

# United Kingdom Overseas Territories Aviation Circular

OTAC 139-29

## Certification of Aerodromes - Guidance for Applicants

Issue 1.00  
1 March 2021

Effective on issue

### GENERAL

Overseas Territories Aviation Circulars are issued to provide advice, guidance and information on standards, practices and procedures necessary to support Overseas Territory Aviation Requirements. They are not in themselves law but may amplify a provision of the Air Navigation (Overseas Territories) Order or provide practical guidance on meeting a requirement contained in the Overseas Territories Aviation Requirements.

### PURPOSE

This Overseas Territories Aviation Circular provides guidance to aerodrome operators on application requirements for Aerodrome Certification.

### RELATED REQUIREMENTS

This Circular relates to OTAR Part 139.

### CHANGE INFORMATION

First issue.

### ENQUIRIES

Enquiries regarding the content of this Circular should be addressed to Air Safety Support International at the address on the ASSI website [www.airsafety.aero](http://www.airsafety.aero) or to the appropriate Overseas Territory Aviation Authority.

**CONTENTS**

1. INTRODUCTION .....3  
2. AERODROME CERTIFICATION PROCESS .....3  
3. EXPRESSION OF INTEREST .....3  
4. APPLICATION FOR AN AERODROME CERTIFICATE .....3  
5. AERODROME MANUAL .....4  
6. SUMMARY .....5  
7. REFERENCES .....5

## 1. Introduction

- 1.1 OTAR Part 139 defines the requirements for Aerodrome Operators on the Aerodrome Certification process in line with ICAO Annex 14.
- 1.2 ICAO Doc 9774 includes additional information on Aerodrome Certification.
- 1.3 This OTAC draws attention to additional information on the Aerodrome Certification and documents required during this process.

## 2. Aerodrome Certification Process

The aerodrome certification process should comprise the following, as a minimum:

- i. dealing with the expression of interest by an applicant for the Aerodrome Certificate;
- ii. assessing the formal application, including evaluation of the Aerodrome Manual;
- iii. assessing the aerodrome facilities and equipment;
- iv. issuing or refusing an Aerodrome Certificate; and
- v. promulgating the certified status of an aerodrome and the required details in the AIP.

## 3. Expression of Interest

- 3.1. Aerodrome operations may commence after the Aerodrome Operator has been issued with an Aerodrome Certificate. The first step is to declare and expression of interest which should also be accompanied by a flight operations assessment.
- 3.2. The flight operations assessment should take into consideration:
  - i. the proximity of the aerodrome to other aerodromes and landing sites, including military aerodromes;
  - ii. obstacles and terrain;
  - iii. any excessive operational restriction requirements;
  - iv. any existing restrictions and controlled airspace;
  - v. any existing instrument procedures.
- 3.3. The applicant may only proceed further with the application once it has been established that the location specified in the application will not endanger the safety of aircraft operations.

## 4. Application for an Aerodrome Certificate

- 4.1 OTAR Part 139 specifies those documents which should be included in the application for an Aerodrome Certificate.
- 4.2 All documents will be assessed by the relevant Aerodrome Inspector. The assessment should include:
  - i. a review of the flight operations assessment carried out prior to the applicant declaring their expression of interest.
  - ii. an aeronautical study.
  - iii. an assessment of the Aerodrome Manual submitted by the applicant.
  - iv. a site visit.

- 4.3 A site visit is undertaken for the purpose of assessing the aerodrome facilities, services and equipment to verify and ensure that they comply with the specified standards and practices.
- 4.4 A site visit may include:
- a. on-site verification of aerodrome data;
  - b. the checking of aerodrome facilities and equipment, which should include:
    - i. dimensions and surface conditions of:
      - runway;
      - runway shoulders;
      - runway strip;
      - runway end safety areas;
      - stopways and clearways;
      - taxiways;
      - taxiway shoulders;
      - taxiway strips;
      - aprons.
    - ii. the presence of any obstacles in the obstacle limitation surfaces
    - iii. aeronautical ground lighting, including any related flight check records as follows:
      - runway and taxiway lighting;
      - approach lights;
      - PAPI/APAPI;
      - apron floodlighting;
      - obstacle lighting;
      - pilot-activated lighting, if applicable; and
      - visual docking guidance systems, if applicable.
  - c. standby power;
  - d. wind direction indicators;
  - e. illumination of the wind direction indicators;
  - f. aerodrome markings and markers;
  - g. signs in the movement areas;
  - h. tie-down points for aircraft, if applicable;
  - i. ground earthing points;
  - j. rescue and fire-fighting equipment and installations;
  - k. aerodrome maintenance equipment, particularly for the airside facilities maintenance including runway surface friction measurement;
  - l. runway sweepers and snow removal equipment;
  - m. disabled aircraft removal equipment;
  - n. wildlife management procedures and equipment;
  - o. two-way radios installed in vehicles for use by the aerodrome operator on the movement area;
  - p. the presence of lights that may endanger the safety of aircraft; and
  - q. fuelling facilities.

## 5. Aerodrome Manual

- 5.1 OTAR Part 139 defines the requirement for an Aerodrome Manual.
- 5.2 OTAC 139-9 provides guidance on Aerodrome Manuals.

- 5.3 Additional guidance on this matter is provided in ICAO Doc 9774 and Doc 9981.
- 5.4 The Applicant for the Aerodrome Certificate must ensure that the Aerodrome Manual complies with these requirements and guidelines.

## **6. Summary**

The Aerodrome Certification process ensures full compliance with regulations promulgated by the OTARs and applicable ICAO Annexes. This complex process may result in the grant of an Aerodrome Certificate once the Applicant has satisfied the Governor that all the requirements of OTAR Part 139 and Annex 14 have been met. The information contained in this document should be used as a guide to assist with the Aerodrome Certification process.

## **7. References**

ICAO Doc 9774 – Manual on the Certification of Aerodromes, First Edition – 2001  
ICAO Doc 9981 – PANS Aerodromes, Third Edition - 2020  
OTAR Part 139 – Certification of Aerodromes, Issue 8  
OTAR Part 139-9 – Aerodrome Manual, Issue 3