



Republic of the Philippines  
Department of Transportation and Communications  
**AIR TRANSPORTATION OFFICE**

[www.atto.gov.ph](http://www.atto.gov.ph)



# **Advisory Circular**

**AC 139-02-A**

**APPLYING FOR AN AERODROME  
CERTIFICATE**

**May 2008**

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

**ATO will generally accept that when the provisions of an Advisory Circular have been met, compliance with the relevant regulatory obligation has been satisfied.**

**Where an AC is referred to in a 'Note' within regulatory documentation, the AC remains as guidance material.**

**ACs should always be read in conjunction with the referenced regulations.**

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## **1. REFERENCES**

1.1 This document may refer to portions of the following:

- Civil Aviation Authority Act of 2008;
- Administrative Order 139;
- Manual of Standards for Aerodromes pursuant to AO 139; and
- ICAO Annex 14 Volume 1 Aerodromes, 4<sup>th</sup> Edition as amended.

## **2. PURPOSE**

2.1 Administrative Order Number 139 (AO 139) introduced an aerodrome certification system that complies with or exceeds the requirements set out in ICAO Annex 14. Operators of aerodromes used by aircraft of more than 30 passenger seats conducting air transport operations will be required to have an aerodrome certificate. The purpose of this Advisory Circular (AC) is to describe in detail what an aerodrome operator needs to do to get an aerodrome certificate in conformity with AO 139 requirements. This AC is applicable to operators of aerodromes that were certified before the advent of AO 139 as well as new applicants for aerodrome certificates.

## **3. STATUS OF THIS AC**

3.1 ACs are numbered to reflect the regulatory basis, the serial number of the circular issued for that regulation and the revision status for that AC. In this case the regulatory basis is AO 139, this is the second AC to be issued regarding AO 139 and it is revision A. Consequently the status of this AC is 139-02-A.

## **4. WHICH AERODROME NEEDS A CERTIFICATE**

4.1 A certificate is needed for aerodromes:

- used by aircraft conducting international air transport operations; or
- used by aircraft with more than 30 passenger seats conducting other air transport operations.

4.2 However, aerodrome certification is an option available to all aerodrome operators provided all the conditions of certification can be satisfied.

## **5. WHO CAN APPLY FOR THE CERTIFICATE**

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

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

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

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

6.1 An application for an aerodrome certificate will be processed by an ATO Aerodrome Inspector. The applicant should establish early dialogue with the relevant ATO Aerodrome Inspector, to ensure that the preparatory efforts are on the right track.

6.2 The legal requirements for aerodrome certification are contained in AO 139. This document is on the ATO website and can be accessed through: [www.ato.gov.ph](http://www.ato.gov.ph)

6.3 One of the requirements for a certificate application is the preparation of an aerodrome manual. AO 139 and the MOS describe the contents of the manual. It is important that the aerodrome operating procedures proposed for the aerodrome are fully described in the Aerodrome Manual and are appropriate for the circumstances of the aerodrome and are commensurate with the level of aircraft activities.

6.4 The Aerodrome Manual is a living document, subject to change from time to time. It is recommended that it be held in a sturdy, loose-leaf folder, although it may be held in any manner that facilitates easy amendment. Electronic storage is also permitted. The Aerodrome Manual controller must develop an appropriate system to record changes, provide a checklist for currency and maintain a distribution register for initial issue and on-going circulation of any amendments.

6.5 The applicant needs to provide all aerodrome data for promulgation in the Aeronautical Information Publication (AIP) when an aerodrome is certified. This information is used by pilots using the aerodrome and it is paramount that the information supplied is complete, accurate and verifiable. Some of the aerodrome operational information requires detailed measurement and survey in accordance with specified standards. It is important that the person or persons carrying out such survey tasks have the appropriate qualification(s), experience and knowledge to do so. It should be noted that although ATO will check that the information provided is in order, responsibility for the accuracy of information rests with the applicant.

6.6 The applicant will need to ensure that the aerodrome facilities and equipment are compliant with the relevant aeronautical safety standards. Aerodrome standards are published in an ATO document named Manual of Standards for Aerodromes (MOS). This document is also posted on the ATO website. The MOS document, and subsequent amendments, can be acquired from:

Assistant Secretary  
Air Transportation Office  
MIA Road cnr Ninoy Aquino Avenue  
Pasay City, Metro Manila.

6.7 Applications for an aerodrome certificate are to be made on the relevant form. The application form is available from ATO at the above address or a sample may be found in the MOS.

## **7. CONDITIONS THAT MUST BE SATISFIED FOR ATO TO GRANT A CERTIFICATE.**

7.1 Before a certificate is granted, ATO will need to be satisfied that:  
(a) the aerodrome facilities and equipment are in accordance with the standards specified in the Manual of Standards (MOS);

- (b) the Aerodrome Manual contains all of the particulars required under the regulations AND STANDARDS;
  - (c) the aerodrome's operating procedures, as documented in the Aerodrome Manual, make satisfactory provision for the safety of aircraft; and
  - (d) the applicant will be able to properly operate and maintain the aerodrome.
- 7.2 In assessing an application, ATO will be looking particularly for evidence that:
- (a) the aerodrome movement area conforms to the standards specified in MOS;
  - (b) the aerodrome operational information to be promulgated in AIP has been correctly gathered and verified by appropriately qualified person(s);
  - (c) the aerodrome operating procedures show a clear understanding of the responsibilities of the operator and are adequate for the particular aerodrome concerned; and
  - (d) personnel employed at the aerodrome have the appropriate skill, experience and training.

## **8. AERODROMES FACILITIES NOT IN COMPLIANCE WITH STANDARDS**

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

8.2 The applicant should liaise with the relevant ATO Aerodrome Inspector. Where appropriate, the costs of any required ATO assessment of alternative proposals will have to be borne by the applicant.

## **9. AERODROME CERTIFICATION FEE**

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

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

## **10. MAKING AN APPLICATION**

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

Assistant Secretary  
Air Transportation Office  
MIA Road cnr Ninoy Aquino Avenue  
Pasay City, Metro Manila.

10.2 Include a copy of the Aerodrome Manual with the application.

10.4 A copy of the final agreed version of the Aerodrome Manual will be retained by ATO for on-going compliance checking purposes;

## **11. ATO APPROVAL PROCESS**

11.1 To ensure that the application meets the conditions set out in Section 7 of this AC, the ATO will require staff to conduct on-site inspections and/or audits.

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

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

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

## **12. EXISTING AERODROME CERTIFICATE HOLDERS**

12.1 Holders of any aerodrome certificate issued previously under provisions of AO 5 (or other aviation rules) will need to go through a new certification process. Previous regulatory requirements did not conform to ICAO Annex 14 standards and recommended practices and so ATO can not have any assurance that previously issued certificates indicate compliance with current mandatory safety requirements.

By authority of the Secretary, DOTC:



DANIEL A. DIMAGIBA  
Executive Director  
Air Transportation Office

6 June 2008