



Procedure Number:	CS 206
Procedure Title:	Drone (Remote Pilot Aircraft) Flight on College Property
Relevant Board Policy:	C.2.7 Equipment/Property Management
Relevant SACSCOC Principle:	
Originating Unit:	Vice President for College Services
Maintenance Unit:	Vice President for College Services
Contact for Interpretation:	Vice President for College Services

## I. Purpose

1. This procedure defines the requirements for authorized flight of a small-unmanned aircraft system (sUAS), drone, remote pilot aircraft in compliance with the Federal Aviation Administration (FAA), Joint Base San Antonio – Randolph (JBSA-Randolph), and all applicable federal, state and local laws in association with the Alamo Colleges Northeast Lakeview College policies and procedures.

## II. Definitions

1. Federal Aviation Administration: component of the United States (U.S.) Department of Transportation overseeing the safety of civil administration.
2. Joint Base San Antonio – Randolph: A U.S. military installation where both the U.S. Air Force and U.S. Army conduct operations from Randolph which is located within 5 miles of Northeast Lakeview College. Randolph is home to numerous units, including Headquarters Air Education and Training Command, Air Force Personnel Center, and the host unit, the 12th Flying Training Wing.

## III. Application Requirements

1. Step 1: Joint Base San Antonio – Randolph, Airfield Management, must be contacted at 210-652-3417 or emailed at [Randolph.uas@us.af.mil](mailto:Randolph.uas@us.af.mil) to request military operations approval to operate a sUAS, remote pilot aircraft or drones (“Drones”) on the Northeast Lakeview College campus or within 5 miles of JBSA-Randolph.
  - a. See Attachment A for additional information from Joint Base San Antonio - Randolph.

Once approval is received from JBSA-Randolph, forward JBSA-Randolph approval to Northeast Lakeview College and complete Step 2.

2. Step 2: The operation of sUAS, remote pilot aircraft or drones (“Drones”) on the Northeast Lakeview College campus, on college-controlled property, or at College-affiliated events held elsewhere must be approved by the Vice President for College Services (VPCS) or designee and communicated to the Alamo Colleges District Police Department and Northeast Lakeview College Risk Management.

- a. Complete and submit the attached (Attachment B) flight request form a minimum of 7 business days prior to flight request date. Request will be reviewed and approved/denied by the VPCS, or designee, and returned to the requestor.
3. Note: FAA and JBSA – Randolph regulations, state, federal and College procedures must be adhered to by employees, students, community members and vendors.
  - a. The FAA website will provide the most up to date FAA Drone operating regulations. (faa.gov)
  - b. All employees, students and community members flying in partnership or on behalf of Northeast Lakeview College must comply with 14 CFR Part 107, including its pilot certificate and Drone registration requirements, or model aircraft exceptions to certificate requirements.
    - i. Model aircraft exceptions per FAA:
      - Operators of Drones at educational institutions will be considered hobbyists if they are NOT compensated directly or indirectly for operating the aircraft. Faculty members are generally considered compensated and therefore requiring certification, except for the example below.
      - Uncertificated faculty teaching aviation-related courses at accredited institutions may assist students operating model aircraft for the course if the student maintains operational control of the aircraft.
      - Students conducting model aircraft operations to further their education at accredited educational institutions, such as using a Drone as part of the curricula for a principles of flight or television and film production course, will be classified as hobbyists.
    - ii. All Drones operated by hobbyists or for commercial or educational purposes and weighing more than 0.55 pounds, including payloads such as on-board cameras, must be registered with the FAA.

#### **IV. Requirements for Approved Operations by Joint Base San Antonio - Randolph and Northeast Lakeview College**

1. Drones may not be operated in any way that would create a public safety hazard, an un-due hazard to property or privacy, or in such a way that unduly affects the environment of those working or living within a building, to those entering or exiting a building, those moving about the property or those responding to an emergency.
2. Drones must be under the control of the operator at all times, remain within the line of sight of the operator, and flown only during daylight hours and optimal weather conditions. Operators may operate only one Drone at a time.
3. Drones must not be flown or operated under the influence of any controlled substance, drugs or alcohol.
4. Drones may not be operated under the control of a contractor or another third party unless the College Services Office is first contacted and provides approval to ensure compliance with College contract, insurance, and other College procedures &

policies.

5. Drone use in support of teaching requires that the Faculty, Staff, or student-pilot first obtain approval from the Dean of Academic Success prior to subsequent approval of Vice President for College Services, or designee.
6. Drones may not be operated above public open-air events (over crowds or sporting events), inside public venues, or above thoroughfares. Drones operated for commercial purposes may not be operated over any persons not directly participating in the operation, under a covered structure, or inside a covered stationary vehicle.
7. Per FAA regulations, Drones should not exceed 55 pounds, may not exceed a flying height of 400 feet or be operated within a certain radius of any airport designated by the FAA without prior notice to the airport operator and air traffic controller by the owner. In San Antonio, Drones may not be operated within a 5-mile radius of the San Antonio International Airport or any United States Air Force base without approval of the Airport Operator and the Air Traffic Controller.
8. The potential for injury to persons or property should be considered based upon the size, weight, and flying altitude of the Drone, and the purpose for its use.
9. The privacy rights of others must be given priority.

## **V. Penalties**

1. Failure to register an aircraft may result in regulatory and criminal sanctions. The FAA may assess civil penalties up to \$27,500. Criminal penalties include fines of up to \$250,000 and/or imprisonment for up to three years.
2. Northeast Lakeview College retains the right to enforce additional penalties aligned with Alamo Community College District (ACCD) Board of Trustees policies & procedures.
3. Northeast Lakeview College retains the right to disallow drone usage and college-affiliated flights for failure to comply with FAA, State, Alamo College District and Northeast Lakeview College regulations, policies or procedures.

Attachments: A and B

Originator: College Services

Date Approved: 09/28/2021

Updated:

Approved: \_\_\_\_\_

Title: Vice President for College Services



**Want to fly your drone within  
5 miles of Randolph AFB?**

**Contact Airfield Management:**

**210-652-3417**

**Randolph.UAS@us.af.mil**

For more information, please visit

<https://www.faa.gov/UAS>

<http://www.jbsa.mil/>

**For non-drone related contact, call Public Affairs at 210-652-1272**

Attachment B  
Procedure CS 205

Flight Request Form - Drone (Remote Pilot Aircraft) Flight on College Property

**INSTRUCTIONS**

Complete and submit form a minimum of 7 business days prior to flight request date to:

Vice President for College Services

Administrative Assistant to the Vice President for College Services

**REQUESTOR INFORMATION**

Requesting Organization	
Contact Name	
Contact Phone Number	
Contact Email Address	

**FLIGHT DETAILS** (Attach additional pages as needed)

Flight Date(s)	
Flight Time(s)	
Flight Duration(s)	
Flight Purpose	
Description of Flight Area	
Drone Weight	
Flight Height (altitude)	
Additional Details (as needed)	

**REQUESTOR CERTIFICATION**

Requestor has reviewed NLC procedure CS 205 Drone (Remote Pilot Aircraft) Flight on College Property, has received approval from Joint Base San Antonio – Randolph, and agrees to follow Federal Aviation Administration (FAA) regulations, state regulations and laws, federal regulations and laws, and NLC procedures.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**VICE PRESIDENT FOR COLLEGE SERVICES REVIEW**

Request approved	
Request denied	
Note: Forward completed form to requestor, Alamo Colleges District Police Department (ACPD), NLC Risk Management, NLC Information and Communication Technologies, Marketing and Strategic Communications, Vice President for Academic Success and Vice President for Student Success	

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature