



## TENANT DIRECTIVE

MTN: 200.3

Date: December 15, 2013

TITLE: Aircraft Experimental Test Flights

I. References:

- A. Federal Aviation Regulation (FAR), Part 21
- B. Federal Aviation Administration Advisory Circular 20-27D
- C. Code of Maryland Regulations (COMAR) 11.03.02.02M, 11.03.02.09, and 11.03.02.04.
- D. This Directive supersedes MTN Tenant Directive 200.3, dated April 1, 2004.

II. Directive Statement:

- A. The Maryland Aviation Administration (MAA) will allow aircraft test flights and related experimentation at Martin State Airport (MTN) provided all reasonable safeguards and procedures are used to minimize hazards to the operator as well as to persons and property on the ground.
- B. The MTN Director has the sole authority to approve or disapprove the occurrence of experimental test flights at MTN and may withdraw approval if the operator fails to adhere to the provisions of this Directive.

III. Procedures:

A. Obtaining Approval

- 1. To conduct an experimental test flight(s), a request must be made in writing to the MTN Director at least fourteen (14) days prior to the proposed occurrence(s).

2. A copy of each of the following documents must accompany the written request:
    - a. An Airworthiness Certificate for the aircraft to be used, along with a copy of any flight limitations imposed by Federal Aviation Administration.
    - b. All pilot credentials required by FAA for the person(s) conducting the flight(s).
    - c. An outline of the FAA-approved ground and flight test program to be conducted.
    - d. An indemnification less statement (see Attachment 1) releasing the State of Maryland, Maryland Department of Transportation, Maryland Aviation Administration, Martin State Airport, and their employees from any and all claims, suits, losses, injuries to persons or damage to property of any kind arising out of the testing of the aircraft at MTN.
    - e. Insurance policies indicating type and amount satisfactory to the MAA.
  3. The MTN Director will review the request and, if approved, will notify the requestor and MTN Control Tower of such approval and will advise the requestor of required participation in a pretest conference to be held with the MTN Director prior to the test flight.
  4. If disapproved, the MTN Director will advise the requestor of the reasons for disapproval.
- B. Pretest Conference
1. The MTN Director, MTN Air Traffic Manager, and the pilot(s) will meet prior to the test flight.
  2. This conference will review the operational aspects of the tests and their impact on other MTN activity.
  3. The pilot(s) must be prepared to demonstrate satisfactorily to the MTN Director acquaintance with all available information relating to safe and efficient operating procedures concerning experimental aircraft, including all FAA Advisory Circulars, Regulations, or other references.

C. Preparation of Test Flight

1. On the day of the test flight, the pilot(s) shall contact the MTN Control Tower Controller-in-Charge (CIC), in person or by telephone, and outline the portion of the test program to be conducted that day.
2. The MTN Control Tower CIC, will convey any special instructions regarding field conditions, active runway, weather conditions, or special activities which may pose conflicts.
3. Two-way radio contact between the MTN Control Tower, the test aircraft and/or support vehicle(s) is required.
4. The person conducting the test must provide ground support consisting of one motor vehicle and a minimum of two licensed drivers. The support staff must be competent and able to promptly respond with assistance in case of mechanical defects or mishaps. Vehicle and driver must be in compliance with COMAR 11.03.02.04.

D. Test Flight Guidelines

1. All ground tests prior to the initial flight time will be considered test flights.
2. There is no waiver of the requirement for two-way radio communication with the MTN Control Tower.
3. The test flight shall be conducted in strict compliance with all flight limitations imposed by the FAA and in compliance with all instructions of the MTN Control Tower.
4. If the pilot(s) fail(s) to adhere to the provisions of this Directive, or if the MTN Director determines that the test cannot be continued with reasonable safety, approval for conducting the test will be withdrawn.

**ELECTRONIC COPY**  
**ORIGINAL ON FILE IN AIRPORT OPERATIONS**

Al Pollard, A.A.E., Director,  
Martin State Airport

Attachment: Indemnification Statement

**INDEMNIFICATION STATEMENT**

The undersigned, owner of \_\_\_\_\_, \_\_\_\_\_  
(description of aircraft), hereby agrees to conduct experimental ground and flight  
operations of said aircraft in a lawful manner and in accordance with safety  
procedures set forth in MTN Tenant Directive 200.3, and all references in section  
one thereof, and assumes all risks incident to or in connection with the testing of  
said aircraft at Martin State Airport, and shall be responsible for any and all  
claims, suits, losses, damages or injuries of any kind to persons or property caused  
by the testing of said aircraft at Martin State Airport, and shall indemnify and hold  
harmless the State of Maryland, Maryland Department of Transportation,  
Maryland Aviation Administration, its officials, employees, agents and  
representatives from any and all claims, suits, losses, damages or injuries of any  
kind due to any act, omission or negligence of the undersigned, its agents,  
representatives or employees, arising out of the testing of the aircraft at Martin  
State Airport.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date