

CIVIL AVIATION  
SAFETY AUTHORITY  
AUSTRALIA

# Discussion Paper



## Aerodrome Certification and Operation

Proposed Civil Aviation Safety Regulation  
(CASR) Part 139

Published as part of the process of Consultation by the Standards Coordination and  
Support Branch

Document DP 0004AS - June 2000



## INTRODUCTION

In June 1996, the Civil Aviation Safety Authority (CASA) initiated the Regulatory Framework Program (RFP). This program has, as its objective, the complete review and revision of the Australian aviation safety requirements currently contained in the Civil Aviation Regulations (CARs) and Civil Aviation Orders (CAOs). The revised legislation is to be called the Civil Aviation Safety Regulations (CASRs).

The development of the CASRs is a joint industry and CASA initiative, having as its aim the introduction of regulations which are simple, unambiguous and generally harmonised with those of other major aviation nations.

Discussion Paper DP 9801RP proposing certain changes to the regulation of aerodromes in Australia was distributed in April 1998, to give effect to the changes in the classification of operations policy. Many valuable comments were received, however the aerodrome issue was unable to be progressed at the time because the corresponding airline operating regulations to give effect to the same policy had not been finalised.

This Discussion Paper (DP) contains initial 'lay drafts' of the regulations and supplementary material intended to comprise CASR Part 139, which have been developed subsequent to the previous DP under the auspices of the Regulatory Review Programme and Aviation Standards Division.

The DP process is one of notification of the Authority's intent and consultation and, accordingly, inputs are sought on the contents of this DP. All of the aviation community submissions will be evaluated and assessed with a view to incorporating any necessary changes in the lay draft regulations prior to formal drafting taking place.

Your comments on the proposals contained in this DP are therefore invited for which a response sheet is provided, together with telephone, fax and e-mail contact addresses for further information, at the end of this proposal. The closing date for receipt of comment on this DP is **11 August 2000**. An NPRM concerning CASR Part 139 will be prepared subsequent to the closing date for comments, and will be made publicly available for further comment before the rules are finally made.

I would like to thank you in advance for taking the time to respond to these proposals, and wish to stress that no action will be taken on them until all responses and submissions have been considered.



Richard G Yates  
Assistant Director  
Aviation Safety Standards Division

9 June 2000

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## TERMINOLOGY

<b>AC</b>	Advisory Circular
<b>AIS</b>	Aeronautical Information Service
<b>AIP</b>	Aeronautical Information Publication
<b>ALA</b>	Aeroplane Landing Area
<b>AOC</b>	Air Operators Certificate
<b>CAO</b>	Civil Aviation Order
<b>CAR</b>	Civil Aviation Regulation
<b>CASA</b>	Civil Aviation Safety Authority
<b>CASR</b>	Civil Aviation Safety Regulation
<b>DP</b>	Discussion Paper
<b>ERSA</b>	En-route Supplement Australia
<b>MTOW</b>	Maximum Take Off Weight
<b>NOTAM</b>	Notice to Airmen
<b>NPRM</b>	Notice of Proposed Rule Making
<b>RFP</b>	Regulatory Framework Program
<b>RPA</b>	Rules and Practices for Aerodromes
<b>RPT</b>	Regular Public Transport
<b>SOR</b>	Summary of Responses

## DEFINITIONS

Interpretation of meanings and definitions relating to aerodromes, etc., may be found in the ‘lay’ drafts contained in Annex A to this DP.

## THE PROPOSAL

### PROPOSED CIVIL AVIATION SAFETY REGULATION (CASR) PART 139 – AERODROME CERTIFICATION AND OPERATION

#### 1. Aim

1.1 The aim of this Discussion Paper (DP) is to:

- advocate a number of proposals relating to aerodrome regulations;
  - seek comments from interested persons and organisations, particularly aerodrome operators and airline operators on the proposals;
- prior to formulating a formal Notice of Proposed Rule Making (NPRM) on aerodrome regulations.

#### 2. Background

2.1 Discussion Paper DP 9801RP, which proposed certain changes to the regulation of aerodromes in Australia, was distributed in April 1998, to give effect to the changes in the classification of operations policy. Many valuable comments were received, however the aerodrome issue was unable to be progressed at the time because the corresponding airline operating regulations to give effect to the same policy had not been finalised.

2.2 It is now possible to re-visit the aerodrome regulation issue as the proposed changes to airline regulations are much further advanced. The relevant airline regulations will be contained in Civil Aviation Safety Regulation (CASR) Parts 121A and 121B and DP 0001OS on the proposed CASR Part 121A regulations was distributed in April 2000 (and can be accessed through the CASA website). The DP for CASR Part 121B is yet to be published.

2.3 Under the proposed CASR Part 121A, airlines conducting commercial air transport operations will have to:

- a) operate from destination aerodromes which are licensed aerodromes when conducting operations by aeroplanes with more than 30 passenger seats within Australia;
- b) if not from licensed aerodromes, then operate from registered aerodromes or aerodromes meeting registered aerodrome standards, when conducting operations by aeroplanes with 10-30 passenger seats.

2.4 Under the proposed CASR Part 121B, aircraft operators will have to conduct commercial air transport operations from aerodromes that meet the standards specified in CASR Part 139, except for on-demand operations to locations other than established aerodromes. This means that established aeroplane landing areas used in passenger charter operations will have to meet specified minimum safety standards.

2.5 To complement the proposed CASR Part 121A and 121B, the existing CAR (1988) 89 series of aerodrome regulations will need to be changed. In line with the new format of the Civil Aviation Safety Regulations, a new CASR Part 139 - Aerodrome Certification and Operation will replace the existing CAR 89 series regulations. In line with CASA procedures on consultation, the development of CASR Part 139 will follow the NPRM and the regulation impact statement (RIS) processes.

### **3. Objective**

3.1 To generate discussions and comments, a draft CASR Part 139 has been prepared and is attached to this Discussion Paper (Annex A). Besides incorporating changes to align CASR Part 139 with the proposed CASR Part 121A and 121B, a number of changes have been introduced. Some of the changes are the result of deliberations from the Aerodrome Technical Committee (TC3) formed 3 years ago as part of the CASA Regulatory Review Program. Others are the result of feedback from within the Authority and from the industry, in the light of experience with the CAR (1988) 89 regulations which came into force in 1992.

3.2 This Discussion Paper does not address the aerodrome rescue and fire-fighting services or the approved aerodrome radio information services which have been issued in NPRM 0002AS and NPRM 0006AS respectively. These NPRMs can be accessed through the CASA website.

### **4. Discussion**

4.1 **Aerodromes serving RPT and charter operations.** The existing CAR 89 series regulations set out an aerodrome licensing scheme which is applicable to aerodromes used by aeroplanes with more than 30 passenger seats conducting regular public transport (RPT) operations. They do not apply to aerodromes used by aeroplanes of more than 30 passenger seats conducting charter operations. The proposed CASR Part 121A will remove the distinction between charter and RPT operations, with the result that a number of currently unlicensed aerodromes will need to be licensed. This was identified in DP 9801RP and it is anticipated that about 8 aerodromes may fall into this category.

4.2 Significant numbers of passengers, generally company staff or company service providers, are transported by the charter operations as evidenced by the size of aeroplanes employed. The initiative proposed in CASR Part 121A is in line with Government policy to minimise the distinction between charter and RPT operations.



4.3 **Rules and standards documentation.** The existing aerodrome regulatory system makes use of a CASA document titled “Rules and Practices for Aerodromes” (RPA) which sets out the rules and standards relating to licensed aerodromes. The RPA was developed as an interim standards document prior to the advent of the CAR 89 regulations. It contained a mixture of ‘rules’, ‘standards and ‘recommended practices’. There is some legal uncertainty with the status of the RPA, particularly with the ‘rules’ which should normally be incorporated in regulations. To address this uncertainty, it is necessary to restructure the RPA, incorporating the ‘rules’ into regulations, and clearly distinguish the ‘standards’ which are binding and the ‘recommended practices’ which are non-binding advice and options. In the latter case, aerodrome operators may choose alternative means to comply with the rules without seeking CASA approval provided they have a cogent reason to do so. The legal status of the aerodrome standards document also needs to be unequivocal.

4.4 **Transfer of aerodrome licence.** Inconvenience was experienced with the existing CAR 89G when an aerodrome licence needed to be transferred. A system which will allow seamless change of licence ownership is desirable. One way to achieve this is by re-issuing rather than transferring an existing licence, and to provide a temporary aerodrome licence to bridge the hand-over period.

4.5 **Format of aerodrome manual.** Existing CAR 89J, which requires aerodrome information in the aerodrome manual to be set out in an approved form, has caused some confusion as CASA does not prescribe any specific form. The intent of this regulation is to require aerodrome manuals to be subject to proper control, to allow easy identification of currency of contents, orderly changes and management of changes. This will be made clearer in the new CASR Part 139.

4.6 **Training of aerodrome personnel.** Existing regulation requires certain aerodrome personnel to be trained, but there is no provision in the regulation for training. CASA is supporting the Australian Airports Association’s initiative to develop a competency based syllabus for the training of aerodrome personnel. In addition, a number of training organisations have approached CASA seeking endorsement of their organisation and training courses. For CASA to address aerodrome personnel training and related matters, a regulatory provision is necessary.

4.7 **Aerodrome reporting.** Existing CAR 89O requires aerodrome operators to notify CASA when there are changes to the physical condition of the aerodrome. This regulation was made prior to the establishment of CASA, when the then Civil Aviation Authority had responsibility for aviation safety regulation, AIS and NOTAM. The reporting channel needs to reflect organisational changes.

4.8 **Obstacle hazard notification.** Existing CAR 89Z can be mis-interpreted to the effect that after complying with CASA directions relating to marking and lighting, a building or structure may still be deemed a hazardous object. This is not the intent and this regulation therefore needs some re-wording.

4.9 **Aerodrome safety inspection and report.** The existing aerodrome regulatory system requires all aerodromes used in RPT operations by aeroplanes with more than 9 passenger seats to prepare annually an aerodrome safety inspection report by specified persons. In the case of licensed aerodromes, this is in addition to aerodrome inspection standards which require the aerodromes to be subject to periodic technical inspections of a range of specified aerodrome facilities. There is a request that the annual safety inspection and report for licensed aerodromes be reviewed with a view to relaxing the somewhat duplicated inspection requirements.

4.10 **Registering unlicensed aerodromes.** Under the existing aerodrome regulatory system, an unlicensed aerodrome used for RPT operations by aeroplanes with not more than 30 passenger seats is regulated through the aircraft operator. CAR 92A requires the aircraft operator to be satisfied that the aerodrome meets the standards of a licensed aerodrome in a number of specified areas. Concerns have been raised that aircraft operators are not always in the best position to ensure that the safety status of the aerodrome is maintained. DP9801RP proposed a restricted aerodrome certification system. Following comments and further work, CASA now favours a registration system, similar to that used in Canada. This aerodrome registration system is built around a number of conditions which should provide pilots with reasonable assurances of the safety status of the aerodrome. CASA believes that, for safety reasons, instrument straight in approach procedures should only be provided to runways at a licensed or a registered aerodrome.

4.11 **Unlicensed aerodromes used by aeroplanes with not more than 9 passenger seats.** Currently unlicensed aerodromes used by aeroplanes conducting RPT operations with not more than 9 passenger seats, or not more than 5700 kg MTOW in freight operations, can comply with RPA standards or a set of standards prescribed in CAO 82.3. Also, with the removal of the distinction between charter and RPT operations, established Aeroplane Landing Areas (ALAs) used in passenger charter operations will come under this category. There are inconsistencies between the RPA, CAO 82.0 and ALA standards. CASA has been reviewing this category of aerodrome standards to make them more relevant, particularly for aerodromes in remote areas. It is proposed that a new set of minimum standards for these aerodromes to serve aircraft operators authorised under CASR Part 121B, be clearly set out in the aerodrome standards manual, for general application.

4.12 **Aerodrome safety management system.** ICAO is going to propose an amendment to Annex 14 to the Chicago Convention to require States to adopt safety management systems (SMS) in the management and operation of aerodromes. The SMS proposal will initially, be in the form of a Recommendation but it is expected to become a Standard in a few years time. While the proposed CASR Part 139 will not address SMS regulations at this time, aerodrome operators will be encouraged to adopt an SMS voluntarily in the management and operation of their aerodromes. CASA intends to issue advisory material on this topic from time to time. The matter of SMS regulations relating to aerodromes will be reviewed in due course, in the light of experience locally and overseas.

## 5. Proposed CASR Part 139

5.1 The preceding discussion points have been incorporated in the technical 'lay' draft of CASR Part 139 (Annex A). The following changes have been incorporated:

1. The requirement for the use of a Standards Manual to specify aerodrome standards, to replace the existing RPA document.
2. Use of the term "Commercial air transport operations" to include both RPT and charter operations. This means that existing aerodromes serving charter operations by aeroplanes with more than 30 passenger seats will need to be licensed, which would affect about 8 aerodromes. In the case of aeroplanes with not more than 9 passenger seats or not more than 5700 kg MTOW, CASR Part 121B will permit operations to other than established aerodromes, such as farms, under the term "on-demand" operations. The effect is that all 'established' aerodromes, including ALAs, will be subject to minimum safety standards.
3. Change of aerodrome licensee status will be accomplished through a licence surrender and re-issue process, with a temporary licence option, where appropriate.
4. Set out clearly the format and control to be exercised in relation to the aerodrome manual.
5. Include a provision for reasonable care and diligence in the operation and maintenance of an aerodrome.
6. Introduce a provision relating to the use of trained aerodrome personnel.
7. Rules currently in the RPA and CAOs are transferred to CASR 139. These cover the following areas:
  - (a) Wind direction indicators;
  - (b) Visual Approach Slope Indicator systems;
  - (c) Lighting of movement areas;
  - (d) Commissioning of aerodrome lighting systems;
  - (e) Aerodrome emergency planning;
  - (f) Aerodrome serviceability and technical inspections; and
  - (g) Planning and execution of aerodrome works.
8. Clearly set out the reporting chain for changes to aerodrome physical conditions and published information in ERSA;

9. Provide an aerodrome registration scheme which will allow operators of unlicensed aerodromes to include full aerodrome information in ERSA, access the NOTAM system and be suitable for instrument straight-in approaches. The registration scheme is optional - unlicensed and unregistered aerodromes used in commercial air transport operations will be subject to provisions similar to the existing CAR 92A. Conditions for an aerodrome to be registered are:
- a) entry through a validated safety inspection report by a qualified person;
  - b) have in place trained reporting officer to notify changes in aerodrome condition;
  - c) proof of continued adequacy by annual re-validation inspection report by a qualified person.

Unlike licensed aerodromes, registered aerodromes will not be required to have an aerodrome Safety Management System with procedures documented in an aerodrome manual .

10. Amend existing CAR 89Y to make it clear that compliance with CASA directions will avoid a building or structure being declared hazardous.
11. For licensed aerodromes, the requirement for annual aerodrome safety inspection report is repealed, with the technical inspections being the requirement to ensure continued aerodrome adequacy. For registered aerodromes, after an initial aerodrome safety inspection report, there will be a need for annual re-validation inspection report to ascertain continued aerodrome adequacy.
12. Prescribe the qualifications of persons who may conduct serviceability inspections, technical inspections and aerodrome safety/re-validation inspections.

### **Standards**

5.2 A new standards manual will be prepared in due course to complement CASR Part 139. The standards for licensed aerodromes will essentially be the same as those in the current edition of the RPA, the physical standards of which will also be applicable to registered aerodromes. The standards manual has not been prepared for this phase of consultation.

5.3 For aerodromes used by aeroplanes with not more than 9 passenger seats or in the case of freight, by aeroplanes of not more than 5700 kg MTOW, a new set of standards will be incorporated in the standards manual. A draft of these standards is shown in Annex B.

## 6. Impact of the Proposal

6.1 CASR Part 139 prescribes the aerodrome requirements for aeroplanes that will operate under CASR Parts 121A and 121B. The determination as to which aircraft operator's operations come under the CASR Part 139 will be prescribed in CASR Parts 121A and 121B. The major initiatives are:

- (a) aerodromes used by aeroplanes with more than 30 passenger seats under the current charter category will have to be licensed;
- (b) aerodromes used by aeroplanes of not more than 9 passenger seats or not more than 5700 kg MTOW in freight operations, have to meet a minimum set of standards.

This may affect some existing established aeroplane landing areas if they do not already meet the standards. These initiatives are/will be addressed in the respective Discussion Papers on CASR Parts 121A and 121B.

6.2 The proposed CASR Part 139 regulatory regime does not impose new requirements for licensed aerodromes but aims to improve some of the existing processes. The major change is the removal of the duplicated annual safety inspection report. Minor changes include changes to licence transfer, maintenance of aerodrome manual and the keeping of records.

6.3 A major initiative is the provision of a new regulatory option to industry to have unlicensed aerodromes registered by CASA. This option should provide efficiency on aerodrome usage, particularly when an aerodrome is serving a number of aircraft operators. Depending on take up rate, there will be a slight demand on CASA aerodrome inspection resources as registered aerodromes will be subject to CASA audit.

6.4 The standards for aerodromes used by aeroplanes with not more than 9 passenger seats or not more than 5700 kg MTOW (freight operations) will be pitched close to the existing aeroplane landing area standards so the impact on aerodrome infrastructure should be small. However, although industry is expected to exercise self-regulation, the scheme will be supported by periodic and ad-hoc CASA inspections. More diligence in standards compliance is required as non-compliance will in future result in the rejection of the aerodrome for commercial air transport operation purposes.

## 7. Costs and Benefits

7.1 CASR Part 139 does not impose new costs on the industry. There will be a slight cost on CASA to provide resources to:

- (a) administer a new aerodrome registration scheme, including carrying out ad-hoc verification of inspection reports;
- (b) periodically, or in an ad-hoc manner, inspect aerodromes used by aeroplanes with not more than 9 passenger seats, including the aeroplane landing areas which are not currently inspected by CASA.

7.2 The expected benefits of CASR Part 139 include:

- a clearer setting out of rules and standards;
- aligning administration of the regulations with latest Government organisational changes;
- relaxation of a duplicated aerodrome inspection requirement;
- an option for the operators of unlicensed aerodromes to have their aerodromes registered and their role recognised in the operation of their aerodromes;
- all aerodromes used in commercial air transport operations, down to those used by aeroplanes with not more than 9 passenger seats, will have to meet minimum safety standards.

## **8. Conclusion**

8.1 Since 1992, Australia has adopted through the Civil Aviation Regulations (CARs 1988), a safety management system approach to ensure that the facilities provided by licensed aerodromes are adequate for aircraft safety. These regulations need updating and improvement in the light of organisational changes and experience gained.

8.2 The Government has directed CASA to minimise the distinction between charter and Regular Public Transport operations. Also, to resist the suggestion that Australians in remote areas should have to accept a lower level of air safety than elsewhere.

8.3 The proposed new CASR Part 139 is aimed to bring the aerodrome regulations up to date and, in the process, implement the government directions stated above in the aerodrome sector.



## HOW TO SUBMIT COMMENTS ON THIS DP

In order to simplify the collation and summarising of comments, responses should be made on the response sheet provided (see page 15) or a copy of the sheet, with additional comments attached as necessary.

Written comments quoting *DP 0004AS* should be forwarded by *Friday 11 August 2000* to CASA's Standards Coordination and Support Branch by one of the following means:

**Post (no stamp required)**

Reply Paid 744

Regulatory Documentation Coordinator  
Standards Coordination and Support Branch

GPO Box 2005

CANBERRA ACT 2601

**E-mail** DP\_CASR139@casa.gov.au

**Fax (free call)** 1800 653 897

**Additional information is available from:**

**Frank Wong**

Airspace, Air Traffic and Aerodrome Standards

**Post:** Reply Paid 744, GPO Box 2005,  
Canberra City ACT 2601

**Email:** wong\_f@casa.gov.au

Telephone: 02 6217 1741 or 131 757 (for the cost of a local call)

**Fax (free call)** 1800 653 897



**Disposition of comments received**

Subsequent to the closing date for comments, a Summary of Responses (SOR) may be prepared and made publicly available.

CASA does not individually acknowledge or respond to comments or submissions. However, the names of all contributors will be acknowledged in the SOR, if issued, unless CASA is specifically requested not to do so.

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# DP RESPONSE SHEET

## Aerodrome Certification and Operation - CASR Part 139

Please return this response sheet by *Friday 11 August 2000*, by post or by e-mail to the address provided at page 13 of the DP, or by fax to 1800 653 897.

Please indicate your acceptance or otherwise of the proposals by ticking [] the appropriate box below.

Any additional constructive comments, suggested amendments or alternative action will be welcome and may be provided on this response sheet or by separate correspondence.

The proposals are acceptable without change.

The proposals are acceptable but would be improved if the following changes were made:

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The proposals are not acceptable but would be acceptable if the following changes were made: (Please provide explanatory comment).

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The proposals are not acceptable under any circumstances. (Please provide explanatory comment).

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Your name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Consent to publish your name as a respondent to this DP: YES  NO

Signed: .....

Date: .....

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## **ANNEX A**

### **Proposed Civil Aviation Safety Regulation (CASR) Part 139**

**Note:** The proposed CASR Part 139 contained in Annex A is a technical ‘lay’ draft only. It is not a ‘legal’ draft prepared by a legislative drafter.

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**DRAFT**

**PROPOSED CIVIL AVIATION SAFETY REGULATION  
CASR PART 139**

*(This is a technical draft for consultation purposes only. It is not a legal draft prepared by the legal drafter. Legal drafting will commence after this round of consultation)*

**Part 139 Land aerodromes used in commercial air transport operations**

**Subpart A -- General**

**139.1 Applicability of Part**

- (1) This Part applies to aerodromes in Australian territory used in commercial air transport operations by holders of Air Operator Certificates issued under CASR Part 119 and operating under either CASR Part 121A or 121B.
- (2) This Part sets out:
  - (a) the obligation, applicable to certain aerodrome operators, to provide aerodrome facilities and services; and
  - (b) the operating and technical standards of such facilities and services.

**139.2 Interpretation for Part**

In this Part, unless the contrary intention appears:

***aerodrome facilities and equipment***, means facilities and equipment, inside or outside the boundaries of an aerodrome, that are installed or maintained for use by aircraft operating at the aerodrome;

***aerodrome licence*** means a licence granted under 139.8;

***aerodrome operator*** means:

- (a) in relation to a licensed aerodrome – the licence holder;
- (b) in relation to a registered aerodrome or an unlicensed aerodrome – the occupier of the aerodrome;

***aerodrome rescue and fire-fighting service*** means a service established on an aerodrome dedicated to provide rescue and fire-fighting services in the event of an aircraft incident or accident;

***aerodrome works*** means any construction or maintenance works carried out at an aerodrome on or adjacent to the movement area that may:

- (a) create obstacles; or
- (b) restrict the normal take-off and landing of aircraft.

***commissioning*** means the process by which an aerodrome lighting system installation has been validated as meeting operational requirements;

***licensed aerodrome*** means an aerodrome whose operator has been granted an aerodrome licence;

**marking** includes a permanent or temporary marker, a movement area guidance sign and road signs installed on the airside of the aerodrome;

**maximum carrying capacity** means the maximum payload permitted under the aircraft's certificate of type approval;

**maximum approved passenger seat configuration** means the maximum passenger seat capacity of an individual aircraft, excluding pilot seats or flight deck seats and cabin crew seats as applicable, used by the operator, approved by CASA, and specified in the operator's operations manual;

**obstacle** means an object that extends above the obstacle limitation surfaces in relation to an aerodrome;

**obstacle limitation surfaces**, in relation to an aerodrome, means the obstacle limitation surfaces established in accordance with 139.43.

**registered aerodrome** means an aerodrome, other than a licensed aerodrome, whose operator has provided the Authority with certified information respecting the location, aerodrome facilities and equipment and such information is published in the Aeronautical Information Publication-Enroute Supplement Australia.

**reporting officer** means a person appointed to check on the serviceability aspect of the aerodrome and to report changes of aerodrome conditions or published operational information which may affect aircraft operations;

**standards manual** means the CASA document described in 139.3;

**unserviceable area** means a part of the movement area that is unavailable for use by aircraft;

**works area** means a part of an aerodrome in which maintenance or construction works are in progress;

**works safety officer** means a person appointed by the aerodrome operator to ensure aerodrome safety during the period of aerodrome works;

### 139.3 Aerodrome standards manual

- (1) Certain requirements prescribed in this part must be complied with in accordance with standards and procedures specified by CASA. Such standards and procedures are contained in a CASA document termed "Standards Manual to CASR Part 139 - Aerodromes", hereafter referred to as the standards manual.
- (2) An aerodrome operator must not, without reasonable excuse, fail to comply with an applicable requirement specified in the standards manual.

### 139.4 Access to aerodromes

- (1) An authorised person may, at reasonable times, carry out examinations or tests of aerodrome facilities, equipment or services at an aerodrome for the purpose of ensuring the safety of aircraft.
- (2) An aerodrome operator must not, without reasonable excuse, refuse to give an authorised person access to any part of the aerodrome or any aerodrome facilities or equipment or record for the purposes of subregulation (1).
- (3) Subregulation (1) and (2) do not limit in any way the operation of regulation (CAR 305)

### **139.5 Exemptions**

- (1) CASA may exempt, in writing, an aerodrome operator from compliance with specified provisions of this Part, including standards specified in the standards manual.
- (2) Before CASA decides to exempt the aerodrome operator, CASA must take into account relevant considerations relating to the interests of safety.
- (3) An exemption is subject to the aerodrome operator complying with the conditions (if any) that CASA specifies in the instrument as being necessary in the interests of safety.
- (4) An aerodrome operator must not, without reasonable excuse, fail to comply with a condition subject to which an exemption is granted.

## **Subpart B – Licensed aerodromes**

### **Division 1 Aerodrome licence**

#### **139.6 When is an aerodrome licence required?**

- (1) A person who operates an aerodrome for use in commercial air transport operations must have an aerodrome licence if subregulation (2) applies.
- (2) An aerodrome licence is required if the maximum approved passenger seat configuration for an aircraft exceeds 30 seats, or the maximum carrying capacity for an aircraft exceeds 3400 kg, for those operations.
- (3) A person who operates an aerodrome intended for commercial air transport operations for which an aerodrome licence is not required may apply for an aerodrome licence.

#### **139.7 Applications for an aerodrome licence**

- (1) A person may apply to CASA for an aerodrome licence authorising the person to operate an aerodrome at the place specified in the application.
- (2) An application must be made in accordance with the requirements set out in the CASA aerodrome licence application form.

#### **139.8 Grant of aerodrome licence**

- (1) Subject to subregulation (2), CASA may grant an aerodrome licence to an applicant under 139.7.
- (2) Before granting an aerodrome licence, CASA must be satisfied that:
  - (a) the aerodrome facilities and equipment are in accordance with the standards specified for a licensed aerodrome; and
  - (b) the aerodrome's operating procedures make satisfactory provision for the safety of aircraft; and
  - (c) an aerodrome manual has been prepared for the applicant's aerodrome and contains the particulars set out in subregulation 139.14; and
  - (d) the applicant will be able properly to operate and maintain the aerodrome.

#### **139.9 Endorsement of conditions**

- (1) CASA may grant an aerodrome licence subject to any condition that CASA considers necessary in the interests of the safety of aircraft.

- (2) A condition must be in written form.
- (3) Subregulation (1) does not affect the operation of any condition to which a licence is subject under regulation ... (CAR 303).
- (4) An aerodrome operator must not, without reasonable excuse, contravene a condition to which a licence is subject.

#### **139.10 Duration of aerodrome licence**

An aerodrome licence remains in force until it is suspended or cancelled.

#### **139.11 Surrender of aerodrome licence**

- (1) The holder of an aerodrome licence who no longer wants to hold the licence must give CASA not less than 30 days written notice of the date on which he or she wants the licence to be cancelled.
- (2) CASA must cancel the licence on the date specified in the notice.

#### **139.12 Change of aerodrome licence holder**

- (1) If a change of the licence holder is required, the existing licence holder must give CASA not less than 30 days written notice of the day on which he or she wishes the existing aerodrome licence to be cancelled and a new licence to be issued to another person.
- (2) The proposed licensee must submit an application in accordance with 139.7.
- (3) If CASA does not consent to the issue of a new aerodrome licence to the other person, it must give the applicant notice in writing of its reasons no later than 14 days after it made its decision not to issue the licence.
- (4) If the licence change over process requires it, CASA may issue a temporary aerodrome licence, valid for a period of not more than 60 days.

#### **139.13 Status of previous aerodrome licence**

Aerodrome licences previously granted under regulation 89C of the Civil Aviation Regulations remain in force and are deemed to be granted under 139.8.

### **Division 2 Aerodrome Manual**

#### **139.14 Preparation and location of aerodrome manual**

- (1) The operator of a licensed aerodrome must have a manual, to be known as the aerodrome manual, for the aerodrome.
- (2) The operator must give CASA a copy of the manual and keep another copy at the operator's principal place of business or at the aerodrome.
- (3) The operator must make the copy of manual kept at the operator's principal place of business or at the aerodrome available to authorised persons during normal business hours.
- (4) An operator must not, without reasonable excuse, fail to comply with subregulation (1), (2) or (3).

**139.15 What information must be included in aerodrome manual**

- (1) The following particulars must be included in an aerodrome manual, to the extent that they are applicable to the aerodrome:
  - (a) the particulars of the place at which the aerodrome is operated set out in Part I of Schedule 1;
  - (b) the particulars of the aerodrome operating procedures set out in Part 2 of Schedule 1;
  - (c) the particulars of the aerodrome, required for notification in AIP-ERSA, set out in Part 3 of Schedule 1;
  - (d) any condition attached to the issue of the aerodrome licence;
  - (e) a copy of any direction or exemption issued by CASA.
  
- (2) If a particular is not included in the manual because it is not applicable to the aerodrome, the aerodrome operator must state in the manual:
  - (a) that particular that is not applicable; and
  - (b) why is it not applicable.

**139.16 Format of the aerodrome manual**

- (1) The information contained in the aerodrome manual must be in a printed form, with page, chapter, section or paragraph numbering, and each page must be dated.
- (2) The binding of the manual must allow for insertion or removal of pages to accommodate amendments.
- (3) There must be a system to record amendments and confirm currency of existing pages, chapters, sections or paragraphs.

**139.17 Control of aerodrome manual**

- (1) If copies of the aerodrome manual, or sections thereof, are made and distributed to other personnel for aerodrome operations reasons, there must be a record of such distribution.
- (2) There must be a system to ensure that the copies, or parts thereof, of the aerodrome manual so distributed are kept current.
- (3) There must be a nominated document controller of the aerodrome manual.

**139.18 Revision or variation of information**

- (1) The operator of a licensed aerodrome must alter the aerodrome manual, whenever necessary in order to maintain the accuracy and of the manual.
- (2) To maintain the currency and accuracy of the aerodrome manual, CASA may give written directions to an aerodrome operator requiring the operator to alter the manual in accordance with the direction.

**139.19 Notification of changes to aerodrome manual**

An aerodrome operator must forward amendment pages of the aerodrome manual to CASA as soon as practicable and in any case within 30 days of the amendment being made.

### **Division 3 Operation and maintenance of a licensed aerodrome**

#### **139.20 Use of trained aerodrome personnel**

- (1) The operator of a licensed aerodrome must ensure that persons engaged to perform the reporting officer and works safety officer functions are competently trained to perform their duties.
- (2) In the standards manual, CASA may issue directions relating to standards for aerodrome personnel.

#### **139.21 Method of operation and maintenance**

- (1) Subject to any directions issued by CASR, the operator of a licensed aerodrome must operate and maintain the aerodrome in accordance with the procedures set out in the aerodrome manual.
- (2) To ensure the safety of aircraft, CASA may give written directions to an aerodrome operator to alter the procedures set out in the aerodrome manual.
- (3) An aerodrome operator must not, without reasonable excuse, fail to comply with a direction under subregulation (2).
- (4) An aerodrome operator must at all times, take all reasonable steps to ensure that every activity required by this Part, and everything done in connection with such activity is done with a reasonable degree of care and diligence.

#### **139.22 Deviations to be notified**

The operator of a licensed aerodrome must notify CASA as soon as practicable and in any case within 30 days of any deviation from a procedure set out in the aerodrome manual that was made in order to ensure the safety of an aircraft.

#### **139.23 Notification of changes in physical condition of aerodrome**

- (1) The operator of a licensed aerodrome must notify the NOTAM Office immediately of:
  - (a) any change in the physical condition of the aerodrome or published aerodrome operational information that may affect the safety of aircraft;
  - or
  - (b) any other occurrence relating to the operation or maintenance of the aerodrome that may affect the safety of aircraft.

*(CASA advisory publication provides guidelines on what and how to notify the NOTAM Office)*

- (2) An operator must not, without reasonable excuse, fail to comply with subregulation (1).

#### **139.24 Notification of changes to aerodrome information published in AIP-ERSA**

- (1) The operator of a licensed aerodrome must:
  - (a) notify the Aeronautical Information Service as soon as practicable of any permanent changes to the information of the aerodrome published in AIP-ERSA; and
  - (b) send a copy of the notification as soon as practicable to the CASA office whose area of responsibility includes that of the aerodrome.

*(CASA advisory publication provides guidelines on what and how to notify the Aeronautical Information Services).*

- (2) An operator must not, without reasonable excuse, fail to comply with subregulation (1).

#### **139.25 Physical characteristics of movement area**

- (1) The operator of a licensed aerodrome must ensure that the physical characteristics of the movement area comply with the standards specified by CASA.
- (2) In the standards manual, CASA may issue directions about standards for the purposes of subregulation (1).

#### **139.26 Aerodrome markings**

- (1) The operator of a licensed aerodrome must mark:
  - (a) the movement area; and
  - (b) any unserviceable area; and
  - (c) any works area on or in the vicinity of the movement area; in accordance with the standards specified by CASA.
- (2) In the standards manual, CASA may issue directions about standards for the purposes of subregulation (1).

#### **139.27 Signal area and ground signals**

- (1) The operator of a licensed aerodrome that does not have a continuous air traffic service during the day must provide a signal area in accordance with the standards specified by CASA.
- (2) The operator must display an appropriate signal in the signal area in the circumstances specified by CASA;
- (3) The operator must ensure that the signal area and any signal displayed in it are clearly visible to any aircraft intending to use the aerodrome.
- (4) In the standards manual, CASA may issue directions about:
  - (a) standards for the purposes of subregulation (1); and
  - (b) signals and circumstances for the purposes of subregulation (2).

#### **139.28 Wind direction indicators**

- (1) Subject to subregulation (2), the operator of a licensed aerodrome must install and maintain at least one wind direction indicator at the aerodrome.

- (2) A runway direction used in straight-in landing off an instrument approach must be provided with a wind direction indicator located near the threshold unless:
  - (a) the aerodrome is equipped with an automatic weather observing system that:
    - (i) is compatible with the Bureau of Meteorology's weather observing system; and
    - (ii) provides surface wind information through an automatic aerodrome weather information broadcast; or
  - (b) there is an approved observer having a communication link with the pilots through which timely information about surface wind may be clearly passed to pilots; or
  - (c) there is an approved means of providing surface wind information.
- (3) CASA may issue directions in the standards manual about wind direction indicators: including
  - (a) the standards to be met by wind direction indicators; and
  - (b) the location, installation and maintenance of wind direction indicators; and
  - (c) the circumstances in which more than one wind direction indicator must be installed at an aerodrome.
- (4) The operator of a licensed aerodrome must comply with all applicable directions under subregulation (3).
- (5) If a lighting system has been installed to enable an aircraft to land or take off at night, the operator must ensure that the wind direction indicators, or at least one of the wind direction indicators, required for landing or take-off, is illuminated in accordance with the standards specified by CASA, so as to be clearly visible to the pilot of the aircraft.

### 139.29 Visual approach slope indicator systems

- (1) If an approach end of a runway is used by jet aeroplanes, that approach end must be provided with an approved visual approach slope indicator system.  
*(Note: Currently only T-VASIS, AT-VASIS and PAPI are approved visual approach slope indicator systems)*
- (2) Notwithstanding subregulation (1), CASA may direct a visual approach slope indicator system to be provided at a runway direction not used by jet aeroplanes if, in the opinion of CASA, such an aid is necessary in the interest of aircraft safety.
- (3) In the standards manual, CASA may issue directions relating to the standards of visual approach slope indicator systems.

### 139.30 Lighting of movement area

- (1) If the operator of a licensed aerodrome makes the aerodrome available for an aircraft to land or take-off at night, or during the day in less than visual meteorological conditions, the aerodrome operator must provide and maintain appropriate lighting systems for the movement area which must consist of at least the following:
  - (a) runways, taxiways and aprons intended for night use;

- (b) illumination of at least one wind direction indicator;
  - (c) if an obstacle within the applicable OLS area of the aerodrome is determined by CASA as requiring obstacle lighting, the obstacle lighting;
  - (d) a runway intended to serve Category I, II or III precision approach operations must be provided with an appropriate approach lighting and runway lighting system;
  - (e) illumination of those movement area guidance signs intended for use at night.
- (2) A lighting system is appropriate if it meets the standards specified by CASA that are applicable to the lighting of the movement area.
  - (3) In the standards manual, CASA may issue directions for the purposes of subregulations (1) and (2).
  - (4) Any lighting system not covered by the standards manual must not be brought into use unless it has been specifically approved by CASA.

#### 139.31 Commissioning of aerodrome lighting systems

- (1) Certain aerodrome lighting systems must not be brought into use unless they have been commissioned by qualified persons, in accordance with the standards and procedures specified by CASA.
- (2) For the purposes of subregulation (1), qualified persons means:
  - (a) for checking compliance with electrical specifications and CASA technical standards - electrical engineer or licensed electrician;
  - (b) for checking compliance with specifications which requires the use of survey instruments - a person with a degree, diploma or certificate in surveying or civil engineering, or a person with experience and demonstrated competency in surveying;
  - (c) for checking compliance with operational requirements - pilot approved under subregulation (3).
- (3) CASA may approve a pilot to conduct flight checks of lighting systems.
- (4) The commissioning of the following lighting systems must include flight checks:
  - (a) approach lighting systems;
  - (b) runway lighting systems for instrument runways;
  - (c) visual approach slope indicator systems used by jet aeroplanes;
  - (d) pilot activated lighting system; and
  - (e) where required, any lighting system installed under 139.30(4).
- (5) In the standards manual, CASA may issue directions for the purposes of subregulations (1).

#### 139.32 Aerodrome emergency planning

- (1) The operator of a licensed aerodrome must prepare an aerodrome emergency plan.
- (2) The aerodrome emergency plan must include the procedures for co-ordinating the responses of all emergency services organisations that may be called upon to assist in the event of an aircraft accident at the aerodrome, for both local standby and full scale emergency situations.

- (3) The operator of a licensed aerodrome must arrange to review the currency and adequacy of the aerodrome emergency plan, at least once every twelve months, with the emergency services organisations, and amend the plan as necessary. Record of the review must be kept and retained for at least 3 years.
- (4) Subject to subregulation (5), the operator of a licensed aerodrome must arrange to carry out emergency exercise, at least once every two years, to test the co-ordination of all the emergency services organisations included in the plan in the event of an aerodrome emergency and assess the adequacy of the procedures and facilities set out in the plan.
- (5) An emergency exercise prescribed in subregulation (4) may be waived by CASA if the aerodrome emergency plan was activated in a real aerodrome emergency within the two year period.
- (6) The operator of the licensed aerodrome must conduct a review of the effectiveness of responses after each emergency, as soon as practicable, irrespective of whether the emergency is an exercise or a real event. Record of the review must be kept and retained for at least 3 years.
- (7) In the standards manual, CASA may issue directions for the purposes of subregulation (1).

### 139.33 Aerodrome inspections by aerodrome operators

- (1) The operator of a licensed aerodrome must arrange to have the following aerodrome inspections carried out:
  - (a) aerodrome serviceability inspections; and
  - (b) aerodrome technical inspections.

#### **Aerodrome serviceability inspections**

- (2) Aerodrome serviceability inspections are visual checks of aerodrome facilities to ensure that they are safe for aircraft operations, and must include at least the following:
  - (a) surface conditions of the movement area, including the presence of water;
  - (b) aerodrome markings, lightings, wind direction indicators and ground signals;
  - (c) cleanliness of, and the detection of foreign objects on, the movement area;
  - (d) obstacles infringing the take-off, approach and transitional surfaces;
  - (e) birds or animals on, or in the vicinity of, the movement area or the aerodrome;
  - (f) empirical assessment of the bearing strength of unrated runway pavements and runway strips;
  - (g) currency of NOTAMs; and
  - (h) aerodrome fencing, where appropriate;
  - (i) Aerodrome frequency response unit, where appropriate.
- (3) Subject to subregulation (4), aerodrome serviceability inspections must be conducted each day, and after a severe wind or rain storm, or when requested by air traffic control or CASA.

- (4) At an aerodrome with low traffic movements, subject to CASA agreement, inspections may be reduced to not less than 2 per week.

### **Aerodrome technical inspections**

- (5) Aerodrome technical inspections are required to detect deterioration in aerodrome facilities which, if not corrected, can render a facility unsafe for aircraft operations, and must be carried out by technically qualified persons.
- (6) For the purposes of subregulation (5), a qualified person means, in the case of:
- (a) inspection of pavements, the movement area and drainage - a person with a recognised degree, diploma or certificate in civil engineering or a person with the appropriate technical experience;
  - (b) inspection of electrical and lighting facilities - an electrical engineer or a licensed electrician;
  - (c) surveying OLS - a person who has been trained and is experienced in surveying and has a sound knowledge and understanding of OLS standards and survey procedures;
  - (d) other specialist areas - a person with the appropriate specialist qualification.
- (7) Aerodrome technical inspections must be carried out as follows:
- (a) when the result of the serviceability inspection indicates that more in-depth technical assessment of problem area is warranted;
  - (b) annually, of at least the following:
    - (i) instrument survey of OLS;
    - (ii) inspection and testing of aerodrome lighting and electrical reticulation systems, including the visual approach slope indicators systems;
    - (iii) electrical testing of ground earthing points, where provided;
    - (iv) inspection and assessment of movement area pavements and drainage;
    - (v) inspection of movement area guidance signs and other signs on the movement area;
    - (vi) aerodrome facilities used in:
      - 1) aerodrome emergencies;
      - 2) handling of hazardous materials
      - 3) bird and animal hazard management program;
      - 4) standby and emergency aerodrome lighting; and
      - 5) airside vehicle control.
    - (vii) currency and accuracy of published aerodrome information.
- (8) In standards manual, CASA may issue directions relating to standards for technical inspections.

### 139.34 **Planning and execution of aerodrome works**

- (1) The operator of a licensed aerodrome must arrange aerodrome works in such a manner so as not to create any hazard to aircraft or confusion to pilots during the period of aerodrome works.
- (2) Except for emergency work or maintenance work which can be carried out without affecting aircraft operations, aerodrome works must be properly planned, with sufficient advance notice given to affected parties, in accordance with the standards and procedures specified by CASA.
- (3) In standards manual, CASA may issue directions for the purposes of subregulation (2).

### **Subpart C – Registered aerodromes**

*Note: 1. A registered aerodrome or an aerodrome meeting the standards of a registered aerodrome will satisfy the requirements of a destination aerodrome under CASR 121A for aeroplanes having maximum approved passenger seat configuration not exceeding 30 or maximum carrying capacity not exceeding 3,400 kg.*

*2. A registered aerodrome will satisfy the aerodrome requirements for the provision of instrument straight-in approach procedures.*

### 139.35 **Which aerodromes may be registered**

A person who operates an unlicensed aerodrome intended for commercial air transport operations may apply to have the aerodrome registered by CASA.

### 139.36 **Application for registration**

- (1) A person may apply to the CASA office, whose area of responsibility includes that of the aerodrome, for the aerodrome to be placed in the CASA register.
- (2) An application must be made in accordance with the requirements set out in the CASA aerodrome registration application form, and must be accompanied by:
  - (a) information respecting the location of the aerodrome and movement area facilities as per 139.15;
  - (b) a statement by a qualified person certifying that he or she has conducted a safety inspection of the aerodrome and can confirm that it meets the relevant CASA standards and is safe for aircraft operations;
  - (c) names of trained reporting officers who can notify the NOTAM office of changes to aerodrome conditions or published aerodrome operational information which aircraft operators and pilots need to know.

### 139.37 **Qualified person for safety inspection of aerodromes**

For the purposes of this subpart, a qualified person is:

- (a) a person with a recognised degree, diploma or certificate in civil engineering, surveying or related field, and with a sound knowledge of the regulations, standards, practices and procedures applicable to operation and maintenance of aerodromes;

- (b) a person with qualification, experience and knowledge that CASA has accepted in writing, subject to limitations CASA considers necessary, as suitable for performing the aerodrome safety inspection function.

**139.38 Grant of registration**

If CASA is satisfied with the application, CASA may register the aerodrome and approve the publication of the aerodrome information in the Aeronautical Information Publication-Enroute Supplement Australia.

**139.39 Refusal of registration**

If CASA is not satisfied with any aspect of the application, CASA may refuse to register the aerodrome. CASA must give the applicant notice in writing of its reasons no later than 14 days after it refuses to register the aerodrome.

**139.40 Surrender of registration status**

- (1) The operator of a registered aerodrome who no longer wants the aerodrome to be registered must give CASA not less than 30 days written notice of the date on which he or she wants the registration to be cancelled.
- (2) CASA must cancel the registration on the date specified and arrange:
  - (a) notification by NOTAM that the aerodrome has been deregistered; and
  - (b) removal of the aerodrome information in AIP-ERSA.

**139.41 Suspension or cancellation of registration**

- (1) CASA may suspend or cancel the registration of the aerodrome if, in the opinion of CASA, the aerodrome fails to meet applicable standards.
- (2) Before CASA suspends or cancels a registration, CASA must give the aerodrome operator notice in writing of its reasons for taking such action.

**139.42 Applicable standards**

- (1) The physical characteristics, obstacle limitation surfaces, markings, lightings, facilities and equipment of a registered aerodrome must comply with the same standards as if it were a licensed aerodrome.
- (2) In standards manual, CASA may issue directions in relation to standards for registered aerodromes.

**139.43 Notification of changes**

The operator of a registered aerodrome must notify changes in accordance with 139.23 and 139.24.

**139.44 Aerodrome re-validation inspections and reports**

- (1) The operator of a registered aerodrome must arrange for a re-validation inspection of the aerodrome, to be carried out in accordance with subregulation (2), on an annual basis.

- (2) The re-validation inspection must be conducted by, or under the direction of, a person qualified under 139.37 and must result in a report, signed by the qualified person, addressing each of the matters set out in Schedule 2.
- (3) A copy of the re-validation inspection report must be sent to the relevant CASA office within 30 days of the inspection.

## **Subpart D – Notification of obstacles and hazards**

### **139.45 Establishment of obstacle limitation surfaces**

- (1) The operator of a licensed or a registered aerodrome must monitor the airspace around the aerodrome against infringement by any object, building or structure, in accordance with the standards specified by CASA.  
*Note: for the purpose of this subregulation, a gaseous efflux with velocity in excess of 4.3 metres per second is deemed an object.*
- (2) In standards manual, CASA may issue directions setting out how obstacle limitation surfaces are to be established for aerodromes.

### **139.46 Notification of obstacles**

- (1) An aerodrome operator must take all reasonable measures to detect obstacles as quickly as possible.
- (2) An aerodrome operator must notify the NOTAM office immediately if the operator is aware of the presence of an obstacle, providing:
  - (a) details of the height and location of the obstacle; and
  - (b) amended declared distances and gradients, where applicable.
- (3) If the operator is aware of any development or proposed construction in the vicinity of the aerodrome which will result in obstacles, the aerodrome operator must notify CASA and provide details of such obstacles.
- (4) An aerodrome operator who, without reasonable excuse, fails to comply with subregulation (1), (2) or (3) is guilty of an offence.

### **139.47 Notification of structures 110 metres or more above ground level**

- (1) A person who proposes to erect a building or structure the top of which will be 110 metres or more above ground level must inform CASA of that intention and the proposed height and location of the building or structure.
- (2) A person who, without reasonable excuse, fails to comply with subregulation (1) is guilty of an offence.

#### 139.48 **Hazardous objects**

- (1) CASA may determine, in writing, that:
  - (a) an obstacle or a proposed obstacle; or
  - (b) a building or structure or proposed building or structure, whose top is 110 metres or more above ground level; is or will be a hazardous object unless safety measures relating to height reduction, marking and lighting, and notification through NOTAM or AIP-ERSA, as determined by CASA, are complied with.
- (2) If CASA makes a determination under subregulation (1), it must publish in AIP or NOTAM particulars of the hazardous object to which the determination applies.
- (3) CASA must give notice in writing of the determination:
  - (a) if a person can reasonably be identified who:
    - (i) owns; or
    - (ii) is in occupation or control of;the obstacle, building or structure to which the determination applies – to the person; or
  - (b) for a proposed building or structure, to:
    - (i) the person proposing to erect that building or structure; and
    - (ii) the authority or, where applicable, one or more of the authorities whose approval is required for the erection.

#### **Subpart E – Aerodromes used by aeroplanes operating under CASR 121B**

*Note: Aeroplanes conducting operations under CASR 121B have maximum approved passenger seat configuration of not more than 9 or are less than 5700 kg MTOW.*

#### 139.49 **Applicable standards**

- (1) Unlicensed and unregistered aerodromes may be used by aeroplanes operating under CASR 121B provided they meet the standards specified by CASA relating to:
  - (a) the physical dimensions of the landing area and obstacle limitation surfaces;
  - (b) markings;
  - (c) lightings if used for night operations;
  - (d) wind direction indicator;
  - (e) signal circle and ground signals.
  - (f) maintenance of the landing area surface conditions;
  - (g) a reporting arrangement which allows the pilot to be notified of changes to the aerodrome conditions.
- (2) In standards manual, CASA may issue directions about standards for the purposes of subregulation (1).

**139.50 Removal of aerodrome from CASR 121B operations**

- (1) If an aerodrome used by an AOC holder operating under CASR 121B is, in the opinion of CASA, unsafe for such operations, CASA may direct that the aerodrome be removed from the AOC holders' operations.
- (2) An aircraft operator who, without reasonable excuse, fails to comply with a CASA direction made under subregulation (1) is guilty of an offence.
- (3) A direction made under subregulation (1) may be rescinded if CASA is satisfied that the unsafe conditions of the aerodrome have been rectified, after receipt of:
  - (a) a CASA inspection report; or
  - (b) a report by a person qualified under 139.37.

## SCHEDULE 1 to 139.15

### PARTICULARS TO BE INCLUDED IN AN AERODROME MANUAL

#### Part 1 – Particulars of the Aerodrome Site

Particulars of the aerodrome site, including the following:

- (a) a plan of the aerodrome, showing the main aerodrome facilities, including the locations of wind direction indicators, for the operation of the aerodrome;
- (b) a plan of the aerodrome showing the aerodrome boundaries;
- (c) where appropriate, a plan showing the distance of the aerodrome from the nearest city, town or other populous area, and the location of any aerodrome facilities and equipment outside the boundaries of the aerodrome;
- (d) particulars of title of:
  - (i) the aerodrome site; or
  - (ii) if the boundaries of the aerodrome are not defined in the documents of the title –particulars of title of, or interest in, the property on which the aerodrome is located and a plan showing the boundaries and position of the aerodrome.

#### Part 2 – Particulars of the Aerodrome Administration and Operating procedures

*Note: The procedures must comply with applicable standards and procedures.*

##### **Aerodrome Administration**

1. Particulars of the aerodrome administration including:

- (a) a copy of the aerodrome organisation structure;
- (b) management and staff positions with responsibility for the operation and maintenance of the aerodrome;
- (c) contact details of key personnel with responsibility for aerodrome operations and safety functions.

##### **Aerodrome Emergency Plan**

2. Particulars of the aerodrome emergency plan, including the following:

- (a) composition of the aerodrome emergency committee and details of emergency responding agencies;
- (b) roles of individual emergency responding agencies;
- (c) the activation, control and co-ordination of the agencies during an emergency;
- (d) emergency facilities and arrangements for keeping such facilities in readiness;
- (e) operational response, including arrangements for aerodrome access, staging and assembly areas;
- (f) response to local standby call out;

- (g) response to full emergency call out;
- (h) arrangements to bring aerodrome back to operational status after an emergency;
- (i) arrangements to review and test the emergency plan at periodic intervals.

### **Aerodrome lighting**

3. Particulars of the procedures to ensure aerodrome lighting is available including:
- (a) arrangements for inspecting and maintaining lighting systems, including checklist for inspection;
  - (b) arrangements for switching of lights, including back-up arrangements for pilot activated lighting.
  - (c) arrangements for recording the results of inspections and for taking follow-up action to correct deficiencies;
  - (d) arrangements for carrying out routine maintenance and emergency maintenance;
  - (e) arrangements for activation of standby power, if any, and particulars of any other method of dealing with partial or total system failure, if applicable;
  - (f) the names and roles of persons who are responsible for the inspection and maintenance of the lighting and the telephone numbers for contacting those persons during and after working hours.

### **Unauthorised entry to aerodromes**

4. Particulars of the procedures for preventing unauthorised entry of persons, vehicles, equipment, plant or animal into the movement area which may endanger aircraft safety, including the following:

- (a) the arrangements for controlling airside access;
- (b) the names and roles of persons who are responsible for controlling access to the movement area and the telephone numbers for contacting those persons during and outside working hours.

*Note: This function is not to be confused with aerodrome security which is regulated by the Federal department responsible for Transport.*

### **Aerodrome serviceability inspections**

5. Particulars of the procedures for carrying out serviceability inspections of the movement area and the obstacle limitation surfaces, including the following:

- (a) the arrangements for carrying out serviceability inspections during and outside normal working hours;
- (b) details of the intervals at which the serviceability inspections are carried out and the times of the inspections;
- (c) the arrangements for keeping an inspection logbook and the place where the logbook is kept;
- (d) details of serviceability inspection checklist;
- (e) the arrangements for communicating with Air Traffic Control or aircraft during an inspection, if applicable;

- (f) the arrangements for reporting the results of serviceability inspections and for taking prompt follow-up action to ensure correction of unsafe conditions;
- (g) the names and roles of the persons who are responsible for carrying out inspections and the telephone numbers for contacting those persons during and after working hours.

#### **Aerodrome technical inspections**

6. Particulars of the procedures for carrying out technical inspections of the movement area facilities and the obstacle limitation surfaces, including the following:

- (a) Identification of items that need to be technically inspected and when the inspections are to be carried out;
- (b) the arrangements for technically qualified persons to conduct the technical inspections;
- (c) the arrangements for record of inspection reports and for remedial actions on defects identified in the reports.

#### **Aerodrome reporting**

7. Particulars of the procedures for reporting any changes to aerodrome information set out in AIP and procedures for requesting the issue of NOTAMs, including the following:

- (a) the arrangements for reporting changes which may affect aircraft operations to the NOTAM office, local air traffic service, operators and CASA, during and outside normal working hours, including contact details of such organisations;
- (b) the arrangements to report changes of aerodrome information published in AIP to AIS and CASA;
- (c) the names and roles of the reporting officers and the telephone numbers for contacting those persons during and outside normal working hours;
- (d) the arrangements for keeping record of reports made.

#### **Aerodrome works safety**

8. Particulars of the procedures for planning and safely carrying out aerodrome works (including works which may have to be carried out at short notice), including the following:

- (a) the preparation of a method of working plan, identifying areas of the aerodrome affected during each stage of work, and steps taken to ensure safety standards are met;
- (b) the arrangements for notifying aircraft operators and other aerodrome users of the method of work arrangements and the contact details of those operators during and outside working hours;
- (c) the arrangements for communication with Air Traffic Control or aircraft during the carrying out of the works;
- (d) the arrangements for carrying out time limited works;

- (e) the names, telephone numbers and role of the persons and organisations responsible for planning and carrying out the works, including works safety officers, and the arrangements for contacting those persons and organisations at all times;
- (f) the distribution list for the method of working plans.

### **Aircraft parking control**

9. Particulars of the procedures for aircraft parking control, if established, including the following:

- (a) the arrangements between air traffic control and apron management;
- (b) the arrangements for allocating aircraft parking positions and associated plans;
- (c) the arrangements for initiating engine start and ensuring clearance of aircraft push-back;
- (d) the inventory and description of any visual docking guidance system used at the aerodrome.
- (e) marshalling service;
- (f) leader (van) service, otherwise known as follow-me term.

### **Airside vehicle control**

10. Particulars of the procedures for the control of surface vehicles operating on, or in the vicinity of the movement area, if established, including the following:

- (a) details of the applicable traffic rules (including speed limits and the means of enforcement of the rules);
- (b) the method of instructing and testing drivers in relation to the applicable traffic rules.

### **Bird and animal hazard management**

11. Particulars of the procedures to deal with danger to aircraft operations caused by the presence of birds or animals on or in the vicinity of the aerodrome, including the following:

- (a) the arrangements for assessing any bird or animal hazard;
- (b) the arrangements for the removal of any bird or animal hazard;
- (c) the names and roles of the persons responsible for dealing with bird or animal hazard, and the telephone numbers for contacting those persons during and after working hours.

### **Obstacle control**

#### 12. Particulars of the procedures for:

- (a) monitoring the obstacle limitation surfaces and Type A charter take-off surface applicable to the aerodrome;
- (b) monitoring building developments (in relation to the height of buildings and other structures) within the horizontal limits of the obstacle limitation surfaces;
- (c) in the case of an aerodrome with instrument approach procedures, monitoring any other areas nominated by the instrument procedure designers for new objects or building developments;
- (d) arrangements with local planning authorities, relevant organisations and CASA in processing building developments which may infringe the obstacle limitation surfaces.

### **Disabled aircraft removal**

#### 13. Particulars of procedures for removing an aircraft which is disabled on or near the movement area, including the following:

- (a) the roles of the aerodrome operator and the holder of the aircraft's certificate of registration;
- (b) the arrangements for notifying the holders of the certificate of registration;
- (c) the arrangements for liaising with Air Traffic Control and the Australian Transport Safety Bureau;
- (d) the arrangements for obtaining equipment and persons to remove the aircraft;
- (e) the names and roles of the persons who are responsible for arranging for the removal of an aircraft which is disabled, and the telephone numbers for contacting those persons during and after working hours.

### **Handling of hazardous materials**

#### 14. Particulars of the procedures for the safe handling of hazardous materials on the aerodrome, including the following:

- (a) the names, telephone numbers and roles of the persons who are to receive and handle hazardous materials;
- (b) the arrangements for special areas on the aerodrome to be set up for the storage of flammable liquids (including aviation fuels) and any other hazardous materials;
- (c) the methods to be followed for the delivery, storage, dispensing and handling of these materials.

*[Note: Hazardous materials include explosives, flammable liquids and solids, corrosive liquids, compressed gases, and magnetised or radioactive materials. The arrangements to deal with an accidental spillage of hazardous materials are to be set out in the aerodrome emergency plan.]*

### **Protection of radar and navigational aids**

15. Particulars of the procedures for the protection of radar and navigational aids located on the aerodrome to ensure their performance will not be degraded, including the following:

- (a) the arrangements for the control of activities in the vicinity of radar and navigational aids installations, including, in consultation with the facility provider, the supply and installation of signs warning of hazardous microwave radiation.
- (b) the arrangements for ground maintenance in the vicinity of the these installations.

### **Low visibility operations**

16. Particulars of the procedures for the management of ground activities at an aerodrome where low visibility operations are conducted, including:

- (a) arrangements, where required, for the measurement of visibility along a runway and passing the information to Air Traffic Control;
- (b) arrangement for control of vehicular traffic within the movement area during the period of low visibility operations.

### **Part 3 – Particulars of the aerodrome that are required for notification in AIP-ERSA**

Particulars of the aerodrome that are required for notification in AIP-ERSA, including the following:

- (a) as aerodrome general information
  - (i) the name of the aerodrome;
  - (ii) the State or Territory where the aerodrome is located;
  - (iii) the geographic co-ordinates of the Aerodrome Reference Point;
  - (iv) the elevation of the aerodrome based on the Australian Height Datum;
  - (v) details of the aerodrome beacon;
  - (vi) the name of the aerodrome operator and the address and telephone numbers at which the aerodrome operator may be contacted during at all times;
- (b) as runway information
  - (i) the magnetic bearing of the runway and the runway number;
  - (ii) the length, width and slopes of the runway;
  - (iii) the length and width of the graded and overall runway strip;
  - (v) the pavement surface type and its strength rating;
  - (vi) runway declared distances and take-off gradient;
  - (vii) supplementary take-off distances;
  - (viii) the Aerodrome Obstacle Chart Type A, if applicable;
- (c) as visual aid system information:
  - (i) the type of runway lighting and the standby power, if any, for that lighting;
  - (ii) the type of approach lighting;
  - (iii) the visual approach slope indicator system, if applicable;
- (d) as local information:
  - (i) hours of operations, if applicable;
  - (ii) ground services available;
  - (iii) any special procedures;
  - (iv) any local precautions.

## SCHEDULE 2 to 139.42

### SAFETY INSPECTIONS OF REGISTERED AERODROMES

#### Matters to be dealt with in aerodrome safety inspections

1. Check the following details relating to the aerodrome, as published in AIP-ERSA:
  - (a) details of the location of the aerodrome;
  - (b) the name, address and telephone contact numbers of the aerodrome operator;
  - (c) details of the movement area;
  - (d) details of runway distances available;
  - (e) details of the aerodrome lighting;
  - (f) details of ground services;
  - (g) notice of special conditions or procedures, if any.
  
2. Check aerodrome operating procedures in place in relation to the following matters:
  - (a) record of aerodrome inspections;
  - (b) record of notification made to NOTAM office and AIS;
  - (c) record of aerodrome works or remedial works undertaken;
  - (d) from record of aerodrome activities and observation of the state of the aerodrome, assess the adequacy of competency of aerodrome personnel in carrying out routine aerodrome functions.
  
3. Check the following particulars in relation to aerodrome facilities and equipment:
  - (a) the runway, shoulder and strip;
  - (b) the taxiway;
  - (c) the apron;
  - (d) obstacles;
  - (e) aerodrome markings and signs;
  - (f) aerodrome lighting, including back-up lighting systems and obstacle lighting;
  - (g) the wind direction indicators and their illumination;
  - (h) aerodrome fencing;
  - (i) equipment used for dispersing birds;
  - (j) two-way radios installed in vehicles used by the aerodrome operator on the movement area.

## **ANNEX B**

### **Standards for Aerodromes used under proposed Civil Aviation Safety Regulation (CASR) Part 121B**

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**STANDARDS FOR AERODROMES USED UNDER CASR PART 121B BY AEROPLANES WITH MAXIMUM PASSENGER SEATING OF NOT MORE THAN 9 OR IN FREIGHT OPERATIONS BY AEROPLANES WITH MAXIMUM TAKE-OFF WEIGHT NOT EXCEEDING 5700 KG**

**1. PHYSICAL DIMENSIONS AND OBSTACLE LIMITATION SURFACES**

<b>1.1 RUNWAY AND OBSTACLE SURFACES</b>	Aeroplanes 3500 kg or more by day. All aeroplanes by night	Aeroplanes not exceeding 3500 kg by day
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**Runway and strip**

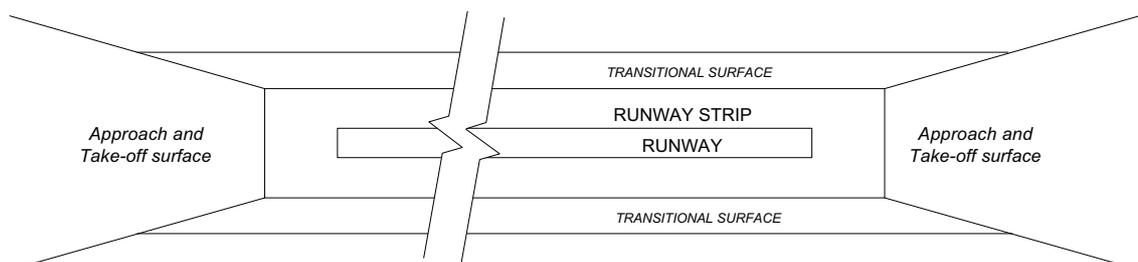
Runway width	18m	15m
Runway strip width - graded	80m	60m
Runway longitudinal slope	2%	2%
Runway transverse slope	2.5%	2.5%
Runway strip transverse slope	2.5%	2.5%

**Approach and take-off surfaces**

Length of inner edge	80m
60m	
Distance of inner edge before threshold	60m
30m	
Divergence, each side	10%
10%	
Length of surface	2500m
1600m	
Slope	4%
5%	

**Transitional surface**

Slope (to 45m in height)	20%
20%	

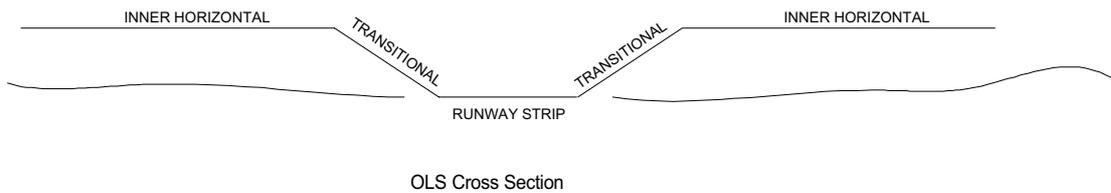
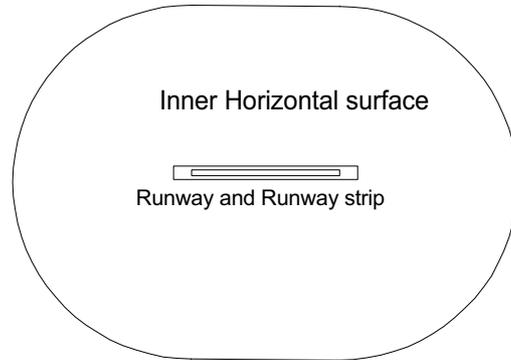


**Inner horizontal surface**

Height 45m

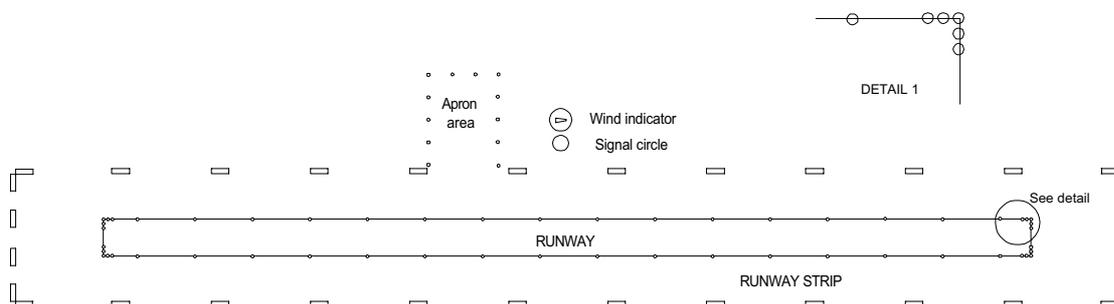
NA

Radius from runway strip 2500m



1.2 **Obstacles.** Where an aeroplane operation is affected by the presence of obstacles, the matter must be brought to the attention of the relevant CASA office, which will determine obstacle marking and lighting requirements and any operational limitations.

**2 AERODROME MARKINGS**



2.1 – Aerodrome markings or markers must be provided. Sealed surfaces must be marked by paint markings and unsealed surfaces by markers.



2.2 – For a sealed runway, runway thresholds are to be painted. Runway side stripes are only required if there is a lack of contrast between the runway surface and the surrounding area. Runway strip may also be marked with markers.

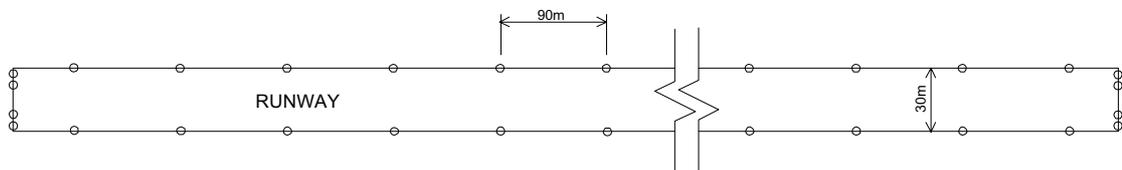
2.3 – For an unsealed runway, the runway and the runway strip must be marked, except that runway markers may be omitted if the full width of the runway strip is maintained suitable for aeroplane operations. Where the runway is not provided with edge markers, the threshold locations must be marked by markers or paint markings in the shape of a U.

2.4 – Where markers are used, the runway must be marked by white cones. Runway strip may be marked by either white cones, gable markers, tyres, or 200 litre drums cut in half along their length and placed with the open side down, or something similar.

*Note: Runway cone markers should have 400mm base diameter and be 300mm in height. Runway strip cone markers should have 750mm base diameter and be 500mm in height. Gable markers should be 300mm in length.*

2.5 – Cone or similar size markers must be spaced at not more than 90m apart. Gable or similar size markers must be spaced at not more than 180m apart.

### 3 AERODROME LIGHTING



3.1 – Where a runway is used for night operations, the runway must be provided with runway edge lighting, spaced laterally at 30m apart, and longitudinally at approximately 90m apart.

3.2 – Where there is no permanent electricity supply, portable white lights or flares may be used.

### 4 WIND DIRECTION INDICATOR

4.1 – A wind direction indicator, white in colour, must be provided. It must be located such that it is clearly visible from the air.

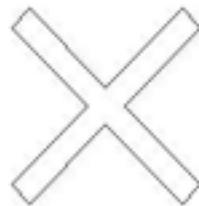
4.2 – If the aerodrome is intended for night operations, the wind direction indicator must be provided with illumination.

4.3 – To enhance sighting of the wind direction indicator, a circular area 7.5m in radius around the indicator must be blackened or provided with a contrasting colour, and lined by white markers spaced at approximately 3m apart.

## 5 SIGNAL CIRCLE

5.1 – A signal circle, consisting of a blackened or contrasting colour circular area of 9m in diameter marked by 6 equally spaced white markers, must be provided near the wind direction indicator for the purpose of displaying ground signals to pilots.

5.2 – **Marking of unserviceability of aerodrome.** A white cross with each arm 6m in length and 0.9m in width is to be displayed on the signal circle when the aerodrome is closed to aircraft operations.



Total Unserviceability

## 6. RUNWAY AND RUNWAY STRIP CONDITIONS

6.1 – The surface of the runway and runway strip must be maintained to minimise adverse effect on aeroplane operations, as follows:

<u>Surface strip</u>	<u>Runway</u>	<u>Runway</u>
Sealed surface	after compaction, the surface is to be swept clean of loose stones	N/A
Height of grass		
sparse	450mm	600mm
medium	300mm	450mm
dense	150mm	300mm
Size of loose stones		
isolated stones	25mm	50mm
overall deep layer of stone	50mm	75mm
Surface cracks	40mm	75mm
Surface roughness*	75 km/h	75 km/h



\* The surface roughness can be checked by driving a stiffly sprung vehicle such as a medium size utility or unladen truck at the speed specified. If it is uncomfortable, then the surface needs to be graded and levelled.

## 7 AERODROME SERVICEABILITY REPORTING

7.1 – The AOC holder must establish a reporting system such that the pilot can be notified of changes to the aerodrome serviceability status. The aerodrome serviceability condition is normally provided by the aerodrome operator.

7.4 7.2 – The aerodrome operator has a duty of care to provide as accurate information as possible. This would require physical inspection of the aerodrome at least on the day prior to the first airline operations, and after strong wind or rain. The information provided should include:

- (a) runway surface condition: dry, wet, soft, or slippery;
- (b) runway strip condition: any obstruction, undue roughness, visibility of markers;
- (c) wind direction indicator: if torn or obstructed;
- (d) approach and take-off areas: if there are objects close to or above the obstacle surfaces;
- (e) other hazardous condition or object known to the aerodrome operator, e.g. animal hazard.

*Note: the person performing the reporting duty is known as the aerodrome reporting officer and needs to be identified in the AOC Operations Manual. It is important that the person understands clearly his or her responsibilities.*

7.3 – For unsealed landing areas, serviceability is often affected by rain. Where the aerodrome is too wet for aeroplane operations, the reporting officer must display the unserviceability signal, and notify the airlines accordingly. When in doubt, always err on the side of safety.

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## **HOW TO SUBMIT COMMENTS ON THIS DP**

**Written comments quoting *DP 0004AS* should be forwarded by *Friday 11 August 2000*, to CASA's Standards Coordination and Support Branch, by one of the following means:**

**Post (no stamp required) Reply Paid 744**  
Regulatory Documentation Coordinator  
Standards Coordination and Support Branch  
GPO Box 2005  
CANBERRA ACT 2601

**E-mail:** [DP\\_CASR139@casa.gov.au](mailto:DP_CASR139@casa.gov.au)

**Fax (free call):** 1800 653 897

Inquiries can also be sent to the address above, or by telephoning the Project Manager, Frank Wong on 02 6217 1741 (international +61 2 6217 1741) during Australian east coast business hours or 131 757 for the cost of a local call.