



REDEFINING WHAT'S POSSIBLE

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October 1, 2025

Rodney Joel, Director
Angela Muder, Compliance Specialist
Federal Aviation Administration
Office of Airports
901 Locust, Room 364
Kansas City, MO 64106

Rodney.joel@faa.gov
Angela.Muder@faa.gov

Re: Corrective Action Plan for Informal Complaint Received October 14, 2024.

Dear Mr. Joel and Ms. Muder,

Please allow me to introduce myself. I am the new Airport Manager at Max B. Swisher Skyhaven Airport. I began my role here on September 2nd 2025. Since that time, I have familiarized myself with the Corrective Action Plan for the Informal Complaint received October 14, 2024.

I am writing to document UCM's ongoing progress regarding the Corrective Action Plan in accordance with the FAA's instructions, which requires a bi-weekly report of progress.

According to the revised CAP, "UCM will develop a Compliance Monitoring Plan to routinely document efforts to ensure airport users' compliance with Rules and Regulations" with a completion date of October 1st 2025.

This Compliance Monitoring Plan has been created, along with a form to ensure compliance. This form will be utilized once a year to inspect all UCM occupied hangars, as well as all UCM's lessee's hangars. A general information paragraph has also been created and placed in our Rules and Regulations Section 1-4. E and reads as follows;

1-4. E. COMPLIANCE MONITORING. All users of the airport, including licensees, tenants, and UCM are subject to an Annual Compliance inspection completed by Airport management and/or authorized representatives. The inspection will consist of hangar/facilities condition, safety and fire prevention, and any violations of these Rules and Regulations, MOAs, or Leases.

Attached you will find a copy of the form to be used during these compliance inspections, as well as a copy of the Airport Compliance Monitoring Plan.

All other items identified in your most recent correspondence of September 4th, 2025 will be addressed and completed in my next bi-weekly report on, or before, October 15th, 2025.

UCM is committed to working closely with the FAA to resolve the complaint and move forward with additional development projects that further expand our airports capabilities and provide additional amenities that support the flying public. All of which increases operations and revenue that will perpetuate growth for our community and the region.

Sincerely,

Robert W. Little

Robert W. Little, C.M.

Airport Manager

University of Central Missouri

Max B. Swisher Skyhaven Airport

Office: (660) 543- 4916 rlittle@ucmo.edu

Hangar #:

Licensee Name(s):

Date:

Inspector's Name(s):

Post Inspection Compliance Status:

☐ Compliant

☐ Non-Compliant (See Back of Sheet)

Airport Hangar Compliance Monitoring Form

| <input checked="" type="checkbox"/> | Administrative Compliance | Notes/Findings |
|-------------------------------------|---|----------------|
| <input type="checkbox"/> | Current lease agreement on file | |
| <input type="checkbox"/> | Contact information up to date | |
| <input type="checkbox"/> | Insurance documentation current and valid | |
| <input type="checkbox"/> | No unauthorized subleasing | |

| <input checked="" type="checkbox"/> | Hangar Use Compliance | Notes/Findings |
|-------------------------------------|--|----------------|
| <input type="checkbox"/> | Hangar used for aeronautical purposes only | |
| <input type="checkbox"/> | No residential use or overnight habitation | |
| <input type="checkbox"/> | No unauthorized commercial activity | |
| <input type="checkbox"/> | Aircraft storage consistent with lease terms | |

| <input checked="" type="checkbox"/> | Safety & Fire Protection | Notes/Findings |
|-------------------------------------|--|----------------|
| <input type="checkbox"/> | Clear access to exits and doors | |
| <input type="checkbox"/> | Fire extinguishers present, inspected, and accessible | |
| <input type="checkbox"/> | No excessive storage of flammable liquids | |
| <input type="checkbox"/> | Electrical wiring, cords, and panels in good condition | |
| <input type="checkbox"/> | No blocked fire lanes or emergency access routes | |

| <input checked="" type="checkbox"/> | Environmental Compliance | Notes/Findings |
|-------------------------------------|---|----------------|
| <input type="checkbox"/> | No evidence of fuel, oil, or chemical spills | |
| <input type="checkbox"/> | Proper disposal of hazardous materials | |
| <input type="checkbox"/> | Secondary containment for fluids where required | |
| <input type="checkbox"/> | No evidence of stormwater contamination risks | |

| <input checked="" type="checkbox"/> | Structural & Maintenance | Notes/Findings |
|-------------------------------------|--|----------------|
| <input type="checkbox"/> | Hangar doors operational and safe | |
| <input type="checkbox"/> | Roof, walls, and floor free of significant damage | |
| <input type="checkbox"/> | Lighting functional and adequate | |
| <input type="checkbox"/> | No unauthorized modifications to structure | |
| <input type="checkbox"/> | Proper housekeeping, free of debris and obstructions | |

Violation(s):

Corrective Action(s):

Inspector Signature:

Date:

Licensee Signature (if present):

Date:

Airport Compliance Monitoring Plan

Purpose: The purpose of this Compliance Monitoring Plan is to ensure that all airport users, including licensees, tenants, and the University of Central Missouri (UCM), comply with airport Rules and Regulations, Memorandums of Agreement (MOAs), and lease agreements. The plan provides a structured process for conducting annual inspections to verify compliance, identify deficiencies, and ensure corrective actions are taken.

Scope: This plan applies to all airport facilities, hangars, and associated premises under lease, MOA, or license agreements, as well as areas operated by UCM.

Frequency: Compliance inspections will be conducted for every hangar and facility at a minimum annually. Additional inspections may be conducted if deemed necessary to ensure compliance.

Authority: Inspections will be carried out by Airport Management and/or authorized representatives.

Notification: Tenants and licensees will be notified at least 24 hours in advance of scheduled inspections.

Inspection Areas: Annual compliance inspections will evaluate at a minimum the following categories, as outlined in the Airport Hangar Compliance Monitoring Form:

1. Administrative Compliance
 - Current lease agreement on file
 - Up-to-date contact information
 - Valid insurance documentation
 - No unauthorized subleasing
2. Hangar Use Compliance
 - Hangar used for aeronautical purposes only
 - No residential use or overnight habitation
 - No unauthorized commercial activity
 - Aircraft storage consistent with lease terms
3. Safety & Fire Protection
 - Clear access to exits and doors
 - Fire extinguishers present, inspected, and accessible
 - No excessive storage of flammable liquids
 - Electrical wiring and panels in safe condition

- Fire lanes and emergency access routes unobstructed
4. Environmental Compliance
- No fuel, oil, or chemical spills present
 - Proper disposal of hazardous materials
 - Secondary containment in use where required
 - No stormwater contamination risks
5. Structural & Maintenance
- Hangar doors operational and safe
 - Roof, walls, and floor free from significant damage
 - Lighting functional and adequate
 - No unauthorized structural modifications
 - Proper housekeeping, free of debris and obstructions

Documentation: Each inspection will be recorded using the KRCM Annual Compliance Monitoring Inspection Form and will be archived with the tenant's lease agreements, MOA's, or other documenting information as necessary. The findings will be documented as Compliant or Non-Compliant. Non-compliant findings must include a description of the violation and recommended corrective actions. Additionally, non-compliant findings will also require follow-up inspections as necessary to ensure corrective actions have taken place. These inspections can be scheduled or unscheduled as deemed necessary by airport management.

Post-Inspection Process:

1. Report Review: Inspection findings will be reviewed by Airport Management.
2. Notification: Tenants/licensees will be notified in writing of any violations and required corrective actions.
3. Corrective Action Timeline:
 - Tenants/licensees will be given a reasonable timeframe (determined by Airport Management) to address deficiencies.
 - Follow-up inspections may be scheduled to verify compliance.
4. Enforcement: Failure to correct violations may result in penalties, lease actions, or other enforcement as provided under airport Rules and Regulations.

Continuous Improvement: Inspection findings will be analyzed annually to identify recurring issues or trends. Results will be used to improve airport safety, environmental protection, and facility management practices.