



MANAGER'S OFFICE
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www.townofchapelhill.org **TOWN OF
CHAPEL HILL**

MEMORANDUM

To: All Town Employees
From: Roger L. Stancil, Town Manager
Date: June 22, 2017
Subject: Interim Policy Guidance for Use of Unmanned Aircraft Systems (UAS)

While the Town explores the use of UAS technology and works on appropriate administrative controls, the following guidance is being issued until a formal, written policy can be developed.

Town departments are not restricted from the purchase, contracted use or conceptual development of a UAS program, as long as the following conditions are met:

- a. Any Unmanned Aircraft System or use of UAS on the property of, in connection with, or obtained with Town funds must be approved in advance.
- b. All use of UAS must comply with current FAA guidelines.
- c. Any contractor providing UAS services must have an FAA Part 107 license and/or required FAA exemption, liability insurance and all required waivers (if needed for proposed flight – see table below).
- d. Approval of UAS purchase, lease or use requires the majority support of the following persons who have been appointed by the Town Manager to oversee Town UAS use:
 - Barry McLamb, Emergency Management Coordinator
 - Chris Blue, Police Chief and Executive Director for Community Safety
 - Matt Sullivan, Fire Chief
 - Scott Clark, Chief Information Officer
- e. To request the use, purchase or lease of UAS/UAS services, provide a proposal in memorandum form to the Emergency Management Coordinator, who will serve as the focal point for the decision team. Ensure that all applicable information regarding the proposed use is included and if the request is time-sensitive, ensure that message is conveyed in the proposal. The team will meet on an as needed basis to review applications.

FAA Part 107 Waivers must be held by the operator, whether contractor or Town employee, to operate in any of the following operating situations:

From a moving vehicle	Operating multiple UAS	Ground Speed over 100mph
At Night	Not yielding Right of Way	Altitude over 400 feet
Out of Visual Line of Sight (Pilot)	Operating over people	Below minimum visibility
Out of Visual Line of Sight (Observer)	Inside restricted airspace	< Cloud distance minimums