOR'S NAME: _____ **PHONE #** _____

ADDRESS: _____

WEATHER CONDITION: _____

FLIGHT PLAN: (IFR / VFR) # OF PEOPLE ON BOARD: _____

CONDITIONS OF OCCUPANTS: _____

INCIDENT LOCATION: _____

DESCRIPTION OF DAMAGE: _____

DESCRIPTION OF ACCIDENT/INCIDENT: _____

AGENCIES/PERSONNEL INVOLVED: _____

NOTAM ISSUED: _____ **BY:** _____

RUNWAY/FACILITIES DOWNTIME: _____

PERSON COMPLETING REPORT: _____

APPENDIX F. BOMB THREAT CHECKLIST

BOMB THREAT CHECKLIST		
1. When is the bomb going to explode?	CALLER'S VOICE	
2. Where is it right now?	<input type="checkbox"/> Calm	<input type="checkbox"/> Nasal
	<input type="checkbox"/> Angry	<input type="checkbox"/> Stutter
	<input type="checkbox"/> Excited	<input type="checkbox"/> Lisp
3. What does it look like?	<input type="checkbox"/> Slow	<input type="checkbox"/> Raspy
	<input type="checkbox"/> Rapid	<input type="checkbox"/> Deep
	<input type="checkbox"/> Soft	<input type="checkbox"/> Ragged
4. What kind of bomb is it?	<input type="checkbox"/> Loud	<input type="checkbox"/> Clearing throat
	<input type="checkbox"/> Laughter	<input type="checkbox"/> Deep breathing
	<input type="checkbox"/> Crying	<input type="checkbox"/> Cracking voice
5. What will cause it to explode?	<input type="checkbox"/> Normal	<input type="checkbox"/> Disguised
	<input type="checkbox"/> Distinct	<input type="checkbox"/> Accent
	<input type="checkbox"/> Slurred	<input type="checkbox"/> Familiar
6. Did you place the bomb?	If the voice is familiar, who did it sound like?	
7. Why?	BACKGROUND SOUNDS	
8. Where are you calling from?	<input type="checkbox"/> Clear	<input type="checkbox"/> Street noises
	<input type="checkbox"/> Static	<input type="checkbox"/> Factory noises
	<input type="checkbox"/> Music	<input type="checkbox"/> Office machinery
9. What is your address?	<input type="checkbox"/> Voices	<input type="checkbox"/> Animal noises
	<input type="checkbox"/> House noises	<input type="checkbox"/> PA system
10. What is your name?	<input type="checkbox"/> Other	
EXACT WORDING OF THE THREAT:	THREAT	LANGUAGE
	<input type="checkbox"/> Foul	<input type="checkbox"/> Well Spoken
	<input type="checkbox"/> Taped	<input type="checkbox"/> Incoherent
		<input type="checkbox"/> Irrational
Sex of caller: _____ Age: _____	Remarks: _____	
Race: _____ Length of call: _____		
Name of Call Recipient: _____		
Date of Call: _____ Time of Call: _____		
Location Call Received: _____		
REPORT THIS CALL IMMEDIATELY TO THE AIRPORT POLICE		

NOTAM/Airport Condition Report Form
Skyhaven Airport

NOTICE TO AIRMEN	
(NOTAM)	
(RCM) SKYHAVEN AIRPORT	
ISSUED:	CANCELED:
DATE: _____	DATE: _____
TIME: _____	TIME: _____
NOTAM:	

