

Fixed Base Operator Licensing

Airside Operational Instruction (AOI) 41

❖ **AMENDMENTS**

This document will be subject to a routine review, over a period not exceeding 36 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.

❖ **REVIEW / AMENDMENT HISTORY**

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.1	REVIEW COMPLETED BY:-	CATHY WILLOUGHBY-CRISP
DATE:-	DEC 19	ROLE:-	AIR TRAFFIC & OPERATIONS MANAGER

PARAGRAPH	AMENDMENT
Various	Reference to MD replaced with Operations Director

REVIEW SUMMARY			
VERSION / REVIEW REF:-	1.2	REVIEW COMPLETED BY:-	KEITH JEWITT
DATE:-	MAY 24	ROLE:-	AIRFIELD SERVICES MANAGER

PARAGRAPH	AMENDMENT

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1. INTRODUCTION

1.1 PURPOSE

This AOI details the requirements and eligibility for any organisation to act as a Fixed Base Operator at Bournemouth Airport.

2. FIXED BASE OPERATOR

2.1 TERMINOLOGY

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

2.2 REQUIREMENTS

Any approved FBO will be required to deliver the service in accordance with the requirements specified in the associated Licence issued; failure to do so could result in the Licence being suspended or terminated.

No organisation is permitted to operate as an FBO without the express permission of the Airport and without a valid FBO Licence.

3. FBO LICENCE

3.1 APPLICATION

All applications must be submitted in writing to the Airport's Operations Director; a minimum period of 3 months' notice is required.

Applications will be evaluated with regard to all relevant and pertinent safety, security and commercial considerations.

The Airport reserves the right to refuse any FBO Licence application at its discretion.

3.2 CAPABILITY

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

3.3 COMPLIANCE

All FBOs are required to comply with the Aerodrome Manual, which includes the Airport Operating Instructions; copies of which are available from the Airport's Website, or on request from the Operations Director.

3.4 VALIDITY AND FEES

Licences will be issued for a validity period agreed with the applicant at the time of issue. All licences are subject to an audit, by the Airport, on a periodic basis; failure to maintain required standards could result in the suspension or termination of the Licence.

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.