



MINISTRY OF  
**TRAFFIC, TRANSPORT AND URBAN PLANNING**  
CURAÇAO CIVIL AVIATION AUTHORITY

Curaçao Civil Aviation Authority

***Guidance for Aerodrome  
Operators***

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Edition 1

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**Guidance on the Amendment and  
Revision of the Aerodrome Manual  
and Amendment of the Aerodrome  
Certificate**

This document has been developed by the Curaçao Civil Aviation Authority (CCAA). For accuracy, reference should be made to the Civil Aviation Act as amended or the Curaçao Civil Aviation Regulations (CCARs) as amended. Suggestions or changes to the content or format should be made to the Director General of the Curaçao Civil Aviation Authority, Edificio Siegfried Francisco, Seru Mahuma z/n, Curaçao



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## Guidance on Amendments and Revisions to the Aerodrome Manual

An “**amendment**” to the Aerodrome Manual is a significant change in the method of compliance to Government Decree "Landsbesluit Toezicht Luchtvaart" Official Gazette P.B. 2003 No 56, the CCAR part 14 – 14.2.16, by an aerodrome operator. Amendments must be submitted to the CCAA at least 45 days before the proposed effective date, in order to enable the CCAA to review and approve the amendment. A shorter time period may be allowed under circumstances beyond the control of the aerodrome operator after consultation with the Aerodrome Inspector. Examples of what constitutes an amendment:

- Wildlife Hazard Management Plan developed;
- Change in ARFF Category;
- Change in frequency/responsibility of safety inspections;
- Change in responsibility of basic emergency medical care;
- Significant change in physical facilities, such as a new runway or runway extension.
- Changes resulting from an annual Emergency Plan review.

A “**revision**” to the Aerodrome Manual is an updating of information to maintain currency, which is not a change in method of compliance and does not require CCAA approval. Revisions are submitted as needed to maintain currency of the Aerodrome Manual and should have a date of issue. Examples of what constitutes a revision:

- Updating names of key personnel;
- New replacement ARFF vehicle;
- Minor change in physical facilities, such as new apron or taxiway extension.

## Guidance on Amendment to the Aerodrome Certificate

CCAA Form “Application for an Aerodrome Certificate” (Appendix 1 of the Aerodrome Inspector Guidance Handbook, document CCAA.AGA.001) may be used in applying for amendments to the Aerodrome Certificate, as dictated by Government Decree "Landsbesluit Toezicht Luchtvaart" (Official Gazette P.B. 2003 No 56), article 175, paragraph 3:

- “3. *Het certificaat luchtvaartterrein kan door de Minister worden gewijzigd:*
- a. op verzoek van de exploitant van het luchtvaartterrein;*
  - b. bij wijziging van de eigendom van het luchtvaartterrein of in het bestuur van de exploitant van het luchtvaartterrein;*
  - c. bij wijziging in het gebruik of van de operatie van het luchtvaartterrein*
  - d. bij wijziging van de grenzen van het luchtvaartterrein.”*

This Form is attached to this guidance document.



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## **Guidance to an Aerodrome Authorizations and limitations**

An “amendment” to an Aerodrome Authorization and limitation is a significant change in the method of compliance to Government Decree "Landsbesluit Toezicht Luchtvaart" Official Gazette P.B. 2003 No 56 and CCAR part 14 by an aerodrome operator.

Aerodrome amendments must be submitted to the CCAA at least 45 days before the proposed effective date, in order to enable the CCAA to review and approve the amendment. A shorter time period may be allowed under circumstances beyond the control of the aerodrome operator after consultation with the Aerodrome Inspector.



## **AERODROME CERTIFICATE APPLICATION FORM**



### **Application for an Aerodrome certificate**

#### **1. Particulars of the Applicant**

Full Name:

Address:

Position:

Phone:

#### **2. Particulars of the Aerodrome Site**

Aerodrome Name:

Real Property Description:

Geographical Co-ordinates of the ARP:



**3. Is the Applicant the Owner of the Aerodrome Site?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If No, provide:			
a) Details of Rights held in relation to the site; and			

**4. Indicate the most critical type of aircraft to use the Aerodrome**

Type:
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Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Aerodrome Name:
Aerodrome Operator:

I hereby apply for a license to operate the Aerodrome.	
Signed: _____	
Date: _____	



*Note:*

*If the Applicant is not the Aerodrome Operator, written proof of authority shall be provided with this application.*

Information:

1. Two copies of the Aerodrome Manual, prepared in accordance with the regulations and commensurate with the aircraft activities at the aerodrome, are required as part of the application;
2. The application should be submitted to the CCAA;
3. Documentary evidence in support of all matters in this application may be requested.