



Ministry of Blue Economy
& Civil Aviation

Belize Department of Civil Aviation

ADVISORY CIRCULAR

Subject: Amendment and transfer to the Aerodrome Certificate Procedure

Date: 15-11-2022
Initiated by: HWP

AC No. BDCA AGA-10-2022
Revision: 0

1. SUBJECT

The purpose of this circular is to give guidelines on the procedure to be followed to amend and transfer the Aerodrome Certificate

2. WHAT CANCELS THIS AC.?

This AC does not cancel any previous version

3. WHO DOES THE AC AFFECT?

Aerodrome Operators, AGA Section Aerodrome Inspectors,

4. RELATED READING MATERIAL.

Regulations related are in BCAR 139

5. WHERE TO GET A COPY OF THIS AC?

You can get a Copy of this AC in the Technical Library of the Belize Department of Civil Aviation (BDCA) and in the BDCA website.

6. APPROVAL:

Capt. Nigel Carter

Director. Belize Department of Civil Aviation,

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7. Introduction

Belize as a Contracting State to the Convention on International Civil Aviation has an obligation to the international community to ensure that civil aviation activities under its jurisdiction are carried out in strict compliance with the Standards & Recommended Practices contained in the Annexes to the Convention on International Civil Aviation in order to maintain the required aviation standards.

As per the standards of the Annex 14 to the Convention, Aerodromes used for International Civil Aviation are required to be certified by the State.

The Director of the Belize Department of Civil Aviation will issue an Aerodrome Certificate only after confirming the fulfillment of the requirement under BCAR 14 Aerodromes Design and Construction and BCAR 139 Aerodrome Certification, Operation and Surveillance. The regulatory rules and existing aerodrome physical facilities, its staff, equipment, and procedures shall be investigated in-depth by BDCA against the requirement under BCAR 139.

Furthermore, this document describes the rules and procedures used by the BDCA to process applications for the amendment or transfer of aerodrome certificates within Belize. It is designed to ensure that the required standards are applied when an aerodrome certificate is amended.

8. Amendment to the aerodrome certificate (procedure)

One of the key elements of this amendment process is to ensure that aerodrome certificates are amended correctly and consistently issued using a common legal format by describing the:

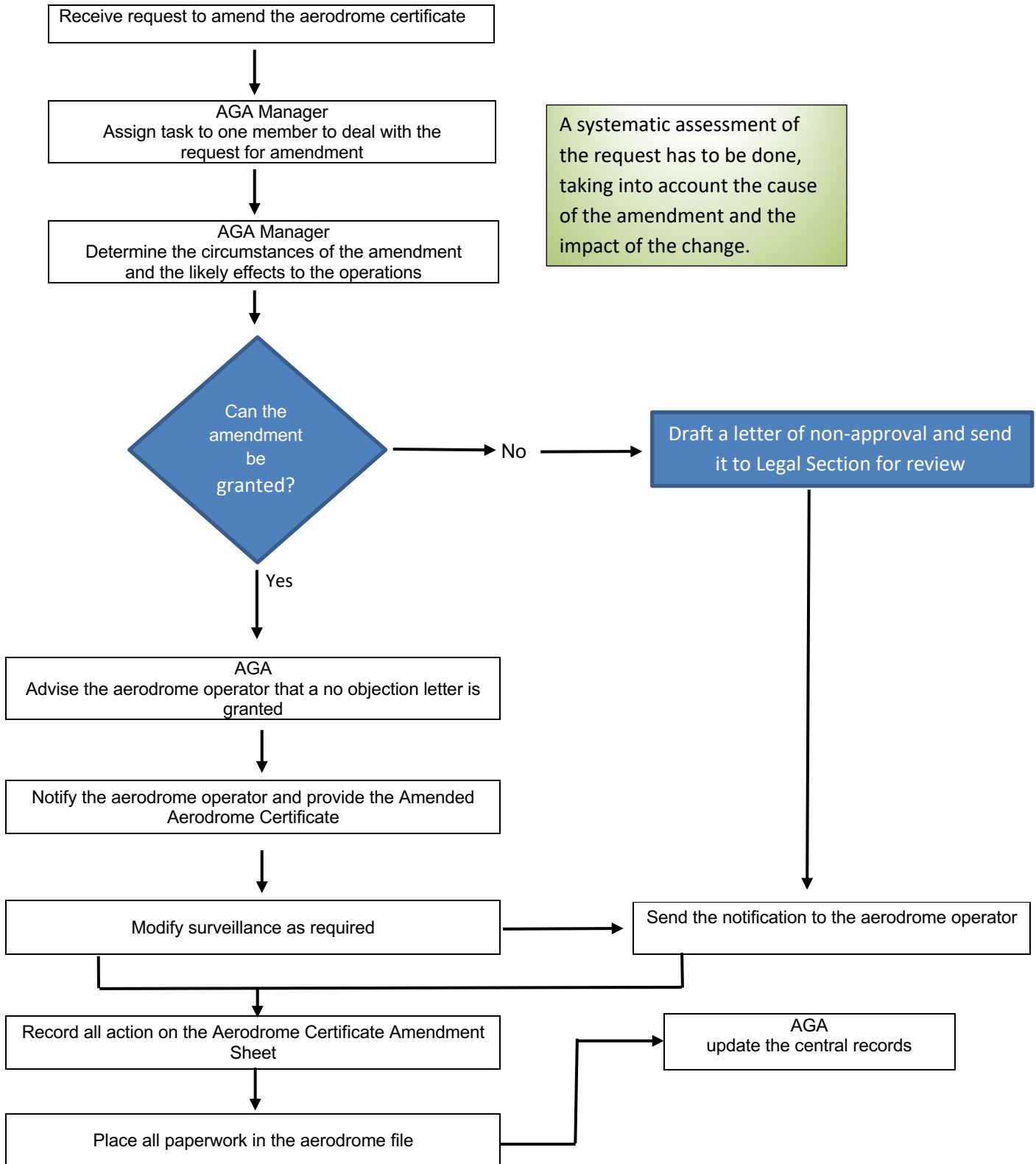
- Permission to amend the aerodrome certificate
- Legislation governing the amendment of certificate
- Staff responsibilities
- Forms and letters used

BCAR 139.111 Permits an aerodrome certificate to be amended by BDCA if the following circumstances occur:

- Change in the ownership or management of the aerodrome;
- Change in the use or operation of the aerodrome;
- Change in the boundary of the aerodrome;
- The holder of the aerodrome certificate requests an amendment; or
- By request of the BDCA

This amendment process is detailed in the Amendment process flow chart below.

Amendment Process Flowchart



9. Guidelines for Processing Aerodrome Certificate Amendments

How Requests for an Amendment to Aerodrome Certificate May Be Made

The aerodrome operator must make requests for approval to amend an aerodrome certificate. BDCA's policy is that requests for amendment of the aerodrome certificate must be made in writing.

Reasons for an Amendment of an Aerodrome Certificate

An aerodrome operator may request BDCA's approval to amend the certificate when:

- There is a change in the ownership or management of the aerodrome;
- There is a change in the use or operation of the aerodrome;
- There is a change in the boundary of the aerodrome; or
- The holder of the aerodrome certificate requests an amendment.

Note: The BDCA may also request the operator to initiate an amendment if it considers it necessary for justified reasons or changes in regulations.

Criteria for an Amendment of an Aerodrome Certificate

A no objection letter to an amendment may be given only if BDCA is satisfied with the reasons submitted by the aerodrome operator.

An amendment is appropriate when there are significant changes in the certificate granted, such as, aerodrome reference code, RFF level of protection, changes in the exceptions/exemptions granted or other significant variation that will occur in the documentation of the certificate.

Criteria for Non-approval

Approval to amendment must be refused if BDCA is not satisfied with the reasons submitted by the aerodrome operator.

Reviewable Decision

A refusal to approve an amendment may be reviewable. BDCA's AGA Section should review any statement of reasons contained in a notice to the applicant before the notice is sent to the applicant.

Procedures for Processing Amendment to the Certificate

1. The AGA Manager assign inspectors to deal with the request for an amendment to the aerodrome certificate.
2. After completion of the amendment, update the Aerodrome Certificate Register
3. Use the Aerodrome Certificate Amendment Checklist to monitor and record all actions to process the certificate amendment.

10. Transfer of an Aerodrome Certificate

BCAR 139.109 Permits an aerodrome certificate to be transferred by BDCA if the following circumstances occur:

- (a) The BDCA may give its consent to and issue an instrument of transfer of an aerodrome certificate to a transferee when:
 - (1) The current holder of the aerodrome certificate notifies the BDCA, in writing, at least three months before ceasing to operate the aerodrome as of the date specified in the notice, including the name of the transferee or operator;
 - (1) The transferee applies to the BDCA, in writing, within two months before the current holder of the aerodrome certificate ceases to operate the aerodrome for the aerodrome certificate to be transferred to the transferee. If there are no changes in the original terms of certification, only the holder transfer shall be recorded and the certification amended. If there are changes, the BDCA shall evaluate the situation and communicate, in writing, to the transferee the actions to be taken. These actions may go from a partial recertification or less, up to the application of the full certification process.
- (b) If the BDCA does not consent to the transfer of an aerodrome certificate, it shall notify the transferee, in writing, of its reasons no later than 15 business days after making that decision or within the period specified in the provision of applicant's protection.

The following flowchart describes the procedure:

Transfer Process Flowchart

