



## Belize Department of Civil Aviation

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# ADVISORY CIRCULAR

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**Subject:** Application for an Aerodrome Licence

**DATE,** 21/08/2013

**Initiated by:** HWP

**AC No:** BDCA-AC-005 2013

**Change:**

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### 1. THE PURPOSE OF THIS ADVISORY CIRCULAR.

The purpose of this Aerodromes Advisory Circular is to describe the process of applying for and obtaining an aerodrome licence under the Belize Civil Aviation Regulation BCAR 139 CERTIFICATION OF AERODROMES. The information in this AC will assist the applicant to be familiar with the general process and its scope.

### 2. WHAT THIS AC CANCELS

This AC is the first version of this subject.

### 3. WHO THIS AC AFFECTS.

Applicants for an aerodrome licence should be the operator of the aerodrome who may be any of the following: (a) The actual person or head of the organization operating the aerodrome; (b) The person assigned by the State to operate the aerodrome; or (c) The owner of the land and facilities on which the aerodrome is operated.

### 4. WHERE TO GET A COPY OF THIS AC.

Anyone can get a Copy of this AC in the Technical Library of the BDCA, or in the BDCA website.

<http://www.civilaviation.gov.bz/modules/wfdownloads/viewcat.php?cid=18>

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## **Subject: APPLICATION FOR AN AERODROME LICENCE**

### **PURPOSE**

1. (1) The purpose of this Aerodromes Advisory Circular (ADAC) is to describe the process of applying for and obtaining an aerodrome licence under the Belize Civil Aviation Regulations (BCARs). The information in this ADAC will assist the applicant in completing the process with minimal delays and complications.

(2) The BDCA will publish Advisory Circulars (ACs) like this one from time to time to guide aerodrome operators on aerodrome licensing matters as necessary. ACs are intended to provide recommendations and guidance as a means, but not necessarily the only means of complying with the regulations. ACs should always be read in conjunction with the referenced regulations.

### **STANDARDS AND RELATED REGULATIONS**

2. (1) Article 15 of the Convention on International Civil Aviation requires all aerodromes open to public use to provide uniform conditions for the aircraft of all Contracting States. Each State is required to provide airports and other navigation facilities in accordance with the International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs) prescribed in ICAO Annex 14.

(2) The requirement for an aerodrome licence applies equally to privately owned aerodromes, government departments operating State-owned aerodromes and aerodromes operated by entities such as the airport authority or corporations owned totally or partially by the State. State-owned or partial State-owned aerodromes are not exempt from aerodrome licensing requirements. The regulation is enacted in BCAR 139.001 and BCAR 139.003. For all intents and purposes, the BCAR 139 regulation is applicable, if there is any discrepancy with this document, the BCAR 139 governs over this circular.

(3) The Civil Aviation Act 2004-18, and Belize Civil Aviation Regulations (BCARs) provide the regulatory requirements for obtaining an aerodrome licence. Section 10(1) (f) of the Act requires regulations to be made for the licensing, inspection and regulation of aerodromes. Under BCAR 139 –Certification of Aerodromes a person shall not operate an aerodrome in Belize unless such aerodrome is issued an aerodrome licence by the BDCA.

## APPLICATION FOR AN AERODROME LICENCE

3. (1) An applicant for an aerodrome licence should be the operator of the aerodrome who may be any of the following:

- (a) The actual person or head of the organization operating the aerodrome;
- (b) The person assigned by the State to operate the aerodrome; or
- (c) The owner of the land and facilities on which the aerodrome is operated.

(2) BCAR139 AERODROME CERTIFICATION, OPERATIONS AND SURVEILLANCE Regulations 2013 describes the application requirements for an aerodrome licence. The application should be presented to the BDCA on completed form BDCA form 8 (see appendix A for a sample) and accompanied by a copy of the Aerodrome Manual applicable to the aerodrome for which the application is made. The applicant will also need to meet the security requirements of an aerodrome operator under Belize Civil Aviation Regulations.

## FIVE-PHASE CERTIFICATION PROCESS

4. (1) The certification process is designed to ensure that a prospective holder of an Aerodrome licence understands the requirements and is capable of meeting them. When satisfactorily completed, the certification process would ensure that the applicant is able to comply with the applicable requirements of Belize Civil Aviation (Airport Certification) Regulations and the international standards applicable to the operation of an aerodrome.

(2) The BDCA uses a 5-phase certification process. A phase is a convenient way of separating the process into related sequential activities supporting a specific function. The five (5) phases are graphically described in the table below:

<b>Phase</b>	<b>Activity</b>
1. Pre-application.	Initial expression of interest by applicant.
2. Formal Application.	Submission of application and documents; and initial review by BDCA.
3. Document Evaluation.	Detailed assessment of documents and the management system including the Safety Management System.
4. Demonstration and Inspection.	Site visit to verify standards are met.
5. Certification.	Issue of Licence.

## **PHASE ONE - PRE-APPLICATION**

5. (1) It consists of the process an applicant goes through to get information related to the granting of an aerodrome certificate. During this stage, the first meeting between the applicant and the BDCA takes place, creating the first information exchange on service and guidance in regards to the regulations, standards, procedures, responsibilities and privileges of the service that the applicant intends to provide and the technical documentation to be submitted.

This procedural stage may be omitted if the applicant considers that he/she knows appropriately the requirements of this regulation, except when an operational evaluation of the site where the aerodrome is expected to be located is required.

(2) In the case of an already functioning aerodrome that needs to be licenced, the aerodrome operator would start the process at Phase Two by contacting the BDCA with his intention to commence the process. The BDCA will provide the applicant with an application form BDCA Form 8 (sample at Appendix 1), a copy of Belize Civil Aviation Regulations 139 (Airport Certification), a copy of Belize Civil Aviation (Aviation Security) Regulations, a copy of the Aerodrome Inspector Procedures Handbook, and a copy of this Circular.

## **PHASE TWO - FORMAL APPLICATION**

6. An applicant for an aerodrome licence must submit a completed formal application form BDCA ADM-030 accompanied by an Aerodrome Manual applicable to the aerodrome for which the application is being made. The BDCA will assign an inspector to the project and will give the applicant his name and contact number.

(1) The Aerodrome Manual accompanying the application must be constructed in accordance with the requirements of BCAR 139.211. Appendix 1 to BCAR 139.205 Contents of the Aerodrome Operations Manual (AOM).

(2) The BDCA inspector will perform a cursory review of the application and accompanying manual for proper content and format.

The applicant shall submit the BDCA-Form 8 (see Annex 1), attaching the schedule of events for the certification process, the Aerodrome Operations Manual AOM required by BCAR 139.201, the Aerodrome Safety Programme required by BCAR 17 and the Safety Management System of the aerodrome required by BCAR 139.323.

## **PHASE THREE - DOCUMENT EVALUATION**

### ***Application Form and Aerodrome Standards***

7. (1) The BDCA reviews the documentation submitted and informs the applicant of any discrepancies found, if any; otherwise, the respective approval/acceptance is issued.

(2) The assessment by the BDCA of the formal application will include a flight operations assessment (if this was not carried out in Phase 1), an assessment of the Aerodrome Manual, and management system assessment, including the safety management system as required by BCAR 139.323.

### *Assessment of an Aerodrome Manual*

**8. (1)** For the purpose of uniformity and to facilitate the BDCA's review and acceptance/approval of the Aerodrome Manual, the regulations prescribe the structure and content of the Aerodrome Manual. Examples of the particulars to be included in the Aerodrome Manual are shown in Appendix 1 to BCAR 139.205 Contents of the Aerodrome Operations Manual (AOM).

(2) The Aerodrome Manual is a fundamental requirement of the licensing process. It contains all the pertinent information concerning the aerodrome site, facilities, services, equipment, operating procedures, organization and management including the safety management system. The information presented in the Aerodrome Manual should demonstrate that the aerodrome conforms to the licensing standards and practices and there are no apparent shortcomings that would adversely affect the safety of aircraft operations. The manual is a reference document and provides a checklist of aerodrome licensing standards to be maintained and the level of airside services at the aerodrome. Information provided in the Aerodrome Manual will enable the BDCA to assess the suitability of the aerodrome for the aircraft operations proposed and to judge an applicant's fitness to hold an aerodrome licence. It is a basic reference guide for conducting site inspections for granting an aerodrome licence and for subsequent safety inspections. The Aerodrome Manual is a reference document agreed between the aerodrome operator and the BDCA with respect to the standards, conditions and the level of service to be maintained at the aerodrome.

(3) The Aerodrome Manual should be presented and maintained in a series of volumes in a sturdy, loose leaf binders. It must be a controlled document with an appropriate system for recording of amendments, providing a checklist to ascertain currency and a distribution register maintained for on-going distribution of amendments. The applicant for an aerodrome licence is entirely responsible for the accuracy of the information provided in the Aerodrome Manual.

(4) The BDCA inspectors will conduct an assessment of the Aerodrome Manual to determine whether -

- (a) It complies with the requirements of BCAR 139.
- (b) The management system, including the safety management system indicate that the applicant will be able to operate and maintain the aerodrome properly.



## PHASE FOUR -INSPECTION AND DEMONSTRATION

9. (1) The applicant is subjected to a on site technical demonstration and evaluation to determine compliance with the facilities with respect to signals, lighting, markings, pavements, obstacles, rescue and fire fighting services, equipment, personnel, procedures, safety management, apron management, wildlife (birds and animals) strike hazard and training.

- (a) The aerodrome facilities and equipment are in accordance with the Manual of Aerodrome Standards;
- (b) The aerodrome's operating procedures as documented in the Aerodrome Manual make satisfactory provision for the safety of aircraft and air navigation;
- (c) The Aerodrome Manual has in fact been prepared for that specific aerodrome;
- (d) An acceptable safety management system that complies with the Manual of Aerodrome Standards is in place;
- (e) If an aerodrome licence is granted, the applicant would be able to properly operate and maintain the aerodrome.

(2) The following list provides examples of the types of items, equipment, facilities, and activities evaluated during the demonstration and inspection phase:

- (a) On-site verification of aerodrome data such as -
  - (i) Dimensions and surface conditions of runways, stopway, clearway, taxiway, apron etc;
  - (ii) The presence of obstacles in obstacle limitation surfaces at and in the vicinity of the aerodrome;
  - (iii) The condition and flight check records of aeronautical ground lights;
  - (iv) Standby power;
  - (v) Wind direction indicators including their illumination;
  - (vi) Aerodrome markings and markers;
  - (vii) Signs in the movement areas;
  - (viii) Tie-down points for aircraft;
  - (ix) Ground earthing points;
  - (x) Rescue and fire-fighting equipment and installations;
  - (xi) Aerodrome maintenance equipment, including runway surface friction measurement;
  - (xi) Runway sweepers;
  - (xii) Disabled aircraft removal equipment;
  - (xiii) Stray animals management procedures and equipment;

- (xiv) Two way radio installed in vehicles for use by aerodrome operator in the movement area;
- (xv) The presence of lights that may endanger the safety of aircraft;
- (xvi) Fuelling facilities.

(3) If the BDCA is not satisfied with the results of the assessments and site visit, the applicant will be denied the issue of a licence. This denial will be in the form of a letter which will include a list of all discrepancies. The applicant will be advised of the steps that would be required to be taken to rectify the discrepancies prior to the issue of a licence. Typical examples of discrepancies which may necessitate denial of a licence are-

- (a) Application signed by an unauthorized person;
- (b) Aerodrome Manual does not contain the particulars prescribed in the Belize Civil Aviation (Airport Certification) Regulations;
- (c) Aerodrome facilities, equipment or operating procedures do not make satisfactory provision for safety of aircraft operations;
- (d) Assessment may reveal facts such as outlined in Belize Civil Aviation (Airport Certification) Regulation 2007 Reg. No.7 or other factors (which will be listed in the letter of denial) that cause the BDCA to conclude that the applicant and his staff would not be able to properly operate and maintain the aerodrome.

## **PHASE 5- CERTIFICATION**

**10.** (1) When the BDCA is satisfied with the results of the assessments and the site visit, and all the previous stages have been successfully completed, the BDCA will grant an aerodrome licence to the applicant, subject to any conditions that the BDCA considers necessary in the interest of safety of aircraft and air navigation. The operator must acknowledge receipt of these documents. The certificated condition of the aerodrome and any limitation applicable will be published in the AIP

(2) The aerodrome operator is required to keep a printed copy of his Aerodrome Manual at his principal place of business and at the aerodrome. The Aerodrome Manual is a living documentary and must be kept up to date to ensure that it provides current and accurate information. When an aerodrome operator wishes to amend his Aerodrome Manual, he must first submit in writing the proposed amendment to the BDCA for approval. The BDCA will assess the proposed amendment and when satisfied that it will not establish procedures or equipment which will endanger aircraft, persons or the aerodrome, the amendments will be approved.

(3) The Aerodrome Manual located at the principal place of business and at the aerodrome must be made available to authorized persons during normal business hours. The aerodrome licence holder is responsible for continued compliance with BCAR's and any conditions and provisions of the licence

## **SURVEILLANCE**

**11.** After an aerodrome operator has been granted an aerodrome licence, the BDCA will conduct periodic inspections of the aerodrome operations to ensure continued compliance with the BCARs, the conditions of the aerodrome licence and safe operating practices. The BDCA may also carry out spot checks of the operations of an aerodrome to determine whether it continues to comply with the BCARs.

## **RENEWAL OF AN AERODROME LICENCE**

**12.** The BDCA will conduct an annual formal audit of the aerodrome to ensure continued compliance with Belize Civil Aviation (Airport Certification) Regulations.

## **SUSPENSION OR REVOCATION OF AN AERODROME LICENCE**

**13. (1)** An aerodrome operator must at all times be in compliance with Belize Civil Aviation (Airport Certification) Regulations, and any provisions of its licence. An aerodrome licence may be suspended or revoked where the BDCA determines that there are reasonable grounds for believing that-

- (a) A condition of the licence has been breached;
- (b) The aerodrome facilities, equipment, operations or maintenance are not of the standard required in the interest of safety of air navigation; or
- (c) The licence holder has failed to comply with any directive given by the BDCA in respect of aerodrome operations, or denies access by the BDCA to conduct tests or inspections at the aerodrome.

## **AMENDMENT OF AN AERODROME LICENCE**

**14. (1)** The DCA may amend an aerodrome licence where -

- (a) The aerodrome licence holder requests an amendment;
- (b) There is a change in the ownership or management of the aerodrome;
- (c) There is a change in the use or operation of the aerodrome; or
- (c) There is a change in the boundaries of the aerodrome.

(2) It is the responsibility of the aerodrome operator to advise the BDCA in a timely manner of any change or impending change shown in (b), (c) or (d) above.

**APPENDIX 1**

	<h2 style="margin:0;">APPLICATION FORM FOR AN AERODROME CERTIFICATE</h2>		
	<b>1. PARTICULARS OF THE APPLICANT</b>		
Full Name			
Position			
Address			
Phone	Cellular		Electronic mail
	Office		
<b>2. PARTICULARS OF THE AERODROME SITE</b>			
Aerodrome Name			
Property Description			
Geographical Coordinates			
Bearing and distance from nearest town			
<b>3. MANAGEMENT</b>			
State <input type="checkbox"/>	Concession * <input type="checkbox"/>	Management * <input type="checkbox"/>	Private ** <input type="checkbox"/>
Notes: * attach a copy of the resolution and contract ** attach certified property deed			
<b>4. INDICATE THE LARGEST TYPE OF AIRCRAFT EXPECTED TO USE THE AERODROME</b>			
<b>5. INDICATE LIMITATIONS (IF APPLICABLE)</b>			
<b>6. TYPE OF PUBLIC TRANSPORT OPERATIONS</b>			
Regular <input type="checkbox"/>	Non Regular <input type="checkbox"/>	Daytime <input type="checkbox"/>	Night time <input type="checkbox"/>
<b>7. In my capacity as _____ and according to the data shown above, I hereby apply for an aerodrome certificate _____ managed by _____</b>			
Application Date		Signature of authorised person	

BDCA FORM 8 4 JULY 2013

**Original rev**

- 1) Attach a Schedule of events related to the certification process, two copies of the Aerodrome Operations Manual (AOM) as provided in BCAR 139.201, the Aerodrome Safety Programme as provided in BCAR 17 and the Safety Management System as provided in BCAR 139.323.
- 2) The application for a license for an aerodrome is processed in accordance with the civil aviation regulations in force. This is applicable for private and public aerodromes and includes those which may be used by aircraft carrying passengers for hire or reward. This form should be completed and forwarded to the Director of Civil Aviation. It must be accompanied by a preliminary report on the site, using Belize Department of Civil Aviation Form (BDCA Form 6 for a land aerodrome) or on (BDCA Form 7 for a water aerodrome),
- 3) When ready for use and prior to the issue of the aerodrome license, it will be necessary for the site to be inspected by a Belize Department of Civil Aviation aerodromes inspector.
- 4) Particulars of the statutory fees chargeable for the issue of an aerodrome license and for the site inspection are shown at the end of this form. Payment should be by cash or cheque, made payable to the Government of Belize and sent to the Director of Civil Aviation, P. O. Box 367, Belize City, Belize.

# BELIZE DEPARTMENT OF CIVIL AVIATION



## Aerodrome Certificate Number BDCA-AC-001

Whereas the aerodrome

**XXXXXXXXXXXXXXXXXXXX**

LOCATED IN: XX

Latitude/ Longitude: XX

Pursuant to the Civil Aviation Act of Belize, Chapter 239, its amendments, BCAR 139 Aerodrome Certification, Operation and Surveillance and related provisions, this Aerodrome Certificate, issued by the Belize Department of Civil Aviation, is conferred upon completing the technical certification process. This Aerodrome Certificate shall remain in effect as long as the aerodrome operator complies with the provisions set forth in the Aerodrome Operations Manual (AOM), the regulations, as well as conditions and restrictions of the aerodrome operation. The Director of the Belize Department of Civil Aviation may suspend or cancel this airport certificate at any time where the airport operator fails to comply with the provisions set forth in the Act, the Regulations or for other grounds as set out in the Act.

This certificate shall remain in effect as according to BCAR 139.101, BCAR 139.103 BCAR 139.107 and BCAR 139.109.

**Certificate N°:** BDCA-XX-XX

**Issue Date:** XX/XXXXXX/XXXX

**Expiration date:** XX/XXXXXX/XXXX

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Director of Civil Aviation