



Advisory Circular

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TABLE OF CONTENTS

- 1.0 INTRODUCTION..... 2**
- 1.1 Purpose 2
- 1.2 Applicability 2
- 1.3 Description of changes..... 2
- 2.0 REFERENCES AND REQUIREMENTS 2**
- 2.1 Reference documents 2
- 2.2 Cancelled documents..... 2
- 2.3 Definitions and abbreviations 2
- 3.0 BACKGROUND..... 3**
- 4.0 INITIAL REGISTRATION PROCESS..... 3**
- 4.1 Request for Registration 3
- 4.2 Refusal for Registration..... 3
- 4.3 Required Aerodrome Information..... 4
- 5.0 COMPLIANCE REQUIREMENTS..... 5**
- 5.1 Obligations 5
- 5.2 Application..... 6
- 5.3 Standards and Guidelines 6
- 5.4 Regional TCCA actions..... 6
- 5.5 On-going regulatory site inspections..... 7
- 6.0 AERONAUTICAL INFORMATION PUBLICATIONS..... 7**
- 7.0 CONTACT OFFICE 8**

1.0 INTRODUCTION

This Advisory Circular (AC) is provided for information and guidance purposes. It may describe an example of an acceptable means, but not the only means, of demonstrating compliance with regulations and standards. This AC on its own does not change, create, amend or permit deviations from regulatory requirements, nor does it establish minimum standards.

1.1 Purpose

The purpose of this document is to provide guidance and clarification for the registration of aerodromes, in accordance with *Canadian Aviation Regulations* (CARs).

1.2 Applicability

This document applies to owners and operators of non-certified aerodromes, NAV CANADA – Aeronautical Information Service (AIS), Transport Canada Civil Aviation (TCCA) personnel. This information is also available to the aviation industry for information purposes.

1.3 Description of changes

Not applicable.

2.0 REFERENCES AND REQUIREMENTS

2.1 Reference documents

It is intended that the following reference materials be used in conjunction with this document:

- (a) *Aeronautics Act*;
- (b) *Civil Air Navigation Services Commercialization Act* (CANSCA);
- (c) Part III, Subpart 01 of the *Canadian Aviation Regulations* (CARs)—*Aerodromes*;
- (d) Part VIII, Subpart 03 of the CARs—*Aeronautical Information Services*;
- (e) Annex 4 to the Convention on International Civil Aviation – *Aeronautical Charts*;
- (f) Annex 15 to the Convention on International Civil Aviation – *Aeronautical Information Services*;
- (g) NAV CANADA Publication – *Aeronautical Information Products – AIP Canada* (ICAO);
- (h) Transport Canada Publication, TP 14371. *Aeronautical Information Manual* (TC-AIM).

2.2 Cancelled documents

Not applicable.

Note: By default, it is understood that the publication of a new issue of a document automatically renders any earlier issues of the same document null and void.

2.3 Definitions and abbreviations

The following definitions and abbreviations are used in this document:

- (a) **AIS:** Aeronautical Information Services – the services necessary to meet the requirements of Annexes 4 and 15 of the International Civil Aviation Organization (ICAO) standards that relate to aeronautical information.
- (b) **ANS:** the air navigation services provided by and under the authority of NAV CANADA in accordance with Part II, of CANSCA.
- (c) **NPA:** Notice of Proposed Amendment;

- (d) **Registered aerodrome:** an aerodrome on record with TCCA as meeting the requirements of subpart 301 of the CARs - *Aerodromes*.

3.0 BACKGROUND

- (1) It is estimated that there are over 6000 aerodromes in Canada; however, reliable aerodrome information is only available for approximately one third of this total (recently estimated at roughly 1200 registered and 600 certified aerodromes). Where reliable information is available, that information may be published in the *Canada Flight Supplement (CFS)* or the *Water Aerodrome Supplement (WAS)*, in accordance with aeronautical information criteria specified by NAV CANADA, the AIS provider, and in accordance with international standards (ICAO Annexes 4 and 15) for publishing aeronautical information.
- (2) In consultation with the TCCA Regional – Aerodromes and Air Navigation Office, in which the aerodrome is physically located, an owner or operator of an aerodrome in Canada can voluntarily initiate the aerodrome registration process.
- (3) Registration of an aerodrome is a two-part process conducted under the authority, direction, and guidance of the appropriate TCCA Regional Office:
- (a) The first part in the registration process requires the aerodrome owner or operator to:
 - (i) Voluntarily initiate with TCCA a request for registration; and
 - (ii) Meet all of the basic requirements of Subpart 301 of the CARs – *Aerodromes*.
 - (b) The second part is the provision of the aerodrome’s verified aeronautical information to the TCCA Regional Office and subsequently to NAV CANADA, AIS Data Collection for initial publication within the Integrated Aeronautical Information Publication (AIP) Package, examples of which would be the CFS, WAS, and applicable Charts.
 - (c) Ultimately, the authority and responsibility for aviation in Canada rests solely with the Minister hence, no other requirements or conditions should be imposed on operators regarding the aerodrome registration process. If the operator of an aerodrome wishes to voluntarily register their aerodrome with TCCA by meeting the basic requirements of Subpart 301 of the CARs, TCCA will register the aerodrome and have the required aerodrome aeronautical information included in the appropriate publications within the Integrated AIP Package produced by NAV CANADA.

4.0 INITIAL REGISTRATION PROCESS

4.1 Request for Registration

The operator of an aerodrome submits, to the TCCA Regional Office, a written request for the registration of the aerodrome. At this time, the operator should also provide site pictures, site survey, as well as all information respecting the location, markings, lighting, use and operation of the aerodrome, in accordance with current requirements of Subpart 301 of the CARs. Subsequently, a regional Civil Aviation Safety Inspector (CASI) will make contact with the operator to discuss any issues, necessary actions, or further guidance and advice regarding the registration process and subsequent publication of the aerodrome’s aeronautical information.

4.2 Refusal for Registration

In accordance with subsection 301.03(2) of the CARs, the Minister may refuse to register an aerodrome where the operator does not meet the requirements in Subpart 301 of the CARs or where using the aerodrome is likely to be hazardous to aviation safety.

4.3 Required Aerodrome Information

- (1) NAV CANADA AIS Data Collection will require the following basic administrative and physical information for initial registration and subsequent CFS/WAS publication purposes. This listing is not intended to be all encompassing, as further information may be necessary from the operator prior to the completion of the registration process.
- (2) The following is a sample of the type of operator-verified information submitted to or requested by the appropriate TCCA Regional Office in order to complete the registration process. Further guidance and coordination with the responsible CASI will be required throughout the process.

Part I – Administrative Documentation

- (a) AERODROME NAME:
- (b) OPERATOR:
 - (i) Name;
 - (ii) Address;
 - (iii) City/Town;
 - (iv) Province;
 - (v) Postal Code.
- (c) CONTACT NAME (if different from above);
 - (i) Telephone;
 - (ii) FAX;
 - (iii) E-mail address.
- (d) SEASONAL USE:
 - (i) Dates: From: YYYY-MM-DD To: YYYY-MM-DD (if applicable);
 - (ii) Address;
 - (iii) City/Town;
 - (iv) Province;
 - (v) Postal Code.
 - (vi) Contact Name (if different from above);
 - (A) Telephone;
 - (B) FAX.

Part II – Aerodrome Physical Documentation

- (a) REF (reference)
 - (i) Geographic Coordinates:
 - (A) North Latitude (deg/min/sec – indicate seconds or decimals);
 - (B) West Longitude (deg/min/sec – indicate seconds or decimals); and
 - (C) GPS Location (if available).
 - (ii) Nearest Community (charted) (*distance in NM and relative bearing*);
 - (A) Magnetic Variation;
 - (B) Time Zone Factor;

- (C) Elevation (highest point on the useable landing surface);
- (D) Charts.
- (b) OPERATOR (OPR)
 - (A) Name;
 - (B) Telephone;
 - (C) Registered (y or n);
 - (D) PPR (prior permission required); or PNR (prior notification required).
- (c) PUBLIC FACILITIES (PF) in accordance with CFS/WAS A - GENERAL SECTION (as appropriate); such as availability or existence of:
 - (A) Telephone;
 - (B) Food;
 - (C) Taxi;
 - (D) Medical facilities;
 - (E) Accommodation (rental);
 - (F) Car rental.
- (d) SERVICES (S) (day of week and time when available, as applicable)
 - (A) Storage;
 - (B) Servicing/minor repairs;
 - (C) Major repairs;
 - (D) Parking (extended term);
 - (E) Tie-down facilities;
 - (F) Plug-in facilities;
 - (G) Pick-up/drop-off only (no extended term parking);
- (e) PHYSICAL AERODROME DATA (AD) (*as applicable*)
 - (A) Runway characteristics;
 - (B) Taxiway characteristics;
 - (C) Apron characteristics;
 - (D) Runway condition reporting;
 - (E) Helicopter pad characteristics;
 - (F) Lighting.

5.0 COMPLIANCE REQUIREMENTS

5.1 Obligations

Subpart 301 of the CARs puts into regulation the registration process that is used to publish and maintain information on an aerodrome listed in the CFS or WAS and specifies the respective obligations such as:

“301.03 (1) Subject to subsection (2), where the operator of an aerodrome provides the Minister with information respecting the location, markings, lighting, use and operation of the aerodrome, the Minister shall register the aerodrome and publish the information in the Canada Flight Supplement or the Water Aerodrome Supplement, as applicable.

“(2) The Minister may refuse to register an aerodrome where the operator of the aerodrome does not meet the requirements of [Sections 301.05](#) to 301.09 or where using the aerodrome is likely to be hazardous to aviation safety and, in such a case, shall not publish information with respect to that aerodrome.

“(3) The operator of an aerodrome registered pursuant to subsection (1) shall notify the Minister immediately after any change is made to the location, marking, lighting, use or operation of the aerodrome that affects the information published by the Minister pursuant to subsection (1).”

5.2 Application

- (1) Subpart 301 of the CARs applies to all aerodromes in Canada except airports, certified heliports, and military aerodromes; and is the source for the *registration* process used to publish and maintain site information in the CFS or the WAS.
- (2) *No aerodrome operator is required by these regulations to have aerodrome information published in the CFS or WAS however, the Minister may choose not to publish information for a site that is considered to be hazardous to aviation safety.*
- (3) It is generally viewed by the aviation industry that there exists a positive effect on safety of having information regarding an aerodrome available to the users hence, benefit for the registration of an aerodrome, culminating in the publication of its aeronautical information in the appropriate *AIP Canada* (ICAO) such as CFS and WAS, may enhance aviation safety.

5.3 Standards and Guidelines

- (1) Although there are no regulatory standards directly related to Subpart 301 of the CARs, all aerodrome operators are encouraged, in the interest of safety and efficiency, to develop their sites by taking into consideration the latest edition of the *Aerodrome Standards and Recommended Practices* – TP 312 publication or Subpart 325 of the Standard – *Heliports*, as guidance material.

TP 312 is available in PDF format from the Transport Canada web site at <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part3-menu-156.htm>

Subpart 325 of the Standard at: <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part3-standards-325-menu-1026.htm>

- (2) Improvements made to the physical characteristics of an aerodrome, in voluntary compliance with standards and recommended practices documents, do not require approval from Transport Canada, and will not be inspected.
- (3) Industry guidelines or “best practices” may be available from various representative groups and used by operators wishing to develop and register their aerodromes in accordance with requirements in Subpart 301 of the CARs, in an effort to enhance their individual level of aviation safety.

5.4 Regional TCCA actions

- (1) Upon receipt of a written request (includes e-mail or fax) for aerodrome “registration”, by the appropriate TCCA regional office, a regional CASI should be appointed to conduct an assessment of the site based on the information submitted by the aerodrome operator or as

additional information may be required. Upon completion of the assessment a preliminary report should be provided to the operator explaining any identified deficiencies and/or concerns.

- (2) Subject to the satisfactory review of all the relevant information, the CASI would normally conduct a site visit to verify that the submitted information is accurate and that the aerodrome is not hazardous and once satisfied, submit all applicable site aeronautical information to NAV CANADA for publication in the CFS or WAS.

5.5 On-going regulatory site inspections

- (1) Any subsequent regulatory safety inspections will be conducted only when there is cause to believe that there exists adverse safety issues or concerns (risks) associated with the continued operation of the aerodrome.
- (2) In addition to subsection 301.03 (3) of the CARs, operator obligation of immediately advising the Minister of any change made to the aerodrome's published information, Transport Canada will request that the operator verify all published aerodrome information, through an annual written request. If no response is received within 40 days, follow-up contact by telephone will be taken to determine if amendment action will be instituted to delete the aerodrome from these publications.

6.0 AERONAUTICAL INFORMATION PUBLICATIONS

- (1) An aeronautical information publication is any publication required by ICAO states, and which provides aeronautical information to the aviation public. Aeronautical information publications include information such as that found in *AIP Canada* (ICAO), *Canada Air Pilot/ Restricted Canada Air Pilot* (CAP/RCAP), CFS/WAS, and applicable aeronautical charts, along with various other publications collectively referred to as State aeronautical information.
- (2) In Canada, NAV CANADA has a clear mandate to publish state aeronautical information publications in accordance with the *Civil Air Navigation Services Commercialization Act* (CANSCA), Part II – *Provision of Civil Air Navigation Services*, in accordance with Part VIII of the CARs to which NAV CANADA holds responsibility, and in accordance with ICAO Annex 4 and 15.
- (3) Section 300.01 of the CARs' definition of "aeronautical information publications" means the following documents:
 - (a) *Canada Air Pilot* (CAP),
 - (b) *Canada Flight Supplement* (CFS),
 - (c) *Water Aerodrome Supplement* (WAS), and
 - (d) *AIP, Canada* ICAO.
- (4) The documents listed above are only the four most significant documents, published by Transport Canada's AIS service provider, NAV CANADA AIS Data Collection, that relate directly to regulations pertaining to aerodromes, airports and heliports.
- (5) Consequently, all aerodrome aeronautical information provided to NAV CANADA Data Collection office either initially by TCCA or subsequently by aerodrome operators directly will not be administratively restricted as such publication in the state AIP is clearly a regulatory requirement, conducted in accordance with subsection 301.03(1) of the CARs.
- (6) ACs can be viewed at the following Transport Canada Documentation Framework website:
<http://www.tc.gc.ca/eng/civilaviation/opssvs/managementservices-referencecentre-menu-113.htm>

7.0 CONTACT OFFICE

For more information, please contact the appropriate TCCA Regional Office – Aerodrome and Air Navigation at:

Website: www.tc.gc.ca/eng/regions.htm

Suggestions for amendment to this document are invited, and should be submitted via the Transport Canada Civil Aviation Issues Reporting System (CAIRS) at the following Internet address:

www.tc.gc.ca/CAIRS

or by e-mail at: CAIRS_NCR@tc.gc.ca

[original signed by Don Sherritt]

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