

Fixed Base Operator (FBO) Licensing

Airside Operational Instruction 41

CONTENT:-

1. INTRODUCTION
2. APPLICATION FOR FBO LICENCE
3. CAPABILITY AND REQUIREMENTS
4. VALIDITY AND FEES
5. ENQUIRIES

A. AMENDMENTS

This document will be subject to a routine review, over a period not exceeding 18 months. The latest version will be included in the annual reissue of the Aerodrome Manual; interim reviews are carried out as deemed necessary.

Only operational related amendments will prompt the issue of a new Version; pertinent amendments being highlighted in **green** text & indicated by a **green** bar in the right margin. Indication of any amendment of an administrative nature will be listed below.

B. REVIEW / AMENDMENT HISTORY

REVIEW SUMMARY			
VERSION / REVIEW REF:-		REVIEW COMPLETED BY:-	
DATE:-		ROLE:-	

PARAGRAPH	AMENDMENT

1. INTRODUCTION

- 1.1** A Fixed Base Operator (FBO) is an organisation granted the right by the Airport Authority, to operate under licence at the Airport, to provide notified handling services; these may include:-
- Fuelling
 - Hangarage, Tie-Down and Parking
 - Aircraft Rental
 - Aircraft Maintenance
 - Flight Instruction
- 1.2** Any approved FBO, granted a Licence, will be required to deliver the service in accordance with the requirements of the issuing airport; failure to do so could result in the Licence being suspended or terminated.
- 1.3** No organisation is permitted to operate as an FBO without the express permission of the Airport and without a valid FBO Licence.

2. APPLICATION FOR FBO LICENCE

- 2.1** All applications must be submitted in writing to the Airport Managing Director (MD); a minimum period of 3 months' notice is required.
- 2.2** Applications will be evaluated with regard to all relevant and pertinent safety, security and commercial considerations.
- 2.3** The Airport reserves the right to refuse any FBO Licence application at its discretion.

3. CAPABILITY AND REQUIREMENTS

- 3.1** All applicants for an FBO must demonstrate their full capability to undertake and deliver the services provided in a safe manner acceptable to Bournemouth Airport.

The following requirements will be subject to review and must satisfy the Airport's standards before any licence will be issued:-

- Knowledge and Experience of nominated Accountable Person
- Scope of proposed operation
- Staffing level; Qualifications and Training
- Safe Systems of Work; including:-
 - Equipment Maintenance
 - Audit Processes
 - Apron Management
 - Incident Resolution and Reporting
- Liability Insurance; minimum amount as stipulated in the BOH Fees and Charges
- Environmental Management

3.2 All FBOs are required to comply with the Aerodrome Manual, which includes the Airport Operating Instructions; copies of which are available on request from the MD.

4. VALIDITY AND FEES

4.1 All licences issued will be valid for the period agreed with the applicant at the time of issue and subject to Airport audit on a periodic basis. Failure to maintain required standards could result in removal of the licence.

4.2 The fee and commercial terms associated with the issue of a licence will be agreed between the parties at the time of issue; this will be reviewed on each renewal of the licence.

5. ENQUIRIES

5.1 Any enquiries regarding the content of this AOI should be addressed to the BOH MD on telephone number 01202 364174.