

THE SIERRA LEONE CIVIL AVIATION REGULATIONS



PART 14E – ESTABLISHMENT OF AERODROMES

FEBRUARY 2024

PREAMBLE

WHEREAS, The Director-General shall have power to perform such acts, including the conduct of investigations, to issue and amend orders, rules, regulations and procedures pursuant to and in accordance with the Civil Aviation Act, 2023.

WHEREAS, the Director- General shall have power to publish all reports, orders, decisions, rules, and regulations issued under Civil Aviation Act, 2023 in such form and manner as may be best adapted for public information and use;

NOW THEREBY, The Director General under its powers given by Article 17(1) and 17(2)(a) of the Civil Aviation Act, 2023 issue the following regulations which supersedes previous regulations on Establishment of Aerodromes.

1. SHORT TITLE

This regulation may be cited as Sierra Leone Civil Aviation Regulation “SLCAR Part 14E - Establishment of Aerodromes”

2. EFFECTIVE DATE

This Regulation shall come into force as of the 5th day of February 2024.



Ms Musayeroh Barrie
Director General



TABLE OF CONTENT

1	GENERAL.....	3
1.1	APPLICABILITY.....	3
1.2	DEFINITION	3
1.3	ABBREVIATION AND ACRONYMS.....	4
2	REQUIREMENT FOR THE ESTABLISHMENT OF AERODROMES.....	6
2.1	APPLICATION FOR THE ESTABLISHMENT OF AERODROME.....	6
3	OBLIGATION OF THE APPLICANT	6
4	DETERMINATIONS	7
5	PROJECT PROPOSAL	8
6	AERODROME DESIGN AND CONSTRUCTION.....	8
7	WAIVER/EXEMPTION	9
8	NOTICE OF COMPLETION	9
	IS 2.1.1 – APPLICATION PACKAGE FOR THE ESTABLISHMENT OF AN AERODROME.	10
	IS 2.1.2 – APPLICATION FORM FOR THE CONSTRUCTION OF A NEW ARODROME OR EXPANSION OF AN EXISTING AERODROME.....	15

1 GENERAL

Any reference in this Regulation to aerodrome standards is a reference to the standards in the SLCAR Part 14A.

1.1 Applicability

This Regulation shall be applicable to person or organizations interested in the establishment and development of all land aerodromes, except that used exclusively for military operations.

1.2 Definition

For the purpose of this Part, the following are definitions of terms used:

Aerodrome - a defined area on land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft.

Aircraft operation - the surface movement, take-off or landing of an aircraft.

Airport Master Plan - a comprehensive study of the airport and typically describes short-, medium-, and long-term plans for airport development. (ICAO Doc 9184 – Airport Planning Manual – Part 1)

Airport or airstrip - any landing or take-off area intended for use by airplanes or other fixed wing type aircraft.

An aerodrome - includes but is not limited to the following: airport, airstrip, heliport, helistop, vertiport, glider port, ultralight flight park, manned balloon launching facility, or other aircraft landing or take-off area.

Applicant – person(s) who proposes to a project or action that requires that the Director General is notified under this part.

Determination - a decision taken by the Authority.

Determination Void Date - marks the end of the validity period of the determination.

Director General - the Director General of the Sierra Leone Civil Aviation Authority

Heliport - an aerodrome or a defined area on a structure intended to be used wholly or in part for the arrival, departure and surface movement of helicopters.

Movement area - that part of an aerodrome to be used for the take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the apron(s).

Navigable airspace - the airspace above the minimum altitudes of flight prescribed by the applicable Directives and includes airspace needed to ensure safety in the take-off and landing of aircraft.

Navigable airspace - the airspace above the minimum altitudes of flight prescribed by the applicable Regulations and includes airspace needed to ensure safety in the take-off and landing of aircraft.

Obstacle limitation surface - airspace defined around an aerodrome that enables operations at the aerodrome to be conducted safely and that prevents the aerodrome from becoming unusable by the growth of obstacles around the aerodrome

Private use - available for use by the owner only or by the owner and other persons authorized by the owner for non-commercial use only.

Private use of public lands - means that the landing and take-off area of the proposed aerodrome is publicly owned and the applicant is a non-government entity.

Public use - available for use by the public for either commercial or non-commercial purposes.

Safety area - a defined area comprised of either a runway or taxiway and the surrounding surfaces that is prepared or suitable for reducing the risk of damage to aircraft in the event of an undershoot, overshoot, or excursion from a runway or the unintentional departure from a taxiway.

Standards for aerodromes - those standards set out in SLCAR Part 14A and 14B of the Aerodrome Regulations.

The Authority – the Sierra Leone Civil Aviation Authority.

Wildlife hazard - a potential for damaging aircraft due to collision with wildlife on or near an airport.

Wildlife - domestic animals out of the control of their owners, feral animals and birds.

1.3 Abbreviation and Acronyms.

Where the following abbreviations and acronyms are used, they shall have the following meaning:

AC - Advisory Circular

AIP - Aeronautical Information Publication

ALP – Airport Layout Plan

AMP – Airport Master Plan

ATC – Air Traffic Control

DG - SLCAA - Director General, Sierra Leone Civil Aviation Authority

IMC – Instrument Meteorological Conditions

ICAO - International Civil Aviation

Organization Kph – Kilometres per Hour Km –

Kilometre

m – Meter

MSL – Mean Sea Level

SLCAA – Sierra Leone Civil Aviation Authority

SLCARs – Sierra Leone Civil Aviation Regulations

VMC – Visual Meteorological Conditions

2 REQUIREMENT FOR THE ESTABLISHMENT OF AERODROMES

- (a) Pursuant to the applicable sections in the Civil Aviation Act in-force, no person shall establish an aerodrome either for private use or for public use in Sierra Leone unless the Authority issues an authorisation for that purpose.
- (b) The applicant for the establishment of an aerodrome shall select a suitable site for the project based on accurate and reliable aeronautical surveys.
- (c) The applicant is required to submit to the Authority, a Letter of Intent with an attached concept expressing interest for the establishment of an aerodrome, and stating the purpose.

Note 1 - the attached concept may comprise of alternative sites location, should the Authority find the preferred site not suitable for aircraft operations.

Note 2 – Guidance for the conduct of site selection studies is contained in SLCAA-AC-AGA034 Rev00 (Aerodrome Site Selection)

- (d) The issuance of an authorization by the Authority for the establishment of aerodromes is subject to the applicant complying with this Regulation and the standards prescribed in SLCAR Part 14A and/or 14B.

2.1 Application for the Establishment of Aerodrome

- 2.1.1 An applicant seeking authorization for the establishment of an aerodrome, shall submit to the DG-SLCAA for approval, an application package as prescribed by the Authority in I.S. 2.1.1 of this Regulation.
- 2.1.2 The application package shall include:
 - (a) A completed application form as prescribed in I.S. 2.1.2 of this Regulation;
 - (b) A Project Proposal;
 - (c) Airport Master Plan and Layout Plan;
 - (d) Aerodrome Design Report
 - (e) Airspace design procedures; and
 - (f) Obstacle charts

3 OBLIGATION OF THE APPLICANT

- 3.1.1 The applicant shall be responsible for the selection of a suitable site for the purpose of the establishment or expansion of an aerodrome.
- 3.1.2 The applicant shall be responsible for conducting aeronautical studies at the proposed site as required under the standards set out in this regulation.
- 3.1.3 The applicant shall be responsible to inform the DG-SLCAA about the project not less than 90 Days before commencement of the construction.
- 3.1.4 The applicant shall pay all required fees in accordance with the SLCAA scheme of charges.
- 3.1.5 The applicant shall submit an ALP, AMP and construction documents to the DG-SLCAA following approval of the selected site.
- 3.1.6 The applicant shall be responsible for conducting an Environmental Impact Assessment of the proposed site, and bears the responsibility to comply with all applicable National Regulations.
- 3.1.7 The applicant shall appeal a determination in writing to the DG-SLCAA within fifteen (15) days if he/she considers is been affected by the determination.

4 DETERMINATIONS

- 4.1.1 On completion of the site evaluation, the DG-SLCAA shall issue to the applicant, appropriate local authorities, and other interested persons an aerodrome determination, which shall be one of the following:
- (a) **No objection:** A no objection determination shall be made when the DG-SLCAA is satisfied that the proposed site will not adversely affect the safe and efficient use of the airspace by aircraft nor the safety of persons or property on the ground:
 - (b) **Conditional:** A conditional determination shall be made when the DG-SLCAA identifies objectionable aspects of a proposed site, and specify the conditions which must be met and sustained to preclude an objectionable determination.
 - (c) **Declined:** A declined determination shall be made when the DG-SLCAA identifies objectionable aspects of a proposed site. The DG-SLCAA may provide reasons for issuing such a determination.

Note - determinations communicate either the Authority's approval or denial of the site. A determination does not communicate approval to start construction.

- 4.1.2 A determination does not relieve the Applicant of the responsibility for compliance with any other local law or State legislation.
- 4.1.3 Any determination made under this Part does not indicate that the proposed development is acceptable in accordance with applicable State laws. Applicants proposing such aerodrome projects shall obtain/produce the following before undertaking the proposed airport development;
- (a) environmental impact assessment from the Environmental Protection Agency
 - (b) approval from the appropriate authorities in charge of land use in the area in which the airport is to be sited
 - (c) Financial Plan of competence
 - (d) Tax Clearance from the National Revenue Authority
 - (e) Building permit from the Ministry of Lands and Country Planning
 - (f) State Security Clearance from the Office of National Security
 - (g) clearance from the National Protected Area Authority
- 4.1.4 Except for a declined determination, each determination will contain a determination-void date to facilitate efficient planning for the use of the navigable airspace.
- 4.1.5 All work or action for which notice is required by this section shall be completed by the determination void date as specified in section 4.1.4. Unless otherwise extended, revised, or terminated, a determination by the Authority becomes invalid on the day specified as the determination void date. Any interested person may, at least 15 days prior to the determination void date, petition the Authority to:
- (a) Revise the determination based on new facts that changes the basis on which it was made; or
 - (b) Extend the determination void date if there are valid reasons for not completing the action by the void date. Determinations will be furnished to the applicant, aviation officials, and when appropriate other interested persons.

Note - If construction work on the Aerodrome does not begin within the determination void or expiration date, a new airport site approval is required.

5 PROJECT PROPOSAL

- 5.1.1 Following the site selection process and determination, the applicant shall prepare a comprehensive report and recommendations that gives background on the project, including its purpose and justification, location, rationale for the selection of the critical aircraft the aerodrome is intended to serve and the aerodrome design code presented in the form of a Project Proposal.
- 5.1.2 The project proposal must be included in the application package. It must also contain an analysis of weather elements that form parameters in determining runway length requirements and orientation. It must be noted that various forms of wind rose for different applications exist. Weather data sources and acceptable aeronautical wind rose analysis must be provided within the proposal including, an analysis of the runway requirement.
- 5.1.3 The proposal shall also include a detailed description of the Airspace design analysis and plan (as applicable). The approach category shall be considered, based on the critical aircraft, weather visibility minimums and ground instrumentation (as applicable).

6 AERODROME DESIGN AND CONSTRUCTION

- 6.1.1 Once a determination of approval has been issued by the Authority on a proposed site, the applicant shall submit detailed construction drawings in the form of Airport Layout Plans (ALP) and Airport Master Plans (AMP) as required by the Authority for approval.
- 6.1.2 The design of an aerodrome shall provide aerodrome facilities that are suitable for the aircraft intended to operate at the aerodrome.
- 6.1.3 Aerodrome designs shall be based on the critical aircraft characteristics for which the facility is to be provided.
- 6.1.4 Architectural and infrastructure-related requirements for the optimum implementation of international civil aviation security measures shall be integrated into the design and construction of new facilities and alterations to existing facilities at an aerodrome.
- 6.1.5 The design of aerodromes shall take into account land-use and environmental control measures and shall satisfy the requirements of other regulatory agencies.
- 6.1.6 Human factors shall be considered in all aspects of the aerodrome design.
- 6.1.7 Specifications for the design of airports and heliports are contained in the SLCAR Part 14A and 14B respectively.
- 6.1.8 An applicant shall not commence construction or expansion without prior approval and authorization of the Authority.
- 6.1.9 During construction, the Authority may request for material and construction data from the applicant. Information on core samples and laboratory analysis of material properties must be certified by laboratories of competent institutions acceptable to the Authority.
- 6.1.10 Aerodrome Operators shall maintain an up-to-date Airport Master Plan that ensures the safety, utility and efficiency of the airport.
- 6.1.11 Depending on the type and size of the airport, ALP's shall be updated at least every 10 years. If an ALP is less than 10 years old and there are significant changes in proposed airport expansion not shown on the current ALP, the preparation of a new ALP will be required.
- 6.1.12 A new AMP update shall be required where;

- (a) an AMP is more than 10 years old and the airport is proposing a project not shown on the ALP or
- (b) the current ALP does not meet the existing standards.

6.1.13 An applicant shall obtain a construction permit from the appropriate authority prior to commencement of construction.

7 WAIVER/EXEMPTION

- 7.1.1 The Authority shall take into consideration all safety related aspects before granting a waiver/exemption to an applicant.
- 7.1.2 The grant of a waiver/exemption shall be subject to the applicant submitting to the Authority a detailed description of the alternative means by which the applicant will ensure a level of safety equivalent to that established by the regulation in question.
- 7.1.3 A waiver/exemption granted to an applicant shall be primarily subject to the code of the proposed aerodrome and its use for operations.

8 NOTICE OF COMPLETION

- 7.2.1 Within 15 days of completion of any aerodrome project covered by this part, the applicant shall notify the Authority by submission of the construction completion report.
- 7.2.2 Upon submission of the construction completion report, the applicant shall not conduct and/or authorise any flight operations at the aerodrome until final inspections are conducted and a final authorization is granted by the Authority.
- 7.2.3 Prior to the grant of an authorization, the operator shall demonstrate proof of competence to the Authority that the aerodrome or facility shall be operated safely.
- 7.2.4 Emergency and safety equipment and minimum critical facilities required for the safety of air navigation must be made available before an initial authorization is granted.

LS 2.1.1 – APPLICATION PACKAGE FOR THE ESTABLISHMENT OF AN AERODROME.

1 Completed Application Form

A completed form, "Application for Landing Area" provides information on the proposed aerodrome location, proximity to other landing areas and obstructions, type of facility and landing area specifics.

(Note - Instructions for completing the application form can be found on the subsequent pages attached to the form)

2 Project Proposal

Note - The primary purpose of the narrative report is to provide useful and understandable information and guidance to the airport sponsor. It also provides the Authority with important information needed to review and ultimately approve the ALP.

A comprehensive narrative regarding the purpose and justification for the project, including the basic geographical information. Items to be included in a narrative report are not limited to, but should include the following:

- (a). Introduction** - Purpose and justification for the project, including name, type of landing site, basic geographical information (Associated town and geographic reference point).
- (b). Inventory** - Includes data on existing airport facilities, aviation activity (total operations, itinerant operations, and instrument operations), based aircraft information and critical aircraft characteristics. This element may also include the results of a needs study or user survey where the planned improvements require documentation of need.
- (c). Forecasts** - Basic aeronautical forecast of aviation demand. Includes as a minimum, short (0-5 years), intermediate (6-10 years) and long range (11-20 years) forecasts for the following:
 - (i) Total annual operations
 - (ii) Annual itinerant operations
 - (iii) Based aircraft
 - (iv) Annual instrument approaches
 - (v) Existing and future annual operations by the critical design aircraft - identify the type of aircraft, (i.e. design group, approach speed, and gross loading characteristics)
- (d). Operational Considerations** - The operational information, such as the proposed hours of operation; the number, type and size of aircraft to be located at or expected to use the site; frequency of flight, on a daily, weekly, and annual basis; type of operations and any resulting public benefits.

Tonnage to be handled, estimated pavement life, and the number of aircraft to be accommodated are operational considerations that influence the aerodrome design criteria. Design life indicates the total number of loadings the surface will sustain. The

number of aircraft to be accommodated and tonnage to be handled, establishes the taxiway, parking stand and other hard stand requirements.

- (e). **Design Aircraft and Aerodrome Reference Code (ARC)** – Both the physical and performance characteristics of the most demanding aircraft expected to use the landing site.

Aircraft characteristics that influence pavement strength requirements are weight, landing-gear configuration, and tire pressure. Ground manoeuvring and dimension characteristics affect aerodrome geometric layouts.

Analyze aircraft mix and determine ARC for geometric design. Gear loads and other performance characteristics of the aircraft mix will also influence pavement design.

- (f). **Demand/Capacity Analysis** - Includes a comparison of existing airport facilities and forecast needs to determine facility requirements, such as:

- (i) Length, width strength and number of runways
- (ii) Apron and tie-down requirements
- (iii) Area requirements for terminal buildings, hangars, and auto parking
- (iv) NAVAIDS and other aerodrome visual aids
- (v) Taxiways

- (g). **Site Meteorology**

Provide relevant site meteorological data available. Include all data in the appendix to the manual.

- (i). **Wind Data Analysis**- Discuss the wind data and coverage. Identify the source, period covered, and the number of observations. If applicable, determine the best alignment for the primary and/or the crosswind runway for optimum wind coverage.

Construct and provide appropriate aeronautical wind rose in the Project Exposition Manual.

- (ii) **Temperature Analysis** - Provide information on aerodrome temperature. Discuss analysis of data and include raw data in the appendix to the proposal document.

- (iii). **Occurrence of local fog and visibilities** - Thorough analysis will help in the planning of ground instrument and type of operations.

- (h). **Site Selection & Alternative Analysis** - If a new airport or new runway is being considered, include a discussion of the factors which influenced the site location, such as: airspace, meteorological and environmental considerations, community needs, airport access, land availability, total costs and engineering factors which may affect site development.

Briefly discuss and analyze the obvious alternatives, explaining the assessment for the selection of the preferred alternatives.

- (i). **Stage Development** - development summary for stages of construction and layout sketches depicting the main items of development in that stage. Indicate staging of improvements shown on the ALP, based on short, intermediate and long range (0-5, 6-10 and 11- 20 years) forecasts of aviation activity.
- (j). **Aerodrome Physical Characteristics** - provide brief descriptions of the aerodrome layout and the characteristics of main aerodrome facilities including their dimensions and slopes, based on forecast of Aeronautical activities, capacity and demand analysis.
 - (i) **Runway** - Details of runway regarding proposed dimensions, orientation in terms of magnetic heading and type of surface. Safety areas associated with the runway, Runway Protection Zones and Accident Potential Zones.
 - (ii) **Approaches and Departures** - Discuss the existing and future approaches, planned number of approaches and departures. Provide details of approach/departure surfaces including proposed flight path locations, widths, lengths, slopes, nearby obstructions, and other necessary details.
 - (iii) **Obstacle Limitation Surfaces** - Determine if there are or will be any obstructions to the Obstacle Limitation Surfaces. If there are obstructions, discuss their penetration and their proposed disposition. Identify any existing determinations of no hazard and the date granted. Determine if any additional determinations of no hazards are necessary. Describe the object and why a determination of no hazard is necessary.
 - (iv) **Exemptions & Modifications to the SLCAR Design Standards** - Give rationale for unusual design features and/or modification to the requirements of the SLCAR Part14A. Identify any existing exemption and the date granted. Determine if any additional exemptions are necessary. Identify the violations to all SLCAR's Part 14A and 14C standards including: approach surfaces, runway and taxiway separation distances, runway and taxiway safety areas, building restriction lines, controlled activity area, and the instrument landing system critical areas. Describe what is being exempted and why an exemption is necessary, or the proposed disposition of each violation.
- (k). **Compatible Land Use & Coordination** - Describe any local and/or regional planning efforts and zoning ordinances in effect or anticipated which would have an effect on or be affected by the airport development. Obtain and append to the Report evidence that the ALP was coordinated with appropriate local and National governmental entities (e.g. City Councils, District Assemblies or Metropolitan Planning, Sierra Leone Roads authority, Utility Companies etc.), and found to be consistent with their plans.
- (l). **Visual Aids** - Description of the proposed type of markings, lighting and other visual aids where applicable.
- (m). **Subgrade Characteristics** - The strength of the subgrade soil may not be known at this stage of the process. However, visual description of the nature of in-situ soil should be provided. When the site has been approved, detailed sieve analysis, specific gravity, hydrometer analysis, Atterberg limits test and CBR analysis will be required, to aid in the pavement design evaluation and approval.
- (n). **Acoustical report and noise mitigation plan** – Provide noise impact analysis. This is accomplished by supporting with appropriate Noise Exposure Maps (NEM) for each

type of runway. The Environmental Protection Agency (EPA) may require an independent acoustical report and a noise mitigation plan for approval. The plan may include a discussion of preferred approach/departure flight paths, preferred approach/departure path slopes, preferred approach/departure airspeeds, preferred times of use, and other relevant factors. In addition, the plan may include a discussion of the existing physical factors, such as topography and proposed physical barriers, such as walls, fences, structures or vegetation, and how these factors would be used to reduce noise impacts.

3 Airport Airspace Analysis

- (a) The Airport Airspace Analysis, which plays a major role in the Airspace Review process, includes physical drawings and supporting narration. The narration on Airport Airspace Plan could be a separate document, or combined with the Project Exposition depending on the complexity of the project.
- (b) Consideration should be given to all obstacles that may impact on the airspace of the proposed aerodrome. There is the need to conduct primary survey of obstacles in the vicinity of the aerodrome.
- (c) Provide drawing of the Obstacle Limitation Surfaces (OLS) as standard requirement for all types of operations, and additional PAN-OPS Obstacle Identification Surface (OIS) for planned instrument operations.
- (d) Significant terrain or man-made obstacles should be indicated on the map and where possible cover areas beyond the limits of OLS.
- (e) Narration should include visual manoeuvring altitudes, OLS and OIS clearances, departure and arrival procedures.
- (f) Identify nearby aerodromes and air routes and plot Visual and IFR patterns, where appropriate, on aeronautical chart if available or equivalent, to demonstrate lateral and vertical separations from nearby traffic. Provide analysis of potential traffic conflict between neighbouring aerodromes.
- (g) Should the proposed development have any effect on existing Instrument Approach, Missed Approach, and Visual Manoeuvring (Circling) Procedures, including SIDS and STARS, details should be included in the narrative report to the Authority for the full impact to be assessed and considered by the appropriate SME's.


4 Airport Layout Plan (ALP) and/or Master Plans

- (a) An Aerodrome is a complex organisation with many interactive disciplines and functions. Therefore, even the simplest of developments may need inter-departmental co-ordination. The design of new aerodromes and any adjustments to existing ones shall take into account, land-use and environmental control measures.
- (b) The master plan shall:
 - (i) Contain detailed plans for the development of the aerodrome infrastructure;
 - (ii) contain a schedule of priorities including a phased implementation plan; and
 - (iii) be reviewed periodically to take into account current and future aerodrome traffic.

5 Aerodrome Design Report

- (a) Design standards should conform to the specifications sets out in the SLCAR Part 14A and other related publications by the Authority. An analysis of the various sectors of the movement area shall be discussed in the Design report. The Design report shall comprise information on the following aspects:
 - (i) Gross Allowable Aircraft Weight
 - (ii) Design Criteria
 - (iii) Typical Sections
 - (iv) Design Details
 - (v) Soil Analysis
 - (vi) Subgrade Characteristics
 - (vii) Design of the terminal(s) and other aerodrome infrastructural facilities shall also be included in the Report.

**IS 2.1.2 – APPLICATION FORM FOR THE CONSTRUCTION OF A NEW
AERODROME OR EXPANSION OF AN EXISTING AERODROME.**

	SIERRA LEONE CIVIL AVIATION AUTHORITY APPLICATION FOR THE CONSTRUCTION OR EXPANSION OF AERODROMES	Form No: AC-AGA029-Rev.00
---	--	--------------------------------------

NOTICE FOR CONSTRUCTION AND EXPANSION OF AERODROMES					
A. Airport Owner			B. Airport Manager (Complete if different from the Airport Owner)		
1. Name and Address: <input type="checkbox"/> Check, if this is the Airport's Physical Address		1. Name and Address <input type="checkbox"/> Check, if this is the Airport's Physical Address			
2. Phone	3. Email		2. Phone	3. Email	
C. Purpose of Application (Answer all questions that apply)			D. Name, Location, Use and Type of Landing Area		
1. Construct/ Establish or Expansion of an:	<input type="checkbox"/> Airport <input type="checkbox"/> Heliport <input type="checkbox"/> Other		1. Name of Landing Area	2. Loc ID (for existing)	
		3. Associated City/Town		4. Distance from City (km)	
		5. Direction from City			
		7. Latitude	8. Longitude	9. Elevation	
		° ' "	° ' "	m	
2. Construct or expand a:	<input type="checkbox"/> Runway <input type="checkbox"/> Taxiway <input type="checkbox"/> Other		10. Use of Aerodrome:	<input type="checkbox"/> International <input type="checkbox"/> Domestic <input type="checkbox"/> Private	
3. Description:			11. Ownership:	<input type="checkbox"/> Private <input type="checkbox"/> Public	
E. Aerodrome Data					
1. Airport (use second page if needed)			2. Heliport (use second page if needed)		
RWY ID	/	/	Helipad ID		
Lat. & Long.			Lat. & Long.		
Surface Type			Surface Type		

Runway Length (m)			TLOF Dimensions	
Runway Width (m)			FATO Dimensions	
Lighting Category (as applicable)			Lighting (if any)	
			Ingress/Egress (Degrees)	
Elevation (AMSL)			Elevation (AMSL)	
VFR or IFR	/	/	Elevated Height (AGL)	

F. Operational Data (Indicate if the number provided is Actual or Estimated)

	1. Number of Based Aircraft		2. Average Number of Monthly Landings	
	Present or Estimated	Estimated in 5 Years	Present or Estimated	Estimated in 5 Years
Single Engine				
Multi Engine				
Jet				
Helicopter				
Glider				
Ultralight				

3. What is the most demanding/critical aircraft that operates or will operate at the Airport? (Provide approach speed, rotor diameter, etc. if known)

4. Are IFR Procedures for the Airport Anticipated? Yes No. If Yes, within years

G. CERTIFICATION: I hereby certify that all of the above statements made by me are true and complete to the best of my knowledge

1. Name, title of person filling this notice _____

2. Signature (in Ink): _____

3. Date _____ 4. Phone _____ 5. Email _____

An application should be made by an applicant who intends to do any of the following:

- (1) Construct or otherwise establish a new airport or activate an airport.
- (2) Construct, expand, realign, or activate any runway, or other aircraft landing or take-off area of an airport.
- (3) Construct, expand, realign, or activate a taxiway associated with a landing or take-off area on a public-use airport.
- (4) Change the status of an airport from private use (use by the owner or use by the owner and other person authorized by the owner) to an airport open to the public, or from public-use to another status.
- (5) Change status from IFR (Instrument Flight Rules) to VFR or from VFR to IFR.
- (6) Establish or change any traffic pattern or traffic pattern altitude or direction.

Additional information required

For an Airport/Aerodrome: Provide a detailed drawing and/or imagery of the proposed landing area depicting latitude, longitude, length, and width.

- The document(s) must show the runway orientation in relation to known roads, terrain etc. such that the Authority can locate the runway(s) accurately and efficiently.
- Notate any obstructions (buildings, high-line wires, roads, railroads, towers, etc.) near the runway.
- You must include runway end coordinates and the runway elevations on the runway centerline.

For a Heliport: Provide a detailed drawing, imagery or map identifying the exact location of the heliport in red.

- The document(s) must show the helipad(s) in relation to known roads, terrain etc. such that the Authority can locate the heliport accurately and efficiently.
- Provide site plan depicting the landing pad in relation to buildings and other obstacles (light poles, fences, trees, bollards, parking lots) near the landing area.
- Provide dimensions of the landing pad and the height of the buildings/obstacles and their distance from the helipad.
- Provide a heliport layout plan (in accordance with SLCAR Part 14B, Heliports) identifying the proposed marking, lights, beacon location, windsock(s), the approach/departure paths (if room allows, the heliport layout plan may be shown on the site plan).