

United Kingdom Overseas Territories Aviation Circular

OTAC 139-29

Certification of Aerodromes - Guidance for Applicants

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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

This second edition incorporates minor editorial changes.

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 or to the appropriate Overseas Territory Aviation Authority.

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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 development projects changes

- 5.1 The holder of the aerodrome certificate should create a procedure outlining how changes which do not require the prior approval of the Governor will be processed. Before being used, the procedure will require the Governor's approval.
- 5.2 The approved procedure should outline the process for notifying the Governor of all changes that do require such approval. It should be included in the Aerodrome Manual and cross-referenced to other formally-accepted or recognised publications.
- 5.3 All changes to the aerodrome infrastructure, its operation, and its management that do not meet the requirements for changes requiring prior approval, should be included in the procedure's scope of changes.
- 5.4 Changes that will require prior approval:
- a. Changes to the Accountable Manager postholder;
 - b. Changes to the senior persons listed in the aerodrome manual;
 - c. Developments on, or affecting, the movement area;
 - d. Terminal extensions not affecting the movement area;
 - e. Safety-critical aerodrome equipment;
 - f. Changes affecting the terms of the certificate.
- 5.5 Changes that will not require prior approval:
- a. Passenger walkways;
 - b. New windsocks/relocation of windsock;
 - c. AGL replacement (like-for-like);
 - d. Use of cranes;
 - e. Unforeseen temporary reduction in RFFS capability;
 - f. Pre-planned maintenance and rubber removal.

6. Amendment of aerodrome certificate

- 6.1. An Aerodrome Certificate may be amended if the changes and developments are not deemed to be significant. Aerodrome developments are classified as either major or minor. When an application is submitted to the Governor for the approval of a significant development project at an aerodrome, it is treated as a new application. This initiates the aerodrome certification process.
- 6.2. If an applicant wishes to amend an existing Aerodrome Certificate in a manner that is not classified as a major development, they shall apply to the Governor using the appropriate application form. This will then be evaluated, and changes to the Aerodrome Certificate's Appendix will be made.

6.3 Generally, the projects listed in the Table below qualify as major developments:

Project	Description
New runway	A development resulting in the construction of a 'new' runway (e.g., new construction or the change of an existing grass surface to a hard surface).
Runway extension	A runway extension that results in modifying declared distances or the addition of a RESA.
Threshold relocation (instrument status)	A development in which the instrument runway threshold is relocated or a non-instrument runway threshold is relocated in preparation for instrument runway status.
AGL installation, instrument status runways	A new lighting installation or upgrade that enables additional operations (e.g., low visibility or at night).
New buildings/structures	A proposal for a new or expanded terminal, hangars, or other structures which may affect aircraft operations.
Installation of aids to navigation	An ILS or MLS, glide path or associated equipment, radar, or other navigational equipment installation.
Taxiway development	Taxiway development.
Apron development	A new apron or development of an existing apron which results in a significant increase in area.
New or replacement control tower	New or replacement control tower.
Any other development that materially affects the basis for granting the aerodrome certificate or licence.	

Note: This list is illustrative only; projects may be excluded or included depending on the complexity of the proposal and the level of required regulatory oversight.

7. Aerodrome Manual

- 7.1 OTAR Part 139 defines the requirement for an Aerodrome Manual.
- 7.2 OTAC 139-9 provides guidance on Aerodrome Manuals.
- 7.3 Additional guidance on this matter is provided in ICAO Doc 9774 and Doc 9981.
- 7.4 The Applicant for the Aerodrome Certificate must ensure that the Aerodrome Manual complies with these requirements and guidelines.

8. Summary

Aerodrome Certification, Aerodrome Certificate Amendment, and Aerodrome Development Changes processes ensure full compliance with OTARs and applicable ICAO Annex(s) regulations. Once the Applicant has satisfied the Governor that all of the requirements of OTAR Part 139 and Annex 14 have been met, the Governor may grant or amend an Aerodrome Certificate. This information contained in this document should be used as a guide to assist with the Aerodrome Certification process.

9. 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