



Huntsville, Alabama

305 Fountain Circle
Huntsville, AL 35801

Cover Memo

Meeting Type: City Council Regular Meeting **Meeting Date:** 3/12/2026

File ID: TMP-6637

Department: Police

Subject:

Type of Action: Approval/Action

Resolution authorizing the Mayor to enter into a special employee agreement between the City of Huntsville and Chad Tillman.

Resolution No.

Finance Information:

Account Number: 1000-41-41204-501010-00000000

City Cost Amount: \$103,000

Total Cost: \$103,000

Special Circumstances:

Grant Funded: n/a

Grant Title - CFDA or granting Agency: n/a

Resolution #: n/a

Location: (list below)

Address: n/a

District: District 1 District 2 District 3 District 4 District 5

Additional Comments: Chad Tillman is being hired as a full-time special employee to support the City's unmanned aerial systems (Drone program) which has grown significantly since its inception.

RESOLUTION NO. 26-____

BE IT RESOLVED by the City Council of the City of Huntsville, Alabama, that the Mayor be, and he is hereby authorized to enter into an Agreement by and between the City of Huntsville and Chad Tillman, on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to that certain document attached hereto and identified as "Special Employee Agreement between the City of Huntsville and Chad Tillman" consisting of six (6) pages and the date of March 12, 2026 appearing on the margin of the first page, together with the signature of the President or President Pro Tem of the City Council, an executed copy of said document being permanently kept on file in the Office of the City Clerk of the City of Huntsville, Alabama.

ADOPTED this the 12th day of March, 2026.

President of the City Council
Of the City of Huntsville, Alabama

APPROVED this the 12th day of March, 2026.

Mayor of the City of
Huntsville, Alabama

3. Employee shall receive all City of Huntsville employee benefits, including but not limited to sick leave, vacation pay, holiday pay, the opportunity to participate in the City's employee health plan and participation in the Retirement System of Alabama.
4. As available, Employee shall be provided the use of a City vehicle to fulfill the essential functions and responsibilities of Employee's job as detailed in Exhibit A. The Chief of Police or his designee shall determine the appropriate vehicle to be used by Employee.
5. Employee shall be authorized to attend relevant technical conferences, training sessions, and meetings of the State of Alabama Unmanned Aircraft Systems (UAS) Committee or other related professional gatherings deemed beneficial to the performance of this contract and as authorized by the Chief of Police.
 - a. Such authorized attendance shall be for the purpose of maintaining current technical knowledge, ensuring compliance with applicable standards and regulations, and representing the interests of the City's UAS Program at the State level in matters pertaining to UAS operations and policy.
 - b. All reasonable and authorized expenses directly associated with such attendance, including registration or conference fees, travel, lodging, meals, and related incidental costs, may be reimbursable in accordance with applicable City of Huntsville travel policies and pre-approved by the Chief of Police or his designated representative.
 - c. The employee shall provide advance notice and obtain written approval from the Chief of Police or his designated representative prior to attending any such events.
 - d. Upon completion of the event, employee shall provide the Chief of Police or his designated representative a brief summary report outlining key takeaways,

potential applications to the City's UAS Program, and any relevant materials or recommendations resulting from participation.

6. Employee shall have no authorization to incur any debt or obligation on behalf of the City.
7. The term of the contract shall be for a period of one (1) year commencing on March 16, 2026, and may be extended for two additional 12-month terms, by mutual written contract amendment as approved by the City Council and the Employee. Any increases in the annual salary for a second or third year shall be limited to the cost-of-living percentage increase approved for all city employees, if any, as approved the City Council for the then current fiscal year.
8. This contract may be terminated by either party upon thirty (30) days' written notice being provided to the other party.
9. During the term of this Agreement, Employee shall be required to work a minimum of 40 hours per week but shall not be compensated for any hours in excess of 40.
10. Employee agrees to adhere to all Policies and Procedures of City and HPD, including HPD Written Directives.
11. Employee acknowledges that confidential information may be made available to him in connection with his work pursuant to this agreement. Such information shall be considered confidential, privileged and sensitive and shall not be distributed or disclosed to anyone outside of the necessary law enforcement agencies at any time following the execution of this Agreement. This clause shall survive the termination of this Agreement.
12. This agreement constitutes the entire agreement between the parties.

13. The Parties agree that any form of electronic signature, including but not limited to signatures via facsimile, scanning, or electronic mail, may substitute for the original signature and shall have the same legal effect as the original signature.

14. This agreement shall be governed by the laws of the State of Alabama. Jurisdiction and venue of any action to enforce the terms of this agreement shall be in the Circuit Court of Madison County, Alabama or the United States District Court for the Northern District of Alabama, Northeastern Division.

15. This agreement constitutes the entire agreement between the parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first above written.



Chad Tillman, an individual

ATTEST:

CITY OF HUNTSVILLE, ALABAMA
a municipal corporation

BY: _____
Shaundrika Edwards

ITS: City Clerk

BY: _____
Tommy Battle

ITS: Mayor

Exhibit A

UAS/UAV Coordinator

Job Specification and Duties

General Purposes

The UAS/UAV (Unmanned Aircraft Systems and Unmanned Aerial Vehicles) Coordinator is responsible for coordinating the City's small Unmanned Aerial Systems (sUAS) program, UAS Team administration, training, operational procedures, and maintenance and sustainment of UAS and UAS related equipment, including but not limited to ensuring team meets FAA training and flight regulation.

Essential Functions

- Provide administrative direction, training and oversight for the department's UAS/UAV program.
- Consolidate all current and new City department sUAS operations into one city wide program to address certification, training, operations and sustainment while supporting the unique needs of each City department.
- Aid City department sUAS teams and City leaders in developing strategies to grow and sustain sUAS efforts through best practices while developing community support.
- Provide independent review of accidents and mishaps and ensure that all City department teams are operating within the rule of law and FAA (Federal Aviation Administration) requirements.
- Transform the City sUAS program into an sUAS Center of Excellence for public safety UAS operations whereby outside agencies may send pilots for quality UAS training and certification. The sUAS program will actively seek opportunities to develop regional and statewide sUAS standards. Training courses will be developed and taught on a regular annual schedule and will include hosting sUAS symposiums to draw national interest and participation.
- Interface with surrounding city, county and state UAS programs and associated agencies such as ALDOT (Alabama Department of Transportation), the Alabama State Aviation Office, NOAA (National Oceanic and Atmospheric Administration), FEMA (Federal Emergency Management Agency) and EMA (Huntsville-Madison County Emergency Management Agency) and facilitate joint agency agreements, where applicable and appropriate.
- Provide all necessary services and assistance to facilitate City departments in obtaining and/or maintaining necessary certifications to include any FAA Certificates of Authorization (COA) necessary to operate a sUAS program as a public entity.
- Develop and update policies and procedures to include standard operating procedures (SOPs) or departmental policies that address personnel roles and responsibilities, basic aircraft procedures, pilot qualifications, basic equipment required for all flights, and safety and maintenance programs; checklists and maintenance documents; and reporting procedures, including preparation of internal and external (FAA) reporting documents.
- Provide City departments with direct support for logging and bookkeeping.

- Provide City departments with up to date research on new flight methods and industry standards.
- Incorporate and abide by any new FAA regulations and policies, including those adopted or enacted after the execution of this agreement.
- Timely file and submit any NOTAMS (Notice to Airmen) and COA (Certificate of Authenticity) filings with the FAA.
- Provide accident investigation of sUAS mishaps and file required reports with FAA and NTSB (The National Transportation Safety Board).
- Review, research and implement next generation aircraft, remote identification (ID), and enhanced operational parameters to ensure City operators are current.
- Investigate new sUAS types, and recommend implementation as appropriate and/or necessary, to include tethered and fixed wing capabilities.
- Coordinate, develop and deliver basic and advanced training courses to Huntsville City sUAS pilots to include skills testing based on the NIST (National Institute for Standards and Technology) sUAS training methodology.
- Conduct continuation and currency training for operators that are already FAA certified.
- Provide operator evaluations (written, oral, and practical) in association with SOPS, written directives or other departmental policies created by the City pertaining to sUAS.
- Coordinate with City departments to develop and document additional training classes for subject matter expert certification. These courses will be offered on a regular basis both for initial training and recurrent certification.
- Ensure that all City sUAS instructors and operators are FAA Part 107 certified and have United States Department of Defense secret or higher clearances.
- Ensure that the City maintains a FAA approved night waiver, as designated in Title 14 of the Code of Federal Regulations part 107, and airspace authorization with Redstone Army Airfield.
- Ensure the City has either a Pilot-in-Command (PIC) for operations conducted by City and / or assist department leadership in deployment of sUAS teams, as directed.
- Coordinate repair of any damaged system through authorized repair centers; Make sure that City is extended any manufacturer's warranty on any part used to repair or maintain the system; Provide City with an advance written estimate of the cost to repair any damaged system prior to any work being initiated and completed; and make sure City approves in writing all maintenance requests / contracts prior to work being performed.