



Civil Aviation Publication

AGA -15

Amendment To The Aerodrome Certificate

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AGA 15

Amendment To The Aerodrome Certificate

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1.0 INTRODUCTION

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

As per the standards of Annex 14 Volume 1 , Aerodromes used for International Civil Aviation are required to be certified by the State.

The Director General of the Civil Aviation Authority Bahamas will issue an Aerodrome Certificate only after confirming the fulfilment of the requirements under CAR AGA-1 Aerodrome Certification. The regulatory rules and existing aerodrome physical facilities, staff, equipment, and procedures shall be investigated in-depth by CAA-B against the requirement under CAR AGA-1 Aerodrome Certification.

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

2.0 AMENDMENT TO THE AERODROME CERTIFICATE (Procedure)

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

- Submission of Application, ADR APP-003 Application to Amend an Aerodrome Certificate or Aerodrome License
- Permission to amend the aerodrome certificate
- Legislation governing the amendment of certificates
- Staff responsibilities
- Forms and letters used.

CAR AGA 1 11.5 Permits an aerodrome certificate to be amended by CAA-B if the following circumstances occur:

- a) There is a change in the ownership;
- b) There is a change in the use;
- c) There is a change in the boundaries of the aerodrome; or

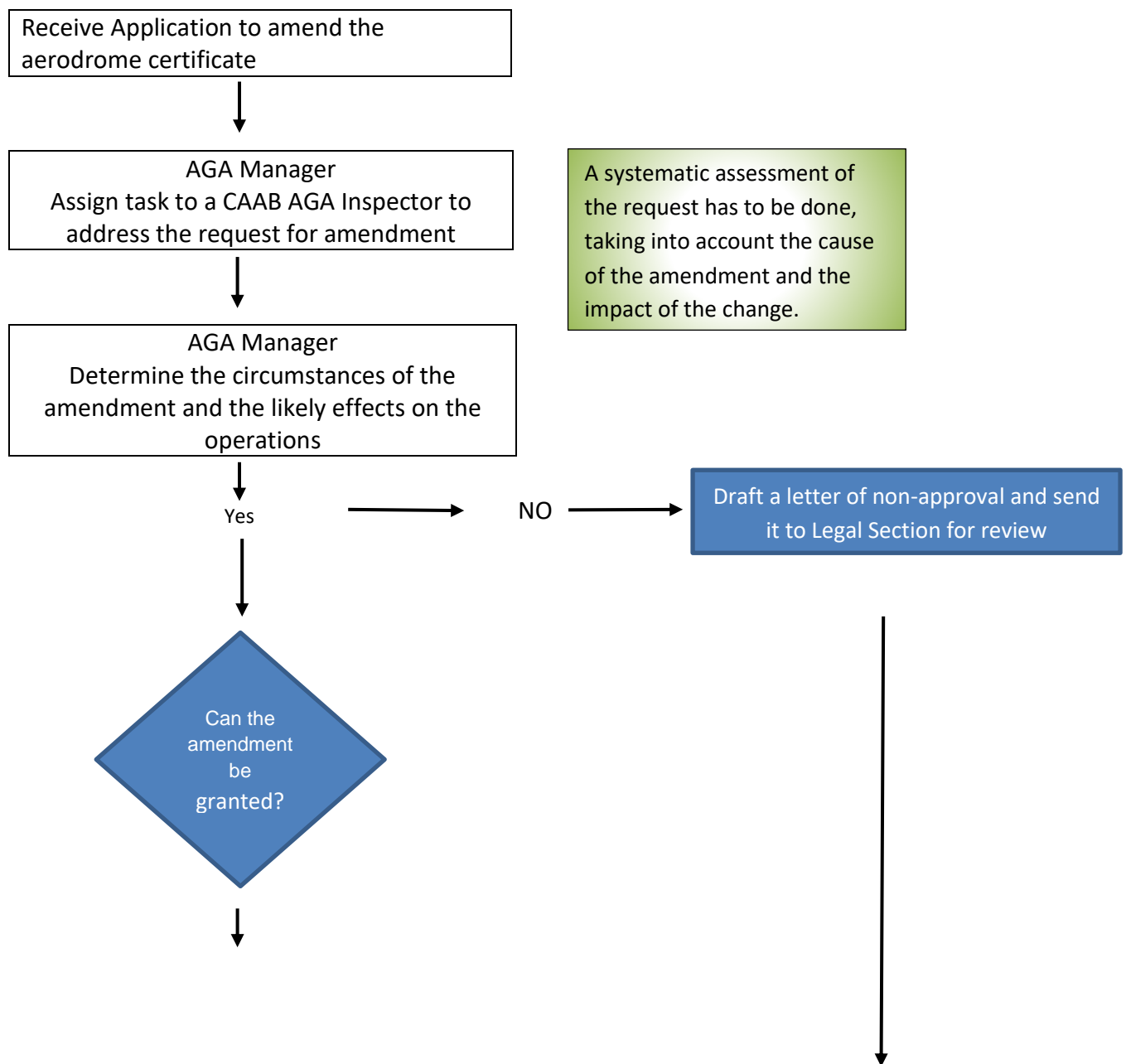


- d) The holder of the aerodrome certificate requests an amendment by requirement of the Authority
- e) By request of the CAA-B

The aerodrome certificate can be amended, suspended, or revoked according to the outcome of the increased oversight.

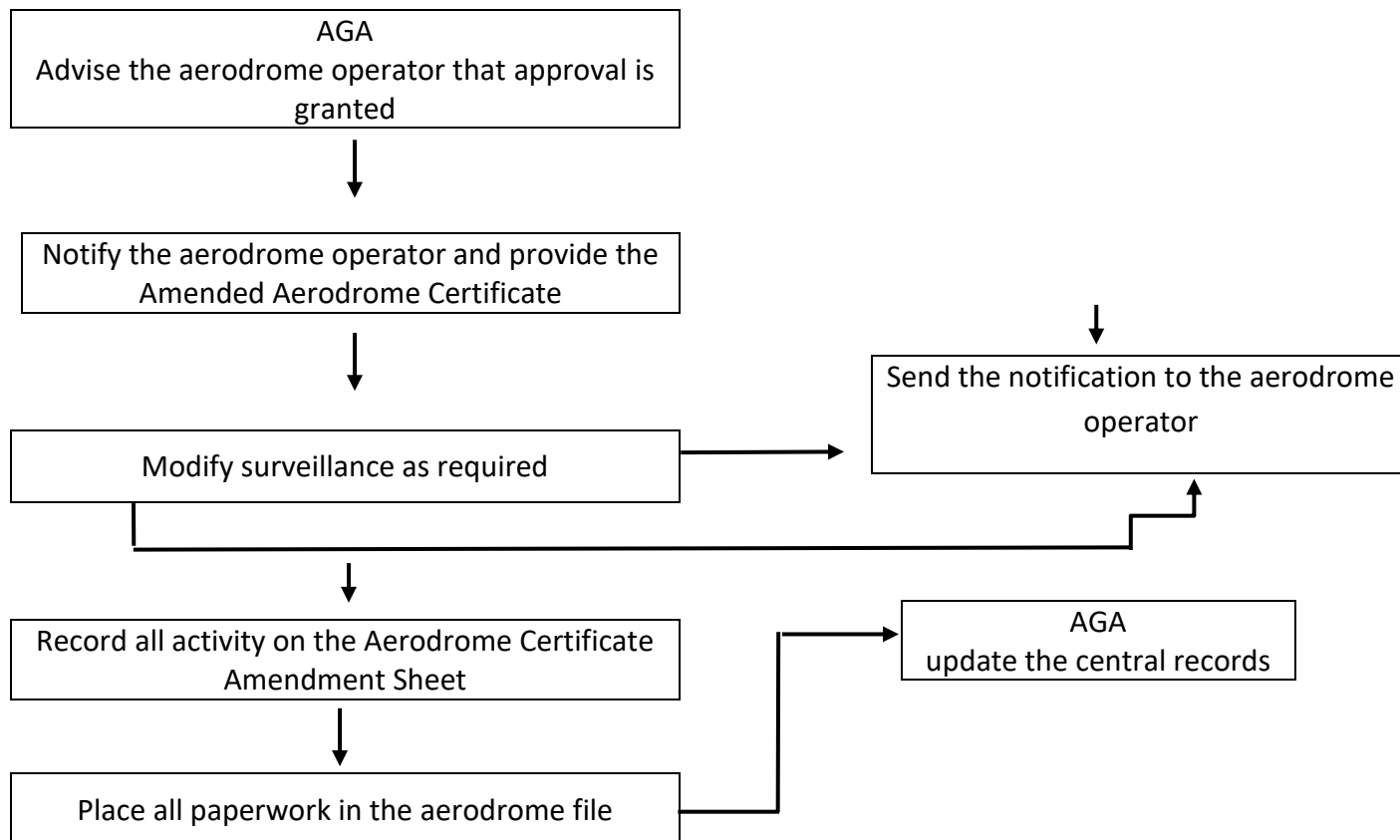
This amendment process is detailed in the Amendment process flow chart 01 below.

Amendment Process Flowchart 01





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3.0 Guidelines for Processing Aerodrome Certificate Amendments

3.1 How Requests for an Amendment to Aerodrome Certificate May Be Made

The aerodrome operator must make requests and submit the appropriate application for approval to amend an aerodrome certificate. CAA-B's policy is that requests for amendment of the aerodrome certificate must be made in writing.

3.2 Reasons for an Amendment of an Aerodrome Certificate

An aerodrome operator may request CAA-B's approval to amend the certificate when:

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

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

3.3 Criteria for an Amendment of an Aerodrome Certificate

Approval to an amendment may be given only if CAA-B is satisfied with the reasons submitted by the aerodrome operator.

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

3.3.1 Criteria for Non-approval

Approval to amendment will be refused if CAA-B is not satisfied with the reasons submitted by the aerodrome operator.

3.3.2 Reviewable Decision

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


3.4 Procedures for Processing Amendment to the Certificate

1. The AGA Director will assign aerodrome inspectors to manage the request for an amendment to the aerodrome certificate.
2. After completion of the amendment, the AGA Director will update the Aerodrome Certificate Register
3. The Aerodrome Certificate Amendment Checklist will be used to monitor and record all actions used to process the certificate amendment.
4. The Amendment Application and instruction are found in section 5 of this CAP



5.0 ADR APP-03 Application to Amend an Aerodrome Certificate or Aerodrome License



	<p>APPLICATION TO AMEND AN AERODROME CERTIFICATE OR AERODROME LICENSE</p>		
1. PARTICULARS OF THE APPLICANT			
Full name			
Position			
Address			
Phone	Cell phone		Email
	Office		
2. PARTICULARS OF THE AERODROME SITE			
Aerodrome name			
Aerodrome Certificate or Aerodrome License reference number			
Geographical coordinates			
Bearing and distance from nearest town			
3. OPERATIONAL MANAGEMENT OF THE AERODROME			
State Operated <input type="checkbox"/>	Concession * <input type="checkbox"/>	Management * <input type="checkbox"/>	Private ** <input type="checkbox"/>
4. DESCRIBE THE AMENDMENT YOU WOULD LIKE TO MAKE TO THE AERODROME CERTIFICATE OR AERODROME LICENSE			
<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>			
5. DOES THE AMENDMENT CHANGE THE OPERATION OF THE AERODROME? IF YES, PLEASE PROVIDE DETAILS			
<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>			
6. HAS AN IMPACT ASSESSMENT BEEN CARRIED OUT REGARDING THE PROPOSED AMENDMENT? IF YES, PLEASE PROVIDE DETAILS AND ATTACH THEM TO THIS APPLICATION.			
<hr style="border-top: 1px dashed black;"/> <hr style="border-top: 1px dashed black;"/>			

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Application Date	Signature of Accountable Manager
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INSTRUCTIONS
Supplemental Notice Instructions
FOR ADR APP-003

Application To Amend an Aerodrome Certificate or Aerodrome License

Section 1 Particulars Of the Applicant

- Enter the full name of the applicant applying
- Enter the Position Held by the applicant or Company
- Enter Address of the Aerodrome, Island, P.O. Box etc if available.
- Enter the Phone: Cell: Official Cell number of the applicant applying and ensure that they are readily available
- Enter the official office number registered of the applicant applying

Section 2 Particulars of the Aerodrome Site

- Enter the full name of the Aerodrome being applied for. (ICAO Code as well)
- Enter the Aerodrome Certificate or Aerodrome License reference number: This is the number designated by the CAAB which is placed on the certificate and is used to identify that particular aerodrome.
- Enter the WGS 84 Geographical Coordinates: The longitudinal and latitudinal position of the aerodrome site
- Enter the Bearing and distance from the nearest Town: The cardinal heading, and distance of the aerodrome from the nearest town in nautical or statute miles.

Section 3 Operation Management of the Aerodrome

- Enter if ii is State-Operated: If operated state operated by the Government
- Enter If operated by Grant
- Enter Management if it is operated as a Management Company
- Enter Private: If operated Privity

Section 4 Description of Amendment

- Enter the Description of the amendment you would like to make to the aerodrome certificate or aerodrome License: a brief description of the amendment to the aerodrome certificate or aerodrome license being applied for.

Section 5 Amendment Change

- Enter if the amendment changes the operation of the aerodrome? detail whether or not the amendment changes the operation of the aerodrome.

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If Yes: Provide the changes in detail along with any other supporting details and attach them to this form.



Section 6 Impact Assessment / Safety Assessment

- Enter if the impact assessment has been carried out regarding the proposed amendment? If yes, please provide details and attached to this application:

Was an impact assessment done with regard to the amendment applied for?

If yes: Provide a copy of the impact along with this application.