



| | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|-------------------------|---------------|---------------------------|-----------------------------------|---------------------|
|  Bournemouth Airport <small>Part of Regional & City Airports</small> | | Fixed Base Operator Licence | | | Risk Rating | High– Reviewed annually | |
| Reference: | BAI-AOPS-041 | Issue: | V1.2 | Owner: | Airfield Services Manager | Department: | Airfield Operations |
| Issue Date: | | 21/10/2025 | Compliance Date: | | 21/10/2025 | Planned Review Start Date: | 31/09/2026 |

Fixed Base Operator Licence




| | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|-------------------------|---------------|---------------------------|-----------------------------------|---------------------|
|  Bournemouth Airport <small>Part of Regional & City Airports</small> | | Fixed Base Operator Licence | | | Risk Rating | High– Reviewed annually | |
| Reference: | BAI-AOPS-041 | Issue: | V1.2 | Owner: | Airfield Services Manager | Department: | Airfield Operations |
| Issue Date: | | 21/10/2025 | Compliance Date: | | 21/10/2025 | Planned Review Start Date: | 31/09/2026 |

❖ **AMENDMENTS**

| Version | Review | Date | Amended By (Initials) | Summary of Change |
|---------|--------|---------------|-----------------------|---------------------------------------------------|
| V1.1 | | November 2019 | CWC | Reference to MD replaced with Operations Director |
| V1.2 | | October 2025 | KJ | Reformat |

Changes to a document are identified in red italics and any wording which has been removed is crossed out using the strikethrough icon and highlighted in yellow. These remain on the document until it is ready for publishing. In instances where the document has been circulated for review and further changes have been requested, these changes are identified and distinguished from previous changes by highlighting in another colour i.e. blue and the document is circulated again.

| | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|-------------------------|---------------|---------------------------|-----------------------------------|---------------------|
|  Bournemouth Airport <small>Part of Regional & City Airports</small> | | Fixed Base Operator Licence | | | Risk Rating | High– Reviewed annually | |
| Reference: | BAI-AOPS-041 | Issue: | V1.2 | Owner: | Airfield Services Manager | Department: | Airfield Operations |
| Issue Date: | | 21/10/2025 | Compliance Date: | | 21/10/2025 | Planned Review Start Date: | 31/09/2026 |

Contents

1. Introduction 4
2. Fixed Base Operator 4
3. FBO License 4

| | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|-------------------------|---------------|---------------------------|-----------------------------------|---------------------|
|  Bournemouth Airport <small>Part of Regional & City Airports</small> | | Fixed Base Operator Licence | | | Risk Rating | High– Reviewed annually | |
| Reference: | BAI-AOPS-041 | Issue: | V1.2 | Owner: | Airfield Services Manager | Department: | Airfield Operations |
| Issue Date: | | 21/10/2025 | Compliance Date: | | 21/10/2025 | Planned Review Start Date: | 31/09/2026 |

1.0 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.

| | | | | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------------------------|-------------------------|---------------|---------------------------|-----------------------------------|---------------------|
|  Bournemouth Airport <small>Part of Regional & City Airports</small> | | Fixed Base Operator Licence | | | Risk Rating | High– Reviewed annually | |
| Reference: | BAI-AOPS-041 | Issue: | V1.2 | Owner: | Airfield Services Manager | Department: | Airfield Operations |
| Issue Date: | | 21/10/2025 | Compliance Date: | | 21/10/2025 | Planned Review Start Date: | 31/09/2026 |

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

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.