



MAR 23 2015

MEMORANDUM CIRCULAR NO. 07-15

**TO : ALL AERODROME OWNERS/OPERATORS**

**SUBJECT : GENERAL GUIDELINES FOR THE ESTABLISHMENT OF NEW AIRSTRIPS AND/OR HELIPORTS**

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**I. REFERENCE**

- a. Aerodrome Manual of Standards (MOS)
- b. Civil Aviation Regulations Governing Aerodromes
- c. RA 9497
- d. Memorandum Circular 18-10
- e. Memorandum Circular 01-11
- f. Advisory Circular AGA-01-15

**II. PURPOSE**

The intent of this MC is not to supplant MC 18-10, MC 01-11, and Advisory Circular AGA-01-15, which sets out the requirements for all airstrip and heliport operators to secure Permit-to-Operate, the certification of aerodromes and the processes that entails to them, but rather to complement the aforementioned documents, by providing guidelines in the establishment of new or proposed airstrips and heliports by aerodrome owners/operators.

**III. NATURE OF THE CIRCULAR**

This MC is consistent with the balanced approach to control the supervision of the CAAP in which both State and the aviation community share responsibility for the safe, regular and efficient conduct of aviation activities.

This is likewise consistent with the powers and functions of the Director General as provided for by RA 9497 *"to promote safety in civil aviation by prescribing and revising from time to time as necessary reasonable rules and regulations, implementing, at a minimum all standards of the Annexes to the Chicago Convention and such other reasonable rules, regulation or minimum standards governing other practices, methods and procedures as the Director General may find necessary to provide adequately for safety in civil aviation"*.

*"The Future is in the Skies"*

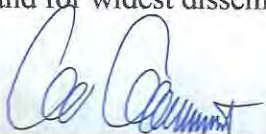
#### IV. GENERAL GUIDELINES

- A. Aerodrome operators/owners who wishes to establish new airstrips and /or heliport may express his or her intent, thru writing, to the Director General.
- B. CAAP may extend technical assistance by way of providing orientation about:
1. Aerodrome Standards;
  2. Aerodrome Design;
  3. Existing Regulations;
  4. The requirements in securing Permits (PTO, Registration, and Certification).
  5. Etal.
- C. Other technical assistance may also be requested by the operator from CAAP, such as:
1. Conduct of Obstacle Limitation Surface survey
  2. Workshop in Manual Development;
  3. Training and seminars at the CATC
  4. Site inspections
  5. Review and Evaluation of proposed aerodrome plans
  6. Etal.
- D. Corresponding fees and charges shall be imposed and collected by CAAP, commensurate to the activities encompassed by the Technical Assistance.
- E. In the event that the proposed airstrip/heliport has been established and to be made operational, the aerodrome operator shall adhere to the requirements of Memorandum Circular 18-10, MC 01-11 and processes stipulated by Advisory Circular AGA-01-15, in securing an appropriate permit.

#### V. EFFECTIVITY

This Memorandum Circular shall take effect immediately.

For reference and for widest dissemination,



**LT GEN WILLIAM K HOTCHKISS III AFP (RET)**  
Director General