AIRWAYS
NEW ZEALAND

Establishing a new Aerodrome/Heliport in the AIPNZ

The Aeronautical Information Management (AIM) unit of Airways are responsible for publishing new aerodromes and heliports in the AIPNZ. Applicants are requested to follow these guidelines as they will significantly speed up the process of publishing your new aerodrome/heliport in the AIPNZ.

Publishing Procedure Outline.

1. Work request submitted to AIM with required aerodrome information.
2. AIM assesses submission. Draft pages created once submission complete.
3. Applicant supplies AIM with Aerodrome owner/originator details.
4. AIM schedules pages into next available AIRAC cycle for publication.

1) Work request submitted to AIM with the required aerodrome information.

Ideally AIM need a complete and accurate form of your proposed aerodrome/heliport page and operational data page. Blank forms of these are attached for your use. There are two blank templates – one for aerodromes and one for heliports. In addition any survey data, photos, sketches, and any consultant reports that will support your application should be attached.

Fill in the grey blanks in the template and sketch in your aerodrome/heliport as appropriate. An associated list of comments is provided. Use these to assist you in filling out the blank pages.

Aerodrome page.

The grey boxes in the template are to be filled out in the following order from the top.

a) 4 letter location indicator (leave blank – AIM will supply this)
b) ELEV -Aerodrome elevation (from survey) . this is the highest point on the landing area
c) Full name of aerodrome
d) 4 letter location indicator (leave blank)
e) aerodrome frequency to be used /AWIB frequency if applicable.

Graphic – sketch in runway(s) and surrounds. Refer to existing AIP aerodrome graphics for examples.

- Magnetic variation – AIM will calculate the latest value.
- Sketch in runway(s)
- Show runway designator(s)
- Show runway end elevations by each threshold (if known)
- Are there any displaced thresholds. If so….mark and annotate the distance from the applicable threshold.
- Sketch in local roads, prominent buildings (or residential areas) and rivers/streams.
- If significant – portray power lines, open drains, railway lines, local forests or high trees, masts, high hedges.

- Are there any aircraft parks, hangars, telephones, first aid, taxiways, and PLAs that need to be shown.
- Show all WDI(s) (are they lit?)
- Are there any runway lights?
- Are there any un-useable areas? (mud, soft grass)
- Show any sealed apron areas.
- Label runway length/width
- Label strip length/width (if known)

f) Comments : Add any comments that are pertinent to your aerodrome. Are there any local hazards that pilots should be aware of? High terrain after take-off?
g) Annotate your aerodrome reference point. This is the designated geographical location of the aerodrome. It should be located near the initial or planned geometric cntre point of the aerodrome. This point is to be surveyed and given to the nearest second of latitude and longitude.

Aerodrome Operational Data page

1) Leave the location indicator blank.
2) Aerodrome geographical location in relation to a nearby well-known town.
3) Full aerodrome name
4) Leave location indicator blank.
5) RWY section – Refer CAA AC 139-9A (Notification of aerodrome data and information)for assistance in filling out this section. Note that group rating numbers may differ depending on runway slope and displaced thresholds.
6) Lighting – advise if any lighting available. If PAL is available then the frequency and operating text is required. If the WDI is lit, enter it here.
7) Facilities: Fuel/passenger information.
8) Supplementary: Enter your aerodrome operators name and address along with a contact telephone number. Any general/specific operating instructions should be notated. (Landing fees, etc)

Heliport page.

The grey boxes in the template are to be filled out in the following order from the top.

a) 4 letter location indicator – leave blank
b) ELEV - heliport elevation (from survey)
c) Full name of heliport
d) 4 letter location indicator – leave blank
e) heliport frequency

Graphic – Two sketches are required. One is a larger scale depicting the approach and departure. The second is at the helipad itself and immediate surrounds.

Refer to existing AIP graphics for examples.

- Magnetic variation – AIM will calculate latest value

- Sketch in arrival and departure lanes in relation to the helipad. Show magnetic bearings where appropriate.
- Sketch in local roads, buildings (or residential areas) and rivers/streams
- If significant – portray power lines, open drains, railway lines, local forests or high trees, masts, high hedges
- Are there any helicopter parks, telephones, first aid, PLAs that need to be shown?
- Depict WDI(s) and if lit.
- Any un-useable areas?
- Any hazards in the area? (Poles, power lines, local turbulence)
- Is there any floodlighting or perimeter lighting. Show this on the sketch

Comments : Add any comments that are relevant to your heliport.

Annotate your aerodrome reference point in WGS84 format to the nearest second.

Heliport Operational Data page

- Leave your four letter aerodrome designator blank.
- Type in your geographical location in relation to a nearby well-known town.
- Leave your four letter aerodrome designator blank
- FATO/TLOF section – Fill out where appropriate
- Lighting – advise if any lighting available. If the WDI is lit, enter it here.
- Facilities: Fuel/passenger information.
- Supplementary: Enter your heliport operators name and address along with a contact telephone number. Any general/specific operating instructions should be notated. (Landing fees, etc)

CAA AC139-08A (Aerodrome Design Heliports) may assist.

Once you have filled in the appropriate aerodrome/heliport page, the operational data page and have attached all the background information, send it to

The Technical Editor
Aeronautical Information Management
PO Box 294
Wellington.

2. AIM assesses submission. Draft pages created once submission complete

The editor will assess your submission and consult regarding any questions arising. A draft copy of the graphic will be produced and sent to the originator for initial checking. Generally a PDF of the aerodrome will be produced and sent however the draft can be faxed or mailed if required. When the originator and technical editor are both satisfied with the draft copy then the pages will be scheduled for the next AIP amendment.

3) Applicant provides AIM with new aerodrome owner/operator details.

AIM maintain a web-based database of all aerodrome owner/operators in New Zealand. This database is utilised by AIM and the NOTAM office to ensure that,

1) contact details are up to date (a CAA requirement)
2) authorised persons only are submitting AIP amendment requests
3) authorised persons only are submitting NOTAM requests.

In addition users can view details of other aerodrome owner/operators if consultation needs to take place.

AIM will input the initial data for the new aerodrome after which the originator will be responsible for verifying and updating data on-line. Fill out the “New/Amend Organisation Details Form” and send this to AIM.

Once the aerodrome owner/operator details have been entered into the database the originator will be able to request AIPNZ amendments for their aerodrome and will be authorised to issue NOTAMs. Note that AIM will not publish a new aerodrome/heliport until these details have been received. If you do not have web access please advise AIM of this.

4) AIM schedules pages into next available AIRAC cycle for publication

AIM will schedule the aerodrome/heliport into the next available AIRAC cycle unless the originator requests a delay.

ELEV

NZ NON-CERTIFICATED **AERODROME**

UNATTENDED:

Comments

S E

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Non-Certificated Aerodrome

NZ NON-CERTIFICATED **OPERATIONAL DATA**

RWY

RWY	SFC	Strength	Gp	Slope	ASDA	Take-off distance			LDG DIST
						1:20	1:30	1:40	

LIGHTING

FACILITIES

SUPPLEMENTARY

Operator:

© Civil Aviation Authority

ELEV

NZ NON-CERTIFICATED **HELIPORT**

UNATTENDED:

Comments

S E

© Civil Aviation Authority

Non-Certificated Heliport

NZ NON-CERTIFICATED **OPERATIONAL DATA**

FATO/TLOF

	SIZE	SFC	STRENGTH	MARKINGS
FATO				
TLOF				

LIGHTING

FACILITIES

SUPPLEMENTARY

Operator:

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