



Advisory Circular

AC 139-02(0)

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APPLYING FOR AN AERODROME CERTIFICATE

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1. REFERENCES

CASR 139.045, MOS-Part 139.

2. PURPOSE

CASR Part 139 introduced an aerodrome certification system that replaces the previous aerodrome licensing system. Operators of aerodromes used by aircraft of more than 30 passenger seats conducting air transport operations will be required to have an aerodrome certificate. The purpose of this Advisory Circular (AC) is to describe in detail what an aerodrome operator needs to do to get a new aerodrome certificate. This AC is applicable to operators of aerodromes that were licensed before the advent of CASR Part 139 and new applicants for aerodrome certificates.

3. STATUS OF THIS AC

This is the first AC to be issued under Part 139. It replaces a previous Civil Aviation Advisory Publication on the subject of aerodrome licensing (CAAP 89B).

Advisory Circulars are intended to provide recommendations and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain regulatory requirements by providing interpretative and explanatory material.

Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.

ACs should always be read in conjunction with the referenced regulations

4. WHICH AERODROME NEEDS A CERTIFICATE

4.1 Only aerodromes used by aircraft with more than 30 passenger seats or with payload of more than 3400 kg, and engaged in air transport operations, need a certificate.

4.2 However, the option for aerodrome certification is available to all aerodromes provided they meet the conditions of certification.

4.3 When CASR Part 139 comes into effect, operators of unlicensed aerodromes currently used by aircraft with more than 30 passenger seats in charter transport operations will need to be in possession of an aerodrome certificate, to allow such operations to be accommodated at the aerodrome. To cover the period of the aerodrome certification process which may take a few months, CASA may issue a temporary certificate under CASR 139.085 or grant an exemption under CASR 139.020. Operators of this type of aerodrome should liaise with the CASA Aerodrome Inspector in their area as soon as possible, to work out the certification program.

5. WHO CAN APPLY FOR THE CERTIFICATE

5.1 The applicant for an aerodrome certificate should be the operator of the aerodrome who can either be:

- (a) the owner of the land on which the aerodrome is located;
- (b) the occupier of the land on which the aerodrome is located; or
- (c) the actual person or organisation be operating the aerodrome.

5.2 If the applicant is not the owner or occupier of the aerodrome, then a written consent of the owner or occupier of the land on which the aerodrome is located will be required.

6. WHAT DOES AN APPLICANT NEED TO DO BEFORE SUBMITTING THE APPLICATION

6.1 Application for an aerodrome certificate is processed by a CASA Aerodrome Inspector. The applicant should establish early dialogue with the relevant CASA area Aerodrome Inspector, to ensure that the preparatory efforts are on the right track.

6.2 The legal requirements for aerodrome certification are contained in CASR Part 139. This document is on CASA website and can be accessed through: www.casa.gov.au.

6.3 The applicant will need to ensure that the aerodrome facilities and equipment are compliant with the relevant safety standards. Aerodrome standards are published in a CASA document named Manual of Standards – Part 139 (MOS-Part 139). This document is also posted on the CASA website. The MOS-Part 139 document, and subsequent amendments, can be acquired from:

Document Control Officer
Civil Aviation safety Authority
GPO Box 2005
Canberra City ACT 2601

Aerodrome Manual

6.4 One of the requirements for a certificate application is the preparation of an aerodrome manual. CASR Part 139 prescribes the contents of the manual. It is important that the aerodrome operating procedures proposed for the aerodrome are appropriate for the circumstances of the aerodrome and are commensurate with the level of aircraft activities.

6.5 The Aerodrome Manual is a living document, subject to change from time to time. It is recommended that it be held in a sturdy, loose-leaf folder. The Aerodrome Manual Control must develop an appropriate system to record changes, provide a checklist for currency and maintain a distribution register for on-going distribution of amendments.

6.6 The applicant needs to provide a list of aerodrome data for promulgation in the Aeronautical Information Publication – Enroute Supplement (AIP-ERSA) when the aerodrome is duly certified. This information is used by pilots operating into the aerodrome and it is paramount that the information supplied is accurate. Some of the aerodrome operational information requires detailed measurement and survey in accordance with specified standards. It is important that the person or persons carrying out the task have the appropriate qualification(s), experience and knowledge to do so. It should be noted that although CASA will check that the information provided is in order, responsibility for the accuracy of information rests with the applicant.

7. CONDITIONS THAT MUST BE SATISFIED TO GET A CERTIFICATE

7.1 Before a certificate is granted, CASA will need to be satisfied that:

- (a) the aerodrome's facilities and equipment are in accordance with the standards specified in the Manual of Standards (MOS-Part 139);
- (b) the Aerodrome Manual contains all of the particulars required under the regulations;
- (c) the aerodrome's operating procedures, as documented in the Aerodrome Manual, make satisfactory provision for the safety of aircraft; and
- (d) the applicant will be able to properly operate and maintain the aerodrome.

7.2 In assessing an application, CASA will be looking particularly for evidence that:

- (a) the aerodrome movement area conforms to the standards specified in MOS-Part 139;
- (b) the aerodrome operational information to be promulgated in AIP-ERSA has been correctly gathered, and thoroughly verified, by appropriately qualified person(s);
- (c) the aerodrome operating procedures show a clear understanding of the responsibilities of the operator and are adequate for the particular aerodrome concerned;
- (d) personnel employed at the aerodrome have the appropriate skill, experience and training.

8. AN APPLICANT WHOSE AERODROME HAS FACILITIES NOT IN COMPLIANCE WITH STANDARDS

8.1 Under certain circumstances, an aerodrome with facilities not in compliance with the standards may still be accepted in the aerodrome certification process. Often this will require CASA to conduct a special assessment of the non-standard facility and determine how the facility may be used without diminishing safety. Solutions can include alternative means to meet the intent of the safety standard or imposing restrictions to aircraft operations.

8.2 The applicant should liaise with the relevant CASA Aerodrome Inspector. Where appropriate, the costs of CASA assessment will have to be borne by the applicant.

9. AERODROME CERTIFICATION FEE

9.1 An applicant will have to pay, at the time of submitting the application, a certificate processing fee. This fee is based on a scheduled rate of charge and is dependent on the expected amount of effort for CASA to process the application.

9.2 Contact the relevant CASA Aerodrome Inspector to get a quote for the certification fee. Getting the Aerodrome Inspector involved early in the preparatory process will allow him to have a better picture of the application and determine the effort required to process the application.

10. MAKING AN APPLICATION

10.1 Complete a copy of the application form shown in MOS-Part 139 and submit to:

Team Leader, Aerodromes
Aerodrome and Airspace Regulation Division
PO Box 2005
Canberra ACT 2601

Telephone: 131 757 or (02) 9780 3058

together with two copies of the Aerodrome Manual.

10.2 An application processing fee will apply.

10.3 A copy of the final agreed version will be returned to the applicant and the other copy retained by CASA for on-going compliance checking purposes.

11. CASA APPROVAL PROCESS

11.1 To ensure that the application meets the conditions set out in Section 7 of this AC, the CASA Aerodrome Inspector may conduct interviews or carry out site inspections.

11.2 The CASA Aerodrome Inspector may also ask for clarification or additional information if the information provided through the Aerodrome Manual is deemed inadequate.

11.3 If the issue of the aerodrome certificate involves the attachment of certain conditions, written notification of the conditions will be provided.

11.4 If CASA has to refuse an application, written notification of the refusal, together with reasons for doing so, will be provided within 14 days after CASA makes that decision.

12. TRANSITIONAL PROVISION FOR EXISTING AERODROME LICENCE HOLDERS

12.1 Holders of a valid aerodrome licence issued under regulation 89C of CAR 1988 do not need to go through a new certification process. All that is required is for the aerodrome operator to update the existing Aerodrome Manual in accordance with CASR Part 139. The main features are the requirement for a section on aerodrome administration, including the appointment of an Aerodrome Manual Controller.

12.2 CASA will not charge for the process of replacing the existing licence with a new aerodrome certificate.

12.3 The transitional provision of CASR Part 139 preserves the status of the licence for a period of 3 years or when a new certificate is issued, whichever occurs first. Accordingly, the change from the licence to the new certificate must be completed within the 3 year period. If no action is taken, the validity of the licence will automatically expire after 3 years.

12.4 To ensure orderly processing and issue of new certificates to existing licence holders, CASA Aerodrome Inspectors will formulate a program for aerodromes and liaise with individual aerodrome licence holders to determine the timing when each updated Aerodrome Manual would be processed.

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